



Administration Committee
4:30 p.m., Thursday, August 1, 2024
City Hall Council Chambers
1207 Palm Boulevard, Isle of Palms, SC

Public Comment:

Citizens who wish to speak during the meeting must email their first and last name, address and topic to Nicole DeNeane, City Clerk, at nicoled@iop.net no later than 3:00 p.m. the day before the meeting. Citizens may also provide written public comment here: <https://www.iop.net/public-comment-form>

Agenda

- 1. Call to order and acknowledgement that the press and the public have been duly notified of the meeting in accordance with the Freedom of Information Act.**
- 2. Citizen's Comments** – All comments have a time limit of three (3) minutes.
- 3. Approval of previous meeting's minutes** – April 4, 2024
- 4. Old Business**
- 5. New Business**
 - a. Discussion and consideration of Employee Referral Program
 - b. Discussion of Boards and Commissions terms expiring in 2024 and timeline for new applications
 - c. Discussion and consideration of new job descriptions for Police and Fire Departments
- 6. Executive Session** – In accordance with the Freedom of Information Act Section 30-40-70 (1) to discuss nominations for the Leola Hanbury Employee of the Year Award
- 7. Miscellaneous Business** – Next meeting date: 4:30 p.m. September 5, 2024
- 8. Adjournment**



**Administration Committee Meeting
Thursday, April 4, 2024, 4:30pm
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

Present: Council members Bogosian, Campsen, and Carroll

Staff Present: Administrator Fragoso, Director Kerr, Director Hamilton

2. Approval of Previous Meetings' Minutes

MOTION: Council Member Bogosian made a motion to the minutes. Council Member Carroll seconded the motion. The motion passed unanimously.

3. Citizen's Comments – none

4. Old Business

A. Discussion of City Code section 5-4-138 (d) which regulates placement of political signs in the public right of way

Council Member Campsen noted that City Council seems interested in the Committee offering changes to this section of City Code. She said the intent of the entire sign ordinance is “to establish limitations on signage to ensure that they are appropriate to the land, building, or use to which they are pertinent and adequate but not excessive for their intended purpose.”

Council Member Bogosian would like to see the Isle of Palms restrict political signage in the public rights of way similar to surrounding communities. He would like to see a draft of the Mt. Pleasant ordinance sent to City Council for further discussion.

Council Member Carroll spoke about her concerns for limiting political signage in the public rights of way. She asked if aesthetics is enough of a reason to give up part of the democratic process and limit political engagement. She believes the signs remind people of the need to vote and also inform them about possible referendums. She believes the lack of signage could affect voter turnout. She suggested a compromise of allowing signs for 2 weeks prior to an election rather than 30 days.

Council Member Campsen said that having the signs in the public rights of way is a safety issue and this change would push them out of the line of sight. She also believes that candidates speaking to citizens and developing relationships has a bigger impact on voting.

MOTION: Council Member Bogosian made a motion to recommend that staff draft an ordinance limiting political signage to private property for up to 30 days prior to an election. A vote was taken as follows:

Ayes: Bogosian, Campsen

Nays: Carroll

The motion passed 2-1.

B. Review of FY25 10-year capital plan budget for Mayor and Council, General Government, Building and Court

Administrator Fragoso reviewed the items in the 10-year capital plan for Mayor and Council, General Government, Building, and Court. She said the second draft of the budget assumes debt will be issued for the renovations to City Hall, adding that the proposed telephone system could be included in the City Hall renovation costs.

Committee members agreed there was nothing to be changed in the 10-year capital plan at this time.

5. New Business

6. Miscellaneous Business

The Administration Committee will have its next meeting on Thursday, May 2, 2024 at 4:30pm.

7. Adjournment

Council Member Bogosian made a motion to adjourn, and Council Member Carroll seconded the motion. The meeting was adjourned at 4:49pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



Employee Referral Program Policy

Objective:

The purpose of the employee referral program is to establish guidelines and procedures for employees to refer qualified candidates for open positions. The policy encourages employees to actively participate in the recruitment process and reward them for successful referrals. Research has shown, and our own experience supports, that new hires who join the city through employee referrals are excellent contributors, stay with the city longer and are more cost-effective recruits.

Eligibility:

All regular full-time and part-time employees are eligible to participate in the referral program. Temporary workers and interns are not eligible to participate.

Employees who make a referral, may not participate in the hiring process of the candidate referred.

