



Job Title:	Patrol Officer I – Non-certified Patrol Officer II – Certified	Department/Loc:	Law Enforcement
FLSA Classification:	Non-Exempt	Date Drafted:	April, 2019
Reports To:	Patrol Sergeant		

Position Summary

Under supervision, performs general duty police work to enforce the laws and ordinances of the City of Forest Acres. Work, once certified, includes the patrolling of the city, enforcement of laws, conducting investigations and assisting citizens.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Operates police vehicle to patrol city. While on duty this individual will report suspicious situations; enforce all Federal, State, traffic laws, and municipal laws and codes; conduct inspections of commercial and private property; report and record broken traffic signals, street lights, traffic signs, street name signs, natural gas leaks, water leaks, defective streets or sidewalks, etc.
- Investigate crimes such as burglaries, rapes, vice, missing persons, fires, and homicides which involves acquiring all possible information on crime, visiting crime scenes, conducting raids and searches, interviewing and interrogating suspects and witnesses, collecting and preserving evidence, and disseminating information to all shift personnel
- Provides assistance to the general public to include providing security at public functions, checking commercial and private property, responding to alarms, etc.
- Compiles, prepares, and processes administrative reports including incident reports, laboratory reports, medical reports, forensics reports, statistical reports, case records, inspection reports, and general office correspondence
- Works under stressful, high-risk conditions and with life threatening situations
- Receives and/or reviews various records and reports such as criminal history reports, State codes and City ordinances updates
- Prepares and/or processes various records and reports such as incident reports, uniform traffic tickets, collision reports, arrest warrants, and court presentations
- Refers to South Carolina criminal law and motor vehicle handbook, City codes book, departmental policy handbook, training, experience, policy and procedure manuals, computer manuals, regulations, publications and reference texts, etc.
- Operates a police vehicle and a variety of equipment such as radar, radio, mobile vision camera system, siren and light bar, etc.
- Uses a variety of tools such as weapons, bulletproof vest, taser, handcuffs, AED, etc.
- Interacts and communicates with various groups and individuals such as the Sergeant, department employees, business property owners, State agencies, Federal agencies, and the general public.

Position Responsibilities- Non-Essential/Other

- Responds to non-emergency calls of service and assists citizens
- Other duties as assigned

Essential Skills and Experience

- High School Diploma



- SC Criminal Justice Academy Certification (Patrol Officer II) or ability to obtain within one year of employment (Patrol Officer I)
- Must have successfully completed required courses and certification; may be required to possess additional certification(s) as deemed necessary by the City
- Must possess a valid South Carolina driver's license

Beneficial Skills and Experience

- Associates degree or higher

Mental & Physical Demands- ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

- | | | | |
|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

- | | | |
|--------------|----------------|---|
| • N/A | Not Applicable | Activity is not applicable to this occupation |
| • O | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • F | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • C | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

ENVIRONMENTAL HAZARDS:

Individual is often in high-risk conditions and with life threatening situations
 This job often requires the individual to be outside. May deal with heat, cold, rain, humidity, etc.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed