

CODE:
FLSA: NON-EXEMPT
GRADE:

**CITY OF TEGA CAY, SOUTH CAROLINA
JOB DESCRIPTION**

**JOB TITLE: PATROL OFFICER
POLICE DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, protects life and property through the enforcement of local, state and federal laws and ordinances. Work involves performing general patrol duties, maintaining a positive and cooperative relationship between the department and the community it serves, and performing related law enforcement work as required. Employee works under stressful, high-risk conditions. Reports to the Sergeant.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs general patrol duties, including but not limited to patrolling assigned areas of the City, monitoring property security, responding to emergency calls and/or public calls for assistance, apprehending and arresting suspects and violent persons, securing crime scenes, seizing property and/or criminal evidence, maintaining public order, transporting prisoners and mental patients, etc.

Administers first aid to the injured at crime and accident scenes and assists emergency medical personnel as requested.

Performs traffic enforcement duties, including issuing traffic and parking tickets and warnings, detecting DUI suspects, and assisting with accident reconstruction and investigations.

Serves warrants, summonses and other official papers.

Assists with criminal investigations. Interviews witnesses, complainants and victims; interrogates suspects; gathers physical evidence and preserves it for court; provides case follow-up as needed.

Processes prisoners for arrest through court processes.

Provides testimony and presents evidence in court as necessary.

Performs routine service duties, including but not limited to providing escort service for the protection of persons and/or property, assisting stranded motorists, providing funeral escort, directing traffic, providing security and crowd control at special events, etc.

Maintains assigned equipment and vehicles.

Assists other law enforcement agencies and jurisdictions as required.

PATROL OFFICER

Receives and responds to citizen inquiries, complaints and requests for assistance.

Keeps supervisor informed of any incident or issue that required his/her attention.

Participates in community association meetings, community events, committees and other activities that promote community and police partnerships.

Maintains assigned uniform, vehicle and equipment.

Attends periodic training sessions and attends conferences and meetings to keep abreast of current law enforcement trends and legislation; maintains required physical fitness and required level of proficiency in the use of firearms.

Remains abreast of all federal and state laws, and ordinances of the City of Tega Cay.

Receives, reviews and responds to public inquiries, complaints and requests for assistance.

Remains on call 24 hours per day, seven days per week, for emergency response; works under stressful, high-risk conditions and with life threatening situations.

Prepares and submits detailed work records and reports.

Receives and/or reviews various records and reports including directives, emails, crime/traffic data and intelligence bulletins.

Prepares and/or processes various records and reports including incident reports, accident reports, investigative reports, traffic/parking tickets, case records, and letters of correspondence.

Refers to City policy manual, procedure manuals, codes/laws/regulations, reference texts, training manuals and materials, maps, etc.

Operates a police vehicle and various police-issued equipment such as portable radios, weapons, taser, restraining devices, safety gear, pepper spray, surveillance equipment, radar equipment, etc.; operates general office equipment such as a computer, copier, fax machine, telephone; uses general office supplies and a variety of word and data processing computer software programs.

Interacts and communicates with various groups and individuals such as the supervisor, other department personnel, other City personnel, community members, other law enforcement agency personnel, attorneys, court personnel, suspects, witnesses, victims, complainants and the general public.

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 injuries or illnesses.

PATROL OFFICER

ADDITIONAL JOB FUNCTIONS

Performs various clerical tasks as required, including preparing reports and records, entering and retrieving computer data, copying and filing documents, responding to e-mails, attending meetings, answering the telephone, operating dispatch equipment.

Assists in fire and rescue efforts as needed.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent, or any equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities. Must successfully complete basic training at the South Carolina Criminal Justice Academy within one year of employment. Must possess a valid South Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a police vehicle and other law enforcement equipment. Physical demands are in excess of sedentary work. Must be physically able to exert use body members, hand tools and/or special devices to work, move or carry objects or materials. Must be able to lift and/or carry weights of 50 to 100 pounds. Is able to traverse uneven ground. Must be able to move rapidly over a variety of surfaces for short periods of time. Work requires boat operation and traversing over floating, moving surfaces such as boat docks. Work involves reaching, stooping, bending, standing, walking, running, climbing and balancing. Work requires exposure to climatic conditions for extended periods. Must be in good physical and mental condition. Must be able to defend oneself against attack and to subdue or restrain suspects of varying weights and heights.

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 receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of informational documents, incident/accident reports, property and evidence records. Requires the ability to prepare records, forms, incident/accident reports, tickets, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Must be able to speak with poise, voice control and confidence; and to articulate information to others.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic

PATROL OFFICER

or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; 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 oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including law enforcement.

Numerical Aptitude: Requires the ability to add and subtract totals; to multiply and divide; to determine percentages and decimals; and determine time and weight.

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

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery, firearms and other special equipment, to operate motor vehicles and watercraft.

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

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

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

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the Police Department as they pertain to the performance of duties of the Patrol Officer . Understands the role of the position in relation to entire City operations. Has good knowledge of all laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the activities related to law enforcement, investigations, criminal justice, emergency telecommunications and related activities and programs. Has good knowledge of criminal behavior and methods of operation. Has some knowledge of forensic testing methods and procedures, and evidence control methods and procedures. Is able to analyze problems that arise in the areas of responsibility and recommend solutions. Has good knowledge of the proper techniques used in handling criminals and suspects. Has knowledge of the various City streets, neighborhoods and landmarks. Is able to communicate effectively, tactfully and persuasively with members of the public in difficult situations which may arise. Has the ability to offer assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and

PATROL OFFICER

interpret various materials pertaining to the responsibilities of the job. Is able to prepare reports and records with accuracy and in a timely manner. Has knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to present information in court cases requiring officer testimony. Has knowledge of modern office practices and technology. Has knowledge of the use of computers for word processing. Has knowledge of the use and maintenance of emergency vehicles and related equipment, supplies and materials. Has knowledge of and skill in the use and maintenance of firearms. Is able to operate two-way radio equipment; has knowledge of radio codes and signals. Is able to operate and maintain various equipment and machines in safe manner. Is able to work in varying degrees of adverse weather conditions. Has knowledge of applicable occupational hazards and safety precautions. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Has knowledge of first aid practices.

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.

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

PATROL OFFICER

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.