



JOB: Patrol Officer

CLASSIFICATION: Police Officer

DIVISION: Patrol

SUPERVISES: None

SUPERVISED BY: Shift Supervisor or Commander

DUTIES:

- A. Abide by the Law Enforcement Code of Ethic
- B. Pursue and effect the immediate apprehension and arrest of persons suspected of committing criminal violations directed to his/her attention by any means.
- C. Investigate all complaints that are assigned to him/her or are brought to his/her attention by any means, and take police action in those cases that come under the jurisdiction of the police department.
- D. Complete and relinquish, to the shift commander, all reports prior to completing a workday.
- E. Be available for service at all time by checking away from the patrol vehicle, either by radio or telephone.
- F. Respond to situations involving in progress or recent criminal activity, restore or maintain order and gather information and evidence accordingly.
- G. Write all reports as directed in the department=s report writing manual.
- H. Patrol assigned area, giving particular attention to, and re-checking locations where crime hazard is great.
- I. Advise merchants and the general public regarding suitable crime prevention and security measures.
- J. Constantly be on alert to cultivate sources of information that will aid in the solution of crime, the apprehension of offenders, and the suppression of vice and organize crime and establish informants.
- K. Use best efforts to prevent the commission of a crime suppress all forms of commercialized vice and detains and apprehends criminals. Under no circumstances, make public, any information that may jeopardize the successful completion of an

investigation or the apprehension of a perpetrator.

- L. Take into official custody property that has been lost, stolen or abandoned in accordance with departmental procedures.
- M. Conduct in-depth investigations of criminal incidents, either independently or as part of a coordinated effort,
- N. Resolve any potentially violent conflicts.
- O. Provide referral and follow-up services to resolve domestic civil crises.
- P. Observe, report and whenever feasible, follow up on conditions which pose potential threats to public safety and health, to include fires.
- Q. Provide citizens with general information and advice, etc., whenever possible.
- R. Provide rescue and first aid services in accidents, disasters and other emergency situations.
- S. Maintain an alert and business-like manner and a military bearing upon the street or in a vehicle.
- T. Be thoroughly familiar with the boundaries of the City of Wildwood in relation to neighboring boundaries and be thoroughly familiar with the proper names and locations of all streets, avenues, terraces, roads, drives, places, courts, main thoroughfares, alleys, public buildings, hospitals, etc.
- U. Be thoroughly familiar with all laws incorporated in the Florida State Statutes and keep up to date with all new state law changes; also be familiar with federal law and have a working knowledge of laws pertaining to other jurisdictions.
- V. Observe all persons who arouse suspicion and investigate any person whose appearance, conduct or presence seems suspicious. Upon the interview of such persons, attempt to obtain information which will aid in the reduction of criminal activity.

NONESSENTIAL DUTIES

Any additional duties that may be required by the Chief or through necessity of situations.

JOB REQUISITES: Police Officer

Minimum age required by Florida law and the CJSTC for Police Officer.

High school diploma / GED

Successfully complete Basic Recruit School in the State of Florida or receive a certificate of comparative compliance from the CJSTC.

Be able to effectively communicate information orally and written.

Excellent physical and mental condition, successfully passing physical examination and psychological examination.

Successfully complete all phases of the hiring process to include, but not limited to, extensive background investigation, series of testing and oral board interview.

To be chosen by the Chief.

The City of Wildwood, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Wildwood, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not create an employment contract.

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature: _____ Date: _____

HR Signature: _____ Date: _____