

St. Mary's County Sheriff's Office Hiring & Selection Process – Correctional Officer

The St. Mary's 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 through 4. 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 – Personal History Statement

Step 02 – Physical Agility Test

Step 03 – Written Examination

Step 04 – Interview

Step 05 – Selection Committee

Step 06 – Polygraph

Step 07 – Drug Screening

Step 08 – Photograph / Fingerprinting

Step 09 – Psychological Examination

Step 10 – Physical Examination

Step 11 – Eye Examination

Step 12 – Background Investigation

Step 13 – Final Job Offer

STAGE 1 – PRE-OFFER PHASE

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| Step 1 | Personal History Statement (PHS) | <p>The completion and submission of the Personal History Statement (PHS) is the first phase in the hiring and selection process for Deputy Sheriff, Correctional Officer, and Cadet. Information obtained from the PHS will enable us to accurately evaluate your application and provide us with the information needed to meet the requirements for certification as a Deputy Sheriff or Correctional Officer by the Maryland Police and 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.</p> <p align="center"><u>Deception will not be tolerated</u></p> <p>Do <u>not</u> withhold any information that is requested whether you think it important or not, our investigators will decide the importance of the information provided to us.</p> |
| | ***** REQUIRED DOCUMENTS ***** | |
| | Authorization for Release of Personal Information | Complete, sign, and notarize St. Mary’s County Sheriff’s Office Authorization for Release of Personal Information form. |
| | Waiver of Liability | Complete and sign St. Mary’s County Sheriff’s Office Waiver of Liability form. |
| Failure to fully disclose or submit all required information shall result in your application being placed in an inactive status. | | |

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| Step 2 | Physical Agility Test | <p><u>Push-Ups:</u> 20 repetitions in one (1) minute (Applicant's choice of Modified [<i>knees</i>] or Traditional)</p> <p><i>This is an important consideration when dealing with the use of force and self-defense, such as control and restraint techniques.</i></p> <p><u>Sit-Ups:</u> 20 repetitions in one (1) minute (Arms across your chest, or fingers behind ears, someone will hold your feet)</p> <p><i>This is important when dealing with the use of force, as it measures the endurance of the abdominal muscles.</i></p> <p><u>Wall Climb:</u> Climb over a 5 foot wall. Must be completed within thirty (30) seconds once making contact with the obstacle.</p> <p><i>This test measures strength in hands, arms, upper body, and demonstrates the ability to handle body weight. This is an essential function of officers in foot pursuit situations.</i></p> <p><u>Victim Drag:</u> Drag a 150 pound dummy 50 feet without stopping</p> <p><i>This is an essential job function as officers are often called upon to remove victims of accidents, natural and man-made disasters, attacks of other individuals, and to prevent further injury or death of a victim or fellow officer.</i></p> <p><u>Sprint:</u> Three hundred yard shuttle or sprint in 90 seconds</p> <p><i>A measured course of 50 yards. Applicant will run from beginning to end and then back to the beginning for a total of three (3) times equaling a total distance of 300 yards. The applicant will accomplish this in (90) seconds or less. Officers are frequently required to pursue and apprehend persons fleeing from arrest. Many of those who flee are quite adept at running, dodging, twisting and turning to avoid apprehension. The 300 yard shuttle is designed to determine if the applicant has a minimal level of ability to pursue fleeing persons.</i></p> |
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| | | <p><u>Timed Run:</u> 1 mile (4 laps around a standard track) in 12 minutes</p> <p><i>This test measures aerobic power and sustained cardiovascular endurance that is relative to exhaustive efforts an officer may encounter during a foot pursuit and/or confrontation.</i></p> <p style="text-align: center;"><u>DEPUTY AND CADET APPLICANTS ONLY</u></p> <p><u>Trigger Pull:</u> 10 consecutive repetitions with each hand</p> <p><i>Measures the ability and control of a firearm, which is an essential task of an officer.</i></p> |
| Step 3 | Written Examination | <p>Those successfully passing the physical agility will immediately take the written examination. 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 Deputy Sheriff or Cadet are given 2½ hours to complete the written examination and those applying for the position of Correctional Officer are given 1½ 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.</p> |

| Step 4 | 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 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 officers work requires good communication skills and they are often required to make quick decisions with very little time and/or limited information. Applicants must score at least 70 on the interview to continue to the next step in the hiring process.</p> <p>The score of the written examination and interview are combined to establish a numerical eligibility list. This is done by taking 60% of the written score and 40% of the interview and adding the two numbers together. Example:</p> <table data-bbox="1087 670 1661 829" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th><u>Component</u></th> <th><u>Score</u></th> <th><u>Calculation</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>Written</td> <td>80</td> <td>80 x 60% =</td> <td>48</td> </tr> <tr> <td>Oral Board</td> <td>90</td> <td>90 x 40% =</td> <td>36</td> </tr> <tr> <td colspan="3"></td> <td style="border-top: 1px solid black;">Final Score: 84</td> </tr> </tbody> </table> | <u>Component</u> | <u>Score</u> | <u>Calculation</u> | | Written | 80 | 80 x 60% = | 48 | Oral Board | 90 | 90 x 40% = | 36 | | | | Final Score: 84 |
|------------------|--------------|---|------------------|--------------|--------------------|--|---------|----|------------|----|------------|----|------------|----|--|--|--|-----------------|
| <u>Component</u> | <u>Score</u> | <u>Calculation</u> | | | | | | | | | | | | | | | | |
| Written | 80 | 80 x 60% = | 48 | | | | | | | | | | | | | | | |
| Oral Board | 90 | 90 x 40% = | 36 | | | | | | | | | | | | | | | |
| | | | Final Score: 84 | | | | | | | | | | | | | | | |

