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Benefits Description

- Competitive Entry Level Salary
 - Deputy Sheriff **\$46,360.00**
 - Detention Officer **\$42,050.00**

- 12 Holidays per Year.

- 10 to 24 Vacation Days Per Year, Based on Years of Service.

- 12 Days of Sick Leave Per Year Which Accumulate Indefinitely – Sick Leave May Be Used Toward Early Retirement.

- Paid Parental Leave.

- The New Hanover County Sheriff's Office Supports the National Guard and All Military Reserve Programs.

- Medical/Dental Insurance, Of Which County Pays Portion Of Coverage.

- Eligible For Full Retirement Benefits from The County And State After 30 Years Of Credible Service Or Age 55 If Vested.

- 401-K Provided By the County – 5% of Salary Contributed By The County For Sworn Personnel.

- Workmen's Compensation Insurance Provided.

- Various Insurance Plans Also Available for Additional Costs.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

Thank you for your interest in the New Hanover County Sheriff's Office. One of the core values of the New Hanover County Sheriff's Office is INTEGRITY, (being honest, doing what you say you will do, and telling the truth.) The answers you provide on the enclosed documents should be truthful and complete and will be verified through a thorough background investigation and a truth verification examination. Being untruthful will exclude you from further consideration in our application process.

1. Read these instructions carefully before completing any of the forms. Failure to follow instructions accurately and provide all information requested may result in the rejection of your application package.
2. All of the information requested is important and must be accurate and complete. If a particular section does not apply to you, you should indicate this by placing an N/A in that particular section. Each line or block should have information inside, or an N/A.
3. Please complete form F-3, the Personal History Statement. This multi-page document will require the most information. You should read the instructions on the inside cover and provide the required information. Feel free to attach additional pages if necessary. This form must be signed and notarized on the last page. If you do not reside in North Carolina, you may have this document notarized by a notary from your state.

Employment records should include the full company name, complete address, (including city, state and zip code) phone number and the name of the supervisor for whom you last worked. Include every job you ever held, even if you worked for one day/or even if the business is now closed.

Character references should include complete addresses with zip code, and a home and work phone numbers. You should also contact each personal reference to alert them to the fact that they are being used as a reference.

1. The EMPLOYMENT APPLICATION form from New Hanover County Human Resources Department must also be completed even though it requires information that is contained in other sections of the application packet.
2. Sign all forms and have notarized those required by a notary from your state.
3. Be sure to review all of the information you have provided to ensure accuracy and provide signatures as required.
4. Please print in a neat and legible fashion. Unreadable information will be returned.

DESCRIPTION OF SUPPORTING DOCUMENTS

Please complete the enclosed checklist and submit it with the following items in order as they appear on the checklist.

All items must be submitted in person or by mail to the New Hanover County Sheriff's Office Recruitment Section.

All copies of documents must be on separate sheets of paper.

- Birth Certificate (1 Photocopy)
- Driver's License (1 Photocopy)
- Social Security Card (1 Photocopy)
- High School Diploma or GED certificate (1 Photocopy)
- College Degree(s) (1 Photocopy)
- One head and shoulder color photograph
- Certified criminal history from every county you have resided in for the past ten years including where you attended high school (you will be notified by Recruitment when to obtain these)
- If you were in the military, a copy of your DD214 (Member copy 4) will need to be provided showing your type of discharge. Please include a notarized letter explaining any disciplinary action against you during your time of service.
- For all prior criminal charges provide a notarized statement explaining the incident. (For all Misdemeanors & Felonies only)
- Notification of any pending citation or criminal charge (If you receive any citation or criminal charge while in the hiring process provide immediate notification the Recruitment Office as well as documentation once it has been disposed of)
- Naturalization Papers (If you are a Naturalized Citizen)

**THE FOLLOWING ARE THE MOST FREQUENTLY ASKED
QUESTIONS APPLICANTS HAVE REGARDING EMPLOYMENT WITH
THE NEW HANOVER COUNTY SHERIFF'S OFFICE.**

