

City of DeFuniak Springs

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JOB NOTICE POLICE OFFICER – POLICE DEPARTMENT

Post Date: October 3, 2022

Close Date: Open Until Filled

FLSA Status: Non-Exempt

Starting Pay Rate: \$43,243.20 annual

The City of DeFuniak Springs is now accepting applications for **Police Officer** in the DeFuniak Springs Police Department.

The duties of this position require a constituted law enforcement officer certified by the Criminal Justice Standards and Training Commission, empowered to enforce all laws of the State with full powers of arrest. Responsibilities are to protect life, limb, and property for the citizens of DeFuniak Springs. This position enforces laws, seizes evidence, makes arrests, and testifies in court. Provides general police protection for citizens, business owners, and visitors to the city. This position requires independent judgment and the ability to apply technical law enforcement knowledge with limited supervision.

Must pass a thorough medical examination, including drug screening, by a licensed physician at applicant's expense and possess a **CURRENT** Certificate of Compliance as a Law Enforcement Officer with the State of Florida.

MINIMUM REQUIREMENTS

- Must be 21 years of age
- Be a US Citizen
- Have a High school Diploma or GED
- Have a valid Florida driver's license with an acceptable driving record
- Have not been convicted of any felony or any misdemeanor involving perjury or a false statement
- Have not been dishonorably discharged from any of the Armed Forces of the US
- Have good moral character
- Must possess a CURRENT Certificate of Compliance as a Law Enforcement Officer with the State of Florida.
- Must possess a current and valid class E Florida Driver's License with an acceptable driving record.
- Must have No Marijuana use in the past five years and **NO** other controlled substance use.
- Prior Law Enforcement Officers must not have ANY sustained internal investigation involving perjury, false statement, or domestic violence.

Applicants who meet the above criteria and pass the physical fitness assessment will be eligible to advance to the final stage of the recruitment process that includes an oral interview, physical and eye exam, psychological evaluation and a full background investigation.

Applications may be obtained by visiting the City's website at www.defuniaksprings.net or City Hall, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433. For more information, please contact the human resources department at 850-892-8500x119.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.

POLICE OFFICER

FLSA STATUS: Non-Exempt
SUPERVISORY STATUS: Non-Supervisory

DEPARTMENT: Police
REPORTS TO: Police Sergeant

JOB SUMMARY:

This position provides for the care and control of security and safety for the City of DeFuniak Springs, Florida. It also carries out the responsibilities of an entry-level Florida/DeFuniak Springs peace officer and performs general duty police work or specialized police work in the protection of life and property. Work schedule will be on a rotating shift that typically includes a 10 or 12-hour shift with an occasional 8-hour shift to ensure 80 hours biweekly. Subject to be called in on a holiday or during an emergency situation

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Interacts with a culturally and socially diverse population, and maintains public order by preventing crime, enforcing laws and ordinances.
- Directs or personally investigates citizen complaints about police personnel conduct, services, and ordinances.
- Consists of routine patrol (motorcycle, bikes, cars, or horseback), responding to public safety calls, preliminary investigations, and traffic control duties within the city limits while on an assigned shift.
- Assists in the training and evaluation of Police Officers and Recruits.
- Handles high risk tactical operations or hostage situations.
- Conducts crime scene investigations for the detection of latent impressions and other physical evidence.
- Performs specialized investigations in the area of organized crime and maintain complex criminal intelligence files, follow-up investigations and prepares cases for prosecution.
- Conducts investigations; makes arrests; issues summonses/citations, and warnings.
- Interacts with community organizations and represents the Police Department.
- Renders first aid at accidents, and investigates causes and results of accidents.
- Requires responsibility for making decisions regarding actions to be taken and for independent judgment in the interpretation of policies and procedures, as well as application of laws and ordinances.
- Adheres to all safety rules and regulations
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of theories, principles, and practices of effective police administration with particular attention to planning and organizing police services and operations.
- Knowledge of federal, state, and city criminal and traffic laws and related court decisions.
- Knowledge of DeFuniak Springs Police policies, procedures, operations, general orders, management policies and personnel rules.
- Knowledge of the geography of the City of DeFuniak Springs and established police beat and grid coordinate systems.
- Knowledge of crime patterns and trends in an assigned area.
- Skilled in the techniques of interviewing, interrogations, firearms and operating a motor vehicle.
- Skilled in conflict management techniques, crime scene investigations, and preservation of evidence.
- Ability to use tact and courtesy to effectively interact with the public and with co-workers.
- Ability to read a variety of records, reports, case files, policy and procedures, and professional journals in moderately complex technical terminology.
- Ability to prepare legible reports while adhering to all rules of grammar, spelling, and diction.

