

Applicant Self-Assessment
PITT COUNTY SHERIFF'S OFFICE

Directions: Read and answer each question completely and carefully. This document must be signed and dated by the applicant.

Notice: This assessment is a non-discriminatory tool to allow an applicant his/her own ability to perform the essential job functions of the position. When necessary, explain answers on a separate sheet of paper and attach it to this assessment.

Applicant's Full Name: _____

Date and reason for Name Change (Marriage, Divorce, Legal Name Change, etc.): _____

The following information is required so we can conduct a criminal record check:

Social Security Number: _____ - _____ - _____ Date of Birth: _____ - _____ - _____

Sex: ☐ Male ☐ Female Race: ☐ Black ☐ White ☐ Hispanic ☐ Other

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Scars, Marks, or Tattoos: _____

Driver's License Number: _____ State: _____

PHYSICAL CHARACTERISTICS

The successful applicant must be able to perform all essential job functions 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.

PERSONAL CHARACTERISTICS

Since officers are required to uphold judgements of the law and are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a "business necessity" that officers exhibit a history and characteristic of honesty, reliability, ability to manage personal finances, interpersonal skill, and integrity.

Officers are frequently placed in a position of physical and mental stress. Officers must possess the physical and mental abilities necessary to perform the essential functions of the job position.

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: _____ Modules: _____

3. Within the past twelve months have you been:
- a. sworn law enforcement officer? Yes ☐ No ☐ If Yes: Agency Name: _____ Date: _____
 - b. certified detention officer? Yes ☐ No ☐ If Yes: Agency Name: _____ Date: _____
 - c. certified correctional officer? Yes ☐ No ☐ If Yes: Agency Name: _____ Date: _____
4. Have you ever been arrested or otherwise charged (such as by receiving a citation or summons) with any crime (felony or misdemeanor) or any other traffic offense?
Yes ☐ No ☐ (If Yes, explain in writing on separate paper and attach to this questionnaire.)
5. Have you ever been convicted of a felony?
Yes ☐ No ☐
6. Are you now using any illegal drugs?
Yes ☐ No ☐
7. Have you ever possessed, used or sold any amount of illegal drugs?
Yes ☐ No ☐
If yes, what drugs and when? _____
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 you 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-duty, and rotating 8, 10 and 12-hour shifts?
Yes ☐ No ☐
17. Are you able and willing to comply with all clothing and grooming standards of the Pitt County Sheriff's Office and are you willing to wear a uniform?
Yes ☐ No ☐

18. Do you have a relative who works for the Sheriff's Office or for Pitt 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 on account of personal misconduct or neglect of duty?

Yes ☐ No ☐ (If yes, explain on separate paper and attach to this questionnaire.)

21. Do you live in Pitt County?

Yes ☐ No ☐

If you do not live in Pitt County, are you willing to move to Pitt 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 separate paper and attach to this questionnaire.)

23. If appointed to a position with the Pitt 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 (UCMJ)?

Yes ☐ No ☐ If yes, what were they? _____

(c) Did you receive any disciplinary action 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 officer? _____

(e) What was the date of your most recent discharge? _____

() Not Discharged. Expected date of discharge, if applicable: _____

(f) Was your discharge characterized as "Honorable"?

Yes ☐ No ☐ (If NO, explain fully.)

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

(a) Do you understand that this job is dangerous and that you could be attacked and injured while in 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 DETENTION OFFICER POSITION

26. If you are applying for a detention officer position, are you able and willing to perform the following essential job functions?

- (a) Using your body and appropriate weapons to restrain a fighting and resistive inmate or prisoner using approved movement and tactics for the purpose of protecting yourself or others?
Yes ☐ No ☐
- (b) Write reports about investigations, incidents and other matters; use proper words, English grammar, symbols and solve math problems; be able to file in alphabetical order?
Yes ☐ No ☐
- (c) Be able to determine a "special needs" person (Example Suicidal, 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 and inmates?
Yes ☐ No ☐
- (f) Collect/gather information for investigations (criminal and administrative) and write down statements of victims, witnesses, suspects and confidential undercover informers, be able to decide by yourself when there are reasonable grounds to recommend disciplinary action?
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, vehicles, mail items, and other objects looking for smuggled items; searching buildings, cells, and large outdoor areas which may involve feeling and finding objects; walking for long periods of time and conducting 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, preparing and serving food, working rotating shifts, extended foot patrol and physically checking the doors, windows and other areas to ensure safety?
Yes ☐ No ☐
- (k) Be able to talk clearly with prisoners and the public, including children and teenagers, giving information and directions, settle disagreements, and explaining policy and procedures?
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 the public use foul language, call you names, curse, threaten you, etc?
Yes ☐ No ☐

