



# MONTGOMERY COUNTY SHERIFF'S OFFICE

## APPLICANT ELIGIBILITY REQUIREMENTS FOR DEPUTY SHERIFF POSITION

### GENERAL REQUIREMENTS

- **AGE REQUIREMENT:** Applicants must be 21 years of age or older. There is no maximum age.
- **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 and a clean driving record before employment.
- **EDUCATION REQUIREMENT:** Applicants must possess a high school diploma or equivalent. Applicants must be able to complete the requirements set by the Pennsylvania Deputy Sheriff's Education and Training Board. (See Deputy Sheriff Training Requirements)
- **PHYSICAL FITNESS REQUIREMENT:** Applicants must be in good physical condition to successfully perform the essential job functions of a deputy sheriff.
- **PSYCHOLOGICAL EVALUATION REQUIREMENT:** Once a conditional offer is made, applicants must complete a psychological evaluation.

### OTHER EMPLOYMENT REQUIREMENTS

- Applicants must be of good moral character, as determined by a thorough background investigation.
- Tattoos on face, neck, or head are strictly prohibited.
- Applicants must possess problem-solving abilities, decision making, and judgment skills to identify problems, weigh solutions, and recognize alternatives and their implications independently.
- Applicants must possess clear speaking and interpersonal skills, to interact in a diverse public setting.
- Applicants must be able to exercise authority during activities, which may involve hostility and resistance.
- Applicants must possess proficient reading, writing and comprehension skills to write and submit accurate and descriptive reports.
- Applicants are required to work on a variety of shifts to include weekends and holidays and must be willing to extend their regular scheduled shift when called upon to do so.

**APPLICATION PROCESS:** Applications may be hand-delivered to the MCSO at the Montgomery County Courthouse, 2 E. Airy Street, Norristown, PA 19404 on the first floor, (OR) mailed to the Montgomery County Sheriff's Office, P.O. Box 311, Norristown, PA 19404. **Applications must include a non-refundable money order or cashier's check for \$25.00 payable to 'Montgomery County Sheriff's Office.** Be sure to complete the application completely and accurately.

**PHYSICAL AGILITY TEST:** The first step in assessing qualifications is the requirement of successful completion of a physical agility test. This test is based on the mandated physical fitness requirements of the Pennsylvania Deputy Sheriff's Training Academy. You can find a detailed description of the test in our Physical Fitness Standards section.

**PRE-EMPLOYMENT QUESTIONNAIRES:** After successful completion of the physical agility test, you will be given numerous documents to complete. These will include a Personal History Statement, which is an extensive long form of past residences, employment, education, acquaintances, and personal information. You will bring your completed documentation to the Sheriff's Office. All responses will be verified during the background investigations. Omissions and inaccurate or dishonest responses will be grounds for disqualification.

**ORAL PANEL INTERVIEW:** The interview is a panel conducted by, supervisors/command level staff, or field training officers. You will spend about 30 minutes answering a series of questions designed to evaluate your suitability for the position. Personal responsibility, ability, judgment, communication skills, and your level of preparedness will be evaluated.

**BACKGROUND INVESTIGATION:** We will conduct a thorough investigation of your past and current conduct, relationships, employment and social media activities. Dishonesty or omission of any information will be cause for disqualification.



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**MEDICAL EXAMINATION:** Applicants with a conditional job offer will be sent to a medical doctor for a medical screening and an examination after appointment and employment.

### ADDITIONAL SCREENING PROCEDURES:

- Fingerprint Record Check
- Additional Required Documentation (DD-214, transcripts, social security card, birth certificate, etc.)
- Drug screen
- Second interview

**RE-APPLICATION PROCESS:** Applicants, who fail to complete any of the above listed selected standards, may re-apply for consideration. Candidates who fail due to unacceptable background will not be reprocessed. Exceptions can be authorized on a case by case review by the Sheriff. Applicants remain eligible for consideration for no less than six months, and no more than 12 months from the date of receipt of their initial application. Applicants who complete all elements of the selection standards will be placed on an eligibility list and will be considered for appointment on an as-needed basis. Applications will be held active in the candidate pool for 90 days. Applicants will be kept apprised of their status during the selection status.

### DEPUTY SHERIFF TRAINING REQUIREMENTS

- Must complete deputy sheriff's training standards as set forth by the Pennsylvania Commission on Crime and Delinquency, and all Montgomery County Sheriff's Office training as set forth by the training commander/field training officer.
- If the applicant is Pennsylvania Act 120 certified, the applicant must complete state-mandated two-week waiver training.
- If the applicant is not Pennsylvania Act 120 certified, the applicant must complete the state-mandated 19-week (760 hours) Deputy Sheriff's Education and Training Board within one year of the date of hire.
- Must complete Act 2 certification update training every 24 months (20 hours).
- Must complete TASER certification and re-certifications.
- Must successfully qualify during daylight and dim light conditions on department firearms and long guns.
- Must maintain a Class C Driver's License.
- Deputy sheriffs must act professionally, have good personal hygiene and remain physically fit.
- Additional training may include baton training, defensive and control tactics, firearms training, handcuffing and searching of prisoners, prisoner transport, and working with chemical agents.
- New hires will be required to serve a probationary period of one year either from the date of hire or after completing state-mandated training, whichever is longer.

### THREE-YEAR COMMITMENT

Deputy sheriffs who complete Act 120 or Act 2 training with the Montgomery County Sheriff's Office will be required to sign a three-year commitment with the department.

### QUESTIONS:

**If you have any questions regarding the hiring process, please contact:**

Captain Gregory L. Womelsdorf at [gwomelsd@montcopa.org](mailto:gwomelsd@montcopa.org)

**If you have any questions about the status of your application, please contact:**

Administrative Assistant Maria Tsipras at [mtsipras@montcopa.org](mailto:mtsipras@montcopa.org)