

CODE:
FLSA:
GRADE:

**CITY OF BENNETTSTVILLE, SC
JOB DESCRIPTION- NOVEMBER, 2014**

**JOB TITLE: PATROL OFFICER
POLICE DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, ensures a responsible community oriented proactive law enforcement work involving a variety of general or support duty police assignments. Is responsible for being an active law enforcement entity on school campuses teaching law related education to students in order to achieve crime free schools. Provides for the physical safety and property security of all individuals within the City of Bennettsville. Answers all calls for service. Provides correct information regarding all City and State laws. Makes arrests when necessary. Enforces traffic laws and enables the exchange of information following traffic collisions. Provides security during public events and helps to maintain the peace at all times. Reports to the Command Staff.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises all police activities; responds to emergency police situations; drives patrol vehicle or walks to observe illegal or suspicious activities or person and disturbances of the law.

Confronts and arrests violent suspects; engages in foot pursuits.

Responds to radio dispatches and answers calls and complaints.

Issues citations for traffic violations and investigates traffic accidents.

Provides police escorts; directs traffic; performs residential and commercial property checks.

Fills out arrest records; performs prisoner transportation functions

Reports unsafe conditions existing in streets and other public facilities.

Prepares detailed reports on activities and assignments, incident and complaint reports.

Is sometimes assigned to investigations, crime prevention or special duty operations.

Provides instruction for short-term law related education.

Coordinates activities and programs with the school principle.

Assists parents and students with community agencies that offer drug and mental health assistance. Participates in school related functions.

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Attends court sessions.

Attends continuing education classes.

Provides traffic control at school intersections.

Supports other officers on calls.

Serves warrants and makes arrests; maintains warrant records; testifies in court.

Performs vehicle maintenance.

Receives and/or reviews various information including criminal activities, 911 calls, citizen complaints, witness testimonial, caller information, driver's credentials, daily shift information, memos, monthly activity report, statutory information, training information and voluntary statements.

Prepare and/or generates a variety of documents including complaint reports, statements, traffic citations, monthly activity reports, accident reports and incident reports.

Refers to SC Code of Laws, Traffic Code Book, judicial rulings, SLED policy, policies and procedures manual and the City ordinance book.

Utilizes a variety of computer software programs such as LawTrak, SCATTS, Power Point, Microsoft Word, Internet Explorer and Report Beam.

Interacts and communicates with various groups and individuals such as offenders, juveniles, victims, jail personnel, court personnel and the general public.

Operates a variety of machinery and/or equipment such as department vehicles, multi-passenger vans, in-car video, radar, weapons, training equipment, Tasers, handcuffs, computers and breathe/alcohol machines.

ADDITIONAL JOB FUNCTIONS

Assists with fundraisers.

Trains others regarding law enforcement.

Performs other related duties as required.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

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MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma supplemented by a minimum of 3 months of experience in the police field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. May require the following licenses/certifications: Basic Law Enforcement Officer, Basic Investigator and Field Training Official. Must possess a valid SC driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry or otherwise move objects. Must be able to lift/carry weights of up to 150 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information, includes the receiving of information and instruction from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare/record required records and reports using the proper format punctuation, spelling, and grammar, using all parts of speech.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numeric Aptitude: Requires the ability to use arithmetic such as deductive axiomatic geometry, plane and solid, rectangular coordinates, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to make precise movements with fingers, hands, arms, legs, feet, torso and hips, e.g., patrolling, auto driving, professional wrestling, typing, etc.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to match/recognize specific shades, shapes, flavors, e.g., investigating, policing, auto driving, typing, etc.

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Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the department as they pertain to the performance of duties of the Patrol Officer. Has knowledge of the methods, organization and planning as they pertain to the performance of duties of the position and as reflected in the needs and requirements of the department. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to make swift, sound, and educated decisions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret materials pertaining to the responsibilities of the job. Is able to prepare required reports with accuracy and in a timely manner. Has knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with staff, professionals, and members of the public through contact and cooperation. Is able to maintain positive customer-focused relationships with staff, agencies, the general public, and all other internal and external customers. Is able to analyze and recognize problems and potential problems and recommend appropriate solutions. Is able to compile and analyze information and present both oral and written reports clearly, concisely, and effectively. Is able to comprehend, interpret, and apply policies, procedure, rules, and regulations. Is able to communicate at the highest levels clearly and concisely and has the ability to influence and persuade others. Has thorough knowledge of proper English usage, vocabulary, spelling, and basic mathematics. Has knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management. Has knowledge of applicable occupational hazards and safety precautions. Has knowledge of how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

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Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.