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**Town of Bluffton, SC**

**JOB DESCRIPTION**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Police Recruit**

**Department: Police Department**

**Pay Grade:** **PS1**

**FLSA Status:**  **Non-Exempt**

**JOB SUMMARY**

The purpose of this position is to perform protective service work and enforce laws for the Town of Bluffton (Town). Duties include; enforcing laws; investigating criminal activity; ensuring safety of public; maintaining records and files; testifying in Court; and preparing reports.

**ESSENTIAL JOB FUNCTIONS**

* Attends and successfully completes the South Carolina Criminal Justice Academy (SCCJA).
* Completes the field training officer program which consists of:
* Operates patrol vehicle or walks to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order; operates specialized police equipment; and maintains a visible police presence throughout the community.
* Interviews victims and witnesses;obtainins additional information regarding crimes, accidents, violations, etc.
* Investigates crimes; collects evidence; and conducts searches.
* Responds to radio dispatches; answers calls and complaints; serves warrants, summons, etc.; and completes arrest records.
* Participates in illegal drug enforcement operations; conducts surveillance.
* Makes arrests; testifies in Court; and prepares incident and various special reports.
* Conducts traffic stops; enforces traffic laws; investigates accidents; issues traffic citations; directs traffic; and provides first responder medical assistance.
* Provides police escorts; directs traffic; amd performs residential and commercial security checks.
* Participates in a variety of in-service and special training programs.
* Responds to and investigates domestic disputes; assists other law enforcement agencies when assigned.
* Reports dangers of defective streets, sidewalks, traffic lights, or other hazardous conditions.
* May be assigned to collateral duty assignments such as school resource officer, investigations, etc.; works on assigned shifts.
* Performs other related duties as assigned.

**QUALIFICATIONS**

**Education and Experience:**

High school diploma or equivalent; and no experience required but some law enforcement experience preferred; or equivalent combination of education and experience.

**Licenses or Certifications:**

Valid South Carolina driver’s license. Possess a South Carolina Criminal Justice Training Academy (SCCJA) certification.

**Special Requirements:**

None.

**Knowledge, Skills and Abilities:**

* Knowledge of police methods, practice,s and procedures.
* Knowledge of the rules and regulations of the Police Department.
* Knowledge of the geography of the Town and location of important buildings.
* Skill in using firearms.
* Skill in operating a police vehicles.
* Skill in establishing and maintaining maintain effective relationship with associates and the general public.
* Ability to carry out oral and written instructions.
* Ability to prepare clear reports,
* Ability to deal professionally, courteously, and fairly with the public.
* Ability to analyze situation.
* Ability to adopt quick, effective, and reasonable courses of action when dealing with hazardous circumstances.

**PHYSICAL DEMANDS**

The work is light work. The employee is frequently required to apply 10 pounds of force to lift, carry, push, pull or otherwise move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. In addition, positions in this classification typically require balancing, climbing, crawling, crouching, feeling, grasping, handling, perceiving sounds at normal speaking levels, discriminating among sounds, kneeling, lifting, manual dexterity, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, expressing ideas by the spoken word, shouting to be heard above ambient noise, visual acuity to analyze data/work with color or depth perception/determine accuracy or observe facilities/operate motor vehicles or equipment/inspect defects or fabricate parts, and walking.

**WORK ENVIRONMENT**

Duties are regularly performed outdoors under various weather conditions with: exposure to fumes, airborne particles, and bloodborne pathogens; exposure to toxic substances, electrical hazards, and explosives; exposure to vibrations and loud noises (such as traffic); and occasionally working in cramped or high places. Work requires dealing with potentially hostile or violent individuals, performing strenuous tasks, or potentially wearing protective gear such as respirators. Duties are also performed in a moderately noisy business office with copy machines, phones, and printers along with some light foot traffic. This job requires workings various shifts as scheduled.

***The Town of Bluffton has the right to revise this job description at any time. This***

 ***description does not represent in any way a contract of employment.***

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Employee Signature Date

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Supervisor (or HR) Signature Date

*The Town of Bluffton commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Town’s policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*