

City of Barnwell
Patrol Officer

Job Title: Patrol Officer
Department: Police Department
Reports To: Immediate Supervisor (Chain of Command)
FLSA Status: non-exempt
Prepared By: HR/Police Dept
Prepared Date: 01/10/18
Approved By: Police Chief
Approved Date: 01/10/18

Summary Full-Time Shift Work Responsible for patrol operations during assigned shift times.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Respond to and Investigate criminal acts as a first responding officer.

Patrol their assigned jurisdiction/zone to reduce overall criminal activity.

Secure crime scenes and preserve evidence for further investigation by themselves or responding Detectives.

Present misdemeanor cases in court as prosecuting officer.

Obtain warrants for criminal activity upon obtaining Probable Cause.

Keep detailed records.

Request additional police assistance.

File paperwork.

Follow up on leads.

Maintain knowledge of federal and state statutes and court cases related to work performed and agency rules and regulations.

Exchange information and coordinate activities with other departmental Road Patrol Units.

Record physical information about suspects.

Performs other duties as directed by the Chief or his designee.

Develops and maintains various police records and statistics as required by the department.

Conducts traffic enforcement operations.

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Performs related work as required by the Chief, Departmental Administration or his designee.

Makes decisions related to Patrol Division Shift activities that are legal, moral, and ethical; being in compliance with State Law, Federal Constitution, and Departmental Policy.

Supervisory Responsibilities

This job may have supervisory responsibilities depending on rank and advancement.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Customer Service - Knowledge of (or the ability to learn quickly) the geography of the community and of the location of important buildings and areas requiring various police services; Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

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Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses and cares for firearms and other department equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.

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Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

This position requires the applicant to have at least 0 years of recent law enforcement work experience.

Must be, or have the ability to obtain, a Class I certified Law Enforcement Officer certified through the South Carolina Criminal Justice Academy within one (1) year of beginning employment. If candidate is not a certified officer, then he/she must also pass a reading comprehension test and a physical abilities test.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Contact Management systems; Database software; Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Valid SC Driver's License.

Employees in this department must also adhere to the Blood borne Pathogens Policy and may be required to receive Hep. B immunizations for safety.

Other Qualifications

Must be willing to work varying hours and be available in case of Departmental needs. Knowledge of the principles and practices of modern police operations. Knowledge of the rules and regulations of the Police Department and of applicable

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federal and state laws and of the town ordinances.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate.

Background Investigation and Employment Drug Testing Employment is contingent upon extensive background investigation as well as the results of a pre-employment drug examination and psychological testing. All employees are subject to random testing for drugs and alcohol.

DISCLAIMER: THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. MANAGEMENT HAS THE EXCLUSIVE RIGHT TO ALTER THIS JOB DESCRIPTION AT ANYTIME WITHOUT NOTICE.