



Position Vacancy Police Officer

TITLE: Police Officer

DEPT/DIV: Police

FLSA: Non-exempt

JOB CODE: 490

GRADE: L1-L4

GENERAL SUMMARY

Under general supervision exercises responsibilities for the enforcement of state and local laws relating to public safety and welfare. Exercises independent judgment in dealing with dangerous or emergency situations, exercising safety practices and procedures. Works under stressful and dangerous conditions. Reports to the Lieutenant/Sergeant/Corporal.

PRIMARY DUTIES AND RESPONSIBILITIES

Patrols designated area of the City on assignment for the purpose of observing the area for possible criminal activity or other conditions that could endanger public safety; investigates complaints and enforces laws; maintains high visibility.

Investigates crimes; interviews witnesses, complainants, and victims; gathers physical evidence and preserves for court; conducts follow up investigations as needed.

Responds to emergency calls, such as robberies, burglaries, kidnappings, assaults, murders, fires, accidents, and practices safety procedures in answering and responding to calls. Keeps bystanders out of danger; safeguards property; and renders first aid in emergency situations.

Apprehends, arrests, and detains criminal suspects and law violators when necessary; follows proper procedures when making arrests.

Receives and investigates traffic complaints and accidents; takes photographs and collects physical evidence from scene; administers citations or other action as required.

Records information concerning events that took place during tour of duty and records such activity in the manner as prescribed by the department.

Serves warrants, summonses, subpoenas, and other official papers.

Serves as witness in court and provides evidence in court as required.

Transport's prisoners to set location, as necessary.

Performs various crime prevention and non-emergency activities as checking residential, commercial, and other properties for security as requested; assisting motorists; directing traffic

for football games and school crossings; reporting dangerous or defective streets, traffic lights, water lines, or other hazardous conditions; performing dispatch duties as needed; developing and presenting programs for public awareness; etc.

Participates in narcotics operations.

Prepares, processes, and/or transmits various records and reports which include incident reports, accident reports, statements, booking reports, traffic tickets, property receipts, radar log, maintenance reports, work orders, breathalyzer reports, statistics, photographs, computer printouts, etc.

Maintains weapons and equipment in functional and presentable condition.

Answers questions asked by the public, works with juveniles and adults in related matters; refers public to persons or agencies which can provide further assistance as required.

Attends required periodic training sessions and seminars; participates in required physical fitness activities.

Maintains required level of proficiency in the use of firearms, and other law enforcement techniques.

Takes active charge in serious or unusual situations and makes decisions at crime scenes which may be centered around life-or-death situations; decisions are based on the safest procedures to be followed to ensure safety to individuals involved and fellow officers/members of rescue team.

Utilizes various types of equipment and tools in the performance of duties such as a vehicle, radar, two-way radio, firearms, restraint devices, breathalyzer, mace, fingerprint kit, medical supplies, copier, personal computer, camera, protective clothing, etc.

Interacts with various individuals and groups such as co-workers, supervisors, medical personnel, technicians, lawyers, insurance agencies, victims, and the public.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

High school graduate or equivalent with 1 - 2 years of law enforcement experience or any equivalent combination of acceptable training and experience. Must have successfully completed prescribed course of study at the S.C. Criminal Justice Training Academy. Must be able to maintain required level of proficiency in the use of firearms, and evasive action/driving skills. Must possess breathalyzer and radar certifications. Must have a valid Class D South Carolina Driver's license.

Knowledge:

Knowledge of the Police Department's methods, policies and procedures including the rules, regulations and ordinances pertaining to public safety and welfare. Knowledge of state and local criminal laws. Knowledge of criminal behavior and methods of operation. Knowledge of legal rights of accused persons, and the public. Knowledge of the legal system, state laws and court rules relative to the activities of legal processes, etc. Knowledgeable of all police techniques as provided via required certification and training.

Skills/Effort:

Capable of using independent judgment and discretion in dealing with emergency and criminal situations. Ability to effectively communicate with individuals and groups from a wide variety of educational and cultural backgrounds. Able to perform the duties of the position under stressful and dangerous conditions. Able to utilize and operate equipment, firearms, and other items used in law enforcement. Can compile, organize, maintain, and prepare a variety of records and reports as required. Has the ability to meet all physical standards and requirements.

Must be dependable, responsible, respectful all while representing the City's image and communal relations on and off the job. This position requires law abiding, professional, behavioral standards, and expectations, which are applicable on and off the job, often in the presence of community members and other City employees alike.

The ability to work autonomously, honestly, with integrity all while exhibiting great time management of City property and time utilization. Occasional local travel may be required for training. Other physical, health and mental requirements may apply.

Working Conditions:

Subject to any number of discomforting and/or dangerous conditions when responding to crime/fire/emergency scenes or performing police work including extreme heat, cold, humidity, explosives, noise, electrical hazards, vibrations, dusts, wetness, violence, heights, light intensity, fumes/smoke, disease, radiation, and toxic chemicals. Police work may require a high degree of physical exertion and dexterity as required to manually apprehend/restrain law violators; includes running, walking, lifting, pushing/pulling, grabbing, and other physical requirements. Other physical/mental requirements may apply.

Responsibility:

No budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

Full Time position with Health Benefits, 401k, over time event pay and qualifies for Police Officer Retirement.

Pay Range for Police Officer Positions are varied based on tenure, rank, education, experience and job fit starting at \$31,310.

Applications may be mailed to: The City of Abbeville P.O. Box 40, Abbeville SC 29620 Attn: Human Resources or emailed to fanderson@abbevillecitysc.com