



## **JOB DESCRIPTION**

**Job Title: Police Officer (full-time)**

**Effective Date:** April 8, 2025

**Pay Grade:** N/A

**FLSA Status:** Non-Exempt

**Hourly Min.- Max:** \$21.50 ph.

**Annual Min.- MAX:**

**General Description:** This is general duty police work in enforcing laws and ordinances. Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws. Work involves an element of personal danger. Specific assignments are received from superior officers and are carried out in accordance with established rules and procedures, however, employees must be able to act without direct supervision in meeting emergencies. Work is reviewed by Officer in charge of shift through reports inspection and observation of results obtained.

### **Primary Duties:**

- Patrol an assigned area on foot or in a car.
- Monitor, note, report and investigate suspicious persons, crowds and situations, safety hazards, and unusual or illegal activity in patrol area.
- Regulate traffic, control crowds, prevent crime and arrest violators.
- Watch for and make investigations of wanted and missing persons and property.
- Respond to the scene of crimes and accidents.
- Search for and preserve evidence.
- Investigate crimes.
- Search for and apprehend violators.
- Record facts to prepare reports that document incidents and activities.
- Escort funerals
- Check doors and windows of business establishments.
- Assist children at street crossings and control pedestrians in compliance with safety laws.
- Escort prisoners to police station and county jail.
- Book charges, testify and present evidence in court.
- Direct traffic at intersections.
- Enforce traffic laws.
- Give information concerning location streets, routes, and buildings.
- Work directly with the public.
- Maintain good public relations and perform other duties as assigned.
- Filling as the SRO at local schools when needed

**Minimum Qualifications:** Graduation from a standard high school or GED. Must successfully complete the minimum standards as prescribed by State of Florida Department of Law Enforcement.

**Licenses, Certification, and/or Registrations:**

- Florida Certified Law Enforcement Officer
- Possession of a valid Florida driver license.
- Required to be certified in NCIC/FCIC.
- School Resources Officer(s) will receive additional training as predicated by Florida Statue and the Lake County School Board.

**Knowledge, Skills, and Abilities:**

- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state or national security operations for the protection of people, data, property, and institutions.
- Principles and practices of police work.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, agency rules and ordinances.
- Knowledge of computer programs such as Microsoft Office.
- Knowledge of first aid methods.
- Knowledge of human behavior and performance.
- Ability to observe situations analytically and objectively and to report and record them clearly and completely.
- Ability to establish and maintain effective working relationship with associates and the general public.
- Ability to express ideas clearly, concisely, orally, and in writing in English.
- Skills in active listening; giving full attention to what others are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at appropriate times.
- Ability of being aware of others reaction and understanding why they react as they do; talking with others to convey information effectively.

**Essential Physical Functions:** The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force to move objects.

Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture

by touching with skin, particularly that of fingertips.

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palms.
- Handling: Picking, holding, or otherwise working primarily with the whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward and outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing and exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motions of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken work including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. Shouting in order to be heard above ambient noise level.
- Visual Acuity: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures: transcribing; viewing a computer terminal; and /or extensive reading. Including color, depth perception, and field vision. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities and/or structures. Visual acuity to operate motor vehicles, fire vehicles and apparatus. Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, and operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

#### **WORK ENVIRONMENT:**

- Works outside in various weather conditions and inside an office environment.

May involve quickly entering or exiting law enforcement patrol vehicles; lifting, carrying or dragging heavy objects; climbing over and pulling oneself up over obstacles; jumping down from elevated surfaces; climbing through openings; jumping obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

- Hazardous and stressful situations.
- School campuses and environments.

## **HOURS WORKED:**

There are two shifts that all officers rotate every four months which are as follows:

- 6 am to 6 pm
- 6 pm to 6 am

Officers work 2 days on – 2 days off – 3 days on – 2 days off – 2 days on – 3 days off then schedule repeats. The rotating schedule allows every other weekend off. Officers do not receive overtime until after working more than 86 hours in a Bi-weekly pay period. Annual hours are approximately 2236 hours or more. Holidays are included. The schedule is subject to change due to the needs of the department.

**School shifts** are determined by the Lake County School Board and the agency. The shifts may vary depending on the school's schedule and events.

**Acknowledgement** (original to personnel file, and copy to the employee)

I have read and understand this job description. I am qualified to perform this job, with or without reasonable accommodations.

Employee Name (Print)

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Human Resources

\_\_\_\_\_

Date \_\_\_\_\_

***Town of Howey-in-the-Hills***

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