



## **POLICE OFFICER APPLICATION PROCESS**

The Greenville Police Department strives to ensure that its officers are of high moral character and capable of effectively performing the duties and responsibilities of the position. It is through a dedicated effort of recruiting that we are able to meet this goal. The Greenville Police Department tries to accommodate applicants with varied selection test dates and times. We also participate in the Urban League Job Fair and both college and military career fairs. Updating applicant pool testing will be conducted as openings occur. The City of Greenville is an Equal Opportunity Employer.

### **APPLICATION PROCESS**

The application process to become an officer with the Greenville Police Department consists of a series of tests and assessment procedures. You must successfully complete each step in order to be considered for employment as a Police Officer. The entire application process takes an extensive period of time. As you read through the steps involved, you will notice that many of the tests and examinations depend on scheduling appointment times. For this reason, you are encouraged to plan ahead, in conjunction with the Police Recruiter, in order to make arrangements for these appointments so that your application is not delayed.

Our goal is to complete the application process within three months. There are numerous associated steps leading up to the conditional offer of employment; Greenville Police recruiters will do their best to keep the application process moving efficiently. The process following a conditional offer of employment will likely be completed, depending on your schedule, in two to four weeks.

*\*Note: The steps described below may not occur in the order indicated.*

#### **1. FORMAL APPLICATION:**

You must complete the [online employment application](#). You will receive either verbal or written notification to acknowledge receipt of your application. You will also be informed of current hiring needs and what actions you must take in order to continue in the application process.

**Estimated Time Period:** A representative of the Greenville Police Department will contact you as the need for applicants arises. This time period will vary depending on current hiring needs.



## **2. SCCJA Physical Ability Test (PAT):**

You should be able to successfully complete/pass the [SCCJA Physical Ability Test \(PAT\)](#) to move to the next phase. Applicants are notified in writing as to the date, place and time to report. Applicants who fail the first test may retake it after six months, provided they have an active employment application.

## **3. ENTRY LEVEL WRITTEN TEST:**

You will be contacted to take the National Criminal Justice Officer Selection Inventory (the entry level test). This test is usually given on the same day as the SCCJA/PAT. The test consists of the following elements.

- Problem-solving ability
- Reading comprehension
- Mathematics and Writing ability
- Personality characteristics

Study guides for test preparation can be purchased at [recruitment.iosolutions.com](http://recruitment.iosolutions.com). Applicants who fail the first test may retake it after six months, provided they have an active employment application.

## **4. BACKGROUND INVESTIGATION:**

At the time of your pre-employment interview, a background investigation will begin. A background investigation is a thorough investigation of your past in order to determine that you are qualified to serve as a police officer with the Greenville Police Department. This investigation includes, but is not limited to, an in-depth check of your:

- Criminal History
- Driving Record
- Credit History
- Employment History
- Personal References
- Places of Residence

Estimated Time Period: The background investigation takes a considerable amount of time. The investigation will begin with the initial pre-employment interview and will run concurrently with other aspects of the process. This process can, but will not necessarily, take up to one month or more to complete.



## **5. PRE-EMPLOYMENT INTERVIEW:**

The first interview, before a panel of GPD employees, covers eligibility requirements and general information about working with GPD. The panel will make recommendations about which candidates move forward in the interview process. You will also be fingerprinted and photographed at this time, as part of your background investigation.

## **6. POLYGRAPH EXAMINATION:**

You will be given a polygraph examination in order to determine that there is nothing in your past which would make you unqualified to serve as a police officer.

**Estimated Time Period:** Scheduled at your earliest convenience when an appointment is available.

## **7. DRUG TEST:**

You will be given a drug test to test for illegal drug use.

**Estimated Time Period:** Complete at your earliest convenience after receiving notification and instruction from the police department.

## **8. CHIEF OF POLICE/CAPTAIN OF PROFESSIONAL STANDARDS REVIEW:**

Once you have successfully completed all steps in the application process up to this point, your application will be reviewed by the Chief of Police and the Captain of Professional Standards.

## **9. CONDITIONAL OFFER OF EMPLOYMENT:**

You will be made a CONDITIONAL OFFER OF EMPLOYMENT as openings arise. This offer of employment is conditional upon successful completion of the remaining steps in the application process (medical examination and psychological evaluation).



## 10. VISION TEST:

You will be asked to report to the City of Greenville's occupational health nurse, located at City Hall, to have your vision tested.

Standard: You must meet the vision standard of 20/30 corrected in both eyes and 20/100 uncorrected in both eyes. You must also pass a color recognition test (you cannot be color blind).

## 11. PSYCHOLOGICAL EVALUATION:

You will be given a psychological evaluation designed to measure a variety of personality and intelligence related factors.

## 12. MEDICAL EXAMINATION:

You will be given a complete medical examination. A component of the medical examination consists of a physical fitness assessment. This test is designed to assess your overall level of cardiovascular fitness through the use of a maximal aerobic capacity (treadmill) fitness test.

**Standard:** This test is a cardiovascular fitness test which determines your aerobic capacity (maximum VO<sub>2</sub>). The minimum aerobic capacity level (VO<sub>2</sub> max) allowed for employment is 33.5 ml/kg/min. This level of fitness is approximately equal to running 1.5 miles in 15 minutes. **NOTE:** This comparison to running 1.5 miles is only for your information to determine your level of fitness in relation to this standard.

**Estimated Time Period:** The 33.5 test must be taken prior to the medical examination. Both will be scheduled at your earliest convenience when an appointment is available.

**Retakes:** Applicants who fail the fitness test may retake it one time, three months after the date of the original test (provided they have an active application).

## 13. OFFER OF EMPLOYMENT:

Once you have successfully completed all of the above steps, an offer of employment will be extended to you. At that time, you will have **10 days** to either accept or decline the offer. Once you accept the offer, you will be hired and will serve a probationary period for one year. During this time, you will be required to successfully complete Basic Law Enforcement training at the South Carolina Criminal Justice Academy and all required Field Training during your first year.



Failure to Meet Standards: If at any point in the application process you fail to meet required standards, you will receive written notification within 30 days.

## **POLICE TRAINING PROGRAM**

The Greenville Police Department utilizes the Police Training Officer (PTO) Program to train newly-hired police recruits. The program is supervised by Lieutenant James Bell and PTO Coordinator Corporal David Garrison, who is responsible for assignment and direct supervision of recruits.

The PTO program consists of four phases. Each phase focuses on a specific emphasis area, beginning with basic patrol functions and increasing to more advanced functions by the end of the program. Each recruit officer is assigned to two primary Police Training Officers (PTO) and two Police Training Evaluators (PTE).

There are two evaluation periods during the program. The first evaluation occurs upon completion of phase two and the final evaluation occurs upon completion of phase four. Once a recruit officer successfully completes the program, they will continue to be evaluated by their assigned supervisor until they complete a one-year probationary period.