

# *Simpsonville Police Department*

*405 East Curtis Street  
Simpsonville, S.C. 29681*

*Telephone (864) 967-9536*

*Fax (864) 963-8955*

Dear Applicant:

Thank you for your interest in a career with the City of Simpsonville Police Department. To begin the application process, all applicants are required to submit a complete application packet. Incomplete application packets will not be considered.

Requirements of applicant:

- 21 years of age for Sworn Officer or 18 years of age for all other positions
- High School Diploma or GED
- Ability to complete required training
- Possess a valid South Carolina Driver's License at the time of Commission

Application packet must include:

- Signed Application (Available at the City's Human Resource Department or may be downloaded at [www.simpsonville.com](http://www.simpsonville.com) or [www.simpsonvillepd.com](http://www.simpsonvillepd.com))
- Signed Waivers and Notarized where applicable
- Copy of Law Enforcement Certification (if previously certified)
- Copy of Social Security Card and Driver's License
- Copy of High School Diploma or State GED Certificate
- Copy of Birth Certificate or Certificate of Naturalization (if US citizen through Naturalization process)
- A Certified Copy of College Degree or Transcript(s), if you have attended or graduated from college
- A copy of DD214 (former military service members must furnish their final DD214)

As an equal opportunity employer, it is the policy of the City of Simpsonville Police Department to only hire qualified applicants who are best suited for employment with our agency. The City does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability or any other status protected by law. The following steps may occur in the employment process:

- Preliminary review of application packet (HR to determine minimum qualifications and then by the Simpsonville Police Department)
- Preliminary background investigation to include at a minimum: Driver's History & Criminal History (NCIC)
- Job Related Written Test- The Police Officer Selection Test.
- Oral Interview Board
- Conditional Offer of Employment
- Interview with Chief of Police
- Credit Check
- Online Personal History Questionnaire
- Polygraph Examination
- Background Investigation
- Psychological Testing
- Drug testing and physical examination

You will be contacted if you are considered beyond the preliminary review of your application. Our process could take up to four months depending on the department's status of hiring, the scheduling of testing and the applicant's particular background. Should you not be selected at this time, you may reapply and repeat the process after one year has passed. If your personal contact information changes during the selection process, please contact Captain Manley at 864-228-2887 or email at [cmanley@simpsonvillepd.com](mailto:cmanley@simpsonvillepd.com). **Please do not contact the Department to determine the status of your application. A member of the Department will contact you if you are selected to participate in the employment process beyond the review of your application package.**

Best Wishes,

*Chief, M.D. Hanshaw*

Chief of Police

**NOT A CONTRACT**

# *Simpsonville Police Department*

## *Hiring Process*

**Application:** Submit completed application via [www.simpsonville.com](http://www.simpsonville.com) or to Human Resources, City of Simpsonville 118 NE Main Street Simpsonville, SC 29681

**Prerequisites: Must be at least 21 years of age and a US Citizen. All waivers must be signed where applicable**

The following documents must be submitted along with your completed application:

- Copy of High School Diploma or GED and College Degree or Transcripts if graduated
- Copy of Birth Certificate or Certificate of Naturalization
- Copy of Social Security Card
- Copy of Driver's License
- Copy of DD214 (previous military service members must provide their final DD214)
- If previously certified, copy of law enforcement certification

**Review and Preliminary Background:** Review to make sure all documents have been submitted. All documents must be submitted at the time of application to be considered. A Criminal History Check and Driver's License History Inquiry is conducted. Must have a clean criminal history and driver's history.

**Pre-Employment Process:** Written Test (Police Officer Selection Test), Interview Board, Background Investigation, Credit Check, Polygraph, Online Personal History Questionnaire, Psychological Screening and Pre-employment physical/drug screening, interview with Chief of Police.

**Conditional Offer:** A Conditional Offer of Employment is contingent upon favorable results from the above processes. Any candidate the department wishes to proceed in the process will receive a conditional offer after the interview board.

