



**Sheriff
Paula
Dance**

DEPUTY SHERIFF TRAINEE PROGRAM - OCTOBER 2024

Sheriff Paula Dance is focused on hiring and retaining high-quality team members to keep our office classified among the best in the state. The Pitt County Sheriff's Office family is proud to serve our citizens. We are looking for individuals who have an interest in joining our family as a Deputy Sheriff Trainee. Trainees will receive a salary and benefits while they attend a local Basic Law Enforcement Training academy at our expense. Upon the completion of the academy, the trainee will take the oath of office and be promoted to the rank of Deputy Sheriff, at which time field training begins. Entry level Deputy Sheriffs are primarily assigned to the Patrol Division to gain experience, but our management team reserves the right to assign personnel anywhere in the organization based on business needs (Court Security Unit, Civil Process Unit, Forensic Services Unit, etc).

Our office doesn't accept just anyone as a trainee. We seek those who set and achieve high standards and possess the capability to serve a cause bigger than themselves. Humility, honesty, and integrity are must-have qualities for you to be a successful trainee and deputy sheriff.

In order to be considered for a Deputy Sheriff Trainee position you must meet all legal requirements to become a certified justice officer by the North Carolina Sheriffs' Education and Training Standards Commission as codified in N.C.G.S. 17E.

Mailing Address:
Post Office Box 528
Greenville, N.C. 27858



Office: (252) 902-2800
www.PittCountySheriff.com



Street Address:
100 New Hope Rd.
Greenville, N.C. 27834

Every Justice Officer employed or certified in North Carolina must meet these minimum standards under 12 NCAC 10B .0300. These standards are non-negotiable and must be met at the time of application to be considered.

- Be a citizen of the United States.
- Be at least 20 years of age.
- Be a high school graduate, or the equivalent (GED).
- Make full disclosure of all current and former criminal charges and Domestic Violence Orders, both upon application and at any time while holding certification.
- Be of good moral character.
- Not have a prohibitive criminal history record. If you have a criminal record you can inquire with the staff in our Training and Standards Unit for guidance regarding whether to proceed with an application.
- Possess a North Carolina Driver's License (or from another U.S. state).

If these minimum requirements have been met, you are able to proceed with the following steps as found on our website at www.pittcountysheriff.com/job-application.

- Fully and accurately complete the Pitt County Application Form. It can be filled out by hand or by computer, then printed. Do not sign this form yet. It will be signed in person and be notarized upon submission.
- Fully and accurately complete the PCSO Personal Assessment Form. It can be filled out by hand or by computer, then printed. Do not sign this form yet. It will be signed in person and be notarized upon submission.
- Fully and accurately complete the Sheriff's Education and Training Standards Commission F-3 Personal History Statement form. It MUST be handwritten. Additional forms are available for additional work history and criminal charges if needed. Do not sign this form yet. It will be signed in person and be notarized upon submission.
- Take the above forms to a Notary Public of your choice, where you will then sign the forms in person when directed and have them notarized at that time. Banks, some government offices, and some private businesses offer these services.

After all forms are complete in full and notarized please bring them to our Training and Standards Unit, located at our office at 100 New Hope Rd. Greenville, N.C. 27834.

If you have questions or concerns during this process please contact our Training and Standards Unit at (252) 902-2655 or at justin.jones@pittcountync.gov.

Candidates chosen for further consideration beyond the initial application will be required to complete, at a minimum, the following steps. Associated costs for these steps will be provided by our office. Unsuccessful completion at any step will invalidate the application for this hiring cycle.

- A reading comprehension test.
- A thorough background investigation conducted by our office.
- A minimum of one personal oral interview.
- A physical fitness evaluation.
- Submission of electronic fingerprints.
- A medical examination by a licensed physician.
- A psychological evaluation by a licensed mental health professional.
- A negative result on a drug screen.

Once all requirements for consideration are complete and you are selected, you will receive a final job offer. Trainees who accept the final job offer must sign a contract guaranteeing a minimum of 3 years of full-time service to our office.

Salary Levels

Deputy Sheriff Trainee: \$51,534/year with full benefits

Deputy Sheriff: \$54,062/year with full benefits

Benefits of Employment

- Possible salary increase for direct prior experience.
- Salary increases for Intermediate and Master Deputy recognitions.
- Paid training opportunities for in-service and trainings/conferences.
- 401K Plan with 5% contribution of your adjusted gross salary.
- Local Government Retirement System benefits.
- Take home patrol vehicle for most sworn deputy positions.
- Issued Laptop Mobile Data Terminal (MDT).
- Issued Smith & Wesson M&P 9mm with Tactical Light Attachment (Red Dot Sights to be added soon).
- Issued Tactical Rifle with Red Dot Sights.
- Issued Tactical Shotgun.
- Issued Taser 7
- Issued Body Worn Camera
- Issued Outer Load-Bearing Vest
- Issued Tactical Ballistic Helmet
- Comfortable uniforms provided.
- Relaxed facial hair and tattoo policies.
- Free Employee Health Clinic.
- Community service/child education leave.
- Health and wellness programs.
- 8 Hours of vacation per month to begin. Climbs higher over time.
- 8 Hours of sick leave per month.
- Longevity pay annually, beginning at 10 years.
- Paid holidays each year to mirror State of NC, plus Juneteenth.
- Off-duty contract work available.
- Most of employee insurance provided.
- Administrative leave time.
- An entire program of supplemental benefits such as AFLAC, life insurance, disability insurance, pet insurance, cancer insurance, long-term care insurance, dental insurance, optical insurance, vision insurance, legal assistance, and more that each employee can elect or decline.

If you have questions or concerns about the trainee process, employment, or benefits please contact our Training and Standards Unit at (252) 902-2655 or at justin.jones@pittcountync.gov.