

**BEAUFORT COUNTY SHERIFF'S OFFICE  
INEXPERIENCED TELECOMMUNICATOR  
ESSENTIAL JOB FUNCTIONS**

**INSTRUCTIONS:** The following are “essential job functions” common to all inexperienced Telecommunicators 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** of the essential job functions of an inexperienced, generally unassisted Telecommunicator, and at a pace and level of performance consistent with the actual job performance requirements

Do you believe that, following completion of the Telecommunicator Certification Course, you will have the ability to perform the following functions, with or without a reasonable accommodation? (Initial “Y” = Yes, “N” = No, I can’t)

NOTE: A request for an accommodation will not, by itself, disqualify an applicant for employment as a Telecommunicator.

1. Dispatch public safety personnel and equipment. \_\_\_\_\_
2. Collect information to facilitate emergency response. \_\_\_\_\_
3. Maintain contact with public safety personnel. \_\_\_\_\_
4. Coordinate emergency response. \_\_\_\_\_
5. Use computers and computerized information. \_\_\_\_\_
6. Perform various duties to support effective dispatch functions.  
\_\_\_\_\_
7. Concentrate under stressful circumstances. \_\_\_\_\_
8. Speak clearly. \_\_\_\_\_
9. Operate a keyboard. \_\_\_\_\_
10. Read and comprehend direct and/or complicated information.  
\_\_\_\_\_
11. Follow / apply detailed written and/or oral instructions. \_\_\_\_\_

- 12. Operate without close supervision. \_\_\_\_\_
- 13. Perform multiple physical functions simultaneously. \_\_\_\_\_
- 14. Hear well and distinguish sounds. \_\_\_\_\_
- 15. Communicate with upset persons, children, minorities, etc. \_\_\_\_\_
- 16. Exercise good judgment. \_\_\_\_\_
- 17. Pay attention to detail. \_\_\_\_\_
- 18. Comprehend and apply training. \_\_\_\_\_
- 19. Write clearly. \_\_\_\_\_

It is a business necessity that Telecommunicators exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skills and integrity. A history of mental or physical disability may be grounds for denying an application, or these factors might be a consideration in the hiring process. Applicants posing a substantial risk to themselves, other officers, and the public are at a substantial disadvantage in the hiring process.

**I hereby certify that the answers given on this Essential Job Function questionnaire are truthful.**

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date**

## **EMPLOYEE SELECTION PROCESS (CALEA 32.1.1)**

It is the policy of the Beaufort County Sheriff's Office to hire, recruit, train and promote employees without discrimination because of race, religion, color, political affiliation, physical disability, national origin, sex, or age.

The selection process used by the Beaufort County Sheriff's Office is designed to ensure applications are evaluated, and interpreted in a uniform and fair manner. The investigator conducting background investigations will be trained in all aspects of the selection process to ensure consistency in the selection process. The selection process will be based on the minimum qualifications specified in the related job description. **(CALEA 32.1.2, 32.1.3, 32.2.2)**

Individuals seeking sworn positions, or dispatch positions, with the Beaufort County Sheriff's Office will be asked to complete an application for employment, the North Carolina Sheriff's Education and Training Standards Commission Personal History Statement (Form F-3), Authorization and Release to Obtain Information form and fingerprint cards. Individuals seeking employment in civilian positions with the Sheriff's Office will be required to complete an application for employment, Authorization and Release to Obtain Information form and fingerprint cards. Applicants will find information about the selection process, the expected duration of the selection process and the Sheriff's policy on reapplication and reevaluation of candidates not appointed. Applicant packets will also contain a list of topic areas subject to polygraph examination.

Application will not be rejected because of omissions or deficiencies that are corrected prior to the interview process or testing. **(CALEA 31.3.4)**

A review of the applications will be conducted the Chief Deputy to ensure all necessary forms have been submitted. Selection to continue in the process will be based upon the applicant education and experience. Preference will be given to those individuals with North Carolina Basic Law Enforcement Training or Jailer certifications.

