



City of Hanahan Police Department



Rick Gebhardt
Chief of Police

Dear Police Applicant,

On behalf of the Hanahan Police Department, I am pleased to welcome you to the application process. We are excited to learn more about you and why you are interested in becoming a police officer for the City of Hanahan.

The police profession is a demanding but rewarding one. Police officers play a vital role in our community, keeping our residents and visitors safe. They are responsible for responding to emergencies, investigating crimes, and enforcing the law. It is an honorable profession, and much will be expected from you if you are selected.

To be successful as a police officer, you must have a strong sense of ethics, integrity, and compassion. You must be able to think quickly and make sound decisions under pressure. If you possess these qualities, I encourage you to continue through the application process.

The Hanahan Police Department is committed to hiring the best and brightest police officers. We offer competitive salaries and benefit, as well as opportunities for professional development. We welcome applicants from all backgrounds , and previous law enforcement experience is not a requirement.

To learn more about the application process and the requirements for becoming a police officer, please visit our website at <https://www.cityofhanahan.com/administration/page/police-officer>.

Thank you for your interest in the Hanahan Police Department. We look forward to reviewing your application.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rick Gebhardt".

Rick Gebhardt, FBINA Session 282
Chief of Police
Hanahan Police Department



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
- Must be 21 years of age at the time of appointment
- Must have a high school diploma or GED
- Must have a valid license from the United States and able to obtain a South Carolina Driver's license if hired
- Must be of good moral character
- Must have no criminal convictions
- Must have a driving record that demonstrates consistent compliance with traffic laws
- No convictions for driving under the influence (DUI/DUAC/DWI) in the last ten years
- No convictions for driver under suspension in the last five years
- Must have demonstrated responsibility and integrity in personal financial affairs
- Must be current in financial obligations
- Must not be in default on any student loan(s)
- Must successfully pass the Police Officer Selection Test with an overall minimum score of 70 percent
- Must pass the SCCJA's Physical Ability Test (PAT) in two minutes, six seconds or less
- Must submit to a polygraph examination by a licensed examiner
- Must submit to a mental fitness examination conducted by a licensed physician
- Must be willing to spend eight weeks in Columbia, SC at the SCCJA to obtain certification (non-certified applicants only)
- Must be willing to work rotating shifts (days, evenings, 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 sustained misconduct while employed by any other law enforcement agency.

This includes, but is not limited to:

- Excessive use of force
- Unlawful arrest/detention
- Sexual harassment
- Making deceitful or false statements
- Unsafe practices with motor vehicles or firearms
- Physical or psychological abuse of a prisoner or the public



City of Hanahan Police Department Employment Application Supplement



To be considered for employment, a completed application **MUST** include the following:

- Completed, signed, and notarized (where applicable) waivers
- Copy of your birth certificate
- Copy of your social security card
- Copy of your high school diploma or GED
- Copy of your valid South Carolina driver's license (or current state if not yet a resident of South Carolina)
- Copy of your college transcripts (if applicable)
- Certified ten-year driving record (this can be obtained from the South Carolina Department of Motor Vehicles). If you have held a driver's license from another state within the past five years, a certified ten-year driving record from that state will also be needed.
- Current credit report (www.annualcreditreport.com)
- Copy of your DD Form 214 (if applicable)
- Copies of other documents which may be applicable to employment (relevant qualifications, classes, certifications)

Application Process

- Review of driving record, criminal history, credit report
- SCCJA's physical ability test (information on the PAT can be found here: <https://sccja.sc.gov/training-support/physical-ability-test>)
- POST Test (information on the POST can be found here: <https://stanard.com/public-safety/police-test/the-national-police-officer-selection-test>)
- Pre-employment panel interview
- Polygraph examination
- Background investigation
- Command staff interview

And, if a conditional offer of employment is made:

- Pre-employment physical examination and completion of a health history questionnaire
- Pre-employment drug screening
- Psychological evaluation by a qualified and certified professional
- Any other requirement determined necessary by the Police Department

Questions regarding the hiring process can be directed to Lieutenant Trey Davis at tdavis@cityofhanahan.com.

