



BLUFFTON POLICE DEPARTMENT APPLICANT DISQUALIFIERS

In addition to the minimum requirements and physical and psychological standards, the Bluffton Police Department has established guidelines regarding elements of an applicant's personal history that, if present, could cause an applicant to be eliminated from consideration. These elements include:

1. Contradictory Information:

- a. Contradictory information may serve as a ground for disqualification or may be given appropriate weight in the decision to reject or approve an applicant. When the contradiction is restricted to information supplied by the applicant, or to admission by the applicant, the applicant shall be advised of the contradiction and be given a fair and equitable opportunity to explain. Where the contradiction is based upon information supplied from the third person under assurance of confidentiality, the degree of specificity and detail provided to the applicant shall be as much as can reasonably be provided without disclosing or jeopardizing the source of the confidential information.
- b. An applicant may be disqualified if he/she falsifies, inaccurately reports, or omits information. When false, inaccurate, or omitted information is discovered, and it cannot be determined that the contradicted information was intentional, the applicant may be considered.
- c. An applicant who has been found to have falsified, inaccurately reported or omits information in their application may be subject to disciplinary action, including termination, if already hired.
- d. The applicant shall be advised of a contradiction and given an opportunity to respond.

2. Credit and Financial Responsibility:

- a. An applicant's history of credit problems as evidence of potential financial irresponsibility may be considered and/or serve as a basis for disqualification. An applicant may be disqualified if, at the time of the application, the applicant:
 - 1) Has a total of at least \$5,000.00 in debts, other than for medical or hospital services, which are past due by at least 90 days;
 - 2) Has experienced, within the 24 months preceding the application, at least two collection actions (either accounts placed for collection with a collection agency or lawsuits filed); or
 - 3) Has been listed as being delinquent on student loan payments granted or guaranteed by any governmental entity.
 - 4) Has been subject to sanctions or has been sanctioned in a Family Court for failing to meet Court ordered obligations.
- b. An applicant shall be disqualified for defrauding his/her creditors.
- c. Before any effort is made to obtain a consumer report, the applicant will be notified in writing and the applicant's written authorization obtained.

- d. If a negative report is a factor in denying an applicant a job, the procedures required by the Fair Credit Reporting Act will be followed.
- e. Applicants will be given the opportunity to respond to information in a credit report.

3. Criminal Behavior:

a. General Provisions:

- 1) An applicant shall be subject to a search of local, state, and national records to disclose any criminal record.
- 2) Criminal behavior on the part of an applicant, regardless of the date of the offense and whether identified by conviction or admission, will be examined very closely. Criminal behavior may result in disqualification depending on such factors as the age of the applicant at the time the offense was committed, how long ago the offense was committed, frequency and/or severity of the offense.
- 3) An applicant whom has received probation, or has pled no contest or received deferred adjudication for a criminal offense, shall be considered to have been convicted of that offense, unless:
 - a) The person is pardoned of the offense, and the pardon is expressly granted for subsequent proof of innocence, or
 - b) The conviction is expunged by a court having legal jurisdiction over the conviction, or executive governing body having legal jurisdiction over the conviction.
- 4) An applicant whom is under indictment pending trial for a criminal offense (other than traffic violations) at any time during the application process may be disqualified.
- 5) An applicant shall be disqualified for a conviction of any crime of moral turpitude, regardless of classification.
- 6) If there is a final order of expungement for an offense, the expunged records will not be used.

b. Juvenile Criminal Behavior:

- 1) Juvenile criminal behavior, identified by an available record of convictions or admissions, may be considered for disqualification and accorded appropriate weight, depending upon the relevant surrounding facts and circumstances.
- 2) An applicant shall be disqualified if:
 - a) As a juvenile, the applicant committed a felony for which the applicant was tried and convicted as an adult.
 - b) As a juvenile, the applicant committed a crime involving the infliction of, or an attempt to inflict serious physical injury on another person; an attempt to commit, or the commission of a sexual assault upon another person; or the use of a deadly weapon.

3) Juvenile thefts will be assessed in the same manner as adult thefts.

c. Adult Criminal Behavior:

1) Felony Offenses

a) An applicant shall be disqualified if convicted or makes admissions in Court of committing any felony offense.

