

Patrol Officer

Job description

JOB SUMMARY

A Patrol Officer is charged with the responsibility of protecting life and property. Decisions required are based on federal, state and local laws, Sea Pines CSA regulations and covenants, with gray areas in all, and the need to make sound judgments. A Patrol Officer's primary functions is to make these decisions and judgments on a daily, if not hourly basis.

ROLES AND RESPONSIBILITIES

- Responsible for daily security operations as defined by the Director of Security or one of his/her assistants of the Sea Pines CSA Security Department
- Administers the Sea Pines CSA Security Department policies and procedures
- Maintains good relationships with outside law enforcement agencies, public safety organizations, and environmental management groups
- Works shift assignments to ensure that all security requirements are met. Shifts can be 8-12 hours and vary by day of the week and week of the year
- Supports the community and management to ensure the property is well secured and maintained
- Completes all necessary training within a reasonable period of time. Has or obtains their SLED certificates and firearms certificates in accordance with SC and Federal Law
- Supports the emergency planning, wildlife control, preservation of property, traffic control, and fire coordination programs, policies and activities
- Maintains vehicle and pedestrian entrances to the property
- Maintains and replaces critical equipment for their position
- Required to keep their uniforms in good condition and laundered regularly
- Supervises, directs, and controls vehicle traffic and security operations during tour of duty
- Manages incidents and prepares reports prior to submission to other police agencies as required by law
- Administers security procedures and fixed post division schedules
- Assures proper security and safety standards are maintained
- Maintains a relationship with other law enforcement agencies and private security departments to ensure Sea Pines CSA Security and Sea Pines are positioned to work with other police groups to learn enforcement techniques and current legal requirements/decisions
- Uses power of arrest to perform work related to the protection of life and property and the enforcement of laws and ordinances
- Conducts preliminary investigations and makes sure that findings are complete and accurate
- Interprets and enforces all Sea Pines CSA rules and policies
- Supports routine patrols in assigned areas and might have necessity to check property and ensure employee compliance to the rules and regulations of the department
- Attends court sessions as required for witness support or other legal matters related to Sea Pines CSA operations
- Performs other duties as assigned by the Director of Security or other senior officers

SKILLS AND ABILITIES

- Must demonstrate good public relations and people skills to ensure good job performance.
- Must be able to hold a firearms license and be qualified to use a variety of weapons and crowd/unruly behavior control devices.
- Must be a superior security officer with the ability to defuse critical situations, take charge in circumstances that require security or safety activities, and be able to be a politician when necessary.

QUALIFICATIONS

- Experience in Criminal Justice, Police Administration, or related field is desired, but a high school education is mandatory for this position supplemented with substantive training/education in management/administration, with a current SLED license or the ability to earn this level of certification in a timely manner.
- Knowledge of state, federal and local laws, and of effective law enforcement practices, methods, procedures, and standards.
- Thorough knowledge of police equipment operation and maintenance is required.
- Thorough knowledge of safety standards and precautions pertaining to the use and operation of police equipment and to law enforcement needs to be maintained.
- The candidate must have a valid driver's license and no major violations in the previous 3 years.
- Successful completion from a certified law enforcement academy is desired, but not necessary.
- The candidate must pass a background check, drug and alcohol tests as required for the position, and any subsequent requests for these tests.

PERFORMANCE STANDARDS

- The officer is required to support and work with his/her fellow employees by supporting duties assigned by management that could include a variety of department functions.
- Being able to identify and control passes and their uses, responding to requests for support as required in a timely way. Courteousness and helpfulness are required for the job and the employee must maintain a high standard of assistance and interpersonal skills.
- Work independently and make critical decisions with minimal supervision.
- Enforce and apply all laws, rules, and regulations.
- Exercise judgment and discretion in analyzing and resolving problems.
- Read, correct and prepare clear and concise reports.
- Follow and understand written and oral instructions.
- Demonstrate sensitivity to and respect for a diverse population.
- Know standard procedures for the use of two-way radios and telephones.
- Operate alcohol/breath screening devices and other types of law enforcement equipment and practices including field sobriety tests.
- Face combative, disruptive persons and determine appropriate level of response force.
- Use force and take a person into custody without violating their civil and constitutional rights.
- Maintain cooperative working relationships.
- The employee is required to meet a 90-day probationary period and must meet a set of goals and objectives established for this position by his/her supervisor.

PHYSICAL REQUIREMENTS

- An officer is called upon to routinely interact and communicate with persons from extremely broad and diverse backgrounds and economic settings. Routinely mediates in highly emotional confrontations and is receptive to the needs of residents, guests, and contractors.
- Physical surroundings are usually very pleasant. There exist daily hazards when an individual may be called upon to make decisions which require the exercise of their legal authority. Some people

resent this restriction which at times results in physical combativeness and may necessitate the use of deadly force.

- Physical effort is not often called upon, but when necessary, usually involves a combative individual to be physically subdued. There are routine "stressors" that are constantly in place.

SPECIAL CONDITIONS

- The employee might be required to work up to and after storm or natural disaster events depending on need, approval of police authorities, and ability to make it into work. Senior management and outside law enforcement agencies will determine the appropriate response and access to the property.
- As a law enforcement organization, there will be times in which enforcing the laws and rules of Sea Pines CSA may create dangerous or hazardous conditions.
- Sea Pines CSA offices and worksites are smoke-free work environments. Smoking is allowed in designated areas at designated times determined by senior management.

EQUIPMENT NEEDED

- Must be able to use an automobile, golf cart, and other police equipment in adverse conditions.
- Must be able to operate radar units, firearms, radios, and other law enforcement related equipment.

DISCLAIMERS

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Job Type: Full-time

Pay: \$18.00-\$20.40 per hour

EOE