Applications for civilian positions will be reviewed by the Chief Deputy and the selection process will be based upon prior job experience, education and skills. Applications for civilian positions will be interviewed by the supervisor of the position the applicant is applying for and the Department Supervisor. A Criminal Investigator will be assigned to complete the background investigation. The Investigator will notify the

applicant the background process has begun and the expected duration of the process. **(CALEA 32.1.4b)**

The Investigations Division will conduct a criminal background check on sworn and civilian applicants through NCIC and the Clerk of Court. This information, along with other data that has been submitted by the applicant, will be forwarded to the Chief Deputy.

Background investigations will be completed by a Criminal Investigator. A written summary of the investigation will be maintained in the Personnel Office. As a minimum, background investigations will consist of a verification of qualifying credentials, a complete criminal and driving history check, verification of at least three personal references and verification of at least three personal references and verification of employment history. **(CALEA 32.2.1)**

All applicants selected for background investigation must be fingerprinted. Civilian fingerprints will be submitted to the North Carolina State Bureau of Investigation and the Division of Criminal Information for criminal history records check. Fingerprint cards and other data for deputy and jailer positions will be forwarded to North Carolina Sheriff's Training and Standards to be processed. They will also be forwarded to the North Carolina State Bureau of Investigation.

The results will be maintained in the Records Office. The criminal history records check results will be included in the background report.

Upon the recommendation of the Background Investigator, the completion of the background and positions available, the applicant may be made a conditional offer of probationary employment. The conditional offer of employment will be made prior to drug testing, physical examination and psychological assessment.

The Beaufort County Sheriff's Office does not conduct polygraph examination for employment purposes. **(CALEA 32.2.6)**

A physical examination and psychological assessment will be scheduled by the Administrative Secretary with a certified professional provider selected by the Sheriff's Office. **(CALEA 32.2.7, 32.2.8)**

Drug screening will be included with the physical examination. Applicants for civilian positions will receive a drug screening as directed by the Beaufort County Sheriff's Office. Examination will be at the expense of the County and must be completed prior to probationary appointment. **(CALEA 32.2.7)**

Results of the psychological assessment, physical examination and drug screen will be maintained by the Records Office.

Information concerning an applicant, such as a result of the psychological assessment, physical examination, and drug screen or background investigation will remain confidential. **(CALEA 32.2.9)**

The Administrative Secretary, using information and data obtained through the selection process, will report this information to the Chief Deputy providing all relevant information. The Chief Deputy will review this information and make a recommendation.

The Personnel Office will notify individuals not selected for employment in writing within 30 days of the decision. These individuals will also be advised they must wait one year before reapplying. **(CALEA 32.1.5, 32.1.4c)**

If offered probationary employment, the applicant will be asked to sign a probationary statement. Probationary employment will be for a period of six (6) months, which may be extended upon the direction of the Sheriff. **(CALEA 32.2.10)**

The Administrative Secretary shall be responsible for maintaining the security and confidentiality of personnel files, application packets, and selection materials. Cabinets containing personnel files and selection materials will be kept locked and the Personnel Office will be secured when unattended. **(CALEA 32.1.7)**

Employee records and application packets of persons not selected will be disposed of in accordance to the Records Disposition Schedule published by the Division of Archives and History, Department of Cultural Resources, and in a manner that prevents disclosures of the information contained within. **(CALEA 32.1.6, 32.1.7)**

## **BEAUFORT COUNTY SHERIFF'S OFFICE APPLICATION PROCESS INFORMATION**

(DEPUTY SHERIFF, DETENTION OFFICER OR TELECOMMUNICATOR)

Thank you for your interest in employment with the Beaufort County Sheriff's Office.

This packet contains the following forms:

- (1) Application Process Information Sheet;
- (2) Disclosure of Information Forms, Sheriff's Office and Sheriff's Education and Training Standards Commission;
- (3) Beaufort County Employment Application;
- (4) Applicant Questionnaire;
- (5) NC Sheriff's Standard Personal History Statement; and
- (6) Essential Job Functions.

### **Pay close attention to the following information:**

Answer all questions honestly and completely. If the question does not apply to you, indicated it does not apply by writing "N/A". (Use additional sheets of paper when necessary.) Fill out each form with a black fine point pen.

