

Class I and Class III Police Officer Application Process

*Dear Applicant,*

*Thank you for your interest in our Police Officer job position. To complete your online application, please provide (mail or bring in) the following documents to the* ***City of Florence Human Resource Division, 324 W. Evans Street, Florence, SC 29501****:*

* Notarized Release of Information Form (available at www.city offlorence.com or in the HR department)
* Official (original) 10-year driving record from the SC DMV OR Official (original) 10-year driving record from the state DMV in which you reside
* Copy of driver’s license
* Copy of high school diploma or GED
* Copy of birth certificate
* Form DD214 only if you have served in the military

Once you have submitted ALL these documents to the City of Florence Human Resource Division, each applicant will have to complete the following steps:

**Step 1: Submit completed application, release of information form, and all required documentation.**

**Step 2: Take the Police Officer Selection Test (POST). To schedule this, contact Faith Krepps at (843) 665-3158.**

**Step 3: Background Investigation.**

**Step 4: Oral Board and Chief’s interview.**

**Step 4: Physical agility and firearm proficiency test.**

**Final Step: Polygraph, psychological, and medical screenings.**

For any questions, contact the City of Florence Human Resource Division at (843) 665-3158.