

# City of Hanahan Police Department

**MAYOR**  
MINNIE N. BLACKWELL

**CITY ADMINISTRATOR**  
JOHN P. CRIBB



**CHIEF OF POLICE**  
DONALD L. WILCOX

**LIEUTENANT**  
JOHN C. BLACKMON  
MICHAEL E. FOWLER  
MIKE H. PATTERSON

Dear Prospective Police Candidate,

We appreciate your interest in employment in a career with the Hanahan Police Department. Upon submission, your application will be reviewed and considered along with other applications for the number of vacancies we must fill. As an equal opportunity employer, it is the policy of the Hanahan Police Department to only hire qualified candidates who are best suited for employment with our agency without regard to race, sex, religious affiliation, or any other unlawful discriminator(s). It is impossible to project the probability that you will or will not be considered for employment; however, the employment process is explained within this application.

There are no guarantees that any steps beyond preliminary review of your application packet will occur. From application to employment through all of the steps can take from one to six months depending largely on the department's status of hiring, the scheduling of testing, and the applicant's particular background. You will be contacted personally by a background investigator if you are considered beyond preliminary review of your application. Otherwise, you will be notified in writing by the City's Human Resource Director or the hiring officer of the Hanahan Police Department if you are not considered or disqualified. Please feel free to call me with any questions that you may have regarding our current status in hiring, anticipated vacancies, or the status of your application. In accordance with City policy, your application will remain active for six months unless you are rejected or disqualified. After six months, you must reapply if you wish further consideration.

Please complete the application as accurately and completely as possible, especially concerning past employers and reference information (addresses, telephone numbers, etc.). Questionnaires are mailed to any references, current and past employers you indicate in your application; therefore, correct addresses are critical. The department accepts applications for certified positions (police officer, communications officers, etc.) on a continual basis. Completed applications can be turned into the front desk of the Police Department, which is open 24 hours a day. Completed applications may also be mailed to the department at 1255 Yeamans Hall Road, Hanahan, South Carolina 29410-2744. Make sure to mark them to the attention of the Recruitment Unit.

Best Wishes,

Lt. Mike Patterson  
Office of Professional Standards



## City of Hanahan Police Department Employment Application Supplement

### Police Officer Minimum Requirements & Restrictions

In order to be certified by the South Carolina Criminal Justice Academy and to apply for positions as Police Officer and Telecommunications Officer, you must meet the following criteria:

- Must be a United States citizen by birth or naturalization
- Must be 21 years of age (exceptions may be made for Telecommunications applicants)
- Must be a high school graduate (diploma or GED)
- Must have a driver's license issued in the United States and be able to obtain a South Carolina driver's license if hired
- Must be of good moral character as demonstrated by past and present behaviors
  - Must not possess racist or sexist ideologies
  - Must not have engaged in acts of domestic violence even if no arrest was made
  - Must not have engaged in habitual or serious criminal behavior, even if no arrest was made
  - Must not have intentionally accessed internet sites for the purpose of viewing child pornography
  - Must not have intentionally violated copyright or royalty provisions by downloading material from the internet
  - Must not have used the anonymity of the internet to harass third parties
- Must have no criminal convictions
  - Convictions for minor misdemeanors may be considered based on age at time of offense, time passed since offense, demonstrated behavior since offense, and agency demands.
  - Must have a driving record that demonstrates consistent compliance with traffic laws
  - No conviction for driving under the influence (DUI/DWI) within past 5 years
  - No conviction for hit and run within past 5 years
  - No conviction for driving under suspension (DUS) in past five years
  - No demonstrated pattern of willful disregard for traffic laws (gross violations or excessive accumulated violations)
- Must have demonstrated responsibility and integrity in personal financial affairs
- Must be current in financial obligations (consumer credit reports will be evaluated based on personal situations)
- Must not be in default on any student loan(s)
- Must be willing to fully disclose prior behaviors and submit to a polygraph examination conducted by a licensed examiner
- Must pass an entry level knowledge assessment test with a score of at least 80%
- Must be willing to submit to a medical examination conducted by a licensed physician if offered a position
- Must be willing to submit to a mental fitness examination conducted by a licensed psychologist if offered a position
- Must be willing to spend 9 weeks in Columbia, SC, at the South Carolina Criminal Justice Academy (SCCJA) to obtain certification if offered a position (non-SC certified applicants only)
- Must be willing to work rotating shifts (days, evenings, and nights), holidays, weekends, and in inclement weather
- Must be available for emergency recall in the event of a disaster or declared emergency
- Must not have experienced sustained misconduct while employed with other law enforcement agencies to include but not limited to (reviewed case by case):
  - Excessive use of force
  - Unlawful arrest and/or detention
  - Sexual harassment
  - Falsifying reports, statements, etc.
  - Excessive driving complaints or at-fault collisions



