



# TOWN OF EATONVILLE

*"The Oldest Black Incorporated Municipality in America"*

## POLICE DEPARTMENT



Submit Resume to: Eatonville Police Department

11 People Street, Eatonville, Florida 32751

Email: [jrobinson@townofeatonville.org](mailto:jrobinson@townofeatonville.org)

**POSITION: OPEN UNTIL FILLED**

**MUST HAVE CURRENT CERTIFICATION**

### POLICE OFFICERS

#### NATURE OF WORK:

Performs professional law enforcement work to maintain order to protect the public, maintain law and order in the community, detect and prevent crime, direct and control traffic, and investigate and apprehend suspects involved in criminal activity. Work is performed under general supervision of Police Sergeant.

#### EXAMPLES OF WORK PERFORMED:

**NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.**

Patrols assigned area on foot, bicycle, or in police vehicle to control traffic, prevent crime or disturbance of peace, and arrest violators; maintains radio contact with headquarters and supervisor via two-way radio; notes suspicious persons and establishments and reports unusual activity to supervisor. Responds to calls involving criminal violations; secures scene to restore peace and protect evidence; calls for back-up assistance as needed. Interviews complainants, witnesses, and/or informants to obtain information relevant to the incident/case. Conducts searches of persons and/or property to obtain weapons, illegal drugs, stolen property, and other evidence; seizes contraband and stolen property. Advises suspects of their legal rights; conducts interrogations; warns and/or arrests persons in violation of the law; may be required to use force in the apprehension of suspects. Completes field incident, arrest, booking and related police reports in accordance with departmental policy and state statutes; testifies in court as needed. Conducts routine follow-up investigations of assigned case; conducts stakeouts, surveillances, and searches of persons and property to collect evidence; may lift fingerprints and collect other evidence at crime scenes. Directs and reroutes traffic around fires, accidents, parades, special events, or other disruption; disperses and controls crowds; secures scene to protect victims and property; provides first aid and calls for medical assistance. Issues traffic summonses and warnings, parking citations, and vehicle repair notices as needed. Performs other related duties.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles, methods, and practices of law enforcement. Knowledge of various law enforcement and community service agencies. Knowledge of basic life saving techniques (CPR). Knowledge of police report writing techniques. Knowledge of law enforcement procedures and operations. Knowledge of Federal, State, and City criminal laws and ordinances and the criminal justice system operations. Skilled in defensive tactics. Skilled in communicating with others, both verbally and in writing. Skilled in the use of handgun, knight stick, police radio, and related equipment. Ability to define problems, establish facts, and draw valid conclusions. Ability to write technical reports and correspondence. Ability to observe and record events accurately and completely. Ability to conduct interviews. Ability to establish and maintain effective relationships with citizens, co-workers and managers. Ability to perform CPR and basic life-saving activities. Ability to read and comprehend technical literature. Ability to handle routine public contacts. Ability to exercise reasonable discretion and judgment. **PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** Enters and exits vehicles quickly while wearing approximately 15 to 20 pounds of equipment. Night vision and peripheral vision are important. Runs, climbs over fences and walls to subdue suspects. Sits, while driving, for extended periods of time. Manual dexterity to use handcuffs, light flares, fire weapon, does CPR, etc. May lift objects and/or persons in excess of 50 pounds. May stand for extended periods of time when directing traffic and controlling crowds. Exposed to extreme weather conditions such as heat, cold, rain and potentially dangerous environments, slippery/uneven walking surfaces. Exposed to putrid odors, diseases, chemicals, smoke, flames, and excessive noise.

## **MINIMUM QUALIFICATION REQUIREMENTS:**

High School diploma or G.E.D. Certificate which meets state standards. College coursework preferred. Meet the age requirement in accordance with Florida State Statutes (19 yrs. of age or more preferred.). U.S. Citizen. Physical Condition must meet the standards, to include no prosthetics and ten (10) functioning digits. Meet vision requirements: One eye may be 20/100 corrected to 20/20; the other eye no more than 20/70 corrected to 20/20. Have good moral character, no felony convictions or misdemeanor convictions involving moral character, perjury or false statements as outlined in the Florida State Statute. Must be able to meet the restrictive drug standard. Possess a valid Florida Driver's License. **PROBATIONARY PERIOD:** Permanent status to this position requires a probationary period of twelve (12) months, during which time performance will be carefully evaluated. Permanent status will be granted only if work performance is judged to be satisfactory.

## **APPLICATION PROCESS**

Interested persons should submit a resume and cover letter, not to exceed four (4) pages collectively. The position will remain open until filled. An original, signed version of a candidate's submission, with the candidate's **legal signature** on the cover letter, should be e-mailed to [jrobinson@townofeatonville.org](mailto:jrobinson@townofeatonville.org). The signed cover letter shall also include the statement: *"I certify all information contained in this cover letter and resume is true and accurate."* **Failure to follow these submission requirements may disqualify applicant from consideration.**

Professional references are optional at the time of submission; however, they may be requested if the candidate is invited to an in-person interview. References submitted at this stage must be limited to a one (1) page list.

**THE TOWN OF EATONVILLE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, DISABILITY, MARITAL STATUS, FAMILY STATUS, OR SEXUAL ORIENTATION IN EMPLOYMENT OR THE PROVISION OF SERVICES.**