Constitutional Officer Information Network

C•IN

Budget Request Guide

Sheriffs/Regional Jail Superintendents

Compensation Board
December 1, 2012

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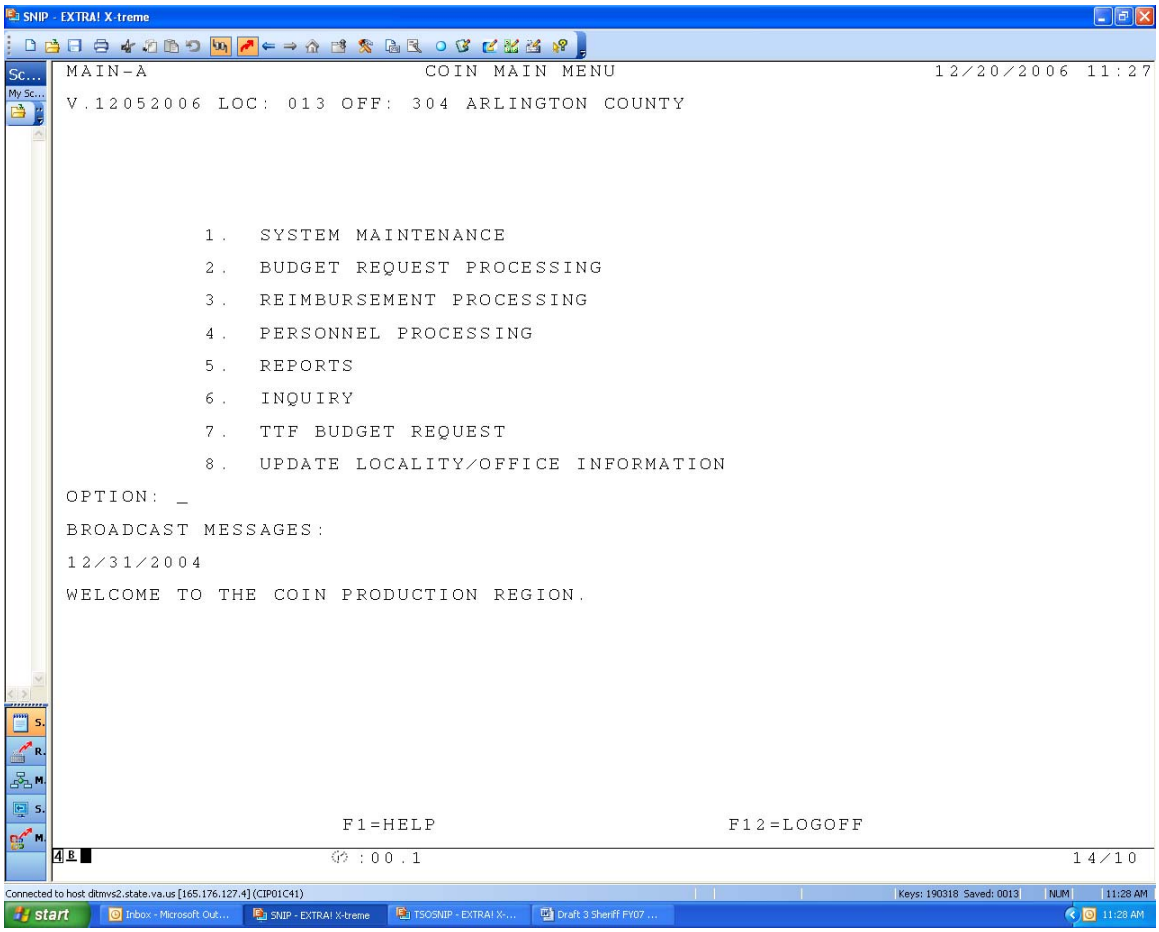
1. COIN MAIN MENU



- **Select Option #2- "Budget Request Processing"**

2. Main Menu - Option #2, Budget Request (OLB) Menu

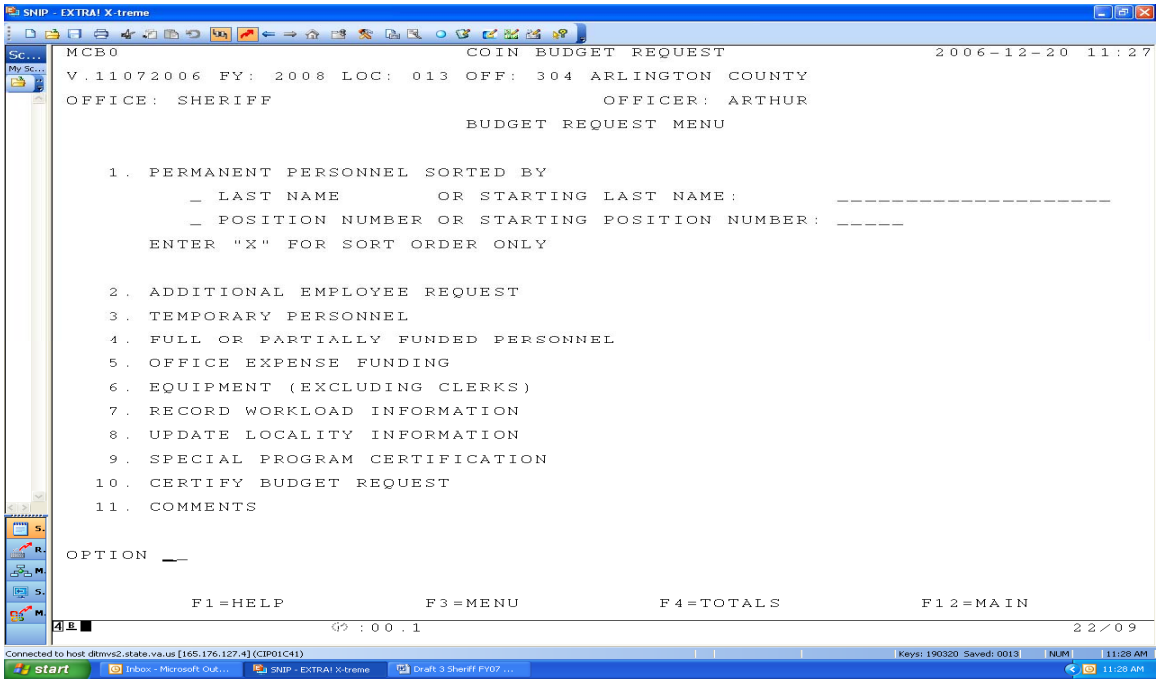
Purpose:

The Budget Request menu is accessed from the COIN main menu. All Budget Request functionality will be accessed through this menu. A user may choose to view the Permanent Personnel data sorted by Last Name, or Position Number. The user may also select a starting value whereby the Permanent Personnel screen will display the record requested or the next record in the sort sequence if the requested record was not found.

Navigational Path

- Coin Main Menu – Select Option #2, COIN Budget Request

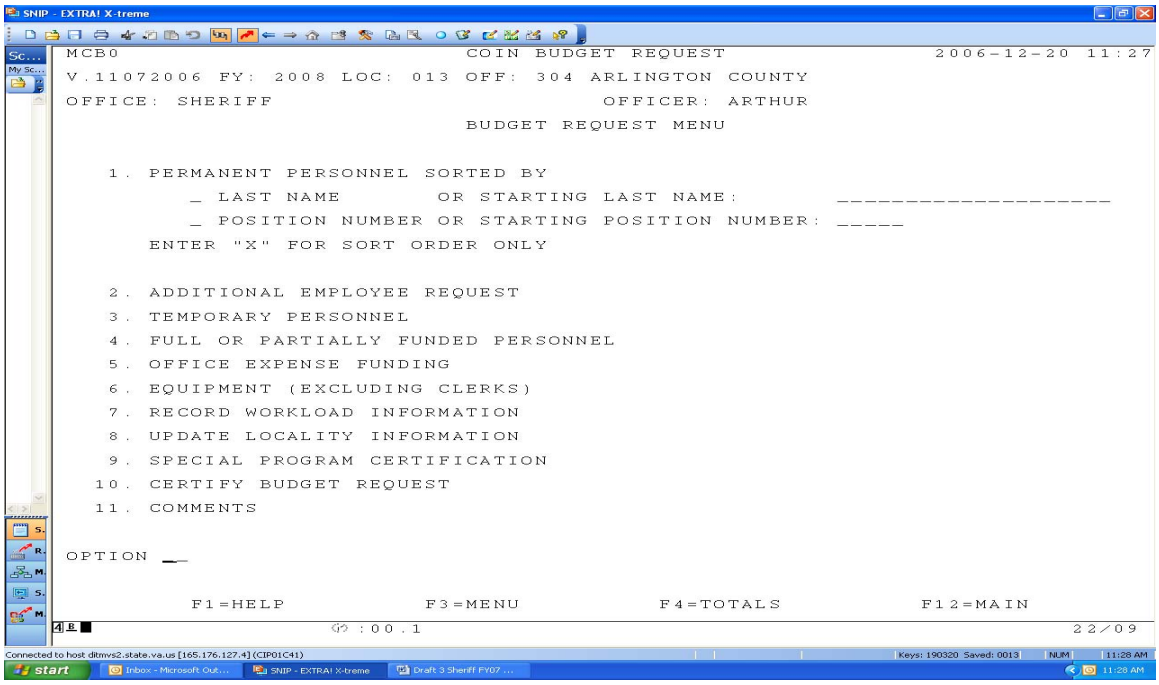
SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S



Helpful Hints:

- COIN Budget Request Menu provides access to other related screens
- Locality and office code will be displayed by COIN when you log into the COIN system
- 'FY' - The upcoming fiscal year will be pre-filled on your COIN Budget Request Menu
  - ✓ If you wish to view a prior fiscal years Budget Request, type over the supplied fiscal year
- If the required fields have not been completed, the system will not allow you to certify your Budget Request

Budget Request Menu – continued

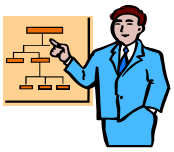


Helpful Hints (Continued):

- The 'Last Name' sort is the default sort option if no sort option is selected or no partial entry is found
  - ✓ The user may enter an 'X' in the 'Last Name' sort field to start at the 1st name listed alphabetically for your office, or
  - ✓ Tab to the 'Starting Last Name' field and input the Last Name of the employee you choose to start the sort
  - ✓ If a starting point or partial initial selection is selected but not found, the Permanent Personnel screen will be displayed starting at the next closest record
  - ✓ Only one sort order option or full/partial starting key may be chosen
- Screen selections #2 through #11 are accessed by entering the choice into the "Option" field in the lower left hand corner of the screen
  - ✓ Invalid option will result in an error message.

Procedures:

- Select an 'Option' __
  - ✓ If Option #1, Permanent Personnel, input 'X' next to the sort order you want to view
- 'F' Function Hot Keys allow back and forth movement between commonly used screens
- Press 'F3' or 'F12' to exit the screen to the COIN Main Menu



