



"Everybody Counts; Everybody Contributes; and Everybody Benefits"

**EQUAL OPPORTUNITY EMPLOYER**

**APPLYING FOR EMPLOYMENT WITH THE CITY OF COLUMBIA POLICE DEPARTMENT  
GENERAL INFORMATION FORM**

**For: Police Officer Candidate / Police Officer / Civilian Position Applicants**

ALL POSITIONS REMAIN OPEN UNTIL CLOSED OR FILLED - STATUS OF A POSITION MAY CHANGE AT ANY TIME.

— **NOT A CONTRACT** —

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.

**Only complete and qualified application packets will be forwarded to the Police Department for processing.**

**POLICE DEPARTMENT APPLICATION PACKET REQUIREMENTS**

**1. Application for Employment**

- City of Columbia Application for Employment
  - Page 1—Applicant Information
  - Page 2—Employment Data/Education
  - Page 3—Employment History-Work Experience
  - Page 3A—Employment History-Work Experience-Continuation (if needed)
  - Page 4—Criminal Conviction(s)
  - Page 4A—City of Columbia Reporting Form/EEO Reporting and Research Form
  - Page 5—Police Officer/Police Officer Candidate Attachment (*not to be completed by applicants for civilian positions*)
- Signed & Notarized ORIGINAL "Personal Inquiry Waiver - Authority for Release of Information Form"
- Signed ORIGINAL "Conditional Offer of Employment Medical Consent Form"
- Signed ORIGINAL "SLED/Criminal Records & Driver's License Investigation Check"

**2. Required Documents - ALL COPIES MUST BE LEGIBLE**

- Copy: Valid South Carolina Driver's License
- Copy: Social Security Card (DO NOT SEND ORIGINAL)
- Copy: Birth Certificate (DO NOT SEND ORIGINAL)
- Copy: High School Diploma; or, State GED Certification, and/or College Diploma\* (DO NOT SEND ORIGINAL)
  - \*Transcript required if within five (5) years of Employment Application Date. Transcripts will not be returned.
- Copy: Form DD 214 (*to be submitted by ex-military personnel only*) (DO NOT SEND ORIGINAL)
- **ORIGINAL or CERTIFIED COPY:** Ten (10) Year Driving Record (Must be dated within 30 days of application.)  
Available from SCDMV offices or on-line at: <https://www.scdmvonline.com/dmvpublic/trans/DrvRecWarn.aspx>
- **ORIGINAL or CERTIFIED COPY:** National Credit Bureau Credit Report (Must be dated within 6 months of application.)  
Available from Experian: 1-888-397-3742, EQUIFAX: 1-800-685-1111, or other national credit reporting agencies.

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

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: [cdbutzer@columbiasc.net](mailto:cdbutzer@columbiasc.net)



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**APPLICANTS SELECTED FOR EMPLOYMENT WILL BE HELD TO THE FOLLOWING EXPECTATIONS**

All employees are required to present a neat and clean appearance when on duty or while representing the Department.

Police Officer Candidates and Police Officers will be required to have hairstyles that are neat and do not interfere with the normal wearing of police headgear. A mustache may be worn but must be neatly trimmed, must not cover the upper lip or extend horizontally beyond or below the corner points of the mouth. Handlebar mustaches, beards and goatees are not authorized.

Visible tattoos may not contain subject matter or be of a nature that would cause offense to members of the community or co-workers. Columbia Police Department personnel are prohibited from having facial tattoos.

**DISQUALIFICATION FROM THE SELECTION PROCESS**

Applicants may be disqualified from the Selection Process for any of the following causes:

- Any admission during the Polygraph examination that is a violation of law and/or City/Police Department directives.
- Physical or psychological deficiency which cannot be overcome.
- Background Investigation which reflects poor character.
- Drug screen which indicates the presence of alcohol or illegal drugs.\*
- Unfavorable credit history.\*
- Criminal History
  - Convicted of any felony.
  - Convicted of any criminal offense that carries a sentence of one year or more.
  - Convicted of any offense involving moral turpitude.
- Driving History (*applies to Police Officer Candidate and Police Officer Applicants Only*)
  - Suspension of driver's license (or suspension period) during the previous five years\* for as a result of:
    - Driving Under the Influence (DUI) of alcohol or dangerous drugs
    - Driving While Impaired (DWI) or the equivalent
    - Reckless homicide
    - Involuntary manslaughter
    - Leaving the Scene of an accident

\* Persons disqualified because of a temporary condition may reapply when those conditions no longer constitute a disqualifying factor.

**COLUMBIA POLICE DEPARTMENT  
GENERAL INFORMATION FORM**

**For: Police Officer Candidate / Police Officer / Civilian Position Applicants  
— NOT A CONTRACT —**

**CITY OF COLUMBIA POLICE DEPARTMENT SELECTION PROCESS**

**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.

The Police Department’s Human Resources Unit shall remain in telephone/e-mail contact with applicants to ensure the Selection Process is completed in a timely and efficient manner.

