

# Sheriff Recruit Application Package

## 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
- Grade 12 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
- Satisfactory Motor Vehicle driving and claims history
- Be willing to consent to a criminal record search
- Basic computer and keyboarding skills
- Laptop required for classroom SRT training
- Preferred 3 years of progressive work experience which may include leadership responsibilities
- Successful applicants will be required to sign a Return of Service Agreement

### **The following documentation must be included in the initial application package**

- Copy of birth certificate
- Canadian Citizen or legal entitlement to work in Canada – proof of status required
- Grade 12 transcript or GED diploma – photocopies of transcripts/diploma to be included with application
- A valid Class 5 driver's licence – photocopy (front + back)
- 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
- Copy of Social Insurance card, or confirmation of Social Insurance Number from Service Canada
- Keyboarding skills to level of 25 word per minute (certificate of competency required)
- First Aid Certificate with CPR – C; Occupational Level One preferred – photocopy
- Language Proficiency Index test (Score Level 5, or alternatively a post-secondary degree, or 2 post-secondary English courses with a minimum of six credits)
- Provide an up-to-date Application Form 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:

## Documentation and Recruiting Process

### 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](mailto:icesinfo@bcit.ca)  
Website: [www.bcit.ca/ices/](http://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.

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.

A claims history letter is a record of all accidents in the past five years. You can obtain a copy from ICBC or from their website.

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.

## Sheriff Recruit Application Package

### **First Aid Requirement**

Submit a photocopy of a 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](mailto:info@lpitest.ca)

Registration, test and location information can be found on their website: [www.paragontesting.ca](http://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 nine 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.

## Sheriff Recruit Application Package

### 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	No fee
Claims History Letter	No fee
Physical Testing (SOPAT)	\$50
Language Proficiency Test	\$99
Medical Forms	Fees vary
Valid First Aid with CPR-C	\$133.75
Keyboarding test	\$50
Class 4 licence	\$75
Optional vehicle rental	\$90-\$100
Optional driver training	\$260-\$400

**All fees are subject to change**

**Mailing address: Sheriff Services Recruitment & Selection Centre  
99 – 800 Hornby Street  
Vancouver, B.C. V6Z 2C5**

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