

**SATELLITE BEACH POLICE DEPARTMENT--- POLICY AND PROCEDURE DIRECTIVE
JOB TASK ANALYSIS**

POLICE OFFICER

Position Covered:

DETECTIVE

Basic Description: (A short narrative describing the position and responsibilities.)

The incumbent in this position is responsible for the protection of life and property and the enforcement of state laws and city ordinances including detection and apprehension of suspected violators. This work involves an element of personal danger and frequent contact with the public under emergency and non-emergency conditions. This officer may be assigned to various types of duty and shift hours in accordance with department needs. The officer is assigned to a superior officer who they will receive work instructions and assignments from. The police officers performance is evaluated after review of several areas including work practices, reports, inspections, knowledge, attitude, and other observations. The officer is required to maintain several certificates as required by F.D.L.E. and department needs including Human Diversity, firearms, and C. P. R. training.

It is the responsibility of the officer to maintain, and take the necessary steps to improve upon, the minimum level of proficiency in job related skills, knowledge, and abilities.

The duties and tasks in this form are not intended to be all-inclusive and the employer reserves the right to assign additional duties and responsibilities as necessary.

TYPICAL DUTIES

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES UPON COMPLETION OF PROBATION
IS A MINIMUM REQUIREMENT.

Perform the duties and responsibilities as listed in the Sworn Officer job description.

Respond to calls for service.

Back up other units to ensure safety.

Communicate with dispatchers by radio.

Monitor police radio for all transmissions in order to remain aware of pertinent activities.

Investigate all general law violations of Florida State Statutes, City Ordinances and suspicious incidents.

Review and evaluate assigned criminal cases for solvability factors and determine course of action.

Interview suspects, witnesses, and victims.

Arrest, search, and transport violators

Protect secure, and process crime scenes (i.e., take fingerprints, take photographs, gather miscellaneous evidence).

Conduct post-crime follow-up investigations (i.e., show mug shots, conduct lineups, check records, gather intelligence).

Conduct thorough business and residential patrols.

Counsel parties involved in crises.

Assist other agencies as necessary.

Communicate important information to concerned citizens.

Transport persons to various facilities.

Participates in training new officers as assigned.

Conduct searches (i.e., cars, houses, and buildings).

Assist in establishing perimeters to contain a suspect.

Maintain investigative files, logs, and reports.

Coordinate with neighboring jurisdictions to identify and locate potential suspects to criminal activity.

Establish community contacts for fact finding.

USE AS MANY FORMAT SHEETS AS NECESSARY TO COVER THE OBJECTIVES AND REQUIREMENTS

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TYPICAL DUTIES

Prepare search warrants and arrest warrants in accordance with legal guidelines.
Evaluate tactical needs.
Provide communications center with necessary information to enter stolen items or missing persons.
Issue intelligence bulletins
Recover property.
Conduct high-risk stops.
Assist patrol with special details.
Work extended hours as required.
Be available for on-call after hours to respond to major criminal investigations when summoned
Participate in community crime watch and prevention activities

EQUIPMENT MAINTENANCE

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES UPON COMPLETION OF PROBATION
IS A MINIMUM REQUIREMENT.

Maintain weapons, uniforms, and vehicles in good repair and working condition.
Adhere to the vehicle maintenance schedule.
Respect department/others equipment

WRITTEN DOCUMENTATION

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES UPON COMPLETION OF PROBATION
IS A MINIMUM REQUIREMENT.

Thoroughly and accurately complete incident reports, Field Interview Reports, charging affidavits and processing paperwork, traffic/misc citations, warning tickets, evidence cards, trespass notices, radar logs, intoxilyzer logs, crime lab reports, accident reports, alarm reports, maintenance logs, and all other department reporting documentation as required.

PUBLIC RELATIONS

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES UPON COMPLETION OF PROBATION
IS A MINIMUM REQUIREMENT.

Make self-initiated citizen contacts.
Refer the public to the appropriate agencies or services.
Participate in special events when assigned (i.e., neighborhood watch).
Project an overall positive attitude of agency and profession to general public and treat public with courtesy.

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02/20/12

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COURT APPEARANCES

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES UPON COMPLETION OF PROBATION
IS A MINIMUM REQUIREMENT.

Appear in court as required.
Review the case report and/or the deposition in preparation for a court appearance.
Communicate with the Assistant State Attorney regarding the case in order to prepare.
Testify at a deposition or in court.

