

EMPLOYMENT OPPORTUNITY POLICE OFFICER

JOB DESCRIPTION

Patrol assigned areas of the City to serve the public as needed, preserve order and prevent or discover the commission of crimes and/or unsafe conditions in the community. Respond to police service requests and evaluate the situations quickly and objectively. Take appropriate actions to resolve matters in a firm, courteous and tactful manner with respect for the rights of others. Enforce state statutes, traffic laws and City ordinances by apprehending violators, making physical arrests, issuing citations, and/or placing charges as appropriate and necessary. Safely operate assigned patrol car and other vehicles under routine and adverse driving conditions. Respond safely to traffic accidents and other traffic problems. Generate offense and incident reports and other related reports in a legible, accurate and timely fashion. Testify in courts of law, depositions, and other legal proceedings. Read and maintain up-to-date knowledge of departmental directives, bulletins and applicable laws. Act in civil emergency situations to aid the public with first aid, evacuations by carrying or retrieving victims, and carrying and using emergency equipment in all types of weather. Provide general traffic direction and escorts for funerals, parades or other community activities.

MINIMUM QUALIFICATIONS

- < At least 21 years old;
- < High School diploma or GED certificate;
- < Valid South Carolina Driver's License--with no records during the previous five years for suspension of driver's license as a result of driving under the influence of alcoholic beverages or dangerous drugs, driving while impaired (or equivalent), reckless homicide, involuntary manslaughter, or leaving the scene of an accident;
- < No convictions for any criminal offense that carries a sentence of one year or more or of any criminal offenses that involves moral turpitude;
- < No felony convictions;
- < Be of good moral character (as determined by a background investigation);
- < Favorable credit check.

CLOSING DATE

The City of Greenwood always accepts applications from suitable candidates, so there is no application filing deadline. Apply in room 203 of the Municipal Building, 520 Monument Street.

The City of Greenwood is an equal opportunity employer.