



"Everybody Counts; Everybody Contributes; and Everybody Benefits"

**EQUAL OPPORTUNITY EMPLOYER**

**APPLYING FOR EMPLOYMENT WITH THE CITY OF COLUMBIA POLICE DEPARTMENT  
GENERAL INFORMATION FORM**

**For: Police Officer Candidate / Police Officer / Civilian Position Applicants**

ALL POSITIONS REMAIN OPEN UNTIL CLOSED OR FILLED - STATUS OF A POSITION MAY CHANGE AT ANY TIME.

— **NOT A CONTRACT** —

All completed and signed Police Department Application Packets must be submitted to:

The City of Columbia Human Resources Department-Employment Office located at 1225 Lady Street, Columbia  
or mailed to PO Box 147 Columbia, South Carolina 29217-0147

**REQUIRED FORMS MUST BE SUBMITTED WITH THE APPLICATION PACKET.**

**THE EMPLOYMENT OFFICE CANNOT MAKE COPIES AT TIME OF SUBMITTAL.**

The City of Columbia Human Resources Department screens all application packets for completeness and to ensure the applicant meets the minimum qualifications for the selected position.

The City of Columbia Human Resources Department will provide Applicants with written acknowledgement indicating receipt of Application Packets.

**Only complete and qualified application packets will be forwarded to the Police Department for processing.**

**POLICE DEPARTMENT APPLICATION PACKET REQUIREMENTS**

**1. Application for Employment**

- City of Columbia Application for Employment
  - Page 1—Applicant Information
  - Page 2—Employment Data/Education
  - Page 3—Employment History-Work Experience
  - Page 3A—Employment History-Work Experience-Continuation (if needed)
  - Page 4—Criminal Conviction(s)
  - Page 4A—City of Columbia Reporting Form/EEO Reporting and Research Form
  - Page 5—Police Officer/Police Officer Candidate Attachment (*not to be completed by applicants for civilian positions*)
- Signed & Notarized ORIGINAL "Personal Inquiry Waiver - Authority for Release of Information Form"
- Signed ORIGINAL "Conditional Offer of Employment Medical Consent Form"
- Signed ORIGINAL "SLED/Criminal Records & Driver's License Investigation Check"

**2. Required Documents - ALL COPIES MUST BE LEGIBLE**

- Copy: Valid South Carolina Driver's License
- Copy: Social Security Card (DO NOT SEND ORIGINAL)
- Copy: Birth Certificate (DO NOT SEND ORIGINAL)
- Copy: High School Diploma; or, State GED Certification, and/or College Diploma\* (DO NOT SEND ORIGINAL)
  - \*Transcript required if within five (5) years of Employment Application Date. Transcripts will not be returned.
- Copy: Form DD 214 (*to be submitted by ex-military personnel only*) (DO NOT SEND ORIGINAL)
- **ORIGINAL or CERTIFIED COPY:** Ten (10) Year Driving Record (Must be dated within 30 days of application.)  
Available from SCDMV offices or on-line at: <https://www.scdmvonline.com/dmvpublic/trans/DrvRecWarn.aspx>
- **ORIGINAL or CERTIFIED COPY:** National Credit Bureau Credit Report (Must be dated within 6 months of application.)  
Available from TRW: 1-800-392-1122, EQUIFAX: 1-888-873-5357, or other national credit reporting agencies.

**IMPORTANT NOTICE: FORMS SUBMITTED WITH APPLICATION PACKETS WILL NOT BE RETURNED.**

The Columbia Police Department Selection Process may take from 1 to 3 months for completion.

**Contact a Police Department Recruiter:**

City of Columbia Police Department Human Resources Unit #1 Justice Square Columbia, SC 29201

Hours: 8:30 A.M.—4:30 P.M. Phone: (803) 545-3550

Email: [dkmartin@columbiasc.net](mailto:dkmartin@columbiasc.net)



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**APPLICANTS SELECTED FOR EMPLOYMENT WILL BE HELD TO THE FOLLOWING EXPECTATIONS**

All employees are required to present a neat and clean appearance when on duty or while representing the Department.

Police Officer Candidates and Police Officers will be required to have hairstyles that are neat and do not interfere with the normal wearing of police headgear. A mustache may be worn but must be neatly trimmed, must not cover the upper lip or extend horizontally beyond or below the corner points of the mouth. Handlebar mustaches, beards and goatees are not authorized.

Visible tattoos may not contain subject matter or be of a nature that would cause offense to members of the community or co-workers. Columbia Police Department personnel are prohibited from having facial tattoos.

**DISQUALIFICATION FROM THE SELECTION PROCESS**

Applicants may be disqualified from the Selection Process for any of the following causes:

- Any admission during the Polygraph examination that is a violation of law and/or City/Police Department directives.
- Physical or psychological deficiency which cannot be overcome.
- Background Investigation which reflects poor character.
- Drug screen which indicates the presence of alcohol or illegal drugs.\*
- Unfavorable credit history.\*
- Criminal History
  - Convicted of any felony.
  - Convicted of any criminal offense that carries a sentence of one year or more.
  - Convicted of any offense involving moral turpitude.
- Driving History (*applies to Police Officer Candidate and Police Officer Applicants Only*)
  - Suspension of driver's license (or suspension period) during the previous five years\* for as a result of:
    - Driving Under the Influence (DUI) of alcohol or dangerous drugs
    - Driving While Impaired (DWI) or the equivalent
    - Reckless homicide
    - Involuntary manslaughter
    - Leaving the Scene of an accident

\* Persons disqualified because of a temporary condition may reapply when those conditions no longer constitute a disqualifying factor.

**COLUMBIA POLICE DEPARTMENT  
GENERAL INFORMATION FORM**

**For: Police Officer Candidate / Police Officer / Civilian Position Applicants  
— NOT A CONTRACT —**

**CITY OF COLUMBIA POLICE DEPARTMENT SELECTION PROCESS**

**APPLICANT NOTIFICATION**

Within five (5) working days of receiving an application packet from The City’s Human Resources Office, the Police Department Human Resources Unit will send each applicant a letter acknowledging receipt of their application.

The Police Department’s Human Resources Unit shall remain in telephone/e-mail contact with applicants to ensure the Selection Process is completed in a timely and efficient manner.

Applicants failing to successfully complete any element of the Selection Process and/or not selected for positions shall receive a rejection letter within thirty (30) days of the decision.