Referral Criteria:

Employees may refer a candidate who meets the qualifications and requirements outlined in the job description. Referrals should have the necessary skills, experience and competencies to perform the job effectively. Referrals should not have any conflict of interests or personal relationships that may compromise the hiring process. The referral will be considered along with other candidates and evaluated based on the same criteria.

Referral Reward:

\$500. The reward will be distributed after the referred candidate is hired and successfully completes the 6-month probationary period.

Referral Guidelines:

- Reward is subject to taxation.
- There is no limit on the number of referrals an employee can make.
- If a candidate is referred to the City by multiple employees, the employee who made the first referral will be eligible for the award.
- If the employee eligible for a referral reward leaves employment before the reward is eligible for payout, they forfeit the reward.
- All referrals will be confidential.



Soliciting Applications for City's Boards and Commissions:

We are excited to announce that applications are now open for several important boards and commissions. The city is seeking passionate individuals who are interested in making a positive impact in their community.

The following positions are available:

1. **Planning Commission:** Join this commission to contribute to the development and implementation of the community's long-term planning goals for the physical, social, and economic growth, development, and redevelopment of the city. Help shape the future of Isle of Palms by considering zoning regulations, land use, and infrastructure plans.
2. **Environmental Advisory Committee:** If you are passionate about environmental issues and sustainable practices, this committee is the perfect fit for you. Collaborate with other members to advise on policies, programs, and initiatives that promote environmental conservation and protection.
3. **Board of Zoning Appeals:** This board plays a crucial role in ensuring fair and consistent application of zoning regulations. Help review and make decisions on requests for variances, special exceptions, and appeals, ensuring that development projects align with the community's zoning requirements.

Boards and Commissions meet once a month at City Hall. Terms begin on January 1st and members serve two (2) or three (3) year terms.

If you are interested in any of these positions, we encourage you to apply today! The application is available here: <https://www.iop.net/boards-commissions/application-boards-commissions>. Your expertise and dedication can make a real difference in shaping the future of our community!

The deadline to apply is **Friday, August 30, 2024**. Applications will be considered by the Administration Committee on Thursday, September 5th, 2024.

To learn more about the application process and requirements, please visit our [website](#) or contact City Hall at 843-886-6428.



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Deputy Chief of Special Operations

Department: General Government

Pay Grade: G10

FLSA Status: Exempt

JOB SUMMARY

Under the supervision of the Fire Chief, will plan and oversee the special operations of the Fire Dept. Exercise supervisory control over the Fire Marshal and the Administrative Specialist. Oversee Marine fire suppression, water rescue operations, special technical rescue operations, emergency medical operations, community risk reduction activities, and emergency management.

ESSENTIAL JOB FUNCTIONS:

- Shall be a team leader under stress caused by emergencies, danger, or criticism. Must be able to supervise emergency personnel during emergency and non-emergency situations and have the ability to motivate and manage people in a positive way.
- Recommends and administers department policies and procedures for Special Operations including marine firefighting operations, water rescue operations, special technical rescue operations, emergency medical operations, and emergency management.
- Must be knowledgeable of the Fire Department SOG and GO to provide annual updates.
- Assist the Fire Chief with forecasting and creation of the annual budget concerning all items related to Special Fire Operations.
- Supervises the Fire Marshal and Administrative Specialist.
- Shall work directly with the Medical Control Physician(s) regarding emergency medical operations.
- Shall be the representative to the National Registry of EMT's, the South Carolina Department of Health and Environmental Control, and the United States Drug Enforcement Agency.
- Enforces applicable municipal, state, and federal code standards. Knowledge of local and national codes, knowledge of building construction and fire behavior.
- Specifies and recommends to the Fire Chief the purchases of fire suppression, apparatus, and equipment related to all Special Operations.
- Assist with establishing the department safety program. Determines, monitors, and corrects safety issues within the department.

