

## **GENERAL DESCRIPTION:**

The purpose of this position is to enforce all local, federal and state laws relating to public safety and welfare; to perform general police work, responding to calls for service; to participate in special unit operations and activities as assigned, and to perform related work as required. The position works according to some procedures but decides how or when to do things; work is reviewed frequently by supervisor.

## **ESSENTIAL JOB DUTIES:**

- Enforces all local, federal and state laws relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations and standards of safety.
- Performs assigned police duties, which may include traffic safety and enforcement, patrol, criminal investigations, narcotics / vice investigations and enforcement, crime scene / evidence investigations and control, community service, court security, warrant service, school resource officer / D.A.R.E. programming, etc.
- Performs general law enforcement duties as necessary, including but not limited to patrolling assigned areas of the County, responding to public calls for assistance, maintaining order and public safety, apprehending and arresting suspected law violators and criminal suspects, collecting evidence and participating in investigative operations.
- Performs routine service duties, including but not limited to providing escort service for the protection of persons and/or property, assisting stranded motorists, directing traffic, providing security and crowd control at special events, etc.
- Prepares cases for prosecution; provides court testimony 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.
- Maintains assigned equipment and vehicles.
- Receives and responds to citizens' inquiries, concerns and complaints concerning law enforcement activities.
- Attends periodic training sessions and attends conferences and meetings to keep abreast of current law enforcement and investigative trends, technology and legislation; maintains required physical fitness and required level of proficiency in the use of firearms.
- 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 maintaining logs, preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, answering the telephone, etc.
- Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Requires gathering, organizing, analyzing, examining or evaluating data or information and may prescribe action based on such data or information.
- Requires persuading or influencing others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations or ordinances.
- Requires leading, operating or repairing complex machinery or equipment that requires extended training and experience, such as firearms, emergency response vehicles, etc., or the application of custom administrative software or systems; may involve installation and testing. Involves operations of limited scope.
- Requires performing skilled work involving rules/systems with almost constant problem-solving.
- Requires using addition and subtraction, multiplication and division, and/or calculating ratios, rates and percentages.
- Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.
- Requires doing specialized technical or entry-level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

## **EDUCATION AND EXPERIENCE:**

The educational requirement for this position is:

- Requires high school diploma or GED equivalent supplemented by the completion of required law enforcement coursework.
- Education may be substituted for experience.

Related Experience required:

- Requires a short demonstration up to and including one month.

Experience may be substituted for education.

## **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

Certifications, licenses, professional designations, or other qualifications required for this position include:

- Must be able to obtain Basic Law Enforcement Certification.
- Must possess a valid state driver's license without record of suspension or revocation in any state.
- Must be a U.S. citizen and be 21 years of age or older at the time of employment; must not possess felony convictions and disqualifying criminal histories within the past seven years; must be able to read and write in the English language.
- Must meet other requirements as set forth in applicable South Carolina statutes and regulations.

Certifications, licenses, professional designations, or other qualifications preferred for this position include:

- May require additional professional or technical certification(s) as deemed necessary by supervisor.

## **ESSENTIAL PHYSICAL REQUIREMENTS:**

### Physical Requirements:

- Standing: 1/3 of the time or over; walking: 1/3 of the time or over; sitting: up to 2/3 of the time; using hands: 2/3 of the time or over; reaching with hands and arms: 2/3 of the time or over; Climbing or balancing: up to 1/3 of the time; stooping, kneeling, crouching, or crawling: 1/3 of the time or over; talking, seeing, or hearing: 2/3 of the time or over; tasting: under 1/3 of the time; smelling: 2/3 of the time or over.

### This position requires lifting:

- Up to 10 pounds: 2/3 of the time or over; Up to 25 pounds: up to 2/3 of the time; Up to 50 pounds: under 1/3 of the time; Up to 100 pounds: under 1/3 of the time; More than 100 pounds: under 1/3 of the time.

### Vision Requirements:

- This position has the following special vision requirements:
- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up or down and to the left and right when vision is fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

## **ENVIRONMENTAL WORKING CONDITIONS:**

The following physical conditions and hazards may be encountered while working in this position:

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|---|------------------------------|
| → Indoor environment                                | → Bright/dim light           |
| → Extreme heat and/or cold, wet or humid conditions | → Fumes and/or noxious odors |
| → Traffic   | → Electrical hazards         |
| → Violence  | → Heights                    |
| → Disease/pathogens                                 | → Chemical hazards           |
| → Dusts and pollen                                  | → Explosive hazards          |