**INTRODUCTION TO SELECTION PROCESS**

The Selection Process shall only evaluate traits, characteristics, and qualifications as identified by the City of Columbia job description and/or job task analysis. Elements of the Selection Process for Police Officer Candidate and Police Officer positions are based on the entry requirements for admission to the South Carolina Criminal Justice Academy as established by SC Code § 23-23-60.

Each element of the Selection Process for a specific position shall be administered, scored, evaluated, and interpreted in a uniform manner and shall be identical for all applicants for a given position.

The Columbia Police Department Selection Process may take from 1 to 3 months for completion.

**ELEMENTS OF THE SELECTION PROCESS**

The chart below demonstrates the required elements for the City of Columbia Police Department’s Selection Process as determined by the selected position’s classification.

Position Classification	Police Officer Candidate Positions	Police Officer Positions	Civilian Positions
Testing/Requirement			
Qualification Review	X	X	X
Driver’s License Check	X	X	X
Criminal History Check	X	X	X
Job-Related Physical Agility Test	X	X	n/a
Nelson-Denny Reading Test*	X	n/a	n/a
<i>*Applicants with a Bachelor’s degree are exempt.</i>			
Personal History Statement	X	X	X
Pre-Employment Applicant Questionnaire	X	X	X
Specific Skill Testing (if applicable)	n/a	n/a	X
Background Interview/Investigation	X	X	X
Conditional Offer Interview	X	X	X
Drug/Alcohol Screen	X	X	X
City of Columbia Health Screen	X	X	X
Medical Examination (Complete Physical)	X	X	n/a
Emotional Stability/Psychological Examination	X	X	n/a
Polygraph Examination	X	X	X
Final Offer of Employment	X	X	X

**COLUMBIA POLICE DEPARTMENT  
GENERAL INFORMATION FORM**

**For: Police Officer Candidate / Police Officer / Civilian Position Applicants  
— NOT A CONTRACT —**

**DESCRIPTION OF EACH ELEMENT OF THE SELECTION PROCESS**

**Qualification Review**—All application packets are reviewed by the Police Department Human Resources Unit.

**Driving History Audit**—Five (5) years Driving History is reviewed for all applicants.

**Criminal History Check**—NCIC Criminal History is reviewed for all applicants.

**Job-Related Physical Agility Test (PAT)**—Police Officer Candidate applicants must complete the South Carolina Criminal Justice Academy's physical agility/obstacle course requirements in two (2) minutes and six (6) seconds or less. *The Police Department Training Division will facilitate pre-employment PAT testing for Police Officer Candidate applicants.*

**Nelson-Denny Reading Test\***—Police Officer Candidates without a college degree that successfully complete the Physical Agility Test will be administered the Nelson-Denny Reading Test. Applicants must achieve The South Carolina Criminal Justice Academy's minimum score for further consideration. *\*Applicants with a Bachelor's degree are exempt from this test.*

**Personal History Statement**—All applicants will complete a Personal History Statement that contains additional information necessary for the Background Investigation.

**Pre-Employment Applicant Questionnaire\***—All applicants will complete a Pre-Employment Applicant Questionnaire.

*\*Polygraph Examination topics will be based on the information provided by the Pre-Employment Applicant Questionnaire.*

**Specific Skill Testing**—Civilian positions may require testing to demonstrate the specific skills necessary to perform the job.

*Examples: typing speed, data entry speed, etc.*

**Background Investigation**—An experienced Investigator will interview, photograph, and fingerprint\* all applicants. The Background Investigation will include: Review of Personal History Statement, Review of Applicant Questionnaire, Criminal History Check, Audit of Driving History, Credit Check, Verification of Employment Data, Verification of Scholastic Data, Verification of Qualifying Credentials, Review of Family Data, Review of Biographical Data, and Interviews with a least three (3) Personal References. A written summary of the investigation and findings regarding the applicant's character will be submitted to the Human Resources Unit. *\*Fingerprint Cards will be submitted to the State Law Enforcement Division (SLED) and the Federal Bureau of Investigations (FBI) for processing.*

**Conditional Offer Interview**—All applicants will be interviewed by the Chief of Police, Command Staff, and/or a Unit/Section Supervisor. Based on the interview and the recommendation by the Human Resources Unit, the applicant may be given a Conditional Offer of Employment.

**Drug/Alcohol Screen\***—All applicants must pass a urine drug and alcohol screen. *\*Performed at no cost to the applicant.*

**City of Columbia Health Screen\***—The City of Columbia's Occupational Health Nurse will perform health screens on all applicants. *\*Performed at no cost to the applicant.*

**Medical Examination\***—Police Officer Candidates and Police Officer applicants will be required to undergo a complete physical. *\*Performed at no cost to the applicant.*

**Emotional Stability/Psychological Examination\***—Police Officer Candidates and Police Officer applicants will be required to undergo an Emotional Stability/Psychological Examination. *\*Performed at no cost to the applicant.*

**Polygraph Examination\***—All applicants will be required to undergo a polygraph examination. Topics for the polygraph examination will be drawn from the Pre-Employment Applicant Questionnaire completed by the applicant preceding the Background Investigation. *\* Performed at no cost to the applicant.*

**FINAL OFFER OF EMPLOYMENT**—Upon successfully completing the Selection Process, the Police Department Human Resources Unit will review all the applicant's Selection Process materials and provide the Chief of Police with a recommendation regarding hiring the applicant. The Chief of Police must authorize all Final Offers of Employment.

**The Columbia Police Department Selection Process may take from 1 to 3 months for completion.**

**PROBATIONARY EMPLOYEE STATUS**

All applicants selected for hire shall be subject to the successful completion of a six month probationary (introductory) period.

**The Chief of Police may terminate an employee without prior notice at any time during the probationary period.**

**Job Line  
(803) 545-3001**



**[www.columbiasc.net](http://www.columbiasc.net)  
Click on  
City Employment**

**Everybody Counts, Everybody Contributes, Everybody Benefits**

**POLICE OFFICER CANDIDATE \$29,893.57/Annual**

**POLICE OFFICER \$31487.44 - \$33,849 DOQ/Annual**

## **NOTICE OF RECRUITMENT**

**THIS POSITION REMAINS OPEN UNTIL CLOSED OR FILLED**

### POLICE OFFICER

Under occasional supervision, performs general criminal, traffic enforcement and police duties to ensure the strict enforcement of state and local laws relating to public safety and welfare. Provides reactive response while on patrol to assist with incidents that have occurred to document information, gather witness accounts, look for suspects and perform support activities as needed. Performs proactive prevention efforts while on patrol to discover crimes in progress and deter criminal activity in patrol area. Provides education and information to the public regarding traffic laws and accident prevention. Reports to a Sergeant.