**Final Offer of Employment:** The candidate and department agrees upon employment to include salary and date of hire.

**Employment begins as a Police Officer for the City of Simpsonville**

**NOT A CONTRACT (total hiring process 1-4 months depending on need to hire)**

# *Simpsonville Police Department*

## ***JOB DESCRIPTION***

Under general supervision, receives and responds to citizen inquiries, complaints and calls for assistance. Responds to emergency or high risk situations. Participates in criminal and other investigations. Performs general law enforcement duties including patrolling areas, checking properties for security, maintaining order and public safety, apprehending and arresting suspects, questioning suspects, collecting and preserving evidence. Prepares cases for prosecution, Completes and submits required records and reports. Assists victims. Remains up-to-date in federal and state laws as well as local ordinances. Reports to the Corporal-Patrol.

### **ESSENTIAL JOB FUNCTIONS**

Receives and responds to citizen inquiries, complaints and requests for assistance.

Responds to emergency or high-risk situations.

Participates in criminal and other investigations.

Performs general law enforcement duties including patrolling assigned areas, conducting property checks, maintaining order and public safety, apprehending, arresting and questioning suspects, collecting and preserving evidence, fingerprinting suspects, assisting crime and accident victims, investigating alarms, etc.

Prepares cases for prosecution, attends hearings and provides testimony in court.

Completes and submits records and reports.

Works under stressful, high-risk conditions.

Attends required periodic training sessions and seminars; maintains required level of proficiency in the use of firearms.

Remains abreast of all applicable federal and state laws and the ordinances of the City of Simpsonville.

Receives, reviews, prepares and/or submits various records and reports including incident reports, accident reports, time sheets, criminal history records, DMV records, insurance forms, maintenance records, booking reports, fingerprint cards, monthly schedules, daily reports, evidence sheets, memos, etc.

Operates a police vehicle, firearms, restraining devices, Datamaster, radar, two-way radios and other police issued equipment as well as a variety of other equipment including a computer, typewriter, adding machine, copier, telephone, etc. Exercises care and safety in the use of equipment required to complete assigned tasks.

Exercises care and safety in the use of equipment required to complete tasks.

Interacts and communicates with various groups and individuals such as the immediate supervisor, the Chief of Police, other department supervisors, co-workers, subordinate police officers, other local, state and federal law enforcement agencies, complainants, suspects, victims, witnesses, medical/hospital personnel, other emergency response agencies, civilian dispatchers, prosecutors, the general public and other police agencies.

Refers to SC Code of Laws, driver's licenses, DMV records, criminal histories,

Utilizes a variety of computer software to include LawTrak and Lexus Nexus.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a High School Diploma and completion of required criminal justice training and education, supplemented by a minimum of one to two years of experience in a job-related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess S.C. Law Enforcement certification(s) and a valid state driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including firearms, automobiles, office equipment, radios, telephones, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to push, stoop, lift, pull, reach, kneel, climb, crawl, crouch, carry or otherwise move objects. Must be able to lift/carry weights of up to 40 pounds.

**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 information, includes the receiving of information and instruction from supervisor.

**Language Ability:** Requires the ability to read a variety of documents and reports. Requires the ability to prepare/record required records and reports using the proper format punctuation, spelling, and grammar, using all parts of speech.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability make independent judgments 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 and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with co-workers and the general public.

**Numeric Aptitude:** Requires the ability to use arithmetic such as algebraic functions, logarithmic functions, inductions, reductions, etc.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to make extremely precise movements with fingers, arms, hands, legs, feet and torso, e.g., auto driving, policing, patrolling, using firearms, etc.

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

**Color Discrimination and Visual Acuity:** Requires the ability to recognize specific shades, pitch, shapes, flavors, e.g., policing, auto driving, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

**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).

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the department as they pertain to the performance of duties of the Patrol Officer. Has knowledge of the methods, organization and planning as they pertain to the performance of duties of the position and as reflected in the needs and requirements of the department. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to make swift, sound, and educated decisions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to prepare required reports with accuracy and in a timely manner. Has extensive knowledge of firearms, automobiles, radios and other law enforcement equipment. Has extensive knowledge of criminal behavior and methods of operation. Has knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with staff, professionals, and members of the public through contact and cooperation. Is able to maintain positive customer-focused relationships with staff, agencies, the general public, and all other internal and external customers. Is able to analyze and recognize problems and potential problems and recommend appropriate solutions. Is able to compile and analyze information and present both oral and written reports clearly, concisely, and effectively. Is able to comprehend, interpret, and apply policies, procedure, rules, and regulations. Is able to communicate at the highest levels clearly and concisely and has the ability to influence and persuade others. Has thorough knowledge of proper English usage, vocabulary, spelling, and basic mathematics. Has knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management. Has knowledge of applicable occupational hazards and safety precautions. Has knowledge of how to react calmly and quickly in emergency situations.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**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**

**NOT A CONTRACT**

# *Simpsonville Police Department*

## *Employment Application*

### **IMPORTANCE OF HONESTY STATEMENT**

It is extremely important that you are completely honest in all of your answers. Honesty is the most important characteristic that you must demonstrate.

The importance of honesty from the time of completion of all application documents, questionnaires and during all interviews cannot be overemphasized. Failure to respond to any questions accurately and completely, whether orally or in writing will result in disqualification. Applicants have been disqualified for dishonesty.

While filling out all documents, you are cautioned to take your time and to be thorough and specific in all answers. If you have any doubt in your mind concerning a particular question, or if you are unsure whether to include certain information, the answer is “**Yes, include it**”.

You may think that something you have done will disqualify you from further consideration. That may or may not be the case. For example, an arrest, being fired from a job, use of drugs, etc. may or may not disqualify you. Lying or distorting the truth will disqualify you.

By signing below, I acknowledge I have read and understand the contents of the “**Importance of Honesty Statement.**”

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Printed Name of Applicant

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Applicant Signature (Required in Blue Ink)

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Date

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# Simpsonville Police Department

## Employment Application

PLEASE CAREFULLY READ THE FOLLOWING STATEMENTS AND SIGN

**Student Loan:** State Law (59-111-50) prohibits employment with any subdivision of the State to  people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By my signature, I certify that I am not currently in default on a student loan.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

### SECTION A:

It is the policy of the City of Simpsonville to select an applicant deemed most suitable to fill a position based on educational background, related work experience, and other work related factors. The City of Simpsonville is an Equal Opportunity Employer.

It is further the policy of the City of Simpsonville to recruit, hire, train and promote employees and applicants without regard to race, religion, color, national origin, age, disability or any other status protected by law.

The City of Simpsonville has designated the following (person or office) as the contact to coordinate efforts to comply with this requirement, inquiries should be directed to: Human Resource Director, City of Simpsonville, 118 NE Main Street Simpsonville, SC 29681.

### SECTION B: (CHECK EACH BOX AFTER READING EACH STATEMENT)

- I hereby affirm that all statements made herein or attached here to are true and correct. I understand that all statements are subject to verification and any omission, false, misleading or incomplete statements are grounds to bar me from employment or for dismissal.
- I agree to submit to a drug screen, physical or other medical tests, if required for this position. The results of such may be grounds for disqualifying me or terminating my employment.
- I understand and agree that if employed, **(I WILL BE AN EMPLOYEE “AT-WILL” AND WILL HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE, AND THE CITY HAS THE SAME RIGHT)**
- I understand that if hired, I must meet the eligibility verification requirements of the Federal Immigration and Nationalization Service and submit appropriate documentation to satisfy the requirements of completing INS Form I-9. This documentation will be provided to the Department of Homeland Security to confirm work authorization E-Verify.
- I authorize and request each former employer and person, firm or corporation, given as a reference, to answer any and all questions that may be asked, and to give any and all information that may be sought in connection with this application concerning my work habit, character and/or skill.
- The use of this application form in no way obligates the City of Simpsonville.
- I certify that I have read, understand and agree to all the statements listed above.

**APPLICANT'S  
SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**NOT A CONTRACT**

# Simpsonville Police Department

## APPLICATION FOR AT-WILL EMPLOYMENT

**This application must be completed in full and signed in blue ink. Incomplete or unsigned applications will not be considered.** Mark all areas that do not apply with "N/A" so as not to leave it to our interpretation as to why it was left blank. If you are selected for an interview, the appropriate department will notify you. Be aware that certain information contained in this completed application may be subject to the **Freedom of Information Act**. **Thank you for your interest in employment with the City of Simpsonville. Attach additional pages if necessary to completely respond to a question.**

PLEASE PRINT. (This application is not, and is not intended to be, a contract of employment.)

Social Security #: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Driver's License State & Exp Date: \_\_\_\_\_  
# \_\_\_\_\_  
Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

List ALL other names you have used. Include circumstances and dates when used. \_\_\_\_\_

Have you been convicted, pled no contest, or pled not guilty of a crime other than a minor traffic collision?  Yes  No

NOTE: Conviction is not necessarily a bar from employment. Circumstances surrounding the conviction and job applied for are considered.