- Assist in directing disaster preparedness and other fire protections programs to minimize the loss of life and property within the community.
- Prepare annual performance evaluations on schedule.
- Investigate and report to the Fire Chief any employee misconduct, make recommendations for improvement and recommend disciplinary action as needed.
- Conduct and manage special projects as assigned by the Fire Chief, prepare special research reports, and develop programs. Direct and conduct a variety of organizational studies, investigations, and operational studies.
- Stay abreast of new trends and innovations in the field of fire prevention and suppression.
- Assist the Fire Chief develop tactical objectives to reach department's operational strategic goals.
- Support the goals and objectives of the city and department.
- Perform additional duties as assigned, which may include field response related to fire suppression, and emergency medical and other emergency and non-emergency response services.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Graduation from an accredited high school or GED.
- Bachelor's degree or equivalent education and/or experience. At least eight (8) or more years of related firefighting.
- At least five (5) years supervisory experience or equivalent education and/or experience Certification as NFPA, IFSAC or Pro Board Fire Officer II within one (1) year of assuming position or equivalent education and/or experience.
- Successful completion of NIMS / ICS Incident Command or equivalency (IS-100, IS-200, IS-700, IS-800) prior to assuming position.
- Successful completion of ICS 300 and ICS 400 within one (1) year of assuming position.
- Certification as NFPA, IFSAC or Pro Board Firefighter II.
- Possession of a valid South Carolina Class E driver's license
- At least one year experience as an engineer
- Possession of Emergency Medical Technician (EMT) certification or the successful completion of the EMT certification prior to assuming position.
- Possession of Paramedic certification preferred.
- Continued classroom training in administrative and supervisory techniques and procedures, firefighting tactics, and subordinate firefighting training.

Knowledge, Skills and Abilities:

- Knowledge of modern firefighting rescue principle, practices, techniques and procedures including the operation and maintenance of the various types of fire apparatus and equipment.
- Knowledge of NFPA, OSHA, state, and local fire safety rules and regulations.
- Knowledge of the physical, chemical, and related properties of a wide variety of explosives and hazardous materials; familiar with principles of how to manage hazmat incidents.
- Knowledge of the principles of building construction and maintenance.
- Knowledge of emergency medical response including all phases from first response to advanced life support.
- Knowledge of emergency rescue procedures for both land and maritime incidents.

- Knowledge of marine search and rescue procedures; proper maintenance of marine equipment and small boat operation.
- Ability to conduct a thorough fact-finding investigation and to enforce regulations firmly, tactfully, and impartially.
- Ability to establish and maintain positive working relationships with subordinates, property owners, city officials and the public.
- Must be able to communicate effectively in oral or written presentations.
- Must speak with poise, voice control and confidence, using correct English and well-modulated voice.
- Ability to maintain a positive working relationship with command and hold the respect of subordinates.
- Must be able to demonstrate self- control in any given situation.
- Must be able to exercise independent judgment in critical, stressful, or hazardous situations without undue stress.
- Coordinates, determines time, place and sequence of operations or action to be taken on the basis of analysis of data, executing determinations and/or reporting on events.
- Talks with and/or signals people to convey or exchange information, including giving assignments and/or directions with poise and respect.
- Must be able to coordinate hands and eyes rapidly to handle a variety of office equipment including computer, word processor, typewriter, calculator, copier and fax machines.
- Must be able to exert up to 20 pounds of force constantly to move objects. Must be able to lift objects weighing as much as 100 pounds.
- Uses body members, hand tools and/or special devices to work, move or carry objects or materials.
- Must be able to walk or stand to a significant degree; physical demand requirements are in excess of those for sedentary work. Must be able to complete physical strength and stamina requirements as established by Fire Department.
- Must maintain physical conditioning to be able to perform all duties of firefighting on Isle of Palms according to departmental standards.
- Must pass annual physical exam by department physician.
- Must be able to safely operate a variety of marine equipment including boats and personal watercraft in accordance with regulations of the United States Coast Guard and South Carolina Department of Natural Resources.
- Must be willing to actively attack fires, hazardous materials spills or situations, marine emergency situations with objective of stabilizing situation and protect or preserve life and property to the greatest extent practical.
- Applies principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions.
- Interprets a variety of instructions furnished in written, oral diagrammatic or schedule form.
- Must be able to add, subtract, multiply, and divide all units of measures.
- Must be able to read journals, newspapers, periodicals, manuals, dictionaries, financial reports, legal documents, thesauruses and encyclopedias.
- Must be able to prepare business letters and reports, using all rules of punctuation, grammar, diction and style.
- Participates in panel discussion and debates; speaks extemporaneously on a variety of subjects.

