

# CITY OF TEGA CAY, SOUTH CAROLINA

**CLASSIFICATION TITLE: POLICE OFFICER-CERTIFIED**

**DEPARTMENT: POLICE DEPARTMENT**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to protect life and property, to respond to the needs of the general public, to deter criminal activity within the community, to enforce all city statutes, ordinances and the laws and regulations of the state, and to perform investigations, special details, and specific assignments within an assigned division.

## **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.**

Enforces all applicable codes, ordinances, laws and regulations (both traffic and criminal) in order to protect life and property, prevent crime, and promote security.

Patrols designated areas via motor vehicle, bicycle, motor cycle, UTV, boat, or on foot to detect and deter criminal activity and traffic violations; inspects doors, windows, and premises of residential/commercial buildings/properties to ensure security or to detect suspicious conditions; responds to active alarms; maintains high visibility in the community.

Responds to calls relayed by dispatchers, including domestic disputes, abuse, assaults, burglaries, thefts, fatalities, traffic accidents, property damage, alarms, bomb threats, lost or missing persons searches, rescue operations, unattended deaths, public service duties, stranded motorists, dangerous drivers, animal calls, welfare, checks, found properties, abandoned vehicles, traffic control, and civil issues.

Prevents/discovers commission of crime; writes citations; pursues fleeing suspects; apprehends, arrests and processes criminals, fugitives and offenders as appropriate; assists in booking inmates into jail; conducts field sobriety tests; processes evidence; transports arrestees, prisoners, or other individuals as required.

Conducts preliminary and advanced investigations; obtains warrants; interviews victims, complainants and witnesses and takes statements; gathers information and evidence; secures crime scenes; prepares investigative reports and sketches; participates in court activities; 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.

Provides assistance and backup support to other officers as necessary; provides emergency response on a twenty-four-hour basis as needed; provides assistance to other law enforcement or public service agencies as appropriate.

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.

Inspects and maintains assigned police vehicle, uniform, weapons, and equipment; maintains cleanliness of vehicle; requests service and/or repairs as needed; maintains weapons and equipment in functional and presentable condition.

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Performs research functions as needed; researches criminal histories and location of individuals via computer; searches driver's license files, pawnshop database, and BWC and MVR systems.

Responds to complaints and questions related to law enforcement issues and activities; mediates disputes; provides information, researches problems, and initiates problem resolution; answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Creates/maintains positive public relations with the general public; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, and related issues.

Maintains records, logs, and files of work activities; maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference and/or review.

Prepares or completes various forms, reports, correspondence, logs, checklists, accident reports, incident reports, supplemental reports, complaint forms, DUI reports, property/evidence sheets, citations, suspension notices, impound forms, accident information sheets, diagrams, warrant applications, booking sheets, bail/bond forms, grant proposals, lesson plans, or other documents.

Receives various forms, reports, correspondence, logs, evidence sheets, witness statements, criminal history reports, warrants, subpoenas, summonses, court dockets, templates, diagrams, hit-and-run reports, toxicology reports, hospital records, laws, codes, ordinances, policies, procedures, maps, bulletins, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates via telephone and/or two-way radio; provides information and assistance; responds to requests for service or assistance; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Communicates with supervisors, officers, employees, other departments, dispatchers, law enforcement agencies, fire personnel, emergency/medical personnel, court officials, attorneys, victims, complainants, prisoners, suspects, the media, the public, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems.

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

Operates a variety of standard and specialized machinery, equipment, and tools associated with law enforcement, which may include a police vehicle, standard/emergency vehicles, firearms, taser, chemical weapons, emergency equipment, radar/laser equipment, radio/communications equipment, alcohol testing equipment, drug testing kits, processing kits, handcuffs, baton, flashlight, metal detector, measuring devices, camera, video camera, video cassette recorder, tape recorder, television, overhead projector, lighting equipment, casting materials, and hand tools.

Operates a personal computer, general office equipment or other equipment as necessary to complete essential functions, to include the use of word processing, database, desktop publishing, computer-aided drawing, or other software programs.

### **ADDITIONAL FUNCTIONS**

May perform special operations/detail activities such as crime prevention/analysis, crime scene specialist, special events coordinator, school resource (SRO), desk, media/public information, special response team (SRT), drug task force, Traffic enforcement, beach and waterfront patrols, negotiations, juvenile, homicide, narcotics, environmental protection (Haz-Mat), training, teaching, and/or other duties as assigned.

May coordinate special events and community events with other city departments, the public, and police agencies.

May participate in parent, teacher and student organization meetings; assists school administration with developing and educating school personnel on school crisis management plans.

Coordinates with store loss prevention officers to identify suspects of shoplifting and other crimes.

Attends community meetings and assists with community activities, programs, and crime prevention; may promote and participate in a drug awareness program.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; completed the South Carolina Criminal Justice Academy; some public relations experience in a similar police/law enforcement or related environment preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid South Carolina driver's license. Must be at least 21-years of age. Must be a U.S. Citizen or resident status. Must reside in the state of South Carolina. Must possess and maintain valid the following certifications: South Carolina Criminal Justice Academy Basic Law Enforcement. Must be trained in CPR. Must be qualified to operate a firearm. May be required to attain and maintain other certifications as related to assignment.

## **COMPETENCIES**

### **Core Competencies**

These competencies are identified by the City of Tega Cay leadership and must be demonstrated by all employees across the organization.

- **Self-Development** - Is personally committed to and actively works to continuously improve him/herself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weaknesses and limits.
- **Integrity and Trust** - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- **Ethics and Values** - Adheres to an appropriate and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
- **Customer Focus** - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Public Service** - Demonstrates the competency of a public servant by serving the needs of our community and going the extra mile to ensure our residents are taken care of; shows attention to small details.
- **Approachability** - Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower - getting informal and complete information in time to do something about it.

### **Job Specific Competencies**

These competencies are specific to the essential functions of this job

- **Problem Solving** - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **Composure** - Is cool under pressure; does not become defensive or irritated when times are tough; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.
- **Career Ambition** - Knows what he/she wants from a career and actively works on it; is career-knowledgeable; makes things happen for self; markets self for opportunities; doesn't wait for others to open doors.
- **Interpersonal Savvy** - Relates well to all kinds of people - inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
- **Self-Knowledge** - Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to performance reviews and career discussions.

### **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 apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and 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.

**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 the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, 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, taste, 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, fumes, smoke, temperature and noise extremes, traffic hazards, bright/dim lights, firearms, water hazards, violence, or rude/irate customers.

*The City of Tega Cay, South Carolina, 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.*