

Charles County Sheriff's Office
Are You Eligible to be a Police Officer, Correctional Officer, Court Security Officer or Cadet?

An applicant will **NOT** be eligible for hire if any of the following apply:

INELIGIBILITY	
Drugs	<ul style="list-style-type: none">▪ Used any type of illegal drug in the past three (3) years.▪ Abused any prescription medication or other medication in the past three (3) years.▪ Ever taken a hallucinogenic drug such as LSD, PCP, psilocybin (mushrooms), mescaline, ecstasy, etc.▪ Used marijuana more than 20 times or more than 5 times after age 21.▪ Used any other combination of illegal drugs more than 5 times or more than once after age 21.▪ Sold or distributed drugs whether you made money on the transaction or not.
Criminal Conviction(s)	Been convicted of a crime as an adult or juvenile for which you could have been sentenced to more than one (1) year in jail in this state or any other state.
Terminated	Ever been terminated from a law enforcement agency or correctional/detention facility.
Protective / Peace Order	If you are currently the "Respondent" in a Protective or Peace Order.
Gang	Been a member of a criminal gang.
Military Discharge	Been discharged from the military with less than an "Honorable" or less than "General" discharge.

Charles County Sheriff's Office

Hiring & Selection Process Police Officer, Correctional Officer, Court Security Officer and Cadet

The Charles County Sheriff's Office Hiring and Selection Process is comprised of several steps and is divided into two stages. The first stage is the Pre-Offer Stage and covers steps 1 thru 5. The Post-Offer Stage covers the remaining steps. Applicants must successfully complete each step in order to remain eligible and continue in the process.

Scroll down the document to view details about each step.

Step 01 – Application & Pre-screening Process

Step 02 – Physical Agility Test (Court Security Officers excluded)

Step 03 – Written Examination (Court Security Officer excluded)

Step 04 – Panel Interview

Step 05 – Personal History Statement (PHS)

Step 06 – Conditional Offer of Employment, Background Begins with Applicant Interview, Photo, Fingerprinting and Drug Screening

Step 07 – Polygraph

Step 08 – Psychological Examination

Step 09 – Background Completion

Step 10 – Eye Examination

Step 11 – Physical Examination

Step 12 – Final Job Offer

STAGE 1 – PRE-OFFER PHASE		
Step 1	Application & Pre-Screening	<p>The completion and submission of the Application is the first phase in the hiring and selection process for Police Officer, Correctional Officer, Court Security Officer and Cadet. Information obtained from the application will enable us to pre-screen the applicant and provide us with the information needed to meet the requirements for certification as a Police Officer or Correctional Officer by the Maryland Police and Correctional Training Commissions (MPCTC), as set forth in the Code of Maryland Regulations (COMAR).</p> <p>All questions are to be answered <u>honestly and completely</u>. Many applicants may be disqualified due to omission of information and/or the purposeful concealment of requested information, rather than due to previous behavioral factors.</p> <p><u>Deception Will “NOT” Be Tolerated</u></p> <p><u>Do not</u> withhold any information that is requested whether you think it important or not, our investigators will decide the importance of the information provided to us. Applicants should call us if they have any questions.</p>
***** ADDITIONAL REQUIRED DOCUMENTS *****		
	Authorization for Release of Personal Information	Sign and complete Charles County Sheriff’s Office Authorization for Release of Personal Information form.
	Waiver of Liability	Sign and complete Charles County Sheriff’s Office Waiver of Liability form.
	Birth Certificate	Applicant will bring original document(s) with them to their interview.
	Social Security Card	Applicant will bring original document(s) with them to their interview.
	Diploma / GED	High School Diploma or GED with scores. Applicant will bring original document(s) with them to their interview.
	Transcripts	Official college, trade, vocational or business school transcripts. Applicant will bring original document(s) with them to their interview.
	Military	DD214 Long Form. Applicant will bring original document(s) with them to their interview.
	Selective Service	Selective Service Registration Card / Certificate. Applicant will bring original document(s) with them to their interview.
	Driver’s License	Applicant will bring original document(s) with them to their interview.
Failure to fully disclose or submit all required information shall result in your application being placed in an inactive status.		

Step 2	Physical Agility Test (Court Security Officer excluded)	<p>Trigger Pull Test</p> <p>Right Hand & Left Hand</p> <p>12 cycles in 20 seconds 10 second rest 12 cycles in 20 seconds 10 second rest 12 cycles in 20 seconds 10 second rest 12 cycles in 20 seconds 10 second rest 10 second rest</p> <p>Unconscious Victim Drag (165 lbs)</p> <p>Started within 30 seconds of signal start Dragged continuously without pause. Dragged mannequin required 75 feet</p> <p>Three Hundred Yard Shuttle</p> <p>Completed first shuttle out and back (100 yards) Completed second shuttle out and back (100 yards) Completed third shuttle out and back (100 yards) Completed all combined in 75 seconds or less</p> <p>Twelve Minute Walk/Run</p> <p>Completed total distance of one mile Completed distance in twelve minutes or less</p>
Step 3	Written Examination (Court Security Officer excluded)	<p>Those successfully passing the physical agility will be given a date to take the written examination. The written test helps to determine an individual's ability to write or comprehend what they are reading. It also helps to determine an applicant's intellectual baseline and assists in predicting their ability to complete the rigorous academic program of the entrance level academy. Applicants applying for the position of Police Officer, Correctional Officer or Cadet are given 1½ hours to complete the written examination. All applicants must score at least 70 on the written examination to continue to the next step in the hiring process. Applicants will be notified in approximately 7-10 days as to whether or not they passed the written examination.</p>

Step 4	Panel Interview	<p>If the applicant passed the written examination, their notification letter will inform them of the date, time, and location of their interview.</p> <p>The panel interview is important as it assists in determining an individual's ability to communicate and think quickly. This is essential as the majority of an officers work requires good communication skills and they are often required to make quick decisions with very little time and/or limited information</p>
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STAGE 2 – POST-OFFER PHASE		
Step 5	Personal History Statement (PHS)	<p>The completion and submission of the Personal History Statement (PHS) is the next phase in the hiring and selection process for Police Officer, Correctional Officer, Court Security Officer and Cadet. Information obtained from the PHS will enable us to accurately evaluate the applicant and provide us with the information needed to meet the requirements for certification as a Deputy Sheriff or Correctional Officer by the Maryland Police and Correctional Training Commissions (MPCTC), as set forth in the Code of Maryland Regulations (COMAR).</p> <p>All questions are to be answered <u>honestly and completely</u>. Many applicants may be disqualified due to omission of information and/or the purposeful concealment of requested information, rather than due to previous behavioral factors.</p> <p style="text-align: center;"><u>Deception Will “NOT” Be Tolerated</u></p> <p><u>Do not</u> withhold any information that is requested whether you think it important or not, our investigators will decide the importance of the information provided to us. Applicants should call us if they have any questions.</p>
Conditional Offer of Employment Applicant Interview		As positions become vacant, applicants are notified by telephone of the date they will be given a Conditional Offer of Employment.
Step 6	Conditional Offer of Employment, Background Begins with Applicant Interview, Photograph, Fingerprinting & Drug Screening	As positions become vacant, applicants are notified by telephone of the date they will be given a Conditional Offer of Employment. The background investigation begins with their interview with an investigator. Photographs and fingerprints will be taken of the applicant. Applicants will be provided information to have a drug screening performed.
Step 7	Polygraph	Applicants will undergo a polygraph examination immediately following the conditional job offer. The polygraph examination is a requirement of the MPCTC. It assists the agency in determining the truthfulness of an applicant. Integrity and honesty are very important to law enforcement officers as they help to determine their credibility, which is important when testifying in court.
Step 8	Psychological Examination	The mental well-being of an applicant is important due to the mental and emotional demands placed on law enforcement/corrections officers throughout their career. The psychological examination helps to determine an applicant’s emotional maturity and their ability to handle stress. It also helps to determine their propensity for violence, as well as their temperament. Applicant must receive a favorable

		recommendation by the psychologist to continue in the process.
Step 9	Background Continuation and Completion	The background investigation involves a thorough investigation of the applicant to include contacting employers, references, and neighbors etc. to determine their maturity level, as well as their integrity and honesty. It is important that the Sheriff's Office hire only those applicants who have strong moral values and who are professional and have integrity. A background investigation is completed before an applicant is sent for a medical physical and eye examination.
Step 10	Physical Examination	A law enforcement/corrections officer encounters many demands throughout their career, both physically and emotionally. The body's ability to cope with these physical and emotional conditions, such as strenuous work or stress, is predicated on its physical condition. The physical examination will help determine the applicant's physical condition and their ability to handle the physical and emotional demands of the job. Applicant must receive a favorable recommendation by the physician to continue in the process.

Step 11	<p>Eye Examination</p> <p><u>AT APPLICANTS EXPENSE</u></p>	<p>The Vision Acuity Standard for a Police Officer, Correctional Officer, Court Security Officer and Cadet applicants are as follows:</p> <ul style="list-style-type: none"> ▪ Applicants with uncorrected vision of 20/100 or poorer, correctable to 20/20 with soft contact lens, wherein the applicant can prove consistent soft contact lens use for greater than one (1) month with no complications, will be considered. Applicants appointed as a Deputy Sheriff, Correctional Officer, or Cadet must maintain secondary lenses and/or eyeglasses easily accessible to them in the workplace. ▪ Applicants with uncorrected vision no poorer than 20/100, correctable to 20/20 with eyeglasses, will be considered. ▪ Applicants who have undergone laser (Lasik) surgery, or either PRK (photorefractive keratectomy/excimer laser), in which their vision has been corrected to 20/20, may be considered with no waiting period after such surgery. ▪ Applicants with vision poorer than 20/100, correctable to 20/20, and unable to prove consistent soft contact lens use for one (1) month, may choose to undergo laser (Lasik) surgery, or PRK (photorefractive keratectomy/excimer laser), at the applicant's expense, and if corrected to 20/20, will be considered. ▪ Applicants who have undergone the surgi-knife technique RK (radial keratectomy/non-laser), and their vision corrected to 20/20, will be considered on a case-by-case basis. However, those applicants who have a demonstrated ability, currently serving in a law enforcement capacity, will be considered. ▪ Regardless of what procedures or corrective measures (i.e. eyeglasses, soft contact lens, surgery etc.) the applicant has taken to correct his/her vision to 20/20, the applicant must undergo a vision test to ensure vision is within acceptable standards. The examination includes, but is not limited to, color vision, night vision, peripheral vision, binocular vision, etc.
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Step 12	Selection Committee & Final Job Offer	A Selection Committee will review the applicant's file and make a recommendation regarding their suitability for continuing in the process. In addition, the committee will recommend a ranking for the applicant to establish the order in which applicant will proceed in the process. Once an applicant's background has been completed it will be reviewed by the Civilian Administrator, Assistant Sheriff, and Sheriff for their endorsements. The Sheriff is the only person authorized to provide a final job offer. No one is employed by the Charles County Sheriff's Office until such time the Sheriff has proffered the final job offer and the applicant has received an appointment letter.
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The entire hiring process may take from three (3) to six (6) months, and in some cases, the process may be shorter or longer. The Sheriff's Office will maintain contact with all applicants throughout the hiring process in order to provide every applicant with an equal opportunity of employment.

Applicants not successfully passing any phase of the process may reapply to take the next examination, if eligible, and will be required to repeat the process over in its entirety. All applicants will be notified in writing of their disposition. Applicants who are not eligible to reapply will be notified in writing as well, however the specific reason(s) for their ineligibility will not be provided in the letter. The applicant may contact the Personnel Office for the details and/or reason(s) they were not offered a position, so that they may rectify the issue in future applications.

***** Applicants enrolled in the hiring process are required to notify an Investigator if they are stopped, detained, or questioned by any law enforcement authority for any reason *****

Any person appointed as a Police Officer, Correctional Officer, Court Security Officer or Cadet will serve in an "at will" employment status until completion of their probationary period.

The Charles County Sheriff's Office is an equal opportunity employer and does not discriminate on the basis of race, sex, creed, color, age, religion, national origin, or physical impairment.

By signing and dating this form you are acknowledging having received the information document entitled "The Hiring Process for the Charles County Sheriff's Office". (CALEA 32.1.4)

Printed Name of Applicant

Signature of Applicant

Date