

**TOWN OF WINNSBORO  
JOB DESCRIPTION, JANUARY 2022**

**JOB TITLE: PUBLIC SAFETY OFFICER  
PUBLIC SAFETY DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under close supervision exercises responsibilities for the enforcement of state and local laws relating to public safety and welfare. Performs investigations of accidents; performs firefighting duties; etc. Exercises independent judgment in dealing with dangerous or unusual situations, exercising safety practices and procedures. Performs animal control duties as needed. Works under stressful, high-risk conditions. Reports to the Sergeant.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Patrols an assigned district/area in a patrol car, on foot, or other means, for the purpose of observing the area for possible criminal activity or other conditions that could endanger public safety, investigating complaints, and enforcing laws; maintains high visibility. Performs security checks.

Investigates and reports accidents, dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.

Apprehends, arrests and detains criminal suspects and law violators when necessary; follows proper procedures when making arrests.

Serves as witness in court and provides evidence in court as required.

Responds to fire calls, selecting appropriate firefighting equipment needed for controlling and extinguishing fires; gaining access to buildings as necessary, assisting fire victims, administering first aid as necessary, etc. Performs First Responder duties assisting EMS.

Prepares various records and reports such as fire reports, police reports, daily incident reports, accident reports, booking reports, impoundment reports, time sheets, receipts/fines/bonds, property reports, evidence forms, security checks, collision reports, monthly mileage sheets, warning and citation tickets, warrant request affidavit, etc.

Enforces traffic laws, preparing necessary records/documents such as parking tickets, traffic summons, etc.

Receives incoming requests/complaints from the public, determining when to assist complainant verbally or transmit message as required.

Records information concerning events that took place during tour of duty and records such activity in the manner as prescribed by the department.

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Maintains weapons and equipment in functional and presentable condition.

Answers questions asked by the public, works with juveniles and adults in related matters; refers public to persons or agencies which can provide further assistance as required.

Works under stressful, high-risk conditions. Works as patrol officer, firefighter, dispatcher, and field training Officers.

Attends required periodic training sessions and seminars; participates in required physical fitness activities.

Maintains required level of proficiency in the use of firearms, and evasive action/driving skills.

Takes active charge in serious or unusual situations. Serves as animal control officer.

Assists with traffic control, parades, funerals, traffic collisions, traffic enforcement, etc.

Makes decisions at crime scenes which may be centered around life-or-death situations; decisions are based on the safest procedures to be followed to ensure safety to individuals involved and fellow officers/members of rescue team.

Attends shift meetings, seminars, and training sessions as required to remain knowledgeable of operations and promote job performance.

Operates and maintains an assortment of equipment and hand tools used in the police and fire service such as a police vehicle, generator, radio, radar, firearms, restraint devices, self-contained breathing apparatus, special protective clothing, fire extinguishers, certain chemicals used in fighting fires, axes, halligan tool, spanner wrench, crow bar, kelly tools, sledge hammer, cutting tools, chain saw, hose appliances, etc.

Interacts with EMS, County Sheriff's department, courts, businesses, animal control, etc.

### **ADDITIONAL JOB FUNCTIONS**

Assists motorists in various situations as needed.

Performs general preventative maintenance of vehicle and equipment as needed.

Performs the duties of the Sergeant as necessary in the absence of same.

Watches for wanted or missing persons and lost children; administers first aid to the injured in emergency cases; and reports stray animals as necessary.

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school graduate and five to eleven months of law enforcement experience, or any equivalent combination of acceptable training and experience. Must have successfully completed prescribed course of study at the S.C. Criminal Justice Training Academy and Fire Academy. Must be able to maintain required level of proficiency in the use of firearms, and evasive action/driving skills. Must have a valid S.C. driver's Class I license.

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### **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 vehicle, radio equipment, firearms, breathing apparatus, various tools, etc. Must be physically able to exert up to thirty 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. Work involves walking, standing, running, bending, crouching, reaching, climbing, etc. for varying periods of time. Must be able to lift and/or carry weights of one hundred to one hundred and fifty pounds.

**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 Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read a variety of documents and reports. Requires the ability to prepare various reports and documents with the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to speak before audience with poise, voice control and confidence.

**Intelligence:** Has the ability to apply principles of rational systems such as public safety, firefighting and law enforcement in order to solve 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.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages and decimals; and determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using automated office equipment. Requires the ability to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

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

**Interpersonal Temperament:** Has the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

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### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has considerable knowledge of the ordinances, policies, and methods implemented by the department as they pertain to the responsibilities of the Public Safety Officer. Has extensive knowledge and understanding of all pertinent codes, ordinances, regulations and standards applicable to police and firefighting duties and has the ability to enforce same. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Is able to use independent judgment and discretion as necessary in the performance of daily routine, non-routine and critical situations. Knows how to communicate in a courteous manner, providing assistance and advice as requested. Has thorough knowledge of the organization of the Public Safety Department and of related cooperating law enforcement agencies. Has knowledge of the layout of the town roads within the Department's protection area, and of the locations of various neighborhoods; is able to read, interpret, and understand Town maps. Is able to maintain control in various situations wherein danger is present. Knows and practices proper arrest procedures. Is able to develop and maintain effective communications and relationships with all departments and agencies involved in the activities of the job. Is skilled in the use of firearms, their maintenance and safety practices. Knows how to operate various equipment as required in the completion of daily activities. Has the ability to perform duties necessary to promote the safety and welfare of the general public. Is able to react quickly and calmly in dangerous and emergency situations. Has the ability to work in stressful, high-risk conditions. Knows how to operate telecommunications radio equipment. Is able to prepare incident reports and testify in court as required. Knows how to determine and ensure safety on firegrounds. Has knowledge of the chemicals used in firefighting operations in order to promote safe and effective handling and use of such agents. Is able to work varying hours for extended periods of time. Is capable of performing duties while exposed to dangerous conditions such as threat of explosives, electrical hazards, extreme weather, etc. Is able to keep accurate records of daily activities and to process and maintain a variety of logs and reports in order to meet Department requirements.

**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 interface with all Town departments and divisions, co-workers and customers, and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and on time with a minimum of tardiness and absences and adheres to Town 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 judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to

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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 and researches problems, 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 Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

**Relationships with Others:** Shares knowledge with managers, supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, customers, and the general public so as to maintain good will toward the Town and to project a good image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Emphasizes the importance of maintaining a positive image within the Town. Interfaces effectively with higher management, professionals, customers, and the general 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 establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.