

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Constable – Castries Seaport	Direct Reports:	Nil
Reports to:	Sergeant/Corporal	Internal Contacts:	All Employees
Department:	Ports Police	External Contacts:	RSLPF, Fire Services, Customs, Immigration, Government Agencies/Officials, Stakeholders
Classification	No Grade	Revised	June 11, 2024

JOB SUMMARY:

The job holder is responsible for maintaining law and order within the restricted areas of the air and sea ports

DUTIES AND RESPONSIBILITIES

Primary Functions

- Detects crimes, offences and other infractions of the law aimed at eliminating criminal activities
- Protects and ensures the safety of persons and property within the Ports.
- Prevents persons from illegally boarding any ship or aircraft.
- Assists in the enforcement of the:
 - Saint Lucia Air and Sea Ports Authority Act #10 of 1983.
 - Saint Lucia Air and Sea Ports Regulations No. 92 of 1985
 - The Airport Regulations #42 of 1976.
 - The Airport Civil Aviation Act #1 of 1992.
- Complies with the provisions of the Force Standing Orders and for Police Regulations No. 22 of 1965 and the Police Ordinance #30 of 1965.
- Preserves the public peace
- Attends court proceedings, prepares case files, serves summonses and execute warrants
- Verifies, secures and deliver lost and found property.
- Provides assistance in the elimination of stray animals at the ports.
- Manages the flow of traffic in and around the port facility
- Provides escort for the transportation of cash
- Participates in parades
- Assists in the enforcement of the provisions of any law relating to quarantine.
- Performs guard duties to secure the port facilities
- Assists Customs & Excise with the execution of Emigration and Immigration laws.
- Assists in the prevention and detection of contravention of the Revenue and Customs Laws.
- Assists in the preparation of Port Documents and Identification Cards.
- Assists in the enforcement of screening techniques

- Assists in the enforcement of traffic laws
- Verifies the License of Small Craft to ensure compliance with Maritime Laws
- Conducts security patrols within and around the port and assist with driving duties
- Verifies the correct delivery of goods prior to the customer leaving the port
- Conducts background checks, investigations and rummaging of imported vehicles
- Monitors destuffing activities to ensure integrity of cargo
- Performs any other related duties as assigned by the Supervisor from time to time

QUALIFICATIONS

- Five (5) O' Levels including English & Mathematics – General 1 or 2 plus one (1) year relevant working experience

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates a high level of confidentiality, competency and professionalism at all times
- Excellent interpersonal and communication skills.
- Advanced knowledge of and proficiency in technological innovative tools
- Sound problem-solving skills.
- Excellent time management and organizational skills.
- Active listening skills and attention to detail.
- Function within a team environment.
- Ability to be flexible with work assignments.
- Ability to use one's initiative and be proactive.

SIGNATURE

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : _____

Employee's Signature : _____

Date : _____

