



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

TITLE: Police Officer I  
GRADE: 9 – Full Time  
  
DEPARTMENT: Police Department

**GENERAL DESCRIPTION:**

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 Police Chief.

**ESSENTIAL JOB FUNCTIONS:**

- A. Operates a police vehicle to patrol designated areas to preserve law and order, to prevent and detect the commission of crimes, to enforce criminal and traffic laws and to provide general assistance to the public.
- B. Responds to calls and complaints of incidents involving traffic accidents, criminal activities or violations, including misdemeanors and felonies, and other accidents or disasters; secures the scene of the incident to restore peace, protect evidence, property and assist injured persons; administers first aid and calls for medical assistance; interviews complainants and witnesses; takes detailed statements from witnesses and suspects; issues summonses if appropriate, completes and prepares detailed reports; serves warrants; makes arrest; testifies as a witness in court proceedings as needed.
- C. Conducts routine follow-up investigations of assigned cases; interviews victims, witnesses, informants and other sources of information; conducts stakeouts and surveillance of designated locations; obtains search warrants and makes arrest; searches suspects for weapons and evidence; advises suspects of rights; seizes contraband and stolen property; transports suspects to detention facility; interviews and takes detailed statements from suspects; writes police reports; testifies in court as needed.
- D. Issues traffic summonses and warnings; parking citations, and vehicle defect correction citations; directs traffic at special events such as parades and sporting events as assigned and at congested intersections as needed; escorts funeral processions and other official escorts as assigned.
- E. Records and processes found property and evidence; operates and uses technical identification equipment to identify items of evidentiary value; completes and prepares handwritten and/or typed reports of property and evidence found.
- F. Investigates violation of city ordinances; makes contact with violators; explains and interprets ordinances and laws; issues verbal warnings or written citations for violators.
- G. Demonstrates proficiency in the use and care of firearms; meets minimum requirements set by the Criminal Justice Standards and Training Commission.
- H. May serve as a field training officer for new police officers; provides supervision and instruction, both hands on and in the classroom, critiques trainee's performance and prepares written daily evaluations of same.



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- I. Performs other related duties as directed or required by the Police Chief.

**MINIMUM QUALIFICATIONS:**

Must possess a valid Florida Class “E” driver’s license and a good driving record as determined by the City of Lake Alfred. Applicants between the ages of 19 and 21 must have no moving traffic violations with the past three years. Ages 22-25 may have no more than one moving traffic infraction with the past three years. Ages 26 and more may have no more than two moving traffic violations with the last three years.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- ❖ Knowledge of principles, methods, practices, rules, regulations, procedures and operations of law enforcement.
- ❖ Knowledge of federal, state and city criminal laws and ordinances, and the criminal justice system operations.
- ❖ Knowledge of technical police report writing
- ❖ Ability to observe and record events accurately and completely
- ❖ Ability to read and write legibly, to make written notes, to take detailed statements and to prepare technical reports and correspondences.
- ❖ Ability to make public contact, to interview witnesses, victims and suspects and to establish and maintain effective working relationships with officials, employees and the general public.
- ❖ Ability to work under stressful conditions and to react calmly and responsibly in emergency situations.
- ❖ Ability and proficiency in the use and care of firearms.
- ❖ Ability to work 12 hour shifts with occasional overtime.

**EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalent diploma. Must be 19 years of age, and a citizen of the United States. Must not have been convicted of a felony or misdemeanor involving perjury or the making of a false claim; must not have received a dishonorable discharge from any of the armed forces of the United State; must pass a physical examination with a drug screen, must pass a psychological evaluation, must demonstrate acceptable physical agility and strength and must have good moral character. Must successfully complete a background investigation, including a polygraph examination. Must be able to successfully complete all training requirements including the State required Police Academy curriculum, field training program, periodic in-service training and weaponry qualifications. *(A comparable amount of education, training or experience may be substituted for the minimum qualifications.)*

**LICENSES, CERTIFICATION OR REGISTRATIONS:**

- ❖ Valid Florida Class “E” driver’s license
- ❖ Certificate of Completion from Police Academy
- ❖ Certified and Registered with Florida Department of Law Enforcement

**ESSENTIAL PHYSICAL SKILLS:**

- ❖ Acceptable eyesight (with or without corrective lenses)



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- ❖ Acceptable hearing (with or without a hearing aid)
- ❖ Must have the physical ability, strength and flexibility to perform the job functions in the work environment
- ❖ Ability to ambulate independently
- ❖ Ability to lift and/or remove heavy objects or persons in the course of rescue activities.
- ❖ Ability to overcome physical resistance of a suspect and to 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 weather conditions.

**ENVIRONMENTAL CONDITIONS:**

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

**POSITION CLASSIFICATION EXEMPTION STATUS:** Non-Exempt