

**PLEASE SCROLL DOWN
TO REVIEW
JOB DESCRIPTIONS FOR EACH
POLICE OFFICER RANK:**

Police Officer I

Police Officer II

Police Officer III

Job Title:	Police Officer I
Job Description Number:	1038
Department/Division:	Police
Exemption Status:	Nonexempt
Pay Grade:	P3.1
Immediate Supervisor:	Police Sergeant
Normal Work Schedule:	Varies

Brief Description of the Job:

State-certified Police Officer that enforces the laws of the State of South Carolina, municipal codes of the City of Greenville, and federal laws as they apply. Performs all duties of a police officer. Applies problem solving techniques in support of the department's community policing philosophy and to protect life and property. Responds to calls for service, reports findings and takes appropriate action to resolve issues. Patrols assigned area. Assists with crime scene security and processing. Conducts follow up investigations. Investigates crimes and employs crime reduction/prevention techniques situationally. Supports prosecution of criminal cases. Acts as liaison between the Police Department and the public. Builds rapport with residents, businesses and community groups of their geographical area. Makes court appearances, serves warrants/subpoenas and places items into property and evidence. Performs additional functions as directed by supervision.

Essential Functions:

Respond to Calls for Service (40%): Enforce the laws of the State of South Carolina, municipal codes of the City of Greenville and federal laws as they apply. Respond to calls for service received through police communications; calls will include thefts, burglaries, altercations between people, including but not limited to domestic disturbances, fighting and neighborhood disputes, performing crowd and traffic control. Enforce motor vehicle laws to promote safety, reduce accidents, and expedite traffic flow. Apply problem solving techniques in support of the department's community policing and problem solving strategies. Monitor any suspicious activity. Apprehend and arrest suspects, using weapons and force when reasonable and necessary to protect lives and property, affect arrest, conduct lawful investigations, or restrain detained individuals to prevent personal injury to themselves or others. Obtain, verify, and execute arrest warrants. Conduct high risk felony vehicle stops. Detain, search, arrest and handcuff persons, as required. Subdue and disarm resisting or attacking persons. Transport and handle prisoners. Prepare and submit appropriate documents.

Patrol Assigned Area (20%): Maintain public safety by utilizing patrol tactics. Operate police vehicle to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order. Respond to radio dispatches; answer calls and complaints. Respond to major crime calls (robbery, rape, murder, maiming, burglary, etc.). Perform foot patrols to serve as a deterrent to criminal activity and to enhance the department's Community Policing philosophy. Investigate complaints and issues summonses or makes arrests; prepares detailed report and maintain required records. Provide motorized and/or foot patrol to residential and business areas to improve community relations, and deter crime. Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area. Identify, locate, and arrest suspects and perpetrators of

criminal acts. Review facts of incidents to determine if criminal act or statute violations were involved. Render aid to accident victims and other persons requiring first aid for physical injuries. Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed. Cooperate with other law enforcement officials. Visit open businesses to establish a rapport with owners. Respond considerately to questions from the public.

Conduct Follow up Investigations (20%): Investigate crimes and employ crime reduction/prevention techniques situationally. Detect and investigate crimes. Conduct surveillance of individuals, vehicles, or locations. Protect crime scene. Interview victims, suspects, and witnesses regarding crimes. Collect and identify evidence and property. Seize contraband and/or evidence. Apprehend and arrest suspects, using weapons when necessary. Obtain, verify, and execute arrest warrants. Detain, search, arrest and handcuff persons, as required. Subdue and disarm resisting or attacking persons. Transport and handle prisoners. Review evidence; take appropriate action such as making arrests and issuing warrants/tickets; and prepare appropriate investigative reports.

Act as Liaison between Police Department and Residents (15%): Interact with residents, community groups, and other entities as needed. Maintain contact with civic and community groups within their geographic areas to promote the goals and mission of the Police Department to encourage neighborhood watch safety programs and to generate input from residents to establish mutual trust between Police Officers and the community. Attend community meetings to promote Department's goals and objectives. Interview persons with complaints and make proper disposition or directs them to the proper authorities.

