

DETENTION OFFICER SELECTION PROCESS

Written Examination

All applicants who meet the minimum qualifications for the position will be invited to take the written examination. The written examination is usually conducted in the gymnasium of the Ordnance Road Correctional Center, 600 East Ordnance Road, Glen Burnie, Maryland. All applicants must achieve a score of 70% to pass the examination. Applicants who do not pass the exam may reapply in six months. Candidates who pass the exam will fill out a Preliminary Questionnaire. This form must be filled out completely and honestly. A Background Investigator will conduct an initial screening of candidates upon successful completion of the exam.

Background Investigation

A background investigation is performed on candidates who pass all of the above-mentioned components of the entry process. A background investigation requires candidates to fill out a lengthy Personal History Statement that must be notarized and turned into the Background Investigation Unit of the Department of Detention Facilities. Candidates have an interview with an investigator to discuss all disclosures in the Personal History Statement. A comprehensive background investigation involves agency checks, criminal history checks, employment references, and neighborhood checks.

Reasons for disqualification may include, but are not limited to: poor work history, poor driving record, felony conviction, falsification of application or other documents, or any other disqualifying causes determined by the Department of Detention Facilities and/or the Office of Personnel.

Medical and Psychological Evaluations

Candidates who successfully pass all components of the process and are selected for placement on the eligibility list will be scheduled for an interview at which time they will receive a conditional offer of employment. Candidates must then undergo a medical examination and psychological evaluation.

Additional Information

This is a highly competitive process. We generally receive a large number of applications for a limited number of vacancies. It is our obligation to select those candidates best qualified to meet the needs of the Anne Arundel County Department of Detention Facilities. Your success in the selection process depends not only on your performance on a written examination and interview,

but on successful completion of the background investigation, physical examination and psychological evaluation.