**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](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

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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.
Starting Salary

Starting salary for civilian positions is determined by the University of South Carolina’s Office of Salary Administration and is based on factors such as: state job classification and pay band, level of education achieved, years of experience, and duties performed*. Each candidate is evaluated independently and as such there is no predetermined salary for most civilian positions. All positions posted to the University’s jobs website will include the salary range for the position in the job posting. The University’s Office of Salary Administration has mandated set salary levels for 9-1-1 telecommunicators, and those are listed below.

9-1-1 Telecommunicators
Starting salary: $28,649 Upon completion of required training $30,081

*For some positions, years of related and approved experience can be used to substitute education. For example 2 years of experience equals an Associate’s Degree, 4 years of experience equals a Bachelor’s Degree, and 6 years of experience equals a Master’s Degree. This only applies to applicable positions as determined by the State Office of Human Resources.

Frequently Asked Questions

What benefits are associated with these positions? These positions have South Carolina state employee benefits which include health insurance, enrollment in applicable South Carolina Retirement Systems programs, tuition assistance program, paid leave (annual and sick), and paid holidays (as defined by the University). More information on the benefits package can be found on the University’s website.

How will I know the status of my application? Applicants should log into the USC Jobs website to determine the status of their application. The system will update automatically once changes to application status have been made.

How long will the hiring process take? Hiring processes may require four to six months, depending on the position being filled and the number of qualified applicants received.

What style of dress should I wear? For formal interviews with Division staff, business attire is recommended; for all other appointments, business casual is acceptable.

If I am not selected for employment, how can I reapply? Applicants who are not selected for employment with the Division are invited to reapply via the USC Jobs website when subsequent job postings occur.

Can special arrangements be made for out of state applicants due to travel expenses? If there are approaches to assist these applicants without compromising fairness, the Division will consider them.

If I am hired, what happens next? 9-1-1 Telecommunicators: Upon beginning employment, you will go through the Division’s orientation process, at the conclusion of which you will begin your on-the-job training program. You will be scheduled to attend required training at the South Carolina Criminal Justice Academy at earliest convenience.

All other positions: Upon beginning employment, you will go through the Division’s orientation process, at the conclusion of which you will begin your on-the-job training program.

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