Support Prosecution of Criminal Cases (5%): Understand and enforce Federal, State and City criminal and traffic laws and ordinances. Employ appropriate court procedures, file correct documents such as warrants and tickets, and organize supporting documentation for court cases. Serve as a witness in court in connection with arrests and investigations.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Strength demands include constantly exerting 10 pounds, frequently exerting 20-50 pounds and occasionally may require exerting up to 150 pounds.

Physical Demands: Continuously requires vision, hearing, and talking. Frequently requires standing, reaching, climbing, fine dexterity, handling, walking, using foot controls, balancing, carrying, bending, sitting, crouching, kneeling, twisting, lifting, climbing, crawling, and pushing/pulling.

Machines, Tools, Equipment, and Work Aids: Firearms, baton, Taser, handcuffs, computer, radio, patrol vehicle, phone, and mobile video recorder or body-worn camera.

Computer Equipment and Software: Mobile data terminal, desktop computer.

Working Conditions

Overall Working Conditions: Satisfactory: Occasional exposure to unpleasant situations, environmental conditions and/or hazards.

Environmental Factors: Monthly exposure to wetness and/or humidity and noise. Seasonal exposure to extreme temperatures.

Health and Safety: Daily exposure to physical danger or abuse from suspects. Weekly exposure to mechanical hazards. Seasonal exposure to electrical hazards and communicable diseases.

Primary Work Location: Vehicle, Indoors/Outdoors.

Protective Equipment Required: Body armor, gloves, hazmat suit, reflective vest.

Non-Physical Demands

Frequently requires time pressures, emergency situations, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, and noisy/distracting environment. Occasionally requires tedious or exacting work.

Job Requirements

Formal Education: High school diploma or GED. Associates Degree in police science, criminal justice, or a related field is preferred.

Experience: One year of experience as a certified Police Officer is required.

Driver's License Required: South Carolina Class D license.

Certifications and Other Requirements: Completion of SC Criminal Justice Academy or equivalent certification as a Police Officer in another state.

Job Demands

Reading: Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias. Requires the ability to read policy and procedure manuals and code of laws.

Math: Basic Level: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).

Writing: Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

Human Collaboration Skills: Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Element of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a high impact of action.

Management and Supervision: Job has no responsibility for the direction or supervision of others.

Technical Skill: Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. **Advanced Application:** Affects accuracy of multiple projects.

Freedom to Act and Impact of Action

Receives General direction. The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Work has a significant impact of action.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.



Updated September 2015
Replaces January 2013

Job Title:	Police Officer II (Operations/Support)
Job Description Number:	1039
Department/Division:	Police
Exemption Status:	Nonexempt
Pay Grade:	P3.2
Immediate Supervisor:	Police Sergeant
Normal Work Schedule:	Varies

Brief Description of the Job:

State-certified Police Officer that enforces the laws of the State of South Carolina, municipal codes of the City of Greenville, and federal laws as they apply. Performs all duties of a police officer. Applies problem solving techniques in support of the department's community policing philosophy and to protect life and property. Responds to calls for service, reports findings and takes appropriate action to resolve issues. Patrols assigned area. Assists with crime scene security and processing. Conducts follow up investigations. Investigates crimes and employs crime reduction/prevention techniques situationally. Supports prosecution of criminal cases. Acts as liaison between the Police Department and the public. Builds rapport with residents, businesses and community groups of their geographical area. Makes court appearances, serves warrants/subpoenas and places items into property and evidence. Performs additional functions as directed by supervision.

Essential Functions: The percentage of time spent on these functions will vary based on division assignment as indicated below.

