Carroll County Sheriff's Office
Hiring & Selection Process

The Carroll County Sheriff's Office Hiring and Selection Process is comprised of several phases and is divided into two stages. The first stage is the Pre-Offer Stage, which is comprised of several phases and are completed prior to being presented with a conditional offer of employment. The second stage is the Post-Offer Stage, which is comprised of several additional phases and are completed after being presented with a conditional offer of employment. (*A conditional offer of employment and successful completion of all phases of the hiring process does not guarantee a Final Offer of Employment. Only a limited number of position openings may be available.)* Applicants will be notified by email as they advance through the hiring process. Prior to all final job offers, the Sheriff will review all qualified applicant information and determine which applicant(s) will be chosen to receive a final offer of employment.

Scroll down the document to view details about each phase.

STAGE 1 **(***If you fail any portion of* ***STAGE 1****, you may be eligible to reapply*.)

- Integrity Questionnaire
- Physical Agility Test **(All Law Enforcement, Correctional Deputy and Court Security Deputy Applicants ONLY)**
- Written Examination **(Deputy Sheriff Recruits and Correctional Deputy I (Entry-Level) Applicants ONLY)**
- Confidential Questionnaire
- Oral Interview Board (may be done prior to completing the confidential questionnaire)

STAGE 2 **(***If you fail any portion of* ***STAGE 2****, you may be eligible to reapply.)*

- Conditional Offer of Employment
- Polygraph
- Psychological Examination **(All Law Enforcement and Correctional Deputy Applicants, or as specified in a Civilian job posting)**
- Background Investigation
- Physical/Medical Examination
- Command Review/Interview (At the discretion of the Carroll County Sheriff's Office)
- Final Job Offer

STAGE 1 – PRE-OFFER STAGE	
Integrity Questionnaire	The Integrity Questionnaire will be given to all applicants to complete. The Integrity Questionnaire is a set of questions pertaining to the applicant's prior drug use and criminal history. All questions are to be answered honestly and completely. You may be disqualified due to the omission and/or purposeful concealment of the requested information, not necessarily because of what you have done in the past.
Physical Agility Test (Law Enforcement Lateral, Probationer, Recruit, Correctional Deputy I (Entry-Level), and Court Security Deputy applicants ONLY)	If you receive an email invitation to participate in the Physical Agility test, a **Waiver of Liability** form will be included with the email. Print out the Waiver of Liability form and have it signed by a doctor. You must bring the signed form with you to the Physical Agility test. *If you do not have the waiver signed by a doctor, you will not be permitted to participate in the test.* Some testing dates may have medical personnel on site to evaluate a candidate's physical ability to participate in the physical agility test and they will complete the medical waiver form at that time. Testing dates with medical personnel on-site will be posted on our website. *Applicants must provide a valid form of photo identification (driver's license, passport, etc.) upon check in for the test. Applicants will not be allowed to test without valid ID.* *Applicants will only have the opportunity to attend two (2) testing dates. If the Applicant fails to meet the requirements below, they may be discontinued from the process and may be eligible to reapply:* • *Fail to attend testing after two invitations.* • *Failure to appear on the day of testing after RSVP, without notifying the agency.* ***ALL LAW ENFORCEMENT, CORRECTIONAL DEPUTY, AND COURT SECURITY DEPUTY PHYSICAL AGILITY REQUIREMENTS*** All applicants for **Law Enforcement, Correctional Deputy, and Court Security Deputy** positions within the Carroll County Sheriff's Office must pass the following fitness standards to continue in the hiring process. **Physical Agility Test Course** The course consists of a series of ten (10) interspersed individual tasks, arranged in a continuous format that are viewed as being essential (physical) job related tasks for Law Enforcement / Correctional training: • Running – 300 meters • Horizontal Jump– a distance of four (4) feet wide • Climbing over an object – over an object four (4) feet high • Jumping Down – Four (4) feet • Climbing Steps – Ascend/Descend two (2) flights of stairs • Serpentine - Changing direction in run

	• Low Crawling – 24-inch-high obstacle • Vertical Jump (Low Hurdle) - fifteen (15) inches high • Moving/Dragging Weight (160-pound dummy) – Move/drag thirty (30) feet • Handgun Trigger Pull & Slide Manipulation The obstacle course must be completed in **3 minutes and 10 seconds for Deputy Sheriff Recruit applicants. Certified Deputy Sheriff First Class, Certified Deputy Sheriff Probationer, Correctional Deputy I (Entry-Level), Correctional Deputy Lateral, Correctional Deputy Probationer, and Court Security Deputy applicants must successfully complete the course in 4 minutes.**
Written Test *Deputy Sheriff Recruit and Correctional Deputy I (Entry-Level) applicants ONLY*	*Applicants are required to successfully pass (minimum score 70%) a written test in order to continue in the hiring process.* *Applicants will be invited to a written test session via PoliceApp. The written test may coincide with the Physical Agility test and the Oral Interview.* *Applicants must provide a valid form of photo identification (driver's license, passport, etc) upon check in for the test. Applicants will not be allowed to test without valid ID.* *Applicants will be notified as soon as possible regarding the results of their written exam.* *Applicants will only be permitted to take the written test **twice** per hiring process. If an applicant fails two written tests within the same hiring process, they are not eligible to reapply for 6 months.*
Confidential Questionnaire	The completion and submission of the Confidential Questionnaire (CQ) is incorporated into the first phase of the hiring and selection process. Information obtained from the CQ will enable us to accurately evaluate you as an applicant. For Law Enforcement and Correctional Deputy applicants, it will provide us with the information needed to meet the requirements for certification or re-certification as a Law Enforcement or Correctional Deputy by the Maryland Police and Correctional Training Commission (MPCTC), as set forth in the Code of Maryland Regulations (COMAR). All questions are to be answered honestly and completely. You may be disqualified due to the omission and/or purposeful concealment of the requested information, not necessarily because of what you have done in the past. 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. Confidential Questionnaires must be completed and submitted to the Carroll County Sheriff's Office by the due date listed in the email, along with the following documents listed below. Confidential Questionnaires **will not** be accepted after the deadline. Failure to complete the Confidential Questionnaire by the deadline will remove applicants from the hiring process. *****ADDITIONAL REQUIRED DOCUMENTS WITH THE CONFIDENTIAL QUESTIONNAIRE*****

