

Police Officer I

FLSA Status: *Non-Exempt*

General Definition of Work

Performs protective service work enforcing laws, investigating criminal activity, ensuring safety of public, maintaining records and files, testifying in court, preparing reports, and related work as apparent or assigned. Work is performed under the close supervision of the Police Sergeant.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

On an assigned shift, operates patrol vehicle, specialized police equipment or walks to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order; maintains visible police presence throughout the community.

Interviews victims and witnesses obtaining additional information regarding crime, accident, violation, etc.

Investigates crimes; collects evidence; conducts searches.

Responds to radio dispatches and answers calls and complaints; serves warrants, summons, etc.; completes arrest records.

Participates in illegal drug enforcement operations; conducts surveillance.

Makes arrests and testifies in court; prepares incident and various special reports.

Enforces traffic laws; investigates accidents; issues traffic citations; provides first responder medical assistance.

Provides police escorts, directs traffic; performs residential and commercial security checks.

Participates in a variety of in-service and special training programs.

Responds to and investigates domestic disputes; assists other law enforcement agencies when assigned.

Reports dangers of defective streets, sidewalks, traffic lights or other hazardous conditions.

May be assigned to collateral duty assignments such as school resource officer, investigations, etc.

Performs other duties as apparent or assigned

Knowledge, Skills and Abilities

Some knowledge of police methods, practices and procedures; some knowledge of the rules and regulations of the Police Department; some knowledge of the geography of the Town and location of important buildings; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal professionally, courteously and fairly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms and the operation of police vehicles; ability to establish and maintain effective relationship with associates and the general public.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience. Some law enforcement experience preferred.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, frequently sitting and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment, frequently working near moving mechanical parts and exposure to vibration and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to the risk of electrical shock and working with explosives; work is generally in a moderately noisy location (e.g. business office with copy machines, telephones and/or computer printers, light traffic).

Special Requirements

South Carolina Criminal Justice Training Academy certification.

Possession of an appropriate driver's license valid in the State of South Carolina.