**Note:** Those Police Officer applicants who are not Certified Police Officers and/or who do not have previous police officer experience may be considered as a **POLICE OFFICER CANDIDATE**.

### MINIMUM QUALIFICATIONS: You must:

1. be **twenty-one (21)** years or older as of date of application;
2. be a **citizen of the United States**;
3. be a **high school graduate**; or, a **have GED certificate**; or a college graduate;
4. possess (and maintain) a **valid Class "D" Drivers License**; and, have an acceptable driving record (i.e., no DUI convictions, suspensions for DUI or leaving the scene of an accident within past 5 yrs.

### NECESSARY SPECIAL REQUIREMENTS

Selected applicants will be required to participate and successfully meet the requirements and standards affixed to each Training Program. Areas of training include, but are not limited to:

1. Job Related Physical Ability Test;
2. South Carolina Criminal Justice Academy's Basic Law Enforcement School (Nine (9) Weeks); and
3. Columbia Police Department Field Training Program.

The new recruit will be expected to successfully complete the aforementioned training programs; failure to do so on any of these programs will be grounds for summary dismissal.

**NOTE:** A complete background investigation for criminal convictions and driver license violation records will be conducted through local, state and national criminal record agencies. The City of Columbia Police Department **WILL NOT** consider applicants for Police Officer positions who have:

1. Any criminal record;
2. Physical or psychological deficiency which cannot be overcome;
3. Background that reflects poor character.

### PRE-REQUISITES: You must:

1. Complete a City of Columbia Police Officer's Application Packet in its entirety (**NO** resume will be accepted without a **completed** City of Columbia Employment Application);
2. Submit all required documents;
3. Have a **clean criminal record**;
4. Be of **good character and be temperate in habits**; and,
5. Have no DUI or DUS or any driving suspension that occurred within the past five (5) years.
6. Have a **good employment history**.

If you have had over four (4) previous jobs, you must complete the Previous Employment Continuation contained in the Police Officer's Application Packet.

**STATUS OF POSITION MAY CHANGE AT ANY TIME – NOT A CONTRACT**

**REQUEST A POLICE APPLICATION PACKET FROM & RETURN SAME TO:  
Office of Human Resources – 1225 Lady St., (corner of Lady & Sumter) – Columbia, SC 29217-0147**

**Job Line  
(803)545-3001**



**[www.columbiasc.net](http://www.columbiasc.net)  
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City Employment**

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**CITY OF COLUMBIA POLICE DEPARTMENT**

**1. GENERAL INFORMATION - "NOT A CONTRACT"**

**APPLYING FOR EMPLOYMENT WITH THE CITY OF COLUMBIA POLICE DEPARTMENT**

**Applications may be obtained from and returned to:**

City of Columbia HR/Employment Office  
PO Box 147  
1225 Lady Street  
Columbia, South Carolina 29217-0147

*Phone: (803) 545-3010 • Employment Office Hours: Monday through Friday 8:30 A.M. - 5:00 P.M.*

**REQUIRED DOCUMENTATION:** You must submit the following documents:

1. Completed ORIGINAL City of Columbia Employment Application **with** the following documents (Provided in the application packet):
    - a) Signed ORIGINAL & **NOTARIZED** "Personal Inquiry Waiver - Authority for Release of Information Form"
    - b) Signed ORIGINAL "Conditional Offer of Employment Medical Consent Form"
    - c) Signed ORIGINAL "SLED Criminal Investigation - Records Check Form"
    - d) Signed ORIGINAL "Attachment to City of Columbia Police Application for Employment Form"
    - e) ORIGINAL Previous Employment Continuation Form (if needed)
    - f) Signed ORIGINAL EEO Reporting & Research Form.
  2. Valid Driver's License (Send LEGIBLE copy)
  3. Social Security Card (Send LEGIBLE copy)
  4. **COPY:** Birth Certificate (DO NOT SEND ORIGINAL)
  5. **COPY:** High School Diploma; or, State GED Certification - (DO NOT SEND ORIGINAL); **OR** College Diploma (Transcript required if within five (5) years of Employment Application Date). If sending ORIGINAL, it must be in a SEALED ENVELOPE. Originals will not be returned.
  6. **COPY:** Form 214 (for ex-military personnel) (DO NOT SEND ORIGINAL)
  7. **ORIGINAL:** Five (5) Year Driving Record (no older than thirty (30) days prior to date of application). If sending a copy, the copy must be **CERTIFIED COPY**. (Original will not be returned)
  8. **ORIGINAL:** Credit Report from a National Credit Bureau (no older than six (6) months prior to date of application). If sending a copy, the copy must be **CERTIFIED COPY**. (Original will not be returned)
- (FYI ONLY: TRW: 1-800-392-1122 • EQUIFAX: 1-888-873-5357)

**VERY IMPORTANT NOTICE**

REQUIRED FORMS MUST BE SUBMITTED WITH THE APPLICATION PACKET  
THE CITY CANNOT MAKE COPIES AT TIME OF SUBMITTAL.

**POLICE OFFICER**

**GENERAL STATEMENT OF JOB**

Under occasional supervision, performs general criminal, traffic enforcement and police duties to ensure the strict enforcement of state and local laws relating to public safety and welfare. Provides reactive response while on patrol to assist with incidents that have occurred to document information, gather witness accounts, look for suspects, and perform support activities as needed. Performs proactive prevention efforts while on patrol to discover crimes in progress and deter criminal activity in patrol area. Provides education and information to the public regarding traffic laws and accident prevention. Reports to a Police Sergeant.

