

**MAJOR FUNCTION**

This is general duty police work accompanying a Police Officer in enforcing laws and ordinances. Specific assignments are received from superior officers and are carried out in accordance with established rules and procedures under close supervision. Work is reviewed through reports, inspection and observation of results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Assists Police Officers in patrolling assigned areas on foot or in a car; checks doors and windows of business establishments; investigates unusual crowds of people; enforces vehicle parking and operating laws; watches for and makes investigations of wanted and missing persons and property. Visits the scenes of crimes and accidents; searches for and preserves evidence; investigates clues; searches for and apprehends violators. Escorts persons transporting money. Escorts prisoners to police station; books charges; testifies and presents evidence in court. Directs traffic at an intersection; enforces traffic laws; and gives information concerning the location of streets, routes and buildings. Investigates places and persons suspected of being engaged in illegal activities; checks on operation of public places for compliance with the law, develops and maintains sources of information. Performs related work as required.

**Other Important Duties**

Assists children at street crossings and controls pedestrian compliance with safety laws. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of modern principles and practices of police work; controlling laws and ordinances; first-aid methods. Ability to observe situations analytically and objectively and to report and record them clearly and completely; react quickly and calmly in emergencies; establish and maintain effective working relationships with associates and the general public. Ability to meet approved physical requirements.

**Minimum Training and Experience**

Must be a former sworn Tallahassee Police Department Officer

Established: 02-17-78

Revised: 04-20-04\*

Revised: 02-07-20