

City of New Ellenton Job Description

1

JOB TITLE:	POLICE OFFICER (UNCERTIFIED AND CERTIFIED)
DEPARTMENT:	NEW ELLENTON POLICE DEPARTMENT
JOB CODE:	FLSA STATUS: NON- EXEMPT
GRADE:	2025
	12, 13 or 14
	DATE:

I. Position Summary:

Under general supervision, performs general law enforcement duties to ensure the proper enforcement of laws, ordinances and regulations relating to public safety and welfare as set forth by the State of South Carolina and the City of New Ellenton. Reports to the proper chain of command.

II. Essential Functions/Responsibilities include the following and other duties may be assigned:

- Respond to and investigate criminal acts as a first responding officer.
- Patrol their assigned jurisdiction/zone to reduce overall criminal activity.
- Secure crime scenes and preserve evidence for further investigation by themselves or responding assisting officers/agencies.
- Present cases in court as prosecuting officer.
- Obtain warrants for criminal activity upon obtaining Probable Cause.
- Keep detailed records.
- Request additional police assistance through NEPD supervisor when available and Aiken County Sheriff's Office supervisor. (I.E. Forensics/Juvenile/etc).
- File paperwork.
- Follow up on leads.
- Maintain knowledge of federal and state statutes and court cases related to work performed and agency rules and regulations.
- Exchange information and coordinate activities with other departmental Road Patrol Units.
- Record physical information about suspects.
- Perform other duties as directed by the Chief or his designee.
- Develops and maintains various police records and statistics as required by the department.
- Conducts traffic enforcement operations.

City of New Ellenton Job Description

III. Other Responsibilities:

- Performs related duties as required.
- This position may have supervisory responsibilities depending on rank/advancement.

IV. Minimum Qualifications:

Requires a high school diploma or GED equivalent plus formal training, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must have successfully completed or complete the required law enforcement courses and possess required law enforcement certifications through the South Carolina Criminal Justice Academy (SCCJA). Must possess and maintain a valid South Carolina driver's license.

V. Working Conditions:

Physical Requirements: Must be physically able to operate a variety of machines and equipment including firearms, automobiles, office equipment, telephone, etc. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, stoop, kneel, lift, carry, push, pull, climb, balance, walk, run, etc. Must be physically fit and able to defend oneself from attack or physical assault. Must be able to restrain, lift, and/or carry adults of varying weights.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or directions from supervisors.

Language Ability: Requires ability to read a variety of law books, maps, policy and procedure manuals, warrants, criminal records, etc. Required the ability to prepare reports, correspondence, forms, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists: to interpret an extensive variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with people of varying educational backgrounds and in a variety of technical and/or professional languages including law enforcement.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery, firearms, and other special equipment to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, etc. Must have significant levels of eye/hand/foot coordination.

City of New Ellenton

Job Description

3

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergencies, unusual or dangerous situations. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Customer Service - Knowledge of (or the ability to learn quickly) the geography of the community and of the location of important buildings and areas requiring various police services; Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Communication Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Motivation - Demonstrates persistence and overcomes obstacles, Measures self against standard of excellence.

City of New Ellenton Job Description

Planning/Organizing - Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in a timely manner; Strives to increase productivity.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses and cares for firearms and other department equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercise immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all City departments and divisions, co-workers and customers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgement in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and research issues, situations and alternatives before exercising judgement.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e. poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra – and inter departmentally.

City of New Ellenton

5

Job Description

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain goodwill. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Physical Demands				
Activity	Occasional (9-33% of day)	Frequent (34-66% of day)	Constant (67-100% of day)	Never
Sitting		x		
Climbing				
Balancing				
Stooping		x		
Kneeling		x		
Crouching		x		
Crawling	x			
Reaching		x		
Standing		x		
Walking		x		
Pushing		x		
Pulling		x		
Lifting		x		
Fingering				
Grasping	x			
Feeling	x			
Talking			x	
Hearing			x	
Repetitive motion	x			
The physical requirements of this position (Please check only one block)				
<input checked="" type="checkbox"/> Sedentary work <input type="checkbox"/> Light work <input type="checkbox"/> Medium work <input type="checkbox"/> Heavy work <input type="checkbox"/> Very heavy work				
The visual acuity requirements including color, depth perception, and field vision. (Please check only one block)				
	A. The worker is required to have close visual acuity to perform an activity			
	B. The worker is required to have visual acuity to perform an activity			
x	C. The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.			
	D. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned			
The conditions the worker will be subject to in this position. (Please check all blocks that apply)				
x	A. The worker is subject to environmental conditions.			
x	B. The worker is subject to outside environmental conditions.			
x	C. The worker is subject to both environmental conditions. Activities occur inside and outside.			
x	D. The worker is subject to extreme cold.			
x	E. The worker is subject to extreme heat.			
x	F. The worker is subject to noise.			
	G. The worker is subject to vibration.			
x	H. The worker is subject to hazards.			
x	I. The worker is subject to atmospheric conditions.			
	J. The worker is frequently in close quarters.			
x	K. The worker is required to function in narrow aisles or passageways.			
	L. None. The worker is not substantially exposed to adverse environmental conditions.			