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DEPUTY SHERIFF/DETENTION OFFICER APPLICANT INSTRUCTIONS

Attention all applicants:

The Sampson County Sheriff's Office appreciates your interest in joining our team. The Sheriff's Office only accepts applications for the position of Deputy Sheriff or Reserve Deputy Sheriff from persons who have completed Basic Law Enforcement Training or are currently certified as a law enforcement officer. Applications for Detention Officer will be accepted from anyone who meets the criteria for certification as a justice officer in North Carolina, even if they have not received DOCC training. In order to ensure that your application packet is complete please follow the instructions below:

- Complete the Sampson County Employment Application. Please indicate either "Deputy Sheriff", "Reserve Deputy Sheriff", or "Detention Officer" in the "Position Title" section of the application.

- Complete and return the "Release Authorization Forms". **Both forms must be notarized**.

- Complete the F-3 Personal History Statement. Please use references that are not difficult to contact. References that live out of state or who work unusual shifts are typically harder to contact, which delays the application process. Also, if you have been charged with any criminal violation, whether it was on a citation, criminal summons, or warrant, please list the charge in the Personal History Statement even if you were not convicted. If you fail to list a charge and it is discovered in the background investigation your application will be disqualified. **NOTE: This form must be notarized**.

- You will need to obtain and submit **a "Certified Criminal Records Check" from each county in which you have lived in North Carolina or any other state within the last ten years. You will also need to obtain a "Criminal Records Check from the county in which you graduated/attended High School." Please note that all Criminal Records Checks will need to list any names you have gone by, i.e. maiden name for females or last name from a previous marriage. If you were in the military, you do not have to provide a Criminal Records Check for out of state counties or countries in which you were stationed.** You may **contact the CLERK OF COURT for the county** in which you need a records check**.** If there are multiple court jurisdictions for out of state counties, then you will need to obtain a check from each Clerk of Court, *i.e., Circuit Court and County Court for XYZ County*. **Records checks from Police Departments or Sheriff's Offices WILL NOT BE ACCEPTED.**

- You will need to submit copies of the following documents: Driver's License; Social Security Card; Birth Certificate; High School Diploma/GED Certificate; and a copy of your DD214 (If you were in the armed forces).

NOTE: Applications that do not contain the information above will not be processed.

Please submit all of the above documents to Capt. Eric Pope at the Sampson County Sheriff's Office. A check off sheet is provided to ensure that you include the required documents above. **Please do not call in regard to the status of your application**. The Sheriff's Office processes applications as vacancies occur. If an opening is not currently available your application will be placed in a "pending" file and reviewed for future openings. If you need to update your application information, please send a written summary of information to be updated to Capt. Pope at the address listed on the top of this document.