



**NORTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE AND
DELINQUENCY PREVENTION**
Criminal Justice Certification Screening Procedures

ALL APPLICANTS FOR POSITIONS CERTIFIED BY THE NC CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION MUST READ AND SIGN THE FOLLOWING STATEMENT TO BE CONSIDERED FOR EMPLOYMENT.

During the criminal justice employment screening process, you will be asked to provide information concerning your personal and medical history as well as submitting to physical, psychological and substance abuse screenings. This information will be used to determine your suitability and fitness to perform the duties of a Juvenile Justice Officer or Chief/Juvenile Court Counselor.

I. Criminal History

List any and all criminal charges filed against you, regardless of the date of the offense and the disposition of the case. You must list these even if the charges were dismissed or the verdict was not guilty, nol pros or PJC (Prayer for Judgment Continued). Criminal charges include all types of crimes, including the most minor misdemeanors. Not all charges will disqualify you for employment, but if you fail to list charges that are later discovered, your criminal justice certification may be denied, suspended or revoked.

While you do not have to list minor traffic offenses (NC G. S. Chapter 20), you must specifically list any DWI, DUI, driving while under the influence of drugs, driving while license permanently revoked,, failure to stop in the event of an accident, reckless driving, and reckless driving to endanger offenses. Before you can be employed, you will have to supply for each charge listed, true and certified copies of: warrant(s), judgment(s), citation(s), disposition(s) and notice(s) of reinstatement even if previously reported to the Department of Juvenile Justice and Delinquency Prevention. This will be done by you and at your personal expense. Provision of these documents does not ensure consideration for employment.

II. Work History

You will be asked questions about whether or not you have previously applied for employment with this “agency” and whether or not you are related to someone employed by this “agency”. In this context, “agency” means any unit or facility of the North Carolina Department of Juvenile Justice and Delinquency Prevention, regardless of that facility or unit’s location.

You will be asked whether you have ever been denied employment by a criminal justice agency. In this context, “criminal justice agency” includes, but is not limited to, any federal, state or local law enforcement/criminal justice organizations such as the FBI, SBI, state police, city or county police departments, sheriff’s department and any federal, state or local correctional agencies.

III. Medical

You will be required to take a drug screening test as part of the criminal justice employment process. If your drug screen is positive, you will be denied employment.

You are also required to complete a medical history form and to receive a medical examination by a physician to determine your physical ability to perform the essential job functions of a Juvenile Justice Officer or Chief/Juvenile Court Counselor.

IV. Mental Health

You will be required to complete a psychological screening and possibly a follow-up interview as part of the criminal justice employment process. The results will be used as an evaluation tool in this process.

IV. Physical Requirements

The use of physical force and/or exertion to control juveniles and to ensure public and personal safety is one of the essential job functions of Juvenile Justice Officers and Chief/Juvenile Court Counselors and as such is a condition of employment. To perform this function you are required to successfully complete a Restraint, Control and Defense techniques course within one year of employment. The course involves stretching, bending and floor exercises for flexibility, as well as the extensive use of the arms, hands and wrists, shoulders and knees in practicing techniques to be used in restraining violent and assaultive youth. The course contains defensive techniques that require the ability to rise from the floor without assistance. Inability to successfully complete this course will result in denial of certification.

V. Certification Maintenance

In addition to these screening requirements, once you are employed, you will be required to maintain criminal justice certification by continuing to meet all certification standards throughout your employment with the department. Should you receive any criminal charges during your employment with DJJDP, you will be required to report that information to your supervisor as soon after the incident as is practical.

As an applicant for employment in a criminal justice certified position with the NC Department of Juvenile Justice and Delinquency Prevention, I attest that I have read and understand the above statements, that I am aware of the minimum standards for employment and that I meet or exceed those requirements. I further attest that any and all information provided by me, both oral and written, in the employment process, is complete and accurate to the best of my knowledge. I understand and agree that any omission, falsification or misrepresentation on my part can be the sole basis for dismissal; denial, suspension or revocation of certification and employment at any time, now or later. I also certify that I understand that the NC Department of Juvenile Justice and Delinquency Prevention, the NC Criminal Justice Education and Training Standards Commission and/or other agencies of state government can and will conduct: criminal history record checks, fingerprint record checks, both SBI and FBI, medical record checks, educational credentials checks and a review of all information provided in my Personal History statement and on state employment application forms.

Signature of Applicant/Candidate

Date

Signature of Official Reviewing This Information With The Applicant

Date