

**GUILFORD COUNTY SHERIFFS OFFICE
INITIAL APPLICATION INFORMATION
NON-SWORN DETENTION SERVICES OFFICER**

Thank you for your interest in employment with the Guilford County Sheriff's Office. The attached forms are for you to fill out:

- (1) Authorization for Release of Personal Information (Must be notarized)
- (2) Applicant questionnaire which includes essential job duties for the position for which you are applying
- (3) Form F-3 Sheriffs' Education and Training Standards Commission Personal History Statement
- (4) Guilford County Sheriff's Office F3 Supplemental Applicant Information

The following information is provided for your review:

- (6) Position Description
- (7) Instructions for Completing Personal History Statement

Please follow all instructions carefully and return this completed application package to:

In Person: GUILFORD COUNTY SHERIFF'S OFFICE
400 West Washington Street, Greensboro, NC 27401
Monday – Friday
8:00 am - 5:00 pm

OR

Mail: GUILFORD COUNTY SHERIFF'S OFFICE
PERSONNEL AND TRAINING DIVISION
400 West Washington Street
Greensboro, North Carolina 27401

Pay special attention to the following:

Post office box addresses are **NOT** acceptable. A street name and number are required.

List all convictions for criminal offenses with an explanation. Include all convictions since the age of 16.

Please give a list of any prior names, including maiden name, married name and date of marriage for all marriages (if married more than once) and dates of any name change.

Unless notified, your application will remain active for a period of one (1) year. At the end of that period, applications are considered to be inactive and you must reapply.

Once your application package is turned into the Human Resources Department, it will be reviewed to insure it meets the department's minimum requirements for employment. A criminal record, including driving record, will be examined and verified. Applicants meeting all initial criteria will be mailed additional information by the Guilford County Sheriff's Office.

NOTE:

A candidate who fails selection for employment may be reconsidered for employment after the passage of one year from the date the non-selection decision is made. After a year from the date of non-selection, the candidate may reapply for employment to the same job classification for which he/she was earlier not selected. Candidates who fail selection for a specific reason such as age (too young), educational level, etc., may present additional information concerning the selection decision within a reasonable time after they are notified of non-selection. If the candidate can present additional information showing he/she complies with the relevant selection standard, his/her application shall be reconsidered prior to the passage of the one year reapplication time period.

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 named 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 named 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 for Release of Information shall remain valid for the duration of the application process through the North Carolina Sheriffs' Education and Training Standards Commission and shall not expire until such time as my application for certification is ultimately denied. In the event that I am issued certification, I further acknowledge that this Authorization for Release of Information shall remain valid until such time as my certification expires, is permanently surrendered to the Commission, or is revoked by entry of a Final Agency Decision.

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: _____

GUILFORD COUNTY SHERIFF'S OFFICE
APPLICANT QUESTIONNAIRE
DETENTION SERVICES OFFICER/JAILER

Sex: Female Male

Full Name: _____
(First Name) (Middle Name) (Last Name)

Date of Birth: / /

Social Security: - -

RACE: American Indian Asian American Black Hispanic White

POSITION(S) APPLIED FOR: ... Detention Officer

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1. Are you a citizen of the United States? Yes No
 2. Are you at least 21 years old? Yes No Age: _____
 3. Are you willing to reside in Guilford County or an adjoining county to Guilford within 90 days of employment? Yes No
 4. Do you have a High School Diploma or GED equivalent? Yes No
 5. Do you have a valid driver's license? Yes No
If yes, No.: _____ State of Issue: _____ Expiration: _____
 6. Are you willing to submit to a lie detector/truth verification test as part of the application process? Yes No
 7. Do you possess an active Basic Law Enforcement Training Certification for North Carolina? Yes No
 8. Who or what made you decide to apply for this position?

 9. Are you also applying to other Law Enforcement agencies? Yes No
If yes, what other agencies? _____
 10. Do you know any employees in the Guilford County Sheriff's Office? Yes No
If yes, who? _____
 11. Do you have any relatives who work for this Sheriff's Office or anywhere in Guilford County Government? Yes No
If yes, who? _____
 12. Have you ever been turned down for a job with any law enforcement or criminal justice agency? Yes No
If yes, when and where? _____
 13. Do you speak a foreign language? Yes No
If yes, what language and how well? _____
 14. Have you worked for any company, agency or person within the past ten (10) years that you have not listed in the online application? Yes No
If yes, specify: _____
 15. Have you used marijuana at all within the past year? Yes No
 16. Have you used any other illegal drug (including anabolic steroids) at all in the past 10 years? Yes No
 17. Have you ever sold, distributed, manufactured, or transported any illegal drug? Yes No
 18. Have you used any prescription drug in a manner for which it was not intended within the past three years? Yes No
 19. Are you willing to use deadly force, if necessary, to protect a life (yours or others)? Yes No
 20. Are you willing to give emergency care to someone badly hurt (i.e. bleeding a lot)? Yes No
 21. Are you able and willing to identify a dead person's body or watch an autopsy being done? Yes No
 22. Are you able and willing to perform the following essential job functions of the position for which you have applied? Yes No

