

SWANSEA POLICE DEPARTMENT

EMPLOYMENT APPLICATION INFORMATION

We appreciate your interest in employment with the Swansea Police Department. All applicants must complete a Swansea Police Department application. Applications can be obtained at the Police Department located at 320 W. Third St, Swansea, South Carolina or at the Swansea Water Department/Town Hall 300 W. Third St.

Please complete the application accurately and completely, especially concerning past employers and reference information (giving FULL addresses, telephone numbers, etc.). Your references will be contacted so it is vital to have all the correct information. Completed applications can be turned in at the Swansea Police Department Monday Through Friday 8am - 2pm, if the office is closed during those posted hours you can turn it in at the Swansea Water Department/Town Hall. Completed applications may also be mailed to the Department at the following address:

Swansea Police Department
Attn: Chief Hayes
PO Box 429
Swansea, SC 29160

All applicants must meet the following minimum requirements to be considered for employment. Additional requirements for the positions of Deputy, Correctional Officer, and Clerical or other positions are outlined separately below:

Minimum Requirements for all Positions

- Must have a High School diploma or GED.
- Must have a clear criminal history.
- Must be a United States citizen.
- Driving record must not show a disregard for the law.
- Credit history must show sound financial management with the ability to keep accounts paid up-to-date.
- Past employment record must be satisfactory.
- Must pass a drug test.
- Medical examination results must show that you are capable of performing all of the essential functions of the job for which you are applying, with reasonable accommodation.

Additional Requirements but not necessary.

- Already be certified by the South Carolina Criminal Justice Academy (LE Class 1).
- Be a certified law enforcement officer from another state.
- Have prior Military Police experience.

The following documents are required in order for your application to be processed:

- Copy of Birth Certificate
- Copy of Social Security Card
- Copy of High School Diploma or GED
- Copy of a valid S.C. Driver's License
- Certified ten year driving record (**You must provide a copy of your driving record from every state you have been licensed to drive in within the past ten years.**)
- Credit report (This can be obtained from companies such as Equifax, Experian, etc. These are listed in the yellow pages of the phone directory under "Credit Reporting Agencies" and also at the bottom of this page.)
- Copy of form DD-214 (if a veteran)
- Copies of other documents which may be applicable to employment (Certifications, training documents, diplomas, etc.)

Applicants are placed in an applicant pool along with others who have successfully completed the applicant process to that point. The most qualified applicants are then chosen to continue in the process.

The pre-employment selection process at the Department consists of the following:

- Driving record review
- Criminal record review
- Credit history review
- Background investigation
- Pre-employment physical examination and completion of a health history questionnaire.
- Pre-employment drug test

● Any other requirement determined necessary by the Police Department

Qualified applicants and employees are treated without regard to race, religion, sex, national origin, age, marital status, or disability.

The Swansea Police Department is an Equal Opportunity Employer.

Major Credit Reporting Agencies

Equifax(www.equifax.com or 1-800-685-1111)

Experian(www.experian.com or 1-888-397-3742)

Trans Union (www.transunion.com or 1-800-888-4213)

These are the three major credit reporting agencies. There are other credit reporting agencies-you are not limited to these three. You can also obtain a free credit report, once per year, from www.annualcreditreport.com.

SWANSEA POLICE DEPARTMENT

I _____, permit my present and prior employers to divulge to this organization relevant personal information from my personnel file(s) they possess. I also authorize this organization to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of its choice. I authorize it to make an investigative report whereby information is obtained through personal interviews with neighbors, friends, and others with whom I am acquainted.

I understand and acknowledge that information contained herein may be subject to disclosure under the South Carolina Freedom of Information Act.

I understand and agree that if I should admit to or divulge my involvement in any criminal offenses during the application process, such may be reported to the proper jurisdictional authority for investigation and/or prosecution.

I release from liability, agree not to sue, and hold harmless, The Swansea Police Department, Chief Clif Hayes, his officers, agents, assigns, and others similarly situated from any and all liability in any way with the processing of my application even if they should be negligent.

Signature of Applicant

Date

Signature of Witness

Date

JOB DESCRIPTION

Police Officer

GENERAL STATEMENT OF JOB

Under regular supervision, patrols assigned areas of the Town and responds to calls-for-service; enforces all local, state, and federal laws relating to public safety and welfare. Works under stressful, high-risk conditions. Reports to the Chief if not available then the Lieutenant.

ESSENTIAL JOB FUNCTIONS

Enforces all local, state, and federal law relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations, and standards of safety. Performs routine patrol duties, including but not limited to patrolling assigned areas of the Town, responding to emergency calls and/or public calls for assistance, maintaining order and public safety, apprehending and arresting law violators and criminal suspects, issuing traffic citations/summonses, transporting prisoners and mental patients, etc. Assists with criminal investigations. Interviews witnesses, complainants and victims; gathers physical evidence and preserves it for court; provides case follow-up as needed. Prepares cases for prosecution; provides court testimony as necessary. Participates in special operations as assigned. Provides courtroom security as assigned. Maintains assigned equipment and vehicles. Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the Police Department and the community. Attends periodic training sessions; maintains required level of proficiency in the use of firearms. Receives and responds to citizens' inquiries, concerns, and complaints concerning law enforcement activities. Receives and reviews various records and reports, including incident reports, accident reports, investigative reports, use-of-force reports, warrants, etc. Prepares various documents including incident reports, accident reports, investigative reports, use-of-force reports, pursuit reports, warrants, subpoenas, case documentation, etc. Refers to policy and procedure manuals, codes, regulations, laws, maps, statutes, training manuals, etc. Operates/uses a variety of police equipment, which may include a police vehicle, firearms, data master, radar, etc.; operates various types of office equipment, machinery, and tools in the performance of duties such as a computer, printer, adding machine, radio equipment, telephones, tape recorder, fax machine, copier, etc. Uses office and computer supplies, restraining devices, protective gear, and a variety of other police-issued

materials and supplies. Interacts and communicates with various groups and individuals, such as the immediate supervisor, other administrative staff, co-workers, other town employees, other law enforcement agency personnel, other government agencies, attorneys, court personnel, community leaders, complainants, victims, witnesses, suspects, social service agencies, community organizations, vendors, and the general public.

