



## City of North Charleston

### Vacancy Notice

**Position:** Police Officer

**Department:** Police

**Pay Grade:** 111 (\$44,906 – \$67,359)

#### GENERAL STATEMENT OF POSITION

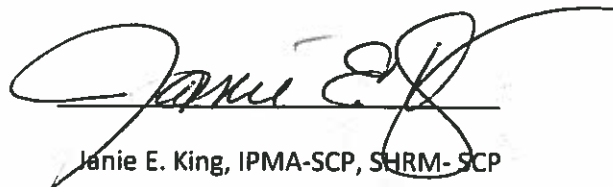
Under regular supervision, enforces all federal and state laws and City ordinances relating to public safety and welfare. Performs general uniform patrol, investigative, special operations or other police duties as assigned; responds to calls for service. Works under stressful high-risk conditions. Reports to the assigned Sergeant. *\*Full job description attached.*

#### MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires high school diploma or GED equivalent plus formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in criminal justice, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must have successfully completed required law enforcement coursework and hold required law enforcement certifications. Must possess a valid S.C. driver's license.

Posted: 04/20/2021

Deadline: **Until Filled**



Janie E. King, IPMA-SCP, SHRM-SCP  
Director – Human Resources

City of North Charleston  
South Carolina

*An Equal Opportunity Employer*

<b>Job Title:</b>	<b>POLICE OFFICER</b>	<b>Job Code:</b>	<b>650</b>
<b>Core Comp Group</b>	<b>POLICE</b>	<b>FLSA:</b>	<b>NON-EXEMPT</b>
<b>Pay Grade:</b>	<b>111</b>		
<b>Effective Date</b>	<b>08/20/2020</b>	<b>Revision A: Risk</b>	<b>04/08/2021 LHM</b>
<b>Revision B:</b>		<b>Revision C:</b>	
<b>FOR DEPARTMENTAL/OFFICE USE ONLY</b>			
<b>Dept.</b>	<b>Police</b>	<b>Dept. #</b>	<b>510</b>
<b>Location:</b>		<b>EM Status:</b>	
<b>Reports To:</b>	<b>Assigned Sergeant</b>		

**Summary Objective**

Under regular supervision, enforces all federal and state laws and City ordinances relating to public safety and welfare. Performs general uniform patrol, investigative, special operations or other police duties as assigned; responds to calls for service. Works under stressful high-risk conditions.

**Essential Functions**

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Enforces all federal and state laws and City ordinances relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations and standards of safety.
- Performs general or specialized police duties peculiar to the unit to which assigned.
- Performs general police work, including but not limited to maintaining public order, responding to calls for service, and apprehending, arresting and detaining criminals, suspects and law violators; transports prisoners and mental patients as necessary.
- Provides testimony and presents evidence in court as necessary.
- Receives and responds to citizen inquiries, complaints and requests for assistance.
- Prepares and submits daily records and reports as required.
- Maintains assigned equipment and vehicles.
- Assists other law enforcement agencies and jurisdictions as required.
- Participates in public relations efforts necessary to maintain cooperative and positive relationships between the department and community.
- Maintains required certifications and training as mandated by the Department.
- Performs general clerical work as required, including entering and retrieving computer data, preparing reports, copying and filing documents, sending and receiving faxes, attending meetings, answering the telephone, etc.
- Receives and reviews various documents, which may include case folders, incident reports, investigative reports, statements, evidence reports, etc.
- Prepares various documents, which may include daily activity reports, incident / accident reports, citizen complaint forms, citations/warnings, arrest reports, case reports, investigative reports, injury reports, various other records, logs, reports, etc.
- Refers to policy and procedure manuals, computer manuals, NCIC data, laws, codes, statutes, directories, maps, etc.
- Operates various types of office equipment, machinery and tools in the performance of duties, such as a computer, typewriter, adding machine, audio-visual equipment, radio equipment, telephone.