3. Option #1, Permanent Personnel

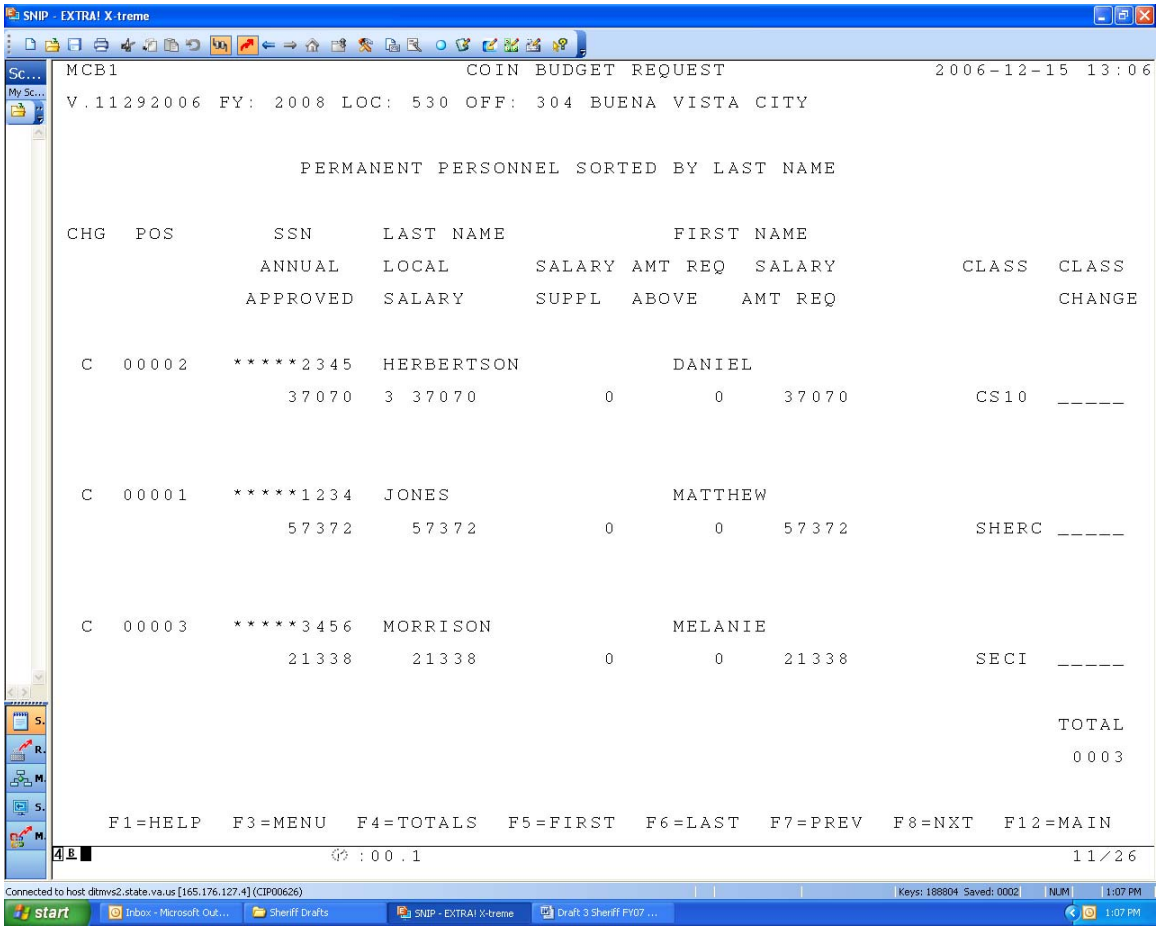
Purpose:

The Permanent Personnel Request Screen is accessed from the COIN Budget Request menu. This screen allows the user to review and update the Permanent Personnel for the Budget Request. The user may update the Local Salary, Salary Amount Requested and Class Change. The Compensation Board (CB) may update Annual Salary, Salary Amount Requested and the Class fields. Totals for various fields may be accessed from this screen.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #1, Permanent Personnel

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S



```
MCB1                          COIN BUDGET REQUEST                2006-12-15 13:06
V.11292006 FY: 2008 LOC: 530 OFF: 304 BUENA VISTA CITY

                 PERMANENT PERSONNEL SORTED BY LAST NAME

CHG  POS       SSN      LAST NAME            FIRST NAME
             ANNUAL     LOCAL       SALARY AMT REQ  SALARY          CLASS  CLASS
            APPROVED    SALARY      SUPPL  ABOVE    AMT REQ                CHANGE

 C  00002   *****2345  HERBERTSON           DANIEL
                37070  3 37070          0       0     37070          CS10  _____

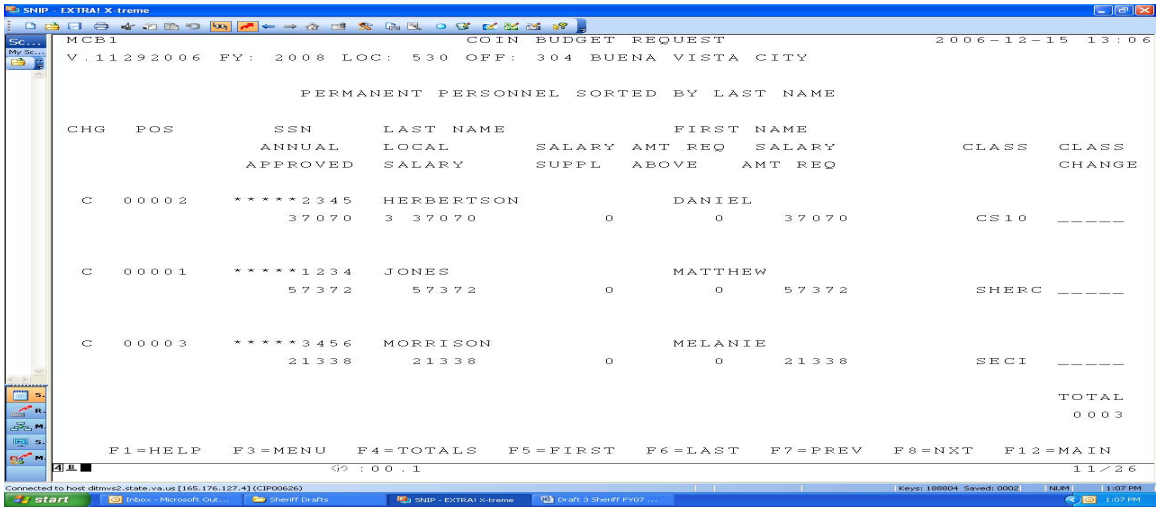
 C  00001   *****1234  JONES                MATTHEW
                57372    57372          0       0     57372          SHERC _____

 C  00003   *****3456  MORRISON             MELANIE
                21338    21338          0       0     21338          SECI  _____

                                                                     TOTAL
                                                                      0003

  F1=HELP  F3=MENU  F4=TOTALS  F5=FIRST  F6=LAST  F7=PREV  F8=NXT  F12=MAIN
4 B                    :00.1                                          11/26
```