CAREER DEVELOPMENT

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES UPON COMPLETION OF PROBATION
IS A MINIMUM REQUIREMENT.

Remain constantly aware of changes in criminal justice system (laws, rules, etc) through reading, training etc.
Maintain the required physical fitness level appropriate to perform job functions.
Strive to identify and meet career goals.

EQUIPMENT

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES UPON COMPLETION OF PROBATION
IS A MINIMUM REQUIREMENT.

Each officer will be responsible to properly maintain the following equipment if issued and report losses or damage immediately: Police radio, vehicle, handgun, shotgun/rifle, identification, badges, riot helmet, gas mask, computer, first aid kit, finger print kit, fire extinguisher,, leather gear, body armor, flashlights, handcuffs, flares/cones, uniform and related clothing, police manuals, protective equipment (PPE), (i.e., gloves, masks, goggles) and all other issued equipment

ENVIRONMENTAL FACTORS

Various environmental factors may be encountered during the course of duty to include Chemicals, fumes, fire, toxic substances, insects, noise, vibrations, slippery surfaces, lightning, explosives, oil, tobacco smoke, radiation, radar, allergenic substances, electrical hazards, possible burns, confined or cramped body position for extended periods, irregular or extended work hours, irregular eating and sleeping schedules, bodily injury, contact with infectious or contagious diseases, humidity, low temperatures, high temperatures, high temperatures combined with high humidity, heavy rain, exposure to sun, sudden temperature changes, hail, high winds, tornadoes, flooding, hurricanes, all types of terrain including high grass, woods, ditches, muck, sand, heights, hills, lakes, and rivers.

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TRAINING AND EXPERIENCE

Previous experience in law enforcement is preferred but not required. Experienced officers are responsible to assist less experienced officers and intervene as needed.

MINIMUM MENTAL REQUIREMENTS

Retain information, memorize codes and signals, use reference material with ease.
Basic math skills: percentages, decimals, addition, subtraction, multiplication, division
Ability to read and to distinguish the order of numbers.
Perceptual skills; perceive when to use force and when to retreat; ability to detect suspicious behavior.
Interpersonal skills, empathy, tolerance, patience, ability to get along with many cultures, assess human behavior.
Ability to control emotions and remain calm in crisis situations.
Process, organize, prioritize information; report facts chronologically.
Ability to perform under pressure; react quickly and correctly.
Have the following qualities, truthfulness, integrity, decisiveness, adaptability, and consistency.
Awareness of one's surroundings and attentive to detail.
Ability to concentrate and to keep from being distracted.
Understand nonverbal communication.
Have self-confidence and be self initiative.
Use logic and judgement; follow directions and orders.
Sense of direction while driving.
Listening comprehension skills.
Ability to perform different tasks simultaneously.

MINIMUM PHYSICAL REQUIREMENTS

Visual depth, distance, night and peripheral vision.
Keen hearing.
Communicate verbally in English with ability to enunciate.
Write legibly in English, using proper grammar, spelling, and punctuation.
Manual and finger dexterity.
Flexibility of upper body and limbs.
General strength in upper and lower body, legs, back, arms, fingers, and hands.
Coordination in legs, arms, hands, eye-hand; steadiness of hand/arm.
Physical endurance, quick reflexes.
Cardiovascular strength.
Ability to run, walk, swim, climb, crawl, bend/lean over, twist/turn.

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MINIMUM PHYSICAL REQUIREMENTS (continued)

Use of two hands simultaneously.
Balance/equilibrium.
Ability to coordinate rhythm of compression and breaths during CPR.
Ability to tolerate moderate pain
Ability to lift 150 pound objects 100 feet in an emergency.

MINIMUM EDUCATION

Must be a high school graduate or possess a state equivalency diploma.
Certificate of Completion of Certificate of Compliance in basic law enforcement training with the Criminal Justice Standards and Training Commission or must successfully complete academy training to become certified according to state regulations.
Training may be provided by the agency.

MINIMUM REQUIREMENTS

Must be at least 21 years of age. Must be a United States citizen.
Must possess a valid Florida State Drivers License.
Must not have been convicted of a felony.
Must not have been convicted of a misdemeanor involving moral character or as deemed inappropriate by F.D.L.E. standards or the Chief of Police.
Must not have been released or discharged under dishonorable conditions from any of the Armed Forces of the United States.
Must pass a polygraph examination, psychological exam and drug screen.
May be required to successfully pass a written examination and/or oral review board.

In order for upward mobility through the officer phases a written test with an acceptable passing: score may be required.

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