

Town of Edisto Beach

Patrol Officer

DEPARTMENT	Police	JOB CLASSIFICATION	TBD
FLSA CLASSIFICATION	Non-Exempt	SUPERVISORY	No
REPORTS TO	Team Supervisor	CIVIL SERVICE	No
STATUS	Full-time	EFFECTIVE DATE	03/25/2022
SCHEDULE	Shift	SAT., SUN., HOLIDAYS	As Scheduled
OVERTIME	As Needed	PAY RANGE	TBD

GENERAL STATEMENT OF DUTIES

A Patrol Officer enforces the laws of the United States, the state of South Carolina and all local ordinances in accordance with the rules, regulations, policies, procedures, and orders of the Town and the Department.

DUTIES, FUNCTIONS AND RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Performs and participates in a variety of routine and complex public activities which may include, but not be limited to: arresting suspects for traffic and criminal offenses, conducting interviews, appearing in court for criminal and other law enforcement related matters, conducting surveillance, responding to calls for service, and providing direction and guidance in the handling of difficult and dangerous situations.
 2. Carries out duties in conformance with federal, state, county and town laws and ordinances.
 3. Communicates effectively with others orally and in writing, using both technical and non-technical language.
 4. Prepares a variety of reports and records pursuant to South Carolina law, town ordinance, and department policy utilizing handwritten and computer documents.
 5. Required to perform shift work including days, evenings and nights including weekends and holidays.
 6. Responds to requests made by supervisors affecting the daily business operations of the Police Department.
 7. Demonstrates continuous effort to work cooperatively and jointly to provide quality seamless customer service.
 8. Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials, and all members of the public.
 9. Obeys safety rules and exercises caution in all work activities.
 10. Maintains harmony among co-workers and uses the highest ethical discretion when dealing with Police Department business.
 11. Performs other duties as assigned by Department supervisors.
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KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills and abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be perform.

1. Knowledge of town operations, policies, and procedures.
2. Thorough knowledge of the Department's policies and procedures.
3. Knowledge of United States and South Carolina Constitution, federal, state, and town criminal and traffic laws/ordinances along with a working knowledge of related court precedent.
4. Possess critical thinking skills that utilizes logic and reasoning to understand, analyze, and evaluate complex situations.
5. Ability to enforce the law in a fair and impartial manner.
6. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
7. Ability to use good judgment in making decisions in conformance with laws, regulations, and policies.
8. Ability to express ideas effectively orally and in writing.
9. Ability to understand and follow complex oral and written instructions.
10. Ability to deal tactfully and courteously with the public.
11. Ability to work in a variety of weather conditions with exposure to the elements.
12. Ability to go from a sitting, sedentary position to a physically taxing physical response at a moment's notice.
13. Ability to run and walk, sometimes for long distances over even and uneven terrain.
14. Ability to climb stairs and ladders, sit for long periods while driving or riding in a car on patrol, stoop, bend and assume awkward positions in order to affect arrest or gather evidence.
15. Ability to wear a uniform and 10-20 pounds of safety equipment attached to a load bearing vest or belt for prolonged periods of time.
16. Ability to wear a bullet proof vest in all weather conditions.
17. Skill to operate and care for a police car, police radio, radar gun, handgun and other weapons as required, first aid equipment, assigned computer technology (Microsoft Word Suite).

MINIMUM REQUIREMENTS

MINIMUM EDUCATIONAL REQUIREMENTS.

High School Diploma or GED (or College Degree and/or Transcript).

MINIMUM EXPERIENCE REQUIREMENTS.

No experience required; however, past law enforcement experience preferred.

MINIMUM LICENSE REQUIREMENTS.

Valid South Carolina Driver's License or ability to secure South Carolina Driver's License upon employment.

Within one year of employment, must be certified by the South Carolina Criminal Justice Academy as a Class 1 Law Enforcement Officer.

SPECIAL REQUIREMENTS

Applicant must be 21 years or older at the time of employment and must be a U.S. citizen. Applicant cannot have a disqualifying incident on driving record such as driving under the influence of alcohol, dangerous drugs, reckless homicide, involuntary manslaughter, or leaving the scene of an accident. Applicant must pass a satisfactory background check. Applicant must pass a drug test. Applicant must be of good moral character and of temperate and industrious habits. Applicant must be found to be free from any physical, emotional, or mental conditions that might adversely affect the exercise of the power of a peace officer or adversely affect the ability of the officer to perform essential job functions. Applicant must be able to read and write the English language, must be able to work irregular and overtime hours as well as normal daily hours.

PHYSICAL REQUIREMENTS

- Physical ability to perform the task required of a law enforcement officer.
- While performing the duties of this job, the employee is frequently required to sit, talk, hear, and see. The employee is occasionally required to stand, walk, or run; use hands or fingers, handle, or feel objects, tools, or controls; reach with hands and arms; jump, climb, kick or balance; stoop, kneel, crouch, bend, twist, turn or crawl; push or pull objects and people; drive at high speeds; taste and smell.
- The employee must possess sufficient manual dexterity to operate the following; a patrol car, car radio, handguns, ammunition in the act of loading and unloading weapons, shotguns, handcuffs, bullet proof vest, keys, pencil and pen with which to write on paper, baton, ticket book, recorder, personal computer, etc.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus.
- Must occasionally lift and/or move more than 100 pounds.

WORK ENVIRONMENT

- Often works in outside weather conditions and may be exposed to fumes, airborne particles, toxic or caustic chemicals, extreme heat or cold, and vibration.
 - The noise level is usually moderate with police radio noise always present. While driving in the car, window may be down in order to hear sounds or cries for help so wind noise will be present. Must be able to cope with general traffic noises, gunshots, traffic collisions, yelling and screaming, use of profanity, very loud sirens and other loud noises.
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ESSENTIAL SAFETY FUNCTIONS

Establishment and maintenance of a safe work environment is the shared responsibility of the Town and all employees. The Town expects employees to do everything within their control to assure a safe environment and compliance with federal, state and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Failure to utilize required safety equipment or standard safety precautions is considered a serious offense and should result in prompt disciplinary action. Employees are asked to immediately report any unsafe condition to their supervisor. All employees are expected to correct unsafe conditions as promptly as possible.

Basic safety standards are outlined in the Occupational Safety and Health Act. These standards set and define criteria for evaluating the safety of a working place, including an automobile or truck if that is where an employee normally performs work.

All accidents that result in injury or damage are to be reported to the appropriate supervisor, regardless of how insignificant the injury or damage may appear. Reports are to be submitted within twenty-four (24) hours of the incident or by the next available business day.

Acknowledgments

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

Employee's Name Print

Signature

Date

Town's Authorized Representative

Signature

Date

Note: *By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*