2) Misdemeanor Offenses

An applicant may be disqualified for a misdemeanor offense depending on the nature of the charge, nature of the facts, and how the case is adjudicated.

a) If convicted of any Misdemeanor involving violence.

b) An applicant may be disqualified upon admission or revelation that they committed any other misdemeanor offense. Each incident will be evaluated on a case-by-case basis and factors such as the age of the applicant at the time of the offense was committed, how long ago the offense was committed, frequency and/or severity of the offense, and other circumstances surrounding the offense will be considered.

4. Failure to Meet Child Support Obligations:

- a. An applicant shall be disqualified if it is determined that the applicant is not current in child support payments.
- b. The department will not use a withholding order as grounds for denial of employment.

5. Unlawful Drug Usage:

- a. The below listed criteria shall result in disqualification of any applicant for a conviction of or upon admission or revelation through investigation of:
 - 1) Unlawful manufacture or delivery of controlled substance.
 - 2) A positive response from a drug screen to any controlled substance not prescribed by a medical doctor.
 - 3) The unlawful use of any schedule I or schedule II-controlled substance in the last 7 years (excluding marijuana).
 - 4) The unlawful use of any schedule III or IV controlled substance in the last 5 years.
 - 5) The unlawful use of any schedule V controlled substance, marijuana, synthetic marijuana, or THC in any form in the last 3 years.
 - a) The current controlled substance scheduling act published by the Drug Enforcement Agency will be used to determine the scheduling of drugs.

- b. The below listed criteria may result in disqualification of an applicant upon admission or revelation through investigation:
 - 1) Habitual (regular or repeated) abuse of any controlled substance regardless of time elapsed since last use.
 - 2) Permitting the illegal use or delivery of controlled substances.

- 6. Driving Offenses:
 - a. The applicant may be disqualified, if:
 - 1) The applicant has more than three (3) moving violations or two at-fault accidents within the preceding 24-month period.
 - 2) The applicant has any DUI or unlawful alcohol concentration conviction during the preceding five (5) year period.

 - b. The applicant shall be disqualified, if the applicant does not have a valid driver's license at the time of employment.

- 7. Military Service:
 - a. The applicant shall be disqualified, if:
 - 1) The applicant has been discharged from any military service under less than honorable conditions including, specifically:
 - a) Bad Conduct;
 - b) Dishonorable; or
 - c) Any other characterization of service indicating bad character.

 - b. Any military arrest or conviction according to the Uniform Code of Military Justice shall be considered in the same manner as a civilian arrest or conviction.

- 8. Nepotism:
 - a. No applicant shall be hired, if it would place them under the immediate supervision of a relative. The term "relative" shall mean all persons related by blood, spouse's blood relatives, legal adoptions and guardianships.
 - b. No person shall be hired if they are a relative of anyone currently holding a rank higher than lieutenant within the organizational structure of the police department.
 - c. No applicant shall be hired if it would place them into a position under the immediate supervision of an employee living with the applicant in a spousal relationship, though unmarried, or engaged in a consensual social relationship, such as "dating."

- 9. Oral Board Interviews:

- a. Any applicant who fails an oral board interview must wait one year in order to retest.

10. Tattoos:

- a. The applicant may be disqualified if they possess any type of offensive tattoo or body art.
- b. No applicant will be allowed to have any tattoo that is visible above the standard shirt collar.

11. Termination by Another Police Agency:

Any applicant who has been terminated by another law enforcement agency shall be disqualified unless he/she has been exonerated through a review process, or the circumstances have been resolved to the satisfaction of that respective employer. It shall be the responsibility of the applicant to provide facts that support his/her suitability to perform as a police officer, including copies of any document on file at South Carolina Department of Public Safety or any other state board that pertains to fitness for duty. Exceptions may be made by the Chief of Police and/or his designee

12. Candidates determined to be ineligible for appointment on the basis of a single test or combination of, examination, interview, investigation, etc., will be sent a letter by the Chief of Police and/or his designee.

13. Those candidates who were not selected due to better qualified applicants will be sent a letter of notification by the Chief of Police and/or his designee

14. Applicant's Opportunity to Respond:

- a. An applicant may be given an opportunity to respond to a disqualification



BLUFFTON POLICE DEPARTMENT
Christopher Chapmond
Chief of Police



To: Concerned Person or Authorized Representative of any Organization, Institution, or Repository of Records.

Applicant's Name: _____

Social Security #: _____

Date of Birth: _____

I respectfully request and authorize you to furnish the Bluffton Police Department with any and all information that you may have concerning my work records, personal history, criminal record, civil process record, school records, driving record, personal reputation, financial status, and credit status. This information is to be used to assist the Bluffton Police Department in determining my qualifications and fitness for the position I am seeking within the Bluffton Police Department.

I have been advised and I am fully aware that I will be requested to submit to a polygraph examination. The purpose of the examination is to assist in verifying all information furnished in this application and obtained during the applicant investigation.

I hereby release you, your organization, or others from any liability or damage, which may result from furnishing the information, requested above.

Applicant Signature: _____ Date: _____

Address (PO Box not Accepted): _____

Mailing Address if different from above: _____

Equal Opportunity Employment

The Town of Bluffton is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (except where physical requirements constitute a bona fide occupational qualification). All terms and conditions of employment such as compensation, benefits, work assignment, availability of facilities, and privileges of employment are administered on the same basis of equality.

AFFIDAVIT

State of _____

County of _____

Before me personally appeared the said _____ who says he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose therefore.

Sworn and subscribed in my presence this _____ day of _____ 20____.

My commission expires: _____

Notary Public

SELECTION PROCESS ELEMENTS, DURATION AND REAPPLICATION POLICY

I. SELECTION PROCESS ELEMENT:

A. **Resume Submittal and Written Test**

1. Interested applicants must submit a resume. All qualified applicants will be required to take an entry level exam. Exam dates will be scheduled by the Chief of Police and/or his designee. Once applicant has passed the exam then applicant will be given a BPD Application to be filled out and turned in within a certain amount of time.
2. Applicants whose resumes do not pass the initial screen will be sent notification.
3. Applicants who do not pass the entry level exam will be removed from the process.

B. **Background Check Phase**

1. All applicants who have turned in an application will have their criminal history, driving records and financial histories run. These items will be placed in the applicant's file and forwarded to the background investigator to be reviewed. The assigned background investigator will also run an Auto Track check (or similar program) on the applicant.
2. All applicants are advised that at any time during the process, should they be deemed ineligible to continue (in the process) or otherwise disqualified, they will be notified in writing.

C. **Initial Background Investigation Phase:**

1. Qualified applicants who have successfully completed all previous phases of the employment process will then be the subject to the background investigation. At this stage, the background investigator will ensure that all stages of the applicant's background check are completed, and all required documentation has been obtained.
2. The applicant will be contacted by the background investigator to go over the application submitted. This process may be done by telephone or in person. The background investigator will review the submitted application with the candidate to ensure completeness and to clarify any questions regarding responses.
3. The investigator will conduct an employment history check, verify qualifying credentials, contact a minimum of three references, and if applicable, conduct neighborhood and home visits. (Ref: CALEA 32.2.1, items *a* and *c*)
4. The background investigator will complete a report of his/her findings.

D. **Formal Interview Phase:**

1. The formal interview board will be comprised of representatives from the prospective chain-of-command for which the opening(s) exists. The formal interview board for police officer applicants will be comprised of the Chief of Police and/or his designee, Division Commanders, Sergeants and other sworn personnel the Chief of Police deems appropriate.
2. The applicant will be informed regarding the time, date, and location of the interview and that (except in cases of a bona fide emergency) attendance at such time is non-negotiable. Failure to appear at the formal interview will result in the applicant being removed from the employment process.
3. Formal interviews will be conducted in accordance with procedures outlined in the Bluffton Police Department's Recruitment and Selection Process (SOP # 13). It is the role of the formal interview board to select the best-qualified applicant(s).
4. Prior to the applicant's oral interview by the board, the background investigator will provide a briefing. The briefing will consist of a review his written report and a copy of the report will be given to each member of the board.
5. At the completion of the interview boards, the members will brief the Chief of Police. During this briefing, members will make recommendations on the appropriate individual for the open position.
6. The Chief of Police will select the candidate(s) and present a written conditional job offer to the candidate. The letter will outline the final conditions that must be successfully completed prior to employment.

