



**EARL R. BUTLER, SHERIFF  
CUMBERLAND COUNTY SHERIFF'S OFFICE**



*An Internationally Accredited Law Enforcement Agency*

*An Equal Opportunity Employer*

## **PRELIMINARY APPLICATION PACKET**

### **DEPUTY SHERIFF POSITION**

The attached forms must be completed and returned to the Human Resources Office for processing. Every question must be answered. If you have any questions concerning the information required, do not hesitate to contact the Sheriff's Human Resources Office for assistance. The phone numbers are listed below.

**Complete the Cumberland County Sheriff's Office Preliminary Application Packet.**

*Keep pages 1, 2, & 9 for yourself. Return pages 3 & 4 to the Human Resources Office (it must be notarized,) submit pages 5 thru 8 to your Medical Examiner. The completed Medical Release Form (page 5) must be returned prior to the attempting the Physical Abilities Test.*

**Attach a copy of the following documents to the completed Preliminary Application when returning it to the Human Resources Office:**

- \*North Carolina Driver's License
- \*High School Diploma / GED
- \*Military DD-214 Member-4 copy (if applicable)
- \*BLET Certification (if applicable)
- \*Birth Certificate
- \*Social Security Card

Deputies must reside within 40 miles of the Sheriff's Law Enforcement Center.

**The Preliminary Application Process is comprised of the following stages:**

- Completion of the Preliminary Application Packet and
- Completion of a two (2) part Job Related Physical Abilities Test and/or
- Completion of written tests

Each candidate successfully completing the Preliminary Application Process will be forwarded a Cumberland County Sheriff's Office Employment Application Packet for the position of Deputy Sheriff, explaining the remaining Selection Process. Once it is completed and returned to Human Resources, the candidate will advance in the Selection Process to PHASE #1, the Background Investigation.

**The Cumberland County Sheriff's Office Reserves The Right To Modify This Selection Process At Anytime Without Prior Notice.**

For additional information on completion of the Preliminary Application Packet, please contact the Cumberland County Sheriff's Human Resources Office at (910) 321-6760.

**APPLICATIONS THAT ARE NOT COMPLETED AS PER INSTRUCTIONS WILL NOT BE PROCESSED. FURTHER INFORMATION MAY BE REQUESTED.**

**131 DICK STREET • FAYETTEVILLE, NORTH CAROLINA • 28301-5793**

**(910) 323-1500**

**[www.ccsonc.org](http://www.ccsonc.org)**

# CCSO Deputy's Job Related Physical Abilities Test

The content of the Preliminary Applications will be reviewed. If all information received is acceptable, candidates will be contacted, be given additional information, and be scheduled for the physical abilities test. **Candidates Will Not be allowed to attempt the Physical Abilities test until they have returned the attached Medical Release Form.** *The Physical Abilities Test will be administered, RAIN or SHINE.*

Each Candidate Who Advances To The Job Related Physical Abilities Test Will Be Required To Complete Both Of The Following:

**Physical Abilities Test - Part #1: 300-Meter Run** (328 yards, or 984 feet, or .186 miles)  
**Candidates must successfully complete this test in 68 Seconds or less in order to advance to the Physical Abilities Test - Part # 2.**

- **Candidate runs 300 meters.**

ALL CANDIDATES WILL BE GIVEN AT LEAST FIFTEEN MINUTES OF REST BETWEEN PART #1 AND PART #2 OF THE PHYSICAL ABILITIES TEST.

**Physical Abilities Test - Part #2 Modified POPAT**

**Candidates must successfully complete this test in 7 Minutes & 20 Seconds or less in order to advance to Phase (1) One of the Employment Selection Process for Deputy Sheriff.**

1. **Exit vehicle and run 200 yards.** The Candidate will begin the test seated in a car with the seatbelt secure and hands placed at 9 and 3 o'clock on the steering wheel. Upon the Instructors command of, "GO!" candidate will exit the vehicle and run 100 yards to an orange cone, circle the cone and run 100 yards, returning to the passenger side of the vehicle.
2. **Pull 150-pound victim from the vehicle and drag victim 50 feet.** Candidate opens the front passenger door of the vehicle, pulls the 150-pound victim from the vehicle and "body drags" the victim 50 feet to a staircase.
3. **Scale up and down a 5-step staircase three times.** (candidate must touch each step)
4. **Advance 25 feet, push open and exit through a door weighted with 50 pounds of resistance.**
5. **Complete 10 push-ups and 10 sit-ups.** (in that order)
6. **Return 25 feet to the staircase and scale up and down the 5-step staircase three times.** (candidate must touch each step)
7. **Advance 25 feet and crawl through a 40-foot culvert.** Candidate runs 25 feet to the entrance of a culvert, enters the culvert, and crawls on hands and knees through the 40-foot culvert.
8. **Complete 10 push-ups and 10 sit-ups.** (in that order)
9. **Run 200 yards and return to the vehicle.** Candidate will run 100 yards out to the cone, circle the cone and return 100 yards to the vehicle.
10. **Remove a 150-pound victim and drag it 50 feet.** Candidate will drag the 150-victim from the vehicle, 50 feet to the staircase, place the victim on the ground and place both of his/her feet on the bottom step of the staircase.