City of Columbia / Police Department  
EQUAL OPPORTUNITY EMPLOYER  
One Justice Square / Columbia, SC / 29201 / (803) 545-3552

**Job Line  
(803) 545-3001**



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City Employment**

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**2. GENERAL INFORMATION:**

**APPLYING FOR EMPLOYMENT WITH THE CITY OF COLUMBIA POLICE DEPARTMENT**

**2.A City Of Columbia Human Resources/Employment Office Application Screening Process**

1. Receives all completed Police Officer Application Packets and required documents.
2. Reviews application packet for completeness.
3. Applicants will receive a letter advising them of the status of their Application Packet.
4. Complete Application Packets are forwarded to the Police Department for Pre-Employment Processing.
5. Incomplete Application Packets are retained until missing information and/or documents are received. Once complete, application packets will be forwarded to the Police Department for Pre-Employment Processing

**2.B Police Department Pre-Employment Screening Process**

**(The selection process may take from three (3) to six (6) months for completion)**

1. Receipt of complete Police Officer's Application Packet from the City's HR-Employment Office.
2. Applicants will receive a letter within five (5) working days, acknowledging receipt of their completed Police Office Application Packet.
3. Application Screening (Criminal History, Driver's License Check, Document Verification)
4. Job related Physical Ability Test (See Job Related Physical Test Information Packet)
5. Nelson-Denny Testing (Only candidates exempt from this test are individuals with bachelor degree and police officers with current certification)
6. Initial Background Interviews
7. Background Investigations
8. Successful applicants reaching this level will be interviewed by the Police Departments Personnel/Recruiting Supervisor and placed on a list according to qualifications and availability.

**2.C. Re-Application Process With the City of Columbia Police Department**

Any applicant who is not chosen for appointment to a probationary position may reapply at any time, provided however, that the selection was for other than reasons which would provide for permanent disqualification. A permanent disqualification is:

1. Any criminal record
2. Physical or psychological deficiency which cannot be overcome;
3. Background which reflects poor character;
4. A drug screen which indicates the presence of illegal drugs
5. Applicants disqualified because of a temporary condition may reapply when those conditions no longer constitute a disqualifying factor
8. Successful applicants reaching this level will be interviewed by the Police Departments Personnel/Recruiting Supervisor and placed on a list according to qualifications and availability.

City of Columbia / Police Department

**Equal Opportunity Employer**

One Justice Square / PO Box 1059 / Columbia, SC / 29201 / (803) 545-3502

**GENERAL INFORMATION - "NOT A CONTRACT"**

**Job Line  
(803) 545-3001**



**[www.columbiasc.net](http://www.columbiasc.net)  
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**SALARY AND FRINGE BENEFITS**

*Selected applicants with a Second Language may receive additional compensation.*

**POLICE OFFICER CANDIDATE - (NON-CERTIFIED APPLICANT)**

**BEGINNING SALARY: \$29,893.57\***

Increases upon graduation from the Criminal Justice Academy are as follows:

\$31487.44\* - with High School Diploma

\$32,117.19\* - with an Associate Degree in Criminal Justice

\$33,691.56\* - with a Bachelor Degree in any related field

**POLICE OFFICER - (CERTIFIED APPLICANT)**

**\$32,117.19\* - With Out-of-State Certification of at least one (1) year**

**\$33,691.56\* - With South Carolina Certification of at least one (1) year**

Annual salaries may vary slightly depending on hours worked.

As of: 07-01-08

**FRINGE BENEFITS**

<b>Vacation:</b>	1 (one) through 5 (five) years of continuous service	10 (ten) days per year.
	6 (six) through 20 (twenty) years of continuous service	1 (one) additional day per year
	Maximum: 25 (twenty-five) Days	
<b>Holidays:</b>	10 (ten) paid holidays per year	
<b>Sick Leave:</b>	1 (one) day per month	Maximum: 90 (Ninety) Days
<b>Military Leave:</b>	15 (fifteen) calendar days per year to fulfill military obligations.	
<b>Retirement:</b>	25 (twenty-five) years in the South Carolina Police Retirement System.	
<b>Health/Dental</b>	Blue Cross/Blue Shield. Preferred Comprehensive Premium paid in full for employee.	
<b>Insurance:</b>	Additional coverage for dependents may be employee paid thru payroll deduction.	
<b>Life Insurance:</b>	The equivalent amount of one (1) years salary. Option of purchasing additional life insurance through payroll deduction.	
<b>Long Term Disability:</b>	Employee has the option of purchasing Long Term Disability (LTD) insurance coverage through payroll deduction.	
<b>Tuition Reimbursement:</b>	Funds are available to members of the Police Department as set forth in the Police Department's policy guidelines.	
<b>Overtime:</b>	Scheduled Overtime & Court Time is considered hours worked in the payment of OT.	
<b>Uniforms:</b>	All Uniforms and Equipment are furnished by the Police Department	
<b>Merit Increase:</b>	Potential yearly merit increase based upon performance evaluations.	
<b>Work Hours:</b>	Police Officers are scheduled to work a 12.0 hour shift. Shifts are rotational or non-rotational based upon assignment. Assignments are made based upon manpower needs and seniority.	

**GENERAL INFORMATION – SUBJECT TO CHANGE – “NOT A CONTRACT”**

ALL Applications for Employment MUST be returned to:

City of Columbia Employment Office, City Hall

1225 LADY Street (corner of LADY & Sumter) - (PO Box 147), Columbia, SC 29217-0147

**THIS APPLICATION, OR ANY PART THEREOF, IS NOT A CONTRACT FOR EMPLOYMENT**

### I. POSITION APPLIED FOR (CHECK ONE):

(A) Police Officer Candidate

(B) Police Officer

#### EMPLOYMENT OFFICE USE ONLY - Position(s) Open Within the Following Department/Division(s):

(A) or (B)	Dept/Div	EEOC	COMMENTS
	Police Department	04/04	

DATE:

\*STATUS: **HIRING AUTHORITY:** You **MUST** contact the Employment Administrator **PRIOR** to making a job offer to any **QB** or **DQ** applicant.

\* **Q = Qualified. QB = Qualifiable/Re:** Lacks some applicable experience &/or special requirement. **DQ = Disqualified/Re:** Lacks applicable experience &/or special requirement.

Failure to complete all sections or to sign this application will cause delay or disqualification for employment.

