



SURFSIDE BEACH POLICE DEPARTMENT

Employee Job Description

Job Title: Transportation Officer

Reports to: Police Lieutenant

Rank/Grade: Evidence Coordinator/Transport Officer

Minimum Salary: \$30,151.00

Summary

Employees in this position usually work in an armed, uniformed capacity, to patrol the corporate limits of Surfside Beach (and off-site Town owned properties) to prevent and/or detect crime or disturbances of the peace, warn, cite, or arrest violators as appropriate pursuant to town Ordinance and State law, conduct basic initial investigations, and render aid/service to the public as appropriate in accordance to generally accepted professional standards. Serves as the department's prisoner transportation officer. Employees generally work daytime hours during weekdays but may be required, often with little notice, to work other shift arrangements as required by staffing levels including nights and weekends.

Duties

- Patrols the town to preserve law and order, to prevent or deter crime, to direct traffic, and enforce traffic, parking, and safety laws and regulations for pedestrians and motorists.
- Issues tickets in accordance with town code and state law.
- Cooperates with local, county, state, and federal agencies.
- Answers calls and complaints involving automobile accidents, fires, robberies, and other misdemeanors and felonies.
- Makes arrests and serves warrants, subpoenas, and other writs.
- Investigates crimes, interrogates witnesses and suspects and testifies in court.
- Reports hazards, notes suspicious circumstances and persons, and problematic establishments and residences.
- Warns, cites, or arrests violators or town animal ordinances.
- Inspects vehicles and equipment daily and reports problems in accordance with published orders.
- Notifies relevant town departments concerning abandoned vehicles and buildings as well as other zoning violations.
- Processes and books prisoners into the Surfside Beach Municipal Jail.
- Ensures proper safety and security measures are observed in the municipal jail.
- Transports prisoners to and from the municipal jail, the county jail, the municipal court, and other locations as required.
- Transports prisoners to various hearings such as bond hearings, court hearings, and trials.
- Serves arrest and bench warrants in prisoners.
- Files necessary reports and paperwork.
- Other duties may be assigned or required at the discretion of the town, including assignment to emergency operations duties.
- All other duties and assignments as directed.

- It is the responsibility of each employee to comply with established policies and 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. Each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illness.

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 100 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).
- Ability to meet physical standards prescribed by the South Carolina Criminal Justice Academy for completion of and certification in Basic Law Enforcement training.

Qualifications

- Must possess a high school diploma or GED and provide a valid transcript (if requested).
- Must possess or be able to acquire license and certification in Basic Law Enforcement 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.
- Must possess the ability to compute basic mathematical formulas and process statistical information.
- 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:

Rodney Keziah,
Chief of Police