Option #1, Permanent Personnel



```
MCB1                          COIN  BUDGET  REQUEST                    2006-12-15  13:06
V.11292006  FY:  2008  LOC:  530  OFF:  304  BUENA  VISTA  CITY

                    PERMANENT  PERSONNEL  SORTED  BY  LAST  NAME

CHG   POS        SSN       LAST  NAME                FIRST  NAME
                ANNUAL     LOCAL        SALARY  AMT  REQ   SALARY          CLASS   CLASS
               APPROVED    SALARY       SUPPL   ABOVE    AMT  REQ                  CHANGE

 C   00002    *****2345   HERBERTSON              DANIEL
                 37070    3  37070          0        0      37070          CS10   _____

 C   00001    *****1234   JONES                   MATTHEW
                 57372      57372          0        0      57372          SHERC  _____

 C   00003    *****3456   MORRISON                MELANIE
                 21338      21338          0        0      21338          SECI   _____

                                                                                  TOTAL
                                                                                   0003

  F1=HELP   F3=MENU   F4=TOTALS   F5=FIRST   F6=LAST   F7=PREV   F8=NXT   F12=MAIN
                                  :00.1                                     11/26
```

Helpful Hints:

- Option #1, Permanent Personnel screens display salaries for all CB funded employees
- This screen displays each position record for your office
  - ✓ If needed, multiple screens will be displayed to view all position records for your office
- If salary adjustments are made to the 'Salary Amount Requested', COIN will calculate the difference from the CB annual salary approved and place the difference in the amount requested above field
- Personnel changes (CB10s) processed during the time period that the online budget system is available to your office will automatically update personnel and salary data in COIN
  - ✓ The processing of a CB10 could eliminate any salary increase and/or change requests previously entered on this screen for the affected position if the officer has not yet signed off on the completed budget request
- The following codes may be listed in the 'CHG' data field
  - ✓ Blank Space = No CB10 action taken
  - ✓ 'C' = CB10 Change
- If the type of request entered for the affected position prior to the personnel change is still desired after the personnel change, the request must be re-entered in the permanent personnel screen of the budget request process prior to sign off by the officer

PROCEDURES:

Annual Approved: Supplied by CB (Can be changed by CB)

Local Salary: Enter the total salary for each position including locality supplement if applicable. If no local supplement funded press the "Enter" key and the CB Annual Approved Salary will be used.

Salary Suppl: Calculated for you = Total Locality amount minus the Compensation Board Approved Salary gives you the salary Supplement

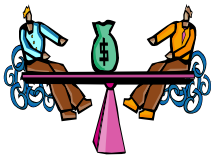
Amt Req Above: Calculated for you = Salary Amount Requested – CB Annual Salary gives you amount requested above

Sal Amt Req: Entered by Officer or Compensation Board

Class: Supplied by system

Class Change: Enter the class you are requesting for a salary alignment for the employee currently in this position.
(Do Not Enter A CB10 For This Request)

- After all requested data has been entered, press the "Enter" key to update
- Press 'F8' to proceed to the next page
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office



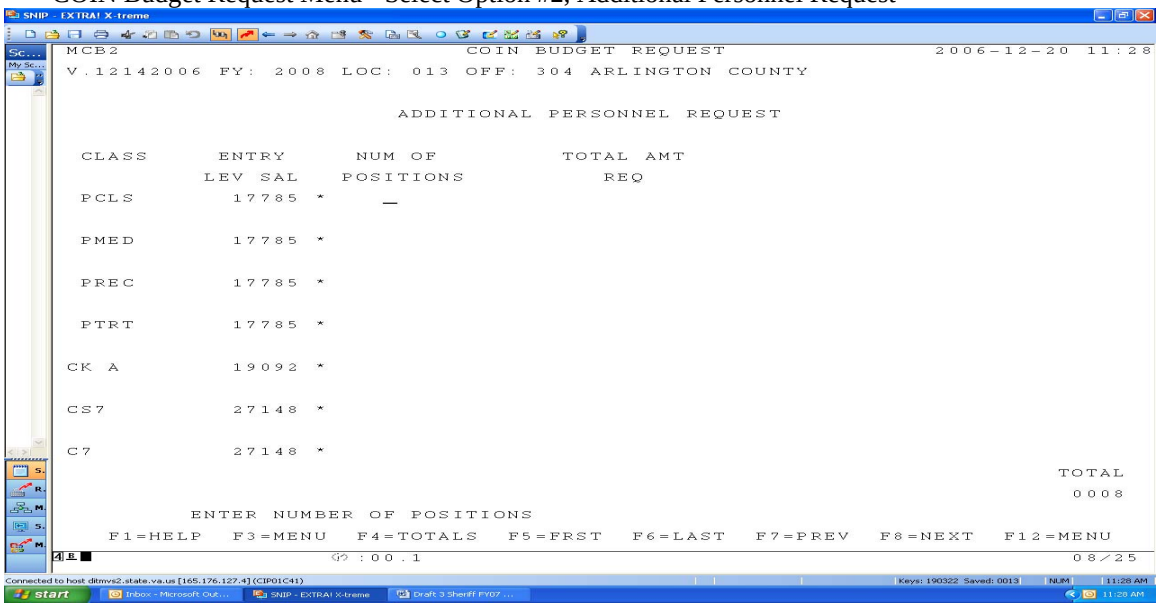
4. Option #2, Additional Personnel Request

Purpose:

The Additional Personnel Request Screen is accessed from the COIN Budget Request menu. This screen will allow the User to Request Additional Personnel. The User may request additional personnel by Class type.

