

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Law Enforcement Officer
FUNCTIONAL AREA: Police Department

WORK OBJECTIVE:

Under direction of a Police Sergeant, performs general duty police work involving crime detection, prevention and investigation. Employee functions at journey staff level to perform law enforcement duties and is responsible for protecting the lives and property of citizens. Specific assignments are received from a Police Sergeant or superior officer, however, employee must be capable of reacting with considerable independent judgment and initiative in dealing with routine and emergency situations.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Patrols assigned area by vehicle, motorcycle, foot, or bicycle; responds to and assists emergency calls; answers citizen complaints and/or general inquiries.
- Enforces vehicle parking and operating laws; issues and explains citations for violations.
- Protects the lives and property of citizens; administers first aid to injured or afflicted persons; provides assistance to stranded motorists.
- Searches for and investigates wanted and missing persons, and stolen property; investigates suspected illegal activity; prepares depositions; testifies and presents evidence in court.
- Searches for and apprehends offenders; escorts suspects, criminals and prisoners to county jail, court hearings, etc.
- Investigates crimes scene and accidents; administers breathalyzer tests; administers cvsa tests; searches for and preserves evidence; prepares depositions; testifies and presents evidence in court.
- Directs traffic and assists pedestrians at intersections; escorts funerals and parades.
- Promotes crime prevention through public awareness efforts; solicits cooperation of citizens to report crime and illegal activity.
- Reviews and investigates public establishments for compliance with applicable laws governing alcohol consumption, traffic and parking regulations, etc.
- Prepares various daily and periodic written reports and departmental forms; maintains logs; completes forms; prepares reports.
- Assists with natural disaster preparedness and emergency response; directs evacuation traffic.
- Assists with animal control services.
- Attends training sessions and seminars as directed; assists with the training of new officers.

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MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Criminal Justice or related field, and Florida State Law Enforcement Certification, Florida Certificate of Police Standards; or 60 college credits with four (4) years military or law enforcement experience; or an equivalent combination of education, training, and experience. Valid Florida Driver's License required.

Knowledge, Skills, & Abilities –

Considerable knowledge of current principles and practices of police work, governing laws, ordinances, policies and procedures.

Considerable knowledge of pre-established City, County and State policies and procedures applicable to the work.

Ability to understand and follow written and oral instructions.

Ability to clearly communicate information both verbally and in writing.

Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.

Ability to read, update and maintain various records and files.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.

Skill in operating an automatic and standard transmission vehicle.

Skill in safe First Responder methods, procedures and practices.

Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations.

PHYSICAL REQUIREMENTS:

Routine tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing and/or walking. Emergency tasks involve the intermittent performance of physically demanding work, which may involve some combination of running, climbing or jumping, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy and/or heavy objects, materials and/or persons. (20-150 pounds).

ENVIRONMENTAL REQUIREMENTS:

Tasks are performed in outdoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings

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and observance of established safety precautions is essential in avoidance of injury or accidents. Other work requires diplomatic, skillful and immediate response to potentially violent situations and must submit to essential safety precautions to avoid personal injury or injury to the general public.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.