



TOWN OF HIGHLAND BEACH

Reserve Police Officer

Department: Police	Status: Part-Time; hours varied
Department Code: 001-521.000	Classification: Non-exempt
Immediate Supervisor: Sergeant	Pay Grade: N/A
Directly Supervises: N/A	Salary Range: \$25.00/Hour

Position Summary:

The protection of life and property through the enforcement of all federal, state, county and local laws, unless otherwise provided in the statutes and ordinances, under the general supervision of the Chief of Police, Lieutenant and Police Sergeant.

Essential Duties and Responsibilities:

(The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments.)

- Protection of life and property.
- Preservation of the public peace.
- Responding to all requests for police services.
- Available to respond to work during emergencies or natural disasters.
- 24 hour patrol coverage of the community.
- Prompt notification to town officials or other departments of any circumstance that may require their attention.
- Enforcement of all criminal laws and town ordinances.
- Apprehension and prosecution of violators of law.
- Enforcement of traffic violations - both moving and parking.
- Preparation of administrative reports relative to duties performed.
- Collection and preservation of all evidence.
- Investigation of motor vehicle accidents.

Minimum Qualifications:

Education and Experience

Certification by the Florida Department of Law Enforcement. Preferred law enforcement experience.

(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

Minimum Qualifications (Continued):

- U.S. citizenship
- Two Years of experience as a Police Officer (Preferred)
- Must have at least a high school diploma or GED; college degree preferred
- Valid Florida driver's license
- Good physical condition
- Good moral character
- No criminal record
- MUST POSSESS current "valid" State of Florida law enforcement certification
- Must complete the Town's Employment application
- Must complete the Police Department's supplemental questions & detailed police application
- Must be able to pass a comprehensive background investigation, and additional testing to include: Medical, Polygraph, and Psychological after notification of eligibility.

Knowledge, Skills and Abilities Requirements

- Ability to exercise independent judgment, discretion and initiative.
- Ability to make sound decisions in both routine and/or crucial situations with firmness, tact and impartiality.
- Ability to maintain accurate records.
- Knowledge of pertinent federal, state, county and local laws.
- Knowledge of arrest techniques, interviewing and interrogation.
- Ability to maintain confidentiality in the performance of departmental duties and investigations.
- Ability to quickly follow all written and oral instructions.
- Ability to deal with the general public with diplomacy and tact.

Ability to work various assignments. Shifts are on a 12 hour schedule
(amount and hours may vary for reserve position)

Tools and Equipment Used:

Police car, police radio, radar/laser, handgun and other weapons as required, less lethal weapons, handcuffs, cellular phone, first aid equipment, personal computer including word processing software.

Physical Demands/Environmental Conditions:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to handle or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

The employee must be able to lift more than 10 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. The basic work requirements are inside in an office environment and outdoors, generally in a driving/patrol mode or conducting traffic control. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to perform all agility requirements as promulgated by the Florida Department of Law Enforcement. Works inside in an office environment and outdoors, generally in a driving/patrol mode or conducting traffic control.

Selection Guidelines:

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Town of Highland Beach is a Drug Free Workplace and an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job History:

Created:

Revised: 5/12/2017 ESA