



STATE OF SOUTH CAROLINA
Department of Public Safety

SCDPS/OHR
 P.O. Box 1993
 Blythewood, SC 29016

<http://www.jobs.sc.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
 State Trooper**

An Equal Opportunity Employer

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

OPENING DATE: 03/28/14

CLOSING DATE: Continuous

JOB TITLE: State Trooper

CLASS CODE: JC10

POSITION NUMBER: 00000000

SLOT NUMBER:

STATE SALARY RANGE:

\$37,069.00 - \$48,361.00 Annually

AGENCY HIRING RANGE - MIN: \$38,273

AGENCY HIRING RANGE - MAX: \$42,100

LOCATION: Statewide, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Rotating Shifts

RESIDENCY REQUIREMENT: Yes

RESIDENCY REQUIREMENT SPECIFICS (IF ANY): State Troopers must reside within a thirty (30) mile radius of their assigned duty station.

AGENCY SPECIFIC APPLICATION PROCEDURES:

The testing and selection process can take several months and applicants are required to travel to Columbia, SC a minimum of four times at their own expense. When completing your Work History on the state application, you MUST provide an accurate and specific answer to your "Reason for Leaving" (Resigned, Terminated, Laid-off, etc.). Failure to be completely truthful may be grounds for disqualification. Do not attach any formal training documents to this application. This information will be requested at a later time.

JOB RESPONSIBILITIES:

Enforce all vehicle laws and other criminal laws. Patrol the highways of the state of South Carolina. Investigate collisions. Serve as a witness in criminal and civil courts. Maintain reports

concerning enforcement activities. Provide information to public regarding vehicle laws. Responsible and accountable for handling public funds.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A high school diploma or GED.

ADDITIONAL REQUIREMENTS:

Must be a US citizen and at least 21 years of age prior to attending the Criminal Justice Academy. Must be able to perform all essential and marginal job functions of a State Trooper. You must be a resident of South Carolina and have a valid South Carolina driver's license. If you are an out of state applicant, you must be a resident of South Carolina and have a valid South Carolina driver's license prior to the effective date of hire. Selected applicants must attend and successfully complete the South Carolina Highway Patrol (SCHP) Training Program. While in training you are required to live at the SC Criminal Justice Academy during the week and will not be permitted to stay on the weekends. Selected applicants are required to pass a pre-employment physical fitness test. You will also be required to participate in daily physical training. Once training is successfully completed and the candidate is offered a job, he/she may be required to relocate to a different county.

All qualified applicants will be required to participate in an extensive background investigation to include; credit check, criminal history check, driving history, history of drug use, employer & reference check and a polygraph examination. The background investigation will consist of contacting your current and ALL of your former employers. Please note that if you answer "NO" on the state application to the questions asking "May we contact this employer?" this will not allow the SCHP to conduct a thorough background investigation and you will not move forward in the process. Once the background investigation stage has been completed, qualified candidates will undergo a medical screening which will consist of a TB and respiratory test, drug test and eye examination. Candidates must meet of 20/20 vision standards OR no more than 20/100 corrected to 20/20. Candidates must also be capable of distinguishing, without corrections, three colors: green, yellow and red.

NOTE: If any Additional Requirements are listed above applicants must also meet those Additional Requirements to be considered for the position.

ADDITIONAL COMMENTS:

County assignments are based on the critical need areas. This means you may or may not be assigned to your county of choice; your assignment will ONLY be based on "existing needs." Therefore, if you are unable to relocate to a critical need area, an offer of employment may be rescinded. Starting salary for uncertified new hires is \$38,273 annually. Starting salary for certified SC Class I Law Enforcement Officers will be \$38,273 or \$42,100 depending on the length of time you have been certified and actively employed in a law enforcement position prior to being hired at SCDPS.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.jobs.sc.gov>