If yes, please explain: \_\_\_\_\_

Are there any charges or indictments now pending against you?  Yes  No

If yes, please explain: \_\_\_\_\_

Are you a citizen of the United States?  Yes  No

Are you an alien lawfully authorized to work in the United States?  Yes  No

Have you ever worked or applied for a position with the City of Simpsonville?  Yes  No

Currently a City employee

If yes, what department, position and when? \_\_\_\_\_

### AVAILABILITY

<input type="checkbox"/> Immediately	<b>Are you willing to work (check all that apply)</b>	<input type="checkbox"/> Inclement Weather	<input type="checkbox"/>	
<input type="checkbox"/> After two week notice		<input type="checkbox"/> Full time (40 hr per week)	<input type="checkbox"/> Nights/Weekends	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other _____		<input type="checkbox"/> Part time (Less than 30 hr per week)	<input type="checkbox"/> Rotating Shifts	<input type="checkbox"/> Overtime
			<input type="checkbox"/> Holidays	

Are you currently a Certified Law Enforcement Officer?  Yes  No. If yes, what state? \_\_\_\_\_

**EDUCATION**

What specific academic, vocational, technical or professional education have you had that relates to this job?

Circle last grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 / GED / 13 14 15 16 / Graduate School 17 18 19

NAME & LOCATION OF SCHOOL	DATES ATTENDED	GRADUATE	DEGREE	MAJOR
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		

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**SKILLS**

<b>Computer Software</b>	Indicate the types of software you are skilled in using: <input type="checkbox"/> Windows <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint <input type="checkbox"/> Access <input type="checkbox"/> Outlook <input type="checkbox"/> Other :
<b>Equipment</b>	Indicate the types of equipment you are skilled in operation: <input type="checkbox"/> Other:
<b>Professional Registrations/Licenses/Certifications</b>	Please list (Examples: EMT, CPR, Law Enforcement, etc...)
<b>Other Training (any training not listed above that would be beneficial to the position you are applying for)</b>	

**MILITARY SERVICE**

Branch \_\_\_\_\_ Rank \_\_\_\_\_ Date Entered \_\_\_\_\_ Date Discharged \_\_\_\_\_

Have you ever been the subject of a judicial or non-judicial disciplinary action while in the military?  Yes  No

If yes, please explain, \_\_\_\_\_

Were you ever court martialed, tried on charges or subject of a summary court, desk court, Captain's Mast, company punishment or any other type of disciplinary action while in the armed force?  Yes  No

If yes, please explain, \_\_\_\_\_

List all medals and decorations awarded during your military service. \_\_\_\_\_

Are you a member of the Reserve or National Guard?  Yes  No

Ready  Standby Unit and location: \_\_\_\_\_

List any disciplinary action taken while in the National Guard or other Reserve Unit. \_\_\_\_\_

How long have you lived at your present address? \_\_\_\_\_

List ALL previous places, states and dates of residence since age 18. (Attach a separate page, if necessary)

List the full names of person that you are currently residing with: \_\_\_\_\_

List those individuals whom you have resided with during the last five (5) years. Exclude family members.

FULL NAME

PRESENT ADDRESS

PHONE NUMBER

Have you ever been dismissed from school or been subject to any disciplinary action, such as scholastic probation during your academic career?  Yes  No  
 If yes, please indicate circumstances of rules infractions and action taken by school or university.

**NOT A CONTRACT**

**REFERENCES**

List three (3) persons (not former employers or employees) whom you have known for at least three (3) years.

Name	Address	Phone	Occupation

List any relative(s) employed by the City of Simpsonville (give name, department, and relationship to you).

**EMPLOYMENT HISTORY**

Please include part-time and temporary employment, as well as job-related military service for the last 20 years and any self-employment.

