

TOWN OF CENTRAL
POSITION DESCRIPTION

PDM
6/26/19

POLICE SERGEANT/TRAINING COORDINATOR

GENERAL PURPOSE

JOB GRADE 15

Perform a variety of routine and complex public safety work in the performance and administration of police patrol, investigations, traffic regulation, and related law enforcement activities; supervises and coordinates activities of a team of police officers assigned to patrol, in car or on foot, within designated area of municipality.

SUPERVISION RECEIVED

Works under the general supervision of the Chief of Police

SUPERVISION EXERCISED

Exercises general supervision over police officers and other staff assigned to his/her team.

Perform evaluations on officers under his/her supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Available for on call duties.

General supervision of uniform patrol.

Assumes command level responsibility in absence of higher authority.

Inspects uniforms and equipment, and reads orders to subordinates.

Manages checkpoint equipment.

Coordinate transportation of prisoners and mental health transports.

Provides field training to new officers in the department.

Maintains all training records for all officers employed by the Central Police Department.

Will maintain all training compliances set forth by the SCCJA.

Will maintain all advanced training and advise officers of any up-coming training.

Will maintain the Accadis portal of the SCCJA as the Town of Central's training coordinator.

Cruises in car to observe police officers on post or in cars for efficiency and appearance and to direct in duties.

Provides directions and general assistance to the public.

Patrols street and inspects doors and windows of business to detect suspicious persons, activities or conditions and to prevent or control illegal activities.

Performs patrol duties including, but not limited to, investigating and reporting accidents, crimes, suspicious actions or persons, dangerous or defective streets, sidewalks, traffic lights, street lights, and other hazardous conditions. Responds to crime scenes and collects/preserves evidence, questions witnesses, apprehends, arrest and transfers suspects to detention facility and completes necessary paperwork.

Serves warrants, subpoenas, and other writs.

Enforces traffic safety regulations for pedestrians and motor vehicle operators and issues citations to violators.

Investigates complaints of traffic violations or criminal activity.

Performs booking of arrestees, including but not limited to fingerprinting, photographing, completing paperwork, and securing personal property.

Accompanies prisoners to court proceedings.

Transfers arrestees or other individuals to hospitals as necessary.

Testifies in court proceedings.

Assist with, reports on. Or investigates fires or accidents.

Assist other officers in the performance of their duties.

Assist emergency medical services, fire department, and other departments and agencies as needed.

Prepares reports on all incidents and maintains records or logs of same.

Reports dangers in streets or sidewalks, such as holes, obstructions, or leaking gas mains, monitors area for power, phone, coble and waterline problems and notifies proper repair companies for response.

Administers breathalyzer for department and surrounding agencies.

Inform merchants of vital information necessary to control incidents of vandalism, shoplifting and burglary.

Assist officers with computer reports to ensure accuracy and completion.

Trains new officers and conducts in-service training classes.

Answers telephones and responds appropriately.

Receives and relays or records messages for department personnel.

Issues citations to violators of traffic laws.

Renders aid to accident victims, victims of violence, or other ailing individuals.

Performs searches for missing persons, fugitives, or stolen property.

PERIPHERAL DUTIES

Assist other agencies with investigations, calls for service, and apprehension of suspects.

Ensures that vehicles are operating properly and reports any problems to the Chief of Police.

Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or equivalent; and
- (B) Three (3) Years work experience as a fully commissioned police officer in the state of South Carolina; and
- (C) Six- month tenure with the Central PD; and
- (D) Any equivalent combination of education and experience.
- (E) Must possess FTO (Field Training Instructor) within one year of hire date.
- (F) Must possess Mid-Level Management training certificate course or equivalent supervisory course within one year of hire date.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of investigative practices and procedures; considerable knowledge of proper methods of securing, handling, and preserving evidence; working knowledge to security clearance access to the law enforcement, court, state, and Federal and other criminal history resources; some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques.
- (B) Skill in operating the tools and equipment listed below.
- (C) Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; ability to comprehend and articulate complex facts and regulations in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner, ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationship with citizens, employees, supervisors and the general public; ability to follow verbal and written instructions; ability to learn the City's geography; ability to prepare, organize and maintain inspection field data, reports and systems; ability to handle stressful situations and effectively deal with difficult or angry people; ability to meet the special requirements listed below;

SPECIAL REQUIREMENTS

- (A) Must possess, or be able to obtain by time of hire, a valid SC Driver's License without record of suspension or revocation in any state;
- (B) Ability to meet Department's physical standards.

- (C) Basic Law Enforcement Training program and received certification as a law enforcement officer from SCCJA;
- (D) Must successfully complete periodic training programs, both internal and external.

TOOL AND EQUIPMENT USED

Patrol vehicle, binoculars, radar, video recorder, in-car video camera, tape recorder, computer, radio, flashlight, telephone, Federal, State and local Statute Books, ticket book, firearm, handcuffs, maps, tape measures, traffic control equipment, traffic accident forms, breathalyzer machine, magnifying lens, scissors, manuals, incident reports, first aid kits, reference books, alarms, protective clothing/equipment, any other equipment as designated.

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 feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste and smell.

The employee must occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described 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 occasionally works in outside weather conditions. The employee occasionally works 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 quite while in the office and moderately noisy while in the field.

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.

Revised 6/25/2019
SAT