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City Council Members:
Larry F. Cook
James W. Sellers
Shelley Carroll
Sierra F. Smith

JOB DESCRIPTION

DATE APPROVED:
POSITION TITLE: Police Officer
DEPARTMENT: Police

REPORTS TO: Police Chief
FLSA STATUS: Non-exempt

JOB SUMMARY:

Work is performed under the leadership and guidance of the Chief of Police. This is general non-supervisory police work in the protection of life and property through the enforcement of laws and ordinances in the entry level Police Officer classification.

ESSENTIAL FUNCTIONS:

- Available to work rotating shifts.
- Patrol a designated area of the City of Bonifay, to preserve the peace, to prevent and discover criminal acts and to enforce traffic regulations.
- Answer calls and complaints involving drunkenness, domestic disputes, fires, thefts, traffic crashes and other felonies and misdemeanors.
- Responsible for being knowledgeable of the crime problem in assigned work area and developing strategies to combat the problem.
- Administer first aid, make preliminary investigations, identify, protect, and collect physical evidence, locate witnesses, and make arrests.
- Interview complainants and witnesses to obtain information about crimes.
- Assist in investigative work.
- Testify as a witness in court.
- Patrol school zones and high activity areas when assigned.
- Direct traffic.
- Investigate traffic accidents/incidents.
- Complete assigned paperwork and computer records accurately and timely.
- Prepare detailed reports.
- Provide general information to the public.
- Other duties as assigned.

OTHER JOB FUNCTIONS:

- Attends and participates in professional organizational meetings, seminars, and workshops to stay abreast of new trends and innovations related to the field as requested.
- Serves as a staff liaison to boards, committees, and commissions as assigned.
- Completes special projects and other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Thorough knowledge of the principles, practices, and procedures as applied to patrol, traffic control, and criminal investigations, crime prevention, and records management.
- Advanced knowledge of federal, state, county and city ordinances related to public safety.
- Ability to interact effectively with youth and adults from diverse social and economic backgrounds.
- Strong analytical skills with the ability to analyze complex issues and make sound recommendations.
- Strong written and verbal communication skills. Must have the ability to communicate and facilitate effectively with diverse audiences.
- Must have the ability to maintain professional composure and take reasonable action when

confronted with difficult situations.

- Ability to multi-task and work under pressure with interruptions and within short timeframes.
- Ability to maintain highly confidential/sensitive information and work independently while exercising good judgement and initiative.
- Ability to learn the City geography, demographics, and population pattern.
- Ability to drive to various municipal buildings, city locations, etc.
- Ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.

MINIMUM QUALIFICATIONS:

Education:

- Must be at least 19 years of age.
- Must be a citizen of the United States.
- Must be a high school graduate or its equivalent.
- Must have never received a dishonorable discharge from any of the Armed Forces of the United States.
- Must be a certified Law Enforcement Officer in the State of Florida in accordance with F.S.S. 943.13.
- Must possess a valid Class Estate driver license and have a satisfactory driving history.
- Must have no convictions for any felony, perjury, false statement, or domestic violence (other arrest histories are reviewed on a case-by-case basis).
- Must have no DUI conviction within five years of application.
- Must have no pending criminal charges.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Duties will require the ability to regularly sit, stand, walk, reach with hands and arms and talk or hear on the phone and in person.
- Specific vision abilities required by this job include prolonged visual concentration, close vision, distance vision, color vision, depth perception and the ability to adjust focus. Vision corrected to 20/40 (binocular) and ability to distinguish color in both eyes.
- This position will have extensive contact with others.
- At times, workloads can be extensive with limited time for response/and or action. Position requires prolonged periods of concentration and the ability to cope with numerous interruptions and changing priorities.
- While assisting sworn personnel, the position may work under precarious circumstances and near high speed vehicles or equipment. May require the ability to perform duties that may require running, climbing, stooping, kneeling, stepping over uneven ground, and physically confronting and restraining combative individuals.
- At times will be exposed to weather elements including extreme heat, cold, high winds, etc. May be exposed to fumes, chemicals, and bodily fluids such as blood.
- Ability to lift, carry or drag up to 50 pounds.

STATEMENT OF OTHER DUTIES DISCLAIMER:

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

The City of Bonifay is an Equal Opportunity Employer.