

**TOWN OF LADY LAKE  
JOB DESCRIPTION**

**JOB TITLE:** POLICE OFFICER

**PAY GRADE:** 115 GD0/01

**DEPARTMENT:** POLICE

**CLASSIFICATION:** NON EXEMPT

**STATUS:** FULL TIME

**DIRECT REPORT:** POLICE SERGEANT

**GENERAL DESCRIPTION:**

General duty police work in the protection of life and property through the enforcement of laws and ordinances.

**ESSENTIAL JOB FUNCTIONS:**

1. Prepares complete and accurate reports.
2. Exercises independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.
3. Operates a law enforcement vehicle during both the day and night; in emergency situations possibly involving speeds in excess of posted limits, Effects an arrest, forcibly if necessary, using approved methods and weapons in self defense in congested traffic and unsafe road conditions.
4. Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
5. Gathers information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
6. Pursues fleeing suspects and performs rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
7. Maintains proficiency with law enforcement firearms and equipment.
8. Conducts searches as dictated by circumstances.
9. Engages in law enforcement patrol functions, working rotating shifts, patrolling in vehicle and on foot, performing security checks of businesses.
10. Effectively communicates with people by giving information and directions, offering advice during disputes and advising of rights and processes.
11. Demonstrate communication skills in court and other formal settings.

**Essential Job Functions (Continued):**

12. Collects evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
13. Endures verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
14. Performs rescue functions at accidents, emergencies and disasters as equipment allows, directs traffic for evacuation and safety purposes.
15. Processes and transports prisoners using appropriate restraints and methods.
16. Extinguishes small fires by using a fire extinguisher and other appropriate means.
17. Reads and comprehends legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
18. Patrols areas of the Town by: car, on foot or bicycle as assigned.

**ADDITIONAL ESSENTIAL JOB FUNCTIONS FOR POLICE DESIGNATED POLICE OFFICERS RESPONSIBLE FOR PATROLLING THE VILLAGES TOWN SQUARE AND SURROUNDING AREAS:**

1. Maintain presence in the Villages to include calls for service in the Villages, foot patrols, bike patrol and Town Square patrol and presence as per directive.
2. Prepare and draft press articles in timely fashion.
3. Attend and participate in the Villages Homeowners Association, Golf Cart meetings and New Comers meeting held on second Tuesday and Wednesday of each month.
4. Traffic Safety meeting attendance held monthly in Tavares.
5. Assist and participate with other Village Divisions that over see special events and functions.
6. Village Officer position will be used as a secondary officer assigned to the Villages for calls for service. In the event that the primary officer is busy the Village Officer will be used for calls for service. The Village Officer will only assist other zone units if requested by the on duty supervisor.
7. Specialized Traffic Enforcement efforts through out the Villages as designated by the Chief of Police or his designee.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must meet minimum requirements as established by Florida statutes.
- Skill in the use of firearms.
- Ability to analyze situations quickly and objectively and to determine proper course of action to be taken.
- Ability to cope with situations firmly, courteously and tactfully, and with respect for the rights of others.
- Ability to learn the geography of the Town and its physical and social characteristics.
- Ability to view stationary display screen for extended periods of time.
- Ability to understand and carry out instructions.
- Ability to read and write effectively.
- Ability to meet physical requirements and standards set by State.
- Ability to communicate with individuals in person and telephonically.
- Ability to demonstrate interpersonal skills and integrity.
- Ability to gain knowledge of the laws of Florida.

**EDUCATION AND EXPERIENCE:**

- High School Diploma or General Education Degree (GED) equivalency.
- Completion of the Minimum Standards courses as set forth by the Florida Department of Law Enforcement Division of Criminal Justice Standards.
- Must meet all entrance requirements as established by the Department.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Possession of a valid Florida Driver's License.
- Florida Law Enforcement Certification.

**ESSENTIAL PHYSICAL SKILLS:**

- Must be able to operate a small computer.
- Light (up to 15 pounds) to heavy (45 pounds and over) lifting and carrying.
- Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations.
- Ability to communicate both orally and in writing
- Reaching.
- Climbing.
- Depth perception.
- Distinguish colors.
- Pulling, pushing, walking, standing for extended periods of time, crawling, kneeling, bending, smelling, stooping, jumping, running.
- Driving a patrol vehicle, possibly at high speeds.

**ENVIRONMENTAL CONDITIONS:**

- Works inside.
- Works outside in various weather conditions.
- Slippery surfaces.

- Uneven surfaces.
- In or with moving objects or vehicles.
- Heights.
- Poor lighting.
- In hazardous and stressful conditions.

[Reasonable accommodation will be made for otherwise qualified individuals with a disability.]