



ENNIS W, WRIGHT, SHERIFF
CUMBERLAND COUNTY SHERIFF'S OFFICE



An Internationally Accredited Law Enforcement Agency

PRELIMINARY APPLICATION PACKET

DEPUTY SHERIFF POSITION

The attached forms must be completed and returned to the Human Resources Office for processing. Every question must be answered. If you have any question concerning the information required, do not hesitate to contact the Sheriff's Office Human Resources Office for assistance. The phone numbers are listed below.

Complete the Cumberland County Sheriff's Office Preliminary Application Packet

Attach a copy of the following documents to the completed Preliminary Application when returning it to the Human Resource Office:

- * North Carolina Driver's License
- * Birth Certificate
- * Social Security Card
- * Deputy Cadets must reside within 40 miles of the Sheriff's Law Enforcement Center.
- * High School Transcripts or GED
- * Military DD-214 Member-4 (if applicable)
- * Copy of BLET Certification

The Preliminary Application process is comprised of the following stages:

- * **Completion of the Preliminary Application Packet;**
- * **Completion of a Job Related Physical Ability Test;**

Each candidate successfully completing the Preliminary Application Process will be forwarded a Cumberland County Sheriff's Office Employment Application Packet for the position of Deputy Sheriff, explaining the remaining Selection Process. Once it is completed and returned to Human Resources, the candidate will advance in the Selection Process to PHASE #1 (Background Investigation).

The Cumberland County Sheriff's Office Reserves The Right To Modify This Selection Process At Anytime Without Prior Notice.

For additional information pertaining to the completion of the Preliminary Application Packet, please contact the Human Resources Office within the Cumberland County Sheriff's Office at (910) 677-5484 or (910) 321-6760.

APPLICATIONS THAT ARE NOT COMPLETED AS PER INSTRUCTIONS WILL NOT BE PROCESSED. FURTHER INFORMATION MAY BE REQUESTED.

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ENNIS W. WRIGHT, SHERIFF
CUMBERLAND COUNTY SHERIFF'S OFFICE

AN INTERNATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY AN EQUAL OPPORTUNITY EMPLOYER

Summary of the Selection Process

It is the policy of the Cumberland County Sheriff's Office to recruit, hire, train and promote employees without discrimination because of age, color, national origin, physical disability, political affiliation, race, religion, or sex.

1. **Applicants may go to the Sheriff's Office Human Resources Office to obtain an Application for Employment.**
 - Some positions may require a Preliminary Phase. If so, a Preliminary Application may be issued to serve as the initial part of the Selection Process, which may also require a Job Related Physical Ability Test and/or Written Test.
 - Successful completion of a Preliminary Application and/or successful completion of a Job Related Physical Ability Test and/or Written Tests conclude the Preliminary Phase. Applicants will be issued a full Employment Application Packet.
2. **Applicants must return the completed Employment Application Packet to the Sheriff's Office Human Resources Office.**
 - Human Resources may acknowledge receipt of the completed Employment Application Packet in writing via US Postal Mail.
3. **The Human Resources Office will initiate Phase 1, a Background Investigation.** This investigation may take several days/weeks to be completed depending upon the applicant's history and/or the number of applications received. **Applicants may be requested (at a later date, but prior to employment) to obtain additional record checks at their own expense.**
4. **The Human Resources Office may schedule the applicant to appear for an Oral Interview, Phase 2,** facing an Interview Committee once the background investigation is conducted.
 - **The Selection Process for some Civilian (Non-Justice Officer) positions may be concluded at this point.**
5. **The Human Resources Office may schedule the applicant for the following phases after the Oral Interview; Polygraph, Psychological, and Medical Examination with a Drug Screen, all at the expenses of the Cumberland County Sheriff's Office.**
 - The **results of each Phase** of the Selection Process; Preliminary Phase with or without Officer Selection Test(s), #1- Background Investigation, #2- Oral Interview, #3- Polygraph Examination, #4- Psychological Examination, #5- Medical Examination with Drug Screen, are confidential and may only be revealed to the Sheriff and/or Chief Deputy.
6. **The entire Selection Process may take up to 90 days or more to complete.** If at ANY POINT a decision is made to decline the applicant's request for hire, the individual will be notified in writing within 30 days of the decision.
7. **Time to Allow:** (The amount of time shown in the following Phases of the Selection Process is only an approximation.)
 - Preliminary: PT Assessment/Officer Selection Tests – Applicant should allow about three (3) hours for the Job Related Physical Ability Test to be conducted and allow about two (2) hours for written tests to be administered.
 - Phase 1: Background Investigation – This Phase may take several days or weeks to be completed.
 - Phase 2: Oral Interview - If selected, applicants should allow at least one (1) hour for the oral interview.
 - Phase 3: Polygraph Examination – If selected, an applicant should allow at least three (3) hours or more for the pre-polygraph interview and polygraph examination.
 - Phase 4: Psychological Examination – If selected applicant should allow approximately three (3) hours to complete the written questions and one (1) hour for the interview by the psychologist.
 - Phase 5: Medical Examination with Drug Screen – Applicants given a medical examination should allow at least two (2) hours for the medical examination and drug screen.
8. **Areas of Inquiry and/or Examination:**
 - Applicants may be administered an Officer Selection Test that assesses basic skills essential to the function of the job.
 - Applicants selected for background investigation will be investigated by members(s) of the Cumberland County Sheriff's Office who will inquire into the applicant's education record, personal conduct, credit history, criminal history, military history, prior employment performance and relationships with other people before a final offer of employment is made.
 - Applicants selected for an oral interview will be questioned by members of the Cumberland County Sheriff's Office. General areas of questioning include, but are not limited to, the applicant's employment application responses, job specific scenario based questions and law enforcement interests.
 - Applicants should advise references and past employers that they will be contacted by the Sheriff's Office and to respond to the inquiries in a timely fashion.
 - Applicants that are selected will be examined by a Cumberland County Sheriff's Office Polygraph Examiner. General areas of questioning during pre-polygraph screening include, but are not limited to, any criminal history, including use of illegal drugs, credit history, education, employment history, and military service.
 - Selected applicants will be tested/evaluated by Psychologist and undergo a Medical Examination by a physician selected by the Cumberland County Sheriff's Office, at the expense of the Cumberland County Sheriff's Office.
 - Applicants selected will be fingerprinted and a thorough search of fingerprints records will be conducted.

The Cumberland County Sheriff's Office Reserves the Right to Modify this Selection Process At Anytime Without Prior Notice.

Applications that are Not Completed as Per Instructions Will Not be Processed. Further Information may be Requested.



ENNIS W. WRIGHT, SHERIFF
CUMBERLAND COUNTY SHERIFF'S OFFICE



An Internationally Accredited Law Enforcement Agency

Cumberland County Sheriff's Office
Deputy Sheriff
Job Related Physical Ability Test

NOTICE TO APPLICANT

Completed Preliminary Applications will be reviewed. If all information received is acceptable, candidates will be scheduled for the Physical Ability Test described below.

The Cumberland County Sheriff's Office Job Related Physical Ability Test is a baseline test to determine a candidate's ability to perform essential job functions of a Law Enforcement Officer. The information listed within this document allows candidates to practice and prepare for the Physical Ability Test. Success on this test should not be used by candidates to gauge their level of fitness. If hired by the Cumberland County Sheriff's Office for the position of Detention Officer, candidates will continue to be challenged physically.

- **The Cumberland County Sheriff's Office Physical Ability Test is performed on a Pass/Fail basis. Candidates must pass the Physical Ability Test to proceed in the Selection Process.**
- **In order to participate in the Cumberland County Sheriff's Office entry level Physical Ability Test, you must have the attached Medical Release Form, Signed by your Physician. The Medical Release Form ensures you are physically capable of performing the activities described.**
- **You MUST bring with you on the date of your scheduled Physical Ability Test, the signed Medical Release Form. If you do not bring the Medical Release Form, you WILL NOT be allowed to participate.**
- **You MUST bring with you a Valid Driver's License to show proof of your identity.**
- **ANY COSTS TO OBTAIN A MEDICAL RELEASE MUST BE MADE AT THE APPLICANT'S EXPENSE AND WILL NOT BE REIMBURSED BY THE CUMBERLAND COUNTY SHERIFF'S OFFICE.**
- **The Physical Ability Test will be administered on the scheduled day, RAIN or SHINE, so appropriate dress will be necessary.**
- **RETEST POLICY: If a candidate fails the Physical Ability Test, he/she will be allowed to retest within the following 30 day period or the next available test date. He/she must retry and successfully complete the entire test.**

131 DICK STREET * FAYETTEVILLE * NORTH CAROLINA * 28301-5793
(910) 323-1500 * www.ccsoc.org



**ENNIS W. WRIGHT, SHERIFF
CUMBERLAND COUNTY SHERIFF'S OFFICE**



An Internationally Accredited Law Enforcement Agency

Candidates will be disqualified for consideration of this position for a period of one year if he/she does not appear on the scheduled assessment date or fails the Physical Ability Test after the second attempt.

The Cumberland County Sheriff's Office Physical Ability Test is based on a Fitness Standard established by the Cooper Institute.

- It relates to the ability of officers to perform essential functions of the job.
- It relates to minimizing the risk of excessive force situations.
- It relates to minimizing the known health risks associated with the public safety job.
- It relates to meeting the many legal requirements to avoid litigation and having a defensible position if challenged in court.
- It relates to the ability to perform the emergency function.

The Cumberland County Sheriff's Office Physical Ability Test (Cooper Fitness Standard) consists of the following battery of tests:

- Blood Pressure Test
- Body Composition
- Vertical Jump (Flexibility): The vertical jump is a measure of jumping or explosive power. The applicant will complete the test by standing with a shoulder against a wall and then jumping as high as possible. The applicant will be provided three attempts.
- Bench Press: The bench press measures the level of physical strength within the upper body. The applicant will push from the bench press position their maximum weight. (Three attempts at one repetition each).
- Sit-Ups: The sit-up test measures muscular endurance in the abdominal muscles. The test is performed with the applicant lying on their back with their knees bent at a 90-degree angle and their heels on the ground. This is a timed test of 60 seconds.
- Push-Ups: The push-ups measure the muscular endurance of the upper body muscles in the shoulders, chest, and back of the upper arms. This is a timed test of 60 seconds.
- 300 Meter Run: The 300 meter run is a measure of anaerobic power. The applicant will perform the test by running a measured course as fast as they can.
- 1.5 Mile Run: The 1.5 mile run is a test of cardio-respiratory fitness. The applicant will perform the test by running and/or walking the measured 1.5 mile course as fast as they can.

For additional information pertaining to the completion of the Preliminary Application Packet or the Physical Ability Test, please contact the Human Resources Office within the Cumberland County Sheriff's Office at (910) 677-5484 or (910) 323-1500.

The Cumberland County Sheriff's Office reserves the right to modify this SELECTION process at any time without prior notice.

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Cumberland County Sheriff's Office
Deputy Sheriff
Job Related Physical Ability Test

NOTICE TO MEDICAL PERSONNEL

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- **You MUST bring with you a Valid Driver's License to show proof of your identity.**
- **ANY COSTS TO OBTAIN A MEDICAL RELEASE MUST BE MADE AT THE APPLICANT'S EXPENSE AND WILL NOT BE REIMBURSED BY THE CUMBERLAND COUNTY SHERIFF'S OFFICE.**
- **The Physical Ability Test will be administered on the scheduled day, RAIN or SHINE, so appropriate dress will be necessary.**
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For additional information pertaining to the completion of the Preliminary Application Packet or the Physical Ability Test, please contact the Human Resources Office within the Cumberland County Sheriff's Office at (910) 672-5671 or (910) 672-5800.

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**Cumberland County Sheriff's Office
DEPUTY SHERIFF POSITION
Job Related Physical Ability Test – Medical Release Form**

PATIENT'S NAME: _____ is requesting to participate in a Job Related Physical Ability Test, necessary for consideration of employment with the Cumberland County Sheriff's Office as a Law Enforcement Officer. The Job Related Physical Ability Test will involve the performance of tasks that will require a moderate degree of strength and manual dexterity.

TO THE EXAMINING PHYSICIAN:

To assure that candidates applying for the position of Detention Officer are able to adequately perform the critical tasks associated with the job, it is the policy of the Cumberland County Sheriff's Office that each candidate must participate in the Job Related Physical Ability Test (a description of the physical ability test is attached). The test is administered under the direction of the Cumberland County Sheriff's Office and certified Physical Fitness Instructors. By signing below, you are indicating that (1) you are familiar with the medical history and current condition of the patient named above, and (2) that in your opinion, the patient should be able to participate in the described test without foreseeable medical danger to himself/herself.

MEDICAL EXAMINER'S INFORMATION:

Medical Examiner's Name & Title: _____

Medical Examiner's Telephone #: _____

Business Address of Examiner: _____

Signature of Medical Personnel: _____

Date: _____

The Cumberland County Sheriff's Office is an Equal Opportunity Employer.

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CUMBERLAND COUNTY SHERIFF'S OFFICE

An Equal Opportunity Employer

Preliminary Application

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Honesty is the most important part of the application's selection process. There will be a thorough background investigation conducted to verify all information. Please be honest with all responses. Deception is the foremost reason for being rejected, not the content of what's reported. **Omit Nothing.** If in doubt, include the information with an explanation.

Date: _____

Position applying for: _____ Phone # _____ Alt. Phone # _____

Name: _____
First Middle Last (Maiden) Applicant's Signature

Have you ever applied with the Cumberland County Sheriff's Office before? Yes/No _____ If so, when? _____

Have you ever been known by or used any other name? Yes/No _____ If so, what names? _____

Race: _____ Sex: _____ Date of Birth: _____ SSN#: _____ Place of Birth: _____

Current Address: _____
Street City State Zip

Previous Address: _____
Street City State Zip

What other cities have you lived in since high school? _____ / _____ / _____ / _____

Driver's License # _____ State: _____ List any previous states you have had a driver's license in: _____ / _____

Has your driver's license ever been Suspended or Revoked? Yes/No _____ If so, when? _____

Education level completed: H/S Diploma/G.E.D.: _____ BLET/DOCC: _____ 2/4 Yr. Degree: _____ Other: _____

It is very important that the following questions be answered honestly. If a background investigation reveals different information, your application may be rejected. A Polygraph Examination may be required during the application process.

Please, be honest. Have you ever, used cocaine, crack, hashish, LSD, marijuana, steroids, or any other illegal drug in your life? Yes/No _____ If yes, please list: Drug: _____ # Times: _____ When: _____

Have you ever been charged with or arrested for any criminal offense, even if it was dismissed? Yes/No _____ If so, when? _____ What were the charges? _____

Explain what took place and where? _____

Have you ever been a suspect or been questioned by a law enforcement agency? Yes/No _____ If so, please explain _____

Were you ever in the Military/Reserves? Yes/No _____ Branch: _____ Dates of Service: _____

Any disciplinary actions? Yes/No _____ If so, could you explain? _____

Military Discharge type: Honorable _____ General (UHC) _____ Other than Honorable _____ Dishonorable _____ BCD _____

Do you have a pending application with any other law enforcement agency? Yes/No _____ If so, where? _____

Are you currently employed? Yes/No: _____ Have you ever been discharged or requested to resign due to rules violations or criminal misconduct? Yes/No: _____ If so, explain? _____

How did you hear about this job? Newspaper Ad: _____ Career/Job Fair: _____ ESC: _____ Internet: _____ Other: _____

**** The Social Security Number is used to make positive identification of application and/or law enforcement personnel. DISCLOSURE IS VOLUNTARY. However, failure to provide this information may result in delay in the processing of application material and may result in inaccurate records being assigned to you.**

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Release Authorization MUST BE NOTARIZED * Return This Application to:

Cumberland County Sheriff's Office * Attn: Human Resources 131 Dick Street Fayetteville, NC 28301 * (910) 323-1500 * www.ccsonc.org

CUMBERLAND COUNTY SHERIFF'S OFFICE
Preliminary Application

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Authorization for Release of Information

I am an applicant for a justice officer position with the _____

In order to determine my suitability for this position and for justice officer certification or continued certification, I understand that the both the named hiring Agency and the North Carolina Sheriffs' Education & Training Standards Commission must make a thorough investigation of my personal records and personal background. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above agency.

Therefore, I, _____, DOB _____

Operators License # _____, do hereby request and authorize any bank, credit union, lending or financial institution, credit bureau, consumer report agency, retail business establishment, former and present employer, educational institution, doctor or other health care professional including mental health, alcohol treatment center, hospital or other repository of medical records, insurance company, governmental agency, criminal and civil courts, certification/licensing commission, military organization, and any other individual agency to produce and provide copies of any and all information to the name hiring Agency and the North Carolina Sheriffs' Education & Training Standards Commission regarding me, whether of a privileged or confidential nature.

Moreover, I hereby release the named hiring Agency and the North Carolina Sheriffs' Education & Training Standards Commission from any civil or criminal liability whatsoever for seeking such requested information and for evaluating such information as it relates to my application for certification. And, I hereby release the issuing agency and its agents and employees, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result because of compliance with this authorization and request.

I further waive all right to inspect or review any information compiled in reference to my application for certification as allowed by law. I do further authorize the name hiring Agency and the North Carolina Sheriffs' Education & Training Standards Commission, its agents and employees, to release copies of any and all information to any agency or entity regulating the certification, authority or conduct of law enforcement officers. This is to include, but not limited to: North Carolina Criminal Justice Education & Training Standards Commission, North Carolina Sheriffs' Education & Training Standards Commission, North Carolina Attorney General's Office, agencies of other states and the federal government, and the applicant's / officer's employing agency.

I hereby acknowledge that this authorization is valid for one (1) year or until the employment application or investigative process has been completed, whichever is later.

A copy of this document is considered valid, just as the original. I have read and fully understand the above statements.

STATE OF NORTH CAROLINA
COUNTY OF _____

(Applicant Signature)

Subscribed and Sworn to before me, this the:
_____ day of _____ 20, _____

Printed Name: _____

(Notary Signature)

Address: _____

Expires: _____

Phone: _____