CITY OF BUNNELL

Job Title:	**Corporal**	**Job Category:**	Police Officer
Department/Group:	Police Department	**Job Code/ Req#:**	
Location:	City of Bunnell, FL	**Travel Required:**	
Level/Salary Range:		**Position Type:**	Full Time
HR Contact:		**Date posted:**	
Will Train Applicant(s):		**Posting Expires:**	
External posting URL:			
Internal posting URL:			

Applications Accepted By:

Fax or E-mail: BunnellHR@bunnellcity.us Fax: 386-437-7503 **Attention:** HR Department	**Mail:** Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110

Job Description

Job Purpose:

This position reports to the Chief of Police.

This position is a sworn position and may be assigned to an administrative area or to command shift personnel during a specific watch to direct duties and activities associated with law enforcement. May carry out various staff assignments on community relations, personnel scheduling, police statistics, special contracts for services, crime prevention, or others as assigned.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position

Duties:

- Assists Officers in the performance of their duties and shall instruct them in such duties.
- Perform duties relevant to misconduct or neglect of duty of subordinates, making report of the same.
- Cooperated with other Department of the County/City whenever possible and not inconsistent with police duty.
- Maintains proficiency in the operation of agency communications.
- Performs duties in the absence of the shift Sergeant.
- Operates the shift in accordance to policy and procedure of the Bunnell Police Department and City policy and procedure and any rules set by the Chief of Police.
- Performs inspections of each Officer, with reference to neatness, condition and appearance.
- Responsible for investigating promptly the cause for failure of any member of the office to report for duty or dismissal at the end of their tour of duty.
- Instructs, assigns, supervises, and assists in the work of subordinate employees.

- Performs line inspections.
- Maintains close supervision appraising and evaluating conditions of performance fro adherence and conformity to duties and methods as prescribed by Departmental policy, rules and regulations within the area of assigned responsibility.
- Initiates corrective action and/or disciplinary action as necessary.
- Takes charge of any emergency or major crime scene and directs police activities until relieved by a superior Officer.
- Performs other related supervisory and technical functions.

Knowledge/Skills/Abilities:

- Must be able to work shift work, 24 hours a day, 7 days a week.
- Ability to read and comprehend professional and technical manuals, procedures, journals and documents; legal documents; maps and layouts; memoranda, reports, summaries and evaluations.
- Ability to perform basic mathematical functions.
- Ability to write complex documents relaying information, data and details.
- Ability to speak clearly and concisely to laymen.
- Ability to perform public speaking engagements when called upon.
- Must be able to lead, plan and execute covert operations as necessary.

Educational Requirements:

- High School Diploma
- Minimum of 2 years police officer experience with the Bunnell Police Department.

Professional Licenses:

Must possess a valid Florida Driver's License

Must posses current certification from the State of Florida as a Law Enforcement Officer

Work Environment:

- Work in a law enforcement environment, may include work in intense life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, fumes, moving objects and noise; work in inclement weather conditions.
- Employee is regularly required to use hands and fingers to hold or fee, reach with hands and arms, walk, talk, smell, hear and drive.
- The employee is occasionally required to stand, sit, climb, balance, stoop, crouch and crawl.
- Specific vision abilities include close, distance, color and peripheral vision and depth perceptions.
- The employee regularly lifts and/or moves up to 45 pounds and occasionally lifts and/or moves up to 90 pounds.

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	