



## City of Sumter Police Department

*Russell F. Roark, III*  
*Chief of Police*

107 East Hampton Avenue  
Sumter, SC 29150

Phone (803) 436-2700  
FAX (803) 436-2084

rroark@sumter-sc.com

*Committed to  
Service*



A NATIONALLY ACCREDITED  
LAW ENFORCEMENT AGENCY

## MEMORANDUM

The Sumter Police Department seeks qualified individuals who are interested in a law enforcement career that provides professional and personal challenges and offers a chance to make a positive impact in the community. Law enforcement is the perfect field for individuals who are committed to public service. Grow with a Police Department that is rapidly moving forward in terms of proactive approaches to policing by use of technology, and professional growth opportunities. The Sumter Police Department believes in an honorable tradition, "Committed to Service."

The Sumter Police Department is an Equal Employment Opportunity Employer committed to diversity in the workplace.

**Sgt. Tyshica Gayle/ Recruitment**  
**(803) 436-2701**  
[tgayle@sumter-sc.com](mailto:tgayle@sumter-sc.com)

### A New Career

A career with the Sumter City Police Department is like no other job experience. It offers excitement, a sense of honor, job satisfaction, teamwork and excellent salary and benefits.

### Qualifications

- Candidate must be at least 21 years of age
- Be a citizen of the United States
- No Criminal Convictions
- Must have a valid SC driver's license with a good driving record
- Must be able to pass physical fitness test, written examination, polygraph, psychological, oral interview and thorough background investigation
- Professional in appearance and demeanor
- Possess an honorable discharge from the armed forces (if applicable)

### Required Documents

The documents following must be reviewed at the Police Headquarters prior to the date scheduled for the oral review board interview:

- High school diploma or GED certificate
- Birth Certificate
- Valid South Carolina driver's license
- Out of state driving record if out of state license held within the past 5 years
- Military discharge form (DD214 if applicable)
- Proof of name change (if applicable)
- Naturalization papers (if applicable)
- Social Security Card

### TRAINING PROCESS

- Successfully complete the South Carolina Criminal Justice Academy
- Complete firearms training four times per year
- Every 6 months fitness testing is done
- Complete annual defensive driving course
- Attend classes for legal updates and test on materials

Applications for employment can be obtained from the police departments and City of Sumter's website- [www.SumterPD.com](http://www.SumterPD.com) or [www.sumter-sc.com](http://www.sumter-sc.com).

Please mail the application and if including resume to City of Sumter Human Resources, 21 N Main St, Sumter SC 29150



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### TESTING REQUIREMENTS CITY OF SUMTER LAW ENFORCEMENT

- All applicants who are applying for ANY position with the Sumter Police Department are required to take the TABE Test at the Law Enforcement Center at 107 E. Hampton Avenue. To schedule a time for the test contact the Recruitment Office at (803) 436-2701. Please be advised that the minimum acceptable score in each area (READING, ENGLISH AND MATH) is 11.0 for Police Officers and 9.0 for all other positions.
- You may go to [www.testprepreview.com](http://www.testprepreview.com) to review sample tests prior to taking this test.
- Applicants must meet minimum TABE scores before applications will be processed.
- Applicants not meeting minimum requirement for TABE scores will be placed on administrative hold for up to 90 days. Minimum scores MUST be met within this time period or the application will be considered withdrawn.
- If you are late to your scheduled testing time you will not be allowed to test and must reschedule with the Recruitment Office.
- Testing will be conducted each Tuesday at 9am at the Law Enforcement Center Training Room.

NOTE: The Sumter Police Department administers TABE testing only to individuals applying for positions within the department and does not charge testing fees.

Tyshica Gayle, Sergeant  
Sumter Police Department  
Recruiting Officer  
(803) 436-2701

Modified 05/08/2013-cmd