OR

SCDPS/OHR

P.O. Box 1993

Blythewood, SC 29016

Job #14-010-State Trooper

STATE TROOPER

JM

State Trooper Supplemental Questionnaire

- * 1. Have you read the "Become a Trooper" link on the SChP employment page, www.scdps.gov/employment to assist you in the completing of this application?
 Yes
 No
- * 2. For a criminal record check, please provide your FULL social security number.
- * 3. For a criminal record check, please provide your date of birth. MM/DD/YYYY
- * 4. Do you have a high school diploma and/or a GED?
 Yes
 No
- * 5. Will you be at least 21 years old by January 20, 2017?
 Yes
 No
- * 6. Do you have a valid driver's license?
 Yes
 No
- * 7. Is your driver's license currently suspended?
 Yes
 No
- * 8. Do you currently have ticketed moving violations totaling Six (6) or more points against your driver's license?
 Yes
 No
- * 9. Have you ever been convicted of Failure to Stop for Blue Light (ran from police in a vehicle) within the last 10 years?
 Yes
 No
- * 10. Have you ever been convicted of Leaving the Scene with Personal Injury or Death within the last five (5) years?
 Yes
 No
- * 11. Have you been convicted of DUI and/or DWI within the last 5 years?
 Yes
 No
- * 12. Do you understand that you are required to be a South Carolina resident and obtain a South Carolina driver's license by your effective date of hire?
 Yes
 No
- * 13. Have you ever been convicted of a violent crime?
 Yes
 No
- * 14. Have you ever been convicted of domestic violence?

- Yes
- No

* 15. Have you ever sold any illegal drugs or substances including prescription drugs?

- Yes
- No

* 16. Have you used and/or experimented with prescription drugs that were not prescribed to you?

- Yes
- No

* 17. Have you used and/or experimented with marijuana within the last two (2) years?

- Yes
- No

* 18. Have you used and/or experimented with steroids within the last 5 years?

- Yes
- No

* 19. Other than marijuana, illegal anabolic steroids, or prescription drugs not prescribed to you, have you used and/or experimented with any other illegal controlled substance(s) such as hallucinogens, depressants, stimulants, inhalants, or cocaine within the last 10 years?

- Yes
- No

20. If yes, please list drug(s) and last date used.

* 21. Have you served in the military?

- Yes
- No

* 22. If so, did you receive an honorable discharge?

- Yes
- No
- I did not serve in the military.

* 23. Are you currently employed with another South Carolina Law Enforcement agency as a certified Class I Law Enforcement Officer?

- Yes
- No

24. If you answered yes to question number 23, how long have you been certified? (From the day you graduated from the SC Criminal Justice Academy as a Class I Law Enforcement Officer.)

25. If yes, please list which division(s) and the approximate date(s) of employment.

* 26. Have you ever applied to any of the three SCDPS Divisions: the SC Highway Patrol, the State Transport Police and/or the Bureau of Protective Services?

- Yes
- No

27. If you answered yes to question number 26, please list the DPS division(s) you have applied to.

* 28. Have you read the SCDPS' automatic disqualifiers at "www.SCDPS.org/employment" regarding tattoos?

- Yes
- No

* 29. If you have a tattoo, will you adhere to this requirement?

- Yes
- No
- I do not have a tattoo.

* 30. Do you understand that the annual salary for a State Trooper listed in this vacancy announcement is NOT negotiable?

- Yes
- No

* 31. Are you willing to travel to Columbia, SC at your own expense a minimum of four times during the testing and selection process?

- Yes
- No

* 32. Are you able to perform the essential job functions of a State Trooper with or without a reasonable accommodation?

- Yes
- No

* 33. Have you ever used any name(s) other than what is listed on the application, such as a maiden name, nicknames, or name changes?

- Yes
- No

34. If yes, please list.

* 35. Are you willing to participate in the pre-employment physical fitness test?