PHYSICAL DEMANDS:

The physical demands consist of sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The incumbent must have the ability to balance while maintaining body equilibrium; and crouch by bending the body downward; use hands and fingers to feel, grasp, and handle; hear by perceiving the nature of sounds at normal speaking levels; mental acuity; use hands and arms to lift, pull, push, and reach; make repetitive motions; speak and talk, stand, walk, and stoop; and use visual acuity by viewing things including color, depth perception, and field vision.

WORK ENVIRONMENT:

Work is typically performed in a variety of daily environmental conditions, both indoors and outdoors, with exposure to wide and extreme temperature variations including wetness and/or humidity.

The City of Isle of Palms has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Deputy Chief of Fire Operations
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Department: General Government

Pay Grade: G10

FLSA Status: Exempt

JOB SUMMARY

Under the supervision of the Fire Chief, will plan and oversee the day-to-day operations of the Fire Dept. Exercise supervisory control over the Battalion Chiefs, Fire Captains, and their subordinates. Oversee fire suppression, land-based rescue operations, and hazardous material response.

ESSENTIAL JOB FUNCTIONS:

- Shall be a team leader under stress caused by emergencies, danger, or criticism. Must be able to supervise emergency personnel during emergency and non-emergency situations and have the ability to motivate and manage people in a positive way.
- Recommends and administers department policies and procedures for General Fire Operations including fire suppression, land-based rescue operations, hazardous materials operations, and all non-emergent daily operations.
- Must be knowledgeable of the Fire Department SOG and GO to provide annual updates.
- Assist the Fire Chief with departmental succession planning.
- Assist the Fire Chief with forecasting and creation of the annual budget concerning all items related to General Fire Operations.
- Supervises Operations personnel including Battalion Chiefs, Captains, Engineers, and Firefighters.
- Oversee the shift handover information between the Battalion Chiefs and Captains.
- Oversee the required training components for all Operations personnel regarding General Fire Operations.
- Shall be the representative to the South Carolina Fire Academy concerning all training and credentialing requirements.
- Enforces applicable municipal, state, and federal code standards. Knowledge of local and national codes, knowledge of building construction and fire behavior.
- Oversee the maintenance of the building, apparatus, department vehicles, and equipment. To include weekly inspections of equipment, and fire stations, and periodic inspections of personnel; certifies firefighting apparatus and oversees annual tests of all pertinent fire equipment.

- Specifies and recommends to the Fire Chief the purchases of fire suppression, apparatus, and equipment.
- Assist with establishing the department safety program. Determines, monitors, and corrects safety issues within the department.
- Assist in directing disaster preparedness and other fire protections programs to minimize the loss of life and property within the community.
- Assign, coordinate, monitor and evaluate work activities. To include scheduling, coverage, and overtime.
- Prepare annual performance evaluations on schedule.
- Investigate and report to the Fire Chief any employee misconduct, make recommendations for improvement and recommend disciplinary action as needed.
- Conduct and manage special projects as assigned by the Fire Chief, prepare special research reports, and develop programs. Direct and conduct a variety of organizational studies, investigations, and operational studies.
- Stay abreast of new trends and innovations in the field of fire prevention and suppression.
- Assist the Fire Chief develop tactical objectives to reach department's operational strategic goals.
- Support the goals and objectives of the city and department.
- Perform additional duties as assigned, which may include field response related to fire suppression, and emergency medical and other emergency and non-emergency response services.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Graduation from an accredited high school or GED.
- Bachelor's degree or equivalent education and/or experience.
- At least eight (8) or more years of related firefighting.
- At least five (5) years supervisory experience or equivalent education and/or experience.
- Certification as NFPA, IFSAC or Pro Board Fire Officer II within one (1) year of assuming position or equivalent education and/or experience.
- Successful completion of NIMS / ICS Incident Command or equivalency (IS-100, IS-200, IS-700, IS-800) prior to assuming position.
- Successful completion of ICS 300 and ICS 400 within one (1) year of assuming position.
- Certification as NFPA, IFSAC or Pro Board Firefighter II.
- Possession of a valid South Carolina Class E driver's license
- At least one year experience as an engineer
- Possession of Emergency Medical Technician (EMT) certification within one (1) year of accepting the position or the successful completion of the EMT certification prior to assuming position.
- Continued classroom training in administrative and supervisory techniques and procedures, firefighting tactics, and subordinate firefighting training.

Knowledge, Skills and Abilities:

- Knowledge of modern firefighting rescue principles, practices, techniques, and procedures including the operation and maintenance of the various types of fire apparatus and equipment.
- Knowledge of NFPA, OSHA, state, and local fire safety rules and regulations.

