



CITY OF HARTSVILLE, SOUTH CAROLINA JOB DESCRIPTION

Title: Community Liaison Police Officer

Department: Police

Division: As assigned

GENERAL PURPOSE

Support and expand network of local Crime Watch organizations and neighborhood associations. Serve as liaison between City of Hartsville Police Department (HPD) and community stakeholders. Coordinate community resources in support of HPD crime prevention and reduction initiatives. Develop, implement and oversee new initiatives and procedural improvements embodying the recommendations outlined in the President's Task Force on 21st Century Policing Report.

SUPERVISION RECEIVED

Under general supervision, reports to the **Community Outreach Lieutenant**.

SUPERVISION EXERCISED

As needed and assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides guidance and assistance to neighborhood associations and Crime Watch organizations, to include regular attendance of such meetings. Acts as liaison between the Police Department and community groups.

Responsible for developing guidelines with residents for the development of Neighborhood Crime Prevention and Control Plans.

Makes recommendations for improved neighborhood-oriented service delivery and problem solving; facilitates neighborhood and community-based problem solving.

Assists in the development of programs to generate citizen involvement in crime prevention and neighborhood improvement efforts within identified target neighborhoods.

Responsible for creation and oversight of Citizens Police Academy; develop youth and adult engagement initiatives, especially targeting at-risk and marginalized populations.

Develops and encourages continuing neighborhood participation in neighborhood improvement efforts.

Facilitates flow of information between the Police Department and City residents. Work closely with Public Information Officer to enhance communication to marginalized populations.

Conduct review of existing policies and procedures to ensure adherence to the President's Task Force on 21st Century Policing Report recommendations; lead strategic planning efforts to this end; implement procedural and programmatic revisions where necessary across Police Department.

Coordinate with HPD Training Officer to develop training curriculum complementary to the cultural awareness and community interaction needs identified in assessment of existing department conditions.

Increase citizen awareness and utilization of existing programs and resources operated by community agencies. Collaborate with community agencies to support and expand programming in target areas and/or needs. Develop strategies to strengthen the family and the community.



Serves as community liaison for and coordinator of STAND Program (Stop and Take a new Direction), a partnership between the Hartsville Police Department and The United States Attorney's Office for the District of South Carolina. Coordinates and arranges program offerings from key partner organizations.

Coordinates with the City Human Resources Department to lead minority recruitment and retention efforts to ensure a diverse Hartsville Police Department representative of the population served.

Carries out duties in compliance with and enforces the laws of the State, United States and the ordinances of the City.

Conduct patrols on foot, bicycle or in a motorized police vehicle as assigned.

Prepares a variety of reports and records as required.

Assists the public with law enforcement queries. Responds to neighborhood complaints, and develops solutions to neighborhood concerns.

Remains on 24-hour emergency call status.

Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Provides exceptional customer service to internal and external customers.

May be required to report to the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.

PERIPHERAL DUTIES

Maintains departmental equipment, supplies and facilities.

Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a) Bachelor's Degree in criminal justice, social science, public relations, or related field preferred; and,
- b) Two (2) years of experience in law enforcement, public relations, or social work preferred; and,
- c) Completion of the South Carolina Basic Law Enforcement Training Academy and Field Training; or,
- d) Any equivalent combination of education and experience, which provides the necessary knowledge, skills, and abilities.

Knowledge, Skills and Abilities:

- a) Knowledge of approved principles and practices of police and social work, laws and ordinances governing local police work, thorough knowledge of the geography of the City or ability to learn the area, powers of observation and memory; demonstrated comprehension of C.O.P. as a management style.
- b) Skill in operating the listed tools and equipment.
- c) Ability to: understand and carry out oral and written instructions and to prepare clear comprehensive programs and reports; be courteous and receptive with the public.

SPECIAL REQUIREMENTS

- a) At least 21 years of age.
- b) Must possess a valid South Carolina driver's license.

c) Must meet Department's physical agility standards.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun, taser, handcuffs, ASP, pager, first aid equipment, handcuffs, cell phone, personal computer including word processing software, copier, fax, and other related weapons, tools and equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or operate objects, controls or tools listed above, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 165 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus in the use of firearms and the safe operation of motor vehicles.

WORK ENVIRONMENT

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually quiet in the office and moderately noisy in the field; with the noise level being loud at the firing range or in a situation where firearms are being used.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interviews and reference check; other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.