- Yes
- No

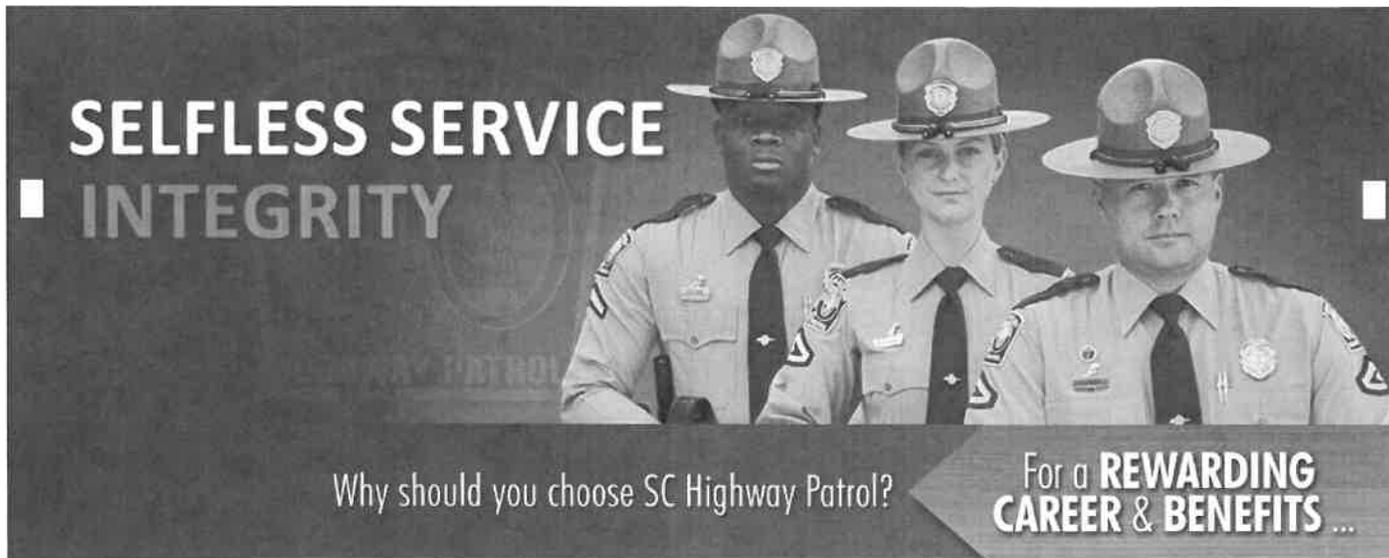
* 36. Have you read, do you understand and are you willing to adhere to the Highway Patrol requirements for employment?

- Yes
- No
- I am not applying for a Highway Patrol position.

* 37. Do you understand that we must conduct a thorough background investigation of all your former employers, therefore if you checked "NO" your application for "May we contact this employer" we cannot process your application? (Even if employer is no longer in business.)

- Yes
- No

- * 38. Did you list all of your employment history dating back to 10 years from today, under the "Work Experience" section of this application?
- Yes
 No
- * 39. Do you give consent to have SCDPS conduct criminal history checks, credit consumer report checks, and driver's license history checks in reference to the employment process?
- Yes
 No
- * 40. Are you able to wear a respirator and other personal protective equipment without restrictions, including participating in emergency teams?
- Yes
 No
- * 41. I understand that the supplemental questions are an official part of the application. Any attempt to misrepresent myself may be grounds for disqualification. I have read each question carefully and selected the most appropriate answer.
- Yes
 No
- * 42. For Equal Employment Opportunity reporting purposes, please select your ethnicity.
- American Indian / Alaska Native
 Asian
 Black / African American
 Hispanic / Latino
 Native Hawaiian / Other Pacific Islander
 White
 Prefer not to answer
- * 43. How did you find out about this position?
- State Government Website (jobs.sc.gov)
 Career Fair
 Social Media
 Friend
 DPS Recruiter
 DPS Employee
 Other
44. If you answered "DPS Employee" or "DPS Recruiter", please list the name of the employee.
45. If you answered "Other", please tell us how you learned of this position.
- * 46. Are you following SCDPS on Facebook and/or Twitter to keep up with SCDPS' current job postings?
- Yes
 No
- * Required Question



