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. Incumbents in this classification are in training at the police academy and are under the direct supervision of a senior or field training officer.

Essential Functions:

The following duties are normal 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.

Attends training sessions as required to gain skills and knowledge regarding department operations, job performance, and policies, procedures, codes, and criminal/civil case law: reads professional literature and training materials; completes tests and skills assessments; and obtains and maintains professional certifications and affiliations.

Enforces all applicable traffic and criminal codes, ordinances, laws and regulations 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 other duties, including monitoring and responding to calls for assistance, investigating accidents and
reported crimes, interviewing citizens, conducting searches, pursuing fleeing and subduing resisting suspects, impacting arrests, and processing and transporting 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: and provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, and related issues.

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

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

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Operates or uses 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.

Communicates with supervisor, other City employees, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

**Additional Functions:**

Performs other related duties as required.

**Minimum Qualifications:**

High school diploma or GED required; previous work experience is preferred; 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 complete all required training within 12 months of hire.

**Specific Knowledge, Skills, or Abilities:** Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.
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, such as accident and incident reports, training materials, tickets and citations, etc.

**Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**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 evaluation of information against measurable or verifiable criteria.

ADA Compliance:

**Physical Ability**: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, 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, 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 Fountain Inn is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*