**Attach additional sheets if necessary.**

**May we contact your current employer?**  Yes  No

<u>Current Employer:</u>			
Name of Company:	_____	Phone Number:	_____
Address:	_____		
Start Date:	_____	Entry Job Title:	_____
End Date:	_____	Ending Job Title:	_____
		Entry Salary \$	_____ per
		Ending Salary \$	_____ per
Detailed Description of Duties: _____			
Name and Title of Supervisor: _____			
Reason for Leaving: _____			

<u>Previous Employer:</u>			
Name of Company:	_____	Phone Number:	_____
Address:	_____		
Start Date:	_____	Entry Job Title:	_____
End Date:	_____	Ending Job Title:	_____
		Entry Salary \$	_____ per
		Ending Salary \$	_____ per
Detailed Description of Duties: _____			
Name and Title of Supervisor: _____			
Reason for Leaving: _____			

<u>Next Most Recent Employer:</u>			
Name of Company: _____	Phone Number: _____		
Address: _____			
Start Date: _____	Entry Job Title: _____	Entry Salary \$ _____	per _____
End Date: _____	Ending Job Title: _____	Ending Salary \$ _____	per _____
Detailed Description of Duties: _____			
Name and Title of Supervisor: _____			
Reason for Leaving: _____			

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<u>Next Most Recent Employer:</u>			
Name of Company: _____	Phone Number: _____		
Address: _____			
Start Date: _____	Entry Job Title: _____	Entry Salary \$ _____	per _____
End Date: _____	Ending Job Title: _____	Ending Salary \$ _____	per _____
Detailed Description of Duties: _____			
Name and Title of Supervisor: _____			
Reason for Leaving: _____			

<u>Next Most Recent Employer:</u>			
Name of Company: _____	Phone Number: _____		
Address: _____			
Start Date: _____	Entry Job Title: _____	Entry Salary \$ _____	per _____
End Date: _____	Ending Job Title: _____	Ending Salary \$ _____	per _____
Detailed Description of Duties: _____			
Name and Title of Supervisor: _____			
Reason for Leaving: _____			

**PERSONAL INFORMATION**

Have you ever or are you now engaged in a private business?  Yes  No

If yes, list your capacity, name and dates. \_\_\_\_\_

- Do you:
- 1) Object to wearing a uniform?  Yes  No
  - 2) Object to being away from home for long period of time due to official duties?  Yes  No
  - 3) Object to working a rotating shift (6am to 6pm and 6pm to 6am)?  Yes  No

Have you ever been bonded?  Yes  No If yes, on what job(s)?

\_\_\_\_\_

\_\_\_\_\_

Do you speak any foreign languages and to what proficiency? \_\_\_\_\_

Do you have any physical limitations that preclude you from performing the following job duties?

Stand for long periods of time, climb, balance, stoop, kneel, crawl, crouch  Yes  No

Frequently lift or move objects up to 50 pounds and occasionally lift or move objects up to 165 pounds  
 Yes  No

Adjust vision/focus in the use of firearms and operation of motor vehicle  Yes  No

If yes, describe such restrictions and specific work limitations.

\_\_\_\_\_

Can you perform the duties outlined in the job description and if not what reasonable accommodation might you require?  Yes  No

\_\_\_\_\_

Near moving mechanical parts, vibrations and in areas with risk of electrical shock?  Yes  No

In high, precarious places?  Yes  No

If yes, please describe such restrictions and specific work limitations.

\_\_\_\_\_

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### **RELATIVES/FRIENDS EMPLOYED BY GOVERNMENT**

List complete names, locations and place of employment of any close relatives or friends (including in-laws) who are employed in law enforcement.

\_\_\_\_\_

**NOT A CONTRACT**





NOT A CONTRACT

# *Simpsonville Police Department*

## *Pre-Employment Polygraph Examination Applicant Questionnaire*

Purpose:

The purpose of this questionnaire is to assist the polygraph examiner in conducting a fair and comprehensive exam. Truthful responses to these questions will identify any possible problem areas and help the examiner assist you in successfully completing the polygraph examination. Please answer each question truthfully. Your response on this questionnaire will remain confidential and the results of the polygraph alone will not disqualify you from employment. However, some disclosures during the polygraph examination along with the results of the polygraph may disqualify you from employment.

Directions:

Follow all directions. Answer each question completely. Print or type your answers. If your answer requires more space than allotted, attach a separate page and identify the answer with the corresponding number. If you print your answers and make a mistake, do not erase or block it out. Place one line through the word(s) you are choosing not to use. Remember, these areas will be the subject of a background investigation and will be covered in the polygraph examination. If it is determined that you failed to answer each question fully and truthfully you may be disqualified from the selection process.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

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**Employment History:**

(1.) Did you falsify any part of your employment application?  Yes  No  
If yes, please explain:

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(2.) Did you intentionally leave out a previous place of employment?  Yes  No  
If so, what did you leave out and why?