# Cumberland County Sheriff's Office

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## Preliminary Application

An Internationally Accredited Law Enforcement Agency

Honesty is the most important part of the applicant's selection process. There will be a thorough background investigation conducted to verify all information. Please be honest in all responses. Deception is the foremost reason for being rejected, not the content of what's reported. **Omit Nothing.** If in doubt, include the information with an explanation.

Date: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Phone # \_\_\_\_\_ Alt. Phone # \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Last (Maiden) Applicant's Signature

Have you ever applied with the Cumberland County Sheriff's Office before? Yes/No \_\_\_\_\_ If so, when? \_\_\_\_\_

Have you ever been known by or used any other name? Yes/No \_\_\_\_\_ If so, what names? \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ \*\*SSN#: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip

Previous Address: \_\_\_\_\_  
Street City State Zip

What other cities have you lived in since high school? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Driver's Lic.# \_\_\_\_\_ State: \_\_\_\_\_ List any previous states you have had a driver's license in: \_\_\_\_\_ / \_\_\_\_\_

Has your driver's license ever been Suspended or Revoked? Yes/No \_\_\_\_\_ If so, when? \_\_\_\_\_

Education level completed: H/S Diploma/G.E.D.: \_\_\_\_\_ BLET/DOCC: \_\_\_\_\_ 2/4Yr Degree: \_\_\_\_\_ Other: \_\_\_\_\_

It is very important that the following questions be answered honestly. If a background investigation reveals different information, your application may be rejected. A Polygraph Examination may be required during the application process. **Please, be honest.** Have you ever, illegally used cocaine, crack, hashish, LSD, marijuana, steroids or any other illegal drug in your life? Yes/No \_\_\_\_\_ If yes, please list: Drug: \_\_\_\_\_ # Times: \_\_\_\_\_ When: \_\_\_\_\_  
Drug: \_\_\_\_\_ # Times: \_\_\_\_\_ When: \_\_\_\_\_ Drug: \_\_\_\_\_ # Times: \_\_\_\_\_ When: \_\_\_\_\_

Have you ever been charged with or arrested for any criminal offense, even if it was dismissed? Yes/No \_\_\_\_\_  
If so, when? \_\_\_\_\_ What were the charges? \_\_\_\_\_

Explain what took place and where? \_\_\_\_\_

Have you ever been a suspect or been questioned by a law enforcement agency? Yes/No \_\_\_\_\_ If so, please explain \_\_\_\_\_

Were you ever in the Military/Reserves? Yes/No \_\_\_\_\_ Branch: \_\_\_\_\_ Dates of service: \_\_\_\_\_

Any disciplinary actions? Yes/No \_\_\_\_\_ If so, could you explain? \_\_\_\_\_

Military Discharge type: Honorable \_\_\_\_\_ General (UHC) \_\_\_\_\_ Other Than Honorable \_\_\_\_\_ Dishonorable \_\_\_\_\_ BCD \_\_\_\_\_

Do you have a pending application at another law enforcement agency? Yes/No \_\_\_\_\_ If so, where? \_\_\_\_\_

Are you currently employed? Yes/No: \_\_\_\_\_ Have you ever been discharged or requested to resign due to rules violations or criminal misconduct? Yes/No \_\_\_\_\_ If so, explain? \_\_\_\_\_

How did you hear about this job? Newspaper Ad: \_\_\_\_\_ Career/Job Fair: \_\_\_\_\_ ESC: \_\_\_\_\_ Internet: \_\_\_\_\_ Other: \_\_\_\_\_

\*\* The Social Security Number is used to make positive identification of application and/or law enforcement personnel. DISCLOSURE IS VOLUNTARY. However, failure to provide this information may result in delay in the processing of application materials and may result in inaccurate records being assigned to you.

