

The following matrix lists the six steps that make up the hiring process for the Sheriff Office, as well as the four types of classification that are hired. You will notice that not all steps are required of all classifications, and the steps that are not applicable are listed as "NA".

Steps In The Hiring Process Per Classification		Correctional Officer	Deputy Sheriff Trainee	Deputy Sheriff Lateral	Professional Support Staff
1	Establish automated alert(s) (www.co.sanmateo.ca.us/portal/site/HR)	√	√	√	√
2	Submit application(s) and supplemental questions (www.co.sanmateo.ca.us/portal/site/HR)	√	√	√	√
3	Schedule and complete the written exam (PELLETB)	Minimum T-Score 46	Minimum T-Score 50	NA	NA
	Schedule and complete the physical agility test (WSTB)	Minimum Score 320 *	Minimum Score 320	Minimum Score 320	NA
	Schedule and complete 1.5 mile run	√	√	NA	NA
4	Submit written exam and/or physical agility test results	√	√	√	NA
5	Undergo a civil service and/or department interviews	√	√	√	√
6	Pass a background investigation	√	√	√	√

* Applicants to the Correctional Officer classification can take the WSTB or the physical agility test for Corrections

STEP 3: PRE-EMPLOYMENT TESTING

The Sheriff's Office has outsourced pre-employment testing to the South Bay Regional Public Safety Training Consortium (www.theacademy.ca.gov). We also accept test results from other training organizations and law enforcement agencies. However, the tests must mirror those listed below and meet California Peace Officer Standards & Training (POST) requirements. Furthermore, test results will only be valid for one year from the date the test was taken.

POST Entry-level Law Enforcement Test Battery (PELLETB)

This written exam is for Correctional Officer and Deputy Sheriff Trainee applicants, and it consists of the following five sections:

- Spelling** - select the correct spelling of a word from a list of options
- Vocabulary** - select the correct meaning of a word from a list of options
- Clarity** - select the sentence that is most clearly written from a pair of options
- Reading** - read a passage and answer questions about the passage's content
- CLOZE** - use contextual clues to complete a passage that contains missing words

Work Sample Test Battery (WSTB)

This physical agility test is for Correctional Officer, Deputy Sheriff Trainee, and Deputy Sheriff Lateral applicants. It consists of the following five events that are individually timed and weighted in terms of their value:

- 99-yard obstacle course with sharp turns and up to 34-inch high obstacles**
- 165-pound body drag for 32-feet**
- 6-foot chain link fence climb**
- 6-foot solid wall climb**
- 500-yard run**

* Physical Agility Test for Corrections

This physical agility test is for Correctional Officer applicants only. It is administered by the South Bay Regional Public Safety Training Consortium on a limited time basis, and consists of the following two events that are timed:

- 99-yard obstacle course with sharp turns and up to 34-inch high obstacles. Must be completed under 24-seconds.**
- 165-pound body drag for 32-feet. Must be completed under 10-seconds.**

1.5 Mile Run

This timed event is for Correctional Officer and Deputy Sheriff Trainee applicants.

- 1.5-mile run. Must be completed under 14-minutes.**

Aside from the South Bay Regional Public Safety Training Consortium, additional information on the PELLETB and WSTB can be found on the California Peace Officer Standards & Training (POST) website (www.post.ca.gov).