TALBOT COUNTY SHERIFF'S OFFICE
115 West Dover Street
Easton, MD 21601
410-822-1020

Sheriff Dallas Pope

LATERAL DEPUTY SHERIFF

$39,524 to $45,249 (Varies with Experience)

Talbot County Deputy Sheriffs are fully sworn police officers and perform a broad range of law enforcement functions. Duties include the enforcement of Maryland's Criminal, Civil, and Traffic Laws, Service of Civil/Criminal Process, Judicial Security, Prisoner Transports, Fugitive/Warrant Investigation and Out of State Extraditions, Domestic Violence Enforcement, and Landlord/Tenant Evictions. Deputy Sheriffs are classified as **essential employees** and subject to inclement weather and alternate shifts.

It is the policy of the Talbot County Sheriff's Office not to discriminate against anyone and to afford equal employment opportunity to all applicants. To be considered for employment the applicant must be a United States Citizen, have a high school diploma or equivalent, be currently certified as a police officer through the Maryland Police Training Commission with at least one (1) year experience in law enforcement.

The hiring process for Lateral Deputy Sheriff is designed to help select those applicants who are most qualified. The candidate must successfully complete the following steps in order to be considered.

Oral Interview

Background Investigation
Polygraph Examination
Medical & Psychological Examinations

Selection Committee

Upon the completion of the above listed steps, the candidate's employment package will be submitted to the Administrative Lieutenant. The Administrative Lieutenant will ensure a comprehensive review is conducted on all elements of the process. The Administrative Lieutenant will then recommend to the Sheriff the candidate(s) most qualified for the position of Deputy Sheriff. The Sheriff will then make the final review and selection.

Anyone interested in a career as a Deputy Sheriff with the Talbot County Sheriff's Office should contact us at (410) 822-1020 for an employment application.

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Dallas G. Pope
Sheriff

Fax
410-770-8110

TO: **All Talbot County Sheriff's Office Applicants**

SUBJECT: Truthfulness

One of the most critically important issues that define the effectiveness of any organization is the perception that it is a credible organization. Central to that image is the integrity and truthfulness of its police officers and all its employees; from the newest person hired through the long term tenured managers.

The need for honest, impartial and accurate representation of facts is the cornerstone of any police organization where success or failure rests with the degree of public trust and support that it receives. Public support can quickly erode or fade where there is a lack of credibility in any person, program, or outreach of an organization.

The very basis of an individual's integrity, as perceived by the public, friends and fellow workers is at stake whenever the truth is not told. The loss of integrity by an individual or group of individuals can quickly spread throughout the law enforcement organization.

As Sheriff of Talbot County, it is my responsibility to maintain the effectiveness of the Office of Sheriff of Talbot County as a viable law enforcement agency. This document serves notice that I will not tolerate lying of any kind by any member of this Office, including applicants. You are to be advised that all information disclosed or developed during the application process may be verified by means of a polygraph examination.

Any statements or omissions, either written or verbal that are given by any applicant with the intent to deceive will result in the rejection from further consideration for employment with the Talbot County Sheriff's Office. There is no substitute for the truth.

Dallas G. Pope
Sheriff of Talbot County

DGP:tbm

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EMPLOYMENT APPLICATION PACKET

Enclosed is the Talbot County Sheriff's Office personal history questionnaire which must be completed. This questionnaire/application must be returned to the Sheriff's Office. It will also be necessary to attach a **copy** of the following:

1. Birth Certificate
2. High School Diploma or Equivalence Certificate
3. College Transcripts
4. Driver's License
5. Naturalization Papers, if applicable
6. Military Discharge (DD214), if applicable
7. Social Security Card

CAUTION: Do not misstate, falsify or omit material facts. The facts and statements will be verified to determine your qualifications for employment. Any misrepresentations, falsifications or omissions of material will be justification for rejection.

The background investigation will not be completed and employment will not be considered until all materials have been accepted.

The application packet must be returned within (14) fourteen days of receipt. If there are any problems in any of the areas contact the Sheriff's Office.

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AUTHORIZATION TO RELEASE INFORMATION

I, _____

Last First Middle Race Sex DOB

_____

Address City State Zip Code Social Security #

Do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself by/to any duly authorized agent of the Talbot County Sheriff's Office, whether the said records are public or private, and including those which may be deemed to be of a privileged or confidential nature. The intention of this authorization is to provide information which will be considered in determining my suitability for employment with the Talbot County Sheriff's Office.