## City of Hanahan Police Department Employment Application Supplement

### To be considered, a completed application packet **MUST** include the following:

The following documents are required in order for us to process your application:

- Completed Hanahan Police Department Employment Application
- All waivers must be signed and notarized where applicable.
- Copy of your **Birth Certificate**.
- Copy of your **Social Security Card**.
- Copy of your **High School Diploma or GED**.
- Copy of your valid **S.C. driver's license**.
- Certified ten year **driving record** (This can be obtained from the Division of Motor Vehicles). If you have held a driver's license from another state within the past five years, we will need a certified driving record from that state(s) also.
- **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 end of this handout).
- Copy of form **DD-214** (if a veteran).
- Copies of **other documents**, which may be applicable to employment.

### Major Credit Reporting Agencies

Equifax ([www.equifax.com](http://www.equifax.com) or 800-997-2493)

Experian ([www.experian.com](http://www.experian.com) or 800-997-2493)

Trans Union ([www.transunion.com](http://www.transunion.com) or Trans Union LLC, Consumer Disclosure Center, PO Box 1000, Chester, PA 19022)

These are the three major credit-reporting agencies. There are other credit-reporting agencies, you are not limited to these three.

### You are encouraged to include the following with your packet if applicable:

- A copy of your college transcript(s), if you have attended or graduated from college.
- Copies of any certificates earned for relevant qualifications (Firearms, baton, chemical agents, advanced law enforcement courses, CPR, first-aid, etc.)



## City of Hanahan Police Department Employment Application Supplement

### Application Process:

You will be contacted within several weeks of receipt of your application. If the findings are satisfactory, you will be given a date and time to come for testing. Following testing, applicants are placed in an applicant pool along with other applicants who have successfully completed the applicant process to that point. The most qualified applicants are then chosen to continue in the process. Any applicant whose application has been in the applicant pool for six months will be placed in an inactive status. Applicants may reapply after twelve months from their original application date. The hiring process at the department consists of the following:

- Driving record review
- Criminal record review
- Credit history review
- Personality survey(s)
- Pre-employment interview
- Polygraph examination
- Background investigation
- Pre-employment physical examination and completion of a health history questionnaire
- Pre-employment drug screen
- Any other requirement determined necessary by the Police Department.

This process may take one to six months depending largely on the department's status of hiring, the scheduling of testing, and the applicant's particular background. Any questions may be directed to our Recruitment Unit at 843-554-4221.

Applicants for police officer positions must be certified or be able to be certified through the SC Criminal Justice.

The Hanahan Police Department is an Equal Opportunity Employer. Qualified applicants are considered for employment and employees are treated during employment without regard to race, religion, sex, national origin, age, marital status, or disability.

