

Detention Officer

The Cumberland County Sheriff's Office administers a thorough testing and selection process in its hiring procedures. It is incumbent upon the Sheriff's Office to make sure only those applicants with the highest level of integrity are placed in a position of public trust and to ensure the best applicant is chosen for the position of Detention Officer. The testing process consists of the following sections:

Application and Selection Process:

The hiring process starts when you select the CCDC career path and fill out an online application. The timeline from when you apply to receive a conditional job offer takes 4-6 weeks. After you submit your online application, this is a guide to how the process works.

Employment Application:

The first step to becoming a detention officer is completing an employment application. Applications are accepted continuously throughout the year, except for a brief period during the beginning of the selection process. The selection process is conducted at least twice annually, usually in late spring and late fall. The selection process is conducted to create an eligibility list, regardless of any current openings.

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Supporting Documentation:

- Social Security Card
- Driver's License
- Birth Certificate
- High School Diploma or transcript
- DD214 (if applicable military service)
- Authorization for Release Form
- DOCC (**Certified Detention Officer**)
- **F3**

Physical Agility Test:

Anyone preparing for a career in law enforcement should make certain that the physical agility test will not remove them from consideration. The purpose of the physical agility test is only to determine if applicants have the physical abilities to perform the duties required by the job.

[\(link for physical agility test\)](#)

Background Investigation:

Applicants who successfully complete the Physical Agility Test will be entered into a pool of applicants who are eligible for background investigation. This will determine if the applicant will be recommended for an oral interview.

Oral Board Interview:

The oral interview is a more formal, in-depth question-and-answer session conducted by a select panel of personnel. Interviews will be scheduled based on the needs of the agency and the overall qualifications of the applicant.

What is the Board looking for?

The ability to communicate verbally and articulate his or her thoughts and reasoning.

The ability of an applicant to evaluate a situation.

The ability of the applicant to make decisions under pressure.

Will the applicant be a good fit with the agency?

Command Staff Review:

Applicants who successfully complete the oral board interview will be reviewed by the Detention Center Administrator. The review will be conducted to determine the applicant's suitability for employment with the Cumberland County Detention Center.

Polygraph:

As part of the selection process, the applicants who are referred for hiring by the Sheriff will continue with the process of truth verification. This technique will utilize a polygraph instrument. The examiner will determine the truthfulness of the applicant and their suitability to be a law enforcement officer.

Psychological Exam:

The psychological will help the agency make reasonably sure that the applicant is able to perform the job and will not pose a risk or a danger to the public.

**The Commission shall require the administration of a psychological screening examination, including a face-to-face, in-person interview conducted by a licensed psychologist, to determine the criminal justice officer's psychological suitability to properly fulfill the responsibilities of the criminal justice officer.*

Medical Exam, and Drug Screening:

The purpose of the Medical Exam is to determine if the potential employee is physically able to perform the duties of the job. The applicant may have a physical condition or injury which precludes them from performing the physical duties required.

**Psychological, Medical Exam, and Drug Screening are scheduled and paid for by the Cumberland County Detention Center.*

Job Offer:

The Agency will call the applicant and inform them that they have successfully completed the hiring process and offer them employment. A start date for employment will be given at that time with the Conditional Officer of Employment.