

University of South Carolina
Division of Law Enforcement and Safety

Application/Selection Process

The selection process used to hire civilian employees by the University of South Carolina (University) Division of Law Enforcement and Safety (Division) is very thorough, and normally takes several months to complete. The process is designed to select the very best applicants who live by our values of integrity, accountability, excellence, and human life.

All elements of the selection process use only those rating criteria or minimum qualifications that are job related and are administered, scored, evaluated, and interpreted in a uniform manner. The hiring process is described below:

All entry-level positions at the Division will be posted on the University's jobs website at <https://uscjobs.sc.edu>. All applicants must submit their applications through this website and should ensure all personal contact information (i.e. telephone number and e-mail address) is current and correct. Résumés, cover letters, and other documentation should be submitted to the University with the application and not submitted directly to the Division. After the application has been reviewed and approved by the University for compliance with minimum qualifications, it and any other supporting documentation will be sent to the Division. Applicants for employment with the Division are directed to check the USC Jobs website for updates concerning the status of their application.

When the Division receives qualified applications from the University, these applications will be reviewed based on experience, education, and knowledge for the announced positions. After a review of these factors, individuals may be selected and notified to participate in initial interviews. The number of people selected for initial interviews will vary depending on the number of open positions and the qualifications of the applicants.

An applicant selected for a first interview will be required to provide specified documents at this interview. These documents may include a completed non-sworn application, a completed Background Questionnaire, valid driver's license, Social Security card, birth certificate, high school diploma or equivalency certificate, higher education certificates, DD-214 (for military veterans), certified driving records from every state the applicant has resided in over the last ten years, and any other documents applicable to employment. A preliminary search of law enforcement databases on all applicants will be conducted by the Division at this time.

After the first interview, there will be a review of the applicant's paperwork, relevant experience, and scores from the interview. Based on these results, individuals may be selected to complete a computerized psychological assessment along with written/computerized job skills assessment metric. These assessments will normally be held at the Division's headquarters. Certain civilian positions may be exempted from testing at the discretion of the Chief.

Next, if selected to proceed, a thorough background investigation will be completed on the applicant. It is important for the applicant to notify their references that an investigator will be conducting interviews (both by phone and in-person), and to respond to requests for contact promptly. Upon successful completion of a background investigation, selected applicants will be required to take a polygraph examination. Polygraph

examinations are scheduled Monday through Friday during business hours, and may require two to three hours.

Next, if an applicant is selected to proceed, he/she will be scheduled for an interview with a psychologist who specializes in law enforcement-related evaluations. This interview may require up to an hour and a half. While 9-1-1 Telecommunications applicants are required to complete this step, certain civilian positions may be exempted from this step at the discretion of the Chief.

The next phase, if selected, will be an interview with members of the Division's Command Staff. This interview is scheduled Monday through Friday during business hours and may require up to one hour. If other documents are required for the selection process, an applicant will be asked to provide them to the Division at this time.

Lastly, there is a final review of the applicant's qualifications, documentation, interview scores, and testing results. Based on this review, applicants may be selected for final interviews with the Division's Chief of Police. This interview may require up to an hour. Within two business days of this meeting, an applicant can expect a decision regarding an offer of employment.

If an offer of employment is made, all applicants, regardless of position, will be required to submit to a drug screening. Applicants will also be fitted for uniforms, if applicable. After a final offer of employment has been made, an applicant will generally be scheduled for an employment start date within two to four weeks of the final interview.

The employment start date usually corresponds to the start of a University pay period; therefore, there is limited flexibility on this date. However, if conflicts regarding the start of employment date exist, they may be discussed with the Division's Personnel Supervisor. If the applicant is anticipating more than two days of planned leave during the first six months of employment, the applicant should discuss this matter with the Division's Personnel Supervisor so scheduling adjustments can be considered.