

Sheriff's Office of York County

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APPLICANT ELIGIBILITY REQUIREMENTS

General Requirements

Age Requirement - Applicants must be twenty-one years of age or older.

Citizenship Requirement - Applicants must be a United States Citizen at the time of the initial application.

Drivers License Requirement - Applicants must possess a valid Pennsylvania driver's license prior to appointment.

Educational Requirement - Applicants must possess a high school diploma or equivalent. Applicants must also be able to successfully complete the requirements as set by the Pennsylvania Deputy Sheriff's Education and Training Board.

Physical Fitness Requirement - Applicants must be in good physical condition with weight and height requirements of comparable normality and must successfully complete and the Pennsylvania Deputy Sheriff's Education and Training Board's physical ability standards.

Physical / Medical Suitability Requirement - Applicants must successfully complete a medical examination to evaluate the applicant's ability to successfully perform the essential job functions of a Deputy Sheriff.

Psychological Evaluation Requirement - Applicant's must successfully complete a Psychological Evaluation and be found to be free from any emotional or mental condition which might adversely effect their ability to successfully perform the essential job functions of a Deputy Sheriff.

Other Employment Requirements

- Applicants must be of good moral character, as determined by a thorough background investigation.
- Applicants must possess problem solving abilities and decision making and judgment skills to identify problems, weigh solutions, recognize alternatives and their implications independently.
- Applicants must possess interpersonal skills to interact in a diverse public setting.
- Applicants must possess skill in speaking clearly and in using appropriate vocabulary to provide critical information and exercise authority during courtroom activities, which might involve hostility and resistance.
- Applicants must possess skill in reading and comprehend at the levels necessary to perform the essential job functions of a Deputy Sheriff.
- Applicants must be able to submit accurate and descriptive reports and write at the proficiency levels necessary to perform the essential job functions of a Deputy Sheriff.
- Applicants are required to work on a variety of shifts that include working on weekends and holidays and must be willing to extend their regularly schedule shifts when called upon to do so.

DEPUTY SHERIFF SUITABILITY STANDARDS

The York County Sheriff's Office continuously accepts and processes applications for employment on a continual year-round basis. The selection process for Deputy Sheriff Applicant's is a very lengthy process that may take up to three months or longer to complete.

INITIAL APPLICATION REVIEW

The first step in the process is an Application Review. Your initial application is evaluated and analyzed in accordance with the general eligibility requirements. Applications are selected based upon factors such as; the content, educational history, military service, specific skills, knowledge, abilities, experience, work history, personal and self evaluation, the reasons and interest for seeking employment and the applicant's writing ability.

WRITTEN EXAMINATION

The second step in the pre-employment process is a written test. The written test does not require a candidate to have any former police experience and does not require studying prior to testing. The test evaluates reasoning, judgment, reading, writing, grammar and spelling.

ORAL INTERVIEW

Upon successful completion of the written examination, applicants will be required to participate in and pass an Oral Interview Board. The interview consist of standard and general questions pertaining to the skills necessary of a Deputy Sheriff. Communication skills are evaluated during this interview. Below are the typical performance dimensions that are evaluated during the Oral Interview Board.

- Knowledge of Duties and Job Responsibilities of a Deputy Sheriff
- Service orientation / Shift requirements and assignments
- Permanency and retention
- Judgment and Reasoning
- Decision Making
- Teamwork Orientation
- Honesty, Loyalty and Integrity
- Self Motivation and Initiative
- Interpersonal Skills
- Oral Communications and Presentation Skills
- Stress Tolerance and Composure

PHYSICAL AGILITY / ABILITY TEST

The fourth step in the process will be to successfully complete a Physical Agility Test. This test is based upon the Physical Ability Standards as established by the Pennsylvania Deputy Sheriff's Education and Training Board. This test measures an applicants overall level of fitness and is designed to evaluate your physical ability to perform job related tasks.

BACKGROUND INVESTIGATION

Applicants who advance beyond the Physical Agility Test will be issued a Long Form Employment Application booklet. This application must be complete and totally accurate when submitted. Applicants are required to be forthright and honest with their documentation. Applicants who misrepresent, falsify, omit or conceal any material fact, or piece of information will be disqualified from consideration. The following information is reviewed as part of the pre-employment background investigation.

- Integrity
- Driving Records
- Criminal Records
- Court Records
- Education Records
- Medical Records
- Military Records
- Financial Records
- Employment Records
- Property / Residential Records
- Family History
- Associates & Character References

* NOTE: Automatic Disqualification Factors are confidential and will not be released to applicants.

Examples of Disqualifiers

The following are a few examples

Conviction of any felony.

Conviction of any crime involving moral turpitude (lying, cheating, stealing).

Dishonorable Discharge from any military service.

Prior de-certification of a law enforcement certification.

Conviction of DUI with Refusal to take BAC test, Fleeing Eluding Police, or Racing.

Untruthfulness, falsification, or the intentional withholding of any information within any document associated with this position.

Cheating on any examination or testing associated with this position.

Criminal or unethical behavior unsuitable or inappropriate for a law enforcement officer as determined by the Sheriff.

Failure to comply with deadlines (returning requested information associated with this position)

Obtaining a score that is below the established standard on any test or evaluation administered during the selection process.

The following are a few examples that will be reviewed and evaluated on a case by case basis

Criminal conduct.

Any prior criminal conviction (non-felony).

Reckless Driving or any suspension/revocation of driving privileges.

Drug use.

Drug possession.

Buying / Selling Drugs.

Military Discharge under 'Less than Honorable.'

Adverse Financial History.

PSYCHOLOGICAL EVALUATION

Upon completion of the background investigation applicants are required to successfully complete a psychological evaluation. This evaluation will be conducted by a licensed psychologist designated by the York County Sheriff's Office. This evaluation ensures that all Deputy Sheriff's are psychologically stable and mentally fit to handle the job and successfully perform the essential job responsibilities of a Deputy Sheriff.

MEDICAL EXAMINATION

Applicants who are offered a Conditional Offer of Employment must successfully complete a medical examination. This examination will fully evaluate the applicant's ability to successfully perform the essential job functions of a Deputy Sheriff.

ADDITIONAL SCREENING PROCEDURES

- Fingerprint Record Check
- Additional Required Documentation (DD-214, transcripts, Social Security card, Birth Certificate, etc.)
- Polygraph Examination
- Drug Screen
- 2nd Interview

Re-Application Process

Applicants who fail to successfully complete any of the above listed selection standards, may re-apply for consideration. Candidates who fail due to an unacceptable background normally will not be reprocessed. Exceptions can be authorized on a case by case review by the Sheriff.

Applicants remain eligible for consideration for a period of no less than 6 months, and no more than 12 months, from the date of receipt of their initial application.

Applicants who successfully complete all elements of the selection standards will be placed in a candidate pool and be considered for a appointment on an as needed basis. Applications will be held active in the candidate pool for a period of 90 days. Applicants will be kept apprised of their status during the selection process.