

SULLIVAN'S ISLAND POLICE



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Chief of Police

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POLICE SERGEANT

Posting Date: September 10, 2026

Application Deadline: September 24, 2026, at 5:00 p.m.

POSITION SUMMARY

The Sullivan's Island Police Department is accepting applications for the position of Police Sergeant.

The Police Sergeant serves as a first-line supervisor within the Sullivan's Island Police Department and is responsible for supervising personnel, directing patrol operations, ensuring compliance with Department policies and applicable laws, and providing leadership and guidance to department personnel.

The Sergeant is expected to exercise sound judgment, maintain professional standards, promote accountability, and support the mission and values of the Sullivan's Island Police Department. The Sergeant may serve as a Shift Commander and is responsible for ensuring the effective and professional delivery of police services during assigned shifts.

ESSENTIAL FUNCTIONS

Essential functions of the Police Sergeant position include, but are not limited to:

- Supervises and directs police officers and other assigned personnel during designated shifts or assignments.
- Serves as Shift Commander when assigned and exercises appropriate supervisory authority over personnel and operations.
- Performs the duties and responsibilities of a South Carolina Class 1 law enforcement officer as required.
- Responds to and manages critical incidents, major calls for service, and other significant events within the scope of assigned authority.

- Provides direction and guidance to officers regarding calls for service, enforcement activities, investigations, and other field operations.
- Reviews incident reports, arrest reports, citations, and other official documentation for accuracy, completeness, and compliance with Department policies and applicable law.
- Monitors personnel performance and provides appropriate coaching, guidance, and corrective direction.
- Assists with staffing, scheduling, shift assignments, and operational needs as directed.
- Ensures assigned personnel have the equipment, information, and resources necessary to perform their duties safely and effectively.
- Ensures compliance with Department policies, procedures, directives, applicable laws, and Town ordinances.
- Assists with the investigation and documentation of personnel or citizen complaints when specifically assigned or authorized.
- Provides recommendations regarding personnel performance, training, corrective action, or other administrative matters when requested.
- Participates in supervisory meetings, training, planning sessions, and other Department activities as directed.
- Maintains effective working relationships with Department personnel, Town officials, other law enforcement agencies, emergency services, and members of the public.
- Promotes professional, respectful, ethical, and impartial interactions with members of the public and Department personnel.
- Prepares reports, correspondence, evaluations, and other administrative documents as required.
- Assists with Department training and professional development activities.
- Maintains knowledge of applicable federal and state law, Town ordinances, Department policies, and current law enforcement practices.
- Uses Department technology, records systems, communications equipment, and other technology necessary to perform assigned duties.
- Performs other duties and responsibilities as assigned by the Chief of Police or designee.

SUPERVISORY RESPONSIBILITIES

The Police Sergeant is a first-line supervisory position and is responsible for providing direction, oversight, and leadership to assigned personnel.

The Sergeant operates under the direction of the Chief of Police, Deputy Chief, or Patrol Commander, as applicable, and exercises supervisory authority consistent with Department policy and directives.

The Sergeant may delegate specific duties to subordinate personnel as appropriate but remains responsible for the supervision and oversight of assigned personnel and operations.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

- Minimum of five (5) years of experience as a South Carolina Class 1 law enforcement officer, or equivalent law enforcement experience with a state, federal, or military law enforcement agency.
- Minimum of three (3) years of service with the Sullivan's Island Police Department.
- The three-year Sullivan's Island Police Department service requirement may be waived by the Chief of Police when, in the Chief's judgment, a candidate possesses substantially equivalent law enforcement, supervisory, leadership, and operational experience that demonstrates the candidate's ability to successfully perform the essential functions of the Sergeant position.
- Possess and maintain a valid driver's license.
- Possess and maintain all certifications and licenses required to perform the duties of the position.
- Demonstrated ability to exercise sound judgment and make appropriate decisions in routine and high-stress situations.
- Demonstrated leadership, supervisory, organizational, and communication skills.
- Demonstrated ability to effectively supervise, mentor, and evaluate subordinate personnel.
- Demonstrated ability to communicate effectively, both verbally and in writing.
- Demonstrated ability to use computers, Department technology, records-management systems, and other technology necessary to perform assigned duties.
- Ability to establish and maintain effective working relationships with Department personnel, Town employees, other agencies, and members of the public.

