



USC Division of Law Enforcement and Safety
1415 Henderson Street
Columbia, South Carolina 29208
(803) 777-3042 – PoliceHR@mailbox.sc.edu

ANNUAL COMPENSATION/HIRING PROCESS OVERVIEW POLICE DISPATCHERS

\$52,445 - \$58,400 (With Supplemental Pay for Shift Work and Depending on Educational Level)

PLUS - Annual Step Salary Increases

PLUS - Benefits such as USC Tuition Assistance, Gym Membership, State Health Insurance, State Retirement, 15 Days of Annual Leave/15 Days of Sick Leave per Year, and Permanent Shifts (Days or Nights).

Our hiring process is thorough and may take 8 to 12 weeks. Applicants not selected for employment are notified in writing and are eligible to reapply for subsequent postings. The steps are:

1. **Application** - All entry-level positions at the Division will be posted on the University's jobs website at <https://uscjobs.sc.edu>. All applicants must submit their applications through this website.
2. **Application Review** - The Division reviews applications based on applicant's qualifications.
3. **Personal History Questionnaire (PHQ)** - Applicants will be sent an email with login information to complete the PHQ, an online employment evaluation tool for public safety agencies.
4. **Skills Assessment** – Applicants will be sent an email with login information to complete an online skills assessment to evaluate an applicant's ability to perform duties relevant to the position.
5. **Initial Interview** - After PHQ completion, selected applicants will be scheduled for an interview.
6. **Polygraph Examination** - Applicants will be scheduled for a pre-employment polygraph examination. Applicants will be provided with the topical areas prior to taking the examination.
7. **Background Investigation** - Applicants will have a background investigation conducted by the Division.
8. **Psychological Examination** - Applicants will be scheduled for a psychological examination.
9. **Command Staff Interview** - Applicants will have an interview with the Division's Command Staff.
10. **Chief of Police Interview** - Applicants will have a final interview with the Chief of Police.
11. **Offer of Employment** - After the interview, any offer of employment will be made with a start date.
12. **Post-Offer Medical Evaluation/Drug Test** - Applicants will be scheduled for a medical evaluation/drug test.