Major and essential job duties for an inexperienced Detention Services Officer

- | | | |
|---|-----|----|
| (a) Successfully restrain or hold down an inmate (prisoner), using force with handcuffs and quiet down fighting prisoners, using your body with approved movement and tactics to protect yourself and others? | Yes | No |
| (b) Write reports about investigations, incidents and other matters; use proper words, English grammar, symbols and solve math problems; be able to file, use the alphabet and do labels? | Yes | No |
| (c) Be able to decide on your own a classification, or which type of person an inmate may be (for example: suicidal, a security risk, etc.), be able to decide special needs for certain inmates (example: disabled, mentally ill) and respond to the needs? | Yes | No |
| (d) Operate a car, van or truck for long periods of time during both the day and night; in heavy, busy traffic and on unsafe roads where there may be fog, sleet, rain and snow? | Yes | No |
| (e) Communicate effectively and clearly with other officers and inmates talking face to face, on the phone and on radios (walkie talkie units)? | Yes | No |
| (f) Put together information for criminal investigations (criminal and administrative, in house) and write down statements of victims, witnesses, suspects and confidential undercover informers; be able to decide by yourself when there is enough reasons to recommend disciplinary action for a co-worker? | Yes | No |
| (g) Chase runaway inmates and perform rescue operations and other duties which may involve quickly going into and leaving secured/locked areas; lifting, carrying and dragging heavy objects; climbing up to and down from high places; climbing through openings; jumping over obstacles; crawling in close, tight and confined areas; and, using bodily force to gain entrance or break through a door? | Yes | No |
| (h) Perform searches of people, vehicles, mail items, objects looking for smuggled items, buildings and large outdoor areas which may involve feeling and finding objects, walking for long periods of time and holding back people? | Yes | No |
| (i) Carefully watch prisoners and listen to prisoners for long periods of time? | Yes | No |
| (j) Work in close, tight areas that include preparing and serving food, working rotating shifts, extended walking on foot patrol and physically checking the doors, windows and other areas to ensure they are secure? | Yes | No |
| (k) Be able to talk clearly with prisoners and the public, including children and teenagers (giving information and directions, settle disagreements, tell people about their rights and how things are done)? | Yes | No |
| (l) Speak effectively in court and other formal meetings? | Yes | No |
| (m) Discover the presence of items of evidence and substances that provide the basis of investigations for criminal offenses or internal administrative violations; and discover the presence of conditions such as smoke, unusual or excessive noises, odor, etc.? | Yes | No |
| (n) Be able to tolerate verbal and mental abuse when prisoners, their family and the public use foul language, call you names, curse, threaten you, etc.? | Yes | No |
| (o) Perform rescue duties at accidents, emergencies and disasters to include standing for long periods of time, administering basic emergency medical care, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from locked or closed areas? | Yes | No |
| (p) Transport and escort prisoners, detainees and committed mental patients using handcuffs and other approved restraints? | Yes | No |
| (q) Put on and operate self-contained breathing equipment and put out small fires by using a fire extinguisher and other approved ways? | Yes | No |
| (r) Read and understand legal and non-legal documents, including following directions on documents (example: medical instructions for prisoners, commitment orders, summons and other formal legal orders)? | Yes | No |
| (s) Process and release prisoners which includes taking their photograph and getting a set of inked fingerprints that are clear and can be read by experts? | Yes | No |
| (t) Be able to work with crisis situations that may include counseling, suicide prevention, recognizing abnormal and strange behavior and doing what is approved and necessary to prevent problems? | Yes | No |
| (u) Break up fights and brawls? | Yes | No |
| (v) Use hands and fingers to type on keyboards; operate levers and buttons; use hands and body to operate heavy doors and to lock and unlock them with keys; collect and list small items in an inventory? | Yes | No |

