APPLYING FOR EMPLOYMENT WITH THE CITY OF COLUMBIA POLICE DEPARTMENT

GENERAL INFORMATION FORM
For: Police Officer / Police Officer Candidate

ALL POSITIONS REMAIN OPEN UNTIL CLOSED OR FILLED - STATUS OF A POSITION MAY CHANGE AT ANY TIME.
— NOT A CONTRACT —

POLICE DEPARTMENT APPLICATION PACKET REQUIREMENTS

Application for Employment
- City of Columbia Application for Employment
  Page 1 - 3—Applicant Information
  Page 3—Employment Data/Education
  Page 4—Employment History-Work Experience
  Page 4A—Employment History-Work Experience-Continuation (if needed)
  Page 5—Criminal Conviction(s)
  Page 5A—City of Columbia Reporting Form/EEO Reporting and Research Form

Required City of Columbia Documentations for Employment
A. Completed Police Officer/Police Candidate application
   I. Signed & Notarized ORIGINAL “Personal Inquiry Waiver - Authority for Release of Information Form”
   II. Signed ORIGINAL “Conditional Offer of Employment Medical Consent Form”
   III. Signed ORIGINAL “SLED/Criminal Records & Driver’s License Investigation Check”
   IV. Police Officer/Police Officer Candidate Attachment

IMPORTANT NOTICE: FORMS SUBMITTED WITH APPLICATION PACKETS WILL NOT BE RETURNED.

All completed and signed Police Department Application Packets must be submitted to:
The City of Columbia Human Resources Department-Employment Office located at 1225 Lady Street, Columbia
or mailed to PO Box 147 Columbia, South Carolina 29217-0147
REQUIRED FORMS MUST BE SUBMITTED WITH THE APPLICATION PACKET.
THE EMPLOYMENT OFFICE CANNOT MAKE COPIES AT TIME OF SUBMITTAL.

The City of Columbia Human Resources Department screens all application packets for completeness and to ensure the
applicant meets the minimum qualifications for the selected position.

The City of Columbia Human Resources Department will provide Applicants with written acknowledgement indicating receipt of Application Packets.

The Columbia Police Department Selection Process may take from 1 to 3 months for completion.

Contact a Police Department Recruiter:
City of Columbia Police Department Human Resources Unit #1 Justice Square Columbia, SC 29201
Hours: 8:30 A.M.—4:30 P.M. Phone: (803) 545-3550
Email: sawalker@columbiasc.net
INTRODUCTION TO THE SELECTION PROCESS

The Selection Process shall only evaluate traits, characteristics, and qualifications as identified by the City of Columbia job description and/or job task analysis. Elements of the Selection Process for Police Officer Candidate and Police Officer positions are based on the entry requirements for admission to the South Carolina Criminal Justice Academy as established by SC Code § 23-23-60.

Each element of the Selection Process for a specific position shall be administered, scored, evaluated, and interpreted in a uniform manner and shall be identical for all applicants for a given position.

APPLICANT NOTIFICATION

Within five (5) working days of receiving an application packet from The City’s Human Resources Office, the Police Department Human Resources Unit will send each applicant a letter acknowledging receipt of their application. Applicants failing to successfully complete any element of the Selection Process and/or not selected for positions shall receive a rejection letter within thirty (30) days of the decision.

SELECTION PROCESS

Job-Related Physical Agility Test (PAT)—Police Officer Candidate applicants will be notified to come and take the South Carolina Criminal Justice Academy’s physical agility/obstacle course requirements in two (2) minutes and six (6) seconds or less. The Police Department Training Division will facilitate pre-employment PAT testing for Police Officer Candidate applicants.

Nelson-Denny Reading Test*—Police Officer Candidates without a bachelor’s degree and who successfully completes the Physical Agility Test will be administered the Nelson-Denny Reading Test. Applicants must achieve The South Carolina Criminal Justice Academy’s minimum score for further consideration. *Applicants with a Bachelor’s degree are exempt from this test.

