



NORTH CHARLESTON POLICE DEPARTMENT

POLICE DEPARTMENT SELECTION PROCESS

The selection process consists of eight separate phases. Each phase must be successfully completed before advancing to the next phase. The final decision as to whether an applicant will be employed will be made by the Chief of Police and will be based on information obtained throughout the application process. Duration of the process depends on the openings available at the time of application submittal and the number of applicants; the complete process could potentially take up to six months. Applications will remain active for consideration for employment one year after successful completion of all phases.

WILLFUL OMISSIONS OR MISREPRESENTATIONS OF ANY INFORMATION GIVEN DURING THE APPLICATION PROCESS WILL RESULT IN TERMINATION OF THE APPLICATION PROCESS (minor errors or omissions can be addressed with a Background Investigator during the process).

PHASE ONE

Application

Each applicant must submit an application to the North Charleston Human Resources Department located on the 3rd floor of the City Hall Building; applications can be submitted in person, through email or by fax. The applicant will be required to furnish the following documentation during the process:

- Copy of Waiver Authorization to release information signed and notarized.
- Copy of Driver's License.
- Copy of Social Security Card.
- Copy of Birth Certificate.
- Certified Copy of High School Diploma.
- Certified Copies of Transcripts and Degrees from College/University.
- Certified Copy of Driving Record.
- Copies of any previous job related training certificates.
- Copy of Military Records (DD-214).
- Copy of U.S. Citizenship papers, if applicable.
- Copy of your Credit Report.
- Copy of letter from the Clerk of Court Office in the county of residence stating there are no outstanding judgments.

Police Officer Candidates must provide copies of driving records for all states outside of South Carolina in which a driver's license was issued in the past 5 years (Per SCCJA).

PHASE TWO

Initial Background

Upon receipt of applications the applicant will be notified by mail or email. All applications will be reviewed by a Background Investigator and an initial database check will be conducted for any disqualifying information involving criminal, driving or civil issues. Qualified applicants will be contacted and scheduled for the next phase.

PHASE THREE

Initial Interview / Written Testing / Physical Ability Test

Qualified applicants will have an informal interview with a Background Investigator to review their application and collect any required documents not turned in with the initial application. The applicant will fill out the Polygraph Screening Booklet and the Personal History Booklet. Applicants for Sworn positions will participate in the Nelson-Denny vocabulary and reading comprehension test in order to assess the probability of academic success at the South Carolina Criminal Justice Academy (applicants for Non-Sworn positions may take the Nelson-Denny test or a typing test depending on the position applied). Applicants for Sworn positions will participate in the Physical Ability Test (description attached) to assess their physical ability to attend the SCCJA. **(Applicants disqualified due to their Nelson-Denny written test score can be scheduled one more time for the test; if they fail to make or exceed the minimum required score on the second attempt then any further testing must be approved by the Chief of Police).**

PHASE FOUR

Polygraph Examination

An examiner licensed by the State of South Carolina will administer the polygraph examination. The examination is used to confirm the validity of the information supplied by the applicant on their application, history questionnaire and polygraph screening booklet. The examination will take approximately two hours.

PHASE FIVE

Background Investigation

The Screening Office will conduct a thorough and extensive background investigation. The background investigation will cover employment history, military history, education history, as well as reference and neighbor checks.

PHASE SIX

Review / Interview Board

The applicant will be considered a candidate for the position they applied to once they successfully complete all of the previous phases. The Police Officer candidate will go before the formal review board that is comprised of the Chief, Assistant Chief, Deputy Chiefs and/or designee(s); all civilian candidates will go before an interview board that is comprised of the Deputy Chief and/or Captain of the Division that they applied to as well as Lieutenants and Sergeants from various Units. During the review / interview board the applicant will be asked various questions and posed with scenarios to determine the applicant's situational reasoning, ability, maturity, integrity, self-control, adaptability and overall suitability for employment as a North Charleston Police Officer or civilian employee. Candidate's selected by the Review / Interview Board will receive a conditional offer of employment contingent on the successful completion of phase seven and eight.

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PHASE SEVEN

Psychological Examination

When a candidate for a Police Officer or CSO II position is selected for employment they will be scheduled for an appointment with a licensed psychologist who will perform an extensive psychological examination to determine the candidate's mental and emotional suitability to become a Police Officer or CSO II for the City of North Charleston.

PHASE EIGHT

Drug Screen – Medical Examination

Candidates selected for employment for all positions will be scheduled for a drug screen and a Licensed Medical Doctor will perform a battery of tests required by the City of North Charleston and the South Carolina Criminal Justice Academy if applicable to the job applied for.

Upon successful completion of phase seven and eight the candidate will be scheduled to meet with an Administrative Specialist of North Charleston Police Department and a City of North Charleston Human Resource Specialist to complete required paperwork. The candidate is then provided with their start date and orientation date.

SCDPS-CJAD Physical Ability Test (PAT) Course Description

- The course measures a total of 870 feet (290 yards/265.2 meters).
- The course consists of a series of nine interspersed individual tasks, arranged in a continuous format that may be viewed as being essential (physical) job tasks for law enforcement training:
 1. Running;
 2. Jumping (low hurdle);
 3. Climbing stairs;
 4. Low crawling;
 5. Jumping (broad-type);
 6. Climbing a fence (chain-link/four feet);
 7. Climbing through a window;
 8. Moving/dragging a weight (150 pounds);
 9. Changing direction on the run.
- The trainee starts the course at a point, indicated in green on the course map.
- The candidate runs one and 3/4 laps around the perimeter of the course and enters the interior of the course at the point indicated in blue on the course map.
- The first obstacle encountered in the interior consists of two low hurdles, one and a half feet high and four feet long, placed 13 feet apart.
- After clearing the hurdles, stairs (five steps up to a 32-inch wide landing, 45 inches above the floor, and five steps down) must be negotiated twice (note that each step has a 7.5 inch rise and tread that is 11 inches wide).
- Once the stair event is completed another low hurdle must be cleared; the trainee must then successfully negotiate a low crawl under an obstacle set at 2.5 feet above the floor.
- Make a turn and clear a ditch simulation that is six feet in width.
- After another turn, a chain-link fence (four feet in height) must be climbed,
- Two additional turns made, and a four-foot high window must be successfully entered.
- The candidate must then drag a 150-pound dead weight a distance of 20 feet and then runs once more lap around the outside of the course.

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