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Operates/uses a variety of police equipment, which may include a police vehicle, restraining devices, protective gear, firearms, radar unit, camera, crime scene investigative tools, surveillance equipment, etc.

- Uses clerical and computer supplies.
- Interacts and communicates with the immediate supervisor, other superior officers, co-workers, other City personnel, other law enforcement agencies, emergency response agencies, school officials, civic and community groups, attorneys, court personnel, complainants, witnesses, suspects, inmates, informants, and the general public.

*If assigned to uniform patrol, the employee's duties will also include the following:*

- Performs patrol duties, including but not limited to patrolling assigned areas of the City, responding to emergency calls and/or public calls for assistance, apprehending and arresting suspects and violent persons, securing crime scenes and determining the need for additional and/or specialized Police Department units, seizing property and/or criminal evidence, assisting with criminal investigations, interrogating suspects, etc.

*If assigned to the warrants section, the employee's duties will also include the following:*

- Serves warrants, summonses, subpoenas, civil and other official papers.
- Picks up persons throughout the state who are wanted for questioning / arrest by the City.
- Coordinates bond hearings for municipal and general sessions court offenses.

*If assigned to traffic enforcement, the employee's duties will also include the following:*

- Reports to traffic incident / accident scenes; investigates incidents / accidents and prepares appropriate citations; arrests violators and prosecutes cases in court.
- Provides traffic escort services for funerals, visiting dignitaries, etc.

*If assigned to investigations, the employee's duties will also include the following:*

- Responds to crime scenes; gathers physical evidence and submits to crime scene unit; assists in organizing and analyzing evidence to develop a case.
- Develops and follows leads; interviews complainants, victims and witnesses; identifies and interrogates suspects; seeks, develops and interviews informants.
- Participates in stakeouts and other surveillance activities as required.
- Prepares and serves search warrants; conducts searches and seizures of persons and property.
- May participate in investigations related to the physical and sexual abuse of children, juveniles and/or the elderly.
- Informs superiors of the progress of investigations as required.

*If assigned to the crime scene unit, the employee's duties will also include the following:*

- Responds to, secures and processes crime scenes.
- Gathers, packages and preserves physical evidence; sketches and/or photographs crime scenes.
- Locates, analyzes, compares and identifies latent fingerprints; uses various technologies to ensure best possible analysis and identification of prints; maintains chemicals used in latent print development.
- May identify confiscated marijuana or other illegal substances.
- Testifies to the results of forensic examinations in state and federal courts.
- Consults with prosecutors and assists in case preparation; prepares evidence for presentation in court.

*If assigned to narcotics investigations, the employee's duties will also include the following:*

- Enforces state laws and city / county ordinances related to illegal drug and vice activity, including but not limited to illegal narcotics investigations, streets drug operations, gambling violations, alcohol-related crimes and prostitution.

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- Conducts undercover narcotics buys and surveillance operations; prepares and serves search warrants and searches properties and persons for narcotics and/or evidence of illegal drug activity; conducts seizures of persons and property.
- Develops and follows leads; interviews complainants, victims and witnesses; identifies and interrogates suspects; seeks, develops and interviews informants.
- Maintains narcotics intelligence files and federal / state seizure files.

*If assigned to K-9 operations, the employee's duties will also include the following:*

- Uses police dogs to assist in locating evidence, such as articles used in criminal activities, drugs, weapons, etc.
- Trails and apprehends criminal suspects using police dogs; uses dogs to search for missing persons.
- Provides routine care and grooming of dogs and participates in K-9 training.

*If assigned to other special operations, the employee's duties will also include the following:*

- Participates in special team operations, which may include S.P.E.E.D. team, S.W.A.T. team, A.T.F. task force, etc.
- Participates in City events designed to increase community crime awareness and prevention.