See if you qualify before you apply:

- At least 21 years of age before day one of Basic Training

- You must have a valid South Carolina Driver's License or a valid Driver's License from your current State

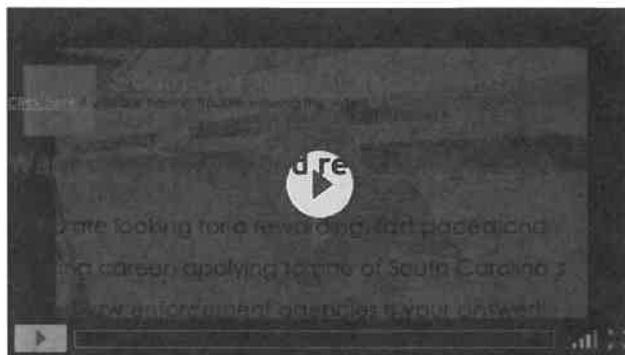
- US Citizen

- High School Diploma or GED

- 20/20 vision OR no more than 20/100 corrected to 20/20

- NO CRIMINAL RECORD

- Driving record should be clear of any suspension for the last 5 years as a result of alcoholic beverage or dangerous drug violation, or leaving the scene of an accident. The overall driving record will be evaluated placing emphasis on the severity, date and age, time span, and number of violations accumulated



There are many reasons why you should choose SCHP:

- **SCHP BENEFITS**
- **SCHP CAREERS**
- **RELOCATING TO SOUTH CAROLINA**

Agency Accountability
Procurement
Code of Ethics
Homeland Security

Protective Services
Transport Police
Highway Safety & Justice Programs
Human Resources
Communications

File Citizen's Complaint
Freedom of Information Act
Request a Trooper to Speak
Get Public Contact Reports

SC Sober or Slammer
Ride Smart, Drive Smart.
Be Safe. Be Seen.
School Safety

Commercial Motor
Vehicles
PCIS Videos

 YouTube
 Flickr
 Nixle
 Instagram



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FREQUENTLY ASKED QUESTIONS

Have a question? You may find your answer below.

If you do not see what you are looking for, please **contact a recruiter**.

1. What county will I be assigned to if hired?

All assignments are based on the critical needs of the Patrol at that time. During the application process you will be given the opportunity to choose up to five counties you would prefer to work in. You will still need to meet the residency requirements, which state that you must live within 30 miles of the post you are assigned to. You may also choose to be assigned to "ANY" county, at which point the Highway Patrol will place you in the most critical needs area at that time.

2. I have a tattoo on my forearm; does your agency allow any type of waiver or use of long sleeve cover up or wearing of long sleeve uniform year round?

Any tattoo below the elbow, or on neck or face, is an automatic disqualifier. We do not offer any kind of exception or waiver to that policy.

3. How long does the application process take?

The application process takes anywhere from 2-6 months, depending on when you get started in the process.

4. When is the deadline to apply?

There is no deadline to apply, however it's best to get started in the process as soon as you are ready. We have multiple classes every year. Based on your needs and the timeframe in which you apply, you will be placed in the class that best suits you.

5. I applied a few weeks ago and haven't heard anything back yet, how long before I will hear something back?

Be sure to check your spam and junk folders for the secondary application. Our email address is a .gov account, so it is common for our emails to go to these folders. If you still haven't received anything, please contact us and we can check on your application status. The email you listed on the state application is the email we will reply to, be sure to notify us if your email address changes. You can always contact us at: schprecruiter@scdps.gov.

6. I have listed all my previous employers on my application however I can't remember some of the names and/or numbers for them, is this information needed?