- (w) Read computer and camera screens, court and other legal and non-legal papers, documents, determine different colors and see all around in an area while watching and supervising prisoners? Yes No
- (x) Inspect unclothed prisoners including looking into openings (mouth, nose, ears), using proper protection with exposure to body fluids, wastes and possible contact with sick, infected or dead people? Yes No
23. With proper training and supervision, do you believe you can perform all of the major job duties of a Detention Services Officer/Jailer without any help and quickly without delay? Yes No
24. Are you an honest person? Yes No
25. Are you reliable and dependable? Yes No
26. Are you able to manage your personal finances (i.e.: money, credit, loans, payments, bills etc.)? Yes No
27. Are you good at talking to people? Yes No
28. Are you able keep your temper under control if someone insults you or threatens you? Yes No
29. Are you able to get along well and function normally when you are under heavy stress for short or long times? Yes No
30. Are you able and willing to complete a physical agility test as part of the application process? Yes No

Note: The successful applicant must be able to perform all of the above functions, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility, strength, etc.

PERSONAL CHARACTERISTICS

Since Detention Services Officers/Jailers are required to uphold judgments of the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a "business necessity" that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill, and integrity.

Additionally, Detention Services Officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental or physical disability may be grounds for denying any application; or these factors might be a consideration in the hiring process. Applicants posing a substantial risk to themselves, inmates, other officers, and the public are at a substantial disadvantage in the hiring process.

CERTIFICATION

I have read and understand the essential job functions and personal characteristics required for the position of Detention Services Officer/Jailer with the Guilford County Sheriff's Office.

I certify all of the answers given by me in this questionnaire are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that false, incorrect, or missing information may be grounds for rejection of my application and (or) dismissal if I am employed.

Applicant's Signature

Date

**DETENTION SERVICES OFFICER
GUILFORD COUNTY SHERIFF'S OFFICE
GREENSBORO & HIGH POINT
These are non-exempt positions under FLSA**

EDUCATIONAL INCENTIVE PAY FOR QUALIFYING DEGREES: an increase in salary of \$1800.00 for an associate degree, an increase in salary of an additional \$3600.00 for a baccalaureate degree, or an increase in salary of an additional \$5400.00 upon earning a master's or equivalent post-graduate degree which has a direct bearing on the job of Detention Services Officer. Applicants with multiple degrees or multiple levels of degrees are only eligible for one of these increases.

DESCRIPTION OF WORK: A Detention Services Officer is a non-sworn position within the Detention Services Division. This position requires handling of persons who have been arrested, detained or sentenced by court action. The primary function of the Detention Services Officer is the safe and care of those persons.

RECRUITMENT STANDARDS - KNOWLEDGE, SKILLS AND ABILITIES:

Candidate must be a CITIZEN OF THE UNITED STATES.

Candidate must be a resident of Guilford County or an adjoining county to Guilford.
If not, upon employment with the department they must come into compliance within ninety (90) days.

Candidate must be AT LEAST 21 years of age at the time of application.

Candidate must be able to perform all of the essential job functions of an inexperienced Detention Services Officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements.

Minimum Education and Experience: High School graduate or G.E.D., with demonstrated work experience to perform job duties: OR graduation from a two-year Associate Degree program with emphasis in criminal justice or related field: OR graduation from and accredited four-year college or university.

Successful candidate must be able to pass a drug test and a complete medical examination by a licensed physician, psychological testing and evaluation.

Successful candidate must be able to pass a comprehensive background investigation by the Sheriff's Office, which includes fingerprints and photograph. Must be of good moral character. Must have no serious criminal history which would prevent the applicant from being able to obtain certification as a Detention Officer from the North Carolina Sheriffs' Education and Training Standards Commission.

Must be eligible to obtain a valid drivers' license.

EMPLOYMENT DRUG POLICY: The Guilford County Sheriff's Office is firmly committed to a drug-free society and workplace. Therefore, the unlawful use of drugs by GCSO employees is not tolerated. Furthermore, applicants for employment with the GCSO who currently use illegal drugs will be found unsuitable for employment. The Guilford County Sheriff's Office does not condone any prior unlawful drug use by applicants. During the application process, all applicants will be required to fully disclose any prior illegal drug use. An applicant's history of illegal drug use will be considered, along with the applicant's full personal/professional background, when evaluating the applicant's history and character for honesty, reliability, and integrity in order to select the most qualified candidate for an available position. We realize, however, some otherwise qualified applicants may have used drugs at some point in their past. The following policy sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment, balancing the needs of the Guilford County Sheriff's Office to maintain a drug-free workplace and the public integrity necessary to accomplish the mission of the Guilford County Sheriff's Office. Applicants who do not meet the listed criteria should not apply for any GCSO position.

