

Minimum Requirements

The BC Sheriff Services has now moved to a post-employment model for hiring and training Deputy Sheriffs. The post-employment model is a more positive approach to recruitment in BC Sheriff Services and will require applicants to first meet and provide the following basic screening and selection criteria.

- 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, permanent residency or landed immigrant status)
- Grade 12 equivalent (e.g. Adult Dogwood B.C. or GED)
- Physically fit, able to complete the SOPAT in under 4 minutes 15 seconds
- 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 and claims history
- Be willing to consent to a criminal record search
- Basic computer and keyboarding skills, keyboarding speed of minimum 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 the initial application package

- Birth Certificate - photocopy of front + back
- 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)
- Grade 12 diploma or GED/Adult graduation diploma (if you have completed a post-secondary degree a photocopy of this will satisfy the requirement)
- Prepare an up-to-date resume that shall include your full and complete employment and educational history for a minimum of five previous years, including dates of employment, current contact telephone numbers, name of employer, direct supervisor and reason for leaving the position. You will be required to upload your resume to your on-line profile when you apply to the job posting.
- 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
- ICBC claims history letter – not older than 30 days from submission of application

Deputy Sheriff Recruitment Requirements

- Valid first aid certification with CPR – C; Occupational Level One preferred (you may be registered for the first aid course when applying; certification must be obtained prior to interview)
- Language Proficiency Index (LPI) test results (proof of registration for the LPI test may be submitted in lieu of test results which you will be required to forward prior to interview), OR post-secondary transcript showing 2 post-secondary English courses with a minimum of six (6) credits
- Typing test – A certified copy of your typing test results from an accredited institution that may be verified.

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 citizenship card or papers of landing.

Educational Background

If you were not educated in Canada, have your education evaluated by International Credential Evaluation Services (ICES) at:

3700 Willingdon Avenue
Burnaby, BC V5G 3H2
Phone: 604-432-8800

Email: icesinfo@bcit.ca
Website: www.bcit.ca/ices/

Driver's Licence Abstract & Claims History Letter

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.

The claims history letter is your personal claim history not the vehicle claim history. It is a record of all accidents in the past five years.

You can obtain a copy of your abstract and claims history letter by visiting or phoning your local motor vehicle branch. Contact information is found here: <http://www.icbc.com/driver-licensing/driving-record>

If you have moved to British Columbia from another province in the past five years, you must provide a letter from your insurance company as well as from ICBC.

Applicants who are contacted to participate in the recruitment process may be asked to provide an updated claims history letter.

First Aid Requirement

Submit a photocopy of basic first aid with CPR-C or an Occupational Level One first aid certificate.

Keyboarding Skills

Any business or academic college can test you. (e.g. Douglas College, University of the Fraser Valley, Kwantlen University, Academy of Learning, Sprott Shaw)

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. at 778-327-6854 or email info@lpitest.ca

Registration, test and location information can be found on their website: www.paragontesting.ca

Class 4 Unrestricted Licence

A Class 4 unrestricted driver's licence is a condition of employment. You must have a Class 4 learner's driver licence to apply and a full Class 4 unrestricted driver's licence prior to the start of the fourteen 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>

Visual standards for new hires

The following minimum visual acuity 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

Security screening checks the history and background of applicants. Screening consists of a criminal record check - a search for convictions, penalties or outstanding charges. Recruit applicants are required to undertake an enhanced screening process which includes 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
- Typing Test
- Class 4 licence
 - Optional vehicle rental
 - Optional driver training

All fees vary and are subject to change.

A laptop is recommended for classroom SRT training.

**If you have further questions please call:
Toll free: 1-877-372-3456 or Email: BCSheriffs@gov.bc.ca**