II. CONDITIONAL JOB OFFER

A. **Polygraph Phase:**

Qualified applicants are given a pre-employment polygraph examination in accordance with federal and state laws and using methods approved by the American Polygraph Association. Polygraph examinations will be conducted by a State Law

Enforcement Division certified polygraph examiner. Applicants may be removed from the employment process at this level by disqualifying admissions or post-test interviews, together with other information to support decisions relevant to employment status. However, the result of the polygraph examination will not, in itself, be used as the sole basis for disqualifying an applicant. When acceptable explanations are developed, the applicant may proceed in the hiring process with further investigation taking place to verify each explanation. A polygraph report is prepared by the examiner who forwards it directly to the Chief of Police and/or his designee to be included in a separate confidential file maintained for each employee or applicant who reaches this level of the employment process. (Ref: CALEA 32.2.5 and 32.2.6)

B. Psychological Testing Phase:

1. Upon successful completion of the formal interview, the applicant will be scheduled for psychological testing and assessment. The Bluffton Police Department contracts the services of a certified psychologist/psychiatrist qualified in the administration of standardized and nationally accepted instruments (e.g., MMPI, IPI, etc.). The agency's personnel staff will offer the applicant alternative dates and times, as necessary, to accommodate the applicant's schedule. (Ref: CALEA 32.2.8)
2. The Chief of Police and/or his designee will obtain a written report from the designated provider of the psychological assessment and will ensure placement of written reports into the confidential files of each applicant. (Ref: CALEA 32.2.9)
3. Any applicant that receives a marginal rating or below on their psychological assessment will be eliminated from the hiring process. If any portion of the information gained from the psychological assessment is questionable, a further investigation into the specific area of concern will be conducted and it may result in the applicant's removal from the employment process.

C. Pre-Employment Physical Examination Phase:

1. Upon successful completion of the polygraph and psychological examinations, the Support Operations Lieutenant and/or designee will again review the applicant's file for completeness; the applicant will then be scheduled for a pre-employment medical examination which includes drug screening. This examination will be conducted at the medical facility contracted by the Town of Bluffton and in accordance with federal and state laws. The examination will be conducted by a licensed physician who will certify, in writing, that the applicant meets the minimum required standards for the position for which the applicant has applied. (Ref: CALEA 32.2.7)
2. The applicant is instructed as to the date and time of the appointment and is given written instructions regarding the necessary prerequisite for compliance regarding the examination. Applicants are also advised that the medical examination includes a screening for the presence of illegal drugs.

D. Final Background Investigation Phase:

If there continues to be areas of concern uncovered by the polygraph examination, psychological assessment, and/or medical examination, the applicant could be called in for another specific interview by the background investigator or the polygraph examiner to obtain further information. The Chief of Police will be notified of any concerns that arise from the polygraph examination, psychological assessment, or the medical examination and will ultimately make the final determination at this time whether or not to continue the hiring process.

III. HIRING PHASE:

- A. Subsequent to the successful completion of all areas the applicant will return to the agency personnel office with the physician's recommendation for employment. At that time, the applicant is given a letter of employment with the starting date, time and the supervisor to report to.
- B. All new employees are placed on a six-month probationary period prior to becoming a regular employee. Prior to hire, the applicant is advised by the background investigator of the probationary period and its restrictions. (Ref: CALEA 32.2.10)
- C. The Chief of Police may make any appointment for lateral entry for the ranks of lieutenant or above consistent with the best interest of the Police Department and the needs of the department. (Ref: CALEA 34.1.3,g)

IV. PROCESS DURATION AND REAPPLICATION POLICY:

- A. The expected duration of the selection process should take approximately 5 to 8 weeks to complete once it begins.
- B. Those candidates not selected will have their applications kept on file for one year. If you are not selected during that time span, you may reapply for future positions.

Police Officer

A Police Officer is required to maintain order, control, prevent crime, assure citizen safety, protect personal freedoms, and provide service support to the entire community. Officers are required to engage in deductive reasoning when dealing with citizens and while seeking solutions to community problems. Police Officers resolve crimes and citizens problems whenever possible. Officers will engage in directed and proactive patrols to reduce crimes and traffic crashes. Officers will investigate crime, traffic crashes, and unusual occurrences as required. Officers must have hearing ability sufficient to hear radio transmissions, in person conversations and telephone conversations. Officers must be able to lift and move heavy objects and/or people in rescue activities. They must be able to physically restrain arrestees and to chase on foot when making an arrest if necessary. Officers must have the ability to safely operate a vehicle both by day and night while observing for criminal activity. Officers are required to maintain proficiency in the use of firearms, and evasive action/driving skills. Officers must be able to withstand working outside in extreme weather conditions.

