

**CITY OF BEAUFORT, SOUTH CAROLINA
JOB DESCRIPTION, JANUARY 1999**

**JOB TITLE: PATROLMAN III
POLICE DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs responsible law enforcement functions as assigned, including enforcing federal and state laws and local ordinances. Exercises independent judgment and is totally accountable for executing all duties ethically and within the confines of the law and the established policies of the Beaufort Police Department. Participates and supports the department's philosophy of community team policing and problem-solving. Serves on employee volunteer committees, District Team, and community mobilization committees as assigned. Reports to assigned Operations supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Responds to emergency or high-risk situations; participates in criminal and other investigations. Performs general law enforcement duties, including patrolling assigned areas, checking property for security, maintaining order and public safety, responding to traffic accidents/incidents and issuing citations, serving warrants and other legal papers, apprehending and arresting suspects, questioning suspects, assisting crime and accident victims, investigating alarms, collecting evidence, taking statements, etc.

Reports all conditions which may affect the community under the philosophy of community policing, including lighting changes, pedestrian and traffic obstacles, hazardous conditions, traffic lights, etc.

Performs various public service duties, including directing traffic at school crossings and during special events, providing police escort, assisting stranded motorists, providing security at City events, providing traffic control, etc.

Serves warrants, summonses, subpoenas and other official papers.

Provides court testimony as required.

Books and processes prisoners.

Receives and responds to citizen inquiries, complaints and requests for assistance; refers public to persons or agencies which can provide further assistance as required.

Serves on a District Team for problem-solving approaches to crime reduction; develops an understanding and knowledge of community problems, crime problems and the citizens who work and live within assigned areas; works with team to develop District goals and objectives and establish priorities and strategies; identifies and works on specific community problems.

Works under stressful, high-risk conditions.

Prepares daily work report on contacts, program participation, problem-solving efforts and recommendations, enforcement problems, etc.

Attends required training and continuing education classes; maintains required level of proficiency in the use of firearms; maintains physical fitness in accordance with Academy standards.

Remains abreast of all federal and state laws, and ordinances of the city of Beaufort.

Receives, reviews, prepares and/or submits various records and reports including crime reports, evidence processing requests, incident reports, accident reports, booking reports, medical reports, fingerprint cards, criminal histories, various forms and reports, etc.

Operates a police vehicle, firearms, restraining devices, Datamaster, radar, two-way radio and other police-issued equipment as well as a variety of other equipment including a typewriter, copier, telephone, etc. Exercises care and safety in the use of equipment required to complete assigned tasks.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other City employees, other local, state and federal law enforcement agencies, suspects, victims, witnesses, medical / hospital personnel, other emergency response agencies, property/business owners, community groups, and the general public.

ADDITIONAL JOB FUNCTIONS

Transports prisoners as necessary.

Conducts vehicle safety check points.

Maintains assigned vehicle.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma and completion of required criminal justice training and education, supplemented by a minimum of four years of experience in law enforcement; or any equivalent combination of training, education and experience which provides the required skills, knowledge, and experience. (Associate's degree and two years of law enforcement experience or a Bachelor's degree and one year of law enforcement experience may be substituted for stated minimum requirements.) Must possess S.C. Law Enforcement certification. Must meet all of the standards under the Department's field training program and must successfully complete the probationary period. Must have a valid S.C. driver's license. Must be able to maintain all training requirements as mandated by the Police Department, City of Beaufort and the State of South Carolina.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including firearms, automobile, radio, telephone, etc. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, stoop, kneel, crouch, lift, carry, push, pull, climb, balance, walk, run. Must be physically fit and able to defend one's self from attack or physical assault. Must be able to restrain, lift and/or carry adults 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 Communications: 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 ability to read a variety of law books, policy and procedure manuals, equipment manuals, training manuals, etc. Requires the ability to prepare reports, correspondence, records, 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 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 written, oral, 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.

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 and other special equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, 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 in uncomfortable physical conditions and 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 methods, organization, planning, management and supervision of a city law enforcement agency as reflected in the needs and requirements of the City. 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 law enforcement agencies. Has considerable knowledge of up-to-date methods of law enforcement procedures. Has considerable knowledge of firearms, automotive, radio and other law enforcement equipment. Is skilled in the use and care of firearms. Has considerable knowledge of legal rights of accused persons and law enforcement. Has considerable knowledge of criminal behavior and methods of operation. Has considerable knowledge of civil process. Has the knowledge and ability to use the concepts of community policing, problem-solving and total quality management. Is able to participate in and support the Department's team concept. Is able to analyze problems that arise on the job and recommend solutions. Is able to assemble and analyze 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 established 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.