

Title: Public Safety Aide I
PG: 29
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Police

Class Code: 5016
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a non-sworn law enforcement position that handles non-confrontational, non-emergency criminal incidents and police calls, such as gas drive-offs and loud noise complaints where there is no suspect and a written police report is necessary. May be assigned to monitor public security cameras. This position is a high profile service position contributing to the improved efficiency and operation of the Uniform Patrol Division.

ESSENTIAL FUNCTIONS:

1. Completes detailed written and computer generated reports.
2. Completes faulty equipment checks.
3. Checks on abandoned vehicles and conducts request patrols such as vacation house checks.
4. Provides traffic assistance and assists with funeral escorts.
5. Records and process found property.
6. Investigates animal complaints and violations of City Ordinances.
7. Assists with preliminary crime scene investigations.
8. Performs as Civilian Intake Technician when working at the Station Duty Office.
9. Monitors public security cameras.

ADDITIONAL RESPONSIBILITIES:

1. Handles phone-in and walk-in complaints at the Station Duty Desk.
2. Greets the public and conducts other administrative duties associated with the Station Duty Officer.
3. Performs various other law enforcement duties of a non-emergency nature as designated by the Shift Commander and/or Supervisor.
4. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Ability to learn the practices, laws, ordinances, and policies governing law enforcement; city government and departmental operations; and geographic locations within the City.
2. Physical ability, strength and flexibility sufficient to perform the essential job functions.
3. Ability to ambulate independently; to walk, climb stairs, stand; sit and operate a vehicle for prolonged periods of time.
4. Ability to withstand working outside in all extreme weather conditions.
5. Visual ability and the possession of depth perception sufficient to operate a police vehicle during the day and at night.
6. Speaking and hearing ability sufficient to communicate effectively with other individuals in person, over the telephone and over the radio.
7. Ability to read and write legibly and have typing skills sufficient to operate a lap-top computer.
8. Ability to work independently under stressful conditions and remain calm and responsive in emergency situations.
9. Ability to establish and maintain an effective working relationship with fellow employees, supervisors and staff members; and interact courteously with the public.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.

Title: Public Safety Aide I
PG: 29
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Police

Class Code: 5016
Date: 09/08

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from high school or its equivalent.
2. Must be able to complete the Public Safety Aide training program.
3. An equivalent combination of education and experience directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida Class E driver's license and have a good driving record as determined by the City of Lakeland.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.

Note: Preference will be given in the hiring process of those applicants having completed the State of Florida Police Standards.