

ATLANTIC BEACH POLICE OFFICER CANDIDATE - POLICE

\$28,224.00 - 37,296.00

JOB SUMMARY

This position learns and performs general police duties to ensure the strict enforcement of state and local laws relating to public safety and welfare, performs related law enforcement work as required; and attends training in order to successfully complete Class I Certification through the Criminal Justice Academy in accordance with §23-23-40 of the Code of Laws of South Carolina 1976. The incumbent works according to set procedures under close supervision.

ESSENTIAL JOB FUNCTIONS:

- Attends training classes and observes and assists superior officers in order to learn the policies, procedures, methods and protocols associated with the position of Police Officer with the Town of Atlantic Beach;
- Completes Class I Certification through the Criminal Justice Academy in accordance with §23-23-40 of the Code of Laws of South Carolina 1976;
- Enforces all federal and state laws and Town ordinances relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations and standards of safety;
- Learns and performs general patrol duties, including but not limited to patrolling assigned areas of the Town, monitoring property security, responding to emergency calls and/or public calls for assistance, apprehending and arresting suspects and violent persons, securing crime scenes, seizing property and/or criminal evidence, maintaining public order, transporting prisoners and mental patients, etc.;
- Learns and performs traffic enforcement duties, including issuing traffic tickets and warnings, detecting DUI suspects, and assisting with accident reconstruction and investigations;
- Assists with the service of warrants, summonses, subpoenas, civil and other official papers;
- Assists with criminal investigations. Assists in interviewing witnesses, complainants and victims; interrogating suspects; gathering physical evidence and preserving it for court; providing case follow-up as needed;
- Provides testimony and presents evidence in court as necessary;
- Administers first aid and assists EMTs at emergency scenes as necessary;
- Performs routine service duties, including but not limited to providing escort service for the protection of persons and/or property, assisting stranded motorists, providing funeral escort, directing traffic, providing security and crowd control at special events, etc.;
- Prepares and submits detailed work records and reports;
- Learns and remains abreast of all federal and state laws, and ordinances of the Town of Atlantic Beach;
- Maintains assigned equipment and vehicle;
- Receives and responds to citizen inquiries, complaints and requests for assistance;
- Participates in neighborhood and community relations programs; attends neighborhood meetings to enhance police/community relationships and to address safety and quality of life issues;
- Attends periodic training sessions and attends seminars and meetings to keep abreast of current law enforcement trends; maintains required physical fitness and required level of proficiency in the use of firearms;
- Works under stressful, high-risk conditions;
- Remains on call 24 hours per day, seven days per week, for emergency response;
- Performs general clerical work as required, including but not limited to preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, etc.; and
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or GED;
- No prior experience required;
- Valid South Carolina Class "D" Driver's License.

SPECIAL REQUIREMENTS:

- U.S. Citizen
- Law Enforcement certification
- At least 21 years of age

PHYSICAL DEMANDS:

The work is considered medium-to-heavy in nature and involves walking, standing, running, climbing, balancing, stooping, kneeling, crouching, and lifting, pushing or pulling objects, and involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis.

2. PREVIOUS RESIDENCES					
List Chronologically ALL residences in the past 10 years, including addresses while attending school and all military addresses, both on and off a military base.					
Date		Apt			
From	To	No.	Street Address	City	State

3. MILITARY RECORD	
a.	Are you registered for Selective Service? Yes <input type="checkbox"/> No <input type="checkbox"/> Selective service # _____ Local Board: _____ (All males between the age of 18 and 26 MUST be registered with Selective Service before being employed with the Town of Atlantic Beach.)
b.	Have you ever served on active duty in the Armed Forces of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> 1) Branch of Military Service: _____ 2) Highest Rank Achieved: _____ 3) Dates of Active Duty: From: _____ To: _____ 4) Type of Discharge: _____ ❖ Include DD Form 214 with application. 5) Was any type disciplinary action taken against you or were you convicted of a crime under the Uniform Code of Military Justice while in the service? Yes <input type="checkbox"/> No <input type="checkbox"/> Nature: _____ _____
c.	Are you a member of the Reserve or National Guard? Yes <input type="checkbox"/> No <input type="checkbox"/> Ready <input type="checkbox"/> Standby <input type="checkbox"/> Service Branch: _____
d.	List any specialized military training you received that would be relevant to this position. _____ _____ _____

4. COURT RECORD				
a. List all Arrest Convictions below to include details of each conviction.				
Date	Place	Charge	Final Disposition	Details
b. List all traffic citations except parking tickets.				
Date	Place	Charge	Final Disposition	Details

c. List any court action where you have ever been a plaintiff or defendant, including divorce and civil actions

Date	Place	Incident Type	Final Disposition	Details

5. CREDIT RECORD

Have you ever filed for bankruptcy? Has your credit record ever been considered unsatisfactory?
 Have you ever been refused credit? Yes (If yes, explain below) No

Date	Creditor	City/State	Amount	Explanation

6. RELATIVES/FRIENDS EMPLOYED BY GOVERNMENT

List complete names of any close relatives or friends (including in-laws) who are employed in law enforcement.

