



# City of Lake Helen Police Department



DEDICATED TO PROTECT AND  
SERVE

493 S Lakeview Drive  
P.O. Box 39  
Lake Helen, Florida 32744  
Office (386) 228-2145  
Fax (386) 228-0655

ROBERT B. MULLINS  
CHIEF OF POLICE

## POLICE OFFICER

Full-time Position available

Starting Pay: \$21 hr (\$45,864 annual salary)

**Major Function:** Patrol designated areas of the city to preserve peace, to prevent and discover criminal acts, and to enforce traffic regulations.

### Benefits:

- 14 paid holidays a year
- Paid medical benefits
- Paid Vision and Dental Coverage
- Enrollment in FMPTF Retirement System (vested after 6 years of service)
- Chapter 185 Share Plan
- 457(k) option
- 8 hr vacation and 8 hr. personal time per month
- Tuition Reimbursement

### Job Description:

- Applicant must be knowledgeable of current Florida State Statute pertaining to crimes and traffic.
- Makes preliminary investigations at crime scenes or incidents, collect and preserve physical evidence, locate and interview witnesses, makes arrests.

-Interview complainants and witnesses to obtain information about crimes, assists in investigative work.

-Patrol school zones and high activity areas.

-Assist motorists, direct traffic, investigate accidents, recover stolen property, prepare detailed reports, and provide general information to public.

-Prepare evidence and testify as a witness in both civil and criminal court.

-Transport prisoners

-Enforce traffic laws.

-Cooperate and coordinate with other law enforcement agencies and other components of the Criminal Justice System.

**Minimum Requirements:**

-Age 19

-High School Diploma

-Must possess a valid State of Florida Driver's License

-Police Standards Certificate of Completion or Compliance and passing grade on State Test.

**Education, Experience, and Training:**

-Completion of Minimum Standard courses set by FDLE Criminal Justice and Standards and Training Commission.

-Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

(Applications may be obtained at the Lake Helen Police Department between **8:00am – 4:30pm, M-F (excluding holidays)**)