

POLICE OFFICER ESSENTIAL JOB FUNCTIONS:

- Attends training classes, observes, and assists superior officers in order to learn the policies, procedures, methods, and protocols associated with the position of Police Officer with the Town of South Congaree.
- Previously completed Class I Certification through the Criminal Justice Academy in accordance with §23-23-40 of the Code of Laws of South Carolina 1976.
- Enforces all federal and state laws and Town ordinances relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations, and standards of safety.
- Performs general patrol duties, including, but not limited to patrolling assigned areas of the Town, monitoring property security, responding to emergency calls and/or public calls for assistance, apprehending and arresting suspects and violent persons, securing crime scenes, seizing property and/or criminal evidence, maintaining public order, transporting prisoners and mental patients, etc.
- Performs traffic enforcement duties, including issuing traffic tickets and warnings, detecting DUI suspects, and assisting with accident reconstruction and investigations.
- Assists with the service of warrants, summonses, subpoenas, civil and other official papers.
- Assists with criminal investigations. Assists in interviewing witnesses, complainants, and victims; interrogating suspects; gathering physical evidence and preserving it for court; providing case follow-up as needed.
- Provides testimony and presents evidence in court, as necessary.
- Administers first aid and assists EMTs at emergency scenes, 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.
- Learns and remains abreast of all federal and state laws, and ordinances of the Town of South Congaree
- Maintains assigned equipment and vehicle.
- Receives and responds to citizen inquiries, complaints, and requests for assistance.
- Participates in neighborhood and community relations programs; attends neighborhood meetings to enhance police/community relationships and to address safety and quality of life issues.
- Attends periodic training sessions and attends seminars and meetings to keep abreast of current law enforcement trends; maintains required physical fitness and required level of proficiency in the use of firearms.
- Works under stressful, high-risk conditions.
- 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 preparing reports and correspondence, entering, and retrieving computer data, copying, and filing documents, sending, and receiving faxes, answering the telephone, etc.; and
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or GED.
- SCCJA Certification with good standings
- Valid South Carolina Class "D" Driver's License.

SPECIAL REQUIREMENTS:

- U.S. Citizen.
- Must be at least 21 years of age.

Knowledge, Skills, and Abilities:

- Knowledge of addition and subtraction, multiplication, and division, and/or calculating ratios, rates, and percentages.
- Ability to summarize, tabulate or format data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.
- Ability to speak or signal to people to convey or exchange information of a general.
- Ability to lead, operate or repair complex machinery or equipment that requires extended training and experience, such as police vehicles and equipment, firearms. Involves operations of limited scope.
- Ability to perform skilled work involving rules/systems with almost constant problem-solving.
- Ability to read 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.
- Ability to perform clerical, manual, or technical tasks prescribed by standard practices, but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results; and
- Ability to guide others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

PHYSICAL DEMANDS:

The work is considered medium-to-heavy in nature and involves walking, standing, running, climbing, balancing, stooping, kneeling, crouching, and lifting, pushing, or pulling objects, and also involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis.

WORKING CONDITIONS:

Work environment may involve exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, fumes and/or noxious odors, traffic, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, explosives, violence; and is dynamic that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

Job Type: Full-time

Pay: From \$45,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 12-hour shifts

Work Location: In person.