



# St. Augustine Beach Police Department

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## CITY OF ST. AUGUSTINE BEACH POSITION DESCRIPTION

**POSITION TITLE:** Police Officer

**DEPARTMENT:** Police Department

**REPORTS TO:** Patrol Sergeant, Patrol Lieutenant, Commander, Chief of Police

**PAY GRADE:** \$40,060 - \$50,400

### MAJOR FUNCTIONS:

The job description of a police officer (both full-time and part-time sworn officers) with the St. Augustine Beach Police Department (SABPD) includes a wide range of duties and responsibilities dependent upon the complexity of any given situation encountered. This policy defines the basic function of an SABPD police officer while acknowledging there may be unforeseen situational requirements not included, or sufficiently defined in this policy. Therefore, it will also be at the discretion of the Chief of Police to recognize and define any job description not contained herein, of an SABPD Police Officer.

### JOB SUMMARY

General police functions in the prevention of crime, protection of life and property, and apprehension of criminal offenders through the enforcement of laws and ordinances, and the maintenance of community order through the performance of numerous human services as well as providing general information and assistance to the public.

### JOB RESPONSIBILITIES

- Patrols and prevents crime and answers a wide variety of calls and complaints, and arrest those engaged in any violation of a criminal law or ordinance.
- Maintains community order by responding to calls and situations which may escalate from minor disputes (social crises or personal problems) to community disorders and resolves these, insofar as possible, through application of personal skills or through referral to appropriate social agencies.
- Enforces traffic laws and investigates traffic accidents.
- Directs traffic.
- Answers questions asked by the public and gives directions.
- Assists with and/or issues summonses, warnings, subpoenas and warrants.
- Assists in controlling crowds.

- Testifies in court.
- Checks doors and windows of commercial establishments after closing hours.
- Performs duties and assignments in coordination with the investigation section.
- Prepares reports and records of assigned duties.
- Utilizes firearms, tactical rifles and/or shotguns, communications equipment, electronic weapons or devices, impact weapons, chemical weapons, hands-on defense and/or compliance techniques, computer equipment, audio visual equipment, mobile recording devices and/or any similar device or weapon commonly associated with law enforcement.
- Oversees custody, care, and control of prisoner, explains laws, ordinances and general information to citizens.
- Conducts investigations at the scene of a crime or accident.
- Locates witnesses.
- Collects preserves and processes physical and digital evidence.
- Issues citations and makes arrests, participate in crime control duties.
- May be assigned to serve as training officer.
- Transports and receives property, evidence, and prisoners.
- Advises and counsels elderly and indigent persons.
- Maintains surveillance of known criminals or persons suspected of criminal activities.
- Interrogates suspects.
- Prepares cases against suspects.
- Investigates cases of juvenile delinquency and submits reports to juvenile court.
- Assists in the supervision of juveniles held in custody.
- Coordinates and functions with other operational units and serves as a part of such units when assigned.
- Responsible for assigned police cruiser(s) or any other agency vehicles utilized.
- Performs beach patrol, bicycle patrol and other duties as required.
- Be designated as an officer-in-charge as needed.
- Policy Note: All job responsibilities, tasks, physical demands and overall functions of a police officer, defined in this policy, can occur at any given time. The frequency of occurrence of any job related task is constantly changing and cannot be sufficiently predicted. It is the responsibility of all SABPD Officers to maintain proficiency in all defined job related tasks, demands and responsibilities.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to comprehend and retain knowledge of various fields relative to the police function including, but not limited to, interrogation, criminal law, laws of arrest, search and seizure, rules of evidence, and court procedures.
- Ability to interact and interrelate with people and help in the resolution of their collective and individual problems.
- Ability to understand and carry out complex oral and written instruction.
- Ability to effectively work in emergency situations and under little direct supervision.
- Ability to develop skills in the use of firearms.
- Ability to develop skills in the use of non-lethal force associated with the arrest and control of persons, both compliant and non-compliant.

- Ability to analyze situations quickly and objectively, determine proper course of action and prepare reports. □ Ability to communicate effectively both orally and in writing.
- Good social and general intelligence and emotion stability.
- Physical strength and ability.
- Excellent physical condition.
- Ability to establish and maintain effective working relationship with other members and the general public.
- Knowledge of first aid.
- Knowledge of practical human relationship.
- Ability to perform simple mathematical computations and reason logically.
- Willingness to work various shifts and be on call as required.
- Ability to develop sources of information and referral.
- Ability to work in a potentially hazardous environment.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Required to stand, walk, run, swim in open water, sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear. The member must occasionally lift or move up to 100 pounds.
- Required to physically control individuals that may become uncooperative, resistant or combative. This includes, but is not limited to, individuals being arrested, mentally ill persons, or any person or persons encountered by a law enforcement officer in the line of duty. This control may involve physical resistance or fighting, both standing or on the ground, or any other attempt to inflict harm to the officer engaged in his/her lawful duties, notwithstanding the utilization of any weapons and training by the officer during the encounter.
- Required to complete the SABPD Physical Abilities Test (PAT) and the Swimming Performance Evaluation (SPE).
- Contact with internal and external customers, vendors, outside agencies and the general public.
- Occasionally exposed to adverse weather conditions, including wet and/or humid conditions.
- May be required to work hours other than the regular schedule including nights, weekends, and holidays. This includes multi-day deployments during periods of civil unrest, natural disasters or any declared state of emergency.
- Maximum Work Hours – Members must have at least 8 continuous hours off in any 24 hour calendar day, and may not work more than 16 hours in any 24 hour calendar day without the approval of their supervisor and Command Staff. Members on special teams with a 24/7 call-out requirement are excused from this when required to respond to a special team call out, with their supervisors' approval.
- Members assigned to a special team or duty who are required to be on call 24/7 minus scheduled days off, will receive a call-out stipend in an amount determined by the Chief of Police or designee.
- Must have at least one scheduled 24 hour day off per pay period, no Law Enforcement duty will be conducted this day. Special team callouts or other activity as determined by command staff may alleviate a member of this requirement.

## MINIMUM REQUIREMENTS

- Associates Degree or 60 college credit hours (prior law enforcement experience, military experience or job experience and language skills, at the discretion of the Chief of Police, may be substituted)
- Valid Florida State Driver's License at time of employment.
- Meet any and all requirements of State Police Minimum Standards as authorized in F.S. 943.13.
- Must meet requirements of annual in-service training and weaponry qualifications.
- Able to speak clearly and persuasively in positive or negative situations.
- Able to establish and maintain effective internal/external working relationships.
- Able to operate necessary equipment, including vehicle and sidearm.
- Ability to perform tasks daily; some tasks less frequently.

DISCLAIMER: The above information on this description has been designed to indicate the general nature and level of work performed by members within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of members assigned to this job.

The City of St. Augustine Beach, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current members to discuss potential accommodations with the employer.