### Please read the following instructions carefully:

**Complete the application and all subsequent documents by handwriting in black ink. It is imperative that you answer ALL questions on these forms as thoroughly as possible. Use a blank 8 ½ x 11 sheet to continue any answers beyond the format of the form. Answers that do not apply should be marked "N/A."**

**You must also answer questions with ABSOLUTE honesty. Any falsified information will result in the rejection of your application. Any incomplete or omitted answers to questions will be a cause for rejection of your application.**

**Your ability to complete this supplement as requested will be evaluated and used as a basis for determining your ability to follow directions, your attention to detail, and may weigh appropriately upon any employment considerations.**

**This supplement, when completed, will be used by a background investigator as an investigative aid. The information will remain with your application and will be maintained in accordance to City policy.**



**RECORD OF EDUCATION**

School	Name and Address	Date Started	Date Completed	Did You Graduate	List Degrees
High School				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Technical School				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Seminars, Institutes, Etc.				Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/Univ. Undergraduate				Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/Univ. Graduate				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other Education/ Training				Yes <input type="checkbox"/> No <input type="checkbox"/>	

9. If you did not graduate from high school, have you passed the General Education Development (GED) Test?  
 Yes  No  If yes, when and where did you complete the GED? \_\_\_\_\_

10. Indicate Languages you speak, read or write \_\_\_\_\_

11. List professional license(s) you hold \_\_\_\_\_

12. List scholarships, academic honors, awards \_\_\_\_\_

13. List courses that you have taken that would be particularly useful to the position for which you are applying  
 \_\_\_\_\_  
 \_\_\_\_\_

14. List training, skill, and experience you feel would especially fit you for work with our organization  
 \_\_\_\_\_  
 \_\_\_\_\_

15. Typing speed (WPM) \_\_\_\_\_ Shorthand speed (WPM) \_\_\_\_\_

16. List equipment or office machines you can operate \_\_\_\_\_

**EMPLOYMENT HISTORY**

List all present and past employment. Begin with most recent. Correct addresses and telephone numbers **MUST BE PROVIDED** in order to process your application. If additional pages are needed, duplicate this page.

1.	Employment dates from _____ to _____ Ending Salary _____ Company Name _____ Telephone # _____ Address _____ <div style="display: flex; justify-content: space-between; margin-left: 40px;"> <span>Street or P.O. Box</span> <span>City</span> <span>State</span> <span>Zip</span> </div> Job Duties _____ Job Title _____ Reason for leaving _____ Supervisor(s) Name _____ Telephone # _____
2.	Employment dates from _____ to _____ Ending Salary _____ Company Name _____ Telephone # _____ Address _____ <div style="display: flex; justify-content: space-between; margin-left: 40px;"> <span>Street or P.O. Box</span> <span>City</span> <span>State</span> <span>Zip</span> </div> Job Duties _____ Job Title _____ Reason for leaving _____ Supervisor(s) Name _____ Telephone # _____
3.	Employment dates from _____ to _____ Ending Salary _____ Company Name _____ Telephone # _____ Address _____ <div style="display: flex; justify-content: space-between; margin-left: 40px;"> <span>Street or P.O. Box</span> <span>City</span> <span>State</span> <span>Zip</span> </div> Job Duties _____ Job Title _____ Reason for leaving _____ Supervisor(s) Name _____ Telephone # _____
4.	Employment dates from _____ to _____ Ending Salary _____ Company Name _____ Telephone # _____ Address _____ <div style="display: flex; justify-content: space-between; margin-left: 40px;"> <span>Street or P.O. Box</span> <span>City</span> <span>State</span> <span>Zip</span> </div> Job Duties _____ Job Title _____ Reason for leaving _____ Supervisor(s) Name _____ Telephone # _____



**BIOGRAPHICAL DATA**

1. Name \_\_\_\_\_  
Last First Middle Maiden Nickname

a. Have you ever used another name? Yes  No

If yes, what name \_\_\_\_\_

b. Has your name been legally changed? Yes  No

If yes, list former name \_\_\_\_\_

2. Age \_\_\_\_\_ DOB \_\_\_\_\_ Place of Birth \_\_\_\_\_

Has your date of birth ever been changed on a legal document? If yes, explain. \_\_\_\_\_

3. Residence \_\_\_\_\_  
Number Street City State Zip

a. How long have you lived at this address? \_\_\_\_\_

b. What is your telephone number?

