



BRITISH COLUMBIA
SHERIFF
SERVICE

New Applicant Frequently Asked Questions

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General

What does a deputy sheriff do?

A deputy sheriff is a provincial peace officer that works closely with different partners in the justice system to ensure all levels of courts in the province are operating smoothly and safely. Their responsibilities include providing court security, prisoner transports (ground and air), jail and jury management, document services, gathering intelligence and providing services to Coroner's court. For more information about the role, read the [Deputy Sheriff Job Profile](#). For further information, have a look at the [Deputy Sheriff Career Opportunities](#) page.

How do I apply to become a deputy sheriff?

Interested applicants may apply by creating a profile and completing an online application through the [BC Public Service Job Opportunities site](#). The online application will record responses on how applicants meet the listed qualifications. In addition to completing the online application, all applicants will be required to submit documented proof of their qualifications. This includes emailing copies of their identification, certificates, and transcripts prior to the closing date of the job posting.

How long is the Sheriff Recruit Training Program (SRT)?

The SRT program includes two blocks of training:

Block I: Training is 11 weeks and takes place at the Justice Institute of British Columbia (JIBC). It places heavy emphasis on the skills necessary to perform the role of a deputy sheriff which include driver training, firearms, force options, communications, legal studies, report writing, controlled access points, roles & functions, and physical fitness.

Block II: The recruit embarks on a maximum three-week field-based training program. During this field-training component, the recruit works with or under the direction of a mentor.

Am I paid during my training?

Yes. Please note that upon formal offer of employment, after the completion of the SRT and as a condition of employment, a recruit will be required to sign a 'Return of Service Agreement'. The agreement states if the individual does not remain in the employment of the BC Public Service for two years after hire, they are required to repay their training costs on a pro-rated basis, based on how long they have been employed.

Are there any physical requirements for the SRT program?

Applicants will be required to complete a Sheriff Officer Fitness and Agility Strength Test (SOFAST) or will have completed the Sheriff Officer Physical Abilities Test (SOPAT), Police Officer Physical Ability Test (POPAT), or Physical Abilities Requirement Evaluation (PARE) with a documented passing time of 4 minutes and 15 seconds within the previous six months before

the first day of training.

I'm a high school student interested in becoming a deputy sheriff in the future.

What courses or related employment would you recommend?

Consider courses in a related field (criminology) and or employment/volunteering where you can develop skills such as problem solving, self-control, and conflict resolution. The mental health field is strongly recommended.

Sheriff Officer Fitness and Agility Strength Test (SOFAST)

Are the PARE, POPAT, and SOPAT equivalent to the SOFAST?

Yes, the PARE, POPAT and SOPAT are equivalent to the SOFAST however they must be dated six months from the training class start date, and with a score of 4 minutes and 15 seconds or less.

Note: The Correctional Officer Physical Abilities Test is not equivalent.

How long is my SOFAST certificate valid for?

Your SOFAST score must be dated six months from the training start date. For example, if you are applying for a January class, only tests completed after May will be accepted.

How can I prepare for the SOFAST?

You can prepare for the SOFAST in a few different ways:

- Check out your local YMCA for training courses;
- Focus primarily on cardio-training along with some weight training;
- Law Enforcement Physical Abilities Testing (LEAPT) offers many training courses.

Police Officers, Correctional Officers and Previous SRT

Do you offer transfers for police officers and correctional officers? Is it possible to fast track to get into the next class?

There is no fast-track option or bridging program at this time. The applicant must go through all the hiring phases which include the [SOFAST](#), [Security Screening Questionnaire](#), competency-based panel interview, background check and medical check.

I completed the SRT course in 2011 but wasn't hired as a deputy sheriff. Do I have to take the training all over again?

Yes. You must apply through the same screening process as everyone else. Due to changes in the course and entry requirements training would need to be repeated.

Hours of Work

What are the hours of work for a deputy sheriff?

Courthouses are open Monday to Friday 8:30am – 4:30pm when court is in session. Sheriffs are required to work an 8-hour shift commencing anywhere from 5:30am to 2:00pm, Monday - Friday. Some overtime may be required if there are special circumstances or a long-distance prisoner transfer.

I would like to work full-time as a deputy sheriff while putting in availability to work part-time with another company. Would this arrangement be possible?

The priority is to be with the BC Sheriff Service but additional part-time work is permitted so long as the schedule and type of work are compatible with the terms of employment and standards of conduct.

I am currently working as an auxiliary member for the RCMP. Can I work both jobs at the same time?

Court Services Branch staff are not permitted to be auxiliary members of any police force due to their neutral role in the judicial system. This policy applies to branch employees considering a position as a uniformed member of a police force. Branch staff who are civilian employees of a police force or who perform guard or matron duties are not affected by this policy.