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
- Pre-employment interview
- Background investigation to include a polygraph examination
- Executive Interview
- Pre-employment physical examination and completion of a health history questionnaire
- Pre-employment drug screen and Psychological Examination
- 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 Lt. Trey Davis at tdavis@cityofhanahan.com or by calling 843-747-5711.

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.

APPLICATION FOR EMPLOYMENT
Equal Opportunity Employer

INSTRUCTIONS: Fill out the ENTIRE application. PLEASE PRINT or DO NOT TYPE.

NOTE: Filing an application with us does not imply that you will be interviewed or hired, only that you will be considered for vacancies based upon the stated occupation preference identified, when vacancies exist. Applications are considered active for six months unless we are contacted by you. If you are offered employment, it will be necessary to complete a physical examination, the results of which must be satisfactory so that you can perform the essential job functions required with reasonable accommodation. All statements are subject to verification and any incorrect statements or omissions may bar or remove you from employment. Truthful statements to any item requested will not necessarily exclude you from employment.

POSITION (S) APPLIED FOR: Police Officer Civilian

APPLICATION DATE: _____

PERSONAL DATA

1. Name _____
Last First Middle

2. Address _____
Number Street City State Zip City

3. Telephone _____
Home Business Other

4. If you have worked under another name, please indicate: _____

5. Are you a U.S. citizen? Yes No If No, give Visa number _____
Immigration Number _____
If Yes, give Social Security Number _____

6. Do you possess a valid S.C. driver's license? Yes No If yes, give number _____

7. Date available to start work: _____

8. Would you work: Full time Part time

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

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: 100px;"> Street or P.O. Box City State Zip </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: 100px;"> Street or P.O. Box City State Zip </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: 100px;"> Street or P.O. Box City State Zip </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: 100px;"> Street or P.O. Box City State Zip </div> Job Duties _____ Job Title _____ Reason for leaving _____ Supervisor(s) Name _____ Telephone # _____

5. Employment dates from _____ to _____ Ending Salary _____
 Company Name _____ Telephone # _____
 Address _____
 Street or P.O. Box City State Zip
 Job Duties _____
 Job Title _____ Reason for leaving _____
 Supervisor(s) Name _____ Telephone # _____

May we contact the employers listed above? Yes No

If not, which company do you not wish us to contact _____

Explain _____

CO-WORKERS/FORMER CO-WORKERS

Name	Address	Telephone No	
		W	H
		W	H
		W	H
		W	H

PERSONAL REFERENCES (No relatives or former employers)

Name	Occupation	Address	Telephone No.

NEIGHBORS

Name	Address	Telephone No.	
		W	H
		W	H
		W	H
		W	H

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
------	-------	--------	--------	----------

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 | Methamphetamines |
| Barbiturates | Heroin | Sleeping Pills |
| Cocaine | Marijuana | |
| 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 martialled 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 _____

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:

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 eligibility 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	

Subscribed and sworn to before me

This _____ day of _____, _____

Notary Public, State of South Carolina

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		

Subscribed and sworn to before me
This _____ day of _____, _____

Notary Public, State of South Carolina
My Commission Expires: _____

City of Hanahan Police Department Employment Application Supplement

Polygraph Examination Acknowledgment 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

Rick Gebhardt
Chief of Police



SOCIAL NETWORKING AFFIDAVIT For Police Department Applicants

STATE OF SOUTH CAROLINA
COUNTY OF BERKELEY
CITY OF HANAHAN

_____, being first duly sworn on oath, states as follows:

My name is _____. I am applying for an employment position with the Hanahan Police Department. As part of my background investigation, I have been asked to provide this sworn affidavit to attest to whether I have any social network accounts. I understand that as a condition of employment, this background investigation requires that I voluntarily provide access to any such social network accounts I may have. This is necessary to ensure that I meet the criteria for employment with the Hanahan Police Department. I understand that this information in itself will not disqualify me from employment but will provide the agency with additional information that will assist in a reasonable employment background investigation.

