



# Mercer County Sheriff's Office

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*Official Department Document*

## Interview Guide

This document is a step-by-step walk through about how to conduct a department interview. Department interviews are in place of an application, meaning that the member will be able to skip the application, and go straight to the training academy if they have passed. Decisions are made by the conductor on the spot.

## Direct Messages/Voice Chat

It is up to the Interviewer and member on whether you choose to do the Interview in DMs or a VC. Please note the member is not required to do this one way or another, and you may not deny them the right to do this interview based on their decision. If you've chosen to conduct the Interview via Direct Messages, you will be required to complete the *Direct Message Interview* section of this document. If you've chosen to conduct the Interview via Voice Chat, you will be required to complete the *Voice Chat Interview* section of this document.

## Direct Message Interview

### Introduction

Introduce yourself to the member and explain the process of the Interview using the premade message below.

*Hello, I am [rank] [username] and I will be conducting your Interview today. This interview will be in place of the application, and if you pass, you will immediately be entered into the training academy. Your result will be shared once all questions are reasonably answered. Any questions before we start?*

Answer any questions the member may have. If you're unsure, ask other command/administration members. Make sure to maintain a respectful and professional tone throughout the entirety of the Interview.

**Questions:**

When the member answers questions, ensure you pay attention to their grammar, effort and correctness of each answer. These are all things that will go into the decision of whether to accept or deny them. You are allowed to clarify questions, but you may not assist in answering any questions, or give hints. One by one, send the questions prompted below. Wait for a complete answer before sending the next question.

*How old are you?*

*If you were to rate your grammar on a scale of 1-10, what would you rate it?*

*If you were to rate your ability/willingness to be active on a scale of 1-10, what would you rate it?*

*Why would you like to join the Mercer County Sheriff's Office?*

*What steps would you take when arresting or detaining a suspect? Please be as detailed as possible.*

*What steps would you take when conducting a traffic stop? Please be as detailed as possible.*

*How would you handle a Code 5 traffic stop? Please be as detailed as possible.*

*How would you respond to a call about an active shooter at the Shopping Outlet? What would you do once you arrived?*

*Do you have any experience in a NJRP Law Enforcement position? If so, where?*

Once the member has answered all questions, take screenshots including the entire conversation. Based on their answers, determine whether they are a fit for the department. Make sure you take into account their professionalism, grammar, respectfulness, correctness, age and detail when making this decision. Most answers should be 3+ sentences, and there should be little grammar mistakes. The professionalism and respectfulness is at the discretion of the Interviewer, while the correctness is a right or wrong answer. The result of the

Interview is also at the discretion of the Interviewer, but reference the details listed above. From there, submit the interview log via the #interview-logs channel. Make sure to role them with the MCSO | Deputies, Probationary Deputy, Mercer County Sheriff's Office and Awaiting Training role along with role borders. Take away their Civilian role. Make sure you update the roster and add them as a Probationary Deputy, and nickname them.

## Voice Chat Interview

### Introduction

Before starting the Interview, ensure you have a recording software that is able to record the audio from the Voice Chat. If not, you must conduct it via Direct Messages. Start the recording, and say the following premade message:

***Hello, I am [rank] [username] and I will be conducting your Interview today. This interview will be in place of the application, and if you pass, you will immediately be entered into the training academy. Your result will be shared once all questions are reasonably answered. I am recording this Interview for logging purposes, do you agree to be recorded for the sake of this Interview? If not, we have a Direct Messages option.***

If they say yes, continue as normal. If they say no, offer them to do the Direct Messages Interview instead.

***Great! Do you have any questions before we start?***

Answer any questions the member may have. If you're unsure, ask other command/administration members. Make sure to maintain a respectful and professional tone throughout the entirety of the Interview.

### Questions

When the member answers questions, ensure you pay attention to their grammar, effort and correctness of each answer. These are all things that will go into the decision of whether to accept or deny them. You are allowed to clarify questions, but you may not assist in answering any questions, or give hints. As you conduct the Interview, you are strongly encouraged to write down the summary of each answer, or write an immediate rating for each answer in order grade the Interview more accurately. One by one, ask the questions prompted below. Wait for a complete answer before asking the next question.

***How old are you?***

***If you were to rate your grammar on a scale of 1-10, what would you rate it?***

***If you were to rate your ability/willingness to be active on a scale of 1-10, what would you rate it?***

***Why would you like to join the Mercer County Sheriff's Office?***

***What steps would you take when arresting or detaining a suspect? Please be as detailed as possible.***

***What steps would you take when conducting a traffic stop? Please be as detailed as possible.***

***How would you handle a Code 5 traffic stop? Please be as detailed as possible.***

***How would you respond to a call about an active shooter at the Shopping Outlet? What would you do once you arrived?***

***Do you have any experience in a NJRP Law Enforcement position? If so, where?***

Based on their answers, determine whether they are a fit for the department. Make sure you take into account their professionalism, grammar, respectfulness, correctness, age and detail when making this decision. Most answers should be 3+ sentences, and there should be little grammar mistakes. The professionalism and respectfulness is at the discretion of the Interviewer, while the correctness is a right or wrong answer. The result of the Interview is also at the discretion of the Interviewer, but reference the details listed above. From there, submit the interview log via the | ·interview-logs channel. Make sure to role them with the MCSO | Deputies, Probationary Deputy, Mercer County Sheriff's Office and Awaiting Training role along with role borders. Take away their Civilian role. Make sure you update the roster and add them as a Probationary Deputy, and nickname them.