



**CITY OF LAKE ALFRED
POLICE DEPARTMENT
JOB DESCRIPTION**

TITLE: Police Detective/Communications Coordinator
Grade 11 – full time

DEPARTMENT: Police Department

GENERAL DESCRIPTION: This position assists the Sergeant with scheduling, planning, organization and implementation of investigations and communications staff within the department. Performs professional law enforcement work in the protection of life and property through the enforcement of federal, state and local laws and ordinances. Assists the public in the prevention and reporting of criminal activity, documentation of evidence, traffic enforcement and traffic accidents. Accountable to and works under the direction of the Sergeant.

Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.

ESSENTIAL JOB FUNCTIONS:

- A. Performs all the essential duties as outlined in the agency's Job Description for Police Officer II.
- B. Obtains and executes arrest and search warrants.
- C. Conducts interviews and interrogations with suspects, witnesses, victims, informants or other persons to verify facts and obtain evidence; testifies in court.
- D. Maintains a working relationship with the State Attorney's Office and other agencies, conducts surveillance operations, recruits and manages confidential informants, and obtains, files and disseminates criminal intelligence in order to resolve open cases.
- E. Processes crime scenes and collects evidence and conducts field tests on suspected narcotics.
- F. Assists the Sergeant in directing, planning, scheduling, coordinating, training, and evaluating the work of assigned personnel in both the investigations and communications divisions. Insures adequate personnel are present in an emergency or disaster.
- G. Provides employees with information regarding laws and policy changes and monitors compliance.
- H. Reviews dispatch logs, reports and other work products to ensure correctness, professionalism, neatness, completeness, and issues correction notices when necessary.
- I. Informs superiors and staff of events, incidents and activities via written and oral communication. Conducts and participates in departmental meetings when necessary.
- J. Maintains professional work habits and public image; develops and maintains positive work relationships with colleagues and the general public. Deals with the public and responds to citizen and community needs and conflicts.



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- K. Acts as system administrator for computer aided dispatch system and 911 emergency system, insures that all systems are operating properly; including radios, switchboards, telephones, teletypes and remote and/or onsite alarm systems:
- L. Monitors and inspects equipment and facilities; applies health and safety regulations.
- M. Develops and maintains adequate and accurate record-keeping systems. Enters traffic facts and criminal incident report data to compose reports for monthly, bi-annually and yearly reporting to administration and city staff. Submits reports to county, state and federal agencies as required in a timely manner. Submits statistical reports on crime activity and other activity as requested by the Chief.
- N. Acts as first line supervisor in the chain of command within the department. Has to take command of a crime scene under their jurisdiction.
- O. Performs and assists in the investigation of cases of great complexity, severity, sensitivity or magnitude. Conducts both preliminary and follow up investigations concerning a wide variety of criminal offenses
- P. Performs other related duties as directed or required by the Police Chief.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Thorough knowledge of the principles, practices, rules and regulations, procedures and operations in law enforcement, communications and record keeping.
- ❖ Thorough knowledge of federal, state and city laws and ordinances.
- ❖ Thorough knowledge of applicable criminal law, the judicial process, criminal cases, case deficiencies.
- ❖ Knowledge of inter personal skills, relationships and human psychology.
- ❖ Knowledge of department rules, regulations, policies, goals and needs.
- ❖ Knowledge of technical police report writing, department reporting requirements and the proper forms and format to be used.
- ❖ Ability to plan, schedule, and coordinate workload and delegate work assignments.
- ❖ Ability to give advice, instruct and coordinate training for assigned personnel.
- ❖ Leadership and motivational skills sufficient to establish and maintain a positive, professional and efficient work environment and public image.
- ❖ Ability to read, write legibly and prepare technical reports and correspondence.
- ❖ Ability to speak and enunciate clearly to communicate effectively with other individuals in person, over the phone or radio.
- ❖ Ability and willingness to accept responsibility, to analyze police and dispatch problems, exercise sound judgment, implement solutions and react with minimal supervision.
- ❖ Ability to deal with the public courteously and to maintain effective relationships with the public, news media, city officials and others contacted in the course of work.
- ❖ Must have good knowledge of the city and surrounding areas.
- ❖ Ability to work under stressful conditions and react calmly and responsibly in emergency situations.
- ❖ Ability and proficiency in the use and care of firearms.



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- ❖ Ability to work 12 hour shifts with occasional overtime.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalent diploma. Must have three (3) years of acceptable experience as a Police Officer, Lake Alfred experience preferred. An academic background including police science or related field is preferred. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted. Experience in dispatching and record keeping is desirable, or any equivalent combination of experience and training meeting the required knowledge, skills and abilities. Must possess a valid Florida Class "E" driver's license and a good driving record as determined by the City of Lake Alfred. Must be certified in Field Training Officer. Must be able to successfully complete all training requirements, periodic in-service training, weaponry qualifications and a one (1) year probationary period.

LICENSES, CERTIFICATIONS OR REGISTRATION:

- ❖ Valid Florida Class "E" Driver's License
- ❖ Certified in Field Training Officer
- ❖ Certified and Registered with Florida Department of Law Enforcement
- ❖ FCIC/NCIC certified
- ❖ Registered with Florida Department of Law Enforcement
- ❖ 911 Operator Certification
- ❖ Uniform Crime Report Certification

ESSENTIAL PHYSICAL SKILLS:

- ❖ Must have the ability, strength and flexibility to perform the job functions in the work environment.
- ❖ The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception and good manual dexterity.
- ❖ Ability to ambulate independently
- ❖ Ability to lift and/or remove heavy objects or persons in the course of rescue activities.
- ❖ Ability to physically overcome the physical resistance of a suspect and make a forcible arrest.
- ❖ Ability to give chase on foot and climb obstacles in the course of law/criminal apprehension activities
- ❖ Ability to withstand working outside in all extreme weather conditions.
- ❖ Acceptable eyesight (with or without corrective lenses)
- ❖ Acceptable hearing (with or without a hearing aid)

ENVIRONMENTAL CONDITIONS:

Must be able to work all shifts and be able to work for long periods of time in both inside and outside.

- Requires sedentary work that involves walking or standing some of the time exerting up to 35 pounds of force on a recurring basis.
- Routine keyboard operations required.



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POSITION CLASSIFICATION EXEMPTION STATUS:

Non-Exempt