Release Authorization on Next Page Must Be Notarized

Return This Application to:

Cumberland County Sheriff's Office • Attn: Human Resources • 131 Dick Street • Fayetteville, N.C. 28301-5793 • (910) 323-1500

View the Cumberland County Sheriff's Office website at [www.ccsonc.org](http://www.ccsonc.org)

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# Cumberland County Sheriff's Office Deputy's Job Related Physical Abilities Test Medical Release Form

**PATIENT'S NAME:** \_\_\_\_\_ is requesting to participate in a Job Related Physical Abilities Test necessary for consideration of employment with the Cumberland County Sheriff's Office as a law enforcement officer. The Job Related Physical Abilities Test will involve the performance of tasks that will require a moderate degree of strength and manual dexterity.

**TO THE EXAMINING PHYSICIAN:**

To assure that candidates applying for the position of Deputy Sheriff are able to adequately perform the critical tasks associated with the job, it is the policy of the Cumberland County Sheriff's Office that each candidate must participate in the Job Related Physical Ability Test (a description of the physical abilities test is attached). The test is administered under the direction of Cumberland County Sheriff's Office and certified Physical Fitness Instructors. By signing below, you are indicating that (1) you are familiar with the medical history and current condition of the patient named above, and (2) that in your opinion, the patient should be able to participate in the described test without foreseeable medical danger to himself/herself.

**MEDICAL EXAMINER'S INFORMATION:**

**Medical Examiner's Name & Title:** \_\_\_\_\_

**Medical Examiner's Phone #:** \_\_\_\_\_

**Business Address of Examiner:** \_\_\_\_\_

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

**Signature of Medical Examiner:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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(910) 323-1500 www.ccsoc.org

# Cumberland County Sheriff's Office Deputy's Job Related Physical Abilities Test

**Completed Preliminary Applications will be reviewed. If all information received is acceptable, candidates will be scheduled for the two-part Physical Abilities Test listed below. A Physical Abilities Test will not be administered if the attached Medical Release Form has not been returned by the test date.**

- ANY COSTS TO OBTAIN A **MEDICAL RELEASE** MUST BE MADE AT APPLICANT'S EXPENSE AND **WILL NOT** BE REIMBURSED BY THE CUMBERLAND COUNTY SHERIFF'S OFFICE.

The Job Related Physical Abilities Test consists of a two (2)-part test. Both parts of the test are a timed, continuous sequence of actual and simulated job task events that measure basic individual abilities directly related to the law enforcement profession as well as cardiovascular endurance. The first part of the test is a 300-Meter Run. The second part of the test is a modified version of the NC BLET state mandated Police Officer Physical Abilities Test. The Cumberland County Sheriff's Office's Physical Ability Tests are timed events performed on a Pass/Fail basis. **Candidates must pass both parts of the following test in order to proceed to in the Selection Process.**

**PLEASE NOTE:** *The Physical Abilities Test will be administered on the scheduled day, RAIN or SHINE, so appropriate dress will be necessary.*

**PLEASE NOTE:** *The Cumberland County Sheriff's Office reserves the right to modify this Selection process at anytime without prior notice.*

## **Physical Abilities Test - Part #1: 300-Meter Run** (328 yard or 984 feet or .186 miles)

1. One Instructor will be standing adjacent to the starting line and one Instructor will be standing adjacent to the finish line.
2. Candidates will line up behind the marked starting line.
3. On the Instructors Command, **"GO!"** Candidate will advance on foot **300 meters. Both Instructors will begin timing the event on the Command, "GO!"**
4. When Candidate completes 300-meters, Candidate will cross over the finish line **and time will stop.**

**THIS TEST MUST BE COMPLETED IN 68 SECONDS OR LESS TO PASS.**

ALL CANDIDATES WILL BE GIVEN AT LEAST FIFTEEN MINUTES OF REST  
BETWEEN PART #1 AND PART #2 OF THE PHYSICAL ABILITIES TEST.

