

RESOLUTION NO 2025 - 041
CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN UPDATE TO JOB POSITION AND DESCRIPTION FOR RESERVE POLICE OFFICER; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID POSITION AND DESCRIPTION; DIRECTING THE CITY MANAGER TO UPDATE THE CITY'S POSITION DESCRIPTIONS MANUAL WITH SAID REVISED POSITION AND DESCRIPTION; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City ("City") presently has an approved Position Description Manual (the "Manual") describing all authorized job positions for the City; and

WHEREAS, the City has need of an update to the description for the position entitled "Reserve Police Officer" (the "Revised Position"); and

WHEREAS, the City desires to update the Revised Position and include the Revised Position in the Manual; and

WHEREAS, approving the Revised Position and including the description for the Revised Position in the Manual is in the public interest and in the interests of the City; now therefore

BE IT RESOLVED by the City Council of the City of Lake City, Florida:

1. Approving the Revised Position and including the Revised Position in the Manual is in the public or community interest and for public welfare; and
2. In furtherance thereof, the Revised Position in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and
3. The City Manager is directed to take such actions as are necessary to include the Revised Position in the Manual; and
4. All prior resolutions of the City Council of the City of Lake City in conflict with this

resolution are hereby repealed to the extent of such conflict; and

5. This resolution shall become effective and enforceable upon final passage by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ____ day of April, 2025.

BY THE MAYOR OF THE CITY OF LAKE CITY,
FLORIDA

Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL
OF THE CITY OF LAKE CITY, FLORIDA:

Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Clay Martin, City Attorney

City of Lake City, FL Classification Description

Classification Title: POLICE RESERVE
Department: POLICE

Pay Grade: 10
FLSA Status: Non-Exempt

General Description

This reserve Police officer position is general duty police work in the protection of life and property through the enforcement of laws and ordinances. Work is performed under the supervision of a superior officer. This classification involves working 12 hours a month (minimum) along with mandatory training and maintaining required certifications.

Nature of Work

Essential Functions:

- Effects an arrest, forcibly if necessary, using handcuffs and other restraints; subdues resisting suspects, using maneuvers and weapons and resort to the use of hands and feet, and other approved weapons in self-defense.
- Prepares investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- Exercises independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
- Operates a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, and rain.
- Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communication.
- Gathers information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
- Pursues fleeing suspects and perform operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
- Loads, unloads, aims and fires from a variety of body positions: handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.

- Conducts visual and audio surveillance for extended periods of time.
- Demonstrates communication skills in court and other formal settings.
- Performs searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walks for long periods of time, detains people and stops suspicious vehicles and persons.
- Engages in law enforcement patrol functions that include things as working rotating shifts, walks on foot patrol and physically checks the doors and windows of buildings to ensure they are secure.
- Effectively communicates with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
- Detects and collects evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
- Endures verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- Performs rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administers emergency medical aid, lifts, drags and carries people away from dangerous situations and securing and evacuating people from particular areas.
- Processes and transports prisoners using handcuffs and other appropriate restraints.
- Puts on and operates a gas mask in situations where chemical munitions are being deployed.
- Extinguishes small fires by using a fire extinguisher and other appropriate means.
- Reads and comprehends legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits, and warrants.
- Processes arrest suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
- Patrols areas of the City by: car, on foot, motorcycle, or bicycle.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses computers for data entry.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the

EXHIBIT TO
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organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Ability to analyze situations quickly and objectively and to determine proper course of action to be taken;
- Ability to cope with situations firmly, courteously and tactfully, and with respect for the rights of others;
- Ability to learn the geography of the City and its physical and social characteristics;
- Ability to understand and carry out oral and written instructions;
- Ability to read, write and speak effectively;
- Ability to meet physical requirements and standards; and
- Ability to communicate effectively.

Minimum Qualifications: Must be a high school graduate or possess a General Education Diploma (GED) and have completed the Minimum Standards courses set forth by the Florida Police Standards Council. Must have a Florida Law Enforcement Certification. Must possess a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Light (up to 15 pounds) to heavy (45 pounds and over) lifting and carrying
- Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations
- Ability to communicate both orally and in writing
- Reaching, pushing, pulling, smelling
- Climbing, walking, standing, crawling, kneeling, bending, stooping, jumping, running
- Driving
- Depth perception
- Distinguish colors
- Acceptable eyesight (with or without correction)
- Acceptable hearing (without hearing aid)

Environmental Conditions:

- Works inside an office
- Works outside in various weather conditions with: noise, fumes, gases, smoke or flames, odors
- Slipper surfaces, uneven surfaces, heights, poor lighting
- In or with moving objects or vehicles
- In hazardous and stressful conditions

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

EXHIBIT-NOT FOR EXECUTION

Signature

Date

EXHIBIT-NOT FOR EXECUTION

Print Name

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