

## TOWN OF SULLIVAN'S ISLAND

### POLICE SERGEANT

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

Minimum requirements: Must be a citizen of the United States; over 21 years of age; high school diploma or GED; possess a current, valid SC driver's license; have no criminal convictions; possess a South Carolina Criminal Justice Academy Class 1 Certification; have a minimum of 5 years law enforcement experience; able to pass thorough background check, drug screening and pre-employment physical; supervisory experience preferred.

Full job description and application can be found on the Town website at [sullivansisland.sc.gov](http://sullivansisland.sc.gov).

Please complete both the General Employment Application and the Police Department Employment Application. Submit completed applications to Human Resources at Town Hall or to PO Box 427, Sullivan's Island, SC 29482.

Town of Sullivan's Island is an Equal Opportunity Employer

Contact: Pamela Otto 843-883-5744 or [potto@sullivansisland.sc.gov](mailto:potto@sullivansisland.sc.gov)



**TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA**  
**SERGEANT: Police Department**

**SALARY RANGE:**

(Pay commensurate with education and experience)

**BENEFITS:** Health, life, vision, dental, and disability insurance; retirement plan; county observed holidays; vacation and sick leave; uniforms and equipment provided, training opportunities; employee wellness program

**MINIMUM QUALIFICATIONS:** Applicants must be a citizen of the United States over 21 years of age; have a high school diploma or GED; possess a current and valid SC driver's license; have no criminal convictions; possess a South Carolina Criminal Justice Academy Class 1 Certification; have a minimum of five (5) years of law enforcement experience; supervisory experience preferred.

**JOB DESCRIPTION:** Supervises and assists staff in the planning and direction of the operations of the Sullivan's Island Police Department. Ensures the enforcement of all laws, ordinances and regulations set forth by the State of South Carolina and Town of Sullivan's Island. Supervisory duties include instructing; assigning, reviewing, planning and overseeing the work of others; maintaining standards; coordinating activities; acting on employee problems; recommending employee promotions, transfers, discipline and discharge as appropriate.

Work is regularly performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities and needs. Twelve (12) hour work schedule on assigned shift. However, scheduled hours, days, duties, special assignments and all other information contained herein is subject to change. May be required to work extra hours and perform amended and/or additional duties during emergency situations, and/or department needs.

**DUTIES AND RESPONSIBILITIES:** Assist in the supervision and direction of the Sullivan's Island Department and its personnel. Supervise subordinate personnel through the chain of command. Review and evaluate the work of subordinates. Offer advice and provide the necessary assistance in the following additional categories.

- Development, amendment and implementation of policies and procedures as necessary to promote and ensure the effectiveness of operations, as well as the safety and welfare of the public.
- Development of long-range plans to meet future growth.
- Coordination with other law enforcement jurisdictions regarding inter-jurisdictional

matters, cooperative law enforcement, investigations, critical incident management and natural disaster management.

- Intra-departmental communications through regularly scheduled supervisory meetings.
- Responding to public, governmental, managerial and inter-agency inquiries through written Correspondence and/or verbal communications.
- Investigating, documenting and recommending appropriate response to complaints concerning department personnel and activities.
- Receiving and reviewing reports submitted by subordinate personnel, ensuring Completeness and accuracy.
- Attending and participating in public activities; plans and participate in department public relations efforts.
- Remaining abreast of all State laws and Ordinances of the Town of Sullivan's Island.
- Performing a wide variety of routine administrative tasks, preparing reports, related correspondence, etc.
- Receiving, reviewing, preparing and/or submitting various records and reports; as, incident and supplemental reports, accident reports, use of force reports, NCIC reports, monthly reports, personnel documentation, memorandums and related correspondence.
- Ensuring proficiency in the use of agency assigned lethal and less than lethal weapons, vehicle operations, radar, SFSTs, breath analyzer, and other agency issued equipment. Exercising care and safety in the use of equipment required to complete assigned tasks.
- Interacting and communicating with various individuals and groups; such as, agency personnel, subordinates, court personnel, attorneys, other local, state and federal law enforcement agencies, community leaders and organizations, media, business leaders, civic organizations, complainants, victims, subjects, suspects, witnesses, and the general public.

Candidates must submit a complete Town Employment Application Form. This form is available online at <https://sullivansisland.sc.gov/government/employment-opportunities>. Completed applications may also be delivered to the Sullivan's Island Town Hall, 2056 Middle Street, Sullivan's Island, SC 29482; or, mailed to the Sullivan's Island Town Hall (Attn: Human Resources), PO Box 427, Sullivan's Island, SC 29482. All questions should be directed to Chief C. Griffin, (843) 883-5739, [cgriffin@sullivansisland.sc.gov](mailto:cgriffin@sullivansisland.sc.gov); or Captain C. Wallace, (843) 883-5738, [cwallace@sullivansisland.sc.gov](mailto:cwallace@sullivansisland.sc.gov).

**Deadline to apply: TBA**

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