

Greer Police Department

General Order 310.1A1 Position Classification And Job Descriptions

This order consists of the following numbered sections:

- I. AUTHORIZED POSITIONS
- II. JOB DESCRIPTIONS

By Order of: *Matt Hamby*
Chief of Police

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CALEA 21.1.1; 21.2.1; 21.2.2; 21.2.4; 22.1.10

I. AUTHORIZED POSITIONS

Salaries, overtime, compensatory time, and salary augmentation are established by City Council and regulated by the City's Employee Policy and Procedures Manual. The authorized positions are classified based upon the sharing of duties, responsibilities, and qualifications. The approved positions within each classification for the Greer Police Department are as follows:

1. Chief of Police
2. Bureau Captain (2)
3. Lieutenant (4)
 - a. Administrative Lieutenant
 - b. Uniform Patrol Lieutenant
 - c. Criminal investigations Lieutenant
 - d. Operational Support Lieutenant
4. Sergeant (5)
 - a. Detective Sergeant
 - b. Uniform Patrol Sergeant
 - c. Traffic Sergeant
 - d. Training Sergeant
 - e. Community Outreach Sergeant
 - f. Recruiting Sergeant
5. Corporal (3)
 - a. Uniform Patrol Corporal
 - b. Community Outreach Corporal
 - c. Traffic Corporal
6. Detective
7. Project Safe Neighborhoods Detective
8. School Resource Officer
9. Narcotics Detective
10. Crisis Intervention Officer
11. Uniform Patrol Officer I
12. Manager
 - a. Communications Manager
 - b. Detention Manager
 - c. Accreditation Manager
13. Administrative Assistant
14. Records Clerk
15. Data Clerk
16. Victim Advocate
17. Animal Control Officer
18. Telecommunicator
19. Detention Officer
20. Crime Analyst
21. Judicial Services Officer

II. JOB DESCRIPTIONS

Each classification within the Police Department listed above has a corresponding job description which is determined by an evaluation and job analysis provided the City's Human Resource Director. The job analysis for every position will be included the requisite work behaviors (duties, responsibilities, functions, tasks, etc.), frequency with which the work behavior occurs, the importance of the work behaviors, and job-related knowledge, skills, and abilities needed to perform the work behaviors effectively.

General Order 310.1A1
Position Classifications/Job Descriptions

- A. Whenever the duties performed by any position within the Police Department change dramatically from those listed in the job description, a new job description will be completed by the Chief or his designee and submitted to the City Director of Human Resources for re-evaluation.
- B. A listing of all job descriptions is maintained in PowerDMS and is available for review by any employee.
- C. In the event of the creation of new positions within the Police Department which are not covered by existing job descriptions, the Chief, or his designee, will submit a job description for the new position to the City Director of Human Resources for evaluation and determination of position classification.
- D. The Support Services Bureau Captain will review all job descriptions every four years to ensure accuracy. This will be done in concert with the Human Resources Director. Any additions, changes, or updates to the job descriptions will be incorporated into the master file maintained in PowerDMS and made known to the Police Department. The findings of the review will be submitted in writing to the Chief of Police.
- E. The Support Services Captain will conduct a documented workload assessment every four years. The assessment methodology, conclusions, as well as recommendations for the distribution and allocation of manpower will be included in the document supplied to the Chief of Police.
- F. All sworn positions are provided public liability protection through the South Carolina Municipal Insurance and Risk Financing Fund.