Respond to Calls for Service (Operations-40%; Support-10%): Enforce the laws of the State of South Carolina, municipal codes of the City of Greenville and federal laws as they apply. Respond to calls for service received through police communications; calls will include thefts, burglaries, altercations between people, including but not limited to domestic disturbances, fighting and neighborhood disputes, performing crowd and traffic control. Apply problem solving techniques in support of the department's community policing and problem solving strategies. Apprehend and arrest suspects, using weapons and force when reasonable and necessary to protect lives and property, affect arrest, conduct lawful investigations, or restrain detained individuals to prevent personal injury to themselves or others. Obtain, verify, and execute arrest warrants. Conduct high risk felony vehicle stops. Detain, search, arrest and handcuff persons, as required. Subdue and disarm resisting or attacking persons. Transport and handle prisoners. Prepare and submit appropriate documents.

Patrol Assigned Area (Operations-20%; Support-10%): Maintain public safety by utilizing patrol tactics. Operate police vehicle to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order. Respond to radio dispatches; answer calls and complaints. Respond to major crime calls (robbery, rape, murder, maiming, burglary, etc.). Perform foot patrols to serve as a deterrent to criminal activity and to enhance the department's Community Policing philosophy. Investigate complaints and issues summonses or makes arrests; prepares detailed report and maintain required records. Provide motorized and/or foot patrol to residential and business areas to improve community relations, and deter crime. Monitor, note, report, and investigate suspicious persons and

situations, safety hazards, and unusual or illegal activity in patrol area. Identify, locate, and arrest suspects and perpetrators of criminal acts. Review facts of incidents to determine if criminal act or statute violations were involved. Render aid to accident victims and other persons requiring first aid for physical injuries. Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed. Cooperate with other law enforcement officials. Visit open businesses to establish a rapport with owners. Respond considerately to questions from the public.

Conduct Follow-up Investigations (Operations-20%; Support-40%): Investigate crimes and employ crime reduction/prevention techniques situationally. Detect and investigate crimes. Conduct surveillance of individuals, vehicles, or locations. Protect crime scene. Interview victims, suspects, and witnesses regarding crimes. Collect and identify evidence and property. Seize contraband and/or evidence. Apprehend and arrest suspects, using weapons when necessary. Obtain, verify, and execute arrest warrants. Detain, search, arrest and handcuff persons, as required. Subdue and disarm resisting or attacking persons. Transport and handle prisoners. Review evidence; take appropriate action such as making arrests and issuing warrants/tickets; and prepare appropriate investigative reports.

Act as liaison between Police Department and Residents (Operations-5%; Support-20%): Interact with residents, community groups, and other entities as needed. Maintain contact with civic and community groups within their geographic areas to promote the goals and mission of the Police Department to encourage neighborhood watch safety programs and to generate input from residents to establish mutual trust between Police Officers and the community. Attend community meetings to promote Department's goals and objectives. Interview persons with complaints and make proper disposition or direct them to the proper authorities.

Support Prosecution of Criminal Cases (Operations-15%; Support-20%): Understand and enforce Federal, State and City criminal and traffic laws and ordinances. Employ appropriate court procedures, file correct documents such as warrants and tickets, and organize supporting documentation for court cases. Serve as a witness in court in connection with arrests and investigations.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Strength demands include constantly exerting 10 pounds, frequently exerting 20-50 pounds and occasionally may require exerting up to 150 pounds.

Physical Demands: Continuously requires vision, hearing, and talking. Frequently requires standing, reaching, climbing, fine dexterity, handling, walking, using foot controls, balancing, carrying, bending, sitting, crouching, kneeling, twisting, lifting, climbing, crawling, and pushing/pulling.

Machines, Tools, Equipment, and Work Aids: Firearms, baton, Taser, handcuffs, computer, radio, patrol vehicle, phone, and mobile video recorder or body-worn camera.

Computer Equipment and Software: Mobile data terminal, desktop computer.

Working Conditions

Overall Working Conditions: Satisfactory: Occasional exposure to unpleasant environmental situations, conditions and/or hazards.

Environmental Factors: Monthly exposure to wetness and/or humidity and noise. Seasonal exposure to extreme temperatures.

