

**NORTH AUGUSTA, SOUTH CAROLINA
JOB DESCRIPTION, JULY 2004**

**JOB TITLE: PUBLIC SAFETY OFFICER
DEPARTMENT OF PUBLIC SAFETY**

GENERAL STATEMENT OF JOB

Under regular supervision, patrols assigned areas of the City and responds to calls for service; enforces all local, federal and state laws relating to public safety and welfare. Performs fire suppression, emergency medical first responder, dispatch and related public safety duties as assigned. Works under stressful, high-risk conditions. Reports to the Sergeant – Operations..

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Enforces all local, federal and state laws relating to public safety and welfare.

Performs routine patrol duties, including but not limited to patrolling assigned areas of the City, responding to emergency calls and/or public calls for assistance, maintaining order and public safety, apprehending and arresting law violators and criminal suspects, booking prisoners, transporting prisoners and mental patients, etc.

Enforces traffic laws and regulations; responds to traffic accidents; issues traffic warnings and citations; directs traffic as necessary.

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

Prepares cases for prosecution; provides court testimony as necessary.

Performs school crossing guard duties as assigned.

Performs fire suppression duties as assigned.

Provides emergency medical first responder assistance to the sick and injured.

Performs emergency dispatch operations as assigned.

Assists with daily operations of the overnight detention facility.

Provides routine public assistance as required, such as assisting stranded motorists, providing funeral / bank employee escort, etc.

Performs all duties in compliance with applicable policies, procedures, laws, regulations and standards of safety.

Inspects and maintains assigned equipment and vehicles; performs minor repairs and adjustments as necessary.

Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the department and the community.

Attends periodic training sessions; maintains required level of proficiency in the use of firearms, fire suppression equipment and other equipment.

Receives and responds directly to citizens' inquiries, concerns and complaints concerning activities and personnel in areas of responsibility.

Prepares various documents, including incident reports, statements, traffic tickets, warnings, accident reports, booking reports, photo and fingerprint logs, arrest warrants, summonses, and various other records, reports, memos, logs, correspondence, etc.

Refers to policy and procedure manuals, codes, regulations, laws, maps, statutes, training manuals, etc.

Operates various types of office equipment, machinery and tools in the performance of duties such as a computer, printer, calculator, radio equipment, telephones, tape recorder, fax machine, copier. Operates/uses a variety of police / fire / medical equipment, including a police vehicle, fire apparatus and aerial truck, firearms, defibrillator, radar, breathalyzer, etc.

Uses office and computer supplies, restraining devices, protective gear, fingerprint kit, fire suppression equipment, first-aid supplies, cameras, and a variety of other fire- / police-issued materials and supplies.

ADDITIONAL JOB FUNCTIONS

Performs general building maintenance as necessary.

Performs general office work as required, including but not limited to attending meetings, preparing reports and records, entering and retrieving computer data, answering the telephone, copying and filing documents, sending and receiving faxes, etc.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by one to two years of experience in law enforcement, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must have successfully completed required law enforcement courses and possess required law enforcement certification(s). Must have successfully completed required Fire Academy coursework and possess required certification(s). Must possess First Responder certification. Must possess a valid S.C. driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of driving, walking, running, climbing and balancing, stooping, kneeling,

crouching and crawling, and which involves the lifting, carrying, pushing and pulling of moderately heavy objects and materials (up to 50 pounds), and occasionally heavy objects (100 pounds or more). While performing police work, must be able to defend one's self from assault and to restrain suspects of varying weights.

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 pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor. Includes receiving direction from supervisor.

Language Ability: Requires ability to read a variety of law books, maps, policy and procedure manuals, warrants, technical reports, criminal records, etc. Requires the ability to prepare incident and accident reports, warrants, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

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 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 verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational backgrounds and in a variety of technical and/or professional languages including law enforcement, fire suppression and prevention, emergency medical technology, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery, firearms, fire suppression equipment and other special equipment; to operate motor vehicles and emergency response vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, medical instruments, fire suppression tools, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations, or in situations in which working speed and sustained attention are make or break aspects of the job. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

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 knowledge of the policies, procedures and methods of the department. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Has knowledge of the structure, functions and inter-relationships of state and local public safety agencies. Has knowledge of up-to-date methods of law enforcement. Has knowledge of firearms, automotive, radio and other law enforcement equipment. Is skilled in the use and care of firearms. Has knowledge of legal rights of accused persons and law enforcement. Has knowledge of criminal behavior and methods of operation. Has knowledge of civil process. Has knowledge of the methods, equipment and materials used in fire suppression activities; is able to effectively and safely fight fires. Has knowledge of first responder protocol, equipment and tools, and is able to properly administer emergency medical assistance as needed. Has knowledge of emergency dispatch operation methods and protocols. Has knowledge of the principles and procedures used in the detention of criminal suspects. Is able to analyze problems that arise on the job and recommend solutions. Is able to assemble information and make written and oral reports concisely, clearly and effectively. Is able to comprehend, interpret and apply regulations, procedures and related information. Is able to communicate effectively with a wide variety of public and private groups and is persuasive in such communication. Has sufficient knowledge of other City departments to communicate with their representatives as necessary in carrying out duties and responsibilities. Has the ability to deal courteously, yet firmly and effectively with the public in police situations. Has knowledge of the layout of local roads and of the locations and characteristics of the various neighborhoods. Has the mathematical ability to handle required calculations accurately and quickly. Is able to react quickly and calmly in emergency situations. Has knowledge of the standard tools, materials and practices of the trade. Has skill in the care and use of required tools and equipment. Has knowledge of the occupational hazards and safety precautions of the trade.

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 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.