



CITY OF *Sumter*
SOUTH CAROLINA

VACANT POSITION

Police Officer

Police Department

Starting Pay \$45,200 per year

Job Purpose: Perform general patrol and traffic duties to protect the lives and property of citizens within the City's enforcement laws and ordinances.

- Patrols designated zones to observe and check on homes, businesses and the general welfare of citizens.
- Responds to specific incidents relayed by the dispatcher and conducts preliminary investigation when needed. Assists stranded motorists.
- Directs traffic, looks for traffic violators, issues tickets.
- Answers calls and radio complaints involving automobile accidents, misdemeanors, felonies and domestic-related disturbances.
- Prepares detailed written incident reports.
- Receives and prepares various records and reports such as police records, accident and incident reports, chain of custody forms, traffic and arrest tickets, booking reports, etc.
- Performs exceptional service to internal and external customers.
- Performs other duties as requested.

Skills Required:

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, city ordinance, and department policies and procedures.
- Ability to communicate effectively verbally and in writing.
- Ability to work with the public.
- May be required to lift objects up to 44 pounds, with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Minimum Qualifications:

- Must be a U.S. Citizen.
- Must be 21 years old or older.
- Must be a high school graduate or possess equivalency.
- Must have steady/reliable work history.
- Must hold valid, current drivers license. If hired you are required to become a South Carolina resident and must be able to obtain a valid South Carolina Driver's License.
- Must not have any driver's license suspensions for Driving Under the Influence (DUI), leaving the scene of an accident, reckless homicide, or involuntary manslaughter in the last 5 years.
- Must not have record of any felony or criminal domestic violence.
- Must not have defaulted on a student loan.
- Must have a good credit history.
- Must have an honorable discharge from the US military, if applicable.
- Must pass a background investigation to include a clear criminal record.
- Must pass pre-employment screenings (drug test, vision, hearing, psychological exam, polygraph, stress, and pulmonary function tests).

Additional incentives include: College Education Assistance, expense-free training at the SC Criminal Justice Academy, advance training bonuses, and annual service appreciation drawings.

Deadline to Apply: **Open until filled**
Apply online at www.sumtersc.gov or
mail resume with cover letter along with application to:
City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150