Health and Safety: Daily exposure to physical danger or abuse from suspects. Weekly exposure to mechanical hazards. Seasonal exposure to electrical hazards and communicable diseases.

Primary Work Location: Vehicle, Indoors/Outdoors.

Protective Equipment Required: Body armor, gloves, hazmat suit, reflective vest.

Non-Physical Demands

Frequently requires time pressures, emergency situations, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, and noisy/distracting environment. Occasionally requires tedious or exacting work.

Job Requirements

Formal Education: High school diploma or GED required. Associates Degree in police science, criminal justice, or a related field is desirable.

Experience: Over three years' experience as a Certified Police Officer is required.

Driver's License Required: South Carolina Class D license.

Certifications and Other Requirements: Completion of SC Criminal Justice Academy or equivalent certification as a Police Officer in another state.

Job Demands

Reading: Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias. Requires the ability to read policy and procedures manuals and code of laws.

Math: Basic Level: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).

Writing: Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

Human Collaboration Skills: Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Element of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a high impact of action.

Management and Supervision: Job has no responsibility for the direction or supervision of others.

Technical Skill: Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. **Advanced Application:** Affects accuracy of multiple projects.

Freedom to Act and Impact of Action

Receives General direction. The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Work has a significant impact of action.

Disclaimer

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Job Title:	Police Officer III (Operations/Support)
Job Description Number:	1040
Department/Division:	Police
Exemption Status:	Nonexempt
Pay Grade:	P3.3
Immediate Supervisor:	Police Sergeant
Normal Work Schedule:	Varies

Brief Description of the Job:

State-certified Police Officer that enforces the laws of the State of South Carolina, municipal codes of the City of Greenville, and federal laws as they apply. Performs all duties of a police officer. Applies problem solving techniques in support of the department's community policing philosophy and to protect life and property. Responds to calls for service, reports findings and takes appropriate action to resolve issues. Patrols assigned area. Assists with crime scene security and processing. Conducts follow up investigations. Investigates crimes and employs crime reduction/prevention techniques situationally. Supports prosecution of criminal cases. Acts as liaison between the Police Department and the public. Builds rapport with residents, businesses and community groups of their geographical area. Makes court appearances, serves warrants/subpoenas and places items into property and evidence. Performs additional functions as directed by supervision.

Essential Functions: The percentage of time spent on these functions will vary based on division assignment as indicated below.

Respond to Calls for Service (Operations-40%; Support-10%): Enforce the laws of the State of South Carolina, municipal codes of the City of Greenville and federal laws as they apply. Respond to calls for service received through police communications; calls will include thefts, burglaries, altercations between people, including but not limited to domestic disturbances, fighting and neighborhood disputes, performing crowd and traffic control. Apply problem solving techniques in support of the department's community policing and problem solving strategies. Apprehend and arrest suspects, using weapons and force when reasonable and necessary to protect lives and property, affect arrest, conduct lawful investigations, or restrain detained individuals to prevent personal injury to themselves or others. Obtain, verify, and execute arrest warrants. Conduct high risk felony vehicle stops. Detain, search, arrest and handcuff persons, as required. Subdue and disarm resisting or attacking persons. Transport and handle prisoners. Prepare and submit appropriate documents.

Patrol Assigned Area (Operations-20%; Support-10%): Maintain public safety by utilizing patrol tactics. Operate police vehicle to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order. Respond to radio dispatches; answer calls and complaints. Respond to major crime calls (robbery, rape, murder, maiming, burglary, etc.). Perform foot patrols to serve as a deterrent to criminal activity and to enhance the department's Community Policing philosophy. Investigate complaints and issues summonses or makes arrests; prepares detailed report and maintain required records. Provide motorized and/or foot patrol to residential and business areas to improve

community relations, and deter crime. Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area. Identify, locate, and arrest suspects and perpetrators of criminal acts. Review facts of incidents to determine if criminal act or statute violations were involved. Render aid to accident victims and other persons requiring first aid for physical injuries. Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed. Cooperate with other law enforcement officials. Visit open businesses to establish a rapport with owners. Respond considerately to questions from the public.