Home \_\_\_\_\_ Business \_\_\_\_\_ Other \_\_\_\_\_

c. List previous addresses in the last 10 years. (use rear of form if needed)

\_\_\_\_\_  
Number Street City State Zip

\_\_\_\_\_  
Number Street City State Zip

\_\_\_\_\_  
Number Street City State Zip

\_\_\_\_\_  
Number Street City State Zip

\_\_\_\_\_  
Number Street City State Zip

d. List complete name of person with whom you reside:

	Last	First	Middle	Maiden	Nickname
--	------	-------	--------	--------	----------

e. Parent's Name:

Father

	Last	First	Middle	Maiden	Nickname
--	------	-------	--------	--------	----------

Mother

	Last	First	Middle	Maiden	Nickname
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4. Marital Status

Single	<input type="checkbox"/>	Engaged	<input type="checkbox"/>	Divorced	<input type="checkbox"/>
Married	<input type="checkbox"/>	Separated	<input type="checkbox"/>	Widowed	<input type="checkbox"/>

a. Name of Spouse

	Last	First	Middle	Maiden	Nickname
--	------	-------	--------	--------	----------

Spouses occupation

\_\_\_\_\_ Where employed \_\_\_\_\_

Name of former spouse

	Last	First	Middle	Maiden	Nickname
--	------	-------	--------	--------	----------

List all your children, including any adopted or stepchildren

Name	DOB	Name w/ whom resides	Address

5. **Military Service:** Yes  No  Branch \_\_\_\_\_

Total years \_\_\_\_\_ Highest grade \_\_\_\_\_

Type of discharge \_\_\_\_\_ Court martial/punishment \_\_\_\_\_

a. Are you registered for Selective Service? Yes  No

b. What is the date and location of your last discharge? \_\_\_\_\_

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

d. If you are presently a member of the National Guard or any military reserve, give the unit, location, and describe your obligation:  
\_\_\_\_\_  
\_\_\_\_\_

6. **Personal History:**

a. In the back of this application is a statement of the essential functions of City of Hanahan Police Department employees. Read the functions of the position for which you are applying and answer the following:

1. After training, could you perform the essential functions of the job for which you are applying?

Yes  No

If no, explain \_\_\_\_\_  
\_\_\_\_\_

2. If no, what, if any, accommodation could be made so that you could perform the essential function?  
\_\_\_\_\_

b. 1. Do you illegally use any of the following drugs? Yes  No

2. Have you ever illegally possessed or sold any amount of the following drugs? Yes  No

- |               |           |                |
|---------------|-----------|----------------|
| Amphetamines  | Hashish   | Nerve Medicine |
| Barbiturates  | Heroin    | Pep Pills      |
| Cocaine       | Marijuana | Sleeping Pills |
| Hallucinogens | Morphine  |                |

3. If yes to 1 or 2 explain. \_\_\_\_\_

c. Do you drink alcoholic beverages? Yes  No  If yes, how often and how much?  
\_\_\_\_\_

d. Do you use any form of tobacco? Yes  No  List form \_\_\_\_\_

**7. Financial Status:**

- a. List income other than salary (include salary of spouse). \_\_\_\_\_  
\_\_\_\_\_
- b. How many persons do you support? \_\_\_\_\_
- c. Have you ever been sued?      Yes       No       If yes, give details.
- d. What is the total amount of your debts at present? \_\_\_\_\_
- e. List credit references, including businesses to which you make monthly payments.

