



VALPARAISO POLICE DEPARTMENT

POLICE OFFICER

(Law Enforcement Officer)

JOB DESCRIPTION – POLICE OFFICER (Law Enforcement Officer);

Receives training, and performs a wide variety of police functions including, but not limited to; crime repression, crime prevention, protection of personal liberties, regulation of non-criminal conduct, and provision of services. Enforces city, state, and federal ordinances, and statutes, and arrests offenders. Performs first-aid and CPR when required. Along with animal control and Code Enforcement issues. This is an entry-level position.

ESSENTIAL FUNCTION STATEMENTS;

- Affect an arrest within training guidelines, and department policy. Using amounts of force that is reasonable, and necessary in accordance with policy, and law.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search, and arrest, when force may be used, and to what degree.
- Operate a law enforcement emergency vehicle during both the day, and night; in emergency situations involving speeds in excess of posted limits, in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow.
- Communicate effectively and coherently over law enforcement radio channels while initiating, and responding to radio communications.
- Gather information in criminal investigations by interviewing, and obtaining the statements of victim's witnesses, suspects, and confidential informers.
- Pursue fleeing suspects, and perform rescue operations which may involve quickly entering, and exiting a law enforcement patrol vehicle; lifting, carrying, and dragging heavy objects; climbing over, and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches, and streams; crawling in confined areas; balancing on uneven or narrow surfaces, and using body force to gain entrance through barriers.
- Load, unload, aim, and fire from a variety of body positions; handguns, shotguns, and other agency firearms under conditions of stress that justify the use of deadly force, and at levels of proficiency prescribed in certification standards.
- Perform searches of people, vehicles, buildings, and large outdoor areas which may involve feeling, and detecting objects; walking for long periods of time, detaining people, and stopping suspicious people. Conduct visual and audio surveillance for extended periods of time.
- Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol, and physically checking the doors, and windows of buildings to ensure they are secure.
- Effectively communicate with people, including juveniles, by giving information, and directions, mediating disputes, and advising of rights and processes.
- Demonstrate communication skills in court, and other formal settings.
- Detect, and collect evidence, and substances that provide the basis of criminal offenses, infractions, and that indicate the presence of dangerous conditions.
- Endure verbal and mental abuse when confronted with hostile views, and opinions of suspects, and other people encountered in an antagonistic environment.
- Perform rescue functions at accidents, emergencies, and disaster to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging, and carrying people away from dangerous situations, and securing, and evacuating people from particular areas.
- Process, and transport prisoners, and committed mental patients using handcuffs, and other appropriate restraints.
- Put on, and operate a gas mask in situations where chemical munitions are being deployed.
- Extinguish small fires by using extinguisher, and other appropriate means.

- Read, and comprehend legal and non-legal documents, including the preparation, and processing of such documents as citations, affidavits, and warrants.
- Serves as an agent of the Court in serving warrants, subpoenas, summonses, etc.
- Process arrested suspects to include taking their photographs, and obtaining a legible set if inked fingerprint impressions.
- Investigates criminal complaints regarding the municipal code, and interviews witnesses, and suspects; gathers evidence, and documents all information received in a police report.
- Patrols the city in a proactive manner to identify immediate public safety, and health violations; responds to dispatched calls for service from the Valparaiso Police Department Communications Officer.
- Gives testimony in Magistrate court or regarding Code cases; county health cases as needed, and may be required to give depositions in civil matters.
- Operates department vehicles; patrols general, and assigned areas; picks up and/or impounds vicious, injured, dead, problem, and stray animals from public, and private property.
- Contacts owner of animals, and informs them of their responsibilities.
- Responds to complaints; determines presence of violations; gives warnings, issues citations, and informs violators, etc. of code violations. May testify in court; types, and submits reports; maintains records.
- Investigates animal bite complaints of suspected rabies; destroys animals when required.
- Performs related duties as required.

QUALIFICATIONS;

1. Be a high school graduate, or its equivalent.
2. Be at least 19 years of age.
3. Be a citizen of the United States.
4. Shall not have been convicted of domestic violence or any felony or misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo-contender to or is found guilty of a felony or misdemeanor involving perjury or a false statement shall not be eligible for employment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
5. Be a non-user of tobacco products commencing with date of hire.
6. Received an honorable discharge from any of the Armed Forces of the United States, if applicable.
7. Be fingerprinted by the employing agency, and processed by the FDLE, and the FBI.
8. After conditional offer of employment, have passed a pre-employment physical examination, drug screen, NOJOSI examination, review board, and background investigation.
9. Have good moral character as defined in FAC Rule 11b-27.
10. Complete and Affidavit of Application form (CJSTC-68).
11. Have completed police basic recruit training or high liability proficiency (if exempt from basic recruit training), and pass the Florida State certification examination.
12. Comply with training or education requirements.
13. Possess a valid Florida driver's license.

KNOWLEDGE, SKILLS and ABILITIES;

Some knowledge of modern law enforcement principles, procedures, techniques, and equipment; working knowledge of criminal codes, traffic codes, and juvenile codes for the State of Florida; working knowledge of the Florida judicial system, and civil procedures, testifying, and courtroom demeanor; working knowledge of laws governing arrest, search, and seizure. Basic criminal investigative techniques including crime scene preservation, diagramming, interviewing, and interrogation, photography, etc.; basic traffic accident investigation, police radio code, and procedures, report writing, grammar, and punctuation; be computer literate, have working knowledge of the police department's police computer data reporting system. And working knowledge of the department's polices and procedures.

Emergency vehicle operation, and procedures; pursuit driving techniques; proficiency in firearms, defensive tactics, and handcuffing; must be able to pursue, subdue, and apprehend a hostile, and combative subject. Be a first responder.

Observe situations, record them, and react quickly, and calmly; act with tact, and impartiality; deal effectively, and courteously with fellow officers, and the general public; communicate effectively, both verbally, and in writing; work independently; exhibit imagination, initiative, problem solving, and capability in coping with a variety of law enforcement situations. React to change productively; work in a paramilitary organization that relies on policies and procedures to govern the behavior of personnel. Exercise good judgment, and maintain effective working relations with elected officials, department heads, employees, officials, and employees of other jurisdictions.

PERSONAL CHARACTERISTICS;

Since police officers are required to enforce the law, and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a 'business necessity' that officers exhibit a history, and characteristics, of honesty, reliability, and ability to manage personal finances, interpersonal skill, and integrity.

WORKING CONDITIONS;

Moderately heavy physical activity, required to push, pull or lift heavy weights. Difficult working positions, required to stand, walk or sit uncomfortably for extended periods. Occasionally is required to run, stoop, twist, grasp, reach, kneel, and crouch.

Exposure to elements; such as heat, cold, dampness, fumes, noise, dust or grease. Risk of bodily injury is moderate under normal conditions. Intermittent exposure to infectious disease, disturbed individuals, emotionally unbalanced individuals, etc. Exposure to stressful situations is of considerable magnitude as a result of human behavior.

May be required, during prolonged emergency situations, to work without sleep for extended periods. Subjected to traffic hazards, during emergency responses, through heavy traffic.

The potential to work in various weather conditions, and hazardous surroundings exist at all times, including exposure to vehicle traffic, dangerous or threatening people, communicable diseases, hazardous materials, chemicals, and etc. The employee is required to remain calm during stressful and possible life-threatening situations.

All applicants are subject to a police background investigation.