

**CITY OF NORTH AUGUSTA, SOUTH CAROLINA
JOB DESCRIPTION, SEPTEMBER 2017**

**JOB TITLE: PUBLIC SAFETY OFFICER
PATROL DIVISION
PUBLIC SAFETY DEPARTMENT**

GENERAL STATEMENT OF JOB

Under regular supervision, patrols assigned areas of the City and responds to calls for service; enforces all local, state and federal laws relating to public safety and welfare. The Public Safety Officer patrols the jurisdiction of the City of North August and assists the Aiken County Sheriff's office as requested at times of high call volume for the agency, for potential criminal activities. These criminal activities include traffic violations, property crimes, crimes against persons, crimes against businesses, and crimes against the public. Officers are members of the SWAT team. Officers assigned to this position work under stressful, high-risk conditions.

The Public Safety Officer is also required to respond to calls for service in a law enforcement capacity, fire service capacity, and medical first responder capacity. The police office holds certifications as police officer, certified firefighter I and II and basic medical aid response. Some additional calls are for shopliftings, domestic violence, traffic stops, suspicious persons, burglaries, assaults, forgeries, frauds, narcotics violations, vandalism, sexual assaults, crimes against children, alarm calls, fires alarms, vehicle fires, house fires, woodland fires and various medical calls. Being on the Special Weapons and Tactics (SWAT) team requires knowledge of tactical, situational awareness, and team operations.

The Public Safety Officer requires proficiency in firearms, vehicle operations, vehicle operations, vehicle pursuit operations, medical knowledge, firefighting, vehicle extrication, legal knowledge of local, state, and federal laws, rights of citizens and suspects, emotional intelligence, defensive tactics, building clearing, team operations, and Constitutional rights and procedures pertaining to detention, searches, court, and seizures. Reports to the Patrol Division Sergeant.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Patrols the City of North Augusta in an attempt to locate, deter, and address criminal activity.

Answers calls for service of both police and fire, or medical nature.

Operates a motor vehicle.

Actively stops motor vehicles for traffic violations.

Investigates crime scenes.

Processes crime scenes for evidence leading to the apprehension of suspect(s).

Gathers intelligence leading to the apprehension of criminals.

Prepares written reports pertaining to criminal activity.

Operates a fire apparatus when responding to fire call for service.

Combats fire inside and outside of buildings, cars, and woodlands to extinguish the fire.

Inspects and maintains support fire equipment (generators, lights, hand tools, and chainsaws).

Inspects fire protection equipment.
Prepares fire reports for documentation purposes.

Consoles victims and witnesses at both police and fire calls for service.

Mediates conversations with multiple parties while on the scene of a call for service.

Maintains police equipment provided by the department (duty weapon, baton, handcuffs, etc.).

Maintains patrol vehicle provided by the department (cleans, keeps up with service schedule, etc.).

Uses a mobile data terminal to issue traffic warnings, add notes to calls, and lookup information. Dispatch relief duties.

Prepares and completes traffic collision reports.

Studies current changes in local, state, and federal laws that affect the operational duties.

Provides testimony in court proceedings.

Acts as the prosecuting officer in court proceedings.

Prepares, secures, labels, places, and identifies pieces of evidence and logs this evidence in as such.

Performs school crossing guard duties.

Transports prisoners to the County Detention Center.

Books suspects in prior to transporting them to the County Detention Center.

Transports prisoners to and from City Court from the County Detention Center.

Prepares various documents such as: traffic collision reports, incident reports, activity reports, fire reports, medical call-for-service reports, warrant applications, case files, use of force reports, traffic citations and warnings, equipment requests, memorandums, witness statements, summonses, digital information, latent information, physical information. etc.

Operates various types of office equipment, machinery and tools in the performance of duties such as a computer, printer, calculator, radio equipment, telephone, tape recorder, fax machine, and copier.

Operates/uses a variety of police, fire, and medical equipment such as a police vehicle, fire apparatus and aerial truck, firearms, defibrillator, radar lidar, breathalyzer, traffic reconstruction tools, in-car and body-worn cameras, etc.

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.

ADDITIONAL JOB FUNCTIONS

Member of Special Weapons and Tactics Team.

Conducts animal control responsibilities.

Firefighting instructor.

Performs CPR/First Aid instructor activities

Instructor for defensive tactics.

Performs hose testing operations.

Conducts training for Fire Ground responsibilities.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associates' degree 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 possess a valid S.C. driver's license.

Required special certifications: Class 1 law Enforcement Officer, Firefighter 2, Firefighter 1, OSHA, HAZMAT Ops, Basic auto Extrication, PPV, basic medical aid response.

**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 utilize mathematical formulas; 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, 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 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. 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 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 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.