1. **What are the minimum requirements of your Agency?** You must be at least 20 years of age when you begin the process. You must have a high school diploma or GED. You must be able to obtain a North Carolina Driver's License. You must be a citizen of the United States. We require an Honorable Discharge from any branch of the armed services you may have served in. You must pass an extensive background investigation and a physical fitness, polygraph, psychological, medical and drug screening tests.
2. **What benefits does the New Hanover County Sheriff's Office have to offer me?** Our Sheriff's Office entry level pay for Deputy Sheriff is currently **\$46,360.00**, and entry level Detention Officer is currently **\$42,050.00**. Employees receive 12 paid holidays per year and 10 to 24 vacation days per year depending on your years of service. The New Hanover County Sheriff's Office supports the National Guard and Armed Forces Reserves. Our employees have medical and dental insurance with the County paying a portion of the coverage. We also offer optional insurance plans, direct deposit, employee assistance program, flexible spending accounts and an employee health clinic. Employees are eligible for full retirement benefits from the County and State after 30 years of credible service or age 55 (for sworn employees only).
3. **What type of opportunity does the Sheriff's Office offer me?** The Sheriff's Office offers a challenging and rewarding career with numerous possibilities for you to make a difference in our community. Detention, Patrol, Investigations, Vice & Narcotics, School Resource Officer, Canine, Civil, Gang Task Force, Crime Scene Investigation and many others are integral parts of the Sheriff's Office. Our Office provides each and every officer with the equipment, uniforms and proper training required to become a top notch law enforcement officer.
4. **What is New Hanover County like?** New Hanover is the second smallest County in North Carolina. Most of the county is very urban. It is a big city with a small-town atmosphere. We are located in a temperate coastal area of Southeastern North Carolina and have excellent schools and colleges. Wilmington and New Hanover County is also used as a backdrop for many movies and television shows.
5. **What is the recruiting process like?** The recruiting process begins with you completing the application packet. Once the packet is returned it is assigned to one of the background investigators. The process is started by two separate tests (physical agility test, and a reading comprehension test). Once the background investigation is completed, about a four-week process (actual duration varies), you will be notified of further requirements including a polygraph, psychological, medical and drug screening tests and an interview/review board.

6. **What can eliminate me from the application process?** Because of the sensitive nature of law enforcement, the New Hanover County Sheriff's Office has very strict standards. Any use of drugs like cocaine, crack cocaine, heroin, LSD, mushrooms, Methamphetamines, PCP, and any number of other hard drugs like steroids and amphetamines can disqualify applicants. Any use of marijuana is evaluated on a case-by-case basis. Our Office examines closely the criminal, driving and credit history, which demonstrates a lack of responsibility, a poor work history, or negative references, can eliminate an applicant from consideration. Finally, more applicants are eliminated from consideration because they have not been "completely" truthful and given full disclosure of all information that we require in our investigation. The integrity of our employees is one of the Sheriff' Office's most important core values.

7. **How should I dress when I come to the Sheriff's Office?** You need to be appropriately dressed each and every time you visit the Sheriff's Office. For males, this includes a shirt with a tie and dress pants or slacks, at a minimum. For females, business attire equivalent for that of males. **DO NOT SHOW UP IN FLIP-FLOPS, JEANS, SHORTS, T-SHIRTS, WITHOUT SHAVING (males) AND HAVEN TAKEN OUT ALL EXTRA PIERCINGS ETC...** If there are any questions related to your attire, call and ask. **EACH TIME YOU VISIT THE SHERIFF'S OFFICE, REGARDLESS OF YOUR LENGTH OF STAY, YOU ARE BEING EVALUATED.**