Council Approved: February 24, 2014

- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of technical instructions in written, mathematical or diagrammatic form; to make independent judgments in the absence of assistance; to acquire knowledge of topics related to primary occupation.
- Ability to record and deliver information and to issue and follow verbal and written instructions.
- Ability to use computers to generate reports, prepare spreadsheets and to enter data.
- Ability to communicate effectively and efficiently in English in a variety of ways to be effective within the parameters of the job.
- Ability to perform basic math using decimals, determining percentages, and compute ratios and proportions.
- Ability to be adaptable at performing under stress when confronted with emergencies and frequent deadlines.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

High School Diploma or G.E.D. required. **Basic Entry Level - Minimum Qualification(s) Required - Police Officer – No Experience.** Minimum qualifications are: must be a current Florida Law Enforcement Officer’s State Certification or a passing score on the FDLE Basic Law Enforcement Officers Certification Test within the past year and the successful completion of an approved course of study from Florida Law Enforcement Officer’s Basic Recruit Training from a recognized school and continue to meet all Florida Law Enforcement Officers Standards and Training requirements. A current Florida Law Enforcement Officer’s State Certification. Candidates given a conditional job offer will be required to pass a pre-employment medical physical, and drug screening. All candidates will also be required to complete a satisfactory PAT (Physical Abilities Test) prior to being considered for employment with this agency. Because of the confidential and sensitive nature of information handled, successful completion of a background investigation and polygraph or CVSA is required. Knowledge of the City of DeFuniak Springs area is helpful. Requires a valid Florida driver’s license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Must speak, read, write and comprehend fluent English. Requires the ability to coordinate hands and eyes using modern office equipment and must have moderate levels of eye/hand/foot coordination. Can communicate by telephone or radio and in a face-to-face, one-to-one setting with the general public including witnesses, victims, and suspects, and/or other City employees and agencies in order to gather information during investigations and arrest criminal suspects. Work requires occasional physical exertion under adverse circumstances and routine patrols using motorcycle, bikes, cars, or horseback. Requires the ability to differentiate colors and shades of colors and the ability to talk and hear. Must be able to exert fifty (50) to one hundred (100) pounds of force occasionally, or twenty-five (25) to fifty (50) pounds of force frequently, or ten (10) to twenty (20) pounds of force constantly to lift, carry, push, and pull or otherwise move objects. Operates a Computer Aided Dispatch (CAD) system in order to run inquiries and enter reports. Detects alarms, sirens, gun shots, and other audible signs of warning in order to detect crimes, determine directions, and ascertain the seriousness of incidents. Physical demands are in excess of sedentary work; requires prolonged periods of standing. Requires full range of body motion in manipulation of limbs and torso for inspection tasks to include working in confined spaces. Requires excellent equilibrium to prevent falling from narrow, slippery or rough and uneven surfaces. May require occasional travel representing the City at meeting, in various professional associations, or for training and career development. May be expected to spend extended periods of time at the station or at a scene in the event of hurricane or other disasters. May be subject to insects, snakes, rodents or spiders. Specific vision abilities required include close vision and the ability to adjust focus.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description.

Employee Signature: _____ Date: _____