Complete Name	Agency Where Employed	City & State	Relation

7. SOCIAL REFERENCES

List three social acquaintances in your own age group, listing complete information.
NOTE: Do not duplicate any individuals listed as references on the Town application.
 Telephone Number Monday – Friday, 9 AM – 4PM

Name	Email Address	Area Code & Phone Number**	Length of Acquaintance

8. NARRATIVE

In the space provided, please explain why you want to work for the Town of Atlantic Beach Police Department. Also include any skills or expertise that you will bring with you. Add additional pages, if needed.

9. QUESTIONS

1. Have you ever been denied employment by a criminal justice agency? Yes No
 - a. If yes, explain. _____

2. Have you ever been convicted of a felony? Yes No
3. Are you presently using illegal drugs? Yes No
4. Are you presently using a controlled substance without a prescription? Yes No
5. Have you ever been convicted of a crime involving moral turpitude or carrying a possible sentence of more than one year? Yes No
6. Have you ever possessed or sold any amount of illegal drugs? Yes No
 - a. If yes, explain when & why. _____

7. Are you able and willing to work rotating shifts? Yes No
8. Are you able and willing to wear a uniform? Yes No

10. DOCUMENTS

In order to be considered for employment, the following documents **MUST** accompany this completed form:

- 1) Legible copy of Birth Certificate.
- 2) Transcripts from High School or a legible copy of High School Diploma, or G.E.D. certificate or proof that it has been requested.
- 3) Certified Drivers History for the past ten years **in all states** applicant has been licensed. (*If record is not immediately available, attach proof of application for same, such as a copy of the completed form or written letter of request to the State's DMV*)
- 4) Complete Credit History is required from one of the three major credit bureaus: Equifax, Experian or Transunion. (*Defaulting on a student loan precludes hiring – SC Code 59-111-50*)
- 5) Importance of Honesty Letter (*Signed & Dated*)
- 6) Affidavit of Authorization to Release Information Form (*Signed and Notarized*)
- 7) DD Form 214, member copy 4 (*If prior military*)
- 8) Personal History Questionnaire (*Completed*)
- 9) For out of state certified police officers, military and/or federal candidates with prior law enforcement training, certification and employment, the following documents are required (*These forms are not mandatory to be returned with your application however, they must be submitted prior to being interviewed*)
 - a. Certificate of Completion (Basic Training Course Certificate)
 - b. Curriculum/Syllabus showing hours and topics of training (*Must be official document from academy/military training*)
 - c. Indication that a Letter of Good Standing has been requested for Federal/Military candidates

11. NOTE TO ALL APPLICANTS:

TOBACCO PRODUCTS

NO Tobacco products are allowed in or on Town property, or while on duty.

12. ACKNOWLEDGMENT OF INFORMATION BY APPLICANT

I understand that all appointments are probationary for a period of one year, during which time I must demonstrate my fitness for continued employment with Town of Atlantic Beach. I further understand that any appointment tendered me will be contingent upon the results of a complete background investigation, and I am aware that willfully withholding information or making false statements on this document will be the basis for dismissal by Town of Atlantic Beach. I agree to these conditions, and I hereby certify that all statements that were made by me on this document are true and complete to the best of my knowledge.

Full Signature of Applicant (No Nicknames)

Date: _____

In making and filing this document with the Atlantic Beach Police Department, I authorized all persons, firms, officers, corporations, associations, organizations and institutions to furnish to the Atlantic Beach Police Department or any of their authorized representatives all relevant documents, records or other information and opinions that are requested for this background investigation.

Full Signature of Applicant (No Nicknames)

Date: _____

Town of Atlantic Beach is an Equal Opportunity Employer and as such will recruit and hire employees without regard to race, religion, color, national origin, sex, age, political affiliation or disability except when physical condition is a bona fide occupational qualification.

ADA Notice: *Town of Atlantic Beach will not discriminate against qualified individuals on the basis of disability in its employment process. The town will make all reasonable modifications to testing to ensure that people with disabilities have an equal opportunity for employment. Call 843-663-2284 for more information.*