A current telephone number, street address, and mailing address are required to process your application.

You must submit a **certified** copy of your entire criminal history record from **every** county **where you** have resided during the last **ten** years. These criminal record checks must be submitted **with your application packet at time of application**. (If you lived in North Carolina, a criminal record check is available from the Office of the Clerk of Superior Court.)

You must submit a copy of a civil record check from the Clerk of Court, Civil Division from every county where you have resided during the past **ten** years. These civil record checks must be submitted **with your application packet at the time of application**. (If you lived in North Carolina, a civil record check is available from the Office of the Clerk of Court, Civil Division.)

List **ALL** criminal charges since age 16 except **minor** traffic infractions. Provide the date of offense, charging or arresting agency, location of court and the disposition. You must provide **certified copies** of warrants, summons, citations and dispositions of all **criminal and traffic charges** including charges that were dismissed. Provide a separate sheet of paper if necessary. Be certain to list **all criminal and traffic charges**, including charges that were dismissed.

The Disclosure of Information forms must be notarized and submitted along with the application. **We will not accept forms that have not been notarized.**

You must submit a copy of your credit report with your application packet. The payment for the copy of the credit report is the responsibility of the applicant. **No application will be accepted without the credit report.** This report can be obtained from the following agencies:

Equifax Credit Information Services  
PO Box 740256  
Atlanta, GA 30374  
Telephone 1-800-270-3435

Transunion  
Telephone 1-800-916-8800

Experian  
Telephone 1-800-682-7654

Free yearly credit reports are available from each of the above agencies at <https://www.annualcreditreport.com>.

All applicants having prior military service must submit a copy of their **Form DD-214**.

All applicants having prior law enforcement service must submit a copy of their **Personal History Statement (F-3)** from each agency.

You must submit a copy of your **Birth Certificate** and **High School Diploma**.

**When you submit your application packet to the Beaufort County Sheriff's Office, it must contain the following items:**

1. Completed Beaufort County Employment Application;
2. Completed Notarized NC Sheriff's Standards Personal History Statement;
3. Notarized Disclosure of Information Forms from the Sheriff's Office and NC Sheriff's Education & Training Standards Commission;
4. Completed Applicant Questionnaire;
5. Your Certified Criminal History Reports;
6. Your Civil Records Check;
7. Your Credit Report;
8. DD-214 (for Prior Military Applicants Only);
9. Prior Personal History Statements (F-3) from Each Agency;
10. Copy of Your Birth Certificate;
11. Copy of your High School Diploma, or GED Certificate; and
12. Any Educational Transcripts, Training Certificates or other documents you wish to be considered.

**A successful candidate will complete the following selection process prior to appointment:**

1. Meet certain criteria which have been established by the Beaufort County Sheriff's Office and the NC Sheriff's Education and Training Standards Commission.
2. Pass a computerized criminal and driving history check that will be conducted through the NC Administrative Office of the Courts, NC Division of Motor Vehicles, NC Division of Criminal Information and National Crime Information Center.
3. Participate in a personal interview conducted by a Background Investigator.
4. Fingerprinting with card being submitted to the SBI and FBI.
5. Pass an extensive background investigation conducted by a qualified Background Investigator which includes contacting present and prior employers, interviewing listed and unlisted references, verifying the candidate's education, training, traffic and criminal record, and credit status.
6. Pass a commission approved screening for marijuana, cocaine and other drugs without a confirmed positive test.
7. Pass a complete physical and psychological examination conducted by a licensed physician/psychiatrist chosen by the Beaufort County Sheriff's Office. Must possess sufficient physical and mental ability to perform the essential job functions of the position.
8. Pass the Test of Adult Basic Education at the Beaufort County Community College.
9. Participate in a personal interview conducted by a supervisor of the position applied for.
10. Participate in an interview with the Sheriff of Beaufort County.
11. Receive a recommendation of Pre-conditional Offer of Employment by the Background Investigator.

The expected duration of the selection process will be approximately sixty days. The process could take longer than sixty days or less time depending on participation from the applicant in submitting required information and documentation.