Applicants must meet all qualifications for employment consideration

1. Must be a minimum of 21 years of age.
2. Must have a high school diploma or a GED equivalent.
3. Must have a current South Carolina Driver's License.
4. No convictions of felonies, misdemeanor crimes, or crimes of moral turpitude.
5. Must not have any convictions for Domestic Violence.
6. Must have a clean driving history: No convictions for DUI, DUS within the past 10 years, and minimum convictions for speeding. A ten-year driving record is required if you were issued a license in another state you must include that record.
7. Must have a good credit history, no judgments, or liens, no recent bankruptcy. Each applicant's history will be considered prior to employment.
8. Must pass a background investigation.
9. Must complete a writing example as directed.
10. Must successfully pass an oral interview board.
11. Must successfully pass a medical physical examination and drug screening.
12. Must successfully complete a polygraph examination.
13. Must successfully complete a psychological evaluation.

Communication Skills

Candidates must possess the ability to express oneself clearly in writing and speech. He or she must read with good comprehension and the ability to write a report that accurately describes what happened. He or she must have the ability to speak clearly and make oneself understood.

Problem Solving Ability

Candidates must possess the ability to size up a situation, identify the problem, and make logical decisions. Each candidate must have the ability to know when to take action. Additionally, they must demonstrate the ability to know what type of action is appropriate while using good judgment in making decisions. He or she must have the ability to see similarities and differences between many situations that they may confront daily.

Learning Ability

Candidates must possess the ability to comprehend and retain a good deal of factual information. They must possess the ability to recall factual information pertaining to laws, statutes, codes, etc. Ability to learn and apply what is learned. Candidates must have the capability of learning the factual material, which is required of a law enforcement officer.

Observation Skills

Mental alertness, good observational skills, memory for details, alertness to signals, which indicate that something is wrong are all required skills and abilities of each candidate. In addition, candidates must be inquisitive; senses when something is wrong, and suspicious inquisitive; able to sense when things are not satisfactory.

Interest in People

Successful candidates will exhibit a wanting to understand people and want to work with them. He or she must have an active interest in working with people, and fairness in dealing with public regardless of ethnic race, economic level, etc. Candidates must have a public service orientation and want to help people.

Physical Ability

Candidates must show the endurance required to do the job, measure up to the physical demands of police work by having good physical coordination, stamina, and agility. Each candidate must be physically able to handle his or her self when necessary.

The above is a statement of the essential functions of a Bluffton Police Officer.

1. After reading the essential functions of a police officer, do you believe after training you could perform the essential functions of a police officer?
 Yes No
2. Are you willing to work varied hours (shift work), weekends, holidays, & extra duty if needed? Yes No
3. Are you willing to work in any section of the Department that you may be assigned to? Yes No
4. Are you aware that the Bluffton Police Department is an at will employer, which means if you are terminated there are no grievance procedures?
 Yes No
5. Knowing this do you still wish to continue with the application process? Yes No

BLUFFTON POLICE DEPARTMENT
Application for Employment
Police Officer

PERSONAL INFORMATION

Applicants Full Name: _____

Position Applied For: _____

Social Security Number: _____

Address: _____

Home Telephone: _____ Cell Phone: _____

Driver's License Number: _____ State of Origin: _____

Emergency Contact Name: _____ Number: _____

Do you currently have any visible tattoos or tattoos that may be deemed offensive, obscene, controversial or political in nature? YES NO

If yes, describe the tattoo(s) and where the tattoo is located: _____

Are you currently a certified police officer? YES NO

EDUCATION HISTORY

High School: _____ Address: _____

Years Attended: _____ Graduation Date: _____

College: _____ Address: _____

Years Attended: _____ Graduation Date: _____ Diploma/Degree: _____

Major Course of Study: _____

Other School: _____ Address: _____

Years Attended: _____ Graduation Date: _____ Diploma/Degree: _____

Major Course of Study: _____

SPECIAL SKILLS

List any special skills or qualifications you have including certifications, licenses, etc.

Are you in default of a student loan? Yes No

If yes, explain: _____

Are you a US Citizen? Yes No

List all languages you can speak: _____

List all languages you can write: _____

Is your driver's license in danger of being revoked, suspended, or cancelled in this or any other state? Yes No

If yes, list the State and reason: _____

List all traffic citations received in the last five (5) years. Include the offense and date: _____

Have you ever operated a motor vehicle while under the influence alcoholic beverages? Yes No

If yes, provide the last incident listing month/year: _____

Have you ever operated a motor vehicle while under the influence of any drug or narcotic? Yes No

If yes, provide the last incident listing month/year: _____

Have you ever been **arrested** for operating a motor vehicle while under the influence of alcohol, drugs, or narcotics?