Affiant

Subscribed and sworn to before me

This _____ day of _____, _____

Notary Public, State of South Carolina

My Commission Expires: _____



City of Hanahan Police Department

Rick Gebhardt
Chief of Police



SOCIAL NETWORKING ACCOUNTS

Facebook: _____

Twitter/X: _____

Instagram: _____

Snapchat: _____

LinkedIn: _____

Tik Tok: _____

YouTube: _____

Other (List here): _____



City of Hanahan Police Department

Rick Gebhardt
Chief of Police



Hanahan Police Department Liability Waiver and Release for Physical Testing

Name: _____ DOB: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Emergency Contact: _____ Relationship: _____ Phone: _____

Liability Waiver and Release

I, the undersigned, having filed an application to participate in examinations to be held by the Hanahan Police Department, for the position of Police Officer or Public Safety Officer, and having been advised that as part of the examinations, it will be necessary for me to demonstrate my physical skills and abilities in a series of tests, do hereby and in consideration of the Hanahan Police Department permitting me to participate in such examinations, waive and release the Hanahan Police Department, its officers, agents, and/or employees, from any and all claims, damages or liability whatsoever which might accrue or arise as a result of any injury or damage that I may sustain as a result of participating in such examinations.

I, the undersigned, being aware of my own health and physical condition and having knowledge that my participation in any exercise program may be injurious to my health, am voluntarily participating in the Physical Ability Test (PAT) and/or the JARPAC (Public Safety Officer Testing).

Having such knowledge, I hereby acknowledge and release the Hanahan Police Department and its representatives, agents, and successors from liability for accidental injury or illness which I may incur as a result of participating in the Physical Ability Test (PAT) and/or JARPAC. I hereby assume all risks connected therewith and consent to participate in said testing. I make this release for myself, my heirs, executors, assigns and/or administrators.

I understand that I have the opportunity (if I desire) to review this Waiver and Release with an attorney before I sign the Waiver and Release.

I agree to disclose any physical limitations, disabilities, ailments, or impairments which may affect my ability to participate in the Physical Ability Test (PAT) and/or JARPAC.

I CERTIFY THAT I HAVE READ THE FOREGOING WAIVER AND RELEASE AND UNDERSTAND ITS PROVISIONS AND AM SIGNING THIS RELEASE AND WAIVER VOLUNTARILY.

Signature: _____

Date: _____

Witness: _____

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.

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 35 full and part time enforcement and civilian employees. The following is some information about the department that you might find beneficial:

WORK SCHEDULES

Certified officers work the following schedules:

- 12-hour shifts
- 5:45 am - 6:00 pm or 5:45 pm - 6:00 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

ANNUAL LEAVE

Regular full-time employees accrue leave as follows:

Less than 10 years of continuous service: Employee earns 3.08 hours per pay period

More than 10 years of continuous service: Employee earns 4.62 hours per pay period

More than 20 years of continuous service: Employee earns 6.16 hours per pay period

*All leave is earned at the appropriate rate of service years and will be accrued over twenty-six pay periods.

Part time employees accrue annual leave as follows:

Earn annual leave at the rate of 1.54 hours per pay period that will be accrued over twenty-six pay periods.

SICK LEAVE

Regular full-time employees accrue 3.69 hours of sick leave per pay period.

Part time employees accrue 1.84 hours of sick leave per pay period.

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 City of Hanahan provides life insurance for its employees. Basic coverage is provided at no cost to the employee if health insurance has been selected. 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.

OVERTIME

Employees who are eligible for overtime are paid overtime at the rate of one and one-half (1-½) 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 an electronic 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.