



CITY OF BUNNELL

ork	Police Officer	Job Category:	Police Department
Department/Group:	Police Department	Job Code/ Req#:	
Location:	City of Bunnell, FL	Travel Required:	
Level/Salary Range:		Position Type:	Full Time, Non-Exempt
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: adevries@bunnellcity.us Fax: 386-437-7503 Attention: Amy De Vries		Mail: Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
Job Description			
<p>Job Purpose:</p> <p>This position reports to Chief of Police.</p> <p>Primary Objective of Position:</p> <p>Under general supervision, performs a variety of law enforcement work associated with patrol and traffic control for the City of Bunnell Police Department.</p> <p>Essential Functions:</p> <p>As defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.</p> <p>Duties require the ability to retrieve and disseminate criminal justice information, conduct interviews, intervene in disputes, effect lawful arrest and to testify in court. Also requires frequent dealings with DUI suspects/offenders, intoxicated individuals and persons with mental disorders. Must be able to properly and proficiently utilize all weapons assigned by the Police Department.</p> <p>Duties:</p> <p>Patrols an assigned area of the City on an assigned shift in a radio-equipped vehicle to preserve law and order, including traffic safety enforcement and citations, checking businesses and residences, discovering and preventing the commission of crimes, and enforcing state and municipal laws and ordinances; responds to calls for assistance, including motor vehicle crashes, assaults, domestic disturbances, thefts, and other criminal or civil complaints; frequently deals with DUI suspects/offenders, other intoxicated persons, and person with mental disorders.</p> <p>Intervenes in disputes, apprehends suspects, makes arrests, issues citations, identifies witnesses, conducts</p>			



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preliminary investigations, and re-establishes law and order at the scene; prepares documentation of activities performed and information gathered; may conduct follow-up activities; coordinates with prosecutors and court staff to issue warrants and subpoenas, conduct pretrial research and dispositions, and prepare testimony.

Transports suspects and persons with outstanding arrest warrants to jail facilities; ensures that arrested persons are processed into jail in accordance with state and federal guidelines and Police Department; responds to questions and requests from citizens; assists in making presentations; K-9 Officer, Field Training Officers, Firearms Instructors, and in other training/instructor positions; performs other duties as assigned.

Knowledge/Skills/Abilities:

- Knowledge of the City Municipal Code pertaining to police activities and public safety.
- Knowledge of federal, state, county, and City of Bunnell laws and ordinances to be enforced.
- Knowledge of the policies, goals, and procedures of the City of Bunnell Police Department.
- Knowledge of the principles and practices of employee supervision and training.
- Knowledge of law enforcement principles, methods, techniques, and practices including investigation, intelligence, surveillance, court procedures, community relations, identification, patrol, special weapons and tactics, traffic control, report preparation, custody of persons and property, and crime prevention.
- Knowledge of equipment used in law enforcement, including weaponry, communications, personal computers, and automotive equipment.
- Knowledge of the street names and locations in the City of Bunnell and surrounding area.
- Skill in performing the day-to-day operations of a police officer.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines.
- Skill in communicating, in person, in writing, and on two-way radio.
- Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents.
- Skill in conducting investigations of criminal activities.
- Skill in establishing and maintaining effective working relationships with City employees, other law enforcement agencies, criminal justice system staff, the business community, and citizens.

Qualifications:

High School Diploma or GED; prefer Associates Degree and/or Military Experience

0 – 3 years experience in law enforcement; No former discipline if prior law enforcement

Must possess a valid Florida Driver’s License; Current Florida Law Enforcement Certification

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:	