



CITY OF SENECA
221 East North First Street
Seneca, SC 29678
(864) 885-2700 Fax: (864) 885-2701
www.seneca.sc.us

October 2022

SENECA POLICE DEPARTMENT POSITION DESCRIPTION – POLICE OFFICER

General Purpose:

Performs responsible law enforcement work in the Police Department to maintain public peace, protect life and property, enforce laws, and conduct limited investigations according to established department procedures under varying degree of supervision.

Work involves risk, hazardous exposure, and personal danger. The officer must be able to take appropriate action under stress and maintain effective public contacts exercising tact and discretion. Work is performed under general supervision and is reviewed through conferences, reports, and observation.

Essential Duties and Responsibilities:

- Protects citizens by preventing crime, enforcing laws, apprehending suspects, and monitoring traffic.
- Prevents crime by explaining and enforcing applicable federal, state, and local laws and ordinances; teaching preventive, protective, and defensive tactics; mediating disputes; patrolling assigned area; responding to notices of disturbances; conducting searches; observing suspicious activities; and detaining suspects.
- Apprehends suspects by responding to complaints and calls for help, observing violations, and making arrests.
- Conducts criminal investigations by gathering evidence, interviewing victims and witnesses, and interrogating suspects.
- Documents observations and actions by radioing information and completing reports.
- Reports observations and actions by testifying in court.
- Fulfills court orders by serving warrants and commitments.
- Maintains safe traffic conditions by monitoring and directing traffic, enforcing laws and ordinances, investigating accidents, providing escort, and reporting unsafe streets and facilities.
- Minimizes personal injury by rescuing and reviving victims and radioing for medical assistance.
- Maintains operations by following department policies and procedures and recommending changes.
- Ensures operation of equipment by practicing responsible use, completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, notifying supervisor of needed repairs, and evaluating new equipment and techniques.
- Maintains professional and technical knowledge by studying applicable federal, state, and local laws and ordinances; attending educational workshops; reviewing professional publications; practicing skills; and participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

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.

Job Location and Equipment operated, but not limited to:

Duties are performed indoors and outdoors in a variety of settings and in all weather conditions. Drives a police vehicle. Operates a variety of equipment and devices such as radars, data master, police radio, handguns, shotguns, tasers, etc.

Required Knowledge, Skills and Abilities:

- Knowledge of civil and criminal statutes on which charges and arrests are executed.
- Knowledge of police methods, practices, and procedures.
- Knowledge of the geography of the City and location of important buildings.
- Knowledge of the rules and regulations of the Police Department.
- Skill in the use of firearms, other law enforcement equipment, and the operation of motor vehicles.
- Ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports.
- Ability to handle sensitive public contacts and to deal tactfully and courteously but firmly with the public.
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to remain calm and maintain control in various levels of stressful situations.
- Ability to continually meet the mandatory minimum standards for the position.
- Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the Police Department are involved.
- Assists the Police Chief in ensuring that laws and ordinances are enforced and that the public peace and safety is maintained.

Education, Experience, and Licensing Requirements:

- Preferred degree in criminology or related field
- Must possess a valid state driver's license
- Must have (or the ability to attain) certification as a law enforcement officer from SC Criminal Justice Academy.
- Any other minimum standards set by state Department of Justice of Training and Standards as applicable.

Necessary Knowledge, Skills and abilities:

- Thorough knowledge of modern law enforcement principles, procedures, techniques and equipment.
- Considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- Skill in the use of the tools and equipment listed above.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to give verbal and written instructions.

Physical Demands and Work Environment:

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is frequently required to sit and talk or hear.
- The employee is occasionally required to stand, walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee frequently works in outside weather conditions.
- The employee occasionally works near moving mechanical parts, in high, precarious places; and with explosives, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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