**You MUST provide your Social Security Number on Page 4A of this application.**

**THE CITY OF COLUMBIA IS AN EQUAL OPPORTUNITY EMPLOYER**

### II. APPLICANT'S DATA:

**Date Of Application:**

APPLICANT'S NAME (Print)		PRINT LAST NAME		PRINT FIRST NAME		Middle Initial	
Current Home Address:	Street Number - Street Name			City	State	Zip Code	
Telephone Numbers:	Home Phone: (AC)		Work Phone: (AC)		May we call you at work?	/Yes	/No
	Cell Phone: (AC)		Pager Number: (AC)		Instructions:		
E-mail Address:							

#### II. (1) ARE YOU A CURRENT CITY OF COLUMBIA EMPLOYEE?

/YES\*

EMPLOYEE I.D. Number



\*If "YES" YOU MUST COMPLETE SECTION VIII ON PAGE 3 - ITEM (1) Present Employer

/No

#### II. (2) Do you possess a VALID driver's license?

/No

/Yes\*

\*State

\*License #:

#### II. (3) Class Type (Check One):

/A

/B

/C

/D

/E

/F

/G

/M

Expiration Date:

#### II. (4) Endorsements?

/Yes \*

/No

\*If Yes, Identify:

Restrictions?

/Yes\*

/No

\*If Yes, Identify:

#### Work schedule Preferred:

/Full-Time

/Part-Time

Part-Time Hours:

/Temporary

The City of Columbia adheres to and complies with the Drug Free Workplace Act. All applicants selected for employment are offered a "Conditional Offer of Employment" contingent upon successful completion of all Pre-Employment screening processes such as, but not limited to the following: Drug/Alcohol Screening Test, Health Screening, SLED/NCIC Background Check, Driver's License Check, etc. Failure to successfully complete this process will be cause for the City to withdraw its "Conditional Offer of Employment".

**APPLICATIONS WILL REMAIN ACTIVE IN THE EMPLOYMENT OFFICE FOR TWO (2) MONTHS FROM THE DATE SUBMITTED.**

**A RESUME MAY BE SUBMITTED BUT YOU MUST ALSO SUBMIT A FULLY COMPLETED EMPLOYMENT APPLICATION.**

It is to your benefit to follow the application procedures since there are often many applicants for each job opening. To be considered, you must possess the required minimum qualifications, i.e., the related education, training & experience and any special requirement(s). Testing is not usually required; however, special testing is required for applicants seeking positions with the Columbia Police Department and the Columbia Fire Department. Also, a performance test (typing test) is required for all positions that indicate **TYPING TEST REQUIRED**.

**FOR CURRENT JOB VACANCIES CALL JOBS LINE AT: (803) 545-3001 or go to: columbiasc.net and click on CITY EMPLOYMENT**

**THE CITY OF COLUMBIA POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

III. (1) Are you age 18 or older?  /Yes  /No III. (2) Are you authorized to work in the United States?  /Yes  /No

III. (3) Are you a PREVIOUS City of Columbia Employee?  /Yes\*  /No \*If Yes, complete the following:

NOTE: If you are a CURRENT City of Columbia Employee – YOU MUST COMPLETE SECTION VIII. On PAGE 3 – ITEM (1)/Present Employer.

Department/Division	Supervisor's Name	Position	From (Month/Year)	To (Month/Year)

Describe your duties:

Reason for leaving (be specific)

Your Employee ID Number:

III.(4) DO YOU HAVE ANY RELATIVES EMPLOYED WITH THE CITY OF COLUMBIA?

YES\*  NO  \*If Yes, complete the following.

Employee's Name	Department/Division	Relationship

IV. EDUCATION

TELL US ABOUT YOUR EDUCATION:

Name of High School, Technical or Trade School, College	City	State	Check Year Completed				Graduated		Type & Name of Degree or Certificate	If College: Major/Minor
			1	2	3	4	Yes	No		
High School:										If you did not graduate from high school complete Section IV. (1) below.
Technical School:										
Trade School:										
College:										
College:										

IV. (1) If you did not graduate from high school, do you possess a valid GED High School Certificate?  /Yes\*  /No

\*If Yes, provide the following: Date Obtained:  State:

V. SKILLS (Complete this section if required for the job)

DO YOU TYPE?	WORD PROCESSING?	DATA ENTRY?	SPREADSHEET?	Other Computer Software?
<input type="checkbox"/> /Yes* <input type="checkbox"/> /No	<input type="checkbox"/> /Yes* <input type="checkbox"/> /No	<input type="checkbox"/> /Yes* <input type="checkbox"/> /No	<input type="checkbox"/> /Yes* <input type="checkbox"/> /No	<input type="checkbox"/> /Yes* <input type="checkbox"/> /No
<input type="checkbox"/> /CWPM	*List Types Below: <input type="text"/>	*Speed Strokes: <input type="text"/>	*List Types Below: <input type="text"/>	*List Types Below: <input type="text"/>

V.(1) LIST ANY SKILLS, QUALIFICATIONS, LICENSES OR CERTIFICATIONS THAT WILL BE OF BENEFIT IN THE JOB(S) FOR WHICH YOU ARE APPLYING.

V.(2) LIST ALL THE TYPES OF EQUIPMENT, TRUCKS, ETC, YOU CAN DRIVE OR OPERATE THAT ARE REQUIRED FOR THE JOB(S) FOR WHICH YOU ARE APPLYING

VI. Did you serve in the Armed Services? Check One):  /Yes  /No

VII. Have you ever worked under another name?  /Yes\*  /No \*If Yes, what name(s):

NOTE: Failure to complete all sections or to sign this application will cause delay or disqualification for employment.

(If this application has been downloaded from the City's Web Page – make sure this is all on Page 2 ONLY)

## VIII. Employment HISTORY - WORK EXPERIENCE

List jobs **STARTING WITH YOUR PRESENT or LAST JOB.** You may list work history such as volunteer, part-time, temporary, self-employment and military. **Provide work history for at least the past 10 years.**

**NOTE: CURRENT CITY EMPLOYEE'S MUST COMPLETE ITEM (1) BELOW.**

Have you included a Resume?  /Yes\*  /No **\*If yes, you still MUST complete the following information.**

<b>(1) Present or Last Employer/Company's Name</b> <small>Note: Current City Employee List Current Div.</small>				From		To		Starting Salary	Last Salary
				Month	Year	Month	Year		
Company Address <b>(Current City Employee: List Current Division Location)</b>				Position Title:		Describe your duties:			
Company City & State/Zip Code <b>(Current City Employee: List Current Division Location)</b>									
Telephone Number	AC:			Supervisor's Name:					
May We Call?		<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Check One	<input type="checkbox"/> FT	<b>Reason for Leaving or Wanting to Leave (BE SPECIFIC) - (Note: Must also be completed if submitting a resume)</b>							
	<input type="checkbox"/> PT								