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.

**INTRODUCTION TO 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.

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

**ELEMENTS OF THE SELECTION PROCESS**

The chart below demonstrates the required elements for the City of Columbia Police Department’s Selection Process as determined by the selected position’s classification.

Position Classification	Police Officer Candidate Positions	Police Officer Positions	Civilian Positions
Testing/Requirement			
Qualification Review	X	X	X
Driver’s License Check	X	X	X
Criminal History Check	X	X	X
Job-Related Physical Agility Test	X	X	n/a
Nelson-Denny Reading Test*	X	n/a	n/a
<i>*Applicants with a Bachelor’s degree are exempt.</i>			
Personal History Statement	X	X	X
Pre-Employment Applicant Questionnaire	X	X	X
Specific Skill Testing (if applicable)	n/a	n/a	X
Background Interview/Investigation	X	X	X
Conditional Offer Interview	X	X	X
Drug/Alcohol Screen	X	X	X
City of Columbia Health Screen	X	X	X
Medical Examination (Complete Physical)	X	X	n/a
Emotional Stability/Psychological Examination	X	X	n/a
Polygraph Examination	X	X	X
Final Offer of Employment	X	X	X

**COLUMBIA POLICE DEPARTMENT  
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**DESCRIPTION OF EACH ELEMENT OF THE SELECTION PROCESS**

**Qualification Review**—All application packets are reviewed by the Police Department Human Resources Unit.

**Driving History Audit**—Five (5) years Driving History is reviewed for all applicants.

**Criminal History Check**—NCIC Criminal History is reviewed for all applicants.

**Job-Related Physical Agility Test (PAT)**—Police Officer Candidate applicants must complete 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 college degree that successfully complete 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.*

**Personal History Statement**—All applicants will complete a Personal History Statement that contains additional information necessary for the Background Investigation.

**Pre-Employment Applicant Questionnaire\***—All applicants will complete a Pre-Employment Applicant Questionnaire.

*\*Polygraph Examination topics will be based on the information provided by the Pre-Employment Applicant Questionnaire.*

**Specific Skill Testing**—Civilian positions may require testing to demonstrate the specific skills necessary to perform the job.

*Examples: typing speed, data entry speed, etc.*

**Background Investigation**—An experienced Investigator will interview, photograph, and fingerprint\* all applicants. The Background Investigation will include: Review of Personal History Statement, Review of Applicant Questionnaire, Criminal History Check, Audit of Driving History, Credit Check, Verification of Employment Data, Verification of Scholastic Data, Verification of Qualifying Credentials, Review of Family Data, Review of Biographical Data, and Interviews with a least three (3) Personal References. A written summary of the investigation and findings regarding the applicant's character will be submitted to the Human Resources Unit. *\*Fingerprint Cards will be submitted to the State Law Enforcement Division (SLED) and the Federal Bureau of Investigations (FBI) for processing.*

**Conditional Offer Interview**—All applicants will be interviewed by the Chief of Police, Command Staff, and/or a Unit/Section Supervisor. Based on the interview and the recommendation by the Human Resources Unit, the applicant may be given a Conditional Offer of Employment.

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

**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.*

**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**—Upon successfully completing the Selection Process, the Police Department Human Resources Unit will review all the applicant's Selection Process materials and provide the Chief of Police with a recommendation regarding hiring the applicant. The Chief of Police must authorize all Final Offers of Employment.

**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.**

**Job Line  
(803) 545-3001**



**[www.columbiasc.net](http://www.columbiasc.net)  
Click on  
[City Employment](#)**

**Everybody Counts, Everybody Contributes, Everybody Benefits**

**POLICE OFFICER CANDIDATE**

**\$29,893/Annual**

**POLICE OFFICER**

**\$31,487 - \$33,849 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:

1. be **twenty-one (21)** years or older as of date of application;
2. be a **citizen of the United States**;
3. be a **high school graduate**; or, a **have GED certificate**; or a college graduate;
4. possess (and maintain) a **valid Class "D" Drivers License**; and, have an acceptable driving record (i.e., no DUI convictions, suspensions for DUI or leaving the scene of an accident within past 5 yrs.

### 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 (Nine (9) 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. Have a **clean 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 (5) 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**

**Job Line  
(803)545-3001**



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City Employment**

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**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 29217-0147

*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:** Five (5) 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.