KNOWLEDGE, SKILLS, AND ABILITIES

Successful candidates should demonstrate:

- Knowledge of law enforcement principles, practices, and procedures.
- Knowledge of applicable federal and state laws and regulations and local ordinances.
- Knowledge of Department policies, procedures, rules, and directives.
- Ability to supervise personnel fairly, consistently, and professionally.
- Ability to evaluate situations, identify appropriate courses of action, and make sound decisions.
- Ability to remain calm and effective during emergencies and other high-stress situations.
- Strong verbal and written communication skills.
- Ability to prepare accurate and complete reports and other official documentation.
- Ability to provide constructive feedback, coaching, and direction to subordinate personnel.
- Ability to work effectively with diverse individuals and groups.
- Ability to maintain confidentiality and exercise appropriate discretion concerning Department and personnel matters.
- Ability to work independently while operating within established policies, procedures, and supervisory direction.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The Police Sergeant position requires the ability to perform the physical and mental functions necessary to perform law enforcement and supervisory duties.

The position may require prolonged periods of standing, walking, sitting, driving, and working outdoors in varying weather conditions. Duties may include responding to emergencies, walking or running, climbing stairs, bending, kneeling, lifting or carrying equipment, and other physical activities associated with police operations.

The position may require the use of protective equipment and may involve exposure to traffic, hazardous environments, inclement weather, bodily fluids, emotionally stressful situations, and other conditions inherent in law enforcement work.

The employee must possess the physical ability, with or without reasonable accommodation, to safely perform the essential functions of the position.

WORK SCHEDULE AND AVAILABILITY

The Police Sergeant position is assigned to a rotating work schedule and may include nights, weekends, holidays, and other nontraditional working hours based upon Department operational needs.

The Sergeant may be required to work extended hours, overtime, or respond to emergency situations in accordance with applicable Town policies and Department procedures.

Availability for consultation, recall, or response outside of regularly scheduled hours may be required when assigned or when operational circumstances reasonably require supervisory response.

APPLICATION PROCESS

The position will be posted internally and externally for ten (10) working days.

Posting Date: September 10, 2026

Application Deadline: September 24, 2026, at 5:00 p.m.

Applications must be received by the designated deadline.

Applications received after the deadline will not be considered unless the posting period is formally extended by the Town.

This position is open to both current Town of Sullivan's Island employees and external applicants who meet the minimum qualifications. All applicants will be subject to the same minimum qualifications and selection process. Internal applicants will not receive preferential treatment solely because of their current employment status, except as otherwise provided by applicable Town policy.

External applicants should submit a completed Town employment application, a completed Police Department supplemental application, resume, and any required supporting documentation in accordance with Town application procedures. Internal applicants should submit a letter of intent, resume, and any required supporting documentation.

SELECTION PROCESS

The Town of Sullivan's Island and Sullivan's Island Police Department reserve the right to evaluate applicants based upon the qualifications, experience, skills, knowledge, leadership ability, and demonstrated ability to perform the essential functions of the position.

The selection process may include, as applicable, review of application materials, verification of qualifications and certifications, interviews, supervisory or leadership assessments, background investigation, and other job-related evaluation procedures.

Meeting the minimum qualifications does not guarantee selection or appointment to the position.

The Chief of Police reserves the right to make a recommendation for appointment consistent with applicable Town policies and procedures.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Sullivan's Island is an Equal Employment Opportunity employer. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, or other status protected by applicable law.

The Town reserves the right to make reasonable accommodations for qualified individuals with disabilities in accordance with applicable law.

QUESTIONS

Questions regarding the position or application process should be directed to the appropriate Town of Sullivan's Island Human Resources representative or the Sullivan's Island Police Department.