

Polk County Sheriff's Office Job Description
1105 Sheriff's Service Officer
Community Service

December 9, 2009

Position Concept:

The Sheriff's Service Officer performs a variety of non-violent, non-emergency duties in support of law enforcement operations for the Polk County Sheriff's Office. These duties include responding to incidents where there is no suspect and a written report is necessary to document an inactive event or crime. The position does not vest the member with the authority to bear arms or to make arrests pursuant to F.S. §943.10.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Sheriff's Service Officer may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Gather evidence of past active events
- Prepare offense/incident reports
- Communicate with victims/witnesses
- Document automobile crashes pursuant to F.S. §316.640
- Enforce traffic/parking regulations
- Secure evidentiary documents
- Record/process found property
- Follow-up violations of county ordinances
- Assist Crime Scene investigations
- Monitor security cameras
- Testify at deposition
- Testify at trials, hearings, grand juries
- Update, maintain manuals and files
- Provide information/referrals to public
- Perform latent fingerprinting
- Create logs/statistical reports
- Answer calls from the public
- Assist in community programs
- Maintain issued equipment
- Prepare original and supplemental reports
- Attend training

Education, Professional Certification or License:

- High School or GED
- *FCIC/NCIC certification
- Valid Florida Driver License

Professional Experience:

- Prefer experience working with the general public
- Prior experience with a Law Enforcement agency preferred

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Work may involve rotating shifts
- Works during inclement weather
- Some exposure to latent crime scenes

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Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Florida State Statutes
- Geographical area
- Case Reporting Manual
- Types of evidence
- County ordinances
- Radio codes/signals/identifications
- Community services
- Referral sources
- Resources
- Criminal Justice system
- Evidence handling procedures
- *FDLE fingerprint submission criteria
- Appropriate forms
- Records keeping procedures
- First aid/CPR

Ability to:

- Evaluate
- Perform minor maintenance
- Read and write English
- Operate motor vehicle
- Interpret documents
- Maintain files
- Comprehend
- Listen and understand
- Remember details
- Create reports/correspondence

Skills:

- Interpersonal
- Photography
- Keyboarding
- Basic English grammar
- Organizational
- Basic investigation
- Observation
- Basic mathematical
- Computer
- Communication

Physical Requirements:

- See at normal range or with accommodation
- Manual dexterity
- Hear at normal level or with accommodation
- Speak English understandably
- Recognize colors
- Lift/carry 25 lbs.
- Sense of smell
- Sit for long periods
- Ambulate independently

*FCIC/NCIC: Florida Crime Information Center/National Crime Information Center

* FDLE: Florida Department of Law Enforcement