

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.• Sold or distributed drugs whether you made money on the transaction or not.
Criminal Conviction(s)	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Ever been terminated from a law enforcement agency or correctional/detention facility.
Protective/Peace Order	<ul style="list-style-type: none">• If you are currently the "Respondent" in a Protective or Peace Order.
Gang	<ul style="list-style-type: none">• Been a member of a criminal gang.
dfd	
Military Discharge	<ul style="list-style-type: none">• Been discharged from the military with less than an "Honorable" or less than "General" discharge.
v	

Charles County Sheriff's Office

Hiring & Selection Process for Police Officer, Correctional Officer, Court Security Officer or 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 1-5. 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 Officers excluded)

Step 04- Panel Interview

Step 05- Personal History Statement (PHS) & Investigations Interview Packet

Step 06- Conditional Offer of Employment, Background begins with an Applicant Interview, Photo, Fingerprinting and Drug Screening

Step 07- Polygraph

Step 08- Psychological Examination

Step 09- Physical Examination including eye examination

Step 10- Background Completion

Step 11- Final Job Offer

STAGE 1 – PRE-OFFER PHASE

Step 1

Application & Pre-Screening

The completion and submission of the Application is the first phase in the hiring 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).

All questions are to be answered **honestly and completely**. 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. Applications must be signed in order to be accepted.

Deception Will “Not” Be Tolerated

Do not withhold any information that is requested whether you think it is important or not, our investigators will decide the importance of the information provided to us.

Applicants should call us if they have any questions.

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</p> <p>Unconscious Victim Drag (165 lbs)</p> <p>Started within 30 seconds of the signal start Drag mannequin required 75 feet in 75 seconds</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)	Those successfully passing the physical agility will complete the written examination immediately after the conclusion of the agility. 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 1 ½ 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.
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 officer's work requires good communication skills and they are often required to make quick decisions with the very little time and/or limited information.</p>
STAGE 2-POST-OFFER PHASE		
Step 5	Personal History Statement (PHS) & Investigation Interview Packet	The completion and submission of the Personal History Statement (PHS) and Investigation Interview Packet is the next phase in the hiring process for Police Officer, Correctional Officer, Court Security officer and Cadet. Information obtained from the PHS and Investigation Packet will enable us to accurately evaluate the applicant and provide us with the information needed to meet requirements for certification as a Police Officer or Correctional Officer by the Maryland Police and

		<p>Correctional Training Commissions (MPCTC), as set forth in the Code of Maryland Regulations (COMAR).</p> <p>All questions are to be answered honestly and completely. 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. Applications must be signed in order to be accepted.</p> <p style="text-align: center;"><u>Deception Will “Not” Be Tolerated</u></p> <p>Do not withhold any information that is requested whether you think it is important or not, our investigators will decide the importance of the information provided to us.</p> <p>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 Officer Waiver of Liability form.
	Birth Certificate	Applicant will bring original document(s) with them to Human Resources at the time of the PHS and Investigation Interview Packet is due.
	Social Security	Applicant will bring original document(s) with them to Human Resources at the time of the PHS and Investigation Interview Packet is due.
	Diploma/GED	High School diploma or GED with scores. Applicant will bring original document(s) with them to Human Resources at the time of the PHS and Investigation Interview Packet is due.

	Transcripts	Official college, trade, vocational or business school transcripts. Documents can be mailed directly to Human Resources or forwarded through email from the college.
	Military	DD214 Long Form. Applicant will bring original document(s) with them to Human Resources at the time of the PHS and Investigation Interview Packet is due.
	Selective Service	Selective Service Registration Card/Certificate. Applicant will bring original document(s) with them to Human Resources at the time of the PHS and Investigation Interview Packet is due.
	Driver's License	Applicant will bring original document(s) with them to Human Resources at the time of the PHS and Investigation Interview Packet is due.
Failure to fully disclose or submit all required information shall result in your application being placed in inactive status.		
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 and Drug Screen.	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 screen 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	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 physical to continue in the process.
Step 10	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 fully after an applicant is sent for a physical and eye examination.
Step 11	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 the 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.
--	--	--

The entire 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 Human Resources for 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 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.