*If assigned as a school resource officer, the employee's duties will also include the following:*

- Establishes and maintains a police presence on assigned school campus(es); patrols campus frequently for security and safety.
- Monitors student behavior during lunch, between classes and other times as necessary to maintain order.
- Promotes a positive attitude toward the law and law enforcement officers through frequent personal contact with school youth.
- Provides counseling and education to youth in an effort to reduce juvenile crime on campus and in the community.
- Gives informative presentations at faculty meetings, parent education events, PTA meetings, service clubs and community organization meetings.
- Advises school officials and teachers on various issues pertaining to school safety; communicates with parents to discuss law violations.
- Participates in school / extracurricular activities as appropriate.

*If assigned to support services, the employee's duties may include the following:*

- Assists in gathering, analyzing and reporting on crime trends to support department efforts to prevent, reduce and solve crimes in the City.
- Plans, prepares and presents programs on crime prevention to neighborhood, school, community and civic organizations; develops and facilitates neighborhood crime watch programs; assists businesses in developing policies and procedures to reduce theft.
- May be required to work nights, weekends, and holidays to meet the business needs of the City.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

**Knowledge, Skills and Abilities**

- Knowledge of the methods and organization of a city law enforcement agency as reflected in the needs and requirements of the City.
- Ability to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.
- Ability to offer assistance to co-workers and employees of other departments as required.
- Knowledge of the structure, functions and inter-relationships of state and local law enforcement agencies.
- Knowledge of up-to-date law enforcement procedures.

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- Knowledge of firearms, automotive, radio and other law enforcement equipment.
- Skilled in the use and care of firearms.
- Knowledge of legal rights of accused persons and law enforcement.
- Knowledge of criminal behavior and methods of operation.
- Ability to conduct thorough criminal investigations.
- Ability to participate in special police operations as necessary.
- Has knowledge of civil process.
- Knowledge and ability to use the concepts of community policing and problem-solving.
- Ability to analyze problems that arise in assigned areas of responsibility and recommend solutions.
- Ability to use judgment and discretion in dealing with emergency situations, and applying new laws, law enforcement methods and techniques, etc.
- Ability to assemble and analyze information and make written and oral reports concisely, clearly and effectively.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- Ability to communicate effectively with a wide variety of public and private groups and is persuasive in such communication.
- Knowledge of other City departments to communicate and interface with their representatives as necessary in carrying out duties and responsibilities.
- Ability to deal courteously, yet firmly and effectively with the public in police situations.
- Knowledge of or the ability to learn the layout of local roads and of the locations and characteristics of the various neighborhoods.
- Ability to handle required mathematical calculations accurately and quickly.
- Knowledge of modern office equipment and practices; has knowledge of and skill in the use of computers for word processing and records management.
- Knowledge of the standard tools, materials and practices of the trade.
- Skilled in the care and use of required tools and equipment.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

#### **Minimum Education and Experience Requirements**

Requires high school diploma or GED equivalent plus formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in criminal justice, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must have successfully completed required law enforcement coursework and hold required law enforcement certifications.

#### **Physical Demands**

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*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

The work requires frequent and recurring assignment requiring strenuous effort and endurance or quick reflexes to perform the work, such as lifting, dragging, fighting, standing, running, walking, stooping, climbing, striking, or the potential need to subdue or restrain violent persons or animals. Ability to travel over rough terrain or barriers. Specific vision abilities required by this job are those required to possess a valid South Carolina Driver's license. Must be able to hear in the normal audio range with or without correction. Police recruits are required to meet the necessary physical ability test course requirements in accordance with the South Carolina Law Enforcement Agency to become certified as a law enforcement officer. Must have the psychological temperament and emotional maturity to carry a weapon, handle disturbing emergency incidents, and for effectuating an arrest.

#### **Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Involves routine and frequent exposure to:

- Bright/dim light; dusts and pollen;
- Extreme heat and/or cold; wet or humid conditions
- Extreme noise levels; animals/wildlife;
- Vibration; Fumes and or noxious odors;
- Traffic; moving machinery.

#### **Special Certifications and Licenses**

- Valid South Carolina Driver's License

#### **Americans with Disabilities Act Compliance**

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

#### **Standard Clauses**

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

#### **Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.