

The City of Woodruff Police Department is seeking qualified candidates for the position of Police Officer. Qualified applicants will be able to work under general supervision, perform police duties to protect life and property through the enforcement of laws and ordinances. Reports directly to a shift supervisor. Works under conditions that are often stressful.

QUALIFICATIONS

- High school diploma/GED
- Must be at least 21 years of age
- Must possess or be able to obtain certification from the South Carolina Criminal Justice Academy
- Valid SC driver's license
- Required to work 12-hour shifts
- Successfully pass drug screening, psychological exam and medical exam.
- Ability to communicate effectively verbally and in writing
- Ability to work with the public and deal effectively with the public
- Must be able to handle stress in emergency situations

SPECIFIC DUTIES AND RESPONSIBILITIES

- Patrols streets, roads, and highways within the Town as assigned, maintaining surveillance to prevent/detect criminal acts or traffic violations; warns, arrests, or cites violators of traffic codes, ordinances and regulations; completes appropriate paperwork on arrests.
- Accompanies persons to headquarters to be booked on charges; accompanies prisoners to court; maintains custody and testifies when called upon.
- Attends, reports and investigates accidents; keeps bystanders out of danger and renders first aid to the injured.
- Works a flexible schedule to fill in for other police officers due to vacation, sick leave, training, etc.
- Provides transportation for prisoners and/or mental patients as directed.
- Responds to dispatched calls and emergencies; provides back-up assistance to other officers as needed, etc.
- Promotes good will between the Department, other agencies and the community.
- Studies to increase personal knowledge of law and helping agencies so as to advise the public properly.
- Directs traffic as required.
- Apprehends, arrests and detains criminal suspects and law violators when necessary, following proper procedures when making arrests; checks property.
- Assists in training new officers; attends training classes and seminars as required.
- Runs breathalyzer tests for other officers.
- Performs other related duties as required.

HOW TO APPLY

Interested persons should submit an application along with required documents as outlined in the application. Applications may be mailed submitted to Chief Greg Ryan Human Resources at 231 P.O. Box 1389 Woodruff, SC 29388 or gryan@cityofwoodruff.com East Haynes Street, Woodruff, SC 29388. Applications may be obtained from the Woodruff Police Department at 231 East Haynes Street, Woodruff, SC 29388, or downloaded from www.cityofwoodruff.com

SALARY

TBD

DEADLINE

Open until filled.

The City of Woodruff is an Equal Opportunity Employer