- Knowledge of the physical, chemical, and related properties of a wide variety of explosives and hazardous materials; familiar with principles of how to manage hazmat incidents.
- Knowledge of the principles of building construction and maintenance.
- Knowledge of emergency medical response including all phases from first response to advanced life support.
- Knowledge of emergency rescue procedures for both land and maritime incidents.
- Knowledge of marine search and rescue procedures; proper maintenance of marine equipment and small boat operation.
- Ability to conduct a thorough fact-finding investigation and to enforce regulations firmly, tactfully, and impartially.
- Ability to establish and maintain positive working relationships with subordinates, property owners, city officials and the public.
- Must be able to communicate effectively in oral or written presentations.
- Must speak with poise, voice control and confidence, using correct English and well-modulated voice.
- Ability to maintain a positive working relationship with command and hold the respect of subordinates.
- Must be able to demonstrate self-control in any given situation.
- Must be able to exercise independent judgment in critical, stressful, or hazardous situations without undue stress.
- Coordinates, determines time, place and sequence of operations or action to be taken on the basis of analysis of data, executing determinations and/or reporting on events.
- Talks with and/or signals people to convey or exchange information, including giving assignments and/or directions with poise and respect.
- Must be able to coordinate hands and eyes rapidly to handle a variety of office equipment including computer, word processor, typewriter, calculator, copier and fax machines.
- Must be able to exert up to 20 pounds of force constantly to move objects. Must be able to lift objects weighing as much as 100 pounds.
- Uses body members, hand tools and/or special devices to work, move or carry objects or materials.
- Must be able to walk or stand to a significant degree; physical demand requirements are in excess of those for sedentary work. Must be able to complete physical strength and stamina requirements as established by Fire Department.
- Must maintain physical conditioning to be able to perform all duties of firefighting on Isle of Palms according to departmental standards.
- Must pass annual physical exam by department physician.
- Must be able to safely operate a variety of marine equipment including boats and personal watercraft in accordance with regulations of the United States Coast Guard and South Carolina Department of Natural Resources.
- Must be willing to actively attack fires, hazardous materials spills or situations, marine emergency situations with objective of stabilizing situation and protect or preserve life and property to the greatest extent practical.
- Applies principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions.
- Interprets a variety of instructions furnished in written, oral diagrammatic or schedule form.
- Must be able to add, subtract, multiply, and divide all units of measures.
- Must be able to read journals, newspapers, periodicals, manuals, dictionaries, financial reports, legal documents, thesauruses and encyclopedias.

- Must be able to prepare business letters and reports, using all rules of punctuation, grammar, diction and style.
- Participates in panel discussion and debates; speaks extemporaneously on a variety of subjects.

PHYSICAL DEMANDS:

The physical demands consist of sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The incumbent must have the ability to balance while maintaining body equilibrium; and crouch by bending the body downward; use hands and fingers to feel, grasp, and handle; hear by perceiving the nature of sounds at normal speaking levels; mental acuity; use hands and arms to lift, pull, push, and reach; make repetitive motions; speak and talk, stand, walk, and stoop; and use visual acuity by viewing things including color, depth perception, and field vision.

WORK ENVIRONMENT:

Work is typically performed in a variety of daily environmental conditions, both indoors and outdoors, with exposure to wide and extreme temperature variations including wetness and/or humidity.

The City of Isle of Palms has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Police Deputy Chief
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Department: Police
Pay Grade: G10
FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this position is to serve as the commanding officer of a work unit. Incumbents in this class perform various administrative duties relating to the planning, coordinating, and executing of policing functions. Incumbents work within broad guidelines and departmental rules, policies, and procedures when determining the most appropriate way to carry out departmental functions. As a member of the department's senior management team, participates in decision-making regarding the overall operation and direction of the police department.

