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MAYOR

TOWN OF SULLIVAN'S ISLAND



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The Town of Sullivan's Island is seeking a Police Officer with current Class I certification, or other state law enforcement equivalencies. Applicants with no experience or expired certifications are not currently being accepted.

Salary range: \$58,181 to \$81,453, starting salary may be negotiable based on experience as a certified officer.

In addition to salary, the department offers up to \$10,000 in annual incentives for various certifications and/or other law enforcement specialties, as well as participation in the State health and retirement plans.

Number of vacancies: 1

The police department may, at its discretion, establish a 12-month eligibility list if more than one eligible application is received.

Complete job description and application can be found on Town Website at <https://sullivansisland.sc.gov/government/employment-opportunities> and the position will remain open until filled. Submit completed application to Pamela Otto, Human Resources, at Town Hall or to PO Box 427, Sullivan's Island, SC 29482. Contact: Pamela Otto, HR at 843-883-5744 or potto@sullivansisland.sc.gov.

Town of Sullivan's Island



Position Title:	Patrol Officer	Grade Level:	Grade: PO1/Step: 1
Department	Police	Date:	October 24, 2025
Reports to:	Sergeant	FLSA Status:	Non-exempt

Position Title: Patrol Officer

Department: Police

Date: Updated October 2025

Reports To: Sergeant

FLSA Status: Non-Exempt

Grade Level: Grade PO1/Step 1

Job Summary

The Patrol Officer performs general law enforcement duties to protect life and property, preserve public peace, prevent and detect crime, enforce state laws and town ordinances, and promote positive community relations. Work involves responding to calls for service, conducting investigations, engaging in proactive patrols, and participating in community policing initiatives.

Essential Duties and Responsibilities

A. Patrol and Enforcement

1. Patrols assigned areas of the island, including beaches, residential neighborhoods, and business districts to deter crime and ensure public safety.
2. Responds promptly to calls for service, emergencies, and citizen requests for assistance.
3. Enforces traffic laws; investigates vehicle crashes and traffic complaints; directs traffic and provides roadway safety during emergencies or events.
4. Issues citations or warnings for violations of state law and town ordinances.

5. Performs field sobriety tests and operates breath analysis equipment during DUI investigations.
6. Provides assistance to motorists, including vehicle disablements and traffic hazards.
7. Conducts searches, arrests, and detentions in accordance with applicable laws and department policy.
8. Provides first aid and lifesaving assistance when necessary.
9. Enforces parking ordinances and assists with special event logistics and crowd control.
10. Maintains issued equipment, vehicle, and uniform in proper working order and professional appearance.

B. Investigations

1. Conducts preliminary and follow-up investigations of crimes, accidents, and suspicious incidents.
2. Collects, preserves, and documents physical and digital evidence in accordance with chain-of-custody standards.
3. Interviews victims, witnesses, and suspects; prepares detailed investigative and incident reports.
4. Coordinates with local, state, and federal agencies during joint investigations.
5. Prepares and executes search and arrest warrants; testifies in court proceedings as required.
6. Conducts surveillance and gathers intelligence on criminal activity.

C. Community Policing and Crime Prevention

1. Builds positive relationships with residents, visitors, and businesses to enhance trust and collaboration.
2. Develops and promotes community engagement programs such as Neighborhood Watch and youth outreach.
3. Conducts crime prevention assessments for homes and businesses.
4. Participates in educational presentations, safety seminars, and community events.
5. Communicates department programs and safety messages through community newsletters, meetings, and social media platforms.
6. Identifies community safety concerns and works collaboratively to develop problem-solving strategies.

D. Administrative Responsibilities

1. Prepares comprehensive written reports, records, and statistical data as required.
2. Attends training sessions, meetings, and professional development courses to maintain certifications and skills.
3. Submits monthly reports summarizing patrol, enforcement, and community activities.
4. Attends court and assists the Town's Prosecuting Attorney with establishing and maintaining cases; additionally communicates with the Clerk of Court regarding the Court docket.
5. Performs other related duties as assigned.

B. School Resource Officer (SRO) – Specialized Assignment

(Must be in the School Resource Officer Path to be considered for selection)

1. Patrols school facilities to promote safety and positive relationships among students, staff, and law enforcement.
2. Enforces state law and school policies to maintain a safe and secure learning environment.
3. Delivers educational programs on law-related topics such as drug prevention, cyber safety, and conflict resolution.
4. Collaborates with school administrators, parents, and counselors to identify and support at-risk students.
5. Provides mentorship and guidance to youth to deter delinquent behavior.
6. Responds to emergencies and threats to school safety.
7. Prepares activity reports and participates in safety planning and emergency drills.
8. Performs all other duties of a police officer as required.

Minimum Qualifications

Education and Experience

- Associate degree or equivalent college coursework preferred.
- High school diploma or GED required.
- Prior law enforcement, military, or related public safety experience preferred.

Licenses and Certifications

- Completion of the South Carolina Criminal Justice Academy.
- Valid South Carolina Driver's License.
- Must be a U.S. citizen and at least 21 years of age.
- No convictions for DUI, Driving Under Suspension, or other offenses resulting in suspension of driving privileges within five (5) years of application.

Knowledge, Skills, and Abilities

Knowledge of:

- South Carolina criminal and traffic laws, constitutional law, and town ordinances.
- Modern policing methods, investigation techniques, and community policing principles.
- Proper use and maintenance of law enforcement equipment and technology, including body-worn cameras and mobile data terminals.

Ability to:

- Exercise sound judgment under pressure and make split-second decisions to protect life and property.
- Engage respectfully and effectively with diverse populations.
- Handle emergency and non-emergency situations calmly and professionally.
- Operate police vehicles and standard law enforcement tools (e.g., firearm, taser, baton, radio, computer).
- Maintain confidentiality of sensitive information and investigations.

Skill in:

- Clear and professional oral and written communication.
- De-escalation, conflict resolution, and crisis intervention techniques.
- Defensive tactics and physical endurance.
- Problem-solving and analytical reasoning.

Supervision and Accountability

- Works under the general supervision of a Sergeant, Corporal, or shift supervisor.
- Expected to perform duties independently in accordance with department policies and procedures.
- Errors in judgment may result in injury, loss of life, legal liability, or damage to public trust.

Working Conditions

- Work is performed both indoors and outdoors in all weather conditions.
 - Exposure to hazardous materials, biohazards, second-hand smoke, narcotics, and potentially violent individuals.
 - Must be available for shift work, weekends, holidays, and emergency call-outs.
 - May involve exposure to physical danger, including the risk of being shot, stabbed, struck, or otherwise injured.
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Physical and Mental Requirements

- Ability to lift or carry up to 100 lbs occasionally.
 - Frequent walking, running, climbing, stooping, and restraining individuals.
 - Requires physical stamina, agility, and quick reflexes.
 - Visual and auditory acuity required for observation, evidence identification, and communication.
 - Mental resilience to handle stressful and emotionally charged situations.
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Ethics and Integrity

All Sullivan's Island Police Officers are expected to uphold the highest standards of ethics and integrity in both personal and professional conduct. Officers must embody the department's core values of **Professionalism, Respect, Integrity, Dedication, and Teamwork**, ensuring every action reflects the department's mission to serve the community with excellence.