



## VOLUSIA SHERIFF'S OFFICE

### DEPUTY SHERIFF AND ACADEMY RECRUIT APPLICANT SELECTION PROCEDURE AND INFORMATION PACKET

The Volusia Sheriff's Office (VSO) is an Equal Employment Opportunity Employer and will not deny employment opportunity based on race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, or other non-merit based on factors. VSO strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of VSO should be characterized by mutual trust and the absence of intimidation, bullying, oppression, and exploitation. The VSO will not tolerate unlawful discrimination or harassment of any kind.

The VSO selection process is based on the General Orders and provides a means to ensure that all personnel actions, including recruitment, selection and advancement of employees shall be based on skills, relative knowledge, and abilities (SKAs).

### PROCEDURE

#### **A. SELECTION PROCESS – SWORN & ACADEMY RECRUIT**

The selection process for the Volusia Sheriff's Office begins upon receipt of the application by the Human Resources Section. Applications received by the deadline are reviewed for completeness and minimum hiring requirements. At the time of employment application, applicants will be provided with information and an acknowledgment statement in writing regarding all elements of the selections process, expected duration of the process, and agency policy on reapplication. The complete selection and hiring process is as follows (order may vary):

- Application reviewed for completeness and minimum hiring requirements
- Phone Screening
- Preliminary background information (BGI)
- Physical ability test (PAT)
- Written exercise (writing ability)
- Oral board (structured questions)
- Conditional offer of employment
- Detailed background investigation
- Truth verification examination (polygraph)
- Psychological examination
- Medical examination (including drug and nicotine testing)
- Confirmation of successful completion of the criminal justice basic abilities test (CJBAT), if applicable

- Staff review
- Eligibility list, if needed
- Final offer

Upon review of the preliminary background information, applicants who meet minimum requirements will be contacted for a phone screening and will be scheduled for the written exercise, oral board, and physical abilities test (PAT). Applicants that successfully complete the written exercise, oral board, and PAT will be provided with a conditional offer and will be requested to submit additional documentation. From start to finish, the selection process may take two (2) to four (4) months to complete. Unforeseen circumstances or staffing levels may shorten or lengthen the time to complete the process. Applicants may be disqualified at any step in the process. Disqualification notifications shall be made via email. Veteran's preference will be awarded at the conclusion of the oral board.

Applicants who have been convicted of a violation of law, including moving traffic violations, or pleads guilty or nolo contendere to such charges in any local, state, federal, or other jurisdiction in any state, at any time, shall be responsible for disclosing such information as part of the application. All applications must be signed by the applicant attesting to the truthfulness of all statements provided. **Omission of facts that would alter the decision to employ may be regarded as untruthful statements.**

Applications found to be inadequate or incomplete will not be considered as meeting the minimum qualifications for the job. Applicants will have until the closing deadline for the job posting to update applications.

Notification will be provided to applicants who do not meet the minimum hiring requirements and standards and their pre-screener disposition will be marked accordingly. Notification will be in writing within 30 days of the determination, and the applicant shall be informed, therein, of the reapplication process.

#### **1. Phase I – Pre-employment assessments**

- a. **Phone Screening** – Initial contact will be established with the applicants to answer any questions they may have regarding the agency or the selection process.
- b. **Physical Abilities Test (PAT)** – will be conducted on all sworn and academy recruit candidates. Candidates must meet the minimum standard of the Agency approved Physical Abilities Test (PAT), as administered by qualified instructors with the Volusia Sheriff's Office Training Section.
- c. **Written Exercise (Writing Ability)** – A written exercise will be utilized to determine each sworn and academy recruit candidate's writing ability. The exercise shall consist of a writing assignment to be completed by the candidate based on the topic and instructions presented during the hiring process. Each candidate in the group being evaluated will receive the same assignment. This does not prevent the assignment from changing from group to group.
- d. **Oral Board (structured questions, the minimum passing score is 70%)** – Oral Boards shall use an established set of questions and scoring device. Each candidate in the group being evaluated will receive the same questions. This does not prevent the questions from changing from group to group.

Candidates will receive a numerical score based upon the written exercise and the oral board assessment. The minimum cut off score needed to proceed to Phase II is seventy (70) percent.

*Failure to pass, either the oral board/written essay or PAT test will result in removal from the remaining selection process.*

During this phase, photographs of visible tattoos will be taken by a training staff member.

## **2. Phase II**

Candidates who move on to Phase II will be offered a “Conditional Offer of Employment” which is contingent upon the successful completion of the following steps:

- a. **Background Investigation** – A detailed background investigation will be conducted on all sworn and academy recruit applicants who successfully pass Phase I.
- b. **Polygraph examinations** – shall be conducted on all sworn and academy recruit applicants. Examinations shall be conducted and interpreted by operators trained and certified in the use of polygraphs.
- c. **Psychological examination** – The VSO requires sworn and academy recruit candidates to undergo a psychological examination, using valid, useful, and non-discriminatory procedures. This will be used to determine fitness and ability to adequately and safely perform the duties and responsibilities of the position for which a candidate is being considered. This examination shall be scheduled and conducted by a qualified professional to ensure emotional stability and psychological fitness.
- d. **Medical Examination** – will be performed to certify the general health (physical and mental) of each candidate prior to appointment, including drug and nicotine screening.

*Under certain circumstances, at the direction of the Sheriff or designee, candidates may be offered the medical, polygraph and/or the psychological examination during Phase I.*

## **3. Phase III**

- a. An **Executive Staff Review** of each successful candidate will be conducted reviewing all the above criteria. Selections for vacancies shall be recommended by the executive staff.
- b. The Sheriff, through the Human Resources Director, shall notify all candidates of their official start date and provide relevant information regarding equipment, uniforms, orientation, etc. Notification will be made by telephone followed by an email.

