



CORRECTIONAL OFFICER TRAINEE

Frequently Asked Questions

Use these recommendations to prepare for each stage of the selection process.

Are tattoos allowed?

Tattoos shall not be visible on the head, face, neck, or hands past the wrist line.

What are the application steps to becoming a Correctional Officer Trainee?

The selection process includes the following steps:

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| STEP 1 Application | STEP 8 CVSA Exam |
| STEP 2 Physical Agility Test and Written Exam | STEP 9 Medical Evaluation |
| STEP 3 Placed on Eligible List | STEP 10 Psychological Evaluation |
| STEP 4 Certified to the Sheriff's Office | STEP 11 Appointment |
| STEP 5 Mandatory Background Orientation | |
| Step 6 Captain's Interview | |
| STEP 7 Invitation to Complete Background Packet | |

****The steps listed provide a general overview of the selection process. The sequence and required steps may vary based on individual circumstances and operational needs. Candidates will be notified of the requirements that apply to them as they progress through the process.*

How should I prepare for the Physical Agility Test?

The Physical Agility Test is designed to evaluate how your body reacts and performs during high-intensity, short-duration movements. Weight training can build strength, but preparation should also include movement and cardiovascular conditioning. Functional fitness workouts - such as bootcamp, HIIT, or CrossFit-style routines - can be useful. You should also be able to run a few miles in a reasonable amount of time.

COT PAT Video: https://www.youtube.com/watch?v=0_C3q1yTgjY

How should I prepare for the written examination?

The written examination is approximately 2 hours and 30 minutes. Most candidates should have adequate time to complete all exam items. The exam covers spelling, grammar, reading comprehension, applying rules, and basic math.

BSCC Candidate Orientation Booklet: <https://www.bscc.ca.gov/wp-content/uploads/COB.pdf>

What should I wear, and how should I present myself for the PAT and written exam?

Applicants are continuously evaluated throughout the hiring process, including when submitting paperwork and attending testing appointments. Practice good hygiene and keep your hair neat and professional. Wear clean, professional business attire whenever appropriate. For the PAT, wear suitable training clothing. For the oral interview, wear a properly tailored suit with shined shoes, and avoid distracting ties, colors, lapel pins, or jewelry.

Am I able to waive the Physical Agility Test using scores from another agency?

No. All applicants are required to participate in the Physical Agility Test.

I've taken the POST PELLET-B exam. Will I be able to waive the Correctional Officer Trainee exam using that score?

No. The PELLET-B exam is administered through the Commission on Peace Officer Standards and Training (POST) and is for police officers and deputy sheriffs. We only accept passing scores from the Board of State and Community Corrections (BSCC).

I have taken the California Department of Corrections and Rehabilitation (CDCR) exam. Will I be able to waive the Correctional Officer Trainee exam using that score?

No. We only accept passing scores from the Board of State and Community Corrections.

If I fail either the Physical Agility Test or the written exam, am I able to continue in the application process?

Yes. Applicants can participate in the testing process as many times as it takes to pass the PAT and written exam. Human Resources will update your application so you can continue to receive notices for future testing dates. You do not need to submit another application.

If I missed my testing appointment, what should I do?

Human Resources will update your application in the system so you can continue to receive notices for future testing dates. You do not need to submit another application.

ADDITIONAL INFORMATION

Visit the Sheriff's Office website:

<https://sjsheriff.org/join>