Yes No

If yes, provide the date, month/year and place of arrest: _____

Were you convicted? Yes No

Did you plead guilty or nolle contender? Yes No

Was your license suspended? Yes No

Have you ever been in an automobile crash as the driver? Yes No

If yes, explain providing how many crashes and were you found at fault: _____

List all states where you have obtained a driver's license. List the state, driver's license number and the year licensed:

List the names you have used, other, then your current name (example: maiden name). List any other surnames (last name) that you have used for any reason. Include the reason the name was used.

Have you ever legally changed you name? Provide the name and an explanation for the name change.

List your place of birth, City/Town, County, Country and State: _____

List *current place of residence* and provide how long you have lived at this address. Provide house/apartment number, street address, city, state, and zip code.

List previous residences for the *past ten years*. List the date and provide house/apartment number, street address, city, state and zip code.

Date: _____ Address: _____

Date: _____ Address: _____

Date: _____ Address: _____

Date: _____ Address: _____

Date: _____ Address: _____

List all occupants of your current residence and the relationship.

Marital Status: Single Married

Have you ever served in the Military? Yes No

If yes, provide month/year of service entry and month/year of ended term of service.

Provide a list of all commendations awarded during your term of service.

If you were ever a subject of a military/criminal investigation, state the nature of the investigation and the conclusion.

List the type of discharge received: _____

If you are still an active member of the military provide the date you would be available for hire.

If you are a member of the National Guard or Military Reserve, provide the unit name, location and describe your obligation.

All statements provided in this document are subject to verification and any incorrect statements or omissions may bar or remove you from eligibility of employment. Truthful statements to any item requested will not necessarily exclude you from employment.

SUBSTANCE USE

Have you ever tried, experimented with, used, tasted, or possessed any of the following drugs or illegal substances?

Marijuana? Yes No

If yes, list number of times and last time used, listing month/year: _____

Hashish/Purified Cannabis Resin? Yes No

If yes, list number of times and last time used, listing month/year: _____

Cocaine? Yes No

If yes, list number of times and last time used, listing month/year: _____

Crack/Chemically Purified Cocaine? Yes No

If yes, list number of times and last time used, listing month/year: _____

PCP/Phencyclidine? Yes No

If yes, list number of times and last time used, listing month/year: _____

Heroin? Yes No

If yes, list number of times and last time used, listing month/year: _____

LSD/Lysergic Acid Diethylamide? Yes No

If yes, list number of times and last time used, listing month/year: _____

Psychedelic Mushrooms? Yes No

If yes, list number of times and last time used, listing month/year: _____

Ice/Crystal Meth/Methamphetamine? Yes No

If yes, list number of times and last time used, listing month/year: _____

Nerve Medicine/Neurontin? Yes No

If yes, list number of times and last time used, listing month/year: _____

Khat/Catha Edulis? Yes No

If yes, list number of times and last time used, listing month/year: _____

Pep Pills, Speed/Amphetamine? Yes No

If yes, list number of times and last time used, listing month/year: _____

Barbiturate? Yes No

If yes, list number of times and last time used, listing month/year: _____

Steroid/Synthetic Steroid Hormone? Yes No

If yes, list number of times and last time used, listing month/year: _____

Morphine? Yes No

If yes, list number of times and last time used, listing month/year: _____

Ecstasy/Methylenedioxymethamphetamine? Yes No

If yes, list number of times and last time used, listing month/year: _____

Sleeping Pills/Barbiturate? Yes No

If yes, list number of times and last time used, listing month/year: _____

Inhalants? (This includes glue, paint thinner and amyl nitrate) Yes No

If yes, list number of times and last time used, listing month/year: _____

Have you used a drug not listed? Yes No

If yes, describe drug, list number of times and last time used listing month/year: _____

Have you ever taken medication not prescribed to you? Yes No

If yes, describe drug, list number of times and last time used listing month/year: _____

Have you sold, held or passed illegal drugs or substances? Yes No

If yes, describe drug, list number of times and last time used listing month/year: _____

Have you ever been present during or participated in any illegal drug transactions? Yes No

If yes, describe drug, list number of times and last time used listing month/year. In addition, the circumstances surrounding the transaction: _____

Have you been with someone else who bought or possessed illegal drugs or substances? Yes No

If yes, describe drug, list number of times and last time used listing month/year: _____

Do you drink alcoholic beverages? Yes No

If yes, describe how often and how much (example: 1 drink a day, 2 drinks a week): _____

Do you use tobacco products? Yes No

If yes, describe type: _____

Do you have any racial, ethnic, religious, sexual, or other prejudices that will affect your job performance?

