



# **KERSHAW COUNTY SHERIFF'S OFFICE**

---

**SHERIFF LEE BOAN**

## **DEPUTY SHERIFF-PATROL**

### **JOB DESCRIPTION**

#### **GENERAL STATEMENT OF JOB**

Under regular supervision, patrols the county and responds to calls for service; enforces all local and state laws relating to public safety and welfare. Works under stressful, high-risk conditions. Reports to the Lieutenant – Shift Supervisor.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

Enforces all local and state laws relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations and standards of safety.

Performs routine patrol duties, including but not limited to patrolling the County, responding to emergency calls and/or public calls for assistance, maintaining order and public safety, apprehending and arresting law violators and criminal suspects, issuing traffic citations/summonses, transporting prisoners and mental patients, etc.

Assists with criminal investigations. Interviews witnesses, complainants and victims; gathers physical evidence and preserves it for court; provides case follow-up as needed.

Prepares cases for prosecution, maintains case file on defendants until adjudication, and provides court testimony as necessary.

Participates in special operations as assigned.

Provides courtroom security as assigned.

Maintains weapons and equipment in functional and presentable condition.

Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the Sheriff's Office and the community.



## **KERSHAW COUNTY SHERIFF'S OFFICE**

---

**SHERIFF LEE BOAN**

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

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

Prepares various documents including incident reports, accident reports, investigative reports, pursuit reports, use of force reports, warrants, subpoenas, case documentation, etc.

Refers to policy and procedure manuals, codes, regulations, laws, maps, statutes, training manuals, etc.

Operates/uses a variety of police equipment, which may include a police vehicle, firearms, Datamaster, radar, etc.; operates various types of office equipment, machinery and tools in the performance of duties such as a computer, printer, body camera, radio equipment, telephones, fax machine, copier.

Uses office and computer supplies, restraining devices, protective gear, and a variety of other police-issued materials and supplies.

Performs general clerical work as required, including attending meetings, preparing reports, entering and retrieving computer data, copying and filing documents, sending and receiving faxes and emails, answering the telephone, greeting and assisting office visitors, etc.

Interacts and communicates with various groups and individuals, such as the immediate supervisor, other administrative staff, co-workers, other county employees, other law enforcement agency personnel, other government agencies, attorneys, court personnel, community leaders, complainants, victims, witnesses, suspects, social service agencies, community organizations, vendors, and the general public.

May perform duties of a school crossing guard when necessary.

Assists in training new officers as requested.

Performs other related duties as required.

### **EDUCATION AND EXPERIENCE**

Requires a high school diploma or GED equivalent, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.



# KERSHAW COUNTY SHERIFF'S OFFICE

---

SHERIFF LEE BOAN

## **SPECIAL REQUIREMENTS**

Possession of or ability to obtain a Basic Law Enforcement Class 1 certificate issued by the South Carolina Criminal Justice Academy within one (1) year of employment.

Must be twenty-one (21) years of age.

Must possess a valid S.C. driver's license.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of driving, walking, running, climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and pulling of moderately heavy objects and materials (up to 50 pounds), and occasionally heavy objects (100 pounds or more). While performing police work, must be able to defend one's self from assault and to restrain suspects of varying weights.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor. Includes receiving direction from supervisor.

**Language Ability:** Requires ability to read a variety of law books, maps, policy and procedure manuals, warrants, criminal records, etc. Requires the ability to prepare presentation materials, reports, logs, records, 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 principles of 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 oral, written, 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.



# KERSHAW COUNTY SHERIFF'S OFFICE

---

SHERIFF LEE BOAN

**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.

**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; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery, firearms and other special equipment; 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. Must have significant levels of eye/hand/foot coordination.

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

**Interpersonal Temperament:** 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 Communications:** 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 policies, procedures and methods of the Sheriff's Office. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Has knowledge of the structure, functions and inter-relationships of state and local law enforcement agencies. Has knowledge of up-to-date law enforcement procedures. Has knowledge of firearms, automotive, radio and other law enforcement equipment. Is skilled in the use and care of firearms. Has knowledge of legal rights of accused persons and



## KERSHAW COUNTY SHERIFF'S OFFICE

---

SHERIFF LEE BOAN

law enforcement. Has knowledge of criminal behavior and methods of operation. Has knowledge of civil process. Is able to analyze problems that arise on the job and recommend solutions. Is able to assemble 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 sufficient knowledge of other County departments to communicate with their representatives as necessary in carrying out duties and responsibilities. Has the ability to deal courteously, yet firmly and effectively with the public in police situations. Has knowledge of the layout of local roads and of the locations and characteristics of the various neighborhoods. Has the mathematical ability to handle required calculations accurately and quickly. Is able to react quickly and calmly in emergency situations. 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.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Writes accurate reports of events. Provides accurate oral description of events. Maintains weapons use proficiency via the maintenance of target practice skills. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations. Patrols assigned area in vehicle. Collects and preserves evidence. Explains nature of complaints to offenders, witnesses and victims. Reviews information or criminal activity in area.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas. Advises persons of constitutional rights. Ensures that assigned sectors are patrolled with diligence and resoluteness. Responds to law enforcement calls promptly and reliably. Requests emergency assistance for accidents.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave 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 accomplished, and



## KERSHAW COUNTY SHERIFF'S OFFICE

---

SHERIFF LEE BOAN

initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction. Uses initiative to investigate suspicious persons and vehicles.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors, including the firing of weapons while on duty, the encountering of armed suspects, the use of deadly force when necessary and the subduing and arresting of resisting/attacking individuals. Gives warning to offenders in lieu of arrest or citation. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment whenever possible.

**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 established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra-and inter-departmentally. Exchanges necessary information with other officers. Participates in meetings with other officers. Informs other units of major incidents.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Interacts and works effectively with citizens. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Comforts emotionally upset individuals, talks with people to establish rapport. Advises victims, witnesses and offenders on legal procedures. Engages in the mediation of family disputes when appropriate. Refers people to agencies providing social services. Emphasizes the importance of maintaining a positive image.

**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 work elements and establishes 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 established safety standards, including the handcuffing of suspects and prisoners, the conducting of frisk and pat downs, the recovery of weapons from suspects who give up, performing evasive maneuvers to recovery weapons and the operation of vehicles in both emergency and non-emergency situations and conditions. Adheres to established housekeeping standards, including the cleaning and inspection of weapons. Checks condition and





## KERSHAW COUNTY SHERIFF'S OFFICE

---

SHERIFF LEE BOAN

status of assigned patrol equipment/vehicle. Ensures that safety and housekeeping standards are not violated.

**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.**