The intent of this authorization is to give my full and complete disclosure of the records of educational institutions; financial or credit institutions (see separate consent for credit); medical and psychiatric treatment and/or consultations, including hospitals, clinics, private practitioners, and the U.S. Department of Veteran's Affairs; public utility companies, employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, and salary records; real and personal property tax statements and records, and other financial statements and records wherever filed; records complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal and/or traffic records; records of complaints of a civil nature made by or against me, wheresoever located, and to include the records and recollections of attorney at law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had an interest.

I also consider this an acknowledgment and permission for the Talbot County Sheriff's Office to conduct a background investigation knowing that I will not be informed of any information or facts developed by that investigation, other than credit history, whether I am accepted or rejected for the position.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

_____ _____

Applicant Witness

_____ _____

Date Date

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Notary Public Certification

State of Maryland, County of _____

I hereby certify that on this _____ day of _____, 20____, before me, a notary public for said state and county, personally appeared and made oath in due form of law that he/she has executed this authorization for release of information in the capacity therein stated and for the purpose therein contained. In witness, I here unto set my hand and official seal.

_____ My commission expires: _____

Notary Public Signature

Affix Official Seal

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NOTIFICATION OF VERIFICATION OF CREDIT HISTORY
GENERAL CONSENT

I, _____ have been advised that a report of my credit history will be performed by the Talbot County Sheriff's Office as a condition of employment. This check will include all financial and credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts, and loans. It will also include the records of commercial and retail credit agencies (including credit reports and/or ratings).

I understand that, by law, if I am turned down for the position for which I have applied due to a negative credit report, the Sheriff's Office must provide me with:

a) a copy of **only** the credit report, and;
b) written instructions as to how to challenge the accuracy of that report.

This must be done prior to a final decision not to hire.

_____ _____
Applicant's Signature Date

_____ _____
Witnessed By (Print Name) Witness Signature

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EMERGENCY MEDICAL ALERT CARD

Name: _____ DOB: _____

Address: _____ Phone: _____

City/State/Zip: _____ Cell Phone: _____

Allergies/Medications: _____

Emergency Contact Person: _____ Relationship: _____

Phone: _____ Work: _____ Cell Phone: _____

2nd Contact Person: _____ Relationship: _____

Phone: _____ Work: _____ Cell Phone: _____

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EMPLOYMENT APPLICATION

Position Applied For: _____

A) This application must be completed in **Ink**, Printed or Typed.
B) Failure to disclose all information truthfully will result in the automatic disqualification of your application.
C) Any questions requiring additional space, place on an attached sheet.

PART I – PERSONAL INFORMATION:

1. Name: _____
   Last First Middle

2. Address: _____
   Number & Street City State Zip Code

3. How long at present address? _____ Home Phone Number: _____

   Pager Number: _____ Cell Phone Number: _____

   Whom do you live with at this address? _____

4. List any previous address(es) you have had in the past ten years.
   _____
   _____

5. Date of Birth _____ Height _____ Weight _____ Hair Color _____

   Social Security No. _____ Eye Color _____ Blood Type _____

6. Have you ever changed your name? _____ If Yes, complete below.

   Date of Change _____ Reason (marriage, divorce, etc.) _____

   Name changed from _____ to _____

PART II – MOTOR VEHICLE INFORMATION:

1. Driver's License number: _____ State: _____

   License Type: _____ Date of Expiration: _____ Restrictions: _____

2. Has your license to drive ever been refused, suspended, cancelled or revoked? _____

   If Yes, give details: _____

3. Do you own a motor vehicle? _____ Make: _____ Model: _____

   Tag #: _____ State: _____

PART III – FAMILY RELATIONSHIPS:

1. Father: _____ DOB: _____
   First Middle Last

   Address: _____
   Number & Street City State Zip Code

   Occupation/Employer: _____

2. Mother: _____ DOB: _____
   First Middle Last

   Address: _____
   Number & Street City State Zip Code

   Occupation/Employer: _____

3. Brother/Sister: _____ DOB: _____
   First Middle Last

   Address: _____
   Number & Street City State Zip Code

   Occupation/Employer: _____

   Brother/Sister: _____ DOB: _____
   First Middle Last

   Address: _____
   Number & Street City State Zip Code

   Occupation/Employer: _____

4. Spouse: _____ Maiden Name: _____
First Middle Last

Address: _____
Number & Street City State Zip Code

Spouse's Occupation: _____ Employer: _____ DOB: _____

5. List full names and DOB's of your children:
_____
_____
_____
_____

6. If you live with someone other than those family members listed above, identify below:

Name: _____ DOB: _____
First Middle Last

Occupation/Employer: _____

7. How many times were you previously married? _____ How was the marriage(s) dissolved? (Divorce, death, etc.) _____
_____

PART IV – <u>MILITARY:</u>

1. Have you ever been a member of the armed forces? _____

Branch of Service: _____ Present Status: _____

Serial Number: _____ Reserve Unit: _____

Date of Entry: _____ Date of Discharge: _____ Type of Discharge: _____

Highest Rank: _____

Were you ever subjected to military discipline? _____
If Yes, give details: _____
_____

2. Have you registered for the draft? _____

PART V – <u>EDUCATION:</u>

1. <u>High School</u>:

_____
Name Full Address

_____ Graduation Date: _____

Were you ever suspended or expelled? _____ If Yes, give details: _____
_____

If you did not graduate, do you hold a High School Equivalency? _____ If Yes, complete below:
Certificate No. _____ Date: _____ State: _____

2. College:

Name & Locations of College or University	Dates Attended From - To	Credit Hours Semester – Quarter	Degree Rec'd	Year Rec'd

List your college major: _____

3. Other schools or training (trade, vocational, business or military). For each, give the name, location, dates attended, subject studied and any other data.
_____
_____
_____

PART VI – CRIMINAL RECORD:

1. Have you ever been arrested for a criminal violation? _____
If Yes, give details: date, location, etc. _____
_____
_____

2. Have you ever been held, detained or questioned by any law enforcement agency regarding any criminal matters? _____ If Yes, give details: _____
_____
_____

3. Have you ever been or are you currently under the supervision of a parole or probation agent? _____ If Yes, give details: _____
_____

PART VII – UNDETECTED CRIMES

1. Have you ever committed an act that you were not caught doing, but if caught, you would have been arrested? _____ If Yes, give details: _____
_____

2. Have you ever filed an insurance claim that was not accurate (overestimating losses)? _____ If Yes, give details: _____
_____

3. Has a law enforcement agency ever been called because of something that you were involved in? _____ If Yes, give details: _____
_____

4a. When did you last write a check that bounced or have you ever written a check that there were no funds to cover the value of the check? _____
_____

4b. How many in your lifetime? _____ Have you ever written a check using another person's name? _____ If Yes, give details: _____
_____

5. Have you ever used a fraudulent document to obtain money? _____ If Yes, give details:
_____
_____

6. Were you ever in a fight in which a weapon was used? _____ If Yes, give details: ___
_____
_____

7. Have you ever injured or caused the death of another person? _____ If Yes, give details: _____
_____

8. Have you ever physically abused a spouse, girlfriend, boyfriend or child? _____ If Yes, give details: _____
_____

9. Have you ever intentionally damaged property belonging to another person? _____ If Yes, give details: _____
_____

10. Have you ever filed a false police report? _____ If Yes, give details: _____
_____
_____

11. Have you ever participated in a riot or disturbance? _____ If Yes, give details: _____
_____
_____

12. Since you have been an adult (18 years old), have you ever had any sexual involvement with someone under 18 years old? _____ If Yes, how old were they? _____ How old were you? _____ How long ago? _____ Give details: _____
_____

13. Have you ever sexually assaulted anyone? _____ If Yes, give details: _____
_____

14. Have you ever engaged in prostitution or used the services of a prostitute? _____ If Yes, give details: _____
_____

15. Have you ever been questioned by a law enforcement agency as a suspect in an investigation? (Do not include situations in which you were a victim or witness to a crime). _____ If Yes, give details: _____
_____

16. Other than what has already been covered, have you been involved in anything that you could have been arrested for? _____ If Yes, give details: _____
_____

