**General description: Police Officer**

**Job description: Patrol Officer**

**General Statement of Duties:**

**Performs a variety of public safety work providing emergency aid, security and protection to the citizens of Loris.**

**Supervision Received:**

**Works under the direction of the Police Sergeant and/or the Police Corporal. (Command Staff).**

**Supervision Exercised:**

**Exercises occasional supervision as a senior officer on a special or relief duty; supervision is not a normal responsibility of this position.**

**Patrol Officer Duties:**

1. **Patrols assigned area to aid in preventing crime and to enforce Federal, State and City laws.**
2. **Observes, reports and acts upon conditions conducive to crime and danger such as checking buildings, assisting officers, enforcing traffic, making arrests, transporting prisoners and investigating crime(s).**
3. **Using own judgement, determines the nature of a call, investigates the circumstances and takes the necessary or prudent action.**
4. **Provides assistance to the public in an emergency and non-emergency situation; administers first aid and requests appropriate medical response; performs crisis intervention in sensitive situations and domestic disputes; educates the public on laws and ordinances; assists citizens with complaints and inquires and directs them to the appropriate authority.**
5. **Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing persons, prowlers, abuse of drugs, etc.; takes appropriate law enforcement action.**
6. **Prepares a variety of written and oral reports.**
7. **Investigates crimes, interviews witnesses, victims and suspects and provides feedback to the appropriate people concerning case status; collects and documents evidence.**
8. **Appears in court, and is available to testify in matters which the officer has knowledge of whether it is criminal or civil.**
9. **Maintains proficiency in the use of police related equipment.**
10. **Prepares and maintains legible, concise and understandable record of activities. (Daily activity report at the end of your shift).**
11. **Performs special assignments related to investigations, crime prevention and traffic enforcement.**
12. **Performs other duties as assigned. (I.e. cleaning up the work area, walking Main Street at least once per shift, and etc...).**

**Knowledge, Skills, and Abilities:**

Effective performance in this position requires thorough knowledge of: Department operations, methods, policies, procedures and practices; relevant to South Carolina Code of Laws and City Ordinances; the local criminal justice system; local geography, roads and landmarks; report writing, record keeping; ability to record information concisely and accurately, and organize and manage time effectively; and the ability to complete and file various reports in adequate and timely manner; must be able to perform all duties with minimal supervision; ability to work irregular hours, nights and weekends, and be on-call for any emergencies; operate a patrol vehicle to include adverse conditions; maintain radio contact in accordance with regulations; traffic control and traffic enforcement which may involve the apprehension of persons; investigate domestic disputes, motor vehicles accidents and other incidents; coordinate and cooperate as needed with other law enforcement agencies; prosecute minor misdemeanor offenses, such as traffic violation and DUI’S, and appear and testify in a court of law.

**Position Minimum Qualifications:**

1. High School graduate or equivalent diploma is required.
2. Must have a valid South Carolina driver’s license.
3. Must be able to maintain required level of proficiency in the use of firearms.
4. Must be 21 years of age.
5. Must pass required pre-employment physical, background check, and psychological examination.
6. Must be able to complete a 4-week online class and then an 8-week Basic Law at the South Carolina Criminal Justice Academy.
7. Please submit a resume to spmincey@sccoast.net with a valid email address and phone number.

**The job description does not constitute an agreement between the employer and the employee and is subject to change by the employer at the needs of the employer and requirements of the job change.**