



LAW ENFORCEMENT STANDARDS AND HIRING PROCESS INFORMATION

- The Medina County Sheriff's Office has adopted the following standards for the selection process of new applications for law enforcement positions such as Corrections Officers, Deputy Sheriff's and Telecommunications Operators. All applicants **must** have a valid Texas Driver's License.
- Applicants must comply with licensing requirements of the Texas Commission on Law Enforcement (TCOLE) and as required for the applicable posted job description.
- All Law Enforcement applicants for Deputy Sheriff or Reserve Deputy must be 21 years of age as of the date of hire. Corrections and Telecommunications (Dispatch) applicants must be 18 years of age as of the date of hire.
- A valid basic certificate from TCOLE for all Deputy Sheriff's and Reserve Deputies is required.
- All Deputy Sheriff's and Reserve Deputies must pass a vision test of 20/20 with each eye through corrective action.
- Corrections Officers must obtain a basic Jailers TCOLE certification within one (1) year from date of hire if not currently certified.
- Telecommunications Operators (Dispatch) must obtain a basic Telecommunications TCOLE certification within one year (1) from date of hire if not currently certified.
- Telecommunications Operators (dispatch) must obtain an TCIC/NCIC certification within one (1) year from date of hire if not currently certified.

CHARACTER:

All applicants must be of good moral character and habits. Any applicant who has been convicted of a Class B Misdemeanor or a crime of moral turpitude within the last 10 years, shall be disqualified and not eligible for hire. Anyone convicted of a Class A Misdemeanor or above shall not be eligible for hire.

APPLICATION PROCESS – DEPUTY SHERIFF – RESERVE DEPUTY – CORRECTIONS OFFICER

- Note: Willful omission or falsification of information will result in an application being rejected.
- Applications are screened to include a Criminal History Check.
- Applicants passing Criminal History Checks are scheduled for a written exam. (Applicants will be contacted by email)
- Applicants passing the physical agility test are scheduled for an oral interview with a panel of Sheriff's Office personnel.
- Applicants are placed in an eligibility pool based on ranking of score by panel members.
- If an applicant successfully completes and passes the background investigation and all tests and exams, they will be officially offered employment. Once an applicant has accepted the offer of employment they will be scheduled with Human Resource for new hire processing.

APPLICATION PROCESS – TELECOMMUNICATIONS OPERATOR (DISPATCH)

- Note: Willful omission or falsification of information will result in an application being rejected.
- Applications are screened to include a Criminal History Check.
- Applicants passing Criminal History Checks are scheduled for a basic skills test and typing test (Applicants will be contacted by email)
- Applicants passing the basic skills test and typing test are scheduled for an oral interview with a panel of Sheriff's Office personnel.
- Applicants are placed in an eligibility pool based on ranking of score by panel members.
- If the applicant successfully completes and passes the background investigation and all tests and exams, they will officially be offered employment. Once an applicant has accepted the offer of employment, they will be schedule with Human Resources for new hire processing.

ITEMS NEEDED FOR BACKGROUND CHECK:

- Copy of credit report not more than 3 months' old
- Copy of High School Diploma or GED
- DD214 long form
- Proof of Citizenship
- Authority to Release information waiver (notarized)