



**CITY OF CAMDEN, SOUTH CAROLINA  
JOB DESCRIPTION, APRIL 2023**

**POLICE OFFICER I, II, III  
POLICE DEPARTMENT**

**GENERAL STATEMENT OF JOB**

As an employee under general supervision, your primary responsibility is to ensure the impartial and equitable enforcement of all local and state ordinances and laws. This includes actively enforcing traffic laws and regulations, which involves conducting investigations into traffic accidents, ensuring the safety of streets and sidewalks, directing traffic during public events, and operating relevant equipment. You will report directly to the Shift Sergeant Supervisor, who will oversee your work and provide guidance as needed.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

- Conducts patrols throughout the city with the primary focus of preventing criminal activity and safeguarding the lives and property of its citizens.
- Carries out all lawful instructions and directives from higher-ranking personnel.
- Ensures the strict enforcement of traffic laws and regulations, including conducting investigations of traffic accidents, overseeing the maintenance of roads and signs, proposing changes to improve traffic conditions, regulating the flow of traffic, monitoring and penalizing parking violations, directing traffic during public events, and issuing tickets to violators.
- Complies with all department policies and regulations, including following established rules and regulations, and maintains a professional demeanor when interacting with other department personnel as well as with other agencies.
- Utilizes specialized automated equipment, such as the National Crime Information Computer (NCIC) and DataMaster DMT, to assist with investigations and maintain law and order.
- Receives and addresses citizens' complaints and inquiries in a timely and efficient manner, ensuring that all concerns are properly documented, followed up on, and resolved.
- Reports any complaints of internal or external misconduct or performance issues of police department personnel to the appropriate authorities, in accordance with established protocols.
- Prepares, reviews, and processes a variety of official forms and documents, such as driver's history, incident reports, criminal history, certified letters, and vehicle impoundment forms.
- Effectively communicates with a diverse group of individuals and organizations, including supervisors, staff members, other city and law enforcement agencies, customers, sales representatives, and representatives from the State Law Enforcement Division (SLED).
- Operates a wide range of machinery and equipment essential to the job, including typewriters, adding machines, police vehicles, fax machines, firearms, radios, telephones, law enforcement tools, general office supplies, and personal computers.
- Performs duties under high-risk and stressful conditions, potentially including life-threatening situations, while adhering to departmental safety protocols and procedures.



### **ADDITIONAL JOB FUNCTIONS**

- Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

- High school diploma or equivalent. Must possess valid SC driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **Physical Requirements:**

- Proficiently operate a variety of machinery and equipment, such as police vehicles and other law enforcement gear, is a requisite. Moreover, the role necessitates the ability to apply physical force of up to one hundred pounds occasionally and/or frequently to lift, carry, push, pull, or transport objects. The physical demands of the job exceed those of sedentary work and entail activities such as reaching, stooping, bending, standing, walking, running, climbing, and balancing.

#### **Date Conception:**

- Requires the capacity to assess and differentiate the readily observable functional, structural, or compositional attributes of data, individuals, or objects, whether they conform to established benchmarks or deviate from them.

#### **Interpersonal Communication:**

- This position necessitates the proficiency in communicating through spoken language or signals to disseminate crucial and pertinent information to colleagues. It also encompasses receiving directions and information from supervisors, as well as providing instructions and delegating tasks to subordinates.

#### **Language Ability:**

- This role requires proficiency in comprehending and composing various documents and reports using correct grammar, spelling, punctuation, and formatting. It also necessitates the ability to communicate with colleagues and the general public with confidence, voice control, and composure. Furthermore, the role mandates the capacity to speak effectively to large groups and to articulate clearly, ensuring radio transmission is comprehensible.

#### **Intelligence:**

- This position requires the aptitude to assimilate and implement the principles of systematic approaches such as law enforcement to address problems and navigate various real-world situations with limited standardization. Additionally, the role necessitates the ability to decipher various forms of instructions, including written, oral, diagrammatic, or schedule formats.

#### **Verbal Aptitude:**

- This role requires the capacity to document and convey information accurately and effectively while adhering to both written and verbal directives. Moreover, the position requires the ability to communicate via two-way radio.

#### **Numerical Aptitude:**

- This position necessitates the proficiency in utilizing mathematical formulas to perform operations such as addition, subtraction, multiplication, and division. Additionally, the role requires the capacity to determine percentages, decimals, time, and weight, while applying algebraic principles.

#### **Form/Spatial Aptitude:**

- This role mandates the aptitude to conduct inspections of items to ensure they meet the appropriate standards for length, width, and shape.



**Motor Coordination:**

- This position necessitates excellent hand-eye coordination and the proficiency in operating motor vehicles.

**Manual Dexterity:**

- This role requires the capacity to handle an assortment of small items, including knobs, switches, needles, medicine vials, etc. Additionally, the position requires the ability to manipulate knobs, switches, etc., by twisting, pushing, and pulling. The role mandates the highest levels of coordination between the hands, feet, and eyes. Furthermore, the position necessitates the proficiency in utilizing both hands proficiently, such as firing a handgun, patrol rifle, shotgun, and restraining suspects using handcuffs.