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(3.) Have you ever been fired from any job that you have held in the past?  Yes  No  
If so, state the place of employment and the reason for dismissal.

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(4.) Have you ever been asked to resign from any job that you have held in the past?  Yes  No  
If so, state the place of employment and the circumstances under which you were forced to resign.

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(5.) Have you ever quit a job that you have held in the past because you thought you were going to be fired?  Yes  No If so, the place of employments and state the circumstance.

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(6.) Are you eligible for rehire at your previous place of employment?  Yes  No

(7.) Have you ever received any formal disciplinary actions on any job you have ever worked (such as a suspension, written or oral reprimand, letter of warning, counseling, etc.)?  Yes  No  
If yes, list everyone and explain:

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(8.) Have you ever been involved in a physical confrontation with a fellow employee?  Yes  No  
If yes, explain:

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(9.) Have you ever had a sexual harassment complaint made against you?  Yes  No  
If yes, explain:

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(10.) Have you ever been sued or named in lawsuit at any place you have ever worked?  Yes  No  
If yes, explain:

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**Driving History:**

(1.) Do you have a valid driver's license?  Yes  No Issued by what state?

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(2.) Have you ever held a driver's license from another state?  Yes  No What state?

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(3.) Have you ever had a driver's license suspended or revoked for any reason?  Yes  No  
If so, indicate the state that issued the license and the reason for the suspension.

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(4.) Have you ever been charged with any violation that would have caused your license to be suspended or revoked?  Yes  No If so, state the offense.

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(5.) List any and all traffic violations with which you have been charged:

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**Criminal History:**

(1.) Did you ever commit a crime that you were not arrested for or any crime that has gone undetected?  Yes  No If so, what was the nature of the crime?

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(2.) Have you ever been arrested other than minor traffic offenses?  Yes  No  
If so, state the reason(s) for all your arrest(s) including when and where the arrest occurred?

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(3.) Have you ever stolen money from an employer?  Yes  No If so, how much?

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(4.) Have you ever stolen any merchandise or equipment from an employer?  Yes  No  
If so, identify the item(s) and value:

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(5.) Have you ever shoplifted?  Yes  No If yes, identify the value of the item(s) and at what age this last occurred:

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(6.) Have you ever given confidential information from your job to any unauthorized person or people?  Yes  No If yes, explain:

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(7.) Have you been involved or participated in the planning of a serious crime, even if you did not actually commit the crime?  Yes  No If yes, explain:

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(8.) Since age 18, have the police responded to your residence for any domestic disputes (whether or not you were involved or arrested)?  Yes  No If yes, explain:

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(9.) At any time in your life, have you ever committed any of the following crimes, even if you were never caught?

- |                                  |                              |                             |
|----------------------------------|------------------------------|-----------------------------|
| A. Arson                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| B. Assault and Battery           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| C. Breaking Into a Motor Vehicle | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| D. Burglary                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| E. Criminal Domestic Violence    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| F. Criminal Sexual Conduct       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| G. Driving Under the Influence   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| H. Embezzlement                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I. Forgery                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| J. Grand Larceny                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| K. Homicide (Murder)             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| L. Indecent Exposure             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| M. Other Sexual Crimes           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| N. Petty Larceny                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| O. Vandalism                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| P. Child Pornography (possessed) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Q. Child Abuse                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| R. Kidnapping                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| S. Robbery                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If yes to any of the above, please explain:

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**Vice Activities:**

(1.) Identify below any drugs/narcotics you have used and indicate the most recent time used:

<b><u>Substance</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Most recent time used (month/year)</u></b>	<b><u>Times Used</u></b>
Marijuana	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Hashish	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Cocaine	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Heroin	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Morphine	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Methadone	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
LSD	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
PCP	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Quaaludes	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Amphetamines	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Barbiturates	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Mescaline	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Psilocybin	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Opium	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Identify any drug/narcotics that you have used that was not listed above. Also list approximate amount of times used on all "yes" answers above:

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(2.) Have you ever sold any illegal drugs or narcotics?  Yes  No  
If yes, what drugs were sold provide the drug/narcotic name(s) and date(s) sold?