17. Have you ever belonged to, or associated with anyone belonging to any organization, past or present, that would place the integrity of the Talbot County Sheriff's Office in question? (e.g., KKK, Nazi Organization, Gang Member, Organized Crime) _____
If Yes, give details: _____
_____

18. Do you now or have you ever had regular associations with persons whom you knew or should have known, were under criminal investigation or who had a reputation in the community or with law enforcement agencies for involvement in criminal behavior? _____
If Yes, give details: _____
_____

PART VIII – <u>QUESTIONS FOR CURRENT OR FORMER LAW ENFORCEMENT OFFICERS:</u>

1. Have you ever accepted a bribe? _____ If Yes, give details: _____
_____

2. Have you ever been accused of using excessive force? _____ If Yes, give details: _____
_____

3. Have you ever witnessed an excessive force situation? _____ If Yes, give details: _____
_____

4. Have you ever been the subject of an Internal Investigation? _____ If Yes, list in chronological order, short synopsis and outcome to include discipline received: _____
_____
_____

5. Do you have any active or pending Internal Investigations or discipline? _____ If Yes, give details: _____
_____

6. Have you ever been disciplined as a Law Enforcement Officer? _____ If Yes, please include oral & written reprimands, suspensions and anything that was purged from your file:
_____
_____

7. Have you ever lied under oath? _____ If Yes, give details: _____
_____

8. As a Law Enforcement Officer, have you ever engaged in any sexual act while on duty? _____ If Yes, give details: _____
_____

9. Have you ever been involved in any shooting incident? _____ If Yes, give details: _____
_____
_____

10. Have you ever been the subject of a Grand Jury Investigation? _____ If Yes, give details: _____
_____

11. Have you ever been involved in any on-duty motor vehicle accident? _____ If Yes, please list each one and who was at fault: _____
_____

12. Have you ever removed, destroyed or altered police records or files? _____ If Yes, give details: _____
_____

13. Have you ever had any sexual involvement with a juvenile? _____ If Yes, give details: _____
_____

14. Since becoming a Law Enforcement Officer, have you used any illegal drugs? _____
If Yes, give details: _____
_____

15. Have you ever falsified any type of official report? _____ If Yes, give details: _____
_____
_____

16. Have you ever taken anything from a place that had already been burglarized? _____
If Yes, please give dollar amount and list items: _____
_____

17. Have you ever taken any item from an investigative scene? _____ If Yes, give details:
_____

PART IX – EMPLOYMENT HISTORY:

1. List all employers, from your current or most recent, then backwards in chronological order:

A. Current/Recent Employer: _____ Address: _____

Phone: _____ Employed from _____ to _____ Position: _____

Name of Supervisor: _____ Reason for Leaving: _____

B. Employer: _____ Address: _____

Phone: _____ Employed from _____ to _____ Position: _____

Name of Supervisor: _____ Reason for Leaving: _____

C. Employer: _____ Address: _____

Phone: _____ Employed from _____ to _____ Position: _____

Name of Supervisor: _____ Reason for Leaving: _____

(ANY ADDITIONAL EMPLOYMENT SHOULD BE PLACED ON A SEPARATE SHEET OF PAPER)

2. If now employed, may we seek information from your present employer? _____

3. Have you ever been discharged from employment? _____ If Yes, give details: _____
_____
_____

PART X – FINANCIAL INFORMATION:

1. List any outstanding debts: _____
Debtor Amount

_____
Debtor Amount

_____
Debtor Amount

_____
Debtor Amount

2. Are you buying your home? _____ Renting _____ Monthly Payment _____

3. Are you presently or have you ever been in arrears in paying debts? _____ If Yes, give details: _____
_____

4. Are there now or have there been any liens, judgments or attachments filed against you? _____ If Yes, give details: _____
_____

4a. Have you ever been the defendant in a civil suit or is there now pending any civil action against you? _____ If Yes, give details: _____
_____

5. Have either you or your spouse ever been denied credit for any reason other than age? _____ If Yes, give details: _____
_____

6. Have you or your spouse ever filed for bankruptcy? _____ If Yes, how many times, dates and what were the circumstances: _____
_____

PART XI – DRUG USAGE:

1. Have you ever possessed, sold or used drugs? (This includes experimentation drugs) _____ If Yes, give details: _____
_____

