



CIVIL SERVICE/JOB REQUIREMENTS

Minimum Age

The minimum age for Road Patrol Deputy Sheriff and Civil Deputy Sheriff Positions is 20: Jail Deputy Sheriff and Court Deputy Sheriff the minimum age is 18. The maximum age is 34 for the Road Patrol. (A candidate may turn 35 while in the academy and 38 for those that have actively served in the military). There is no maximum age for Deputy Sheriff careers in the Jail Bureau, Court Bureau, Civil Bureau, or Part-time Road Patrol.

Education

A high school diploma or GED is the minimum requirement. Applicants should be aware that Deputy Sheriff Positions are highly competitive in a field of candidates with varying degrees of educational backgrounds and experience. Only the most qualified candidates are selected.

The Selection Process

The selection process takes about six to eight months

➤ Written Exam

Candidates are required to take a civil service administered exam and score a 70 or higher in order to be considered for further testing. The exam will be administered by the Monroe County Civil Service Commission. There is a non-refundable \$25.00 testing fee.

➤ **Physical Agility**

Candidates should prepare for an invitation to attend a mock physical agility and real physical agility battery a few months after the written exam. Candidates should pursue an independent exercise regimen in preparation for this level of testing. Candidates must pass the following physical agility standards:

	Male/ Age	Pushups	Sit-ups	Run		Female/Age	Pushups	Sit-ups	Run
Court	< 20	26	38	13:15		< 20	13	29	15:46
&	20-29	26	35	13:15		20-29	13	30	15:46
Jail	30-39	20	32	13:44		30-39	9	22	16:42
	40-49	15	27	14:34		40-49	7	17	17:29
In: 30th	50-59	10	21	15:58		50-59	5	12	19:10
	60-69	8	17	17:41		60-69	3	4	21:36
	Male/ Age	Pushups	Sit-ups	Run		Female/Age	Pushups	Sit-ups	Run
Road	20-29	29	38	12:38		20-29	15	32	14:50
&	30-39	24	35	12:58		30-39	11	25	15:43
Civil	40-49	18	29	13:50		40-49	9	20	16:31
	50-59	13	24	15:06		50-59	N/A	14	18:18
In: 40th	60-69	10	19	16:46		60-69	N/A	6	20:16

A conditional job offer will be made after successfully passing the agility. A conditional job offer means that you must pass the remaining levels of testing for further consideration.

➤ **Medical**

Prior to appointment to probationary status, Applicants will undergo a complete physical, which includes drug screening, to certify the general health of each candidate for a sworn position.

➤ **Psychological**

Prior to appointment to probationary status, Applicants will undergo a series of psychological exams, conducted and assessed by a qualified professional. These exams are divided into a written exam and an oral exam. The written exam may take up to 8 hours and the oral exam, usually administered on a later date, lasts from 30 minutes to an hour. Both exams will determine the candidate's fitness to be a Deputy Sheriff.

➤ **Polygraph/Background Investigation**

Applicants will undergo a polygraph examination, which will be used in conjunction with an extensive background investigation. This will be used to determine the applicant's moral character and qualifications to be a Deputy Sheriff. Candidates will be provided with a list of areas from which polygraph questions will be drawn, prior to such examination.

➤ **Background Investigation**

A background investigation is conducted prior to appointment to probationary status, and includes verification of qualifying credentials, a review of any criminal record, and verification of at least three personal references.

➤ **Command Staff Interviews**

Upon successful completion of all previous levels of testing, applicants will be interviewed by several commanding officers. Candidates will discuss their interests in the Monroe County Sheriff's Office as well as their results of the background investigation.

➤ **Selections by the Sheriff/Job Offer**

The Sheriff will convene a meeting of several members of his staff to discuss each candidate's results. The Sheriff will then make selections from the pool of candidates and the final job offer will be made to those selected candidates. Those candidates not selected will be informed in writing within 30 days of such decision.

Re: Application: Candidates can continue to apply and take the test until they meet the minimum or age requirements.

POLICE BUREAU

Deputy Sheriffs in this bureau are members of the Road Patrol. The Road Patrol is responsible for public safety by the enforcement of all local, state, and federal laws through various assignments. Under the heading of Police Bureau, you will also find the Criminal Investigations Section, Tactical Enforcement Unit, K-9 Unit, SCUBA Unit, Crime Scene Investigations, DARE Unit, Fire Investigations, Mounted Unit, Marine Unit, Part-time Road Patrol, Major Felony Unit, Warrants Squad, SWAT.

JAIL BUREAU

Deputy Sheriffs in this bureau are responsible for the order and safety of all Monroe County incarceration facilities. These deputies are assigned to the Monroe County Jail, the Monroe County Correctional Facility and the Forensic Unit. Under the heading of Jail Bureau you will find the Transport Unit, Gang Intelligence Unit, and Quick Entry Team.

COURT BUREAU

Deputy Sheriffs in this bureau provide safety and security to all court areas. Assignments include the Monroe County Hall of Justice and the New York State Appellate Court Division. Deputies monitor and control the entry and access to these facilities by conducting metal detecting and property inspections. Preliminary investigations and arrests people engaged in criminal activity in these facilities also underscore the duties of a Court Security Deputy Sheriff.

CIVIL BUREAU

Deputy Sheriffs in this bureau carry out the responsibilities of serving subpoenas, eviction notices, civil warrants, and other court ordered actions. The members of the Civil Bureau are officers of the court and thus are empowered to enforce the decisions of the court.

Please Contact THE RECRUITMENT UNIT at:

(585) 753-4705

(585) 753-4706

You may also visit us at 130 S. Plymouth Avenue, Rochester, NY 14614

Monroe County Government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

The Monroe County Sheriff's Office is an equal opportunity employer.