

MAJOR FUNCTION

This is responsible police work in the protection of life and property through prevention of crime and the enforcement of laws and ordinances. Employees in this class are responsible for the prevention, detection and investigation of crimes. Duties of this class may include various specialized assignments. Work requires the use and exercise of independent judgment. Work is demonstrated, supervised and reviewed by superior officers and/or Field Training Officers through conferences, written reports, personal inspections and observation of the results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Patrols an assigned area on foot or by operating a bicycle, motorcycle or automobile. Answers calls for service and complaints involving traffic infractions and crashes, and misdemeanors and felonies. Makes arrests, which may involve the use of force, and transports prisoners to headquarters or jail. Appears in court as a witness or arresting officer. Conducts investigations at crime scenes, interviewing witnesses and/or taking statements. Investigates traffic crashes. Administers first aid/CPR. Gathers and preserves evidence. Maintains order during parades and other public gatherings. Gives general information to citizens concerning the location of streets, routes and buildings, etc. Directs traffic at intersections or at the scene of emergencies or disasters. Serves as a first responder during domestic security and weapons of mass destruction incidents. Attends training and maintains proficiency in high-liability functions such as vehicle operation, defensive tactics and firearm use. Assists in the training of departmental personnel. May be assigned to specific units within the department requiring the performance of specialized duties. May work shifts of various lengths including, but not limited to, 8 hours, 10 hours, 12 hours or more depending on the assignment and operational needs of the Department. May also work at any time during a 24-hour period, including shifts during the day, afternoon, or overnight. Performs related work as required.

Other Important Duties

Gives talks before schools and community groups on juvenile delinquency, crime prevention and police policy and operations. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of modern principles and practices of police work, the criminal justice process, laws and ordinances. Ability to analyze disputed and complex situations objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, tactfully, impartially and with respect for the rights of others. Ability to react quickly and calmly under dangerous and/or emergency conditions. Ability to obtain information through interviews, interrogations and observations. Ability to understand and execute difficult oral and written instructions and to prepare clear and comprehensive reports. Ability to express oneself clearly and concisely, orally and in writing. Ability to maintain effective working relationships with peers, supervisors and the general public. Skills in public speaking and public relations techniques and methods. Skills in the use and care of firearms and in the operation of police vehicles. Skill in the use of personal computers and the programs and applications associated with assigned duties and responsibilities.

Minimum Training and Experience

Successful completion of 45 quarter hours or 30 semester hours of college; or one year full-time law enforcement work in a sworn capacity, or one year active full-time military experience; or active reserve military experience with at least one year of deployment; or one year full-time as a

correctional officer; or one year as a Community Service Technician with the Tallahassee Police Department or an equivalent combination of training and experience.

Necessary Special Requirements

Must be at least 21 years of age and a citizen of the United States, with no pending criminal charges.

Must possess a law enforcement certificate issued by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission; or must have completed a law enforcement basic recruit curriculum in the State of Florida and must pass the State of Florida's law enforcement certification examination within thirty days of appointment.

Must have no convictions for any felony, perjury, false statement, or domestic violence. Must have no DUI convictions within ten years of application. Other arrest histories are reviewed on a case-by-case basis.

Visual ability must be correctable to 20/20 in each eye with normal color distinction and depth perception.

Must reside within a 35-mile radius of the intersection of North Monroe and Tennessee Streets, Tallahassee, at the time of appointment.

Must possess a valid Class E State driver's license and have a satisfactory driving history

Must truthfully complete the City Employment Application and the TPD Personal History Statement. Must pass a thorough background investigation, written exercise, oral board, and drug, medical and psychological screening. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination Prior to an employment offer being made. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant.

Must successfully complete a drug history review: no use of marijuana within one year of application; no use of any other drugs, including anabolic steroids, within ten years of application; no sale, distribution, manufacture, or transportation of any illegal drugs as defined by F.S. 893.03; no use of prescription medication or other legally obtainable controlled substance in a manner for which it was not intended within three years of application.

No current use of Tobacco products.

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