Can sheriffs join the Canadian Armed Forces and are they eligible for military leave?

Yes, several scenarios are outlined in Article 20.14 of the BCGEU Collective Agreement.

Criminal Record Search

The results from a criminal record check must confirm that there are no criminal convictions for which a pardon hasn't been granted and no criminal charges or other charges under federal statute pending.

I am applying for a pardon and the application form requests that a 3rd party indicate why the pardon is needed and if it is restricting my career.

Neither the Courts Services Branch nor the BC Sheriff Service has ever completed information on a pardon form. The applicant should be able to complete the information themselves. They can check the [website](#) for more information or phone (416) 929-6011.

I went through court diversion for a minor first time offence. I would like to know whether this will affect my application for a deputy sheriff position.

This wouldn't stop you applying for a deputy sheriff position. But it may affect your application at some point in the screening process. The screening process includes a behavioral interview that can show previous lifestyle choices and thought patterns still prevail in their lives today which results in the applicant proving to be unsuitable for a deputy sheriff position.

Entitlement to Work in Canada/Citizenship

I've lost my proof of citizenship but have a Canadian passport. Will that suffice?

Yes, your passport will suffice as your proof of citizenship.

My citizenship card has expired, would I be eligible for a deputy sheriff position?

No, you can't apply if your citizenship has expired. However, you can still apply if you have a valid permanent residency card.

I have a work permit that expires in 2023 and I am not a permanent resident yet. I am applying for my permanent residency and should have it before my work permit expires. Can I apply for the Sheriff Recruit Training?

You must be permanently entitled to work in Canada at the time you apply for a position either through citizenship, permanent residency or landed immigrant status.

Educational Background

Is international education recognized in B.C.?

If the high school graduation, post-secondary degree, or post-secondary English courses are from an institution outside of North America, New Zealand, Australia, UK or Ireland, you will be required to have this credential verified by a designated organization. Please refer to the [IRCC website](#) for a list of designated organizations.

I attended an alternate school and received a "School Completion" certificate. I did not graduate Grade 12. Will you accept that as an equivalent?

No, we require a grade 12 diploma, Adult Dogwood diploma, GED, post-secondary diploma/degree or a verified international certification.

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. You can obtain a copy of your abstract by [visiting](#) or phoning your local motor vehicle branch.

- An applicant must submit a current driver's licence abstract for the past five years - not older than 30 days from submission of application.
- An applicant is immediately screened out if they have more than nine points on their licence.
- An applicant is immediately screened out if they have a 24-hour prohibition on their report. This will clear off five years after the date of issue. The applicant can re-apply after it leaves their abstract.

Class 4 Unrestricted Licence

My driver's licence is from outside of B.C., how do I know if it is equivalent to the B.C. Class 4?

Please compare your driving qualification from your province to the B.C. standard at this [website](#). For example, if you obtained your licence in Alberta, your Class 4 licence is equivalent – although you will need to eventually get a B.C. licence before the start of the Sheriff Recruit Training.

What if I don't have my Class 4?

You must have your full unrestricted Class 4 licence before the start of training. You can start Stage 2 of your application with your Class 4 learners. (Class 1 or 2 are equivalent to a Class 4 licence). Visit the [ICBC website](#) for information on obtaining your class 4 licence.

Class

Vehicles Examples



Class 1

- Semi-trailer trucks and all other motor vehicles or combinations of vehicles except motorcycles



Class 2

- Buses, including school buses, special activity buses and special vehicles
- Trailers or towed vehicles may not exceed 4,600 kilograms except if the bus and trailers or towed vehicles do not have air brakes
- Any motor vehicle or combination of vehicles in Class 4



Class 3

- Trucks with more than two axles, such as dump trucks and large tow trucks, but not including a bus that is being used to transport passengers
- Trailers may not exceed 4,600 kilograms except if the truck and trailers do not have air brakes
- A tow car towing a vehicle of any weight
- A mobile truck crane
- Any motor vehicle or combination of vehicles in Class 5



Class 4
(unrestricted)

- Buses with a maximum seating capacity of 25 persons (including the driver), including school buses, special activity buses and special vehicles used to transport people with disabilities
- Taxis and limousines
- Ambulances
- Any motor vehicle or combination of vehicles in Class 5



Class 4
(restricted)

- Taxis and limousines (up to 10 persons including the driver)
- Ambulances
- Special vehicles with a seating capacity of not more than 10 persons (including the driver) used to transport people with disabilities
- Any motor vehicle or combination of vehicles in Class 5



Class 5 or 7

- Two axle vehicles including cars, vans, trucks and tow trucks
- Trailers or towed vehicles may not exceed 4,600 kilograms
- Motor homes (including those with more than two axles)
- Limited speed motorcycles (defined by ICBC) and all-terrain vehicles)
- Passenger vehicles used as school buses with seating capacity of not more than 10 persons (including the driver)
- Construction vehicles
- Three-wheeled vehicles - does not include three-wheeled motorcycles (trikes) or motorcycle/sidecar combinations
- Does not include Class 4 vehicles or motorcycles

For more information, please visit ICBC's [commercial licence information](#).

