

City of Lake City, FL Classification Description

Classification Title: POLICE OFFICER
Department: POLICE

Pay Grade: 10
FLSA Status: Non Exempt

General Description

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.

Nature of Work

Essential Functions:

- 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, 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 gatherings.



- 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.
- 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 other related work as required.

Knowledge, Skills, and Abilities:

- Considerable knowledge of the modern principles, practices and methods 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.
- Considerable knowledge of the method of preserving evidence and what constitutes admissible evidence.
- Ability to react quickly and calmly in 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 personal computers and the programs and applications associated with assigned duties and responsibilities.

Minimum Qualifications:

Possession of a Associate of Arts/Associate of Science degree or successful completion of 90 quarter hours or 60 semester hours of college is preferred.

Necessary Special Requirements:

- Must be at least 21 years of age, a citizen of the United States and must not have a criminal record.
- 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 reside in Columbia County, Florida at the time of appointment.
- Visual ability must be correctable to 20/20 in each eye with normal color and perception.
- Must possess a valid Class E State driver's license at the time of appointment.
- Experience will not substitute for the required education.