(3.) Have you ever purchased any illegal drugs or narcotics?  Yes  No  
If yes, name the drug(s)/narcotic(s) purchased and date(s) purchased?

(4.) Have you ever abused any narcotic drug to include a prescription drug?  Yes  No

(5.) Do you drink alcoholic beverages?  Yes  No  
If yes, how much and what type on an average? What period of time, monthly, weekly, daily?

(6.) Have you ever gone to work or school while intoxicated?  Yes  No

(7.) Have you ever operated a motor vehicle while intoxicated?  Yes  No If yes, when was the last time (days, weeks, months, etc.) and how many drinks had you consumed prior to driving intoxicated?

(8.) Do you gamble?  Yes  No  
If yes, how often do you gamble and what is the greatest financial loss you have ever sustained due to gambling (at one time)?

(9.) Are you currently or have you ever been a member or affiliated with a known criminal gang or illegal enterprise?  
 Yes  No If yes, what gang or illegal enterprise and when was your last association?

(10.) Are you currently or have you ever been a member or associated with an organization that advocated the overthrow of the US government, advocated racism, or terrorism?  Yes  No  
If yes, what organization and when was your last association?

**Law Enforcement History: (If you have no prior or currently not LEO History, go to next section)**

(1.) Have you ever applied for a position with or been associated with another law enforcement agency?  Yes  No If yes, list below and include position in which you held or applied:

(2.) Were you ever the subject of an internal affairs investigation (Or its equivalent)?  Yes  No

If yes,  
explain:

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(3.) Have you ever quit or resigned while under investigation?  Yes  No

If yes,  
explain:

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(4.) Where you ever been given the opportunity to resign instead of being fired?  Yes  No

If yes,  
explain:

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(5.) Have you ever received any formal disciplinary actions while in law enforcement (such as a suspension, written or oral reprimand, letter of warning, counseling, etc.)?  Yes  No

If yes, list and explain:

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(6.) Did you ever drink alcoholic beverages while on duty?  Yes  No

If yes,  
explain:

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(7.) Did you ever use any illegal drugs while on duty?  Yes  No

If yes, provide the name(s) of the drug(s)/narcotic(s) and how many times you used the drug(s)/narcotic(s) while on duty:

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(8.) Have you ever intentionally used "excessive force" on anyone?  Yes  No

If yes,  
explain:

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(9.) Have you ever kept anything belonging to a suspect, witness, or victim which you did not turn in as evidence or property?  Yes  No

If yes, explain:

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(10.) Did you ever lie in a report to cover up your actions or the actions of another law enforcement officer?  Yes  No

If yes, explain:

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(11.) Have you ever accepted a gratuity valued over \$50.00 that wasn't reported?  Yes  No

If yes, explain:

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(12.) Have you been involved in any on-duty traffic accidents?  Yes  No  
If yes, explain:

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(13.) Have you ever violated any policies for which you would or could have been fired if you had been caught?  Yes  No      If yes, explain:

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**Credit History:**

(1.) Is your current credit rating?  bad  poor  fair  good  excellent

(2.) Have you ever declared bankruptcy?  Yes  No

If yes, indicate when and the court that issued the bankruptcy decree:

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(3.) Have you ever had any civil actions(s) against you for failure to pay any debt (liens, judgments, lawsuits, etc.)?  Yes  No      If yes, explain:

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(4.) Have you ever had anything repossessed (voluntarily or involuntarily)?  Yes  No      If yes, explain:

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(5.) Are you behind in child support payments?  Yes  No      If yes, how much?

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(6.) Have you ever had a government subsidized educational loan?  Yes  No

If yes, have you ever received a deferment or ever been declared in default?  Yes  No.

