

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

Position Covered:	POLICE OFFICER
	PATROL CORPORAL

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 prevention, 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 and participate in a range of mandatory training as required by the Florida Department of Law Enforcement, state and federal guidelines and department and community needs.

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

- Assignments as listed in Police Officers Job Task Analysis
- Senior Patrol Officer
- Review officer citations for accuracy and completeness
- Evaluate situations and determine appropriate action
- Perform duties as Shift Supervisor during Sergeant's absence
- Take the initiative to make decisions on daily activities and critical incidents that may occur
- Inform superiors of information pertinent to them
- Train new employees in the proper performance of their jobs

EQUIPMENT MAINTENANCE

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

Maintain weapons, uniforms, vehicles, and City issued equipment in good repair and working condition, Adhere to the vehicle maintenance schedule, Respect department/others equipment (computers, desks, chairs, etc)

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, Arrest affidavits and processing paperwork, traffic/misc citations, warning tickets, evidence cards, trespass notices, radar logs, intoxilyzer logs, crime lab reports, accident reports, maintenance logs, and all other department reporting documentation as required.

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

Originator Init. _____ Reviewer Init. _____ Chiefs' Approval _____ Date _____ Page 1

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PUBLIC RELATIONS

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Make self-initiated citizen contacts, Assist motorists and pedestrians in need of help, 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.

COURT APPEARANCES

COMPLETE PROFICIENCY 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 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 PROFICIENCY 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 PROFICIENCY AND KNOWLEDGE OF THESE DUTIES UPON COMPLETION OF PROBATION
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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, fingerprint 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,

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ENVIRONMENTAL FACTORS (Con't)

contact with infectious or contagious diseases, humidity, low 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.

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

Good oral and written communication skills, as well as good interpersonal skills and the ability to get along with all types of people
Able to organize information, exercise good judgment, make sound decisions, and perform effectively under stress
Patience and the ability to recognize the potential/limitations in subordinates
As further listed in "Officer's" Job Task Analysis.

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

MINIMUM PHYSICAL REQUIREMENTS (Con't)

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, climb, crawl, bend/lean over, twist/turn
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

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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

The rank of Corporal is attained by meeting/exceeding the minimum requirements as set forth in this Job Task Analysis
Appointment is at the discretion of the Chief of Police (may require promotional testing)
Must have Supervisor endorsement
Must complete interview with Chief of Police

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