Yes, a complete and accurate application will assist in your moving through the process more easily. If it is incomplete, it might delay you from moving to the next phase. List all needed information on the application and don't leave any blanks or unknowns. The majority of the reasons why applications fail to move forward is because some applicants leave multiple blanks on their applications. You must list a complete employer history with company names, phone numbers, supervisors, and all other details. Without this, applications cannot be processed.

7. Will I receive pay and benefits during training?

Yes, you will start receiving your pay and benefits the first day you report to training.

8. How long is the basic training and is it all week long?

Training for non-certified applicants is currently 21 weeks long and you will be there from Sunday evening through Friday afternoon. No one can stay on the grounds during the weekend. Training for already Certified South Carolina Law Enforcement Class 1 Officers

is 9 weeks.

ABOUT US

- Contact Information
- CALEA Accreditation
- Agency Accountability
- Procurement
- Code of Ethics
- Homeland Security

SCDPS DIVISIONS

- Highway Patrol
- Immigration Enforcement
- Protective Services
- Transport Police
- Highway Safety & Justice Programs
- Human Resources
- Communications

HOW DO I...?

- Pay Traffic Ticket
- Take Citizen Survey
- File Citizen's Complaint
- Freedom of Information Act
- Request a Trooper to Speak
- Get Public Contact Reports

SAFETY CAMPAIGNS

- Target Zero
- Buckle Up South Carolina
- SC Sober or Slammer
- Ride Smart. Drive Smart.
- Be Safe. Be Seen.
- School Safety

RESOURCES

- Crime Statistics
- SC Collision Facts
- Commercial Motor Vehicles
- PCIS Videos

STAY UPDATED

-  Facebook
-  Twitter
-  YouTube
-  Flickr
-  Nixle
-  Instagram



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SOUTH CAROLINA HIGHWAY PATROL

EMPLOYMENT DISQUALIFIERS

Please read the following information carefully before applying. The list below includes the SCHP automatic disqualifiers. If you meet any of these, you are disqualified from employment.

- Under 21 years of age at the time when recruits report to training academy
- Not a United States Citizen
- No High School Diploma or G.E.D.
- Dishonorable Discharge from the military
- Convicted of any crime punishable by imprisonment in a federal or a state prison
- Convicted of Driving Under the Influence of Alcohol and/or Drugs within the past 5 years
- Any conviction of Criminal Domestic Violence
- Drivers license currently suspended, revoked, or Six (6) or more points currently assessed against your license
- *Any tattoos of any size below the elbow or on face and/or neck
- Cannot meet minimum vision standards: (20/20 vision OR no more than 20/100 corrected to 20/20)
- Sold any illegal drugs or controlled substances (including prescription drugs)
- Any felony conviction (whether convicted as a juvenile or an adult)

*** Note on Tattoos, Piercings, and Brands:**

Body Piercings which are visible anytime while on duty and/or in uniform are prohibited. This does not apply to piercing of the ear lobes on female troopers.

Tattoos and/or Brands are not allowed to be visible below the elbow or on face and/or neck while in any uniform of the South Carolina Highway Patrol. (Any visible portion of a tattoo below the bottom of the shirt sleeve to the elbow will be carefully evaluated to ensure employment suitability.)

CREDIT STANDARDS

The credit history and financial conditions of the applicant will be reviewed. Credit history will not be a sole basis for disqualification. Below is a list of minimal credit standards. (If any of these apply to you, your application will become inactive until they are resolved)

- An unsatisfied judgment
- An unpaid State or Federal tax lien
- Accounts written off as bad debt with a remaining balance
- Accounts turned over to a collection agency with a remaining balance
- Voluntary or involuntary repossessions with a remaining balance
- A student loan in default
- An account with a payment 120 days past due with a remaining balance
- A foreclosure account with a remaining balance
- An account “included in bankruptcy” with a remaining balance

Applicants who are given the opportunity to review their credit reports may submit documentation which indicates that they have taken responsibility for the accounts in question. (For example, paid in full receipts/letters, payment plan letters)