A candidate who is not appointed may reapply in twelve months. Candidates for sworn positions determined to be ineligible for appointment are informed in writing with thirty days of such a decision.

# Authorization for Release of Information

I am an applicant for a justice officer position with the \_\_\_\_\_ (Agency Name). 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 name 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 is valid for one (1) year or until the employment application or investigative process has been completed, whichever is later.

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 \_\_\_\_\_

Subscribed and sworn to before me, this is the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public & Seal My Commission

Expires: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

Printed Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**Beaufort County, North Carolina**  
 Application for Employment  
 121 W. 3rd St., Washington, NC 27889



Last Name		First Name		Middle Name	
Address		City		State	Zip Code
Social Security Number		Home Phone		Work Phone	
Position Applied For				Date	

**\*\*PLEASE READ BEFORE FILLING OUT THIS APPLICATION\*\***

This application is for all general Beaufort County Government positions and will be considered only for the position listed above. If you wish to receive consideration for other position vacancies, it will be necessary to submit another application.

**Applicants for positions with Beaufort County Health and Social Services Departments must complete a State of North Carolina Employment Application Form (PD 107).**

**Applicants interested in positions with the Beaufort County Sheriff, Jail, and Emergency Communications are required to complete a Personal History Statement (Form F-3) required by the Sheriff's Education and Training Standards Commission in addition to the Beaufort County Application for Employment. The Form F-3 can be obtained from the Beaufort County Sheriff's Office.**

Thank you for your interest in employment with Beaufort County. The County is committed to providing equal employment opportunities to qualified individuals regardless of race, color, sex, religion, disability, national origin, citizenship, age with respect to persons 18 years or older, or any other status protected by law.

**BEAUFORT COUNTY, NORTH CAROLINA**  
**Application for Employment**

**GENERAL INFORMATION**

1. Are you currently employed by Beaufort County? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what department? \_\_\_\_\_

2. Have you previously been employed by Beaufort County? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when? \_\_\_\_\_

3. Are you related by blood or marriage to any person now employed by Beaufort County?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, give name, relationship to you and the department where employed:

\_\_\_\_\_

4. How did you find out about this vacancy? \_\_\_\_\_

5. Do you have a valid North Carolina Driver's License? \_\_\_\_\_ Yes \_\_\_\_\_ No

License Number \_\_\_\_\_

6. Are you age eighteen or over? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, hire is subject to verification that you are of minimum legal age.

7. Have you ever been convicted of an offense against the law other than a minor traffic violation?

\_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, explain fully on an additional sheet.)

*Note: A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.*

8. Are you a veteran? \_\_\_\_\_ Yes \_\_\_\_\_ No

Dates of active service: From \_\_\_\_\_ To \_\_\_\_\_ Type of separation \_\_\_\_\_

9. Describe any special skills you have such as machines you can operate, computer systems, and software with which you are proficient, etc.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Indicate any language other than English you can speak, read, and/or write:

Spanish speak \_\_\_\_\_ read \_\_\_\_\_ write \_\_\_\_\_

Other \_\_\_\_\_ speak \_\_\_\_\_ read \_\_\_\_\_ write \_\_\_\_\_

**RECORD OF EDUCATION**

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

School	Name and Location of School	Course of Study	Attendance Dates	Did you Graduate?	List Diploma or Degree
High School				yes _____ no _____	
College/ University				yes _____ no _____	
Other (Specify)				yes _____ no _____	

**BEAUFORT COUNTY, NORTH CAROLINA**  
**Application for Employment**

**RECORD OF EMPLOYMENT**

List below present and past employment and military experience beginning with the most recent.

