

OCEAN RIDGE POLICE DEPARTMENT- GENERAL ORDER

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SUBJECT: JOB CLASSIFICATION/ POLICE OFFICER	DATE OF ISSUE	EFFECTIVE DATE	Number
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INDEX AS: Police Officer

CANCELS/AMENDS: G.O. II-7

Job Class/ Police Officer

Dated : 11-04-91

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**PURPOSE OF POSITION**

The purpose of this position is to perform general law enforcement work in order to preserve public peace; to protect lives, property, and rights of the public; to enforce statutory law and municipal Ordinances; to deter crime; and to respond to calls for law enforcement assistance.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties do not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Enforces all Town and State codes, ordinances, laws, and regulations in order to protect life and property and to prevent crime and promote security; apprehends and/or arrests persons who violate Federal, State or Town codes and laws and advises suspects of rights; processes and transports prisoners according to procedure.

Maintains visibility by patrolling assigned areas, Town streets, parks, neighborhoods, and businesses in a marked police vehicle; remains alert to suspicious activities or persons and reacts appropriately; inspects troublesome areas and checks security of business establishments and residences; performs surveillance of various locations and of criminal suspects; collects and reviews data; develops trends and/or patterns pertaining to locations/suspects; files intelligence reports.

Monitors radio and responds to emergency calls/calls for assistance; communicates with radio dispatcher and responds to complaints, reports of criminal events, requests for law enforcement, and domestic or public disputes; assesses situation and takes appropriate actions to bring situation to resolution; follows standard operating procedures when responding to calls; provides backup assistance

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to fellow officers as requested/necessary; contacts command/supervisory personnel for emergency response and critical incident communications.

Secures crime scenes; gathers information in criminal investigations by obtaining statements from victims, witnesses and suspects; performs searches of persons, vehicles and buildings; prepares investigative reports of findings, facts, and related information; detects and collects evidence and substances that provide the basis for probable cause for criminal acts; testifies in court.

Determines probable cause to search and/or reasonable suspicion to detain suspects; obtains warrants and performs various search operations; locates missing persons; pursues fleeing and subdues resisting suspects; and effects arrests; serves criminal warrants and legal documents.

Enforces traffic laws and regulations; stops vehicles for traffic violations and issues traffic citations/warnings; directs vehicle and pedestrian traffic around accidents, disabled traffic control devices, or heavily congested areas; establishes road blocks; administers field sobriety tests; identifies wanted persons/vehicles; impounds vehicles; assists disabled motorists; directs traffic for funerals and other public gatherings; ensures roadways are clear of obstacles and hazards.

Responds to accident calls; gathers information at the accident scene; investigates accidents involving serious injury; fatality, or hit-and-run; interviews victims and witnesses; notifies relatives of victims as necessary.

Performs tasks as necessary to assist at the scene of accidents, crimes, or other incidents, including crowd control, first aid, rescue functions, etc.

Completes and/or reviews paperwork documenting shift and incident activities; completes State reports to accurately record criminal offenses; completes and prepares a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; maintains administrative records and files.

Engages in public relations and community service activities and events to promote a positive image for the department and to build cooperative and collaborative relationships with the community; responds to questions, complaints, and requests for information by telephone or in person from merchants, community/civic organizations, the general public, employees, superiors, and other individuals.

Enters/retrieves data to/from computer system including stolen property, arrest and wanted persons information, investigation data, and criminal/driving records checks; reviews crime statistics.

Maintains current manuals, policies and procedures, employee handbooks, various maps, and related material for reference and/or review.

Attends shift meetings, seminars, and specialized/update training sessions as required to maintain knowledge of departmental and town operations, to promote improved job performance, and to maintain knowledge of changing policies, procedures, codes, and laws.

Cooperates with Federal, State, and Local law enforcement agencies and their officers or representatives when activities are related to investigations within Town jurisdiction; assists in the prosecution of offenders; appears in court to present evidence and testimony.

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### **ADDITIONAL FUNCTIONS**

Maintains police vehicle and equipment, including firearms; shuttles vehicles for maintenance purposes.

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Substitutes for co-workers in temporary absence of same; may assist with overseeing activities of other police officers as assigned; performs various clerical and administrative duties in support of departmental activities; performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a Police Certificate from the Florida Department of Law Enforcement. Must be certified in firearms usage. Must possess and maintain a valid Florida driver's license. Additional training and certification may be required as appropriate to assignment.

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Christopher T. Yannuzzi  
Chief of Police