| STAGE 2 – POST-OFFER PHASE | | |
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| Step 5 | Selection Committee | 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 applicant will proceed in the process. |
| Conditional Job Offer (CJO) | | As positions become vacant, applicants are notified by telephone of the date they will be given a Conditional Job Offer (CJO). |
| Step 6 | 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 7 | Drug Screening | Drug screening is required as a condition of employment by the MPCTC. |
| Step 8 | Photograph / Fingerprinting | Photographs and fingerprints will be taken the day of the drug screening. |
| Step 9 | 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 10 | 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 physician to continue in the process. |

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| <p>Step 11</p> | <p>Eye Examination</p> <p><u>AT APPLICANT'S EXPENSE</u></p> | <p>The Vision Acuity Standard for Deputy, Correctional Officer, and Cadet applicants are as follows:</p> <ul style="list-style-type: none"> ▪ Applicants with uncorrected vision of 20/100 or poorer, correctable to 20/20 with soft contact lens, wherein the applicant can prove consistent soft contact lens use for greater than one (1) month with no complications, will be considered. Applicants appointed as a Deputy Sheriff, Correctional Officer, or Cadet must maintain secondary lenses and/or eyeglasses easily accessible to them in the workplace. ▪ Applicants with uncorrected vision no poorer than 20/100, correctable to 20/20 with eyeglasses, will be considered. ▪ Applicants who have undergone laser (Lasik) surgery, or either PRK (photorefractive keratectomy/excimer laser), in which their vision has been corrected to 20/20, may be considered with no waiting period after such surgery. ▪ Applicants with vision poorer than 20/100, correctable to 20/20, and unable to prove consistent soft contact lens use for one (1) month, may choose to undergo laser (Lasik) surgery, or PRK (photorefractive keratectomy/excimer laser), at the applicant's expense, and if corrected to 20/20, will be considered. ▪ Applicants who have undergone the surgi-knife technique RK (radial keratectomy/non-laser), and their vision corrected to 20/20, will be considered on a case-by-case basis. However, those applicants who have a demonstrated ability, currently serving in a law enforcement capacity, will be considered. ▪ Regardless of what procedures or corrective measures (i.e. eyeglasses, soft contact lens, surgery etc.) the applicant has taken to correct his/her vision to 20/20, the applicant must undergo a vision test to ensure vision is within acceptable standards. The examination includes, but is not limited to, color vision, night vision, peripheral vision, binocular vision, etc. |
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| Step 12 | Background Investigation | 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. |
| | ***** REQUIRED DOCUMENTS FOR BACKGROUND INVESTIGATION ***** | |
| | Birth Certificate | Applicant will bring original document(s) with them to their interview. |
| | Social Security Card | Applicant will bring original document(s) with them to their interview. |
| | Diploma / GED | High School Diploma or GED with scores. Applicant will bring original document(s) with them to their interview. |
| | Transcripts | Official college, trade, vocational or business school transcripts. Applicant will bring original document(s) with them to their interview. |
| | Military | DD214 Long Form. Applicant will bring original document(s) with them to their interview. |
| | Selective Service | Selective Service Registration Card / Certificate. Applicant will bring original document(s) with them to their interview. |
| | Driver's License | Applicant will bring original document(s) with them to their interview. |
| Step 13 | Final Job Offer | Once an applicant's background has been completed it will be reviewed by the Chief of Staff, 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 St. Mary's 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 hiring 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 the Personnel Coordinator for the 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 a Deputy Sheriff, Correctional Officer, or Cadet will serve in an "at will" employment status until completion of their probationary period.

The St. Mary's 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.

St. Mary's County Sheriff's Office Hiring & Selection Process – Correctional Officer

An applicant will **NOT** be eligible for hire as a Correctional Officer if any of the following apply:

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| Drugs | <ul style="list-style-type: none"> ▪ Illegally engaged in the use of marijuana for any purpose within 12 months preceding the date of application for certification. ▪ Illegally used a controlled dangerous substance or narcotic drug for any purpose within the 36 months before application for certification. ▪ Ever been convicted of the sale, produced cultivated distributed, or transported a controlled dangerous substance, narcotic drug, or marijuana within the past (3) years. ▪ Ever taken a hallucinogenic drug such as LSD, PCP, psilocybin (mushrooms), Mescaline, ecstasy, etc., within the past (3) years. |
| Convicted | <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. |
| Protective / Peace Order | If you are currently the “Respondent” in a Protective or Peace Order. |
| Gang | Been a member of a criminal gang. |
| Military Discharge | Been discharged from the military with less than an “Honorable” or “General” discharge. |