Name of Business	Street	City	State	Zip	Phone

**8. Work History:**

- a. Have you ever been or are you now engaged in a private business?    Yes       No   
If yes, list your capacity and give name of business \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Have you ever been discharged or asked to resign from a job?      Yes       No   
If yes, explain \_\_\_\_\_
- c. Do you object to wearing a uniform?      Yes       No
- d. Do you object to working overtime?      Yes       No
- e. Do you object to being away from home for long periods of time due to official duties?      Yes       No   
If yes, explain \_\_\_\_\_
- f. Do you object to working regular shifts?      Yes       No
- g. Do you object to working rotating shifts?      Yes       No

**9. Criminal Records:**

a. Have you ever been arrested by law enforcement? Yes  No

If yes, give details:

Offense Charged	Police Agency	State	Date	Disposition

b. Have you ever been convicted of a felony? Yes  No

If yes, give details \_\_\_\_\_

c. Have you ever been bonded? Yes  No  If yes, list jobs \_\_\_\_\_

d. Have you ever been placed on probation? Yes  No

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

e. Have you ever had any traffic violations? Yes  No

If yes, list the violation, police agency, date, and disposition

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

f. Have you ever stolen anything? Yes  No  If yes, explain \_\_\_\_\_

\_\_\_\_\_

g. Have you ever been court martialed or a subject of disciplinary action while a member of the armed forces?

Yes  No  If yes, explain \_\_\_\_\_

\_\_\_\_\_

h. List any disciplinary action taken against you in the National Guard or other reserve unit \_\_\_\_\_

\_\_\_\_\_

i. Do you possess a valid South Carolina driver's license? Yes  No

j. Driver's License Number \_\_\_\_\_ Date Issued \_\_\_\_\_

k. Do you possess a driver's license issued by another state? Yes  No

If yes, give state and number \_\_\_\_\_

l. Was your license ever suspended or revoked? Yes  No

State	Reason	Date
-------	--------	------

If yes, give details \_\_\_\_\_

m. Was your license restored? Yes  No  Date restored \_\_\_\_\_

n. Are your driving privileges restricted? Yes  No

List restrictions \_\_\_\_\_

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

p. List all email addresses which you have used within the last 24 months:

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STATE OF SOUTH CAROLINA

CITY OF HANAHAN

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

This the \_\_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_\_

\_\_\_\_\_  
Full Signature of Applicant



# City of Hanahan Police Department Employment Application Supplement

## WAIVER AND DISCLAIMER

I, \_\_\_\_\_, understand that I will be asked to complete a series of tests to establish my suitability for employment with the Hanahan Police Department. Such tests may include, but are not limited to, a written examination, oral interview(s), health examination(s), polygraph examination, psychological examinations(s), a drug-screening test, and a complete background check.

I further understand that any and all test, which include a background check, are the property of the Hanahan Police Department, and that the department and its agents and/or representatives are under no obligation whatsoever to make test results known to me.

I further permit my present and prior employers to divulge to agents and/or representatives of the Hanahan Police Department relevant personal information from my personnel file(s) they possess.

I hereby release the City of Hanahan, the Hanahan Police Department, and any other individual from any and all claims, damages, causes of actions and the like of whatever kind or nature which may at any time result from my participation in the employment process.

**I HEREBY ACKNOWLEDGE THAT I HAVE CAREFULLY READ AND UNDERSTAND THE CONTENTS OF THIS DOCUMENT AND SIGN THE SAME OF MY OWN FREE WILL.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_



# City of Hanahan Police Department Employment Application Supplement

## Personal Inquiry Waiver Authority for Release of Information

To:

- Any Doctor, Hospital, Medical Association, U. S. Armed Forces,
- U. S. Selective Service System, Maritime Service, Veterans Administration, or
- Any Academic Dean, Registrar, Principal, Guidance Counselor, other authorized person at a school (college, business, trade, or high school), or
- Any past or present employer, listed reference or any other individual furnishing information, or
- Any County, State, or Federal Governmental Agency, or
- Any other individual furnishing truthful information regarding the undersigned individual's fitness for law enforcement service.