**(Provide dates of the loan and proof of your current standings with the loan)**

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Do you have any social media accounts?  Yes  No If yes, list screen names and or email addresses associated with these accounts:

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**I understand that it is a violation of the law to give false or misleading information to any law enforcement agency. Further, I understand that the hiring process will be terminated if I intentionally have been untruthful in any of the above statements I have given. All of the above statements/answers are true and accurate to the best of my knowledge.**

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Print Name

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Signature

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Date

# *Simpsonville Police Department*

## *Application for Employment*

### DISCLOSURE AND APPLICANT'S AUTHORIZATION FOR RELEASE OF INFORMATION

THIS FORM IS TO BE COMPLETED AND SIGNED BY THE APPLICANT IN CONNECTION WITH, AND FOR THE DURATION OF MY EMPLOYMENT WITH THE CITY OF SIMPSONVILLE. I UNDERSTAND THAT INVESTIGATIVE BACKGROUND INQUIRIES ARE TO BE MADE ON MYSELF THAT MAY INCLUDE, CRIMINAL, DRIVING, ACADEMIC AND OTHER REPORTS. THESE REPORTS WILL INCLUDE INFORMATION AS TO MY PERFORMANCE AND EXPERIENCE. THE SCOPE OF THIS NOTICE AND AUTHORIZATION ALLOWS THE EMPLOYER, INCLUDING CONTRACT FOR SERVICES, TO THE EXTENT PERMITTED BY LAW, UNLESS I REVOKE MY CONSENT BY PROVIDING WRITTEN NOTIFICATION TO EMPLOYER.

FURTHER, I UNDERSTAND THAT EMPLOYER MAY BE REQUESTING INFORMATION FROM VARIOUS FEDERAL, STATE AND OTHER AGENCIES WHICH MAINTAIN RECORDS CONCERNING MY PAST ACADEMIC, EMPLOYMENT (including WORKER'S COMPENSATION CLAIM), DRIVING, CREDIT, CRIMINAL AND CIVIL HISTORIES AND OTHER EXPERIENCES. I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THIS EMPLOYER OR ITS AGENT TO FURNISH THE ABOVE INFORMATION.

PRINT FULL NAME

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PREVIOUS LAST NAMES

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SOCIAL SECURITY NUMBER

---

DATE OF BIRTH

---

DRIVER'S LICENSE NUMBER

---

STATE OF ISSUE

---

CURRENT ADDRESS

---

CITY, STATE, ZIP

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I understand by signing my name below that I am signing the Authorization form directing the background check, as described above, and certify that I have read the Disclosure information above.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NOT A CONTRACT

# *Simpsonville Police Department*

## *RECRUITING SURVEY*

**COMPLETION OF THIS  
SECTION IS VOLUNTARY**

The City of Simpsonville is an Equal Employment Opportunity Employer. In an effort to determine the most effective personnel recruiting method, we request that you complete this optional survey. The information contained in this survey will not be used in the selection process for the position that you have applied.

Date of Survey: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Sex: Male  Female  Race/Ethnicity: Black  White  Asian  Hispanic  Other Race/Ethnicity

Age Range: 18-24  25-31  32-38  39-45  46-52  Over 52

**How did you hear about the job position at the Simpsonville Police Department that you applied?**

Newspaper Name: \_\_\_\_\_

Internet  governmentjobs.com  govtjobs.com  sciway.net  masc.org  acap.army.mil   
policeone.com  Simpsonville.com  Simpsonvillepd.com   
Other \_\_\_\_\_

City of Simpsonville Employee :  Employee's Name (if known): \_\_\_\_\_

Other Law Enforcement Agency:  Agency Name: \_\_\_\_\_

College or University Name: \_\_\_\_\_

Career Fair Location & Date: \_\_\_\_\_

Unsolicited Contact: \_\_\_\_\_

Other Person: \_\_\_\_\_

Other: \_\_\_\_\_

**This survey is requested for recruiting purposes only and is kept entirely separate from the application.**

**NOT A CONTRACT**

# *Simpsonville Police Department*

## *EEOE SURVEY*

### **COMPLETION OF THIS SECTION IS VOLUNTARY**

In an attempt to ensure the City of Simpsonville's continued commitment to Equal Employment Opportunities, we would appreciate your taking a moment to complete the questionnaire below.

The Civil Rights Act of 1964 prohibits discrimination of employment practices because of race, color, religion, sex or national origin. P.L.90-202 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years old.

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Race (check one)

- |  |   |                                   |
|--|---|-----------------------------------|
| <input type="checkbox"/> Asian           | <input type="checkbox"/> African/American | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> American Indian | <input type="checkbox"/> White            | <input type="checkbox"/> Other    |

Sex (check one)

- |                               |                                 |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
|-------------------------------|---------------------------------|

**This survey is requested for EEO reporting purposes only and is kept entirely separate from the application.**

**NOT A CONTRACT**