



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Police Officer  
**Department:** Police  
**Classification:** 5020  
**Pay grade:** 21P  
**FLSA:** Non -Exempt

**Prepared Date:** 02/07  
**Approved By:** M.L. Hammerschmidt  
**Approved By:** Marjorie H. Adler

### **Summary**

Performs general police work in the protection of life and property through the enforcement of laws and ordinances. Responsible for specialized investigative procedures family crises problems, issues related to the community. Considerable amount of independent judgment is used; under the supervision of a superior officer.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Enforces laws and ordinances of the City, County and State. Makes arrests and bookings. Gives depositions and court testimonies.

Patrols an assigned area on foot or by vehicle. Performs patrol activities, to include pursuing and apprehending subjects, conducting felony stops, conducting teletype checks, controlling disorderly persons, transporting subjects and prisoners, searching for wanted persons, conducting dwelling and ground checks.

Conducts investigations, to include crime scenes, deaths, abuse cases, domestic violence, traffic accidents, animal calls and non police action calls. Collects disposes and secures evidence. Writes reports and processes paperwork.

Performs traffic activities, to include issuing citations, directing traffic, investigating driving under the influence incidents and arranging for the removal of vehicles.

Responds to rescue calls. Responds to emergency situations, to include controlling riots and directing evacuations. Performs first aid duties.

Operates and maintains police vehicles and equipment as required, to include motorized vehicles, bicycles, firearms, radio transmitters, fire extinguisher, protective equipment, intoxilyzer instruments, camera, fingerprint equipment and computers.

Performs special assignments as directed, to include assignments in Marine Patrol Field Training, K-9, Motorcycle, Traffic Homicide, SWAT and Bike Patrol.

Performs other related tasks as required.

## **Knowledge, Skills, and Abilities**

Knowledge of City, County & State civil and criminal laws and ordinances. Knowledge of Coral Gables Police Department Rules and Regulations, Standard Operating Procedures and Directives. Knowledge of police radio procedures. Knowledge of the City's geography. Knowledge of hazardous conditions. Knowledge of safety precautions and first aid procedures. Knowledge of emergency driving procedures. Knowledge of Police resources. Ability to enforce laws and ordinances. Ability to conduct investigations and make analytical, objective observations. Ability to communicate effectively and professionally with the public and co-workers. Ability to make decisions and react quickly and logically in emergency situations. Ability to operate motorized vehicles, firearms, radio transmitters, computers and all required police equipment. Ability to apprehend subjects and conduct on-foot pursuits. Ability to swim. Vision abilities to include close, distance, color, peripheral, depth perception, and the ability to adjust focus. Ability to perform strenuous duties and work in adverse weather conditions. Ability to write reports.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer.

Work is performed both indoors and outdoors. Exposure to extreme temperatures, various hazards, noise, heights and dust are common. Work may involve an element of personal danger. Must be able to lift, carry and or push articles weighing more than 50 pounds. Must have the physical ability to enter into and inspect hazardous locations/situations, climb stairs, reach above and below shoulders, walk and bend. Physical strength and a working knowledge of hand-to-hand technique is required to subdue and restrain suspects. The ability to hear and see in order to communicate and observe events as they occur is necessary. Psychomotor coordination is necessary to operate a vehicle and handle weapons.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## **Minimum Education and Experience**

High school or equivalent with completion of 54 college credits.

Must be a US citizen and be at least 19 years of age.

Must be/become (depending on recruitment requirements) certified in the State of Florida as a Police Officer.

Ability to supervise the work of others in a manner conducive to full performance and high morale.

Valid Florida Driver's License at time of employment.