## **Physical Abilities Test - Part #2: Modified POPAT**

1. Specialized Physical Fitness Instructors will fully explain, demonstrate, and complete Test Part #2 in the presence of all Candidates prior to the start of the test.
2. Candidates will begin Test Part #1 seated in the driver's seat of vehicle. Seat belt must be secured with both hands placed on the steering wheel in the 10 and 2 o'clock positions.
3. On the instructor's command "GO!" Candidate will exit the vehicle, advance on foot 100 yards to an orange traffic cone, circle the cone and return 100 yards to the front passenger door of the vehicle. **The timed event begins on the Instructor's command "GO!"**
4. Once at front passenger side of vehicle, Candidate must open front passenger door, remove victim from front passenger area, "**body drag**" subject **50 feet** and place gently on the ground adjacent to the staircase obstacle. **Victim is a 150-pound person or mannequin.**
5. Candidate will scale the staircase (up and down) **three times**. Candidate's feet must touch every step traveling up and down. Candidate must turn **right** after descending from last step and circle to the opposite side of staircase to begin subsequent cycles.
6. After scaling the staircase **three times**, Candidate will advance **25 yards** on foot to a freestanding door. Candidate must maneuver/push through the **50 pound weighted door** using full body technique.
7. Once completely through the door, Candidate will drop to the ground and perform **10 full body push-ups followed by 10 sit-ups**. Push-ups and sit-ups will be performed in the listed order. **Modified push-ups are not allowed. Push-ups and sit-ups must be performed in the manner as they were explained and demonstrated by the Instructor.**
8. Candidate returns **25 feet** to scale and circle the same staircase **three times**. In the same manner as described in above Section 5.
9. Candidate proceeds **25 feet** from the staircase to the entrance of a culvert. Candidate must crawl on their hands and knees from one end of the culvert to the opposite end. The culvert is **40 feet** in length.
10. Once out of the culvert, Candidate will perform **10 push-ups followed by 10 sit-ups. Push-ups and sit-ups will be performed in the same manner as described in Step #7.**
11. Candidate will now advance on foot **100 yards** to the original orange traffic cone, circle the traffic cone and return **100 yards** returning to the vehicle.
12. Candidate will lift a **150 pound victim** off the trunk of the vehicle and "**body drags**" the victim **50 feet**, place the victim gently on the ground adjacent to the staircase obstacle then advance to the first step and stand up straight with both feet completely on the step. **Time stops when the Candidate has both feet completely on the step and is standing upright.**

**THIS TEST MUST BE COMPLETED IN 7 MINUTES & 20 SECONDS  
OR LESS TO PASS.**

**The Cumberland County Sheriff's Office Job Related Physical Abilities Test** is a baseline test to determine a Candidate's ability to perform the essential job functions of a Law Enforcement Officer. **The information listed is a means to allow candidates to practice and prepare for the Job Related Physical Abilities Test.** Success on this test should not be used by Candidates to gauge their level of fitness. If hired by the Cumberland County Sheriff's Office for the position of Deputy, Candidates will continue to be challenged physically.

**Each candidate successfully completing the Preliminary Application Process** which may include all of the following:

- Completion of the Preliminary Application Packet and
- Completion of a two (2)-part Job Related Physical Abilities Test and/or
- Completion of written tests

will be forwarded a full Cumberland County Sheriff's Office Employment Application Packet for the position of Deputy Sheriff. Once it is completed and returned to Human Resources, the candidate will advance in the Selection Process to PHASE #1, the Background Investigation.

**THE CUMBERLAND COUNTY SHERIFF'S OFFICE RESERVES THE RIGHT TO MODIFY THE SELECTION PROCESS AT ANY TIME WITHOUT PRIOR NOTICE.**

## **NOTICE TO APPLICANTS**

In Order To Participate In The Cumberland County Sheriff's Office Entry Level Testing Requirements, You Must Have The Attached Medical Release Signed By Your Physician. The Release Form Ensures You Are Physically Capable Of Performing The Activities Described.

**Any costs to obtain a Medical Release must be made at your own expense and Will Not be reimbursed by the Cumberland County Sheriff's Office.**

**Do Not Mail The Release Form To The Sheriff's Office.** Instead, Bring The Medical Release Form With You On Your Test Date. If You Do Not Bring The Completed Medical Release Form, You Will Not Be Allowed To Participate In The Physical Abilities Test.

- You Will Need To Wear Appropriate Athletic Attire When Participating In The Physical Abilities Test.
- You Will Also Need To Bring A Valid Driver's License To Show Proof Of Your Identity.

### **RETEST POLICY:**

If a candidate fails either parts of the Physical Abilities Test, he/she will be allowed to retest, within the following 30 day period, on the next available test date. He/she must retry and successfully complete the entire test both Part #1 and Part #2.

**Candidates will be disqualified for consideration of this position for a period of one year** if he/she does not appear on scheduled assessment date or fails either test-part on a second attempt of the physical abilities test.

