

**TOWN OF AYNOR, SOUTH CAROLINA  
JOB DESCRIPTION, FEBRUARY 2011**

**JOB TITLE: POLICE OFFICER FIRST CLASS  
POLICE DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, patrols assigned areas of the Town and performs general police duties to ensure the proper enforcement of laws, ordinances and regulations relating to public safety and welfare as set forth by federal, state and the Town of Aynor. Establishes and maintains a police presence to promote a positive attitude toward law enforcement. Performs routine police work to enforce all laws and ordinances related to public safety. Exercises independent judgment in routine as well high risk situations. Performs related work as assigned. Reports to the Police Corporal.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Observes and monitors speeds of vehicles in the Town limits. Stops violators exceeding the speed limit; processes tickets for speeding, running stop signs, or other violations of Town or State laws. Performs traffic enforcement duties as necessary; investigates traffic accidents.

Observes citizens on foot and other motorized means of transportation. Determines if there is need for assistance from law enforcement. Reports the existence of hazardous street conditions.

Engages in patrol functions for the purpose of detecting and deterring criminal activity, which includes responding to calls for service and assistance from the public.

Responds to and assumes control of high-risk and/or emergency situations until relieved by supervising officer.

Responds to calls from County for police assistance.

Participates in law enforcement duties as necessary, including but not limited to patrolling assigned areas of the Town; checking properties for security; responding to alarms, responding to public calls for assistance, apprehending and arresting suspects, securing crime scenes, collecting evidence, maintaining law and order, interviewing victims/suspects/witnesses, transporting prisoners, participating in investigations, etc.

Performs community-oriented policing; develops cooperative relationships with citizens and community leaders to aid in crime prevention and law enforcement programs and activities. Develops crime watch programs in assigned areas of the Town; conducts, facilitates and/or attends crime watch meetings.

Responds to calls for assistance in domestic disputes, etc. Serves criminal warrants.

Provides court testimony as necessary.

Participates in officer training.

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Represents the Police Department by attending and participating in public activities; participates in department public relations efforts.

Maintains required level of proficiency in the use of firearms.

Remains abreast of all federal and state laws, and ordinances of the Town.

Receives, reviews, prepares and/or submits various records and reports including incident reports, accident reports, investigative reports, warrants, arrest reports, case folders, traffic tickets, etc.

Operates a police vehicle, firearms, tasers, restraining devices, Datamaster, radar, two-way radio, and other police-issued equipment, as well as a variety of other equipment including a computer, telephone, calculator, typewriter, fax machine, camera, etc. Exercises care and safety in the use of equipment required to complete assigned tasks.

Interacts and communicates with various groups and individuals such as the immediate supervisor, other Department officers and staff, co-workers, trainees, Town employees, court personnel, attorneys, other local, state and federal law enforcement agencies, suspects/defendants, victims, witnesses, and the general public.

Uses office supplies, clerical supplies

### **ADDITIONAL JOB FUNCTIONS**

Provides public assistance as needed, including but not limited to assisting stranded motorists, providing funeral escorts, directing traffic, transporting Judge to and from County Jail, etc.

Assists with dispatch duties as needed.

Assists Judge with bond hearings.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent supplemented by one to two years of experience in law enforcement, or any equivalent combination of education and experience, which provides the required skills, knowledge, and experience. Must possess S.C. Law Enforcement certification, CPR certification; may require additional certification(s). Must possess a valid state driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including firearms, automobile, office equipment, radio, telephone, etc. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of

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those for sedentary work; must be able to remain on feet for periods of time, stoop, kneel, crouch, lift, carry, push, pull, climb, balance, walk, run, etc. Must be physically fit and able to defend one's self from a attack or physical assault. Must be able to restrain, lift and/or carry adults of varying weights.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

**Language Ability:** Requires ability to read a variety of law books, maps, policy and procedure manuals, warrants, criminal records, etc. Requires the ability to prepare reports, records, forms, etc. with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational backgrounds and in a variety of technical and/or professional languages including law enforcement.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery, firearms and other special equipment; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations. The worker may be subject to danger or risk to a

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significant degree, or to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the Police Department as they pertain to the performance of duties of the Patrol Officer First Class. Has considerable knowledge of the methods, organization, planning, management and supervision of a municipal law enforcement agency as reflected in the needs and requirements of the Town. Is able to perform duties under the pressure of high expectations for exemplary and non-erring Leadership, professionalism and implementation of law enforcement procedures. Is able to show a high level of discretion and flexibility in daily operations. Has knowledge of the functions and inter-relationships of state and local law enforcement agencies. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Has thorough knowledge of up-to-date methods of law enforcement procedures. Has thorough knowledge of firearms, automotive, radio and other law enforcement equipment. Is skilled in the use of firearms. Is able to assist with criminal investigations. Has thorough knowledge of legal rights of accused persons and law enforcement. Has thorough knowledge of criminal behavior and methods of operation. Has knowledge of the layout of local roads and of the locations and characteristics of the various neighborhoods. Is able to analyze problems that arise on the job and recommend solutions. Is able to assemble and analyze information and make written and oral reports concisely, clearly and effectively. Is able to comprehend, interpret and apply regulations, procedures and related information. Is able to communicate effectively with a wide variety of public and private groups and is persuasive in such communication. Has sufficient knowledge of other Town departments to communicate with their representatives as necessary in carrying out duties and responsibilities. Has the mathematical ability to handle required calculations accurately and quickly. Has skill in the use of computers. Has knowledge of the occupational hazards and safety precautions of the industry. Is able to work in uncomfortable physical conditions, including exposure to extreme heat and cold, wetness, humidity, smoke, machinery and traffic hazards, toxic agents, odors, fumes, disease, and violence.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all Town departments and divisions, co-workers, customers, and the general public.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

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**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.