I, \_\_\_\_\_, am aware that my entire background is to be investigated and hereby authorize and request the release of any and all information you have concerning me, excluding bank or savings and loans association balances, to the Hanahan Police Department or its agents, I hereby designate the Hanahan Police Department as my authorized representative for the purpose of obtaining such information.

I hereby release anyone addressed above, who gives information about me in the course of an investigation covered by this authorization, from any and all liability for damages of whatever kind to me, my family, heirs, or associates as a result of giving such information, except that I do not release anyone who gives information that he or she knows is false, deliberately intending to harm me or my family, heirs, or associates.

Print Full Name Including Maiden Name		Signature of Full Name	
Address	City	State	Zip Code
Drivers License Number	Date of Birth	Race	Gender
Social Security Number	Home Phone Number	Work Phone Number	

SWORN to before me this

\_\_\_\_\_ day of , A. D., 20

\_\_\_\_\_ (SEAL)

Notary Public

My Commission Expires: \_\_\_\_\_



# City of Hanahan Police Department Employment Application Supplement

## Notice of Obtaining Consumer Report

In connection with your application for employment and/or your continued employment, the City of Hanahan may obtain a consumer report (as defined by the Fair Credit Reporting Act) concerning you from a consumer reporting agency. This report will be used for employment purposes.

I have read and understand the above disclosure and hereby authorize the City of Hanahan to obtain a consumer report.

Print Full Name Including Maiden Name	Signature of Full Name		
Address	City	State	Zip Code
Social Security Number	Date of Birth		

SWORN to before me this

\_\_\_\_\_ day of , A. D., 20

\_\_\_\_\_(SEAL)

Notary Public

My Commission Expires: \_\_\_\_\_



# City of Hanahan Police Department Employment Application Supplement

## Polygraph Examination Acknowledgement and Consent

**Applicant's Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Social Security #** \_\_\_\_\_

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 applicant investigation. I am fully aware that my refusal to submit to the polygraph exam will terminate further consideration for my employment. I understand that I will be asked questions during my polygraph examination related to the following areas:

- Accuracy of information provided during the employment process.
- Theft
- Drug and/or alcohol addictions
- Drug use/sale
- Prior arrests/criminal activity
- Behavior that may lead to blackmail

I understand that any willful attempt to deceive the polygraph examiner will result in my immediate disqualification from the employment process.

After careful review and consideration of the aforementioned information:

I am willing to take the polygraph examination.

I am not willing to take the polygraph examination.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



## City of Hanahan Police Department Employment Application Supplement

### Job Descriptions

#### **Police Officer**

Patrols the city in a patrol car on assignment for the purpose of observing area for possible criminal activity or other conditions that might endanger public safety, investigating complaints, enforcing laws. Must have ability to safely operate vehicle both by day and night and observe criminal activity. Must have hearing ability sufficient to hear radio transmissions, in-person conversations and telephone conversations. Must be able to lift or move heavy objects/people in rescue activities. Apprehends, arrests, and detains criminal suspects and law violators when necessary; follow proper procedures when making arrests. Must be able to physically restrain arrestees and to chase on foot in the course of apprehension activities. Must be able to withstand working outside in all extreme weather conditions. Prepares court folders for court cases, serves as witness in court, provides evidence in the court and provides court security. Cooperates with other police jurisdictions on matters of mutual interest. Check residential and commercial property for security as requested. Transports prisoners to courtrooms, doctors' offices, hospitals, courts, and other designated locations; transports individuals to mental health center, maintaining custody of individuals. Communicates with supervisors and fellow officers all information obtained which is relevant to investigations or daily activities. Must have sufficient speaking ability to communicate effectively in person, over a telephone and on a radio. Serves warrants, summonses, subpoenas, civil and other official papers. Provides traffic escorts as public service. Makes crime prevention presentations to civic and public groups, works closely with businesses, attorneys, public organizations, etc., in performing duties. Records information concerning events that have taken place during tour of duty and records such activity in a manner prescribed by the department. Must have ability to read and write reports. Maintains weapons and equipment in functional and presentable condition. Must have strength, coordination, and visual ability to effectively shoot a handgun and shotgun. Accounts for and transports evidence coming into custody. Answers questions asked by the general public, works with juveniles and adults in related matters; refers them to persons of agencies where they can obtain further assistance as required. May perform duties of telecommunications officer and/or school crossing guard when necessary. Works in stressful, high risk situations. Must be able to handle stress, noise, crowds, fights, gunfire, and disciplinary action without emotional interference. Attends required periodic training sessions and seminars; participates in required physical fitness activities. Maintains required level of proficiency in use of firearms, and evasive action/driving skills. Takes active charge in serious or unusual situations. Makes decisions at crime scene which may be centered around life or death situations; decisions are based on the safest procedures to be followed to ensure safety to individuals involved and fellow officers/members of rescue team.