Yes No

If yes, describe: _____

Have you been warned, counseled, or otherwise spoken to about comments you made regarding someone's race, gender, religion, nationality, or sexual preference? Yes No

If yes, describe: _____

Have you ever had any system or plan for stealing from an employer? Yes No

If yes, describe: _____

Federal and state law prohibits individuals who have been convicted of misdemeanor domestic violence crimes from possessing a firearm and ammunition. (RCW 9.41.040) Any police officer found guilty of domestic violence through any criminal court shall be prohibited from possessing a firearm, and if still employed by the Department, shall be terminated from employment. Pursuant to the above listed code, the following information must be provided. Failure to provide accurate information can be grounds for termination.

Applicant's Full Name: _____

Have you ever been convicted of domestic assault or similar crime? Yes No

If yes, describe in complete detail including date and reason: _____

Are you now or have you been a subject of a Restraining Order or Order of Protection? Yes No

If yes, describe in complete detail including date and reason: _____

Have you ever sexually harassed another employee? Yes No

If yes, describe in complete detail including date and circumstance: _____

Have you ever been named or been a party to a sexual harassment lawsuit? Yes No

If yes, describe in complete detail including date and circumstance: _____

How long have you lived in South Carolina? _____

What brought you to South Carolina? _____

Why do you wish to move to South Carolina? _____

Have you ever used your position for personal gain? If yes, provide in detail a complete description of the circumstances including the date of occurrence: _____

Have you ever resigned from a job while under investigation or resigned in lieu of being fired for any reason?

Yes No

If yes, explain in complete detail the circumstances surrounding the resignation: _____

Have you ever intentionally violated an employer's rules without being caught? Yes No

If yes, explain in complete detail the circumstances surrounding the incident: _____

List in Chronological order all cities you have lived in since the age of 18.

City: _____ State: _____ Year to Year: _____

City: _____ State: _____ Year to Year: _____

City: _____ State: _____ Year to Year: _____

City: _____ State: _____ Year to Year: _____

City: _____ State: _____ Year to Year: _____

Have you ever been **arrested** by any law enforcement agency for a misdemeanor or a felony, excluding minor traffic offenses? Yes No

If yes, list offense charged, agency, state, date and disposition of arrest: _____

Have you ever been convicted of a felony? Yes No

If yes, list offense charged, agency, state, date and disposition of arrest: _____

Have you ever stolen anything? Yes No

If yes, explain in detail the circumstances of the event: _____

Have you ever shoplifted? Yes No

If yes, explain in detail the circumstances of the event: _____

Have you been given a polygraph examination in reference to any theft at any job you have held? Yes No

If yes, explain in detail the circumstances of the event: _____

Have you ever been involved with any investigation of theft at any place of employment? Yes No

If yes, explain in detail the circumstances of the event: _____

Have you ever kept or stolen money or merchandise from any place you have been employed? Yes No

If yes, explain in detail: _____

Have you ever deliberately cheated a customer? Yes No

If yes, explain in detail: _____

Have you helped or allowed someone to steal from a place where you were employed? Yes No

If yes, explain in detail: _____

All statements provided in this document are subject to verification and any incorrect statements or omissions may bar or remove you from eligibility of employment. Truthful statements to any item requested will not necessarily exclude you from employment.

WORK HISTORY

Have you ever been discharged or asked to resign from a job? Yes No

If yes, explain in detail: _____

Do you object to wearing a uniform? Yes No

Do you object to working overtime? Yes No

Do you object to being away from home for periods of time due to official duties? Yes No

If yes, explain in detail: _____

Are you able to work extended hours during times of natural disasters or emergencies? Yes No

If no, explain in detail: _____

Do you understand that you may not be able to evacuate with your family during times of natural disasters or emergencies? Yes No

If no, explain in detail: _____

Are you working any regular or part-time jobs that you did not list on the application? Yes No

If yes, list job and employer: _____

Have you ever received a written reprimand from an employer for being late to work? Yes No

If yes, explain in detail: _____

Have you ever had obvious conflicts with fellow employees? Yes No

If yes, explain in detail: _____

Have you ever given confidential information from your job to any unauthorized person? Yes No

If yes, explain in detail: _____

Have you ever recently applied to any other police agency? Yes No

If yes, list agency name(s) and state(s): _____

Have you ever been rejected by any police agency? Yes No

If yes, list agency and reason provided for rejection: _____

EMPLOYEMENT HISTORY

Correct address and telephone numbers are required for processing your application. List all present and past employers. Begin with most recent employer.