**Color Discrimination:**

- This position necessitates the aptitude to distinguish between different colors and shades of color.

**Interpersonal Temperament:**

- This role requires the proficiency to interact with individuals beyond simply receiving instructions. The worker must be able to connect with people in situations that go beyond receiving instructions. Furthermore, the position requires the capacity to adapt and perform effectively in high-pressure circumstances, including emergencies, dangerous scenarios, and life-threatening situations.

**Physical Communication:**

- This position necessitates the aptitude to communicate through speaking and/or listening (speaking - conveying or exchanging ideas through spoken words; hearing - perceiving the nature of sounds through the ear). Moreover, the worker must be able to speak clearly and listen effectively, even when dealing with low monotone sounds such as whispers, blood pressure, lung sounds, etc.

**PERFORMANCE INDICATORS**

**Knowledge of Job:**

- This position requires extensive knowledge of the practices, procedures, rules, and regulations of the Police Department, specifically in relation to the Patrol Division. The worker must exercise independent judgment to ensure the just and equitable enforcement of all local, state, and federal laws and ordinances. Furthermore, the position demands an extensive understanding of law enforcement, investigations, criminal justice, and traffic-related programs and activities. The worker must also have knowledge of maintaining emergency vehicles, equipment, supplies, and materials, as well as administering first aid and CPR. Additionally, the worker must be proficient in proper techniques for handling criminals and suspects, effectively communicate with various agencies and professionals, and respond quickly and accurately in stressful and emergency situations. The worker must maintain accurate records of the department's established policies and procedures, communicate clearly and concisely when giving or receiving instructions, and operate various equipment and machines safely. The position requires working in varying degrees of adverse weather conditions, operating two-way radio equipment proficiently, and having knowledge of radio codes and signals. The worker must be capable of working under highly stressful conditions.

**Quality of Work:**

- Consistently uphold high levels of accuracy and precision in performing duties and fulfilling responsibilities. Promptly takes corrective measures to address any quality deficiencies that arise within the scope of their responsibilities. Demonstrates exceptional communication skills and fosters positive interactions with colleagues, the public, and all departments and divisions of the City.

**Quantity of Work:**

- Ensure that all tasks and obligations described in the "Specific Duties and Responsibilities" section are executed efficiently and effectively.

**Dependability:**

- Take accountability for fulfilling assigned tasks and meeting deadlines by adhering to directives, City policies, standards, and established procedures. Assumes responsibility for performing duties in technical, human, and conceptual areas. Strives to complete assignments before deadlines while maintaining a high level of quality.



**Attendance:**

- Attend work regularly and on time with a minimum of tardiness and absences and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:**

- Demonstrate a proactive, self-motivated, and resourceful attitude in fulfilling job duties and obligations. Shows initiative in identifying tasks that need to be accomplished and takes appropriate and acceptable measures to ensure timely completion of work, with minimal need for guidance or instruction.

**Judgment:**

- Demonstrate the application of analytical judgment within their designated areas of responsibility. Proactively recognizes and defines potential issues or circumstances, establishing clear decision-making goals. Evaluates various options to address identified problems or situations. Executes decisions in adherence to established and effective policies and protocols with a high level of accuracy. Diligently seeks out expert advice and conducts comprehensive research on problems, situations, and alternatives prior to making informed judgments.

**Cooperation:**

- Demonstrate a willingness to receive and comply with supervisory guidance and directives to achieve common goals and objectives. Effectively seeks clarification regarding instructions and direction when necessary, especially in situations involving inadequate communication, deviations from City policies or procedures, and similar scenarios. Actively proposes valuable suggestions and recommendations to foster better collaboration among all City personnel and departments, ultimately promoting efficiency and productivity.

**Relationships with Others:**

- Facilitate the transfer of knowledge to enhance the growth and progress of managers, supervisors, and staff, fostering mutual and City-wide benefits. Actively contributes to maintaining high levels of morale and positive outlook among all City employees. Develops and cultivates cooperative and gracious relationships with colleagues within the department, employees in other departments, representatives from organizations, and members of the public, ensuring goodwill towards the City and projecting a positive City image. Diplomatically and efficiently manages requests, feedback, and grievances from other departments and individuals, reinforcing positive relationships within the City. Recognizes and prioritizes the importance of maintaining a favorable public perception of the City. Engages effectively with higher management, the City Manager, professionals, and members of the public.

**Coordination of Work:**

- Demonstrate effective planning and organizational skills in managing daily work routines. Establishes clear priorities for accomplishing tasks based on proven time-management principles, eliminating redundant efforts. Skillfully estimates the time required to complete individual work elements and devises a personal schedule accordingly. Demonstrates punctuality by attending meetings, planning sessions, and discussions promptly. Implements work activities in alignment with established priorities and estimated schedules. Adheres to a schedule of meetings, deadlines, and events, maintaining a comprehensive calendar for effective planning and scheduling.

**Safety and Housekeeping:**

- Adhere to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.