Conduct Follow up Investigations (Operations-20%; Support-40%): Investigate crimes and employ crime reduction/prevention techniques situationally. Detect and investigate crimes. Conduct surveillance of individuals, vehicles, or locations. Protect crime scene. Interview victims, suspects, and witnesses regarding crimes. Collect and identify evidence and property. Seize contraband and/or evidence. Apprehend and arrest suspects, using weapons when necessary. Obtain, verify, and execute arrest warrants. Detain, search, arrest and handcuff persons, as required. Subdue and disarm resisting or attacking persons. Transport and handle prisoners. Review evidence; take appropriate action such as making arrests and issuing warrants/tickets; and prepare appropriate investigative reports.

Act as Liaison between Police Department and Residents (Operations-15%; Support-20%): Interact with residents, community groups, and other entities as needed. Maintain contact with civic and community groups within their geographic areas to promote the goals and mission of the Police Department to encourage neighborhood watch safety programs and to generate input from residents to establish mutual trust between Police Officers and the community. Attend community meetings to promote Department's goals and objectives. Interview persons with complaints and make proper disposition or direct them to the proper authorities.

Support Prosecution of Criminal Cases (Operations-5%; Support-20%): Understand and enforce Federal, State and City criminal and traffic laws and ordinances. Employ appropriate court procedures, file correct documents such as warrants and tickets, and organize supporting documentation for court cases. Serve as a witness in court in connection with arrests and investigations.

Other duties and responsibilities as assigned.

The percentage of time spent on specific essential functions will vary based on Division assignment.

Physical Demands

Overall Strength Demands: Strength demands include constantly exerting 10 pounds, frequently exerting 20-50 pounds and occasionally may require exerting up to 150 pounds.

Physical Demands: Continuously requires vision, hearing, and talking. Frequently requires standing, reaching, climbing, fine dexterity, handling, walking, using foot controls, balancing, carrying, bending, sitting, crouching, kneeling, twisting, lifting, climbing, crawling, and pushing/pulling.

Machines, Tools, Equipment, and Work Aids: Firearms, baton, Taser, handcuffs, computer, radio, patrol vehicle, phone, and mobile video recorder or body-worn camera.

Computer Equipment and Software: Mobile data terminal, desktop computer.

Working Conditions

Overall Working Conditions: Satisfactory: Occasional exposure to unpleasant environmental situations, conditions and/or hazards.

Environmental Factors: Monthly exposure to wetness and/or humidity and noise. Seasonal exposure to extreme temperatures.

Health and Safety: Daily exposure to physical danger or abuse from suspects. Weekly exposure to mechanical hazards. Seasonal exposure to electrical hazards and communicable diseases.

Primary Work Location: Vehicle, Indoors/Outdoors.

Protective Equipment Required: Body armor, gloves, hazmat suit, reflective vest.

Non-Physical Demands

Frequently requires time pressures, emergency situations, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, and noisy/distracting environment. Occasionally requires tedious or exacting work.

Job Requirements

Formal Education: High school diploma or GED required. Associates Degree in police science, criminal justice, or a related field is desirable.

Experience: Over five years' experience as a Certified Police Officer is required.

Driver's License Required: South Carolina Class D license.

Certifications and Other Requirements: Completion of SC Criminal Justice Academy or equivalent certification as a Police Officer in another state.

Job Demands

Reading: Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias. Requires the ability to read policy and procedure manuals and code of laws.

Math: Basic Level: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).

Writing: Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

Human Collaboration Skills: Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to

respond to aggressive interpersonal interactions. Element of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a high impact of action.

Management and Supervision: Job has no responsibility for the direction or supervision of others.

Technical Skill: Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Advanced Application: Affects accuracy of multiple projects.

Freedom to Act and Impact of Action

Receives General Direction. The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Work has a significant impact of action.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.