Town of Prosperity, South Carolina
Job Description

Job Title: Police Officer

General Statement of Job

Under general supervision, performs general duty police work in an effort to protect life and property of Prosperity citizens through the enforcement of laws and ordinances. Work involves patrolling the Town, conducting investigations, preparing cases for court, preparing various reports, and assisting citizens in an attempt to protect life and property of citizens through the enforcement of laws and ordinances. Employee works under stressful, high-risk conditions. Reports to the Police Chief.

Specific Duties and Responsibilities

ESSENTIAL JOB FUNCTIONS:

- Patrols Town limits; reports suspicious situations; enforces all Federal, State, traffic laws, and municipal laws and codes; conducts inspections of commercial and private property; reports and records broken traffic signals, street lights, traffic signs, street name signs, natural gas leaks, water leaks, defective streets or sidewalks, etc. in order to maintain a safe environment for citizens.
- Investigates crimes such as burglaries, rapes, vice, missing persons, fires, and homicides which involves acquiring all possible information on crime, visiting crime scenes, conducting raids and searches, interviewing and interrogating suspects and witnesses, collecting and preserving evidence, and disseminating information to all shift personnel.
- Prepares various reports; maintains filing system of same.
- Provides assistance to the general public to include providing security at public functions, checking commercial and private property, responding to alarms, etc.
- Compiles, prepares, and processes administrative reports include incident reports, laboratory reports, breathalyzer reports, medical reports, polygraph reports, forensics reports, autopsy reports, statistical reports, case reports, inspection reports, and general office correspondence.
- Works under stressful, high-risk conditions and with life threatening situations.
- Receives and/or review various records and reports such as criminal history reports, State codes and Town ordinances updates, case reports from different shifts, and State and local Bolo's.
- Prepares and/or processes various records and reports such as incident reports, uniform traffic tickets, arrest warrants, and court presentations.
- Refers to South Carolina criminal law and motor vehicle handbook, Town codes book, departmental policy handbook, training, experience, policy and procedure manuals, computer manuals, regulations, publications and reference texts, etc.
- Operates a police vehicle and a variety of equipment such as radar, radio, mobile vision camera system, siren and light bar, laptop computer, etc.
- Uses a variety of tools such as weapons, bulletproof vest, asp baton, Taser, handcuffs, pepper spray, etc.; a variety of supplies such as paper, writing instruments, staples, manila envelopes, general office supplies, etc; and a variety of computer software such as LawTrak, Outlook Express, etc.
- Interacts and communicates with various groups and individuals such as the Chief, Police Administrator, department employees, business property owners, State agencies, Federal agencies, and the general public.

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 injuries or illnesses.

ADDITIONAL JOB FUNCTIONS:

- Responds to non-emergency calls of service, assisting citizens in Good Samaritan type fashion which could include locating lost pets, providing travel directions, basic good deeds while looking out for the welfare of the community, etc.
- Performs other related duties as required.

Minimum Training and Experience

Requires a Bachelor's degree from an accredited college or university or an Associate's degree in criminal justice, business, social science, or other relevant field, with one to two years of experience in law enforcement; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have successfully completed required courses and certification; may be required to possess additional certification(s) as deemed necessary by the Town. Must possess a valid South Carolina driver's license.