



**SPOKANE COUNTY**  
**SHERIFF**  
**SHERIFF OZZIE D. KNEZOVICH**

“In partnership with the community -  
Dedicated to your safety”

**The hiring process for becoming a Deputy Sheriff includes, but is not limited to, the following:**

**STEP ONE: Written Exam and Physical Agility Test (PAT) through Public Safety Testing**

\*\* Local/Washington applicants register at [Public Safety Testing](#) for a test near you.

\*\* Out of state applicants, please visit [Public Safety Testing Out of State](#).

-Tips and study guides for the written exam are available for purchase on the public safety testing website. They can be found [here](#).

-The PAT is conducted directly following successful completion of the Written Exam. Don't forget a change of clothing to wear for the physical test!

**-View/Read** tips and information regarding what to expect for the PAT which can be found [here](#).

[Additional questions](#) regarding testing or test location.

\*\* Once you have completed your Public Safety Test, and have received confirmation your passing scores have been received by Civil Service, please visit the [Spokane County Sheriff's Office website](#).

- Select the “We're Hiring” button at the bottom of the page.

- Click on 'Current Openings' on the left side of your screen. This will take you to all open County postings. Click on 'Deputy Sheriff Entry Level (Civil Service)'.

- Read through the entire job posting, paying special attention to the minimum requirements. If you feel you meet these requirements, you may submit an application.

- To submit your application, scroll to the top of the job posting, click 'Apply'.

- Clicking 'Apply' will redirect your web browser to governmentjobs.com. You will need to create an account, answer all sections on the application completely and truthfully, including the supplemental questions. Finally, before submitting, all additional required documents must be uploaded to your application. Applications without the following documents will not be accepted:

- a. Driver's license
- b. DD 214, Member Form 4 (if applicable)

- All applicants must have sealed, official transcripts from their highest level of education sent directly to Spokane County Civil Service, 6011 N. Chase Rd., Newman Lake, WA 99025
- Once Civil Service receives your completed application to include all required documents, you will be sent a confirmation email from a Civil Service Specialist with information regarding the next processing round.
- At the end of each processing round (typically the last weekday of every month), all complete applications will be sent an email with information about your Public Safety Test Personal History Statement (PHS), Waivers, and additional required documents which must be submitted to the Sheriff's Training Unit Background Investigations Unit by the specific due date listed in this email.
- All applicants who submit their Personal History Statement, Waivers, and additional required documents by the due date will be placed on the eligibility list.

**\*\* TIP:** These forms **must** be completed in their entirety to be considered for employment. **The top two reasons for being disqualified are the following:**

1. The form is incomplete.
2. The applicant falsifies information on the form.  
Remember, we are "the police". Our department has expert background investigators who will find out if you fabricate, withhold, or are dishonest about the information you provide. This is an automatic disqualification. It will prevent you from EVER working for the Spokane County Sheriff's Office. It's just not worth it!

- Applicants with no automatic disqualifiers listed on their PHS may be invited in for an oral board interview. **(See Step Two)**
- Applicants who pass the oral board interview will be scheduled for a pre-background interview by Sheriff's Background Investigators at a later date.
- If an applicant is not invited back for a pre-background interview, they can assume they did not pass their oral board interview. Applicants who do not pass their oral board interviews are not notified.
- An applicant is not officially removed from the list until they are notified directly by Civil Service.
- Applicants who are selected for further processing and eventually selected for hire will be notified by the Sheriff's Training Unit. **(See Step Three)**

## **STEP TWO: Oral Board Interview**

After you are placed on the eligibility list, our Sheriff's Training Unit will contact you for an Oral Board Interview. There is no time frame for this, so **BE PATIENT!**

Prior to your Oral Board interview, the following are **strongly recommended:**

1. [View/Read](#) the 10 ways to be an outstanding Deputy Sheriff candidate;

2. Speak with a recruiter regarding Do's and Don'ts during an Oral Board Interview. Contact us at [Recruiting@spokanesherriff.org](mailto:Recruiting@spokanesherriff.org). This can also be completed during a Ride-Along. (See below)
3. Complete a Ride-Along with a Deputy Sheriff! Fill out the Ride-Along Request Form and the Ride-Along Waiver and e-mail them to [Recruiting@spokanesherriff.org](mailto:Recruiting@spokanesherriff.org) OR drop the completed forms off at either one of our precincts at: 12710 E. Sprague Ave. Spokane Valley, WA or 1100 W. Mallon Spokane, WA. **Please provide a clear/legible copy of your driver's license with the Ride-Along Form.**

[Ride-Along Request Form Download](#)

[Ride-Along Waiver Form Download](#)

### **What is the Oral Board?**

This is a panel of 3-5 Deputies, Field Training Officers, Corporals, and Sergeants who conduct oral board interviews of applicants.

This process is designed to evaluate the applicant's ability to:

- Be professional      -Think critically      -Show leadership      -Use common sense
- Make decisions    -Demonstrate agency knowledge    -Demonstrate law enforcement knowledge

### **STEP THREE: Conditional Offer of Employment**

Once you have successfully gotten to this point, the Spokane County Sheriff's Office may extend you a conditional offer of employment.

The offer is conditional on you passing the following:

1. A polygraph test
2. A psychological evaluation
3. A complete medical physical test
4. The Criminal Justice Training Commission's Basic Law Enforcement Academy

**This process, from start to finish, can take anywhere from one month to six months, or longer. The factors which determine the time frame include the resources available to process you and many other factors. Contact the [SCSO Recruitment Team](#) or Spokane County Civil Service at 509-477-4711 with any additional questions you may have.**