

**SATELLITE BEACH POLICE DEPARTMENT--- POLICY AND PROCEDURE DIRECTIVE  
JOB TASK ANALYSIS**

POLICE OFFICER

**Position Covered:**

SCHOOL RESOURCE OFFICER

**Basic Description:** (A short narrative describing the position and responsibilities.)

The incumbent in this position is responsible for the protection of life and property and the enforcement of state laws and city ordinances including prevention, detection and apprehension of suspected violators. This work involves an element of personal danger and frequent contact with the public under emergency and non-emergency conditions. This officer may be assigned to various types of duty and shift hours in accordance with department needs. The officer is assigned to a superior officer who they will receive work instructions and assignments from. The police officers performance is evaluated after review of several areas including work practices, reports, inspections, knowledge, attitude, and other observations. The officer is required to maintain several certificates and participate in a range of mandatory training as required by the Florida Department of Law Enforcement, state and federal guidelines and department and community needs.

It is the responsibility of the officer to maintain, and take the necessary steps to improve upon, the minimum level of proficiency in job related skills, knowledge, and abilities.

The duties and tasks in this form are not intended to be all inclusive and the employer reserves the right to assign additional duties and responsibilities as necessary

**TYPICAL DUTIES**

COMPLETE PROFICIENCY AND KNOWLEDGE OF THESE DUTIES UPON COMPLETION OF PROBATION  
IS A MINIMUM REQUIREMENT.

Respond to calls for service.  
Back up other units to ensure their safety.  
Communicate with dispatchers by radio.  
Monitor police radio for all transmissions in order to remain aware of pertinent activities.  
Investigate violations of Florida State Statutes, City Ordinances.  
Perform the duties as provided in Sworn Officer description.  
Provide a safe educational environment through high visibility, proactive patrols on school campuses.  
Counsel students/parents/teachers involved in crises.  
Develop educational programs to address current issues involving students and faculty.  
Conduct safety seminars with school staff members.  
Work in cooperation with school administration to address campus issues and crime prevention.  
Conduct investigations into criminal and suspicious incidents occurring in the assigned schools.  
Assist other agencies as necessary.  
Attend meetings on current issues/trends for School Resource Officers.  
Communicate important information to concerned citizens.  
Transport persons to various facilities.  
Interview suspects, witnesses, and victims.  
Arrest, search, and transport violators.  
Notify supervisor when in need of assistance or during major events.  
Participates in training new officers as assigned.  
Conduct searches as required  
Assist in establishing perimeters to contain a suspect.

**USE AS MANY FORMAT SHEETS AS NECESSARY TO COVER THE OBJECTIVES AND REQUIREMENTS**

**Originator Init.** \_\_\_\_\_ **Reviewer Init.** \_\_\_\_\_ **Chiefs' Approval** \_\_\_\_\_ **Date** \_\_\_\_\_ **Page** 1

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**TYPICAL DUTIES**

Evaluate tactical needs.  
Provide communications center with necessary information to enter stolen items, missing persons or issue bulletins to surrounding jurisdictions.  
Assist specialized patrol with special details.  
Conduct basic follow-up investigations  
Provide security details at sporting events and school functions when required.  
Work extended hours as required.  
Report to and perform patrol duties when school is not in session.  
Provide Commander regular updates on pertinent issues/needs/concerns.

**EQUIPMENT MAINTENANCE**

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES UPON COMPLETION OF PROBATION  
IS A MINIMUM REQUIREMENT.

Maintain weapons, uniforms, and vehicles in good repair and working condition.  
Adhere to the vehicle maintenance schedule.  
Respect department/others equipment.

**WRITTEN DOCUMENTATION**

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES UPON COMPLETION OF PROBATION  
IS A MINIMUM REQUIREMENT.

Thoroughly and accurately complete incident reports, Field Interview Reports, charging affidavits and processing paperwork, traffic/misc citations, warning tickets, evidence cards, trespass notices, radar logs intoxilyzer logs, crime lab reports, accident reports, alarm reports, maintenance logs, and all other department reporting documentation as required.

**PUBLIC RELATIONS**

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES UPON COMPLETION OF PROBATION  
IS A MINIMUM REQUIREMENT.

Make self-initiated citizen contacts.  
Refer the public to the appropriate agencies or services.  
Participate in special events when assigned.  
Project an overall positive attitude of agency and profession to general public and treat public with courtesy.

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Originator Init. \_\_\_\_\_ Reviewer Init. \_\_\_\_\_ Chiefs' Approval \_\_\_\_\_ Date \_\_\_\_\_ Page **2**  
**This is Attachment "B" to Directive Number 8.00** **JOB TASK ANALYSIS FORMAT**

02/20/12

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**COURT APPEARANCES**

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES UPON COMPLETION OF PROBATION  
IS A MINIMUM REQUIREMENT.