<b>(2) Previous Employer/Company's Name</b>				From		To		Starting Salary	Last Salary
				Month	Year	Month	Year		
Company Address				Position Title:		Describe your duties:			
Company City & State/Zip Code									
Telephone Number	AC:			Supervisor's Name:					
May We Call?		<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Check One	<input type="checkbox"/> FT	<b>Reason for Leaving (BE SPECIFIC) - (Note: Must also be completed if submitting a resume)</b>							
	<input type="checkbox"/> PT								

<b>(3) Previous Employer/Company's Name</b>				From		To		Starting Salary	Last Salary
				Month	Year	Month	Year		
Company Address				Position Title:		Describe your duties:			
Company City & State/Zip Code									
Telephone Number	AC:			Supervisor's Name:					
May We Call?		<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Check One	<input type="checkbox"/> FT	<b>Reason for Leaving (BE SPECIFIC) - (Note: Must also be completed if submitting a resume)</b>							
	<input type="checkbox"/> PT								

Have you included **additional** Employment History - Work Experience Page?  /Yes/See Continuation Page 3A  /No  
 (If this application has been downloaded from the City's Web Page – make sure this is all on Page 3 ONLY)

<b>APPLICANT'S NAME (PRINT)</b>			
	(Last Name)	(First Name)	M.I.

**STOP - READ THIS CAREFULLY**  
**YOU MUST COMPLETE PAGE **\*\*3\*\*** OF THE APPLICATION FIRST**  
**THIS IS A CONTINUATION OF PAGE **\*\*3\*\*** ONLY**

Did you complete Page 3 of the application?	/Yes Continue below:	/No/STOP and go back to Page 3
---	----------------------	--------------------------------

(4) Previous Employer/Company's Name				From		To		Starting Salary	Last Salary
				Month	Year	Month	Year		
Company Address				Position Title:					
				Describe your duties:					
Company City & State/Zip Code									
Telephone Number	AC:								
Supervisor's Name:									
May We Call?			/Yes		No	/Reason:			
Check One		FT	<b>Reason for Leaving (BE SPECIFIC) - (Note: Must also be completed if submitting a resume)</b>						
		PT							

(5) Previous Employer/Company's Name				From		To		Starting Salary	Last Salary
				Month	Year	Month	Year		
Company Address				Position Title:					
				Describe your duties:					
City & State/Zip Code									
Telephone Number	AC:								
Supervisor's Name:									
May We Call?			/Yes		No	/Reason:			
Check One		FT	<b>Reason for Leaving (BE SPECIFIC) - (Note: Must also be completed if submitting a resume)</b>						
		PT							

(6) Previous Employer/Company's Name				From		To		Starting Salary	Last Salary
				Month	Year	Month	Year		
Address				Position Title:					
				Describe your duties:					
City & State/Zip Code									
Telephone Number	AC:								
Supervisor's Name:									
May We Call?			/Yes		No	/Reason:			
Check One		FT	<b>Reason for Leaving or Wanting to Leave (BE SPECIFIC) - (Note: Must also be completed if submitting a resume)</b>						
		PT							

**Job Line  
(803)545-3001**



[www.columbiasc.net](http://www.columbiasc.net)  
Click on  
City Employment

**Everybody Counts, Everybody Contributes, Everybody Benefits**

**I. PERSONAL INQUIRY WAIVER - AUTHORITY FOR RELEASE OF INFORMATION**

TO: Concerned Person of Authorized Representative of Any Organization, Institution or Repository of Records

APPLICANT'S NAME (PRINT): \_\_\_\_\_

DATE OF BIRTH			-							SOCIAL SECURITY NUMBER				-					
---------------	--	--	---	--	--	--	--	--	--	------------------------	--	--	--	---	--	--	--	--	--

I respectfully request and authorize you to furnish the Columbia Police Department any and all information that you have concerning my work record, school record, reputation, financial and credit status and military records. Please include any record of detainment, arrest, and conviction by any law enforcement agency including any information of a confidential or privileged nature, and photostats of same, if requested. This information is to be used to assist the Columbia Police Department in determining my qualifications and fitness for the position I am seeking.

I have been advised and 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 employment. I am willing to take the polygraph examination:

<input type="checkbox"/>	/YES	<input type="checkbox"/>	/NO
--------------------------	------	--------------------------	-----

I hereby release you, your organization or others from any liability or damage that may result from furnishing the information requested above. I agree that a photostatic copy of this authorization shall be as valid as the original.

Applicant's Signature:		Date:	
Address:			
City:		State:	
		Zip Code:	

**AFFIDAVIT**

STATE OF: \_\_\_\_\_

COUNTY: \_\_\_\_\_

Personally appeared before me, the said applicant, \_\_\_\_\_,  
who says that he/she executed the above instrument of his/her own free will and accord,  
with full knowledge of the purpose therefore.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Notary Public): \_\_\_\_\_ . My Commission expires: \_\_\_\_\_.

City of Columbia / Police Department  
Equal Opportunity Employer  
One Justice Square / PO Box 1059 / Columbia, SC / 29201 / (803) 545-3502

**II. CONDITIONAL OFFER OF EMPLOYMENT  
MEDICAL CONSENT FORM**

I hereby acknowledge and agree, by my signature below, that, prior to being accepted for employment by the City of Columbia Police Department, I will be required to undergo a physical examination, by a physician selected by the City, to determine whether I am physically qualified to perform the duties of the position for which I am applying. I understand that during such an examination, I will be required to provide blood and urine samples under the observation of medical personnel employed by or selected by the City of Columbia, and that such samples may be used to determine whether controlled or illegal substances including, but not limited to, marijuana, cocaine, heroin, opiates, PCP or amphetamines are present in my body. By my signature below, I consent to the examination and laboratory tests described and to the use of the City of Columbia of the results obtained from such examination and tests in determining my qualifications for employment.

<b>PRINT NAME</b>			
	<small>Print <b>LAST</b> Name</small>	<small>Print <b>FIRST</b> NAME</small>	<small>Print <b>MI</b></small>

<b>HOME PHONE</b>						<b>CELL PHONE (if have one)</b>					

<b>DATE OF BIRTH</b>					

<b>SOCIAL SECURITY NUMBER</b>					

<b>Applicant's Signature:</b>	<b>Date Signed</b>

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

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**ALL APPLICANT'S MUST COMPLETE THE FOLLOWING SECTIONS OF THIS REPORTING FORM**

NAME: \_\_\_\_\_ S.S. #: \_\_\_\_\_  
 (Print Last Name) (Print First Name) MI

How did you **FIRST** hear about this position? **CHECK OR X ONE** of the following?

