



## SURFSIDE BEACH POLICE DEPARTMENT

### Employee Job Description

Job Title: Detention/Communications Officer

Reports to: Senior Communications Officer

Rank/Grade: Dispatcher

Minimum Salary: \$26,921.00

### Summary

Employees in this position perform skilled duties related to security, care, and control of jailed inmates as well as Police communications. The position requires specialized training in both fields. Employees are responsible for emergency and non-emergency radio, phone, and person-to-person communications with police staff and civilians. Employees also perform various clerical tasks. Employees generally work rotating 12-hour shifts but may be required to work other shift arrangements as required by staffing levels.

### Duties

- Monitor and enforce departmental General Orders relating to the operation of the jail facility and immediately alert supervisors of any dangers or issues.
- Monitor jailed inmates activities using both video and physical checks as prescribed by Police Department General Orders.
- Maintain and enforce jail facility security including the security of jail and cell doors.
- Assist police officers, as needed, with the intake and booking of arrested inmates to include physical searches, booking paperwork, property inventory, photographing and fingerprinting.
- Conducts inmate releases, as needed.
- Evaluate arrested inmates physical status, as needed, and determine eligibility to be housed in the jail facility.
- Perform various other tasks related to the care of jailed inmates, as needed, to include serving food items, providing fluids and hygiene products, and answering general questions.
- Ensure the health of jailed inmates by responding to requests for medical attention.
- Assist staff members with general facility maintenance to include cleaning cells and floors, stocking supplies, etc.
- Supervise jailed inmates, as needed, during meetings with legal counsel.
- Receives 911 emergency calls and dispatches emergency response personnel.
- Receives emergency and non-emergency phone calls and dispatches response personnel.
- Receives initial information from walk-in complainants and either handles it directly or serves as a conduit to the appropriate police personnel.
- Performs telephone/switchboard duties by receiving and routing calls to the Police Department.
- Provides general, non-emergency information to callers.
- Relays requests and/or instructions from Police emergency response units and coordinates responses to requests from other agencies and departments emergency response units.
- Relays information between emergency response units, medical personnel, hospital staff personnel, and EMTs at an incident or in an emergency vehicle.
- Records calls and complaints received and refers unusual calls to a patrol supervisor
- Performs various clerical functions such as receiving criminal bonds, and issuing receipts, maintaining police docket records, prisoner booking/transfer/release paperwork, etc.
- Monitors prisoners using remote video surveillance and provides for the safety and security of prisoners via video intercom units.
- Maintains the departmental property watch log and provides updated logs to patrol supervisors.
- Monitors and operates the "NCIC" terminal to enter, modify, cancel, and respond to various types of records including wanted, missing, stolen, and felony items and persons.
- Performs computer functions primarily involving CAD operations.
- Releases copies of reports when directed by the Communications Supervisor.
- Accepts lost and found property and notifies an on-duty police officer.

- Maintains wrecker services rotation list and dispatches wreckers on a rotation basis.
- Performs other duties, as may be required or assigned at the discretion of the Town, including EOC.
- 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 injuries or illnesses.

**Physical Demands**

- Ability to speak, hear, and understand the written and spoken English language.
- Ability to sit, stand, walk, climb, balance, stoop, kneel, crouch, and/or crawl and perform these activities for intermittent and prolonged durations.
- Ability to use hands to manipulate, handle, and feel objects and reach with hands and arms.
- Ability to lift and/or move up to 25 pounds of weight from various heights.
- Vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to focus on objects at various ranges (with or without assistance from prescribed eyewear).

**Qualifications**

- Must possess a high school diploma or GED and provide a valid transcript (if requested).
- Must possess or have the ability to obtain NCIC certification from the South Carolina Law Enforcement Division.
- Must possess or have the ability to obtain basic jail certification from the South Carolina Criminal Justice Academy.
- Must possess the ability to speak clearly, write legibly, and formulate basic reports and general correspondence.
- Must possess the ability to use basic computer equipment and programs as well as advanced programs such as computer automated dispatch and mobile data software.
- Must possess and maintain a valid South Carolina driver's license.
- Must maintain a residence in the state of South Carolina.

I have read, understand, and accept the job description as presented.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By order of:

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Rodney Keziah,  
Chief of Police