**I**

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr					
						per	per		
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

**II**

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr					
						per	per		
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

**III**

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr					
						per	per		
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

**IV**

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr					
						per	per		
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

May we contact the employers listed above? \_\_\_\_ Yes \_\_\_\_ No  
 If no, indicate which one(s) you do not wish for us to contact and why. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BEAUFORT COUNTY, NORTH CAROLINA**  
**Application for Employment**

**SPECIAL LICENSES OR CERTIFICATIONS**

Type                      Issued by              Date received              Date of Expiration              Certificate Number

---

---

---

**REFERENCES (Not Former Employers or Relatives)**

Name and Occupation	Address	Phone Number

**CERTIFICATION OF APPLICANT**

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I hereby authorize Beaufort County to make any investigation of my personal history, employment, financial and credit record, and other related matters which may be necessary to verify information related to my application, and to secure the information necessary to make an employment decision.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**APPLICANT QUESTIONNAIRE**  
**Beaufort County Sheriff's Office**

**Directions: Read and answer each question completely and carefully. When necessary, explain answers on a separate sheet of paper and attach it to this questionnaire. This document must be signed and dated by the applicant.**

Applicant's Full Name: \_\_\_\_\_

Date and Reason for Name Change (Marriage, Divorce, Legal Name Change, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

The following information is required to conduct a criminal record check:

Social Security Number: \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Sex: ( ) Male ( ) Female Race: ( ) Black ( ) White ( ) Other \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Scars, Marks, or Tattoos: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

1. Why are you applying for this position? (Write at least three complete sentences.)

2. Have you attended and successfully completed any of the following training programs?

a. Basic Law Enforcement Training: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes: Date: \_\_\_\_\_ State: \_\_\_\_\_ #Hrs: \_\_\_\_\_

b. Basic Detention Officer Training: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes: Date: \_\_\_\_\_ State: \_\_\_\_\_ #Hrs: \_\_\_\_\_

c. Basic Correctional Officer Training: Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes: Date: \_\_\_\_\_ State: \_\_\_\_\_ #Hrs: \_\_\_\_\_

d. DCI Terminal Operator Training: Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes: Date: \_\_\_\_\_ State: \_\_\_\_\_ #Hrs: \_\_\_\_\_

3. Within the past twelve months, have you been:

a. Sworn law enforcement officer? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes: Agency: \_\_\_\_\_ Date: \_\_\_\_\_

b. Certified detention officer? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes: Agency: \_\_\_\_\_ Date: \_\_\_\_\_

c. Certified correctional officer? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes: Agency: \_\_\_\_\_ Date: \_\_\_\_\_

4. Have you ever been arrested or otherwise charged with any crime or any serious traffic offense? (If yes, explain in writing on a separate sheet of paper and attach it to this questionnaire.)  
Yes \_\_\_\_\_ No \_\_\_\_\_

5. Have you ever been convicted of a felony? (If yes, do not continue with this application process).  
Yes \_\_\_\_\_ No \_\_\_\_\_

6. Are you now using, or have you ever used, any illegal drugs? (If yes, explain in writing on a separate sheet of paper and attach it to this questionnaire).  
Yes \_\_\_\_\_ No \_\_\_\_\_

7. Have you ever possessed, used or sold any amount of illegal drugs?  
Yes \_\_\_\_\_ No \_\_\_\_\_

8. Do you consider yourself an honest person?  
Yes \_\_\_\_\_ No \_\_\_\_\_

9. Do you consider yourself a reliable person?  
Yes \_\_\_\_\_ No \_\_\_\_\_

10. Do you consider yourself capable of managing your personal finances? (Example: Paying bills on time, etc.)  
Yes \_\_\_\_\_ No \_\_\_\_\_

11. Do you have any outstanding civil judgments against you?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, what where, and when? \_\_\_\_\_
12. Are able to keep your temper under control when you are insulted or threatened?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
13. Do you feel that you can effectively communicate with other people?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
14. List any of your special training, education, hobbies or abilities which qualifies you for this position. (Attach documentation if you wish.)
15. Do you speak a language other than English?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, which one(s) and how well? \_\_\_\_\_
16. Are you able and willing to work weekends, holidays, overtime, split shifts, call out duty, and rotating 12 hour shifts?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
17. Are you able and willing to comply with all clothing and grooming standards of the Beaufort County Sheriff's Office, and you are willing to wear a uniform?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
18. Do you have a relative who works for the Beaufort County Sheriff's Office or the Beaufort County Government?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 Names: \_\_\_\_\_
19. Have you worked for any other company, agency or person within the past ten years that you have not listed on the employment application?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, attach list to this questionnaire.)
20. Have you ever been discharged or forced to resign from any position because of personal conduct or neglect of duty?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, explain in writing on a separate sheet of paper and attach it to this questionnaire.)
21. Do you live in Beaufort County?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 If you do not live in Beaufort County, are you willing to move to Beaufort County?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

