

Deputy Sheriff Recruitment Requirements

Minimum Requirements

Applicants have to meet and provide the following basic screening criteria and documentation:

- Minimum 19 years of age
- Legally entitled to work in Canada (you must be permanently entitled to work in Canada at the time you apply for a position either through citizenship or permanent residency)
- Grade 12 graduation or equivalent (for example, Adult Dogwood Diploma or GED).
- Physically fit, able to complete the SOPAT in 4 minutes 15 seconds or under.
- Able to pass a comprehensive medical examination
- Must meet the visual and hearing standards
- Good command of the English language both written and verbal
- No criminal convictions for which a pardon has not been granted
- No criminal charges or other charges under federal statute pending
- A Class 4 unrestricted driver's licence
- Satisfactory motor vehicle driving.
- Be willing to consent to a criminal record search
- Basic typing skills with a minimum of 25 NET words per minute
- Previous law enforcement experience and/or education/training may be given preference
- Successful applicants will be required to sign a *Return of Service Agreement*

The following documentation must be included in stage 1 of the application package

- Prepare an up-to-date resume that includes your full and complete employment and educational history for a minimum of past five years. You will be required to upload your resume to your online profile when you apply to the job posting.
- Birth Certificate and/or Proof of legal entitlement to work in Canada (this can be in the form of your Canadian Provincial Birth Certificate, Canadian passport, Permanent Resident Card, or other citizenship papers etc.) - photocopy of front + back
- Class 1, 4, or 5 Driver's Licence – photocopy of front + back
- Grade 12 diploma, Adult Dogwood diploma, GED, post-secondary diploma/degree or a verified international certification

The following documentation must be included in stage 2 of the application package

- A Class 4 unrestricted driver's licence (learners when applying, full licence before training)
- Current driver's licence abstract – not older than 30 days from submission of application
- Standard First Aid with CPR-C, Occupational First Aid Level 1, or equivalent.
- Language Proficiency Index (LPI) test with a score of 5 OR post-secondary transcript showing 2 post-secondary English or written Communications courses with a minimum of 6 credits
- Typing test –minimum 25 WPM
- Your completed [BC Public Service Security Screening Questionnaire \(SSQ\)](#)

Documentation Information

Entitlement to Work in Canada

You must be able to work permanently in Canada. If you were born in Canada, provide a photocopy of your birth certificate. If you were born outside of Canada, you can provide a photocopy of your Canadian citizenship card or landing papers.

Educational Background

If your high school graduation, degree or diploma is from an institution outside of North America or the United Kingdom, you will be required to have this credential verified by designated organizations. Please refer to the [IRCC website](#) for a list of designated organizations

Driver's Licence Abstract

A driver's licence abstract is a list of the tickets you have received in the past five years. All tickets listed on the abstract are counted. Applicants whose current record shows a cumulative total of more than **nine (9)** points or any prohibitions will not be accepted into the program. You can obtain a copy of your abstract by visiting or phoning your local motor vehicle branch. Contact information is found here: <http://www.icbc.com/driver-licensing/driving-record>.

First Aid Requirement

Submit a photocopy of Standard First Aid with CPR-C, Occupational First Aid Level 1, or equivalent. Please refer to [Work Safe BC website](#) for a list of equivalencies to OFA level 1.

Typing Skills

You will be invited to an online typing test with a benchmark of 25 WPM.

Language Proficiency Index

The LPI is a test of your functional literacy. There are sittings throughout the year at various locations around the province. Contact Paragon Testing Enterprises Inc. for Registration, test and location information can be found on their website: www.paragontesting.ca. Please ensure that your LPI test date is meeting the deadline provided in the job posting you are applying for. Any LPI registration after the deadline assigned by the hiring team will not be accepted.

Class 4 Unrestricted Licence

A Class 4 unrestricted driver's licence is a condition of employment. You must have a Class 4 learner driver's licence to apply and a full Class 4 unrestricted driver's licence prior to the start of the 14 week training program. Information about how to obtain your Class 4 licence can be found on this website: <http://www.icbc.com/driver-licensing/getting-licensed/comm-lic>

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Visual standards for new hires

The following minimum visual standards must be met by all applicants prior to hiring:

- uncorrected vision cannot be worse than 20/100 in each eye;
- corrected vision 20/20 with both eyes open, and one eye cannot be worse than 20/40;
- normal range of binocular function (field of view, depth perception); and
- normal *colour vision

* Normal colour vision is an occupational requirement and candidates will be given an individual assessment during the pre-placement medical examination.

Hearing standards for new hires

Adequate hearing acuity is necessary to hear accurately, localize sound, and discriminate voice in varying noise levels. Unassisted hearing of no greater than 40 decibel loss in either ear averaged over frequencies 500 Hz., 1000 Hz., 2000 Hz., and 4000 Hz. The wearing of a hearing aid in the worse ear to reach the 40 dB criteria is acceptable.

Enhanced Security Screening

Recruit applicants are required to undertake an enhanced screening process, which includes a criminal record check (a search for convictions, penalties or outstanding charges), fingerprinting, professional/educational verification checks, credit/financial checks, computer voice stress analysis, and applicant background investigation. A copy of your fingerprints must also be sent to the RCMP Criminal Identification Section in Ottawa. If you know you have a criminal record, it is best to apply for a pardon and wait for the pardon to be granted before you apply to the program. Check the RCMP website for this information.

Return of Service Agreement

Successful graduates will be required to enter into a *Return of Service Agreement* for a period of two years. Graduates agree if they leave the BC Public Service they are required to repay the cost of the Sheriff Recruit Training, pro-rated to the period remaining in the *Return of Service Agreement*.

Fees You Are Responsible For

Driver's licence abstract
Claims History Letter
Physical Testing (SOPAT)
Language Proficiency Test
Medical Forms
Valid First Aid with CPR-C
Class 4 licence

All fees vary and are subject to change.

A laptop is recommended for classroom SRT training.