



City of Live Oak

Patrol Officer

POSITION TITLE	Patrol Officer
FUNCTIONAL AREA	Police Department
PAY RANGE	Minimum: \$33,816.18
	Maximum: \$51,726.95
CLASSIFICATION	Full-Time; Non-Exempt
APPROVED/UPDATED	

General Summary

- Provides law enforcement services and police duties associated with the protection, safety and welfare of the citizens within our community.
- Patrol is the backbone of the Department. To be effective, patrol should be as comprehensive as possible, including observation of conditions that are indicative of crime, checking out suspicious persons and conditions, and aggressively pursuing those tasks that tend to eliminate the chances of a crime occurring.
- Traffic law enforcement is also an important function of the Patrol Division. Patrol members are required to actively detect, deter, and/or address traffic law violations that effect the safety of the citizenry of Live Oak. Patrol members conduct both short and long form traffic crash investigations.
- The Live Oak Police Department is a community oriented policing department. Patrol is to be the front line in that effort. Members are expected to make every effort to communicate and interact with the public in a positive manner when possible. Members are expected to maintain professional dignity and demeanor at all times.

Supervision Received and Exercised

The Patrol Officer works under the supervision of the Police Sergeant or Chief's designee and exercises no supervisory responsibilities.

Essential Duties and Responsibilities

- Report in uniform to Shift Sergeant for tour of duty on scheduled basis.
- Maintain assigned inventory to include uniform, apparel, and patrol vehicle

- Study, retain and know city policy and local ordinances, department policy and procedures, and Florida State Statutes so that you are able to enforce all local, state and federal laws
- Patrol areas of assignment and document all required activity. (Offense Incident Reports, Traffic Crash Reports, daily activity paper work, or special documentation as required)
- Respond to calls for service as assigned and handle according to department policy
- Apprehending and transporting suspects
- Interviewing victims, witnesses and suspects
- Gathering and logging evidence
- Actively detect, deter, and investigate criminal law violations
- Actively detect, deter, and investigate traffic violations and traffic crashes
- Writing citations, delivering warrants, and testifying in court
- Interact with community and take part in scheduled community events with prior notice
- Participate in special detail events scheduled on an as needed or volunteer basis
- Be accessible to the department to respond for emergency or catastrophic need

Minimum Qualifications

Education and Experience

- Must be at least 19 years of age
- High School Diploma or G.E.D.
- Police training academy graduate
- Degree education preferred
- Possess State of Florida Law Enforcement Certification
- Be a US Citizen
- No felony or misdemeanor convictions for perjury or false statement
- Never have received a dishonorable discharge from any of the Armed Forces
- Successfully pass a background investigation as required by Florida Department of Law Enforcement
- Successful completion of pre-employment testing requirements (Drug screen, psychological examination and physical examination)
- Good physical condition
- Possess valid Florida Driver's License
- Team player

Other Required Competencies

- Communication and interpersonal skills: A police officer needs to be a good communicator. Also, a good relationship with members of the community will be useful during investigations

- Confidence, confidential and calm demeanor: These three traits are very essential of a police officer. He/she should exude calm and confident demeanor at all times. Also, witnesses will like to be assured of confidentiality when they grant interviews
- Emotionally mature and tact: He/she should be able to handle sensitive situations and know how to relate unpleasant news to people. In addition, a police officer must remain impartial when treating criminal cases no matter who is involved
- Perception and good judgment: A police officer must be able to reason logically and make valid conclusions about issues without being bias

Benefits

- All equipment including uniforms and other required equipment are provided.
- Florida State Retirement System
- Ten paid holidays and one personal paid holiday. Those employees required to work on a holiday are paid at time and one-half for the hours they work.
- Paid PTO and employees Health Insurance Package provided (includes Life and Disability Insurance)
- Take home car program based on position, seniority and providing you live in Suwannee County

Working Conditions and Physical Factors

- Physical Strength: The job involves chasing after criminals, controlling public behavior, and exerting force when necessary. A good stamina is needed to get these things done
- Must have the use of sensory skills in order to effectively communicate and interact with other employees, colleagues and the public through the use of the telephone, e-mail and personal contact.
- Requires physical capability to effectively use and operate various items of office-related equipment, such as, but not limited to telephone, desk-top computer, word processor, calculator, copier, scanner and facsimile machine, etc.
- Requires intermittent sitting, standing, walking, bending, crouching and repetitive motion; occasional lifting of objects.

The minimum requirements may be waived by the City Manager. The City of Live Oak reserves the right to update and/or change this job description at any time. The City of Live Oak is an equal Employment Opportunity employer and Drug-Free Workplace.