Employment Dates To: _____ Employment Dates From: _____

Name of Employer: _____

Address: _____

Name of Supervisor: _____ Phone Number: _____

Job Description: _____

Job Title: _____ Ending Salary: _____

Reason for Leaving: _____

Employer # 2

Employment Dates To: _____ Employment Dates From: _____

Name of Employer: _____

Address: _____

Name of Supervisor: _____ Phone Number: _____

Job Description: _____

Job Title: _____ Ending Salary: _____

Reason for Leaving: _____

Employer # 3

Employment Dates To: _____ Employment Dates From: _____

Name of Employer: _____

Address: _____

Name of Supervisor: _____ Phone Number: _____

Job Description: _____

Job Title: _____ Ending Salary: _____

Reason for Leaving: _____

Employer # 4

Employment Dates To: _____ Employment Dates From: _____

Name of Employer: _____

Address: _____

Name of Supervisor: _____ Phone Number: _____

Job Description: _____

Job Title: _____ Ending Salary: _____

Reason for Leaving: _____

Employer # 5

Employment Dates To: _____ Employment Dates From: _____

Name of Employer: _____

Address: _____

Name of Supervisor: _____ Phone Number: _____

Job Description: _____

Job Title: _____ Ending Salary: _____

Reason for Leaving: _____

Employer # 6

Employment Dates To: _____ Employment Dates From: _____

Name of Employer: _____

Address: _____

Name of Supervisor: _____ Phone Number: _____

Job Description: _____

Job Title: _____ Ending Salary: _____

Reason for Leaving: _____

FINANCIAL INFORMATION

Do you at this time have any debts that are past due? Yes No

If yes, explain in detail. Provide all account names including the debt amount, and if applicable how many payments are in arrears: _____

Have you ever been a subject of a lawsuit? Yes No

If yes, provide details of the lawsuit and your involvement: _____

Have you ever had civil action taken against you for failure to pay debt? Yes No

If yes, provide details of the civil action: _____

Have you ever declared bankruptcy? Yes No

If yes, give the year you declared bankruptcy and provide an explanation if the bankruptcy is clear: _____

REFERENCES

Co-Workers/Former Co-Workers. Applicant must provide three references. Applicant must list complete mailing address. Do not use names that may have been listed as a supervisor in the employment section.

Name: _____ Phone Number: _____

Address: _____

Name: _____ Phone Number: _____

Address: _____

Name: _____ Phone Number: _____

Address: _____

REFERENCES

Personal Reference. No relatives, no former employers, or names used in above reference section. Applicant must provide three references. Applicant must list complete mailing address. Do not use names that may have been listed as a supervisor in the employment section.

Name: _____ Phone Number: _____

Address: _____

Name: _____ Phone Number: _____

Address: _____

Name: _____ Phone Number: _____

Address: _____

REFERENCES

Neighbors. Applicant must list two.

Name: _____ Phone Number: _____

Address: _____

Name: _____ Phone Number: _____

Address: _____

Are you attempting to conceal any information about your background? Yes No

Did you falsify any information on your application or this questionnaire? Yes No

APPLICATION MUST BE NOTARIZED

State of _____

County of _____

Before me personally appeared the said _____ who says he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose therefore.

Sworn and subscribed in my presence this _____ day of _____ 20____.

My commission expires: _____

Notary Public

SEND APPLICATION WITH COPIES OF THE FOLLOWING

- **DRIVER'S LICENSE**
- **BIRTH CERTIFICATE**
- **HIGH SCHOOL & COLLEGE DIPLOMAS**
- **10 YEAR DRIVING RECORD**
- **SOCIAL SECURITY CARD**
- **IF PRIOR MILITARY DD214 (MEMBER – 3 COPY)**

REQUIRED

- **ANY PRIOR LAW ENFORCEMENT TRAINING
CERTIFICATES**

MUST BE CERTIFIED/NOTARIZED COPIES