Appear in court as required.  
Review the case report and/or the deposition in preparation for a court appearance.  
Communicate with the Assistant State Attorney regarding the case in order to prepare.  
Testify at a deposition or in court.

**CAREER DEVELOPMENT**

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES UPON COMPLETION OF PROBATION  
IS A MINIMUM REQUIREMENT.

Remain constantly aware of changes in criminal justice system (laws, rules, etc) through reading, training etc.  
Maintain the required physical fitness level appropriate to perform job functions.  
Strive to identify and meet career goals.

**EQUIPMENT**

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES UPON COMPLETION OF PROBATION  
IS A MINIMUM REQUIREMENT.

Each officer will be responsible to properly maintain the following equipment if issued and report losses or damage immediately: Police radio, vehicle, handgun, shotgun/rifle, identification, badges, riot helmet, gas mask, computer, first aid kit, basic crime scene equipment, fire suppression equipment, body armor, flashlights, handcuffs, Flares/cones, uniform and related clothing, police manuals, protective equipment (PPE), (i.e., gloves, masks, goggles) and all other issued equipment

**ENVIRONMENTAL FACTORS**

Various environmental factors may be encountered during the course of duty to include Chemicals, fumes, fire, toxic substances, insects, noise, vibrations, slippery surfaces, lightning, explosives, oil, tobacco smoke, radiation, radar, allergenic substances, electrical hazards, possible burns, confined or cramped body position for extended periods, irregular or extended work hours, irregular eating and sleeping schedules, bodily injury, contact with infectious or contagious diseases, humidity, low temperatures, high temperatures, high temperatures combined with high humidity, heavy rain, exposure to sun, sudden temperature changes, hail, high winds, tornadoes, flooding, hurricanes, all types of terrain including high grass, woods, ditches, muck, sand, heights, hills, lakes, and rivers.

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**TRAINING AND EXPERIENCE**

Previous experience in law enforcement is preferred but not required. Experienced officers are responsible to assist less experienced officers and intervene as needed.  
Must successfully complete SRO Basic Course.

**MINIMUM MENTAL REQUIREMENTS**

Retain information, memorize codes and signals, use reference material with ease.  
Basic math skills: percentages, decimals, addition, subtraction, multiplication, division  
Ability to read and to distinguish the order of numbers.  
Perceptual skills; perceive when to use force and when to retreat; ability to detect suspicious behavior.  
Interpersonal skills, empathy, tolerance, patience, ability to get along with many cultures, assess human behavior.  
Ability to control emotions and remain calm in crisis situations.  
Process, organize, prioritize information; report facts chronologically.  
Ability to perform under pressure; react quickly and correctly.  
Have the following qualities, truthfulness, integrity, decisiveness, adaptability, and consistency.  
Awareness of one's surroundings and attentive to detail.  
Ability to concentrate and to keep from being distracted.  
Understand nonverbal communication.  
Have self-confidence and be self initiative.  
Use logic and judgement; follow directions and orders.  
Sense of direction while driving.  
Listening comprehension skills.  
Ability to perform different tasks simultaneously.

**MINIMUM PHYSICAL REQUIREMENTS**

Visual depth, distance, night and peripheral vision.  
Keen hearing.  
Communicate verbally in English with ability to enunciate.  
Write legibly in English, using proper grammar, spelling, and punctuation.  
Manual and finger dexterity.  
Flexibility of upper body and limbs.  
General strength in upper and lower body, legs, back, arms, fingers, and hands.  
Coordination in legs, arms, hands, eye-hand; steadiness of hand/arm.  
Physical endurance, quick reflexes.  
Cardiovascular strength.  
Ability to run, walk, swim, climb, crawl, bend/lean over, twist/turn.

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**MINIMUM PHYSICAL REQUIREMENTS (continued)**

Use of two hands simultaneously.  
Balance/equilibrium.  
Ability to coordinate rhythm of compression and breaths during CPR.  
Ability to tolerate moderate pain  
Ability to lift 150 pound objects 100 feet in an emergency.

**MINIMUM EDUCATION**

Must be a high school graduate or possess a state equivalency diploma.  
Certificate of Completion of Certificate of Compliance in basic law enforcement training with the Criminal Justice Standards and Training Commission or must successfully complete academy training to become certified according to state regulations.  
Training may be provided by the agency.

**MINIMUM REQUIREMENTS**

Must be at least 21 years of age. Must be a United States citizen.  
Must possess a valid Florida State Drivers License.  
Must not have been convicted of a felony.  
Must not have been convicted of a misdemeanor involving moral character or as deemed inappropriate by F.D.L.E. standards or the Chief of Police.  
Must not have been released or discharged under dishonorable conditions from any of the Armed Forces of the United States.  
Must pass a polygraph examination, psychological exam and drug screen.  
May be required to successfully pass a written examination and/or oral review board.

In order for upward mobility through the officer phases a written test with an acceptable passing: score may be required.

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