- (o) Perform rescue duties at accidents, emergencies and disasters to include standing 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 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 on and operate self-contained breathing equipment and 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, commitment orders, summons and other formal legal orders).
Yes ☐ No ☐
- (s) Process and release prisoners including taking their photograph and rolling impressions of fingerprints which are clear and can be ready by the experts?
Yes ☐ No ☐
- (t) Be able to 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, injured or dead 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 and quickly without delay?
Yes ☐ No ☐

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

27. If you are applying for a deputy sheriff position, 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; quieten down someone who is a suspect or who is trying to fight with 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, symbols and solve math problems; be able to file in alphabetical order?
Yes ☐ No ☐
- (c) Be able to decide on your own when there is reason to believe someone may be a suspect and take the person in custody; to be able to decide if there is enough reason to search the person or belongings and make an arrest; and to 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 situations involving speeds faster than posted speed limits, in heavy busy traffic and on unsafe roads where there may be fog, smoke, 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 the 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 barrier?
Yes ☐ No ☐
- (h) 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? Most recent handgun scores (if available): Day _____ Night _____
Yes ☐ No ☐
- (i) Perform searches of people, vehicles, building and large outdoor areas which may involve feeling and finding objects, walking for long periods of time, holding back people and stopping suspicious vehicles?
Yes ☐ No ☐
- (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, walking on foot patrol and checking doors and windows of buildings to make sure they are locked and secure?
Yes ☐ No ☐
- (l) Be able to talk clearly with prisoners and the public, including children and teenagers? (Example: giving information and directions, settle disagreements, tell people about their rights and how things are done)
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 of 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 on and operate a gas mask in situations where chemical weapons are being used?
Yes ☐ No ☐
- (s) Put out small fires by using a fire extinguisher and other approved ways?
Yes ☐ No ☐
- (t) Read and understand legal and non-legal documents, including being able to prepare and serve such documents as citations, affidavits 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) Inspect unclothed prisoners including looking into the body openings (mouth, nose, ears, etc.) using proper protection with exposure to the body fluids, waste, etc.? Come into contact with sick, infected or dead people?
Yes ☐ No ☐

CERTIFICATION
(REQUIRED FOR ALL CERTIFIED POSITIONS)

I understand the requirements of 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 of 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 mission information may be grounds for rejection of my application and (or) dismissal if I am appointed.

Applicant's Signature

Date



**Pitt County Sheriff's Office
Post Office Box 528
Greenville, North Carolina 27835**

Date : _____

DISCLOSURE OF INFORMATION FORM

To Whom It May Concern:

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly-authorized agent of the Pitt County Sheriff's Office, whether said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; records of loans, the records of commercial or retail credit agencies (including credit reports and ratings,) and other financial statements and records wherever found; medical and psychiatric records, treatments, and/or consultations including clinics, hospitals, private practitioners, and the United States Veterans Administration; employment and pre-employment records including background investigation reports, efficiency ratings, complaints filed by me, complaints or disciplinary reports filed against me, and the results of these reports; and the records and recollections of attorneys-at-law, or other counsel, whether representing me or other persons in any case, criminal or civil, in which I have or appear to have an interest.

I authorize the custodian of military personnel records in St. Louis, Missouri or any other United States military facility to fully disclose to the Pitt County Sheriff's Office any information contained in my military personnel records. This information may include, but is not limited to, medical and psychiatric evaluations, employment and pre-employment records, background investigations, security clearance ratings, efficiency ratings, complaints and grievances, arrests and/or detentions, convictions, any disciplinary records, type and date of discharge, date and locations of entry and assignments, training and educational records including medical and psychiatric records to be mailed directly to the Pitt County Sheriff's Office upon their request.

I understand that any information obtained by a personal background history investigation which is developed directly or indirectly, in whole or in part upon this release authorization, will be used in determining my suitability for employment with the Pitt County Sheriff's Office. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing said information to the Pitt County Sheriff's Office.

I also agree to pay any and all charges and fees concerning this request and can be billed for such charges at my home address. A photocopy of this release form will be valid as an original theror, even though said photocopy does not contain an original writing of my signature.

Signature

Print or Type Full Name

Subscribed and sworn to before me,
this the ____ day of _____ 20 ____

Notary Public / Approved Member

Full Address

City

My Commission Expires _____

Birth Date

Soc. Sec No.