

Mauldin Police Department

Functions & Descriptions

Uniformed Patrol Officer

Unit is headquartered in the City Hall Building within a secured area of the police department's first floor..

- Responds to emergency calls for service
- Maintains Public Order
- Enforcement of Criminal and Traffic Laws
- Conducts Property Checks and Traffic direction
- Patrolling of the neighborhoods
- Public education to target the fear of crime
- Assisting other emergency responders (fire/ems)
- Special Events (Mauldifest, Parades, ect...)
- Investigation of Crimes
- Maintaining good community relations with the public
- Traffic Surveys and traffic calming
- Completes Initial incident reports
- Transportation of Prisoners
- Interview and interrogation of suspects
- Handles walk-up traffic
- Address health and public safety issues
- Testifies in Local, State and Federal Court
- Attends formalized training
- Handles all seizures on vehicles
- Traffic Unit*

Mauldin Police Department

Functions & Descriptions

Investigations

Unit is headquartered in the City Hall Building within a secured area of the police department on the second floor. Staffing currently includes five officers.

- Evaluates all assigned Cases
- Interviews subjects, follow-up on leads and speaks to witnesses
- Completes supplemental reports
- Processes Crime Scenes, preserves and collects evidence
- Gathers Criminal Intelligence
- Issues, Serves and Conducts arrest warrants and raids
- Testifies in Local, State and Federal Court
- Grand Jury Testimony and Conducts Bond Hearings
- Work On-Call status and Attends formalized training
- Handles all seizures on vehicles
- Conduct undercover investigations
- Computer Crime Investigations
- Assist US Marshals with Fugitive Apprehension
- Conducts City internal investigations
- Press Releases and TV Spokesperson
- Audio and Video Forensic Analysis
- Manages the SRO for Mauldin High School and Middle School
- Internet Crimes against Children (ICAC)*

Mauldin Police Department

Functions & Descriptions

Communication Center

Unit is headquartered in the City Hall Building within a secured area of the police department. Staffing currently includes eight dispatchers and one law enforcement supervisor.

- Dispatches all POLICE and FIRE calls for the city of Mauldin, and the Mauldin Fire Service Area
- Enters all Warrants and Wanted into Computer for records purposes
- Responds to the NCIC computer for all "hits" on wanted subjects, vehicles, and articles
- Checks all officer reports for Errors prior to submittal to SLED
- Keeps Gas Log on all Police Vehicles
- Greets and Handles all Walk-in traffic
- Answers E911
- Answers Fire Emergency line
- Pages out all personnel for emergencies
- Monitors subjects in the holding cells
- Nightly Radio Checks, tones, and pager test for FD
- Handles alarm calls
- Run Criminal History for Mauldin Employment
- Records any REPO or abandoned vehicles
- Assists in information collection for officer cases.

Crime Prevention and Community Services

Unit is headquartered in the Fire Station on Woodruff Road. Sgt. Ray Reid is responsible for all events.

- Neighborhood Crime Watch
- Home Security Surveys
- Business Security Surveys
- Stranger Danger Program
- Fatal Vision Program
- Homeowner Association Meetings
- Mauldinfest
- National Night Out
- Crime Prevention Robot (officer Sniff M Out)
- Tours of the City Hall and Police Department
- Career Fairs at Schools
- Visibility within our Business Sector and Educational Presentations
- Christmas Parade Coordination
- Police Golf Tournament

*indicates new program

Mauldin Police Department Functions & Descriptions

School Resource Officer

Units are headquartered within Mauldin High and Mauldin Middle School. Staffing currently includes three sworn personnel.

- Responds to emergency calls for service at the school
- Works directly with the school administration
- Attends School District Training and Police Department Training
- Juvenile referrals for family court as needed
- Youth Court Alternatives*
- Attends Parent Teacher Conferences
- Attends School Functions (dance, ballgames, PTO)
- Provides security to School Property interior and exterior
- Parking Lot Patrol
- Constructs Student Referrals
- Assists with Students Discipline and guidance
- Acts as a liaison between the School and the Police Department
- Courtroom Testimony
- Evidence Collection
- Student Transportation (lost, injured, or custodial arrest)
- Police Youth Camp*

*indicates new program

Mauldin Police Department

Functions & Descriptions

Property and Evidence

Unit is headquartered in the City Hall Building within a secured area of the police department. Authorized personnel include the Chief of Police, Detective Kelli Pickard and Linda Carpenter.

- Maintaining and Organizing the Property Room
- Detailed Documentation of all Evidence and the chain of custody
- Disposal of property from completed cases
- Disposal of Narcotics from completed cases
- Transportation of all items that require forensic analysis to the LEC in Greenville, or SLED in Columbia
- Attends Conferences and Training for records management
- Education of officer on proper procedures for placing items into evidence
- Completes firearms tracing forms, so that all weapons recovered or seized are test fired and placed in a national database for future firearm tracing

Mauldin Police Department Functions & Descriptions

Animal Control

- Answers Calls for Service
- Performs both Home Checks and Phone Follow-ups
- Cleans the Kennels on a Daily Basis
- Feeds and waters animals
- Visits to the Humane Society for animal placement
- Vet Trips with sick and/or injured animals
- Contact with Hugs-for-Hounds
- Tranquilizer Operator for Rabid or Vicious Animals
- Places and collects traps for nuisance animals
- City Bank Runs (BB&T)
- Monitors Police Radio and provides officer back-up
- Drug Disposal as evidence technician back-up
- Certified Marijuana Testing

Mauldin Police Department

Functions & Descriptions

Victim Advocate

Unit is headquartered in the City Hall Building within a non-secured area of the police department's second floor. Staffing currently includes one non-sworn personnel.

- Responds to emergency calls for service
- Works directly with victims of crimes
- Deals with compensation issues surrounding victims
- Attends Victims Rights Conferences
- Works with local shelters and homes for victim placement
- Maintains 24hr on-call status
- Courtroom testimony on behalf of victims of crime
- Courtroom testimony on behalf of City of Mauldin
- Works with investigations on Special Victims Cases
- Works with the State Office of Victims Assistance (SOVA)
- Helps victims prepare victim impact statements and instructs on the techniques of testifying for court