

SELECTION PROCESS DEPUTY SHERIFF – ENTRY LEVEL

WRITTEN EXAMINATION

All applicants who meet the minimum qualifications for the position will be invited to take the written examination. The written examination will be administered by the County Office of Personnel. Applicants should print out and complete the documents listed on our website under “Written Exam Documents”. These documents should be printed, completed and submitted at the time of the written exam. Applicants must have photo identification and all completed documents in order to take the written exam.

PHYSICAL AGILITY TEST

The Physical Agility Test (PAT) was developed to measure candidates’ physical readiness for training and for performing the duties of a public safety officer. It measures a candidate’s endurance, strength, flexibility, and cardiovascular capacity. There will be more than one opportunity to pass the PAT, the first one being immediately after the written exam. **In order to take the PAT, applicants must have their physician complete the Doctor’s Certification of Fitness Form (Form #soapp2.1-2.2). The completed form must be submitted at the time of the written exam. Candidates who do not have this completed form will not be allowed to take the PAT.** Candidates who successfully complete the physical agility test will be invited to a panel interview. More details regarding the PAT requirements are available by clicking on the PAT Standard link on our website.

PANEL INTERVIEW AND PRELIMINARY PERSONAL HISTORY STATEMENT

Candidates who pass the written exam and physical agility test will be invited by the HR Coordinator of the Sheriff’s Office to a panel interview. The panel will consist of three members of the Sheriff’s Office and will be conducted at the Circuit Courthouse in Annapolis. A valid driver’s license and social security card must be presented at the time of the interview.

PERSONAL HISTORY STATEMENT

Upon successfully passing the PAT, applicants will be scheduled for an oral interview and will be provided with a lengthy Personal History Statement (PHS) that must be completed thoroughly and honestly by the candidate. The PHS must be notarized and returned to the Sheriff’s Office HR Coordinator at the time of the oral interview (at least five working days prior to the panel interview).

POLYGRAPH EXAMINATION

After the applicant has successfully passed the oral exam and the PHS is received by the HR Coordinator, the candidate will be scheduled for a polygraph examination. The polygraph examinations are conducted by Maryland Institute of Criminal Justice in Millersville, Maryland www.micj.com

BACKGROUND INVESTIGATION

A background investigation is performed on candidates who pass all of the above-mentioned components of the entry process. Background investigators will contact the candidates for an interview with the investigator and discuss all disclosures in the polygraph examination and Personal History Statement. A comprehensive background investigation involves fingerprint checks, agency checks, credit checks, MVA checks, criminal history checks, employment references, and neighborhood checks.

Reasons for disqualification may include, but are not limited to: Failure to submit PHS by deadline, failure to have PHS notarized, failure to fully complete PHS, poor work history, poor driving record, felony conviction, falsification of application or other documents, inability to competitively complete any of the component parts of the selection process, or any other disqualifying causes determined by the Sheriff and/or the Office of Personnel.

MEDICAL AND PSYCHOLOGICAL EVALUATIONS

Candidates who successfully pass all components of the process will be called to interview with the Sheriff and Colonel for consideration of a conditional offer of employment. If a conditional offer of employment is made, candidates must then successfully undergo a psychological evaluation and pass a comprehensive medical examination.

ADDITIONAL INFORMATION

Candidates must achieve a sufficient standing in relation to other applicants and the number of vacancies in order to remain under consideration.

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 Sheriff's Office. Your success in the selection process depends not only on your performance on the written examination and interview, but also on your experience, education, skills and ability.

If hired as an Entry-Level Deputy, the Anne Arundel County Sheriff's Office will challenge you academically and physically in a paid 6-month training program, including benefits.

MPCTC SUBSTANCE ABUSE REGULATIONS include but are not limited to the following mandates regarding an applicant's use of controlled dangerous substances:

Type of CDS	MPCTC Requirements
LSD	No Use Allowed
Heroin	No Use Allowed
PCP	No Use Allowed
Marijuana	20 Lifetime Uses*
*Age Provision for Marijuana	Maximum 5 Uses Since Age 21