Informational Certification	Sign and date the “Informational Certification” form contained within the CQ. This form does not require notarization.
Authorization to Obtain Credit Report	Sign and date the “Authorization to Obtain Credit Report” form contained within the CQ. This form does not require notarization.
Birth Certificate / Naturalization Certificate / Resident Alien Card	Applicant will provide a copy of the document with their completed CQ.
Driver’s License	Applicant will provide a copy of their license with their completed CQ.
Social Security Card	Applicant will provide a copy of their social security card with their completed CQ, or proof that you have requested your card from the Social Security Administration. A copy of the card must be forwarded when received.
Diploma / GED	Applicant will provide a copy of their High School Diploma/GED and College Diploma (if applicable) with their completed CQ.
High School / College Transcripts	Applicant will provide copies of transcripts to ALL high schools/colleges/universities attended. If you are selected to continue into the background investigation phase, you will be requested to provide official transcripts from ALL high schools/colleges/ universities. At that time the Applicant will be required to have the school(s) mail the transcripts directly to *Human Resources* at the Carroll County Sheriff’s Office, 100 N. Court Street, Westminster, MD 21157, Attn: Recruitment). The applicant will provide proof of the transcript request.
Military (DD-214 long form)	Applicant will provide a copy of their DD-214 with their completed CQ (if applicable).
Selective Service	All male applicants will provide a copy of their Selective Service Registration Card / Certificate with their completed CQ, if they did not serve in the military.
Police Certification	If applicable, the applicant will provide a copy of their police certification card (front and back) with their completed CQ.
Miscellaneous Documents	If an applicant has received one or more of the following court documents, they will provide a copy of the document(s) with their completed CQ. Divorce Decree, Legal Separation, Legal Name Change, Bankruptcy, Financial Judgment, Tax Lien/Release, Civil Suit, Criminal Charges, Ex Parte Order, Protective Order, Peace/Restraining Order.

Oral Interview	Applicants selected to continue in the hiring process will be interviewed by a panel of three members of the sheriff's office. Notification of the interview date and time will be sent via PoliceApp. Authorization for Release of Information forms will be completed and signed at the oral interview and will be notarized by a member of the Sheriff's Office. *For Law Enforcement, Correctional Deputy I (Entry-Level), and Court Security Deputy applicants, the Oral Interview may coincide with the Physical Agility and Written tests (for Deputy Sheriff Recruit and Correctional Deputy I (Entry-Level) ONLY).*
STAGE 2 – POST-OFFER STAGE	
Polygraph Examination	Applicants will undergo a polygraph examination following the Conditional Job Offer. Integrity and honesty are very important qualities for all employees of the Carroll County Sheriff's Office. Applicants must successfully pass the polygraph examination to be considered for further processing.
Psychological Examination (Law Enforcement and Correctional Deputy applicants, or as specified in a Civilian job posting)	Law Enforcement and Correctional Deputy applicants must complete and receive a favorable recommendation by a psychologist to be eligible for employment, as mandated by the MPCTC. Some civilian applicants may be required to submit to a mental health examination, based on the sensitive, confidential, and security duties of the position for which they applied. If required for a civilian position, the mental health examination requirement will be specified in the position posting.
Physical / Medical Examination	All applicants selected to continue in the hiring process will be required to submit to a drug screen test. Law Enforcement and Correctional Deputy applicants are required to complete and receive a favorable recommendation by the physician to be eligible for employment, as mandated by the MPCTC. Civilian applicants may be required to complete a physical examination, as specified in the job posting.
Command Review/Interview (OPTIONAL)	At the discretion of the Sheriff, a command staff interview may be conducted based on the position and/or the number of qualified applicants.
Final Job Offer	No one is employed by the Carroll County Sheriff's Office until such time as the Sheriff has proffered the final job offer and the applicant has received a final offer in writing.

The hiring process is complex and may take several months to complete. The Sheriff's Office will maintain contact with all applicants throughout the hiring process. All applicants will be notified by email of their status throughout the hiring and selection process.

Applicants who are active in the hiring process are required to notify the Sheriff's Office via ccsorecruiting@carrollcountymd.gov if they are stopped, detained, or questioned by any law enforcement authority for any reason.

The Carroll 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.