



<b>JOB TITLE:</b>	Police Officer (Non-Certified)	<b>SUPERVISES OTHERS:</b>	No
<b>REPORTS TO:</b>	Sergeant or Lieutenant as assigned	<b>DIVISION:</b>	Police
<b>CLASSIFICATION:</b>	Non-Exempt, Hourly with Overtime Required	<b>POSITION TYPE:</b>	Full-Time
<b>SCHEDULE REQUIREMENTS:</b>	Variable shift to include evenings, nights, weekends and holidays; overtime often required and part of the variable schedule.		
<b>POSITION LOCATION:</b>	Reports to Police Headquarters 12 N. Roosevelt Street York, South Carolina 29745	<b>TRAVEL REQUIRED:</b>	Within City as required; at times up to 20% outside City limits.
<b>REVIEWED &amp; APPROVED BY:</b>		<b>DATE:</b>	

## **JOB DESCRIPTION**

### **SUMMARY:**

Under direct supervision at all times, performs a variety of non-sworn law enforcement duties to gain knowledge and skills in preparation for attending a formalized education program as a police officer in multiple formats to include ride-a-longs with a department certified police officer, computer-based training, instructional and in-person and other effective training as required to prepare for Police Academy training (to attain required State certification).

The Officer is responsible for gaining knowledge while applying skills to ensure public safety and welfare through general patrol and law enforcement duties as well as the enforcement of South Carolina laws and ordinances. Responsible for preparing and maintaining records and reports.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

#### **TO BE PERFORMED WITH A DEPARTMENT CERTIFIED POLICE OFFICER**

- Patrol designated areas of the City in car, by foot, or other means to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; protect real and personal property by providing security checks of residential, business, and public premises; maintain awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; issue warnings and citations.
- Respond to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, and related incidents; investigate complaints and takes appropriate action, which may include the use of deadly or non-deadly force; use sound judgment under adverse, stressful conditions.
- Books and processes prisoners, completing all required documentation while assisting with jail operations as required.

- Direct traffic at fires, special events, and other emergency situations; provide traffic and crowd control at events; enforce parking regulations; issue citations; tow vehicles that are in violation of codes; provide security at City Council meetings and other City functions.
- Conduct investigations at scenes of incidents to which summoned, or incidents observed; determine what, if any, crime has been committed; identify, collect, preserve, process, and book evidence; locate and interview victims and witnesses; identify and interrogate suspects.
- Works to obtain and file criminal complaints on arrested subjects; assists prosecutors in filing charges; appears as a witness in criminal and administrative court proceedings; drafts and executes legal documents for use in criminal and administrative investigations, subpoenas for evidence, search warrants, arrest warrants and affidavits; testifies in courts and at hearings; prepare and present case evidence; respond to mandatory court calls during irregular hours.
- Prepare and serve search and arrest warrants; apprehend and arrest offenders for crimes committed under federal, state, and local laws and codes; control and mitigate people under the influence of drugs or alcohol or other potentially hostile situations.
- Serve as liaison and public relations officer to the public; establish and preserve good relationships with the general public; answer questions from the public concerning local and state laws, procedures, and activities of the department; make presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of Police activities.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may respond to requests for assistance from agencies outside the City for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.
- Perform a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attend meetings; maintain and calibrate specialized equipment including preliminary alcohol screening devices.
- Initiate and complete reports, legal documents, and other required paperwork; prepare a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepare investigative reports and case information.
- When assigned as a Field Training Officer, train new recruits and lateral police officers; document trainee progress and prepare evaluations; serve as acting field supervisor as assigned.
- Participate in special assignments including Special Weapons and Tactics (SWAT), Hostage Negotiation Team (HNT), Equestrian Unit, Canine Unit, and related assignments; provide guidance and training to Explorers.
- Renders First Aid and CPR to the injured as needed.
- Attends required periodic training sessions and seminars; participate in continuous training to enhance law enforcement skills including firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
- Maintain a personal high standard of physical fitness and nutrition with the ability to respond appropriately to stressful and/or challenging situations.
- Remains abreast of all federal and state laws, and ordinances of the City of York.
- Maintains assigned vehicle to ensure proper care, cleaning, maintenance.
- Performs other related duties as required.

#### **QUALIFICATIONS AND REQUIRED/PREFERRED SKILLS:**

- Completion of high school/GED or specialized vocational training.
- Read and comprehend police-related technical and legal information.
- Document (write) incidents and actions accurately, completely, and legibly using standard forms; must also document using computer software/programs.
- Communicate effectively using both spoken (in English) and non-verbal methods.
- Excellent interpersonal, analytical, research, presentation, written, and oral communication skills.

- Ability and willingness to work collaboratively and maintain effective relationships with all types of people including those within the department, in other departments, other professions and general members of the community.
- Skilled in the operation of patrol vehicles and handling of firearms.
- Ability to react calmly and quickly in emergency situations.
- Follow complex rules or systems, using professional literature and technical reports; or enforce laws, rules, regulations, or ordinances.
- Organized and detail-oriented with strong level of accuracy and the ability to multi-task.
- Proficiency in Microsoft Office software to include Word, Excel, and Outlook required.
- Use computers for data entry, word processing, spreadsheets, PowerPoint presentations, or custom applications.
- Have a working knowledge of the laws, ordinances, standards and regulations related to the duties and responsibilities of their position.
- Must possess a valid South Carolina driver's license at the time of hire.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

City of York is committed to furnishing and operating a place of employment free from recognized hazards that are causing or are likely causing death or serious physical harm to employees.

Employees in certain positions may have direct contact with the general public and clients in office environments and/or work areas may pose risk exposure to a variety of weathered elements, behaviors, contagious diseases, or contact with animals. Environments are often stressful, with high-risk conditions.

Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site. Regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; potentially hostile environments; extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc.

Primary functions require physical ability to safely wear equipment to include a waist belt and/or shoulder strapped equipment supporting weighted tools in excess of 15 lbs; work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights and at times in excess of 50 lbs; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

Ability to see normal visual range with or without correction required; hearing normal audio range with or without correction also required.

## **ACKNOWLEDGEMENT & UNDERSTANDING TO FULFILL**

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements.

Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the City of York are employees “at-will” with future details denoted in our Employee Handbook. Employment with City of York is a voluntary one and subject to termination by you or the company, with or without cause, and with or without notice, at any time. I further understand that no employee of the company has the authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the foregoing.

To perform this job successfully, an individual must be able to perform the essential functions of the job satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. At any time should an employee feel they cannot meet any of the requirements, the employee must advise Human Resources, their immediate supervisor or any member of the management team to engage in an interactive process to see what, if any, reasonable accommodation may be made.

I have read and understand the responsibilities and requirements of this position.

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Employee Signature

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Date