<input type="checkbox"/>	A	City's Job Posting (Location):	<input type="checkbox"/>	J	Job Fair – Urban League	<input type="checkbox"/>	S	Referred by – Name:
<input type="checkbox"/>	B	City Hall Walk-In	<input type="checkbox"/>	K	Job Fair – Identify Where:	<input type="checkbox"/>	T	School – Name:
<input type="checkbox"/>	C	City's Jobs Line (545-3001)	<input type="checkbox"/>	L	Job Fair – Mayors Committee/ Employment of People w/Disabilities	<input type="checkbox"/>	U	TV Channel – Identify:
<input type="checkbox"/>	D	City's Web Site columbiasc.net –CITY JOBS	<input type="checkbox"/>	M	Job Service – One Stop	<input type="checkbox"/>	V	Urban League
<input type="checkbox"/>	E	Community Relations Council	<input type="checkbox"/>	N	Journal/Publication – Name:	<input type="checkbox"/>	W	Vocational Program
<input type="checkbox"/>	F	Department of Corrections	<input type="checkbox"/>	O	Newspaper:	<input type="checkbox"/>	X	WIP – Work Initiative Program
<input type="checkbox"/>	G	Employment Agency (Name):	<input type="checkbox"/>	P	Newspaper – Name of Newspaper:	<input type="checkbox"/>	Y	Works Program
<input type="checkbox"/>	H	Internet (Site) – Identify:	<input type="checkbox"/>	Q	Other – Identify:	<input type="checkbox"/>	Z	City Use Only
<input type="checkbox"/>	I	Job Corps	<input type="checkbox"/>	R	Radio Station – Identify:	<input type="checkbox"/>		

**NOTE:** The information requested ABOVE is needed to analyze and assure compliance with Federal Equal Employment Opportunity laws, as well as meet the reporting requirements of those laws. **YOUR SIGNATURE IS REQUIRED (SEE BELOW).**

**EQUAL EMPLOYMENT OPPORTUNITY REPORTING AND RESEARCH FORM**

**THIS FORM IS RETAINED IN THE HR/EMPLOYMENT OFFICE FOR RECORD KEEPING PURPOSES ONLY.**

SEX (Check or X One):  MALE  FEMALE

DATE OF BIRTH: \_\_\_\_\_

**POLICE OFFICER APPLICANTS ONLY:**  
 Are you 21 Years of age or older?  Yes  No  N/A

**All applicants**  
 Are you 18 years of age or older?  Yes  No

**ETHNIC GROUP (Check or X One of the following):**

<input type="checkbox"/>	Caucasian (White) Non-Hispanic (W)	<input type="checkbox"/>	Asian or Pacific Islander (AP)
<input type="checkbox"/>	African-American (Black) Non-Hispanic (B)	<input type="checkbox"/>	American Indian or Alaskan Native (AI)
<input type="checkbox"/>	Hispanic (H)	<input type="checkbox"/>	

**MISCELLANEOUS:** Identify any **REASONABLE ACCOMMODATIONS** that would be needed to perform the essential functions of the position(s) for which you are applying:

**NOTE:** The information requested **above** regarding race, color, sex, age, national origin, disability status and reasonable accommodation, for qualified individuals with disabilities, **is needed** to analyze and assure compliance with Federal Equal Employment Opportunity laws, as well as meet the reporting requirements of those laws. Your cooperation in providing this information is important to the success of our equal employment opportunity and affirmative action programs.

This EEO Reporting and Research Form will be retained in the HR/Employment Office with your original application. The HR/Employment Office only sends a **copy** of your **application** to the Hiring Authority. The information contained in this form will **not** be used in the hiring or interviewing process and will be available only to authorized personnel for research and evaluation purposes. Refusing to provide this information **will not** subject you to adverse treatment.

TO THE BEST OF MY KNOWLEDGE, THE INFORMATION CONTAINED IN THIS FORM IS TRUE AND CORRECT.

(APPLICANT'S SIGNATURE - IN INK)

Today's Date

**EMPLOYMENT OFFICE USE ONLY - DO NOT COPY - DO NOT SEND**

**IX. CRIMINAL CONVICTION (S)**

Have you **EVER** been **CONVICTED** of **ANY** criminal offense(s) **EVER\*\***:

<input type="checkbox"/> <b>YES* (If yes, list below)</b>	<input type="checkbox"/> <b>No</b>
---	------------------------------------

**\* If yes, you MUST provide the following information for ALL CONVICTIONS**

Conviction(s)	Where Convicted/Arresting Authority & City/State	Date (Mo/Yr)	Court Disposition

If more space is needed, attach addition sheet(s) of paper – **BE SURE TO LIST ALL CONVICTIONS.**

**\*\*NOTE: Include above if you were EVER CONVICTED of an offense including, but are not limited to a FELONY, MISDEMEANOR, ETC. Examples: Driving Under the Influence of Intoxicating Beverages, Possession of Drugs, Bad or Fraudulent Checks, Non-Payment of Child Support, Failure to Appear, etc. List every conviction since you were 18 years of age or older even if you believe you made restitution, i.e., paid a fine, etc. You MUST list ALL convictions. Do not list minor vehicle violations, such as non-payment of parking tickets or any offense committed before your 17<sup>th</sup> birthday, which was adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense does not disqualify you for employment in all cases. Each case is considered individually, based on a number of factors including the nature of the crime, how long ago the crime and/or release from incarceration occurred, whether a sufficient or satisfactory work record has been established since the crime and/or release from incarceration, and the position applied for. HOWEVER, failure to disclose ALL criminal CONVICTIONS WILL disqualify you for employment with the City.**

**ATTENTION – READ THIS**

The City of Columbia runs a SLED or NCIC check on applicants selected for employment as part of the “Conditional Offer of Employment” process. You need to know that the City will withdraw its “Conditional Offer of Employment” if the City receives a report that has ANY convictions and you have not listed them above -- **IF IN DOUBT, LIST IT.**

**X. REFERENCES**

Name	Address / City/State / Zip Code	Phone w/Area Code
1.		
2.		
3.		