#### **Telecommunications Operator**

Monitors, receives, records and transmits messages pertaining to law enforcement, emergencies, equipment and personnel for the Chief of Police Department. Must have hearing and speaking abilities sufficient to do such tasks on the telecommunication equipment and the telephone as well as walk-in public. Maintains logs and records of all radio transmissions and receptions in compliance with Federal Communications Commission rules and regulations. Must have ability to sit at the dispatch terminal for long periods of time. Answers telephones and determines type of assistance needed by the caller and takes appropriate action. Prepares and maintains property sheets, radio logs, duty rosters, Pass-on books, tow sheets, call cards, dispatch sheets, detention records, drug hotline log, etc. Records complaint numbers and supplemental reports. Must have the ability to read and write legibly, to fill out call cards, and handle the aforementioned paperwork. Monitors activities of officers on patrol in order to provide backup assistance if needed. Operates CRT/printer linked to National Crime Information Center to transmit/receive information regarding criminal activity. Receives incoming mail and distributes to proper locations. Assists public in locating streets and answering questions about departmental procedures, etc. Maintains 911 equipment. Must have physical ability to change large audio tapes on reel. Works under stressful conditions. Must have the mental capacity to handle stress, noise crowds, multiple tasks, fights and disciplinary action without emotional interference. Apprehends, arrests, and detains criminal suspects and law violators when necessary while on Chief of Police Department property. Follows proper procedures while making arrests. Must be able to physically restrain arrestees and to chase on foot in the course of apprehension activities. Maintains required level of proficiency in use of firearms. Maintains weapons and equipment in functional and presentable condition. Must have strength, coordination, and visual ability to effectively shoot a handgun and shotgun. Attends required periodic training sessions and seminars. Participates in physical fitness activity.

**General Clerical**

Answers telephones, screens and refers callers as appropriate and assists callers when possible by answering inquiries and providing general information concerning the Chief of Police Department. Must have hearing and speaking ability sufficient to communicate by telephone, in person and by radio transmissions with various persons. Type correspondence and other documents. Enters data from various sources into computer. Drafts and transcribes letters. Makes appointment and maintains daily calendars of superiors. Must have ability to sit at a desk, computer terminal or receptionist station for a long period of time. Maintains filing system. Must have ability to open and reach into standard four or five drawer filing cabinets. Receives, open, sorts and distributes mail as appropriate. Maintains constant communication with officers and superiors by radio and telephone. May assist in preparation of news releases as necessary. May assist in coordination of training activities. Provides information and directs visitors to appropriate offices or locations. Receives, reviews and transmits time cards, vacation request, teletypes, weekly reports, etc. Prepares, processes and transmits investigative and incident reports. Operates CRT to input/delete data. Operates microfilm equipment and teletype. Must have the ability to operate standard office equipment, including copier, typewriter, and computer and fax machine. Must also have visual ability to operate such machines. Works under stressful conditions. Must have the mental capacity to handle stress, noise, multiple tasks, presence of criminals and disciplinary action without emotional interference.

