



CITY OF GREENVILLE POLICE

Greenville Police Department Police Officer Application Process

The Greenville Police Department strives to ensure that our officers are of high moral character and capable of effectively performing the duties and responsibilities of the position. Our goal is to recruit and retain a professional, diverse, and motivated workforce.

Application Process

The application process to become a police officer with the Greenville Police Department consists of a series of tests and assessment procedures. Applicants must successfully complete each step in the process in order to be considered for employment with our agency. Many of the tests and examinations depend on scheduling appointment times. For this reason, applicants are encouraged to plan ahead, in conjunction with the Police Recruiter, in order to make arrangements for these appointments so the application is not delayed.

We typically open our application quarterly to accommodate the large amount of applications we receive. The entire application process takes approximately 3-4 months. There are numerous associated steps leading up to the conditional offer of employment and the Greenville Police Department strives to keep the application process moving efficiently. The process following a conditional offer of employment can be completed in 2-4 weeks depending on scheduling.

1. Formal Application

All applicants must complete an online employment application through the City of Greenville's jobs portal. Applicants will receive written notification via the email address provided to acknowledge receipt and review of the application. Please be sure that the email address jobs@greenville.sc.gov is added to a contact list so notifications are not inadvertently sent to a spam or junk mail folder.

If their application is approved, applicants will be contacted via email to schedule test dates for the next phase. If an application is not approved, the applicant will be notified via email that the application is no longer being considered for employment with the Greenville Police Department.

2. SCCJA Physical Ability Test (PAT)

If their application is approved, applicants will be contacted to come to our facility to take the South Carolina Criminal Justice Academy (SCCJA)'s Physical Ability Test (PAT). Applicants are notified via email as to the date, time, and location to report for this test. In order to move to the next phase, applicants must successfully complete this obstacle course according to SCCJA standards.

Applicants who fail the PAT may contact the Recruiting & Hiring Unit after 6 months to retake the test.

3. Written Exam

Immediately following the PAT, applicants who successfully complete the course will take the National Criminal Justice Officer Selection Inventory, a written exam that is administered at our facility on a laptop computer. The test consists of the following elements:

<i>Problem-solving ability</i>	<i>Reading comprehension</i>	<i>Mathematics and writing</i>	<i>Personality characteristics</i>
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A link to the study guide for this material will be sent with the PAT scheduling email. Applicants who fail the Written Exam may contact the Recruiting & Hiring Unit after 6 months to retake the test.

4. Pre-Employment Interview

The pre-employment interview takes place in front of a panel of 3 Greenville Police Department officers. The Recruiting & Hiring Unit also sits in on the interview, but does not participate in scoring. The panel will ask the applicant a series of questions designed to elicit responses about the applicant's character, decision-making ability, background, and qualifications. After the interview, a weighted score consisting of the written exam score and interview score is calculated. Applicants are notified the same day regarding the results of their interview and if they will move to the next step in the hiring process.

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5. Background Investigation

After successful completion of the interview, a background investigation will begin. The background investigation is a thorough investigation of the applicant's past in order to determine if the applicant is qualified to serve as a police officer with the Greenville Police Department. The investigation includes, but is not limited to, an in-depth check of:

<i>Criminal history</i>	<i>Credit history</i>	<i>Personal and professional references</i>
<i>Driving record</i>	<i>Employment history</i>	<i>Places of residence</i>

The background investigation takes a considerable amount of time while the Recruiting & Hiring Unit contacts each of the applicant's past employers and references and conducts other checks. This process may run concurrently with other steps and is on-going until a conditional offer is made.

6. Polygraph Examination

After successfully completing the pre-employment interview, applicants are contacted to schedule a polygraph examination with a certified examiner. The purpose of this examination is to determine if there is anything in an applicant's past or any information that was not reported on the application that would cause the applicant to be unqualified to serve as a police officer. Applicants will be fingerprinted and photographed at this stage of the process.

7. Drug Test

Immediately before or following the polygraph examination, applicants must report to the Employee Health Center at City Hall to complete their drug screen, which checks for illegal drug use.

8. Application & Background Review

After all of the above steps are complete, the Professional Standards Division captain and the Chief of Police review the applicant's file and determine if the applicant will be given a conditional offer of employment.

9. Conditional Offer of Employment

Applicants are made a conditional offer of employment as openings arise in the department. This offer of employment is conditional upon successful completion of the remaining steps in the application process.

10. Psychological Evaluation

After a conditional offer is made, applicants must schedule an appointment with the licensed psychologist utilized by the City of Greenville in order to measure a variety of personality factors and assess the applicant's mental preparedness for the job of police officer. Applicants are notified several days after this assessment regarding successful completion.

11. Part 1 and Part 2 Physical Evaluations

Applicants must report to the City of Greenville's Employee Health Center for a complete medical screening to determine physical fitness. A vision test will be administered at this time. Applicants must meet the vision standard of 20/30 corrected in both eyes and 20/100 uncorrected in both eyes. Applicants must also pass a color recognition test (cannot be colorblind).

12. Stress Test

This medical test evaluates an applicant's level of cardiovascular fitness through the use of a maximal aerobic capacity (treadmill) fitness test. Applicants who fail this test may re-take it 3 months after the date of the failure.

13. Offer of Employment

Once all of the steps have been successfully completed, applicants are made an offer of employment. If the offer is accepted, applicants will be hired and serve a 1-year probationary period. During this time, applicants will attend the South Carolina Criminal Justice Academy and complete all required field training.

*If at any point in the application process or probationary period an applicant fails to meet required standards—including during Academy or Field Training—he/she will receive written notification within 30 days.

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