APPLICATION DOCUMENT CHECKLIST

NAME: _____

DOCUMENT	✓
Form F-3, Personal History Statement	<input type="checkbox"/>
Employment Application, New Hanover County	<input type="checkbox"/>
Authorization for Release Form	<input type="checkbox"/>
Employment Disqualifier Form	<input type="checkbox"/>
Birth Certificate (1-Photocopy)	<input type="checkbox"/>
Driver's License (1-Photocopy)	<input type="checkbox"/>
Social Security Card (1-Photocopy)	<input type="checkbox"/>
High School Diploma or GED (1-Photocopy)	<input type="checkbox"/>
College Degree(s) (1-Photocopy)	<input type="checkbox"/>
Military Discharge Form DD-214	<input type="checkbox"/>
Naturalization Papers	<input type="checkbox"/>
Criminal History (1-Certified Copy)*	<input type="checkbox"/>

******* Certified criminal history must be from every county of residence for the past 10 years as indicated in the Personal History Statement including the county of your attending High School. *******

Documents being forwarded should be sent to the following address:

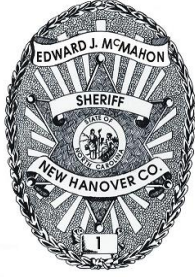
**New Hanover County Sheriff's Office
C/O Recruitment Unit
3950 Juvenile Center Road
Castle Hayne, NC 28429**

If you have questions or difficulties in obtaining necessary documentation, please contact the Recruitment Unit for assistance.

REMINDER

DID YOU ???

- Read the entire package
- Follow all instructions
- Obtain all required documents
- All applicable forms notarized
 - F3
 - Authorization for release form
 - Employment disqualifiers



New Hanover County Sheriff's Office
Recruitment Unit
3950 Juvenile Center Road
Castle Hayne, N.C. 28429
Edward J. McMahon, Sheriff
Telephone: (910) 798-4165
Fax: (910) 798-4257

Applicant Selection Process:

- Turn in all paperwork.
- The recruitment office will schedule the initial testing (reading comprehension and physical fitness).

The physical fitness test includes the following:

Scenario #1 - Chase/Apprehension (time requirement: ≤6:00 to pass)

Start Position in Chair

Chair to Cone 1 (40ft) and back (around chair) 1 time

Chair to Cone 2 (60ft) while completing the following obstacles: broad jump, fence climb, crawl

Cone 2 to mat

Roll Drill, 1 repetition (a - d equals 1 repetition)

a. Start on top of 100lb. heavy bag with left knee on mat

b. Roll to right until bag is over body

c. Continue roll in same direction until back on top of heavy bag (complete when right knee touches mat)

d. Perform complete turn to left until left knee touches mat

10 push-ups

Roll Drill, 1 repetition

Roll Drill to step box

15 steps (up and down) on step box

Roll Drill, 1 Repetition

10 push-ups

Roll Drill, 1 repetition

Scenario #2 – Rescue (time requirement: ≤3:00 to pass)

Run from Cone 1 to Cone 2 (50ft) and back 1 time

15 Steps (up and down) on step box

Run from Cone 1 to Cone 2 (50ft) and back 1 time

Drag 175lb. dummy from Cone 3 to Cone 4 (25t) and back to Cone 3 (past line adjacent to cone each way)

-Employment Review Board

-Polygraph Examination

-Psychological Evaluation

-Medical Examination

- Once all the above has taken place and there is an opening for employment, each package will be reviewed by the Sheriff's Office employment personnel and submitted to the Sheriff for his ultimate approval or disapproval.

NOTE: The employment process may take several months. There are a number of factors that we have to take into consideration when dealing with each individual, please be patient.

Applicant for position of Detention Officer

As an applicant for employment with the New Hanover County Sheriff's Office, I [Click or tap here to enter text.](#), understand that I must meet the following conditions for hire and that I have not been promised any accommodations or further opportunities' unless specificity written before my hiring. I am being hired as a Detention Officer and have not been promised anything further including Basic Law Enforcement Training (BLET).