*Unsuccessful candidates will be notified of their non-selection by the Human Resources Section via email within 30 days of the determination.*

## **B. RE-APPLICATION PROCESS:**

1. The Human Resources Director specifies the conditions and procedures for re-application, retesting and re-evaluation of applicants not appointed to probationary status.
2. An applicant who is unsuccessful in completing the selection process for one (1) or more reasons may apply to the position after six (6) months from the date of the examination in which they were unsuccessful. However, the applicant will not be allowed to re-apply if unsuccessful on the truth verification or psychological examination. Exceptions may be made at the discretion of the Sheriff.

3. It shall be necessary for an applicant to submit a new application for employment to be considered for any future examinations.
4. Applicants who believe their applications have been erroneously rejected or who believe that their examinations have been incorrectly rated may present their appeal to the Human Resources Director.

## **PHYSICAL ABILITIES TEST (PAT)**

**(Revised 07/2010)**

The Florida Physical Abilities Test (PAT) was created to ascertain if a law enforcement officer candidate possesses the minimal level of physical ability necessary to succeed in training and on the job.

The PAT is composed of a series of tasks that are completed in a continuous flow manner on a standardized course. Applicants must complete the course/tasks within 6 minutes and 00 seconds. Failure to complete the course within 6 minutes 00 seconds will result in the disqualification of the applicant.

Applicants should wear comfortable clothing and tennis shoes. No applicant will be exempted due to medical condition. All applicants should obtain clearance from their medical provider prior to attempting the PAT. You will be required to sign a medical release form prior to participating in the PAT.

### **PAT tasks include:**

- Exiting a vehicle/opening a trunk
- Running 220 yards
- Completing an obstacle course
- Dragging a 150-pound dummy 100 feet
- Completing obstacle course in reverse
- Running 220 yards
- Dry firing a weapon six (6) times with each hand
- Placing items in a trunk/entering a vehicle

### **THE TEST**

#### **TASK 1 - START**

- Applicants begin test seated in a patrol vehicle with their seat belts on, hands on the steering wheel at the ten o'clock position and the two o'clock position.
- Each applicant wears a Velcro duty belt with handcuffs in a secured handcuff case located center point (in the middle) of the back. The trunk key is in the glove compartment. A handgun and a baton are lying in the vehicle's closed trunk.
- Remove hands from the steering wheel, unfasten the seat belt, open the glove compartment, and take out the key. You may leave the glove compartment and car door open.
- Get out of the car and go to the trunk. Insert key and open trunk (must use key to open trunk).
- Reach around back with support hand and remove handcuffs from case, place handcuffs into trunk and remove belt. Remove the handgun and baton from the trunk. Close the trunk leaving the key in the lock. Move toward the bench/stool. Place handgun on the bench/stool. Keep the baton.

#### **TASK 2**

- Run 220 yards towards the obstacle course.

### **TASK 3**

- Enter obstacle course.
- Climb over a 40-inch wall.
- Run 10 feet.
- Jump over three (3) hurdles (24", 12" and 18") spaced 5 feet apart.
- Run 10 feet and enter the serpentine.
- Run in a serpentine manner through nine pylons placed in a single row, 5 feet apart
- Run 10 feet toward the low crawl.
- Drop to the ground and crawl 8 feet under a 27-inch open air barrier.
- Drop the baton beside the cones as you exit the last low crawl pylon.

**IF YOU KNOCK OVER, TOUCH, HIT OR RUN INTO A HURDLE OR PYLON, YOU MUST STOP AND REPEAT THAT PORTION OF THE OBSTACLE COURSE**

### **TASK 4**

- Stand up and sprint 50 feet.
- Grab the 150-pound dummy and drag it 100 feet.

### **TASK 5**

- Drop the dummy and sprint 50 feet towards the pylons.
- Reverse obstacle course
- Drop into a low crawl and pick up the baton.
- Enter the obstacle course in reverse.
- Low crawl 8 feet under a 27-inch open air barrier
- Stand up and run 10 feet toward the serpentine.
- Run in a serpentine manner through nine pylons placed in a single row, 5 feet apart.
- Run 10 feet and jump over the three (3) hurdles (18", 12" and 24") spaced 5 feet apart.
- Run 10 feet.
- Climb over 40-inch wall.

**IF YOU KNOCK OVER, TOUCH, HIT OR RUN INTO A HURDLE OR PYLON, YOU MUST STOP AND REPEAT THAT PORTION OF THE OBSTACLE COURSE**

### **TASK 6**

- Run 220 yards.

### **TASK 7**

- Place the baton on the bench/stool. Pick up the handgun.
- Assume a proper firing position and pull the trigger six (6) times with each hand, using a training gun.

### **TASK 8**

- Keeping the gun, pick up the baton.
- Run to the trunk, turn the key, and open the trunk.
- Place the weapon and baton inside the trunk.
- Close the trunk and remove the key from the lock.

- Run to the driver's door and enter the vehicle.
- Close the door.
- Place the key in the glove compartment and close it.
- Securely fasten your seatbelt.
- Place your hands on the steering wheel at the ten o'clock position and two o'clock position.

**TEST COMPLETION**

**IF YOU DO NOT COMPLETE THE TEST OR FAIL TO MEET THE 6 MINUTE 00 SECONDS TIME LIMIT,  
YOUR APPLICATION WILL BE CLOSED**