THESE JOB DESCRIPTIONS ARE MEANT TO PROVIDE THE ESSENTIAL FUNCTIONS OF EACH GENERAL JOB. THE POSITION FOR WHICH YOU ARE APPLYING MAY REQUIRE SOME SPECIALIZED EDUCATION OR EXPERTISE, WHICH IS NOT LISTED HERE. IF YOU WOULD LIKE FURTHER INFORMATION, PLEASE CONTACT THE RECRUITMENT UNIT OF THE POLICE DEPARTMENT.



## City of Hanahan Police Department Employment Application Supplement

### **BENEFITS INFORMATION**

The Hanahan Police Department provides law enforcement services for the incorporated areas of the City of Hanahan. The department currently has 44 full and part time enforcement and civilian employees.

The following is some information about the department that you might find beneficial:

#### **STARTING SALARIES**

TELECOMMUNICATIONS OFFICER \$21,242

POLICE OFFICER \$27,784

The Chief of Police can increase the above starting salaries for those individuals with higher qualifications (certified officers, college degree, prior work experience, etc.)

#### **WORK SCHEDULES**

Certified officers (Telecommunications Officer and Police Officer) work the following schedules:

- 12-hour shifts
- 7:00 am - 7:00 pm or 7:00 pm - 7:00 am
- 3 days on, 2 days off; 2 days on, 3 days off; 2 days on, 2 days off; (this cycle then repeats).

All officers work a permanent shift, except patrol officers who work a monthly rotating shift.

#### **ANNUAL LEAVE**

Annual leave is accrued at 10 days per year for those employees with up to five years of service with the city: 15 days for 5-10 years of service; and 20 days for over 10 years of service.

#### **SICK LEAVE**

Sick leave is accrued at 12 days per year.

#### **HEALTH AND DENTAL INSURANCE**

The City of Hanahan provides medical and dental insurance for its employees through a city funded Employee Health Care Plan. Basic coverage is provided at a no cost to the employee. Employees who wish to cover members of their family may do so through payroll deductions.

**LIFE INSURANCE**

The Police Department provides life insurance for its employees. Basic coverage is provided at no cost to the employee. Additional coverage on the employee or his or her dependents is available and can be paid for through payroll deduction.

**TYPES OF RETIREMENT SYSTEMS**

All full time employees of the city participate in the South Carolina Retirement System or the South Carolina Police Officer's Retirement System.

**WORKER'S COMPENSATION**

The Police Department operates under and is subject to the Workers' Compensation Act of South Carolina.

**OVERTIME**

Employees who are eligible for overtime are paid overtime at the rate of one and one-half (1-1/2) times his or her regular rate of pay for time worked. Overtime will be calculated at any hours worked over eighty-six (86) in a two week pay period for non-exempt, sworn personnel and any hours worked over eighty (80) in a two week pay period for non-exempt, non-sworn personnel.

**DIRECT DEPOSIT**

Employees are paid by a system of direct payroll deposit bi-weekly. Checks can be deposited to any financial institution covered by the Federal Reserve. Employees will receive a pay statement indicating gross and net pay and deductions.

**DEFERRED COMPENSATION**

Employees are eligible to participate in the South Carolina Public Employees Deferred Compensation Plan, 401K or 457. The employee determines the amount deposited and participation is optional. This is a tax deferred savings program and is handled automatically by payroll deduction.

**VEHICLES**

At the discretion of the Chief of Police, certain persons within the Police Department are authorized to have vehicles on a twenty-four hour, seven days a week basis.

**EQUIPMENT**

Department personnel receive that equipment (uniforms, firearms, etc.) that is necessary for the position for which they are hired.