1. I am 20 years of age.
2. I am a High School Graduate or have a GED.
3. I have a NC Driver's License.
4. I will provide all documentation including Criminal Background Checks for counties where I have lived in the past 10 years and where I graduated School.
5. I will submit to a physical examination and drug screening at the NHSO expense.
6. I will complete a Polygraph.
7. I have read, understand, and have signed the Essential Job functions of a Detention Officer.
8. I meet the requirements of the NHSO Employment Disqualifiers.
9. I authorize a complete background and have signed and notarized a NHSO Authorization and Release form.
10. I will take a Reading Comprehension Test
11. I will complete the Police Officer Physical Agility Test.
12. List all social media accounts but not limited to **Facebook, Twitter, Instagram etc.**

As an applicant for employment, I am required to with these conditions of employment and required to carry out the essential functions of the above position. I have read and understand the terms of this agreement.

Applicant

Agency Representative

Date

Date

INEXPERIENCED DETENTION OFFICER

ESSENTIAL JOB FUNCTIONS

INSTRUCTIONS: The following are the “essential job functions” that are common to all inexperienced Detention Officers in North Carolina, as determined by the N.C. Sheriff’s Education and Training Standards Commission. The successful applicant must be able to perform **ALL** the essential job functions of an inexperienced detention officer, generally 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, and strength.

1. Effectively restrain an inmate, forcibly if necessary, using handcuffs and other restraints; subdue resisting inmates using maneuvers and resort to the use of hands and feet and other approved devices in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations, to include filing, alphabetizing, and labeling.
3. Exercise independent judgment in determining the appropriate classification of inmates and assessing and responding to the needs of special populations.
4. Operate a law enforcement vehicle for long periods of time during both the day and night; in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently with other officers and inmates using existing communication systems.
6. Gather information in criminal and administrative investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers and exercises independent judgment by determining when probable cause exists to recommend disciplinary actions.
7. Pursue fleeing inmates and perform rescue operations and other duties which may involve quickly entering and exiting secured areas; lifting, carrying, and dragging heavy objects; climbing up to and down from elevated surfaces; climbing through openings; jumping over obstacles; crawling in confined areas; and using body force to gain entrance.
8. Perform searches of people, vehicles, mail items, objects capable of concealing contraband, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time and detaining people.
9. Conduct visual and audio surveillance for extended periods of time.
10. Engage in functions in confined areas that include such things as 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.
11. Effectively communicate with inmates and the public, including minors by giving information and directions, mediating disputes, and advising of rights and processes.
12. Demonstrate communication skills in court and other formal settings.
13. Detect and collect evidence and substances that provide the basis of criminal offenses or administrative violations; and detect the presence of conditions such as smoke, unusual or excessive noise, odors, etc...
14. Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.
15. Perform rescue functions at accident, emergencies, and disasters to include standing for long periods of time, administering basic emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from confined areas.

16. Transport and escort prisoners, detainees, and committed mental patients using handcuffs and other appropriate restraints.
17. Put on and operate a self-contained breathing apparatus and extinguish small fires by using a fire extinguisher and other appropriate means.
18. Read and comprehend legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.
19. Process and release inmates to include taking their photographs and obtaining a legible set of linked fingerprint impressions.
20. Perform crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior and taking appropriate action.
21. Break up fights and affrays.
22. Possess sufficient dexterity to manipulate keys and keyboard, operate levers and buttons, manually operate heavy doors and to count, collect and inventory small items.
23. Read computer and camera screens, court, and other legal and non-legal documents, distinguish colors, and exercise full field of vision while supervising inmates.
24. Inspect unclothed inmates including body cavity, with exposure to body fluids, waste, and possible encounter with deceased persons.

Signature

Date

Print full name

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11. I will complete the Police Officer Physical Agility Test.

As an applicant for employment, I am required to comply with these conditions of employment and required to carry out the essential functions of the above position. I have read and understand the terms of this agreement.

Applicant

Date

Agency Representative

Date