



INDIAN SHORES POLICE DEPARTMENT

SERVING INDIAN SHORES & REDINGTON SHORES

19305 Gulf Blvd, Indian Shores, FL 33785

POLICE OFFICER

SUMMARY:

This is general duty police work in the enforcement of laws and ordinances. The employee is responsible for the protection of life and property; for the prevention, detection, and investigation of crime; and for maintaining law and order. Assignments are carried out in accordance with established rules, procedures, statutes, and judicial decisions. However, employees must be able to act without direct supervision in emergencies and unusual situations. Work is reviewed through reports, inspections, and observation.

EMERGENCY RESPONSE STATUS: Indian Shores Police employees will be required to work as directed during an undeclared and/or a declared emergency. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location and may include duties other than those specified in the employee's official job description. This is a condition of employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responds to assignments received as a result of calls for service from the public and from superior officers.
- Patrols assigned areas on foot, bicycle, motorcycle or in police vehicles; enforces traffic and criminal laws, parking regulations, and domestic violence injunctions; performs investigations, provides service, and generally provides for the safety of the public.
- Responds to the scene of crimes, traffic accidents, and incidents. Interviews suspects, prisoners, complainants, and witnesses in order to gather information; takes enforcement action, and files official reports.
- Attends training for the Town when necessary.
- Maintains radio contact with department personnel via two-way radio.
- Searches for and apprehends suspects involved in criminal activity.
- Transports prisoners to the police building, detention facility, or treatment facility as required.
- Testifies and presents evidence in court regarding policing duties.
- Interacts with diverse groups of people within the department and the community in order to detect, prevent, and investigate suspected criminal activity; monitors businesses

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for compliance with laws and ordinances, and develops and maintains sources of information about criminal activities.

- Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for safety of self, others, materials, and equipment.
- Assists medical personnel on site; assists other agencies as required.
- May be assigned special law enforcement related duties.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Sixty (60) semester credit hours from an accredited college or university. The 60 credit hours will be waived for applicants with at least two years prior law enforcement- related experience or two years active military duty. Ability to successfully obtain a Florida Department of Law Enforcement (FDLE) Certification. Applicants certified in other States must meet and maintain compliance standards as enumerated in Florida Statute 943.13.

Knowledge, Skills, and Abilities: Ability to understand the principles and practices of police work, and to understand and enforce laws and ordinances. Ability to analytically and objectively observe situations and to report and record them clearly and completely. Ability to establish and maintain effective working relationships with associates and the general public. Ability to meet the minimum standards for employment as a Police Officer as established by Florida Statute 943.13 and meet background and personal history standards as established by the Florida Criminal Justice Standards and Training Commission (CJSTS) 11B-27.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

Work Environment: 15% inside a climate-controlled building. 85% outside which includes driving.

Physical Requirements: The essential functions of the job require; sitting approximately three (3) hours, standing approximately four (4) hours, and walking approximately three (3) hours during the course of a 10-hour shift. The job also requires frequent: bending/stooping, grasping, reaching, and lifting/carrying objects weighing up to 15 pounds, with occasional: fine manipulations, pulling/pushing, and repetitive motion. On rare occasions the work requires: climbing, crawling, kneeling, and lifting/carrying objects weighing 15 pounds or more.

Sensory Requirements: Hearing: Ability to hear alarm signals, radio transmissions, understand what others are saying in normal conversation, and detect specific noises or voices during group conversations. Speaking: Ability to communicate orally with others in person, via radio and telephone transmissions, and during formal presentations to groups. Seeing: Ability to

operate a vehicle, read fine print and normal print, and observe numbers, license plates, and street signs at night.

Driving Requirements: Requires frequent driving and possession of a valid Florida Class “E” Driver License and appropriate endorsements.

Office Machines: The work requires the ability to operate the following office machines: computers, printers, fax machines, copiers, and shredders.

Other Machines: The work also requires the ability to operate video recording devices.

Tools: The work requires proficiency with standard police tools.

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