

POSITION ANNOUNCEMENT - INTERNAL

POSITION TITLE: Patrol Officer

DEPARTMENT: Police Department

DATE NEEDED: 7/1/2010

OPEN DATE: 6/7/2010

CLOSE DATE: Until Filled

REPORTS TO: Chief of Police

General Job Statement

Under occasional supervision, performs specialized work to ensure the safety and well-being of the College students, faculty, staff, and the public as well as the enforcement of Columbia College rules, regulations, policies and guidelines; local, city, county, state, and federal laws. Responds to routine and emergency police situations. Reports to the Corporal or other assigned officer or supervisor.

Specific Duties and Responsibilities

Essential Job Functions:

Performs routine police work. This includes, but is not limited to, patrolling Columbia College property, responding to routine calls for service, responding to all emergency situations on campus, settling public disturbances, assisting stranded motorists, responding to vehicle accidents, issuing parking tickets, issuing warrants and state summons, apprehending and arresting suspects, fingerprinting suspects and job applicants, transporting prisoners, directing traffic flow, providing security escorts, etc.

Responds to emergency or high-risk situations, ensuring proper implementation of the College Security plan and College Emergency Plan procedures.

Secures crime scenes and assists in criminal investigations.

Assists the FBI, SLED, county/local law enforcement and other agencies in special criminal cases, narcotics cases, crisis situations and special events.

Prepares case files for court; provides court testimony as requested.

Prepares and submits all reports in a timely manner.

Assists in background investigations of job applicants.

Assists in providing protective services for visiting/travel dignitaries with various state and federal agencies.

Remains abreast of all Columbia College rules, guidelines and regulations as well as local, city, county, state, or federal ordinances and laws.

Attends required periodic training sessions and seminars; participates in required physical fitness activities. Maintains required level of proficiency in the use of firearms.

Will be on-call at all times for emergency situations.

Works under stressful, high-risk situations.

Receives and reviews a number of documents and reports including warrants, booking reports, fingerprint cards, severe weather reports, incident reports, accident reports, summons, parking tickets, shift reports, various logs and routine reports, etc.

Interacts and communicates with various groups, organizations and individuals including the immediate supervisor, co-workers, all College administrators, faculty, staff, visitors, visiting dignitaries, crime victims, suspects, witnesses, SLED, FBI, local law enforcement agencies, emergency medical and rescue personnel, fire personnel and the general public.

Operates and maintains police vehicles and other College vehicles and equipment. Utilizes a variety of equipment and tools including a telephone, two-way radios, firearms, radar unit, restraint devices, chemical agents, fingerprint kit, drug kit, camera, camcorder, tape recorder, NCIC and personal computers and other general office equipment, hand tools, etc.

Additional Job Functions

Performs computer data entry to record and retrieve departmental information.

Assists with the release of vehicles, tows vehicles as necessary.

Maintains all equipment, vehicles and supplies issued.

Provides general public information and assistance as requested.

Performs other related duties as required.

Minimum Training and Experience

Requires a high school diploma plus completion of required training and education at the S.C. Criminal Justice Academy, and certification in basic law enforcement, or any equivalent combination of education and experience which provides the required skills,

knowledge, and experience. Requires NCIC certification; may require other certifications as determined by the department. Must possess a valid state driver's license.

Minimum Qualifications or Standards Required to Perform Essential Job Duties/Functions

Physical Requirements: Must be physically able to operate a variety of machines and equipment including firearms, restraining devices, automobile, office equipment, telephone, etc. Must be able to exert up to thirty pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those of sedentary work; must be able to remain on feet for periods of time, stoop, kneel, crouch, lift, carry, push, pull, climb, balance, walk, and run. Must be physically fit and able to defend oneself 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 divergence 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 direction from supervisor.

Language Ability: Requires the ability to read a variety of laws and regulations, policies and procedures, crime reports, etc. Requires the ability to prepare shift reports, logs, 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 and to understand and implement basic office and police-issued machinery functions.

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 and cultural backgrounds and in a variety of technical and/or professional languages including law enforcement, fire, emergency, medical, 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 and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office and special machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, etc.

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

Interpersonal Treatment: 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 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, management, and supervision of a college police department as reflected in the needs and requirements of the College and community. Is able to make sound, educated decisions concerning the well-being, safety, and security issues of the College. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Is able to react quickly and calmly in emergency situations. Is able to use judgment and discretion in dealing with emergency situations, applying new laws, law enforcement methods and techniques, etc. Has knowledge of the functions and inter-relationships of state and local law enforcement agencies. Has knowledge of up-to-date methods of law enforcement procedures. Has knowledge of and skill in the use of firearms, automotive, radio, and other law enforcement equipment. Has knowledge of legal rights of accused persons and law enforcement. Has knowledge of criminal behavior and methods of operation. 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 the ability to communicate professionally in confrontational situations. Has sufficient knowledge of other College departments to communicate with their representatives as necessary in carrying out duties and responsibilities. Has the mathematical ability to handle required calculations accurately and quickly. Has skill in the use of computers for the storage and retrieval of data. 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. Is capable of working in an environment that is potentially dangerous or hazardous due to elements such as noise, electric current, violence, explosives, and heavy machinery.

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 all College departments and divisions, co-workers and the public.

Quantity of Work: Performs described “Specific Duties and Responsibilities” and related assignments efficiently and effectively in order to produce quantity of work that consistently meets standards and expectations of Columbia College.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, College policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to College policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off 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 done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specific decision objectives. Identifies or assists in identifying alternative solutions to problems 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 problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of it. Questions such instruction and clarification and direction when clarification of results or consequences are justified, i.e., poor communication, variance with College policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the organization.

Relationships with Others: Shares knowledge with managers, supervisors, and staff for mutual and organizational benefit. Contributes to maintaining high morale among all College employees. Develops and maintains cooperative and courteous relationships with department employees and managers in other departments, representatives from

organizations, and the public so as to maintain good will toward the College and to project a good public image. Tactfully and effectively handles requests, suggestions, and complaints from other departments and persons. Interacts effectively with higher management, professionals and public.

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 elements of work and establish 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 safety and housekeeping standards established

Management retains the discretion to add or change the duties of the position at any time.

If interested in applying for this position, submit resume with cover letter and the Police Department Employment Application (located on the Columbia College Employment Web Page) to:

**Columbia College
Attn: Lt. Wayne Jamison
1301 Columbia College Drive
Columbia, SC 29203**

EOE M/F/D/V