INSTRUCTIONS FOR COMPLETING PERSONAL HISTORY STATEMENT (FORM F-3)

Your Personal History Statement should be completely filled out. This guide may help you along with the Personal History Statement's Instructions. **This page is not a substitute for the Instructions listed on the Personal History Statement.** The items listed below are areas applicants have not completed correctly in the past.

Write your complete full name. If you had a maiden name(s), write out your full maiden name(s). If you have had a nickname that you have used on Job applications, or on any official documents then list them in the section "Nicknames or Aliases". Example: William (Bill); Robert (Bobby); Regina (Gina); Nickita(Nicki), etc. Do not list nicknames that are used by family members / friends, and you have never used them on official documents. Examples: June Bug, Pee Wee, Dough Boy, Shorty, etc.

Write your complete address, states may be abbreviated.

Do not abbreviate your school name(s), list the degree awarded, and write the month / years attended.

When completing your residence section, write a month and a year, complete address, county, and landlord (someone owned the property).

Marital status – If you have been married before, list your former spouse(s) name on the lines provided.

In the financial section, make sure you list complete addresses for the Firm/Business you list and the amount Owed. The question asks for you to: "List credit references, including businesses to which you make **monthly payments.**" Examples: mobile phones, credit cards, utility bills, mortgage, leases, auto loans, etc.

Make sure you read question #28 carefully. **Before your start you may need to make extra copies of this section depending on how many jobs you have had in the past.** It asks for **all jobs** you have held in the last 10 years and not just the ones you feel are important or want to list. It is your responsibility to list all your jobs. You may want to refer to tax information from your past or use other resources to complete this section. We need this section to be completely filled out. If you answer "**Will discuss at Interview**" as your reason for leaving a job, you will need to complete a detailed statement on a separate **form for each job you want to explain** and sign it. This form(s) needs to be turned in along with your Personal History Statement.

If you had unemployment periods of 3 months or more, complete the section that asks for this. If you need more space you may have to attach a page.

If you were in the military, complete this section as thorough as you can. If you went through military recruitment and was discharged regardless of the amount of time participated in the military, you must complete this section.

In the reference section, we need for you to give first and last name, full address, and telephone number(s). We need 5 references.

WHAT TO WORK ON ONCE YOU SUBMIT YOUR APPLICATION

Once you have submitted all your application materials, your application will be reviewed. **If you are selected as the most qualified candidate for active investigation a Background Investigator will make contact with you to set up a time for an interview.** Your application is active for one (1) year, however you may be contacted within a few days of submitting all of your completed application materials. Therefore, once you submit your application materials you should be immediately begin to gather the documents which you must bring with you to your interview.

You must bring the following Required Documents with you to your interview:

High School Diploma and Transcript (Certified): A GED is acceptable with a score sheet. The transcript needs to be in a sealed envelope from the educational institution and should be unopened. ***Note:** We will accept a copy of your High School Transcripts, however, you must provide a receipt or some form of documentation showing proof you've ordered or requested your Official High School Transcripts and they're forthcoming.

College/University/Community College Degree/Diploma and Transcript (Certified): If you did not receive a Degree/Diploma a transcript is not required. The transcript needs to be in a sealed envelope from the educational institution and should be unopened. ***Note:** We will accept a receipt or some form of documentation showing proof you've ordered or requested your Official College Transcripts and they're forthcoming.

Social Security Card: If you cannot locate your social security card, you must apply for a duplicate card and bring in the paperwork stating you have done so.

Valid Driver's License: Thirty (30) days after employment of persons from another state, a North Carolina Driving Permit must be produced. ***Note:** If you have recently renewed your NC Driver's license and you're waiting for it to be mailed to you; you **MUST** bring the paperwork from NC DMV indicating this.

Military DD-214: This applies to military personnel. It must show your discharge classification, honorable, dishonorable, etc....

ALL documents provided MUST BE Original Documents or Certified Copies of the original document.

***Please do not make copies of the documents for us.** An investigator will make copies of the above items when you come in for your interview and you will be photographed.

*****If you have any changes to the contact information (phone numbers, physical address or email addresses) listed on your application, you should contact the Guilford County Sheriff's Office Personnel and Training Division at (336) 641-3387 with the new contact information as soon as possible. If background investigators are unable to make contact with you, your application will be closed.**