2. How many times in your life have you used marijuana? (Please include approximate dates and how many times; weekly, monthly) _____
_____

3. When was the last time you used marijuana? _____
_____

4. Have you used any of the following? _____ If Yes, include the total number of times and the last date used): _____

A. _____ Speed
B. _____ Barbiturates (Downers)
C. _____ Amphetamines (Uppers)
D. _____ Rush
E. _____ Quaaludes
F. _____ LSD
G. _____ Hash
H. _____ Ice or Met Amphetamine
I. _____ Mushrooms
J. _____ Another Person's Prescription
K. _____ Mescaline
L. _____ Steroids
M. _____ PCP (Angel Dust)
N. _____ Crack
O. _____ Cocaine
P. _____ Heroin
Q. _____ Ecstasy
R. _____ Amilnitrates
S. _____ Designer Drugs
T. _____ Peyote

5. Any other illegal substance not listed: _____ If Yes, what was it: _____
_____

6. Have you ever used inhalants or any other legal substance to get high? (e.g. Paint Thinner, Aerosol, Glue, etc.) _____ If Yes, what was it: _____
_____

7. Have you ever been involved in the purchase of any illegal drugs? (Any amount from a joint to a kilo) _____ If Yes, include type of drug, the amount, the circumstances and the last time): _____
_____

8. Have you ever been involved in the sale of illegal drugs, either directly or indirectly: _____
If Yes, give details: _____
_____

9. Have you ever set up a drug deal? _____ If Yes, give details: _____
_____

10. Have you ever been in the company of people using illegal drugs? _____ If Yes, give details and the last time: _____
_____

11. What is the total amount of money you have spent on illegal drugs in your life? _____
_____

12. Have you ever stolen money or drugs from another drug dealer? _____ If Yes, give details: _____
_____

13. Have you ever driven a motor vehicle under the influence of illegal drugs? _____ If Yes, give details: _____
_____

14. Have you ever used medication from another person's prescription to get high? _____ If Yes, give details: _____

15. Have you ever tried to grow or cultivate any illegal drugs? (Include any amount from one seed and up): _____ If Yes, give details: _____
_____

16. Explain in detail, any other information related to illegal drug use or involvement which has not been covered; to include transportation, manufacturing, etc.: _____
_____
_____
_____

PART XII – MEDICAL HISTORY:

1. Describe your present health? _____
_____

2. Have you ever filed for or received compensation for an injury sustained either in military service or civilian life? _____ If Yes, give details: _____
_____
_____

PART XIII – REFERENCES:

1. List three (3) business references: (Do not include past employers)

NAME	FULL ADDRESS	OCCUPATION	YEARS KNOWN	PHONE

2. List five (5) character references who you have known for at least 5 years: (Do not list relatives).

NAME	FULL ADDRESS	OCCUPATION	YEARS KNOWN	PHONE

PART XIV – MISCELLANEOUS INFORMATION:

1. Have you ever applied for a position with any other police, fire or protective agency? _____
If Yes, complete below:

Department _____ When _____ Result _____

Department _____ When _____ Result _____

2. List any organizations which you have or now belong to:
_____
_____
_____

3. Do you drink alcoholic beverages? _____ If Yes, to what degree:

Seldom _____ Moderate _____ Regularly _____ Socially _____

4. What experience do you have with Firearms? _____
_____
_____

5. From what source did you learn about the position for which you are applying? _____
_____

6. Do you have a pending application for any other employment? _____ If Yes, give details:
_____
_____

7. Briefly state any qualifications that you have which would be an asset towards your employment with this office: _____
_____
_____
_____

PART XV – <u>APPLICATION SUMMARY:</u>

For what reason did you apply to the Talbot County Sheriff's Office? _____
_____
_____
_____
_____
_____

In the area provided to the right, attach a head and shoulders picture of yourself, taken no longer than two (2) years ago.

I understand that each of the statements given in this application will be investigated and any inaccurate, untruthful or misleading statement will be sufficient cause for immediate rejection of the application without appeal.

Date _____ Signature _____

Any changes of pertinent data contained in the application may be made in writing or calling the: Talbot County Sheriff's Office, 115 West Dover Street, Easton, Maryland 21601 (410) 822-1020