

## Grayson County Sheriff's Office Hiring Process

All job openings are posted for a set period of time, applications cannot be accepted unless the position is listed on the Grayson County website. Positions will be posted again only if openings are not filled.

Questions regarding positions with the Sheriff's Office can be answered by the following:

<b>Grayson County Human Resources</b>	(903) 813-5210
<b>Office of Professional Standards</b>	(903) 813-4200 Ext 2550
<b>Assistant Jail Administrator</b>	(903) 813-4200 Ext 2223

### The following steps make up the hiring process

1. Initial Application
2. Personal History Statement
3. Physical Readiness Test
4. Oral Interview Board
5. Background Investigation
6. Interview with the Chief Deputy
7. Conditional Job Offer
8. Psychological Test
9. Medical Test and Drug Screen
10. Orientation with the Sheriff
11. Probationary Period



**Initial Application** The first step in becoming a member of the Grayson County Sheriff's Office is completing the initial application.

**Personal History Statement** Applicants initial application is reviewed to confirm if they meet the minimum requirements and have no disqualifying factors. If so, the applicant is notified to pick up the PHS and will have 14 days to complete it.

**Physical Readiness Test (PRT).** All licensed members of the Grayson County Sheriff's Office who have the authority to arrest or handle incarcerated persons must pass the PRT bi-annually. Affected members must meet a minimum of 25% score for their age and gender. The member may choose any one of the rowing options to complete their PRT:

2000 Meter Row – Damper 5

4 Minute Row Test – Damper 5

500 Meter Row – Damper 5

Candidates must bring appropriate athletic training clothes (no tank tops), running shoes, small towel, snacks, and drinking water in a small bag to testing. Before traveling to Grayson County, ensure you are able to pass the PRT. You may use the following link to find your minimum standard at the 25<sup>th</sup> percentile but you should train for a higher percentage to be competitive. We expect 100% effort! Finish with your absolute best time.

<https://www.dps.texas.gov/ETR/concept2RowerCalc.htm>

If you decide to choose the 500 Meter Row or the 4 Minute Row you may find your minimum standards below.

[500 Meter Row Time Chart](#)   [4 Minute Row Test](#)

**Position Selection Committee.** Applicants appear in front of a five member board in formal business attire (suit & tie). Applicants are asked scenario based questions and are graded on their appearance, communication skills, judgment, and logical reasoning.

**Background Investigation.** Applicants who pass all the previous steps proceed to the background investigation if they submit a complete, detail, and accurate Personal History Statement. A detective conducts an extensive background investigation to include, but not limited to, contacting all prior/present employers, references, co-workers, ex-spouses, family members, and schools. Also, the applicant's residential history, financial responsibility, military records and driving history are investigated. The background investigation can take from two to four months to complete. Most of the delay is caused by the lack of reference response. Once the background investigation is completed, the applicant's file is routed through the chain of command for review and approval.

**Interview with Chief Deputy:** If the applicant is approved for hire, they will be tendered a conditional offer of employment.

Once the applicant accepts the conditional offer of employment, they must return to complete the below tests:

**Psychological Examination:** Applicants complete a psychological written test and are interviewed by a psychologist. Applicants previously licensed by TCOLE with less than 180 day break in full-time service are not required by TCOLE to take another psychological exam.

**Medical Examination:** The applicant's physical and medical conditions are evaluated to ensure that they can function safely as a GCSO Deputy or Detention Officer.

**Drug Screening:** Applicants provide samples and these are analyzed to detect the use of illegal drugs.