

Police Officer

The Town of Shalimar is accepting applications for part-time Certified Police Officer. Must perform essential job functions for the position. HS Diploma/GED, Florida Law Enforcement Certification required. Minimum 2 years' experience as a Police Officer preferred. Submit applications to the Town Deputy Clerk at #2 Cherokee Road, Shalimar, FL 32579 (850) 651-5723 or clerk@shalimarflorida.org. Hourly range (\$20 - \$24 per hour). Positions open until filled. EOE.

Police Officer Duties:

- Document weekly patrol mileage and all service calls and forward hard copy or email report to the Police Chief.
- Conduct foot and vehicle patrols to check for criminal or suspicious activity.
- Interact with residents, homeowner associations, and businesses to solicit their cooperation and feedback regarding law enforcement issues.
- Assist victims or others needing professional counseling in identifying available resources.
- Maintain citation logbook and complete a Florida Uniform Traffic Citation Transmittal Form for weekly delivery to the Clerk of Courts.
- Provide complainants with necessary documents to report criminal activity. Package will consist of an affidavit of complaint, witness statements, and other necessary forms.
- Complete an offense report with cover page and addendum of probable cause for delivery to the booking facility in company with an arrested subject.
- Investigate traffic crashes and document on scene driver information, vehicle information, and witness statements. Follow-up paperwork to be completed within Florida State statute 10-day guidelines and sent to the State electronically or by United States Post Office.
- Respond in an efficient and safe manner to reports requiring police or first responder assistance, using emergency methods and equipment as required.
- Be available for off-duty alert and to respond while off-duty to calls for service or to assist an on-duty officer if required.
- Create and maintain appropriate records of official actions and secure in area accessible for official review or use.

Police Officer Qualifications Required:

- Complete the required training by attending any certified Florida basic law enforcement academy.
- Pass the State Officer Certification Exam (SOCE).
- Be at least 21 years of age. Be a citizen of the United States.
- Have a high school diploma or equivalent (GED).
- Has no conviction of a felony or a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of a felony, or a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
- Has not received a dishonorable discharge from any of the Armed Forces of the United States.
- Has documentation of processed fingerprints on file with the employing agency.
- Has passed a physical examination by a licensed physician, physician assistant, or certified advanced registered nurse practitioner.
- Has good moral character as determined by a background investigation under procedures established by the Criminal Justice Standards and Training Commission.

Desired:

- Is familiar with Florida State statutes.
- Possesses ability to react quickly to immediate response situations and have the mental and physical capabilities to handle difficult/stressful situations.
- Possesses ability to use mobile computers, associated peripherals and is familiar with computer software to include Microsoft word, Microsoft Excel, and other applications in the operating system.
- Possesses ability to complete tasks quickly and accurately.
- Is a retired military member.
- Resides within 5 miles of Town boundaries.

Benefits:

- Life Insurance.
- 401k Retirement Plan.