



CITY OF HARTSVILLE, SOUTH CAROLINA JOB DESCRIPTION

Title: **Police Corporal / Special Investigator**
Department: Police
Division: VICE Unit

GENERAL PURPOSE

Performs investigation, administrative, and other law enforcement related activities including but not limited to patrol.

SUPERVISION RECEIVED

Works under the general supervision of the assigned **Police First Sergeant**.

SUPERVISION EXERCISED

May act as Field Training Officer for a new detective or Acting Sergeant as needed. Duration of supervision exercised will be limited.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Must be willing to perform Task Force Officer duties

Must be willing to become a member of SCGIA (SC Gang Inv. Association)

Primary responsibilities will focus on gang/gun/drug activity.

Liaison between Federal agencies and HPD

Works an assigned shift and zone using own judgment in deciding course of action being expected to handle difficult and emergency situations.

Carries out duties in compliance with and enforces the laws of the State, United States and the ordinances of the City.

Maintain normal availability by radio or telephone for consultation on major emergencies.

Visits scenes of major crimes, fires, and accidents; secures evidence and questions witnesses, suspects and other persons. Tags and files seized property.

Assists in prosecution of suspects by making arrest, preparing reports and giving testimony at trials.

Investigates suspicious conditions and complaints and makes arrests of persons who violate laws and ordinances.

Prepares a variety of reports and records as required.

Accompanies prisoners to Police Department facilities, jail or court and appears in court as the arresting officer.

Maintains order in crowds and attends parades, funerals or other public gatherings.



Maintains contact with police supervisory personnel to coordinate investigation activities and provide mutual aid assistance.

Flexibility to work on rotating shifts, performing community oriented policing tasks as security patrols, traffic control, investigation and first aid at accidents, serves warrants, detection of stolen cars and missing persons, investigation and arrest of persons involved in crimes or misconduct; including juvenile offenders.

Participate in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Provides exceptional customer service to internal and external customers.

May be required to report to the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.

On call status when scheduled.

Remains on 24-hour emergency call status.

PERIPHERAL DUTIES

Coordinates activities with other officers or other city departments as needed.

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other city officials as needed.

Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a) Associates degree from an accredited college or university with major study in criminal justice or related field of study; and/or,
- b) 5 years experience w/3 years criminal investigation or narcotics investigations; and,
- c) Completion of the South Carolina Basic Law Enforcement Training Academy and Field Training; or
- d) Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities may be considered

Knowledge, Skills and Abilities:

- a) Knowledge of approved principals and practices of police work, laws and ordinances governing local police work, thorough knowledge of the geography of the City or ability to learn the area, powers of observation and memory; demonstrated comprehension of C.O.P. as a management style.
- b) Skill in operating the listed tools and equipment.
- c) Ability to: understand and carry out oral and written instructions and to prepare clear comprehensive reports; be courteous and firm with the public.

SPECIAL REQUIREMENTS

- a) At least 21 years of age.
- b) Must possess valid South Carolina driver's license.
- c) Must meet Department's physical agility standards.
- d) Hybrid or cross-trained status (Criminal/Narcotics)
- e) Clandestine lab certified and narcotics undercover training/experience

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun, taser, and other weapons as required, handcuffs, ASP, pager, first aid equipment, handcuffs, cell phone, personal computer including word processing software, copier, fax, and other related tools and equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, 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 operate objects, controls or tools listed above, 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 more than 165 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 in the use of firearms and the safe operation of motor vehicles.

WORK ENVIRONMENT

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; 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 quiet in the office and moderately noisy in the field; with the noise level being loud at the firing range or in a situation where firearms are being used.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interviews and reference check; other job related tests may be required.

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.