22. Have you ever been disciplined by any agency or employer for excessive use of force, making untruthful statements, sexual harassment, conduct unbecoming an officer, violating any portion of the Code of Ethics or otherwise violating policy or procedures?  
 Yes \_\_\_\_ No \_\_\_\_ (If yes, explain on a separate sheet of paper and attach it to this questionnaire.)
23. If appointed to a position with the Beaufort County Sheriff's Office, do you agree to abide by the Criminal Justice Code of Ethics in your personal and public life?  
 Yes \_\_\_\_ No \_\_\_\_
24. ANSWER QUESTION #24 ONLY IF YOU HAVE EVER BEEN A MEMBER OF THE ARMED FORCES.
- a. What were your occupational specialties and assignments?
- b. Did you have any arrests or convictions under the Uniform Code of Military Justice?  
 Yes \_\_\_\_ No \_\_\_\_ If yes, what were they?
- c. Did you receive any disciplinary actions under UCMJ?  
 Yes \_\_\_\_ No \_\_\_\_ If yes, what were they?
- d. What special training did you receive in the Armed Services that would help you as a criminal justice applicant?
- e. What was the date of your discharge? \_\_\_\_\_  
 ( ) Not discharged. Expected date of discharge? \_\_\_\_\_
- f. Was your discharge characterized as "Honorable"?  
 Yes \_\_\_\_ No \_\_\_\_ (If no, explain fully)

25. ANSWER QUESTION #25 ONLY IF YOU ARE APPLYING FOR A POSITION AS A DETENTION OFFICER AND/OR DEPUTY SHERIFF:

- a. Do you understand this job is dangerous and that you could be attacked and injured while in the performance of your official duties?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Are you able and willing to use force (hands, feet, weapons, etc.) against another person to protect yourself and others?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- c. Are you willing to administer first aid, including CPR, to a person who is badly injured or bleeding profusely?  
Yes \_\_\_\_\_ No \_\_\_\_\_

ANSWER QUESTION #26 ONLY IF YOU ARE APPLYING FOR A POSITION AS A DETENTION OFFICER.

26. If you are applying for a position as a detention officer, are you able and willing to perform the following essential job functions?
- a. Use your body and appropriate weapons to restrain a combative inmate or prisoner using approved movement and tactics for the purpose of protecting yourself and others?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - b. Write reports about investigations, incidents and other matters; use proper words, English grammar and punctuation; solve math problems; and file in alphabetical order?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - c. Determine a “special needs” person (Examples: a suicidal person, a security risk, etc.) and respond to the person’s 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 roads where there may be fog, smoke, rain, ice and snow?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - e. Communicate effectively and clearly in person or by phone or radio with other officers or inmates?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - f. Collect/gather information for investigations (Criminal and Administrative) and write down inmate’s statements?  
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 body force to gain entrance or break through a door?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- h. Perform searches of people, mail items, and other objects looking for smuggled items; search cells which may involve feeling and finding objects; walk for long periods of time and conduct crowd control?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- i. Carefully watch prisoners and listen to prisoners for long periods of time?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- j. Work in close, tight areas, work rotating shifts, physically check doors and other areas to ensure safety?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- k. Be able to talk clearly with prisoners, giving information and directions; settle disagreements; and explain jail policies?  
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, odors, etc?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- n. Be able to tolerate verbal and mental abuse when prisoners and public use foul language, call you names, curse, threaten you, etc.?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- o. Perform rescue duties such as dragging and carrying people away from dangerous situations and securing and evacuating people from locked or closed in areas?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- p. Transport and escort prisoners, detainees, and mental patients using handcuffs and other approved restraints?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- q. 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.)  
Yes \_\_\_\_\_ No \_\_\_\_\_
- s. Process and release prisoners including taking their photograph and rolling impressions of fingerprints which are clear and can be read by the experts?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- t. Work with crisis situations that may include 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 and documents; determine different colors and watch/supervise prisoners while viewing the surrounding area?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- x. Using proper protection, inspect the unclothed bodies of prisoners including looking into openings (mouth, nose, ears); contact with sick and injured people?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- y. With proper training and supervision, do you believe that you can perform all of the major job duties of a detention officer without any help, quickly and without delay?  
Yes \_\_\_\_\_ No \_\_\_\_\_

