



Classification Specification

Classification Title: POLICE OFFICER - PATROL

Pay Grade: 7 FLSA: NON-EXEMPT

Purpose of Classification:

The purpose of this classification is to protect life and property, to deter criminal activity, and to enforce all local, state, and federal laws, statutes, and regulations.

Distinguishing Characteristics: This classification is distinguished from other ranks in the department by work assignment and increasing levels of experience, job knowledge, independence, and decision-making.

Essential Functions:

The following duties are typical for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Enforces all applicable codes, ordinances, laws, and regulations (both traffic and criminal) in order to protect life and property, prevent crime, and promote security.

Detects and deters criminal activity: patrols designated areas; responds to calls relayed by dispatchers; writes citations; apprehends, arrests, and processes criminals, fugitives, and offenders as appropriate; and provides assistance and backup support to other officers and agencies as necessary.

Conducts preliminary investigations: interviews victims, complainants, and witnesses and takes statements; gathers information and evidence; secures crime scenes; prepares investigative reports and sketches; participates in court activities; and testifies in judicial proceedings.

Performs rescue functions at accidents, emergencies, and disasters, which may include lifting, dragging, or carrying people away from dangerous situations, securing/evacuating people from particular areas, administering medical aid, or extinguishing small fires.

Performs related law enforcement duties in support of department operations: monitors and responds to calls for assistance; performs traffic control and enforcement; investigates accidents and reported crimes; interviews citizens; conducts searches; pursues fleeing, and subdues resisting, suspects; impacts arrests; and processes and transports prisoners.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of

employees and other individuals: performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits; and inspects and maintains assigned police vehicle, uniform, weapons, and equipment.

Creates/maintains positive public relations with the general public: attends and participates in community events and activities; and provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, and related issues.

Communicates via telephone and/or two-way radio: and communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Attends shift meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law: reads professional literature; and maintains professional affiliations.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: prepares, completes, receives, reviews, processes, forwards, or retains, as appropriate various forms, reports, correspondence, statements, evidence, court documents, warrants, incident and accident reports, citations, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Communicates with supervisor, City employees, outside agencies, the public, and other individuals and organizations as needed to coordinate work activities, review status of work, exchange information, receive/give advice and direction, and resolve problems.

Operates or utilizes various equipment associated with law enforcement in order to complete work assignments: operates and maintains police vehicle, firearms, electronic control device, emergency equipment, radio/communications equipment, and other law enforcement tools and equipment; and operates a personal computer to enter, retrieve, review, or modify data.

Minimum Qualifications:

High school diploma or GED required; supplemented by one (1) year of work experience that shows an ability to maintain steady employment in any field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid South Carolina driver's license. Must possess and maintain South Carolina Law Enforcement Officer certification.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control, and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant, physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, unsafe structures, heights, confined spaces, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

The City of Simpsonville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective and current employees to discuss potential accommodations with the employer.