



**TOWN OF SWANSEA, SOUTH CAROLINA
JOB DESCRIPTION
April 2025**

JOB TITLE: Patrol Officer

GENERAL DESCRIPTION

Under the supervision of the Police Chief, the Patrol Officer carries out law enforcement duties to protect life and property, prevent crime, and promote security in the Swansea community and renders mutual aid to other local, county, state, and federal law enforcement agencies as needed. This position reports directly to the Police Chief and works closely with other department law enforcement officers and town staff.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks as necessary.

Law Enforcement & Public Safety

- Enforces all local, state, and federal law relating to public safety and welfare.
- Performs all duties in compliance with applicable policies, procedures, laws, regulations, ordinances, and standards of safety.
- Performs routine patrol duties including, but not limited to, patrolling assigned areas of the town, responding to emergency calls and/or public calls for assistance, maintaining order and public safety, apprehending and arresting law violators and criminal suspects, issuing traffic citations/summonses, transporting prisoners and mental patients, etc.
- Assists with investigations, including interviewing witnesses, complainants, and victims; gathering physical evidence and preserving it for court, providing case follow-up as needed.
- Prepares cases for prosecution, providing court testimony as necessary; provides courtroom security as assigned.
- Participates in special operations, as assigned.
- Assists all law enforcement officers with search warrants, arrest warrants, and prisoner transports, as needed.
- Reviews cases, search warrants, and arrest warrants, as needed.
- Operates, uses, and maintains a variety of law enforcement and office equipment as assigned by the department.
- Receives and responds to citizens' inquiries, concerns, and complaints concerning law enforcement activities.

- Participates in public relations and community engagement activities necessary to maintain a cooperative and positive relationship between the Police Department and the community.
- Attends periodic training sessions; maintains required level of proficiency in the use of firearms.

Departmental Support

- Performs general clerical work as required, including attending meetings, preparing reports, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the phone, greeting and assisting office visitors, etc.
- All other duties as assigned.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Prepare, receives, and reviews various documents, including incident reports, accident reports, investigative reports, use-of-force reports, pursuit reports, warrants, subpoenas, case documentation, etc. Refers to policy and procedures manuals, codes, regulations, laws, maps, statutes, training manuals, etc.

PEOPLE INVOLVEMENT:

Regularly interacts and communicates with various groups and individuals, such as Police Chief (or designee), Police Department coworkers, other town employees, law enforcement agency personnel, government agencies, attorneys, court personnel, community leaders and organizations, complainants, victims, witnesses, suspects, social service agencies, vendors, and the general public.

INVOLVEMENT WITH THINGS:

Operates and uses various law enforcement equipment including, but not limited to, a police vehicle, firearms, radio equipment, radar, restraining devices, protective gear, in-car and body-worn cameras, etc. Uses computer systems and software related to law enforcement and criminal justice information. Operates and uses various office equipment, including computers, printers, adding machine, phones, tape recorder, fax machine, and copier.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Applies principles or rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions and relatively complex principles and techniques; to make independent judgement in absence of supervision; and to acquire knowledge of topics related to primary occupation. Comprehends and interprets received information.

MATHEMATICAL REQUIREMENTS:

Uses addition, subtraction, multiplication, division, and other basic mathematics to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio, and proportion.

LANGUAGE REQUIREMENTS:

Speaks with and before others with poise, voice control, and confidence. Speaks and/or signals people to convey or exchange pertinent and vital information to coworkers, including the receipt of information and instructions from supervisor. Records and delivers information, explains procedures, and follows verbal and written instructions. Communicates effectively and efficiently with persons of varying educational and cultural backgrounds and in a variety of technical and/or professional languages including law enforcement. Reads and interprets policy and procedures manuals, codes, regulations, laws, maps, statutes, training manuals, warrants, criminal records, and other documents related to law enforcement. Prepares reports, logs, records, etc. with proper format, punctuation, spelling, and grammar, using all parts of speech.