HELPFUL HIRING HINTS

Most Common Reasons for Not

Moving Forward in the SCHP Application Process

- **Incomplete State Application:**

Tip: Please be very thorough and take your time filling out every single question on application. Pay very close attention to detail. If your state application is missing dates, phone numbers, full addresses for references, or if it has unexplained gaps/dates in employment periods it will not move forward in the process. **(Adding a resume does not take the place of a complete application. An incomplete state application with a detailed resume attached is not satisfactory) YES: You must list ALL Employment History.**

- **Spelling and Grammar**

Tip: An application riddled with misspellings and grammar errors may not move forward in the employment process. **(Proof read your application before submitting/Keep Copy!)**

- **Inability to Contact Prior Employers**

Tip: In order to obtain a position as a State Trooper, we must conduct a thorough background investigation which includes contacting **ALL** of your former and, at the appropriate time, yes, **your current employers**. If you answer “**No**” on your state application to the question(s) “May we contact this employer?” we cannot perform a background investigation, and your application won’t move forward in the process.

- **Work & Education History**

Tip: If you fail to disclose a past employer and one is discovered during your background investigation or polygraph, or if you have been terminated or forced to resign from any position in lieu of a termination at any time and you do not disclose this, it is considered a **falsification of your application**. **This will lead to your application not moving forward in the process.** **(Be 100% honest while filling out State and Supplemental Applications). List ALL of your education history starting with your High School/GED information (Dates, Name.....etc) and ALL Employment History.**

(If you have been terminated from any employment, at any time, be honest and list it. A prior employment termination DOES NOT exclude you from employment with the SCHP, but not being honest about it does!)

- **Receipt of Your Supplemental Application and Requirements**

Tip: This is a very time sensitive process. The website shows all of the requirements you will need to submit once you receive your Supplemental Application via e-mail. If the SCHP Employment Unit sends you a Supplemental Application and list of requirements and you do not return it with due diligence, this could lead to your application not moving forward in the process. You may submit your Supplemental Application without the college transcripts as we understand these can take weeks to obtain. Send supplement in and requirements, then send transcripts later once you receive them.

- **Drug Use and Criminal History**

Tip: Please fully familiarize yourself with our minimum requirements for employment. (Answer all drug questions and all criminal history questions honestly. Falsifications discovered on any of these questions will lead to the termination of your employment process.) **Be 100% honest while filling out both State and Supplemental Applications.**

- **Physical Fitness Test (PT) Failures**

Tip: On average, 40% (almost half) of the applicants who make it to PT testing phase **FAIL their PT test**. This is only due to lack of preparation. Physical fitness is paramount for State Troopers. If your desire is truly to be a State Trooper **start physically training NOW**. Due to the time sensitive nature of this process, you may only receive a week or sometimes less notice to report for your employment PT test. **Be physically ready!**

- **Check Your E-Mail's "Junk Box or Spam Folder"**

Tip: We are discovering that more and more of our e-mails to applicants that include applications, appointments, forms...etc are ending up in these "Junk/Spam folders and applicants are missing important information from the SCHP. (Constantly check your e-mail and these folders also to ensure you don't miss anything.)

Continued on Next Page

- **Hiring Process Time Line and Rejection Criteria**

The SCHP Employment process generally takes between four (4) and six (6) months. Hiring cycles generally coincide with the next available patrol class scheduled. If you are not selected for a class, you may generally be able to apply during the next hiring cycle for the next class unless your rejection was based on one of the following factors:

1. **ANY Falsification of application discovered during process:** Applicants will be ineligible to re-apply for 2 years from date on rejection letter.
2. **Two (2) Physical Fitness (PT) test failures within a twelve (12) month period:** Applicants will be ineligible to re-apply for 1 year from date on rejection letter.
3. **Two (2) Written Examination test failures within a twelve (12) month period:** Applicants will be ineligible to re-apply for 1 year from date on rejection letter.
4. **Non-Selection by the Selection Review Interview Board:** Applicants who fail to get the minimum required votes to continue in the process during their interview will be ineligible to re-apply for 2 years from date on rejection letter.

