

# JOB ANNOUNCEMENT

## City of Treasure Island, Florida

**TITLE OF POSITION:** Police Officer  
**SALARY:** \$23.69 - \$37.56  
**CLOSING DATE:** Open Until Filled

### CITY OF TREASURE ISLAND JOB DESCRIPTION

**JOB TITLE: POLICE OFFICER**

**GRADE: Union Schedule**

**DEPARTMENT: POLICE**

**SALARY: \$23.69 - \$37.56**

**GENERAL DESCRIPTION:**

This work involves providing vital public safety services to the community by maintaining order, responding to emergencies, protecting people and property, enforcing criminal and motor vehicle laws and ordinances and miscellaneous police services to the community. Duties are generally executed with considerable independence unless circumstances require direct supervisory assistance. Reports immediately to Police Sergeant.

**ESSENTIAL JOB FUNCTIONS:**

1. Works within a squad environment on rotating shifts responding to radio and computer dispatched routine and emergency calls for service, performs self-initiated routine patrols, provides traffic control and traffic law enforcement and investigates traffic crashes, investigates and arrests persons involved in misdemeanor or felony criminal activity and other unlawful activities, obtains and submits evidence, investigates unattended death of all natures, testifies in Depositions, Civil Court, Traffic and Criminal Court, performs other law enforcement/public safety duties as required or assigned.
2. Works an assigned shift and patrols all areas of the City, independently applies sound judgment, Department policy and best professional practices while determining the proper course of action for difficult, complex or emergency situations.
3. Maintains availability and operating knowledge radios, cellular telephones and Mobile Data Terminals (MDT) in order to respond as dispatched to routine or emergency calls for service as directed by the Communications center or Patrol Supervisor. In conjunction with service calls provided above, may also respond to calls regarding civil disturbances, evaluating persons that require involuntary admission due to mental or chemical impairment, missing persons, or incidents that may involve the use or anticipated use of Department issued firearms or other Department authorized weapons.

4. Carries out duties in conformance with Federal, State, County, and City laws, ordinances and Department policies; monitors the operation of public places for compliance with laws and ordinances.
5. Patrols all public places, commercial businesses open to the public and neighborhoods to preserve the peace and enforce laws. Conducts foot patrol to verify that business establishments are secure (after hours) and performs residential property checks as requested or assigned. May be assigned (with additional training) to Boat patrol or use of Department All-Terrain Vehicle. May be required to provide basic first aid to injured persons including CPR or use of Automatic Emergency Defibrillator (AED).
6. Works overtime including patrol duties, special events, coverage for sick and vacation leave. May be subject to call back.
7. Preserves crime scenes; interviews victims, suspects, witnesses and drivers. Locates and preserves evidence, including latent impressions and documenting relevant aspects of the investigation with photographs and/or video. Conducts follow-up of active investigations. After establishing probable cause, positively identifies suspects, locates and arrests or cites offenders. Summons medical or additional law enforcement personnel when necessary. Investigates and documents vehicular traffic crash scenes using both manual and computer generated reports and diagrams.
8. Conducts criminal investigations of crimes reported during the assigned shift or those previously reported and additional investigation is required.
9. Prepares a variety of official Departmental incident and investigative reports and other records documenting self-initiated or assigned activities or assignments.
10. Practices community oriented policing by assisting citizens with such matters as disabled vehicles, crime prevention, house watches, traffic safety issues, pet and bicycle registrations, etc.
11. Transports prisoners to police station and to County Jail. Executes search warrants and serves injunctions for protection
12. Coordinates activities with other officers or other City departments as needed, exchanges information with personnel in other law enforcement agencies as directed, and seeks counsel from Supervisors, Court Personnel, Victim Witness Services and the appropriate authority at the State Attorney's Office regarding criminal investigations and active cases, current case law.
13. Maintains contact with police supervisory personnel to coordinate investigative activities, provides mutual assistance to other law enforcement personnel during emergency or exigent situations and provides general information about Department services or activities as authorized.
14. Maintains issued or assigned departmental equipment, supplies and facilities. Reports ineffective or inoperable equipment.
15. Serves as a member of various employee committees.

(These essential job functions are not to be construed as a complete statement of all duties performed. Sworn members shall be required to perform other job related marginal duties as required.)

## MINIMUM QUALIFICATIONS

### **KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Applicants must exercise impartiality, model professionally sound ethics and integrity.
- After a period of mandatory training, the ability to understand the principles and practices of current law enforcement principles, procedures, techniques, and equipment.
- Proficiency in operating the tools and equipment listed below:
- Police vehicle, police radio, mobile data terminal, records managements system, laser/radar, service pistol, shotgun and patrol rifle, TASER, ASP baton, handcuffs, intoxilyzer, portable and mobile radio, telephone, first aid equipment including AED, and other emergency equipment.
- After meeting requirements for certification established by the Criminal Justice Standards and Training Commission, the ability to learn and enforce the applicable laws, ordinances, and department policy, procedure, rules and regulations;
- Ability to analyze situations objectively, report and record them clearly and completely.
- Ability to perform work requiring good physical condition;
- Ability to act effectively and calmly in emergencies;
- Strength and endurance to establish and maintain physical control of suspects being taken into custody;
- Ability to communicate effectively orally and in writing;
- Ability to establish and maintain effective working relationships with people in a variety of situations, peers and supervisors;
- Ability to exercise sound judgment in evaluating situations and in determining the appropriate course of official action;
- Ability to follow verbal and written direction or instructions;
- Ability to meet the special requirements listed below;
- Ability to learn the City's geography.

### **EDUCATION AND EXPERIENCE:**

Applicants must hold a high school diploma or equivalent, be at least 21 years old, be a United States citizen of the United States, and speak English. Applicants must meet all requirements established by the Criminal Justice Standards and Training Commission for a law enforcement Officer in the State of Florida. Applicants must pass an oral board, polygraph and psychological evaluation. Additionally, applicants must pass a physical agility exercise, a thorough medical evaluation, (including drug screen) and a comprehensive background investigation. Applicants must have at least one year of experience as a full-time Law Enforcement Officer, excluding Field Training. Preference is given to Applicants that are currently certified as a Law Enforcement Officer in the United States or any of its military organizations.

## **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Maintain valid Florida Driver's License.
- Maintain certification as a Police Officer from the Florida Department of Law Enforcement Criminal Justice Standards.

## **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to access input and retrieve information from an office and mobile data computer.
- Ability to frequently change from walking, standing some lifting and carrying objects of light to heavy weight (5-100 pounds).
- Physical agility and fitness for performing duties that require potential and often unexpected exertion.
- Ability to subdue or assist with subduing person's physically resisting arrest.
- Ability to perform traditional Law Enforcement Duties that may be encountered suddenly/unexpectedly.

## **ENVIRONMENTAL CONDITIONS:**

- Tasks may be performed in adverse weather conditions, e.g. sand, cold, rain, fumes, high winds and excessive heat.
- Exposed to and assumes all the risk inherent to police service.
- May be expected to physically participate in any/all conventional Police services involving heights, firearms use, water (patrol boat), Police or Rescue aircraft and drive at or ride in Police vehicles at high speeds during emergency response or adverse conditions.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)