



## The Village of El Portal Police Officer

**Department:** Police Department  
**Job Type/Salary:** Full Time / \$ 35,000.00 Annually  
**ELSA Status:** Exempt

### JOB SUMMARY

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

This position interacts with the public and answers questions responsibly and accurately from citizens.

### ESSENTIAL JOB FUNCTIONS

- Prevents crime by explaining and enforcing applicable federal, state, and local laws and ordinances; teaching preventive, protective, and defensive tactics; mediating disputes; patrolling assigned area; responding to notices of disturbances; conducting searches; observing suspicious activities; detaining suspects
- Apprehends suspects by responding to complaints and calls for help; observing violations; making arrests
- Maintains accessibility by radio or telephone for consultation on emergencies or precedent public safety matters in the Village
- Conducts criminal investigations by gathering evidence, interviewing victims and witnesses, interrogating suspects
- Documents observations and actions by radioing information; completing reports
- Reports observations and actions by testifying in court
- Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and interviews victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for evidence. Analyzes and evaluates evidence and arrests offenders. Prepares cases and testifies in court proceedings
- Maintains safe traffic conditions by monitoring and directing traffic; enforcing laws and ordinances and Village code, investigating accidents; providing escort; reporting unsafe streets and facilities
- Minimizes personal injury by rescuing and reviving victims; radioing for medical assistance
- Maintains operations by following department policies and procedures; recommending changes

- Ensures operation of equipment by practicing use; completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; notifying supervisor of needed repairs; evaluating new equipment and techniques
- Prepares a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation report, vehicle impoundment form, traffic hazard report, etc.
- Undertakes community-oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.
- Maintains professional and technical knowledge by studying applicable federal, state, and local laws and ordinances; attending educational workshops; reviewing professional publications; practicing skills; participating in professional societies
- Assist with enforcement of Village code and reports general maintenance and safety matters to Police Chief and Administration via email
- Contributes to team effort by accomplishing related results as needed. Skills/Qualifications: Decision Making, Legal Compliance, Handles Pressure, Deals with Uncertainty, Lifting, Physical Fitness, Judgment, Objectivity, Dependability, Emotional Control, Integrity

#### **PERIPHERAL DUTIES**

- Maintains departmental equipment, supplies and facilities
- Maintains contact with public, court officials, and other Village officials in the performance of police operating activities

#### **QUALIFICATIONS**

##### **General:**

- Must be 21 years or older at the time of employment
- Must possess a valid State driver's license without record of suspension or revocation in any state
- Felony convictions and disqualifying criminal histories within the past seven years are not allowed
- U.S. citizen
- Must be able to read and write the English language
- Must be of good moral character and of temperate and industrious habits, must exercise and demonstrate sound decision – making skills

##### **Education and Experience:**

- Must have a high school diploma or equivalent. A two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field preferred.

##### **Licenses or Certifications:**

- Must possess Florida State Law Enforcement Certificate
- Ability to meet department's medical standards

The Village of El Portal follows the U.S. Equal Employment Opportunity Commission enforcement of Federal laws prohibiting employment discrimination. These laws protect employees and job applicants against employment discrimination when it involves:

Unfair treatment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. Harassment by managers, co-workers, or others in the workplace, because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Denial of a reasonable workplace accommodation that the employee needs because of religious beliefs or disability. Retaliation because the employee complained about job discrimination or assisted with a job discrimination investigation or lawsuit.