

## PSO Hiring Process



*The process that a Deputy Sheriff Candidate must complete before they can become a Philadelphia Deputy Sheriff Recruit involves multiple steps.*

Candidates must first submit an application and then successfully complete a number of examinations and evaluations. The candidate will then take part in an extensive training program before becoming a permanent Deputy Sheriff Officer in the City of Philadelphia.

### **Step 1. Employment Application**

Deputy Sheriff Recruit Applications are available online during an open enrollment period.

### **Step 2. Notification and Orientation**

Notifications will be sent to the email and mailing address listed on the candidate's online Deputy Sheriff Recruit application (Please make sure this information is accurate).

### **Step 3. Physical Fitness & Agility Test**

Prospective Philadelphia Deputy Sheriff Recruits will be required to complete the Physical Agility Test. Candidates will have three (3) attempts to pass Physical Agility fitness.

The physical agility test confirms that prospective Deputy Sheriff Recruits are performing physically at the 15<sup>th</sup> percentile. Additionally, once the candidates are slotted into one of the 2 available academies, the physical agility testing standard that's required to attend the academies rises from the 15<sup>th</sup> percentile to the 20<sup>th</sup> percentile for PCCD and the 30<sup>th</sup> percentile for MCCP.

The test is age and gender based and includes:

- Sit-ups (within 1 minute)
- The 300-meter run
- Push-Ups (within 1 minute)
- 1.5-mile run

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### **Step 4. Personal History Questionnaire (PHQ) Interview**

Once a candidate successfully completes the physical agility test, they will receive a brief orientation outlining the expectations for the next phase of the hiring process. Prior to the initiation of the background investigation, candidates will receive an invitation from The Guardian - an online portal designed to streamline the background investigation process.

The Guardian provides law enforcement agencies with an efficient platform to prescreen, investigate, and approve applicants. It features real time tracking of a candidate's background investigation status, automates investigators tasks, reduces paperwork, and helps prevent oversights by generating comprehensive final reports. Candidates must accept their online invitation, complete the Personal History Questionnaire (PHQ), and upload all required documents. Once the PHQ is submitted, the candidate's application status will update in The Guardian, confirming they are prepared to move forward in the process. At that point, the candidate will be scheduled for their background investigation interview.

It is imperative that all responses provided in the PHQ are accurate, complete, and truthful. Any omissions, falsifications, or misrepresentation of facts will constitute grounds for immediate disqualification from further consideration.

### **Step 5. Background Investigation**

We seek candidates with the highest moral and ethical standards for our agency. The background investigation must indicate that you have the necessary morality, honesty, trustworthiness and integrity to join our ranks. You must pass this phase to proceed to the next step in the selection process.

During the investigation stage, members of the Background Investigation Unit initiate contact with individuals listed in the PHQ: employers, family, friends, associates and neighbors. In addition to contacting these principles, Investigators will review your work history; speak to coworkers, teachers, and anyone else who can offer insights into your character and fitness for law enforcement work.

Our efforts are designed to gain an understanding of the kind of person you are and to exclude candidates who have demonstrated character traits that are inconsistent with the highest values of the profession.

### **Step 6. Hiring Panel Interview**

All prospective candidates for the Philadelphia Sheriff's Office Recruit position are to go before a three (3) person panel of commanders who will interview you for the position to determine whether you will be recommended for employment or not. Files are then sent through the chain of command for final approval or rejection.

### **Step 7. Psychological Evaluation**

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Candidates who pass the previously written hiring hurdles are required to have a one-hour psychological evaluation with a State of Pennsylvania licensed psychologist.

### **Step 8. Medical Evaluation**

The medical evaluation consists of a complete physical examination. Candidates will provide a medical history and complete an EKG, eye examination (corrected vision must be 20/20), breathing test, color blindness test, and other examinations consistent with a thorough physical examination. A drug-screening test will also be required during this examination.

The physical examination is given to all candidates as part of their pre-employment screening requirement. Applicants must pass this phase before proceeding to the next step in the selection process. Applicants may have multiple appointments until they pass.

### **Step 9. Indebtedness Check**

All candidates will undergo an Indebtedness Check. Your information will be entered into our database to ensure that money is not owed to the City of Philadelphia. If money is found to be owed, you will have ten (10) calendar days from the date you are informed to rectify this by either paying off the debt owed or entering into a payment arrangement with whatever City agency you are in debt to. Proof of payment/payment arrangement will need to be supplied.

### **Step 10. Sheriff's Office Training Program**

If you have satisfactorily completed the process and are offered employment, you will undergo intensive training designed to produce the best Deputy Sheriff Officer's in the country. Random drug screening is also performed on all active Deputy Sheriff Recruits/Officers throughout their career.