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# **CUMBERLAND COUNTY SHERIFF'S OFFICE**

*AN INTERNATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY*

*AN EQUAL OPPORTUNITY EMPLOYER*

## **Summary of the Selection Process**

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

1. **Applicants may go to the Sheriff's Human Resources Office to obtain an Application for Employment.**
  - Some positions may require a Preliminary Phase. If so, a Preliminary Application may be issued to serve as the initial part of the Selection Process, which may also require a Job Related Physical Abilities Test and/or Written Tests.
  - Successful completion of a Preliminary Application and/or successful completion a Job Related Physical Abilities Test and/or Written Tests concludes the Preliminary Phase. Applicants will be issued a full Employment Application Packet.
2. **Applicants must return the completed Employment Application Packet to the Sheriff's Human Resources Office.** Human Resources may acknowledge receipt of the completed Employment Application Packet in writing via US postal mail.
3. **The Human Resources Office will initiate Phase 1, a Background Investigation.** This investigation may take several days/weeks to be completed depending upon the applicant's history and/or the number of applications received. **Applicants may be requested** (at a later date, but prior to employment) **to obtain additional record checks at their own expense.**
4. **The Human Resources Office may schedule the applicant to appear for an Oral Interview, Phase 2,** facing an Interview Committee once the background investigation is conducted.
  - **The Selection Process for some Civilian (Non-Justice Officer) positions may be concluded after this point.**
5. **The Human Resources Office may schedule the applicant for the following phases after the Oral Interview;** Polygraph, Psychological, and Medical Examination with a Drug Screen, all at the expenses of the Cumberland County Sheriff's Office.
  - **The results of each Phase** of the Selection Process; Preliminary Phase with or without Officer Selection Test(s), #1-Background Investigation, #2-Oral Interview, #3-Polygraph Examination, #4-Psychological Examination, #5-Medical Examination with Drug Screen, are **confidential** and may only be revealed to the Sheriff and/or Chief Deputy.
6. **The entire Selection Process may take up to 90 days or more to complete.** If at ANY POINT a decision is made to decline the applicant's request for hire, the individual will be notified in writing within 30 days of the decision.
7. **Time to Allow:** (The amount of time shown in the following Phases of the Selection Process is only an approximation.)
  - A. Preliminary PT Assessment/Officer Selection Tests - Applicant should allow about three (3) hours for the Job Related Physical Abilities Test to be conducted and allow about two (2) hours for written tests to be administered.
  - B. Phase 1 Background Investigation - This phase may take several days or weeks to be completed.
  - C. Phase 2 Oral Interview - If selected, applicants should allow at least one (1) hour for the oral interview.
  - D. Phase 3 Polygraph Examination - If selected, an applicant should allow at least three (3) hours or more for the pre-polygraph interview and polygraph examination.
  - E. Phase 4 Psychological Examination - If selected applicant should allow approximately three (3) hours to complete the written questions and one (1) hour for the interview by the psychologist.
  - F. Phase 5 Medical Examination with Drug Screen - Applicants given a medical examination should allow at least two (2) hours for the medical examination and drug screen.
8. **Areas of Inquiry and/or Examination:**
  - Applicants may be administered an Officer Selection Test that assesses basic skills essential to the functions of the job.
  - Applicants selected for background investigation will be investigated by member(s) of the Cumberland County Sheriff's Office who will inquire into the applicant's education record, personal conduct, credit history, criminal history, military history, prior employment performance and relationships with other people before a final offer of employment is made.
  - Applicants selected for an oral interview will be questioned by members of the Cumberland County Sheriff's Office. General areas of questioning include, but are not limited to, the applicant's employment application responses, job specific scenario based questions and law enforcement interests.
  - Applicants should advise references and past employers that they will be contacted by the Cumberland County Sheriff's Office and to respond to the inquiries in a timely fashion.
  - Applicants that are selected will be examined by a Cumberland County Sheriff's Office Polygraph Examiner. General areas of questioning during pre-polygraph screening include, but are not limited to, any criminal history, including use of illegal drugs, credit history, education, employment history, and military service.
  - Selected applicants will be tested/evaluated by psychologist and undergo a Medical Examination by a physician selected by the Cumberland County Sheriff's Office, at the expense of the Cumberland County Sheriff's Office.
  - Applicants selected will be fingerprinted and a thorough search of fingerprint records will be conducted.

The Cumberland County Sheriff's Office Reserves The Right To Modify This Selection Process At Anytime Without Prior Notice.  
**Applications That Are Not Completed As Per Instructions Will Not Be Processed. Further Information May Be Requested.**