

# **PATROL SUPPORT OFFICER**

**Salary Range: \$19.25 - \$25.12 / hour**

## **DESCRIPTION:**

Must be willing to transport prisoners, serve civil process papers, perform public service tasks, assist with department administration functions, provide safety and security at the Hall County Courthouse and Hall County campus buildings, support deputies on calls for service, provide traffic control when needed, and must be able to carry a firearm when necessary.

## **ESSENTIAL FUNCTIONS:**

At the direction of a supervisor, provide law enforcement support services to include the following:

Assist deputies at criminal and traffic calls for services when requested.

Provide general assistance to motorists and citizens.

Make local purchases of items for the department; wait on citizens at the service counter or telephone.

Transport of prisoners as directed.

Deliver and document civil process service of papers from the Sheriff's Office.

Attend and assist in public service events as directed.

Display honest, trustworthy, and ethical behavior when dealing with internal and external customers.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Regular attendance that is punctual and dependable is required.

Perform related duties as assigned.

Assist deputies with detaining offenders, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons, and resort to the use of hands and feet and other approved weapons in self-defense.

Prepare reports, using appropriate grammar.

Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Load, unload, aim and fire a handgun from a variety of body positions under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.

Conduct visual and audio surveillance of security cameras.

Engage in patrol of courthouse and campus buildings that include such things as walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.

Communicate effectively with people, including juveniles, by giving information and directions.

Demonstrate communication skills in court and other formal settings.

Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.

Perform rescue functions at emergencies and disasters to include, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.

Extinguish small fires by using a fire extinguisher and other appropriate means.

Read and comprehend legal and non-legal documents.

**Performance Requirements, and Job Knowledge:**

Knowledge of :

Know the philosophy of the Hall County Sheriff's Department.

Know the objectives of the Hall County Sheriff's Department.

Have a complete knowledge of policies and procedures governing the Hall County Sheriff's Department.

Continued education to maintain an up-to-date knowledge of current trends and developments in law enforcement techniques.

Maintain proper communication with all personnel and insures that a working relationship is maintained at all times.

Maintain two way communications with other departments.

Maintain proper communications with all other judicial systems' departments.

Must be able to understand and articulate the use of force and deadly force policies of the Hall County Sheriff's Office.

**Ability to:**

Must be able to read, write, and understand the English language.

English usage, spelling, grammar and punctuation.

Relevant software applications, including Microsoft Word.

Local geography, including streets and alleys.

Walk over different terrains and inclines.

Stand for extended periods of time.

Bend, stoop, crouch, sit and kneel.

Climb stairs.

Lift a minimum of 50 pounds to waist height.

Work outdoors in all types of weather extremes.

Work in daylight and darkness.

Drive a motor vehicle in daylight and darkness.

Hear voice conversations.

Hear radio transmissions.

Read license plates, house numbers, street signs, etc., in daylight and limited light conditions.

See groups of letters and numbers and be able to accurately record them by writing.

See groups of letters and numbers and be able to accurately repeat them by speaking.

Speak to people to provide information and give directions so as to be easily understood.

Speak on the radio and telephone so as to be easily understood.

Work and perform duties without direct supervision and be able to independently make decisions.

Must be able to control emotions and biases while fulfilling duties. This includes direct contact with persons who are upset and angry and persons from diverse cultural, socio-economic, economic, racial, and sexual backgrounds.

Must maintain the confidentiality of information exposed to while performing duties assigned.

Must be of good moral character.

**TRAINING, EDUCATION AND EXPERIENCE:**

Any combination of experience and training equivalent to graduation from high school.

**LICENSES/CERTIFICATIONS/REGISTRATIONS REQUIRED:**

Possession of a valid driver's license.

**PHYSICAL REQUIREMENTS:**

**Activities:**

Sitting	Occasional
Standing	Occasional
Walking	Occasional
Reaching	Occasional
Climbing Stairs	Occasional
Bending	Occasional
Squatting	Occasional
Kneeling	Occasional
Twist/Turn	Occasional
Simple Grasping	Frequent
Fine Manipulation	Frequent

Handling                      Frequent

**Lifting**

Waist Level                      50# Occasional

Chair to Floor                      50# Occasional

**Push/Pull**                      50# Occasional

**Carry**

Right                      50# Occasional

Left                      50# Occasional

**Use of Feet**

Left

Right

**Foot Controls**

Frequent

Frequent

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision.

Exercises no supervision.