ANSWER QUESTION #27 ONLY IF YOU ARE APPLYING FOR A DEPUTY SHERIFF POSITION.

27. If you are applying for a position as a deputy sheriff, are you able and willing to perform the following essential job functions:
- a. Arrest someone, using force if necessary, with handcuffs and other types of restraints; control someone who is trying to fight you using (1) your body, including hands and feet, with approved movements and tactics to protect yourself and (2) weapons to protect yourself and others?  
Yes \_\_\_\_\_ No \_\_\_\_\_

- b. Write reports about investigations, incidents and other matters; use proper words, English grammar and punctuation; solve math problems; file in alphabetical order?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- c. Decide on your own when there is reason to believe someone may be a suspect and take the person in custody; decide if there is enough reason to search a person or belongings and make an arrest; and decide when and if to use force and how much force to use?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- d. Operate a law enforcement automobile, van, or truck during both the day and night, in emergency situation involving speeds faster than posted speed limits, in heavy busy traffic and on unsafe roads where there may be fog, rain, ice and snow?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- e. Talk effectively and clearly in person or over law enforcement radio channels while initiating and answering radio calls?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- f. Collect/gather information for criminal investigations by interviewing and writing down statements of victims, witnesses, suspects and confidential informers?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- g. Chase running suspects and perform rescue operations which may involve quickly going into and out of law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up over obstacles; jumping down from high places; climbing through openings, jumping over obstacles; ditches and streams; crawling in close, tight and confined areas; balancing on uneven or narrow places; using body force to gain entrance or break through doors and other barriers?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- h. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feelings and finding objects, walking for long periods of time, holding back people and stopping suspicious vehicles?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- i. Load, unload, aim and fire handguns, shotguns and other agency firearms using different body positions and under conditions of stress where you must use deadly force; doing all of this at the levels of performance required according to agency standards?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
Most recent handgun scores (if available) Day \_\_\_\_\_ Night \_\_\_\_\_

- j. Carefully watch and listen for long periods of time in performing surveillance duties?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- k. Go out on patrol and perform patrol duties that include working rotating shifts?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- l. Be able to talk clearly with prisoners and the public, including children and teenagers?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- m. Speak effectively in court and other formal meetings?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- n. Discover the presence of items of evidence and substances that provide the basis for investigation for criminal offenses or which indicate the presence of dangerous conditions?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- o. 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 \_\_\_\_\_
- p. Perform rescue duties at accidents, emergencies and disasters to include directing traffic 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 dangerous areas?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- q. Process and transport prisoners and mental patients using handcuffs and other approved restraints?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- r. Put out small fires by using a fire extinguisher and other approved ways?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- s. Put on and operate a gas mask in situations where chemical weapons are being used?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- t. Read and understand legal and non-legal documents, including being able to prepare and serve such documents as citations, summons and warrants?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- u. Process arrested suspects including taking their photograph and rolling impressions of fingerprints which are clear and can be read by the experts?  
Yes \_\_\_\_\_ No \_\_\_\_\_

- v. With proper training and supervision, do you believe that you can perform all of the major job duties of a deputy sheriff without any help, quickly and without delay?  
Yes \_\_\_\_\_ No \_\_\_\_\_

I understand the requirement of a Deputy Sheriff and Detention Officer and possess the physical and personal characteristics required to perform the essential job functions of the position for which I have applied.

I certify that all 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 or dismissal if I am appointed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Birth Date

\_\_\_\_\_  
SS#

Subscribed and sworn before me,

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_