



Job Title:	Police Officer	Department/Loc:	Police Department	
FLSA Classification:	Hourly, Non-Exempt	Date Drafted:	08/05/2022	
Reports To:	Patrol Sergeant	Grade:	109	

Position Summary

The purpose of the class is to provide daily patrol and law enforcement service for the City. The class is responsible for police patrol, responding to emergencies, and investigating alleged criminal violations. The class works according to set procedures under direct supervision.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Performs vehicular patrols in assigned area; controls traffic; assists motorists and persons in distress; issues traffic summonses, warnings, and citations; pursues, apprehends, and detains criminals, suspects, and traffic violators.
- Interviews complainants, victims, witnesses, and suspects in accordance with criminal investigation procedures; gathers, summarizes, and formats case information; interprets applicable state statutes and municipal ordinances.
- Documents incident reports; maintains records required for legal processes of court; serves as a witness in court proceedings.
- Transports and escorts prisoners and mental patients to and from institutions and court.
- Provides security at business establishments; may escort persons making bank deposits.
- May contact citizens and businesses regarding their law enforcement concerns.
- Promotes law enforcement cooperation and awareness with school and civic groups; establishes positive community relations.
- Cooperates with law enforcement officers of other state, local, and federal agencies in investigations.
- Works with the community outreach division for public education and attends speaking engagements.
- May provide back-up for dispatcher; responds to citizen complaint calls; serves summons, warrants, and other legal documents, explaining purpose of court order.
- Assists in investigating crimes, incidents, and collisions; conducts surveillance; collects and documents evidence and prepares investigation reports; secures crime scenes, monitoring activity and controlling access to area; maintains contact with confidential informants.
- Helps develop and implement policies and procedures.
- Attends and conducts meetings as required.
- Develops and maintains cooperative relationships with other City departments, outside vendors, and the general public contacted in the course of work; assists in resolving problems or complaints.
- Ensures the proper maintenance of shift vehicles and equipment.
- Attends periodic training sessions, maintains required level of proficiency in the use of firearms and other issued police equipment.
- Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the department, city agencies, and the community. Promotes public safety cooperation and awareness with school and



civic groups; conducts public safety meetings/classes; establishes positive community relations. Receives and responds directly to citizens' inquiries, concerns, and complaints concerning law enforcement.

- Operates various types of officer equipment such as computers, printer, calculator, radio equipment, telephones, fax machine, copier, camera, etc. Operates/uses a variety of police equipment including police vehicle, firearms, etc.
- Uses office and computer supplies, restraining devices, protective gear, and a variety of police materials and supplies.
- Participates in safety related training, makes suggestions as necessary; serves on inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Follows safety rules and regulations and uses personal safety equipment.
- Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Position Responsibilities- Non-Essential/Other

- Prepares reports, papers, and other documents appropriate to the department; maintains and updates records and manuals.
- Attends seminars and studies written materials to maintain knowledge in the field.
- Performs general building maintenance as necessary.
- Performs general administrative work as required, including but not limited to attending and conducting meetings, preparing reports and correspondence, entering and retrieving computer data, answering the telephone, copying and filing documents, sending and receiving faxes, etc.
- Performs other related duties and other duties as assigned.

Essential Skills and Experience

- Requires high school diploma or GED.
- Requires good written and verbal communication skills.
- Must display a positive attitude and a calm, professional demeanor.
- Must have successfully completed required law enforcement courses and possess required certifications.
- Analytical abilities necessary to make sound, logical decisions quickly, and sound judgment are required to act in the best interests of the citizens and the jurisdiction.
- License and certifications
 - Valid South Carolina Driver's License
 - Must have completed the South Carolina Criminal Justice Academy (SCCJA) Class 1 LE or equivalent for out-of-state applicants (SCCJA Class 1 LE certification must be obtained within six months of appointment)

Mental & Physical Demands- ADA Guidelines

Physical Demands

• Sit	Frequently	• Reach Above Shoulder	Frequently
• Walk	Frequently	• Climb	Frequently
• Stand	Frequently	• Crawl	Frequently
• Handling	Frequently	• Squat or Kneel	Frequently
• Reach Outward	Frequently	• Bend	Frequently



Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

- | | | | |
|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

- **N/A** Not Applicable: Activity is not applicable to this occupation
- **O** Occasionally: Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- **F** Frequently: Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- **C** Constantly: Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
---------------------	--------------------	-------------

Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
-------------------------------	------------------------------	-------------