**XI. SIGNATURES**

**Authority to Release Information:** By my signature, I consent to the release of information to duly authorized officers, agents and/or employees of the City of Columbia, S.C. This may include, but not be limited to, information concerning my past and present work including my official personnel files, attendance records, evaluations, educational records including transcripts, military service, law enforcement records, and/or any personnel record deemed necessary to make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organizations and all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment.

<b>X. (1) - Original Signature:</b>	<b>Date:</b>

**Certification of Applicant:** By my signature, I affirm, agree and/or understand that all statements on this application or attachments hereto, are true and accurate. Any misrepresentation, falsification, or material omission of information or data on this application or attachments hereto, may result in exclusion from further consideration or, if hired, termination of employment. If I have requested herein that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from such employer prior to beginning work. If employed by the City of Columbia, S. C., I agree to adhere to the City’s Drug Free Workplace policy. I further certify that I have/or I am adhering to all outstanding government student loan commitments.

<b>X. (2) - Original Signature:</b>	<b>Date:</b>

**NOTE: Failure to complete all sections or to sign this application will cause delay or disqualification for employment.**

(If this application has been downloaded from the City’s Web Page – make sure this is all on Page 4 ONLY)

# Columbia Police Department

## Job-Related Physical Ability Test



**RETEST POLICY: IF AN APPLICANT FAILS THE JOB RELATED PHYSICAL ABILITY TEST HE/SHE WILL BE ALLOWED TO RETAKE THE TEST ONCE WITHIN 6 MONTHS. A SECOND FAILURE ON THE JOB RELATED PHYSICAL ABILITY TEST WOULD RESULT IN DISQUALIFICATION FOR A PERIOD OF ONE YEAR.**

## **JOB RELATED PHYSICAL ABILITY TEST**

The Columbia Police Department Physical Ability Test event is performed on a pass/fail basis. Applicants must complete the course in two minutes and six seconds (2:06) or less and all of the obstacles to pass. No more than three attempts will be allowed to negotiate any one obstacle. If applicant are unable to negotiate an obstacle after three attempts or unable to complete the course in two minutes and six seconds (2:06) or less it is a failure.

### **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 applicants starts the course at a point, indicated in on the course map.
- The applicant's runs one and  $\frac{3}{4}$  laps around the perimeter of the course and enters the interior of the course at the point indicated 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  $\frac{1}{2}$  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.
- After the weight drag, the applicant exits the course, completes one final lap around the perimeter and finishes at the point indicated on the course map.

Spotters (suggested minimum of three) are strategically located throughout the course.

An instructor demonstrates the course via a walk-through for the entire class prior to beginning. The purpose of this is directional rather than instructional; however, spotters guide individuals as the applicants run the course. The spotters serve to prevent injury as applicants negotiate the course and are located at all obstacle events located in the course.

**Columbia Police Department**  
**Medical Release Form**

In order to participate in the Columbia Police Department's physical testing, *you must have this medical release form*, signed by your Doctor. The release form ensures that you are physically capable of performing the activities described in the Job Related Physical Ability Test. (JRPAT)

**Bring this form with you on your test date. DO NOT MAIL. You will need to wear appropriate athletic attire when participating in the JRPAT.**

To participate in a Job Related Physical Ability Test (JRPAT) In consideration for employment with The Columbia Police Department

Patient's Name: \_\_\_\_\_

**To the examining physician**

In order to assure that candidates for the position of Police Officer are able to adequately perform the critical tasks associated with the job, it is the requirement of the Columbia Police Department that officer applicants must participate in and pass a Job Related Physical Ability Test (see description of test attached). By signing below, you are indicating that (1) you are familiar with the medical history and current condition of the patient named above, and (2) that in your opinion, the patient should be able to participate in the described test without foreseeable medical danger to himself/herself.

Physician's signature \_\_\_\_\_

Physician's name \_\_\_\_\_

Address: \_\_\_\_\_

Date of examination \_\_\_\_\_

**COLUMBIA POLICE DEPARTMENT**  
**JOB RELATED PHYSICAL ABILITY TEST FORM**

Applicant's Name: \_\_\_\_\_

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

SSN#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Instructor: \_\_\_\_\_

Completion Time: \_\_\_\_\_

---

On the above listed date the named applicant:            **PASSED**    **FAILED**

The Job-Related Physical Ability Test conducted by Columbia Police Department Training and Career Division.

**REASON FOR FAILURE**

Completion time over two minutes and six seconds

Unable to Negotiate an Obstacle after at least three Attempts.  
Circle Obstacle(s).

HURDLE

STAIRS

JUMP

FENCE

WINDOW

WEIGHTED DRAG

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

# COLUMBIA POLICE DEPARTMENT JOB RELATED PHYSICAL ABILITY TEST

## ACKNOWLEDGMENT AND WAIVER

**Bring this form with you on your test date. DO NOT MAIL. You will need to wear appropriate athletic attire when participating in the JRPAT.**

I \_\_\_\_\_ acknowledge that there are risks in performing the physical ability tests that are part of the police officer selection process. I agree to hold the City of Columbia and its employees and agents harmless. I waive all rights to make any claims or lawsuits against the City or its employees or agents for any injuries or damages related to my participation in these tests. My participation in these tests is voluntary and I understand the effect of this waiver on my legal rights.

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Print

Address: \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Witness: \_\_\_\_\_ Signature \_\_\_\_\_  
Print

# COLUMBIA POLICE DEPARTMENT

## JOB RELATED PHYSICAL ABILITY TEST

### JRPAT TESTING LOCATION

Our Training facility is located at the corner of Hampton St and Henderson St in the downtown area (1632 Hampton St.)

**Directions from the South:** I-26 west to I-126 east. Take the Huger Street ramp. South on Huger to Hampton St. Turn left on Hampton to Henderson St.

**Directions from the North:** I-77 or I-20 to 277 south (Columbia exit). Take 277 to Bull St. Continue on Bull St to Hampton St. Turn left on Hampton to Henderson St.

**Directions from the West:** I-26 east . Merge left to I-126 at junction. Take the Huger Street ramp. South on Huger to Hampton St. Turn left on Hampton to Henderson St.

**Directions from the East:** Hwy 378 (Garners Ferry) to Devine St. At the split bear right onto Millwood Ave. At Gervais St. turn left. At Harden St turn right. At Hampton St. turn left to Henderson St.

# JRPAT COURSE MAP