The employment process to become a State Trooper is one of the most rigorous and challenging employment processes in law enforcement. It all begins with your online State Application, it is the root of the process and all of the remaining steps that follow will be based from it. Meticulous attention to detail, **accuracy, and honesty** will ensure you move forward in this process. If you have any questions prior to filling out your State Application online, please contact the SCHP Recruiter through e-mail at: schprecruiter@scdps.gov

South Carolina State Trooper



OUT OF STATE APPLICANTS

As you take part in this hiring process, please understand the following:

- **You must make several different trips to Columbia, SC to complete this hiring process. These trips are at the expense of the applicant.**
- **You cannot do multiple steps on one visit.**
- **All applicants must undergo a thorough state agency background investigation.**
- **You will need to establish South Carolina Residency and acquire a South Carolina Driver's License before your hire date.**
- **Out of State Law Enforcement Certifications are not recognized. You must complete the SC Criminal Justice/SCHP Basic Training program.**

HP

AUTOMATIC DISQUALIFIERS

14-010-State Trooper State Trooper

Scoring Plan > Scoring Factors > Scoring Factor Cases

* Required

* Case Title Minimum Qualifications

- <ans1> Do you have a high school diploma and/or a GED? [Edit](#) [Delete](#)
 Yes
- <ans2> Will you be at least 21 years old by January 20, 2017? [Edit](#) [Delete](#)
 Yes
- <ans3> Do you have a valid driver's license? [Edit](#) [Delete](#)
 Yes
- <ans4> Is your driver's license currently suspended? [Edit](#) [Delete](#)
 No
- <ans5> Have you ever been convicted of Leaving the Scene with Personal Injury or Death within the last five (5) years? [Edit](#) [Delete](#)
 No
- <ans6> Have you been convicted of DUI and/or DWI within the last 5 years? [Edit](#) [Delete](#)
 No
- <ans7> Have you ever been convicted of a violent crime? [Edit](#) [Delete](#)
 No
- <ans8> Have you ever been convicted of domestic violence? [Edit](#) [Delete](#)
 No
- <ans9> Have you ever sold any illegal drugs or substances including prescription drugs? [Edit](#) [Delete](#)
 No
- <ans10> Have you used and/or experimented with marijuana within the last two (2) years? [Edit](#) [Delete](#)
 No
- <ans11> Have you used and/or experimented with steroids within the last 5 years? [Edit](#) [Delete](#)
 No
- <ans12> Other than marijuana, illegal anabolic steroids, or prescription drugs not prescribed to you, have you used and/or experimented with any other illegal controlled substance(s) such as hallucinogens, depressants, stimulants, inhalants, or cocaine within the last 10 years? [Edit](#) [Delete](#)
 No
- <ans13> Are you willing to participate in the pre-employment physical fitness test? [Edit](#) [Delete](#)
 Yes
- <ans14> Do you understand that we must conduct a thorough background investigation of all your former employers, therefore if you checked "NO" your application for "May we contact this employer" we cannot process your application? (Even if employer is no longer in business.) [Edit](#) [Delete](#)
 Yes
- <ans15> Do you give consent to have SCDPS conduct criminal history checks, credit consumer report checks, and driver's license history checks in reference to the employment process? [Edit](#) [Delete](#)
 Yes
- <ans16> Do you currently have ticketed moving violations totaling Six (6) or more points against your driver's license? [Edit](#) [Delete](#)
 No
- <ans17> Have you ever been convicted of Failure to Stop for Blue Light (ran from police in a vehicle) within the last 10 years? [Edit](#) [Delete](#)
 No

Formula

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AND <ans2>
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AND <ans5>
AND <ans6>

Questions

Save

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