

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

Position Covered:	POLICE OFFICER
	PATROL SERGEANT

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 IS A MINIMUM REQUIREMENT

- Assignments as listed in "Officer's" Job Task Analysis
- Evaluate situations and determine appropriate action
- Monitor officers for work quality and quantity
- Take the initiative to make decisions on daily activities and critical incidents that may occur
- Inform superiors of information pertinent to them
- Review reports to ensure they are complete and accurate
- Direct the course of action during certain situations
- Delegate work and responsibilities
- Issue Lawful orders
- Disseminate new policies and procedures and ensure that departmental goals and objectives are met
- Counsel subordinates about personal or job related problems
- Train new employees in the proper performance of their jobs
- Evaluate or provide input on subordinates' performance evaluations
- Conduct inspections when necessary
- Review citizens' complaints and make proper notifications to superiors when necessary
- Identify violations of policies and procedures and take appropriate action
- Ensure department personnel adhere to department policies and procedures
- Ensure that personnel meet departmental expectations through achieving Goals and objectives
- Direct subordinate activities by assigning duties, outlining possible course of action, and informing subordinates of changes that may affect their work
- Conduct inspections in the field, particularly of areas causing special problems
- Determines tactical needs in the field (set up perimeters, establish command posts)
- Evaluates the need for special services (k-9, helicopter, E.R.T.)
- Maintain employee files for counseling, commendations, and problem areas
- Complete employee performance evaluations
- Monitor and review daily work for employee efficiency, quality and quantity of work
- Guide subordinates in the performance of tasks where appropriate
- Initiate and answer departmental correspondence

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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TYPICAL DUTIES (Con't)

Participate in meetings, provide, and solicit input as needed
Assist with development of policies and procedures
Provide counseling to employees as necessary
Assist in administering discipline

EQUIPMENT MAINTENANCE

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES 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 IS A MINIMUM REQUIREMENT

Thoroughly and accurately, complete incident reports as set forth in the "Officer's" Job Task Analysis
Maintain files/logs of Officer activities, provide written correspondence to officers and superiors to keep others informed of current activities/expectations, complete yearly evaluations of subordinates.

PUBLIC RELATIONS

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT

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 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 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

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EQUIPMENT

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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

As listed in "Officer's" Job Task Analysis

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

MINIMUM PHYSICAL REQUIREMENTS

As listed in "Officer's" Job Task Analysis

MINIMUM EDUCATION

As listed in "Officer's" Job Task Analysis

MINIMUM REQUIREMENTS

As further listed in "Officer's" Job Task Analysis

For promotion to the rank of Sergeant, the candidate must have been employed as a full time, sworn officer for a minimum of two years at the time the test is given but shall not be eligible for promotion until completing three years. Candidates must make the eligibility list as specified by policy then be selected by the Chief of Police. Prior years of law enforcement experience may be credited at the discretion of the Chief of Police.

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