Background Investigation—An experienced Investigator will interview, photograph and fingerprint all applicants. A written summary of the thorough investigation and findings regarding the applicant’s character will be submitted to the Human Resources Unit.

Conditional Offer Interview—All applicants will be interviewed by the Human Resource Unit Supervisor. Based on the interview and the recommendation by the Human Resources Unit, the applicant may be given a Conditional Offer of Employment.

City of Columbia Health Screen*—The City of Columbia’s Occupational Health Nurse will perform health screens on all applicants. *Performed at no cost to the applicant.

Drug/Alcohol Screen*—All applicants must pass a urine drug and alcohol screen. *Performed at no cost to the applicant.

Medical Examination*—Police Officer Candidates and Police Officer applicants will be required to undergo a complete physical. *Performed at no cost to the applicant.

Emotional Stability/Psychological Examination*—Police Officer Candidates and Police Officer applicants will be required to undergo an Emotional Stability/Psychological Examination. *Performed at no cost to the applicant.

Polygraph Examination*—All applicants will be required to undergo a polygraph examination. Topics for the polygraph examination will be drawn from the Pre-Employment Applicant Questionnaire completed by the applicant preceding the Background Investigation. *Performed at no cost to the applicant.

FINAL OFFER OF EMPLOYMENT—Made by the Oral Review Board.

The Columbia Police Department Selection Process may take from 1 to 3 months for completion.

PROBATIONARY EMPLOYEE STATUS

All applicants selected for hire shall be subject to the successful completion of a six month probationary (introductory) period. The Chief of Police may terminate an employee without prior notice at any time during the probationary period.
**POLICE OFFICER CANDIDATE**  $33,027.00/Annual  
**POLICE OFFICER**  $35,002.80 - $37,628.00 DOQ/Annual

**NOTICE OF RECRUITMENT**
THIS POSITION REMAINS OPEN UNTIL CLOSED OR FILLED

**POLICE OFFICER**
Under occasional supervision, performs general criminal, traffic enforcement and police duties to ensure the strict enforcement of state and local laws relating to public safety and welfare. Provides reactive response while on patrol to assist with incidents that have occurred to document information, gather witness accounts, look for suspects and perform support activities as needed. Performs proactive prevention efforts while on patrol to discover crimes in progress and deter criminal activity in patrol area. Provides education and information to the public regarding traffic laws and accident prevention. Reports to a Sergeant.

**Note:** Those Police Officer applicants who are not Certified Police Officers and/or who do not have previous police officer experience may be considered as a **POLICE OFFICER CANDIDATE**.

**MINIMUM QUALIFICATIONS:** You must:

- Be **twenty-one (21)** years or older as of date of application;
- Be a **citizen of the United States**;
- Be a high school graduate; or, have a GED certificate; or a college graduate
- Possess and maintain a valid Class “D” Driver’s License; and, have an acceptable driving record.

**NECESSARY SPECIAL REQUIREMENTS**
Selected applicants will be required to participate and successfully meet the requirements and standards affixed to each Training Program. Areas of training include, but are not limited to:

1. Job Related Physical Ability Test;
2. Basic Candidate School (BCS)
3. South Carolina Criminal Justice Academy’s Basic Law Enforcement School (Twelve (12) Weeks); and
4. Columbia Police Department Field Training Program.

The new recruit will be expected to successfully complete the aforementioned training programs; failure to do so on any of these programs will be grounds for summary dismissal.

**NOTE:** A complete background investigation for criminal convictions and driver license violation records will be conducted through local, state and national criminal record agencies. The City of Columbia Police Department WILL NOT consider applicants for Police Officer positions who have:

1. Any criminal record;
2. Physical or psychological deficiency which cannot be overcome;
3. Background that reflects poor character.