City of Columbia / Police Department  
EQUAL OPPORTUNITY EMPLOYER  
One Justice Square / Columbia, SC / 29201 / (803) 545-3552

**Job Line  
(803) 545-3001**



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**2. GENERAL INFORMATION:**

**APPLYING FOR EMPLOYMENT WITH THE CITY OF COLUMBIA POLICE DEPARTMENT**

**2.A City Of Columbia Human Resources/Employment Office Application Screening Process**

1. Receives all completed Police Officer Application Packets and required documents.
2. Reviews application packet for completeness.
3. Applicants will receive a letter advising them of the status of their Application Packet.
4. Complete Application Packets are forwarded to the Police Department for Pre-Employment Processing.
5. Incomplete Application Packets are retained until missing information and/or documents are received. Once complete, application packets will be forwarded to the Police Department for Pre-Employment Processing

**2.B Police Department Pre-Employment Screening Process**

**(The selection process may take from one (1) to three (3) months for completion)**

1. Receipt of complete Police Officer's Application Packet from the City's HR-Employment Office.
2. Applicants will receive a letter within five (5) working days, acknowledging receipt of their completed Police Office Application Packet.
3. Application Screening (Criminal History, Driver's License Check, Document Verification)
4. Job related Physical Ability Test (See Job Related Physical Test Information Packet)
5. Nelson-Denny Testing (Only candidates exempt from this test are individuals with bachelor degree and police officers with current certification)
6. Initial Background Interviews
7. Background Investigations
8. Successful applicants reaching this level will be interviewed by the Police Departments Personnel/Recruiting Supervisor and placed on a list according to qualifications and availability.

**2.C. Re-Application Process With the City of Columbia Police Department**

Any applicant who is not chosen for appointment to a probationary position may reapply at any time, provided however, that the selection was for other than reasons which would provide for permanent disqualification. A permanent disqualification is:

1. Any criminal record
2. Physical or psychological deficiency which cannot be overcome;
3. Background which reflects poor character;
4. A drug screen which indicates the presence of illegal drugs
5. Applicants disqualified because of a temporary condition may reapply when those conditions no longer constitute a disqualifying factor
8. Successful applicants reaching this level will be interviewed by the Police Departments Personnel/Recruiting Supervisor and placed on a list according to qualifications and availability.

City of Columbia / Police Department

**Equal Opportunity Employer**

One Justice Square / PO Box 1059 / Columbia, SC / 29201 / (803) 545-3502

**GENERAL INFORMATION - "NOT A CONTRACT"**

**Job Line  
(803) 545-3001**



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**SALARY AND FRINGE BENEFITS**

*Selected applicants with a Second Language may receive additional compensation.*

**POLICE OFFICER CANDIDATE - (NON-CERTIFIED APPLICANT)**

**BEGINNING SALARY: \$29,893\***

Increases upon graduation from the Criminal Justice Academy are as follows:

- \$31,487\* - with High School Diploma
- \$32,117\* - with an Associate Degree in Criminal Justice
- \$33,691\* - with a Bachelor Degree in any related field

**POLICE OFFICER - (CERTIFIED APPLICANT)**

**\$32,117\* - With Out-of-State Certification of at least one (1) year**

**\$33,691\* - With South Carolina Certification of at least one (1) year**

Annual salaries may vary slightly depending on hours worked.

As of: 07-01-09

**FRINGE BENEFITS**

- Vacation:** 1 (one) through 5 (five) years of continuous service 10 (ten) days per year.  
6 (six) through 20 (twenty) years of continuous service 1 (one) additional day per year  
Maximum: 25 (twenty-five) Days
- Holidays:** 10 (ten) paid holidays per year
- Sick Leave:** 1 (one) day per month Maximum: 90 (Ninety) Days
- Military Leave:** 15 (fifteen) calendar days per year to fulfill military obligations.
- Retirement:** 25 (twenty-five) years in the South Carolina Police Retirement System.
- Health/Dental:** Blue Cross/Blue Shield. Preferred Comprehensive Premium paid in full for employee.
- Insurance:** Additional coverage for dependents may be employee paid thru payroll deduction.
- Life Insurance:** The equivalent amount of one (1) years salary.  
Option of purchasing additional life insurance through payroll deduction.
- Long Term Disability:** Employee has the option of purchasing Long Term Disability (LTD) insurance coverage through payroll deduction.
- Tuition Reimbursement:** Funds are available to members of the Police Department as set forth in the Police Department's policy guidelines.
- Overtime:** Scheduled Overtime & Court Time is considered hours worked in the payment of OT.
- Uniforms:** All Uniforms and Equipment are furnished by the Police Department
- Merit Increase:** Potential yearly merit increase based upon performance evaluations.
- Work Hours:** Police Officers are scheduled to work a 12.0 hour shift.  
Shifts are rotational or non-rotational based upon assignment.  
Assignments are made based upon manpower needs and seniority.

**GENERAL INFORMATION – SUBJECT TO CHANGE – “NOT A CONTRACT”**