

Mauldin Police Department

JOB DESCRIPTION

Position Title: Patrol Officer

Statement of Duties

Position provides highly responsible law enforcement and crime prevention functions for the Police Department. Responsibilities include enforcing laws and ordinances, investigating misdemeanor and felony crimes, arresting offenders of the law, responding to dispatch calls involving traffic accidents, medical and other emergencies, civil disputes, family disturbances and other calls requiring police assistance.

Supervision

Employee works under the general supervision of a shift supervisor. Prior training and experience guide the employee in necessary actions to take on specific field situations. Employee operates with a degree of independence but must inform superior officer of any unusual situation(s), and secure additional instructions, dependent upon the gravity of each situation. Work is reviewed through written and verbal reports, by complaints of citizens and observation by superior officer(s). Pertinent laws and court decisions must be observed and followed. Employee uses judgment and experience to solve problems and determine work methods. Questionable cases are referred to the supervisor. Employee has access to criminal investigation and records material related to specific cases.

Employee has access to some access to confidential information including criminal records.

Employee does not have any supervisory responsibilities.

Job Environment

Employee works within numerous standard operating procedures, as detailed in the department rules and regulations, the police manual, and applicable state, federal, and local laws, that often require additional interpretation. Responsibilities are diverse and require understanding, common sense and the application of a variety of techniques and practices learned in law enforcement training. Employee must be aware of and understand human behavior under stressful conditions, fact-finding, and investigative techniques. While many guidelines and laws are available and need to be observed, the enactment of new laws and court decisions occur often. Employee must exercise good judgment and initiative in meeting unforeseen situations and emergencies, and insures equal application of law without bias.

Errors can result in a delay or loss of service, personal injury/loss, injury to others, legal repercussions, damage to buildings and/or equipment and monetary loss. The position's responsibility is to provide the protection of lives and property under hazardous and emergency conditions, and may require decisions that can have catastrophic consequences to the city if improperly made.

The position has constant contact with the public to receive and respond to calls, enforce laws, conduct educational programs, attend and participate in meetings, respond to inquiries and complaints, and/or provide information and assistance. The position has daily contact with other city departments, fire department, EMS, animal control, school department, other law enforcement agencies, court personnel, attorneys, suspects, witnesses, victims, professionals, various agencies and organizations for the purpose of giving or receiving information, conducting research and investigations, coordinating activities, and/or providing information and assistance. Contact usually occurs in person or on the phone.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that maybe performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.

Essential Functions

1. Works on rotating shifts performing security patrols, traffic control, investigation and minor first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
2. Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
3. Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
4. Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, or other situations, and takes appropriate law enforcement action.
5. Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene.
6. Conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses

and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders; prepares cases for giving testimony and testifies in court proceedings.

7. Prepares a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation report, alcohol reports, DUI reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, and other reports.
8. Undertakes community-oriented police work, and assists citizens with such matters as stalled vehicles, crime prevention, traffic safety, and other matters.
9. Participates in investigating criminal law violations occurring within the city limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
10. Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.
11. Coordinates activities with other officers or other City departments as needed, and exchanges information with officers in other law enforcement agencies.
12. Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.
13. Maintains departmental equipment, supplies and facilities.
14. Maintains contact with general public, court officials, and other City departments in the performance of police operating activities.
15. May serve as a member of various employee committees.
16. Performs other related duties as required.
17. As DARE officer, teaches classes in drug resistance education to area schools; educates general public in crime prevention, including teaching neighborhood watch groups and church groups.
18. Employee may be assigned as an SRO as required.

Recommended Minimal Qualifications

Physical and Mental Requirements

Employee primarily works outdoors on patrol in a police car. Employee may be exposed to outdoor weather conditions, high places, toxic or caustic chemicals, fumes or airborne particles, extremes of heat and cold, moving mechanical parts, risk of electric shock, work with explosives, risk of radiation, dangerous people and/or situations, stress, traffic, and biological hazards up to 2/3'd of the time. Employee is required to stand, walk, talk, listen, use hands, climb, balance, stoop, kneel, crouch, crawl, reach with hands and arms, and taste or smell up to 2/3 rd of the time; and sit up to 1/3 rd of the time. Employee frequently lifts up to 10 lbs., and occasionally lifts up to or more than 100 lbs. Normal vision is required for this position. Equipment operated may include automobile, light equipment, medical equipment, office machines, computers, firearms, and other tools of the trade.

Education and Experience

A candidate for this position should have a high school diploma or GED equivalent supplemented by training in law enforcement, criminal justice administration, or a related field; and ability to successfully complete South Carolina Criminal Justice Academy training.

Special Requirements

A candidate for this position must also have a valid South Carolina driver's license with no prior convictions for any violation which would have or did cause their driving privileges to be suspended, and the ability to meet the department's physical standards.

Knowledge, Skills and Abilities

- A candidate for this position should have knowledge of
- State and local laws as well as principles, practices, and methods related to law enforcement and crime prevention
- Constitutional and civil rights
- Investigative techniques
- Geographical and demographical information of the city

Skill in:

- Handling hostile or difficult situations effectively
- Effectively communicating with people of all backgrounds and ages
- Effectively operate required vehicle and equipment

And ability to:

- Gather information and conduct thorough investigations
- Produce accurate and precise reports of incidents

- Properly handle and maintain evidence
 - Maintain professional demeanor and make sound decisions under stress
 - Detect hazardous situations
 - Resolve problems
 - Prioritize tasks and perform multiple tasks simultaneously
 - Ensure the rights and equitable treatment of citizens
 - Perform the physical requirements of the position
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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NOT A CONTRACT