**PRE-REQUISITES:** You must:

1. Complete a City of Columbia Police Officer's Application Packet in its entirety *(NO resume will be accepted without a completed City of Columbia Employment Application)*;
2. Submit all required documents;
3. No criminal record;
4. Be of **good character and be temperate in habits**; and,
5. Have no DUI or DUS or any driving suspension that occurred within the past five (10) years.
6. Have a **good employment history**.
   
   If you have had over four (4) previous jobs, you must complete the Previous Employment Continuation contained in the Police Officer’s Application Packet.

**STATUS OF POSITION MAY CHANGE AT ANY TIME – NOT A CONTRACT**

REQUEST A POLICE APPLICATION PACKET FROM & RETURN SAME TO:
Office of Human Resources – 1225 Lady St., (corner of Lady & Sumter) – Columbia, SC 29217-0147
CITY OF COLUMBIA POLICE DEPARTMENT

1. GENERAL INFORMATION - "NOT A CONTRACT"

APPLYING FOR EMPLOYMENT WITH THE CITY OF COLUMBIA POLICE DEPARTMENT

Applications may be obtained from and returned to:
City of Columbia HR/Employment Office
PO Box 147
1225 Lady Street
Columbia, South Carolina 29201-0147
Phone: (803) 545-3010 ● Employment Office Hours: Monday through Friday 8:30 A.M. - 5:00 P.M.

REQUIRED DOCUMENTATION: You must submit the following documents:

1. Completed ORIGINAL City of Columbia Employment Application with the following documents
   (Provided in the application packet):
   a) Signed ORIGINAL & NOTARIZED “Personal Inquiry Waiver - Authority for Release of Information Form”
   b) Signed ORIGINAL “Conditional Offer of Employment Medical Consent Form”
   c) Signed ORIGINAL “SLED Criminal Investigation - Records Check Form”
   d) Signed ORIGINAL “Attachment to City of Columbia Police Application for Employment Form
   e) ORIGINAL Previous Employment Continuation Form (if needed)
   f) Signed ORIGINAL EEO Reporting & Research Form.
2. Valid Driver’s License (Send LEGIBLE copy)
3. Social Security Card (Send LEGIBLE copy)
4. COPY: Birth Certificate (DO NOT SEND ORIGINAL)
5. COPY: High School Diploma; or, State GED Certification - (DO NOT SEND ORIGINAL); OR
   College Diploma (Transcript required if within five (5) years of Employment Application Date). If sending
   ORIGINAL, it must be in a SEALED ENVELOPE. Originals will not be returned.
6. COPY: Form 214 (for ex-military personnel) (DO NOT SEND ORIGINAL)
7. ORIGINAL: Ten (10) Year Driving Record (no older than thirty (30) days prior to date of application).
   If sending a copy, the copy must be CERTIFIED COPY. (Original will not be returned)
8. ORIGINAL: Credit Report from a National Credit Bureau (no older than six (6) months prior to date of
   application). If sending a copy, the copy must be CERTIFIED COPY. (Original will not be returned)
   (FYI ONLY: Experian: 1-888-397-3742 ● EQUIFAX: 1-800-685-1111)

VERY IMPORTANT NOTICE

REQUIRED FORMS MUST BE SUBMITTED WITH THE APPLICATION PACKET
THE CITY CANNOT MAKE COPIES AT TIME OF SUBMITTAL.

POLICE OFFICER

GENERAL STATEMENT OF JOB

Under occasional supervision, performs general criminal, traffic enforcement and police duties to ensure the strict
enforcement of state and local laws relating to public safety and welfare. Provides reactive response while on patrol to
assist with incidents that have occurred to document information, gather witness accounts, look for suspects, and perform
support activities as needed. Performs proactive prevention efforts while on patrol to discover crimes in progress and
deter criminal activity in patrol area. Provides education and information to the public regarding traffic laws and accident
prevention. Reports to a Police Sergeant.