Medical Exam

I understand that the medical exam is the last stage in the hiring stage. What does the medical exam consist of for the sheriff position?

The medical examination process at Occupational Health consists of a review of the applicant's medical history form and completion of a general physical examination to determine if the applicant is medically fit and safe to reliably perform deputy sheriff work.

Breast, pelvic, rectal exams, or exercise treadmill tests are not conducted during the office examination; however, a medical follow-up and further evaluation with the applicant's physician may be discussed where clinically indicated (symptom disclosure, health risk, safety reasons).

Applicants should bring shorts and a t-shirt to allow more comfort during the examination. Paper examination gowns will otherwise be provided.

When additional medical information is needed the Occupational Health physician will discuss this with the applicant (specialist referral, lab results, additional testing, collateral information from the family physician are some examples).

I have Type 1 diabetes; will this condition stop my application from being processed?

Your medical condition would not necessarily prevent you from continuing with your application as long as the condition is controlled. At the pre-placement medical examination, you would be required to have your diabetes log books, specialist's letters, and documentation of their follow-up blood work and organ examination results.

Hearing Requirements

I've had a hearing and vision test done previously. What is the expiry time for this test?

Currently, hearing and vision is tested by our provincial doctors during the last phase of hiring. Only tests done by the provincial office will be accepted. These tests expire after six months.

I wear two hearing aids, all the time. Without my hearing aids, I have approximately a 55-decibel loss but with both in, it is approximately a 30-decibel loss, meaning I meet the aided requirements in your policy but only with both hearing aids in. Can I apply for the deputy sheriff position?

Adequate hearing acuity is necessary to hear accurately, localize sound, and discriminate voice in varying noise levels. The wearing of one hearing aid in the worse ear to reach the 40dB criteria is acceptable. Two hearing aids are not acceptable. Unassisted hearing of no greater than 40 decibel loss in either ear averaged over frequencies 500 Hz., 1000 Hz., 2000 Hz., and 4000 Hz is required.

Vision Requirements

What are the minimum visual standards?

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 (an occupational requirement and candidates will be given an individual assessment during the pre-placement medical examination).

Is the uncorrected requirement meant for someone who gets their eyes tested without wearing their glasses?

Yes, uncorrected refers to not wearing glasses or contact lens. A candidate's vision without any correction must not be less than 20/100 in the right eye and 20/100 in the left eye. The rationale is that they need to be able to function adequately without the assistance of glasses or contacts should their corrective lens be knocked off/out during a struggle etc.

I'm color blind. What are my options with sheriffs due to my colour blindness?

Colour impairment is assessed using standardized Pseudoisochromatic Plates (e.g. Ishihara, HRR). Where indicated, additional colour vision testing may involve a Farnsworth D-15.

What are the vision requirements for someone who had a laser eye surgery?

Laser eye surgery (e.g. PRK, Lasik) and Intraocular lens (cataract)/ implanted corrective lens placement will generally require three months of observation post-surgery in order to document a pattern of stability, absence of complications, and ensure candidates meet the visual acuity requirements.

Miscellaneous

If you are unsuccessful how long must you wait before you can re-apply?

There are many factors as to why a person may be unsuccessful and this will have an impact on when one should reapply. Sometimes, an applicant needs more experience to enhance their competencies, sometimes it may be that a period of time needs to lapse between behaviors before you would be successful upon reapplication. Therefore, there is no one answer as each situation may vary. If you are unsuccessful, we recommend contacting the hiring team regarding your interest to re-apply and ask for feedback. At that time, you can discuss when it may be appropriate to re-apply.

Can co-workers be used as references?

A supervisor from a current position is preferred.

Where are the current job openings?

Availability of positions is driven by the demands of each region across the province of BC.

Please keep in mind that positions may not be available at your preferred location at the time of application.

Is there a polygraph examination as part of the selection process?

At this time, there is no polygraph examination as part of the selection process. You will be required to complete a Computer Voice Stress Analysis Test (CVSAT).

What is the 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.

What are the fees I'm responsible to pay for?

- Driver's licence abstract
- Class 4 licence
- Physical testing done outside of the BCSS SOFAST
- Language Proficiency Test
- Medical Forms

Please note that all fees vary and are subject to change. For more information about the requirements of this role. Please read the [Deputy Sheriff Recruitment Requirements](#) for more details.