

<b>Job Title:</b>	<b>Police Officer I</b>
<b>Department/ Division:</b>	<b>Police</b>
<b>Exemption Status:</b>	<b>Non-Exempt</b>
<b>Immediate Supervisor:</b>	<b>Sergeant</b>
<b>Normal Work Schedule:</b>	<b>Shift Work (12 hour Shift)</b>

**Brief Description of the Job**

Responds to calls for service, report findings and take appropriate action to resolve issues. Investigate crimes and employ crime reduction/preventive techniques situational. Conduct follow up investigations. Act as liaison between community and municipal government. Perform additional functions as directed by supervisor.

**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.*

Respond to calls for service received through police communications and appropriately documenting results and taking appropriate action such as arrests.

Analyze situation, interview suspects, victims and witnesses, review evidence, take appropriate action such as make arrests, issue warrants/tickets, complete additional paperwork.

Conduct foot and vehicle patrol, visual and auditory awareness of beat area, interact with citizens and businesses.

Interact with citizens and community groups. Attend community meetings and functions. Offer services such as safety talks and security surveys.

Understand laws and ordinances, employ appropriate court procedures, file correct documents such as warrants and tickets, organize supporting documentation for case.

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for the job. Finally, each employee must immediately report any unsafe work practices and unsafe conditions as well as any on-the-job injuries or illnesses.

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Other duties and responsibilities as assigned.

### **Knowledge, Skills and Abilities**

Comprehensive knowledge of the laws and regulations relating to law enforcement administration, comprehensive knowledge of department rules and regulations; thorough knowledge of Town laws and ordinances; thorough knowledge of the geography of the Town and the location of important buildings; ability to assign; ability to deal with the public firmly and tactfully; ability to analyze complex police problems and to adopt quick and effective reasonable courses of action; skill in the use of firearms and the operation of a motor vehicle; ability to establish and maintain working relationships with associates and the general public.

### **Job Requirements**

High School diploma plus six months to one year of advanced study or training through the Criminal Justice Academy/FTO program/ completion of probationary period is required. Associates, Bachelors, or Master's Degree preferred.

Under and including one year experience as an Officer in Training. Have a AA degree from accredited college or technical institute, or equivalent combination of experience and training. Previous law enforcement or Military experience preferred.

South Carolina Class D license.

### **Physical Requirements**

Degree of physical demands (Strength) - Medium Work exerting up to 50 pounds of force occasionally and/or 25 pounds of force frequently, and /or up to 10 pounds or force constantly to move objects including the human body.

This work requires speaking or hearing and using hands to finger, handle or feel, frequently standing, walking, sitting, reaching with hands and arms and repetitive motions and occasionally requires 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

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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 make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; occasional exposure to unpleasant environmental conditions and/ or hazards. Daily exposure to physical danger or abuse from suspects, exposure to mechanical hazards; electrical hazards and communicable diseases. Frequently requires time pressures, emergency situations, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, and noisy/distracting environment. Occasionally requires tedious or exacting work.

### **Essential Safety Functions**

*It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for the job. Finally, each employee must immediately report any unsafe work practices and unsafe conditions as well as any on-the-job injuries or illnesses.*

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