NON-ESSENTIAL JOB FUNCTIONS

Performs general clerical work as required, including attending meetings, preparing reports, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, greeting and assisting office visitors, etc. Performs other related duties as required.

EDUCATION EXPERIENCE AND CERTIFICATION REQUIREMENTS

Requires a high school diploma or GED equivalent, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must have successfully completed required law enforcement courses and possess required law enforcement certifications. Must possess a valid S.C. driver's license.

ADA REQUISITES

Physical Requirements: Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of driving, walking, running, climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and pulling of moderately heavy objects and materials (up to 50 pounds), and occasionally heavy object (100 pounds or more) While performing police work, must be able to defend oneself from assault and to restrain suspects of varying weights.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires ability to read a variety of law books, maps, policy and procedure manuals, warrants, criminal records, etc. Requires the ability to prepare reports, logs, records, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles or rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions relatively complex principles and techniques; to make independent judgment in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds and in a variety of technical and/or professional languages including law enforcement.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

Motor Coordination. Requires the ability to coordinate hands and eyes using office machinery, firearms and other special equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations, or in situations in which working speed and sustained attention are make or break aspects of the job. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Education

High School: _____ Location: _____

From: _____ To: _____ Did you graduate? _____ Yes _____ No

Diploma _____ GED _____

College: _____ Location: _____

From: _____ To: _____ Did you graduate? Yes _____ No _____

Degree: _____

Any other education/skills: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? ___ Yes ___ NO

Company: _____ phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous employer ___ Yes ___ No

Company: _____ phone. _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

APPLICANT PERSONAL HISTORY

Have you ever illegally possessed, used, and/or sold any amount of the following drugs or substances?

Marijuana___ Opium___ Cocaine___ Heroin___ Hashish___

Speed___ Quaaludes___ LSD___ Hallucinogens___ Steroids___

PCP___ Crack___ Amphetamines___ Ecstasy___ Barbiturates___

Methamphetamines___ Morphine___ Inhalants___

If Yes, explain in detail, indicating which drug(s) or substance(s) and date last used/sold: _____

Other than those listed, are there any other drugs or substances that you have illegally possessed, used, and/or sold to include prescription medications that were not prescribed to you?

Yes _____ No _____

If Yes, explain in detail, indicating which drug(s) or substance(s) and date last used: _____

Do you drink Alcoholic Beverages? _____ Yes _____ No

If yes, indicate how much and how often: _____

Do you use any form of Tobacco? _____ Yes _____ No

If yes, indicate how much and how often: _____

Have you ever been engaged in a private business? Yes _____ No _____

If Yes, indicate the name and nature of the business, as well as the capacity of your affiliation:

Have you ever been terminated (fired) or asked to resign from a job?

Yes _____ No _____

If Yes, explain: _____

Law Enforcement Agency: _____ State: _____

Date: _____ Disposition: _____

Have you ever been convicted of a felony? Yes _____ No _____

If Yes, give details: _____

Have you ever been placed on probation? Yes _____ No _____

If Yes, explain: _____

Have you ever stolen anything? Yes _____ No _____

If Yes, explain: _____

Have you ever been subject to a restraining order? Yes _____ No _____

If Yes, explain in detail: _____

Do you possess a valid South Carolina Driver's License?

____ Yes ____ No If Yes, indicate DL number: _____

Do you possess a Driver's License issued by another state?

____ Yes ____ No

If Yes, please provide the following State issued and number:

Has your Driver's License ever been suspended or revoked?

____ Yes _____ No

If Yes, explain: _____

Are your driving privileges restricted? ____Yes____ No

If Yes, give details: _____

MILITARY SERVICE

If applicable, are you registered with Selective Service? Yes ___ No ___

Have you ever served in the military? Yes ___ No ___ If No, skip the rest of this section.

Branch: _____

Dates of Service: From: _____ To: _____

Highest Rank / Grade: _____

Type of Discharge: _____

Date and Location of your last Discharge:

List all Medals and Decorations awarded to you during your military service:

If you are presently a member of the National Guard or any military reserve, indicate the unit, location, and describe your obligation:

Have you ever been court-martialed or subject to disciplinary action to include non-judicial punishment (i.e. Article 15, Captain's Mast, etc.) while serving as a member of the Armed Forces?

No ___

Yes ___

If Yes, explain: _____

APPLICANT PERSONAL HISTORY

After reading the Job Description, answer the following questions.

After training, could you perform the essential job functions of the position that you are applying for?

_____ YES

_____ NO

If No explain: _____

DISCLAIMER

I hereby certify that all statements on this form are true and complete and that any misstatement or omission will subject me to disqualification or dismissal.

This, the _____ day of _____

Signature of Applicant