



# Job Vacancy

## Patrol Officer-Part-Time Police Department

**Job Description** Under general supervision, enforces all Federal and State laws and City ordinances relating to public safety and welfare. Works under stressful, high-risk conditions. Reports to the Watch Commander.

- Enforces all Federal and State laws and City ordinances relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations and standards of safety.
- Takes active charge in serious or unusual situations.
- Performs routine patrol duties, including but not limited to patrolling assigned areas of the City, responding to emergency calls and/or public calls for assistance, investigating criminal incidents, apprehending and arresting suspects and violent persons, securing crime scenes, issuing traffic citations/summonses, seizing property and/or criminal evidence, maintaining public order, interrogating suspects, transporting prisoners and mental patients, etc.
- Serves warrants, summonses, subpoenas, civil and other official papers.
- Investigates crimes. Interviews witnesses, complainants, and victims; gathers physical evidence and preserves it for court; conducts follow-up investigations as needed.
- Investigates/reports accidents, dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.
- Provides testimony and presents evidence in court as necessary.
- Prepares and/or submits activity reports, incident reports, supplemental reports, accident reports, monthly reports, etc.
- Develops and implements programs designed to provide effective and efficient law enforcement services to citizens.
- Performs responsible duties related to crime prevention and community relations programs; attends neighborhood Crime Watch meetings to enhance police/community relationships; presents personal safety programs to citizens and implements problem-solving techniques and strategies.
- Demonstrates and promotes Community Team Policing by participating in community association meetings, community events, committees and other activities that promote community and police partnerships.
- Develops and maintains extensive knowledge of the services provided by other governmental and private agencies; refers citizens to needed services; monitors involvement of other agencies to ensure needed services are provided.
- Facilitates information exchange between citizens, other officers, detectives, crime prevention personnel, etc.
- Remains abreast of all Federal and State laws, and ordinances of the City of Lancaster.
- Attends required training courses and seminars; participates in required physical fitness activities.
- Attends departmental meetings as required.
- Maintains assigned equipment and vehicles.
- Operates various types of office equipment, machinery and tools in the performance of duties such as a computer and monitor, adding machine, recorder, radio equipment, audio-visual equipment, facsimile machine, telephone. Operates/uses a variety of police equipment, including restraining devices, protective gear, firearms, etc.

**Desirable Education and Experience** Requires a high school diploma or GED equivalent and general knowledge and familiarity with basic police functions and activities, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must have successfully completed required courses through the SC Department of Public Safety, Criminal Justice Academy Division, and hold required certifications. Must possess a valid South Carolina Driver's License. Must maintain proficiency in the use of firearms and evasive driving techniques.

**Application for Position** Applicants interested in this job opportunity may apply online at [www.lancastercitysc.com](http://www.lancastercitysc.com) (Employment Tab) or at the One Stop Career Center at 705 North White Street, Lancaster, SC. EOE.

**Position May be Subject to the Following Background Checks:**  
Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

Grade	Salary
210	\$18.633