MENTAL REQUIREMENTS:

Requires mental concentration, vigilance, decision making, teamwork, and accuracy to frequently work with emergencies, traumatic subject matter (crime, accidents), dangerous environments, interruptions, time pressures, high volume of work, handling multiple or complicated tasks, unscheduled tasks, and competing priorities.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires a high school diploma or GED equivalent, or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities. (Please note that the Town may require an official, certified copy of your transcript or diploma prior to hiring.)

Must be a US citizen, at least 21 years of age, and able to perform all of the essential job functions of the Patrol Officer position.

SPECIAL CERTIFICATIONS AND LICENSES:

Must have a valid state driver's license to operate a Town law enforcement vehicle. Any applicant being considered in the final stages of selection for the position will be required to provide a certified copy of a 10-year driving record.

Must be a Class 1 Law Enforcement Officer certified by the SC Criminal Justice Academy.

BACKGROUND INVESTIGATION:

A complete background investigation will be required prior to appointment to this position, which includes: criminal history check, driver history check, employment background check, reference checks, credit check, and drug screen.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Exerts moderate, though not constant, physical effort typically involving some combination of driving, walking, running, climbing and balancing, stooping, reaching, bending and kneeling, crouching and crawling, reading and speaking. Lifts carries, pushes, and pulls moderately heavy objects and materials (up to 50 pounds) and occasionally heavy objects (100 pounds or more). While performing police work, must have the physical ability to defend oneself from assault and to restrain suspects of varying weights. Requires significant levels of eye, hand, and foot dexterity to regularly operate police vehicle, firearms and restraints, office equipment, and other work-related equipment.

ENVIRONMENTAL HAZARDS:

Must be adaptable to performing under stress when confronted with emergency, unusual, or dangerous situations, or in situations in which working with speed and sustained attention are make-or-break aspects of the job. May be subjected to danger or risk to a significant degree, or to tension as a regular, consistent part of the job. Work is both indoors and outdoors, so temperatures and environmental hazards will vary. The work presents the realistic possibility of physical confrontation with other people, who may or may not be in a protective environment. The machinery, tools, or other equipment used to perform some work is capable of causing injury. This job sometimes requires the employee to come into contact with human or animal waste or bodily fluids.

SENSORY REQUIREMENTS:

Sensory requirements include the ability to see, speak, feel, and hear. Requires visual acuity and color perception. Requires the ability to inspect items for proper length, width, and shape; identify degrees of similarity or difference in colors, shades, forms, etc.; and visually read various information.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

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. Performs advanced professional work involving the application of principles of logical thinking to diagnose or define problems, collect data, and solve abstract problems with widespread unit or organizational impact. Decision-making is a major focus of the job, affecting most segments of the organization and the general public. Works in a highly dynamic environment. Responsible for supporting and complying with department goals, objectives, and policies.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Town of Swansea is an Equal Employment Opportunity Employer, and makes all employment decisions without regard to race, color, religion, sex, national origin, citizenship, age, or disability. Opportunity for employment with the Town of Swansea depends solely on qualification and performance. The Town's policy of equal employment opportunity and nondiscrimination extends to recruitment, employment, advancement and promotion, compensation and benefits administration, conditions and privileges of employment, training and development, and other personnel actions.

JOB DESCRIPTION APPROVAL

This proposed job description reflects the essential functions, duties, responsibilities, and minimum requirements accurately and completely to the best of my knowledge. I have made the necessary and appropriate considerations for the various and many uses of the job description that include, but are not limited to: recruiting for vacancies, screening candidates, interviewing candidates, selection of candidates, promotion, discipline, Workers Compensation, returning from leave, performance management, training, job classification, job reclassification, employee communication, reasonable accommodation interactive process, new employee orientation, communication of organizational structure, and to provide organized and defensible basis for personnel decisions to mitigate liability. The minimum requirements have neither been inflated nor deflated and correlate appropriately to the essential functions in this document. I have complied with applicable Town policies and guidelines in drafting this job description. In addition, I have given appropriate consideration and have added content to this job description, as needed, to document compliance related to federal regulations, such as but not limited to ADA, FLSA, FMLA, HIPAA, and Uniform Guidelines on Employee Selection.

Department Head Signature: _____

Date: _____

Approvals

Reviewed and approved by: Town Administrator

Signature: _____

Date: _____

Comments: