

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.