ESSENTIAL JOB FUNCTIONS:

- Serves as the second in command of the police department.
- Assists the Police Chief in the planning, organizing, and directing of the overall functions of the department.
- Supervises, trains, and directs Support Services supervisors and personnel or Patrol supervisors and personnel depending on assigned role. Meets daily with command staff and the Chief; and oversees daily work schedules and makes assignments as required by the needs of the service.
- Researches and develops draft department policies, procedures and City law enforcement ordinances as required by the Police Chief in implementing directives from the City Administrator and City Council.
- Enforces departmental rules, regulations, procedures, and work methods, imposes disciplinary action when necessary.
- Supervises and coordinates the activities of the divisions within the assigned role as either Patrol Commander or Support Services Commander to support the effective, efficient and professional delivery of police services to the community.
- Provides assignments and instructions to members of Department, provides them with needed advice and assistance when difficult and unusual problems arise, and checks their work to see that proper procedures are followed, that reasonable standards of workmanship, conduct, and output are maintained, and that desired police objectives are achieved.
- Ensures that division personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

- Handles grievances, maintains departmental discipline and the general conduct of personnel.
- Assists with the development of the annual budget proposal.
- Prepares and delivers public addresses on crime prevention and general public notices.
- Conducts performance appraisals of the division supervisors and reviews the monthly chronological entries of other personnel.
- Assists in the development of long-range manpower and equipment estimates and ensures the proper complement of personnel to support all regular and special duty law enforcement activities.
- Prepares and reviews operational and administrative reports for the Chief of Police.
- Develops and manages training programs for new personnel.
- Ensures operation of equipment by practicing responsible use, completing preventive maintenance requirements, following manufacturer's instructions, and evaluating new equipment and techniques.
- Prepares special and regular department reports, such as crime summaries and regular department reports.
- Responds to serious crime incidents and directs crime scene activities in the absence of the Police Chief.
- Prevents crime by explaining and enforcing applicable federal, state, and local laws and ordinances; teaching preventive, protective, and defensive tactics; mediating disputes; patrolling assigned area; responding to notices of disturbances; conducting searches; observing suspicious activities; and detaining suspects.
- Apprehends suspects by responding to complaints and calls for help, observing violations, and making arrests.
- Conducts criminal investigations by gathering evidence, interviewing victims and witnesses, and interrogating suspects.
- Documents observations and actions by radioing information and completing reports.
- Refers to policy and procedures manuals, computer manuals, codes / laws / ordinances / regulation, publications, and reference texts, etc.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Four (4) years of experience in law enforcement, two (2) years of which have been in supervisory positions; and
- Or equivalent education and/or experience.
- Achievement and maintenance of firearms proficiency according to departmental standards.
- Completion of advanced training courses in all areas of law enforcement.
- Possession of a valid South Carolina driver's license.
- Possession of, or ability to obtain within six (6) months of employment, Red Cross or other accredited certification in Cardio-Pulmonary resuscitation (CPR).

Knowledge, Skills and Abilities:

- Knowledge of state, local and federal laws pertaining to the general exercise of law enforcement activities.
- Knowledge of the principles, practices, and procedures of jurisdictions.
- Knowledge of advance law enforcement methods.
- Knowledge of department procedures and commitment to chain of command.
- Knowledge of management, planning and supervisory methods and procedures.

- Knowledge of City and local geography.
- Knowledge of the use and care of firearms.
- Knowledge of equipment typical of law enforcement duties.
- Knowledge in the use of computers, including word processing and permitting software; calculator, portable radio, phone, fax, audio and camera, and other related equipment.
- Skill in organizing, directing, and supervising the work of others.
- Ability to manage people and to develop department policies and procedures.
- Ability to communicate well verbally and in writing with the general public and the news media.
- Ability in written and oral communication.
- Ability to work well with other City officials and the general public.
- Ability to perform vigorous physical ability.
- Ability to maintain physical conditioning to be able to perform all duties of police officer on Isle of Palms according to departmental standards.
- Ability to operate various types of vehicles including a variety of law enforcement equipment.
- Ability to work an irregular schedule, which includes holidays, evenings, and/or varying hours, as assigned.

PHYSICAL DEMANDS:

The physical demands consist of medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects The incumbent must have the ability to balance while maintaining body equilibrium; climb, crawl, and crouch by bending the body downward; use hands and fingers to feel, grasp, and handle; hear by perceiving the nature of sounds at normal speaking levels; kneel by bending legs to come to a rest; mental acuity; use hands and arms to lift, pull, push, and reach; make repetitive motions; speak and talk, stand, walk, and stoop; and use visual acuity by viewing things including color, depth perception, and field vision.

WORK ENVIRONMENT:

Work is typically performed in a variety of daily environmental conditions, both indoors and mostly outdoors, with exposure to wide and extreme temperature variations including wetness and/or humidity.

The City of Isle of Palms has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date