

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

POLICE OFFICER

**Position Covered:**

PATROL

**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

Respond to calls for service  
Back up other units to ensure their safety  
Communicate with dispatchers by radio; Provide necessary information to enter stolen items or missing persons  
Monitor police radio for all transmissions in order to remain aware of pertinent activities (i.e., B.O.L.O.'s)  
Investigate violations of Florida State Statutes, City Ordinances, and traffic infractions,  
Actively identify traffic violations and stop violators; issue citations and warnings  
Conduct thorough business and residential patrols  
Intervene in domestic disputes, Counsel parties involved in crises  
Assist other agencies as necessary  
Communicate important information to superiors, Make notifications during major events  
Disseminate information to concerned citizens  
Direct traffic when necessary  
Initiate Baker/Marchman Act procedures, transport persons to various facilities  
Arrest, search, and transport violators  
Interview suspects, witnesses, and victims  
Protect, secure, and process crime scenes (i.e., take fingerprints, photographs, and gather evidence), Recover stolen property, and Conduct searches (i.e., cars, houses, and buildings)  
Conduct follow-up investigations (i.e., show mugshots, conduct lineups, check records, gather intelligence)  
Participates in training new officers as assigned  
Act as Detective if assigned  
Evaluate tactical needs, Conduct high-risk stops, Assist in establishing perimeters to contain suspects  
Perform field sobriety tests, Assist specialized patrol with special details  
Administer First Aid  
Work extended hours as required  
Adhere to Criminal Procedure Guidelines and Law Enforcement Practices

**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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**EQUIPMENT MAINTENANCE**

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES UPON COMPLETION OF PROBATION  
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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.

**PUBLIC RELATIONS**

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES UPON COMPLETION OF PROBATION  
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 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

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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, 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.

**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, and use reference material with ease  
Basic math skills: percentages, decimals, addition, subtraction, multiplication, and 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 behavior  
Ability to control emotions and remain calm in crises situations, Ability to perform different tasks simultaneously  
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

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**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  
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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