Navigational Path:

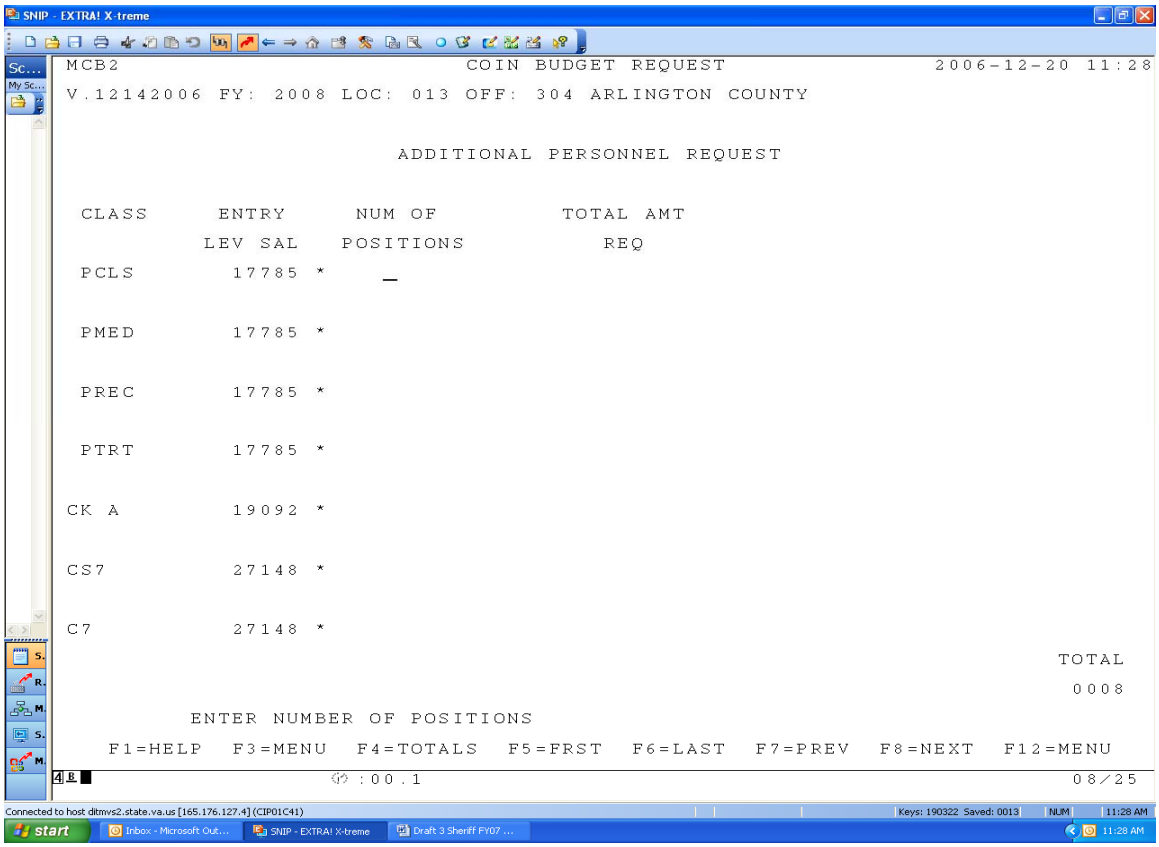
- Coin Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu - Select Option #2, Additional Personnel Request



Helpful Hints:

- Complete this section to request additional full-time CB funded positions of a predefined class, or
- Complete this section to request additional full-time CB funded positions other than a predefined class
- Blank data fields (Class, Entry Level Salary and Number of positions) are provided to enter request for Additional Personnel other than pre-listed CB classes and/or salaries
- COIN calculates the total amount for each class based on the number of positions requested
- 'Number of Positions' fields **are required,** you <u>must</u> enter a '0' or the number of additional full-time CB funded positions requested
- Any new positions approved by the General Assembly or any reallocated positions will be allocated by the Compensation Board in FY14, as they were in FY13, based upon the request and in accordance with the Compensation Board's staffing standards
- Valid CB Class must be entered; salary request must be between minimum and maximum of pay band of class requested.

Option #2, Additional Personnel Request



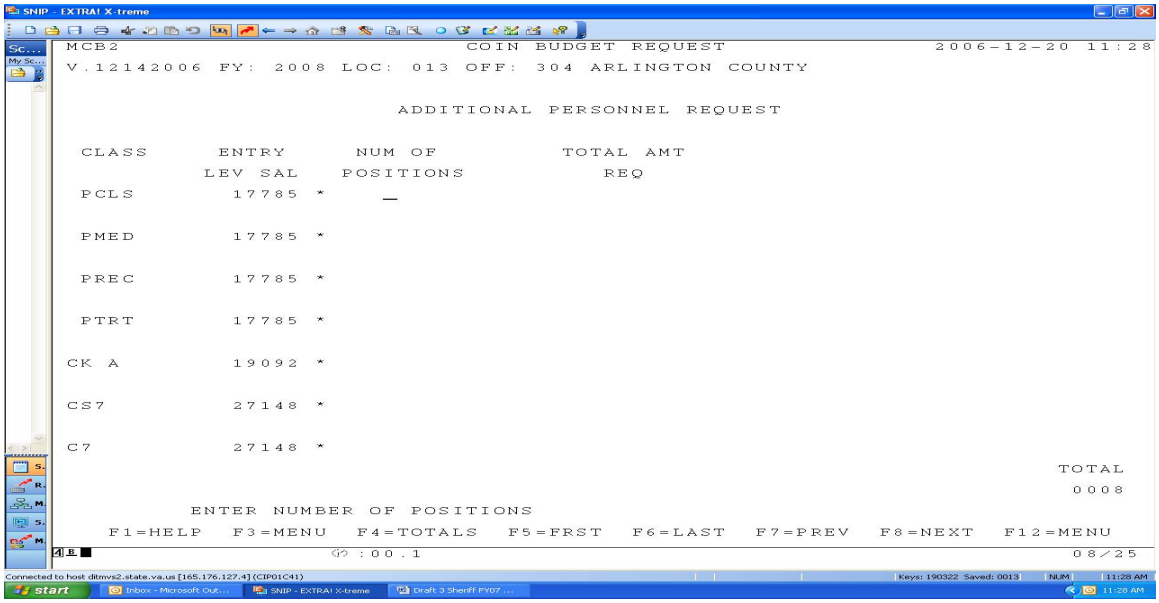
Procedures:

Class:	Supplied by CB. If the supplied class is not the class you wish to add, tab to the blank field under the class column and input the class code you wish to request. Valid CB Class must be entered, if unknown, see salary scale in the appendix
Entry Level	Supplied by CB. If the supplied salary is not the salary you wish to request, tab to the blank field under the 'Entry Level' column and enter the salary you wish to request
Number of Positions:	Enter the number of positions you are requesting
Blank Fields (Other)	Enter Class, Salary and number of positions requested

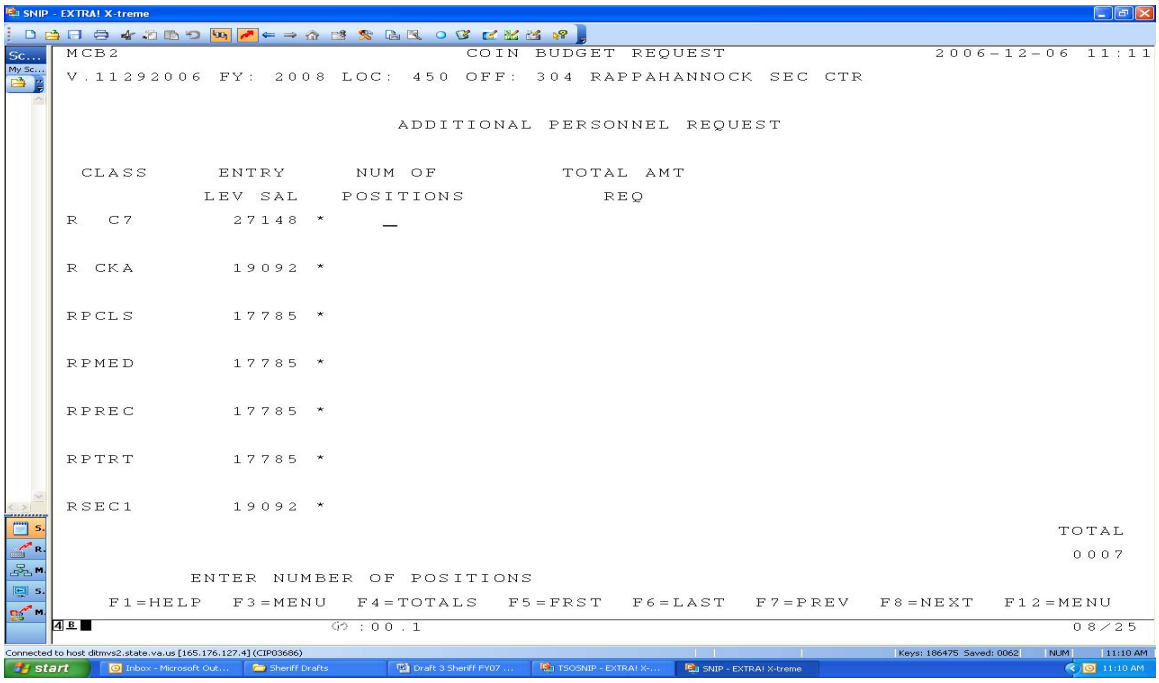
- Press the "Enter" key after completing the information requested
- Press "F8" to proceed to the next screen
- Press **'F3=Exit'** to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

Option #2, Additional Personnel Request

SHERIFF'S



SUPERINTENDENT'S



Note: Regional Jail Superintendent Positions all begin with the letter "R" to denote Regional Jail positions

5. Option #3, Temporary Personnel Fund Request

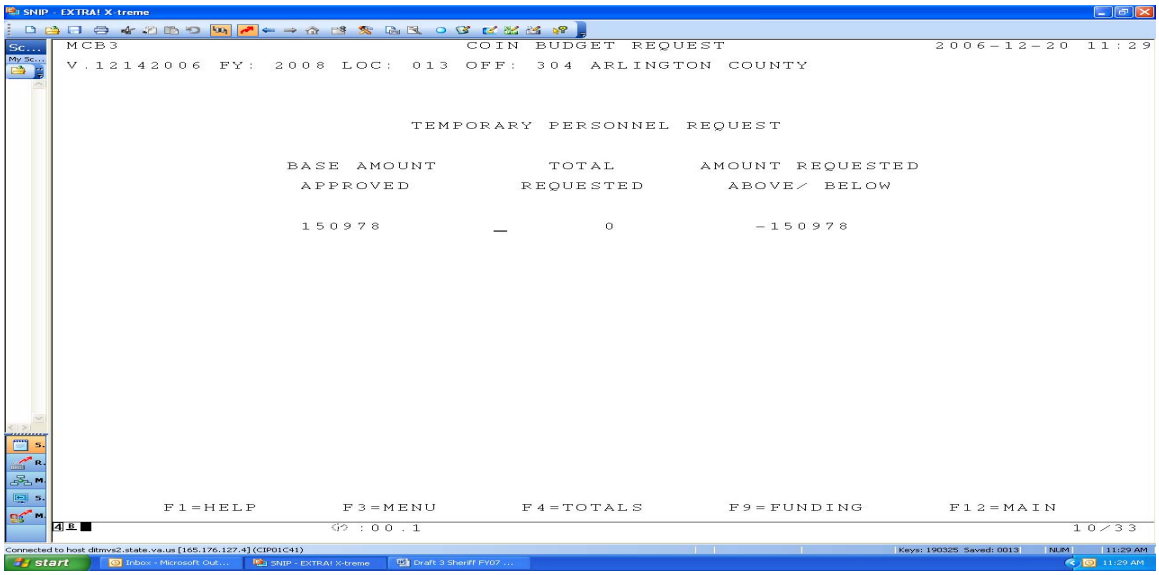
Purpose:

The Temporary Personnel Request Screen is accessed from the COIN Budget Request menu. The Temporary Personnel Request Screen allows the user to review or update the total dollar amount requested for the Temporary Personnel funding in the Budget request.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #3, Temporary Personnel Request

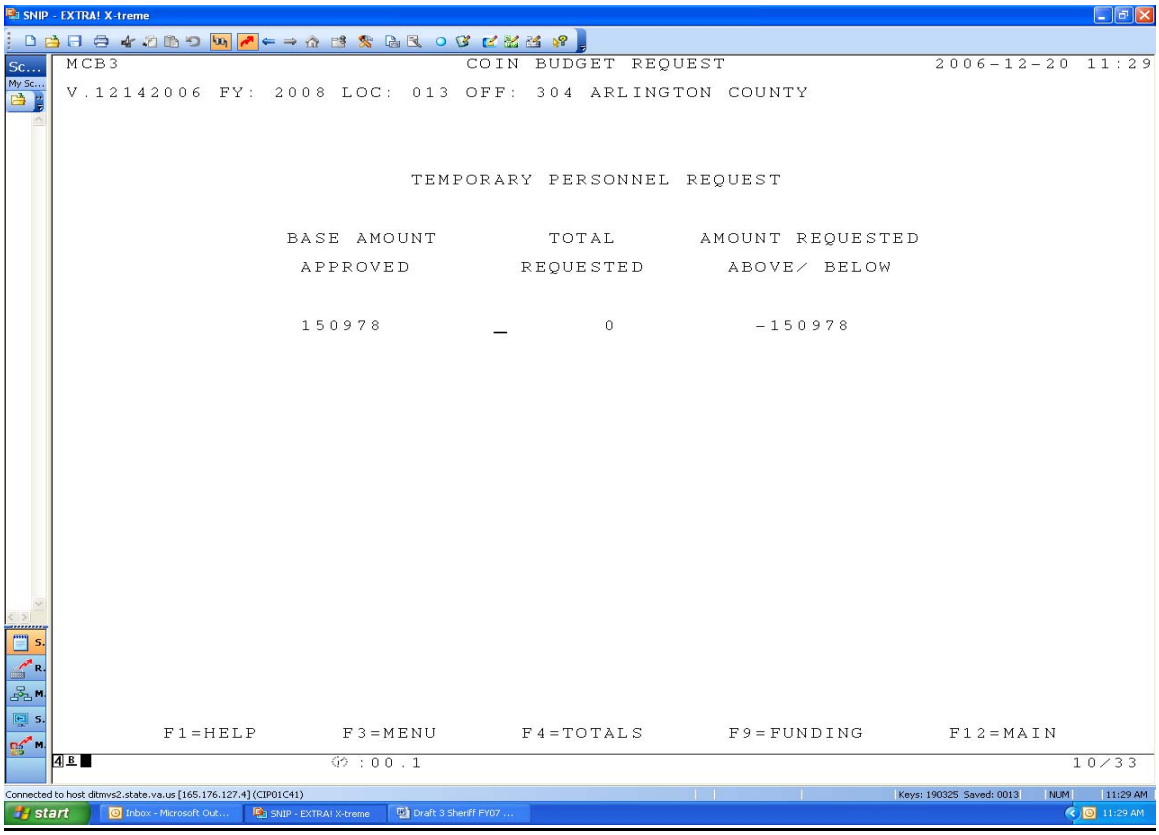
SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S



Helpful Hints:

- The budgeted amount for the prior fiscal year for Temporary Employee funding is displayed in 'Base Amount Approved' column
- The 'Total Requested' data field should reflect your total request needed for Temporary Personnel funding
  - ✓ If no additional funds are needed above the 'Base Amount Approved', enter in the 'Base Amount Approved' as your total request for Temporary Personnel
  - ✓ If additional or reduced funding is reflected in the 'Total Request' data field, the 'Amount Requested Above/Below' will be recalculated
- Check the Base Amt Approved to your Original July 1 Approved Budget to make sure that fund transfers approved during the current year are not included in this figure, unless the approved Compensation Board minutes state that this is a Base Budget Adjustment

Option #3, Temporary Personnel Fund Request



Procedures:

Base Amt Approved:	Supplied by COIN
Total Req:	Enter your 'Total Request' for temporary funding
Amt Req Above/Below:	This field will be calculated for you

- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

6. Option #4, Fully Or Partially Funded Personnel

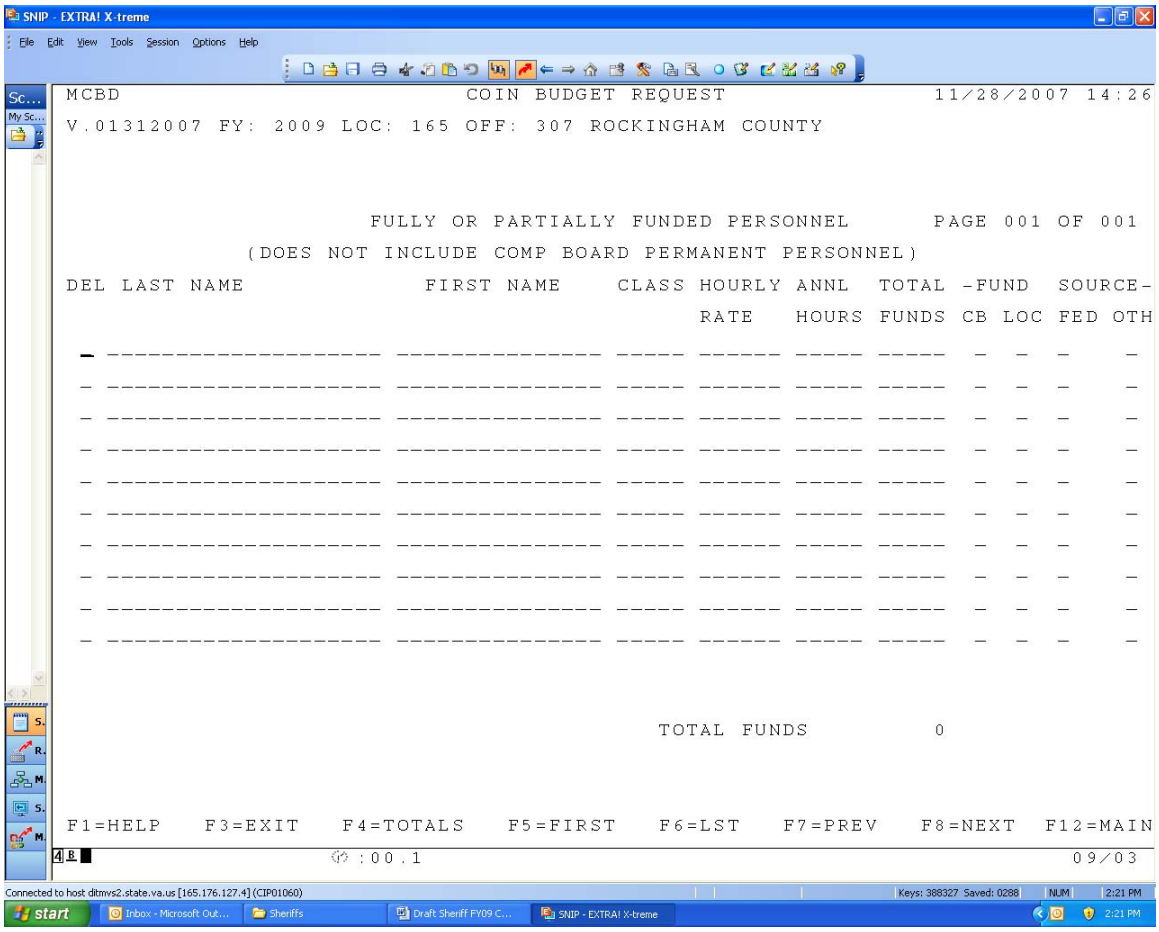
Purpose:

The Fully or Partially Funded Personnel screen is accessed from the Budget Request Screen or Temporary Personnel Screen. Total Funds, Hourly Rate, class, first name, last name, fund source, and annual hours are displayed for a locality.

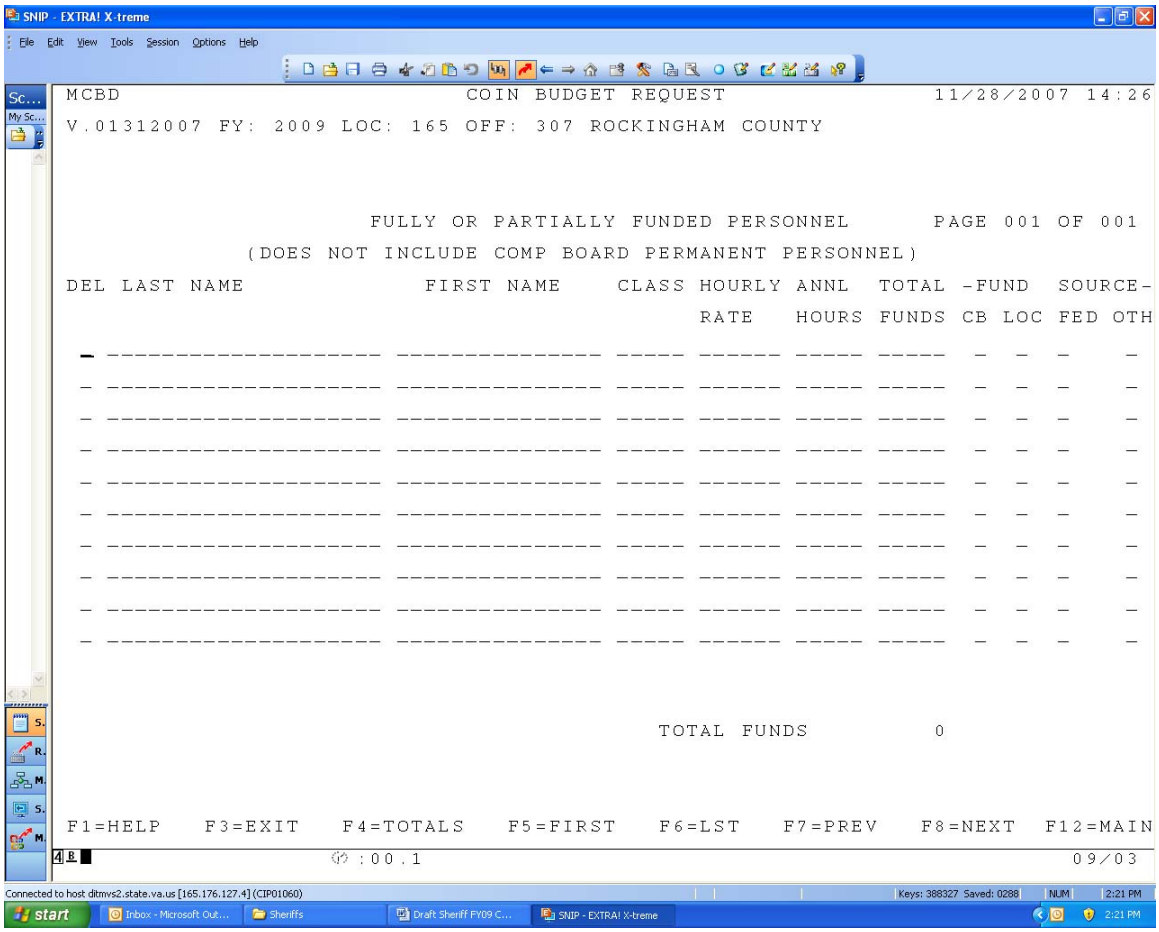
Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #4, Fully or Partially Funded Positions

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S



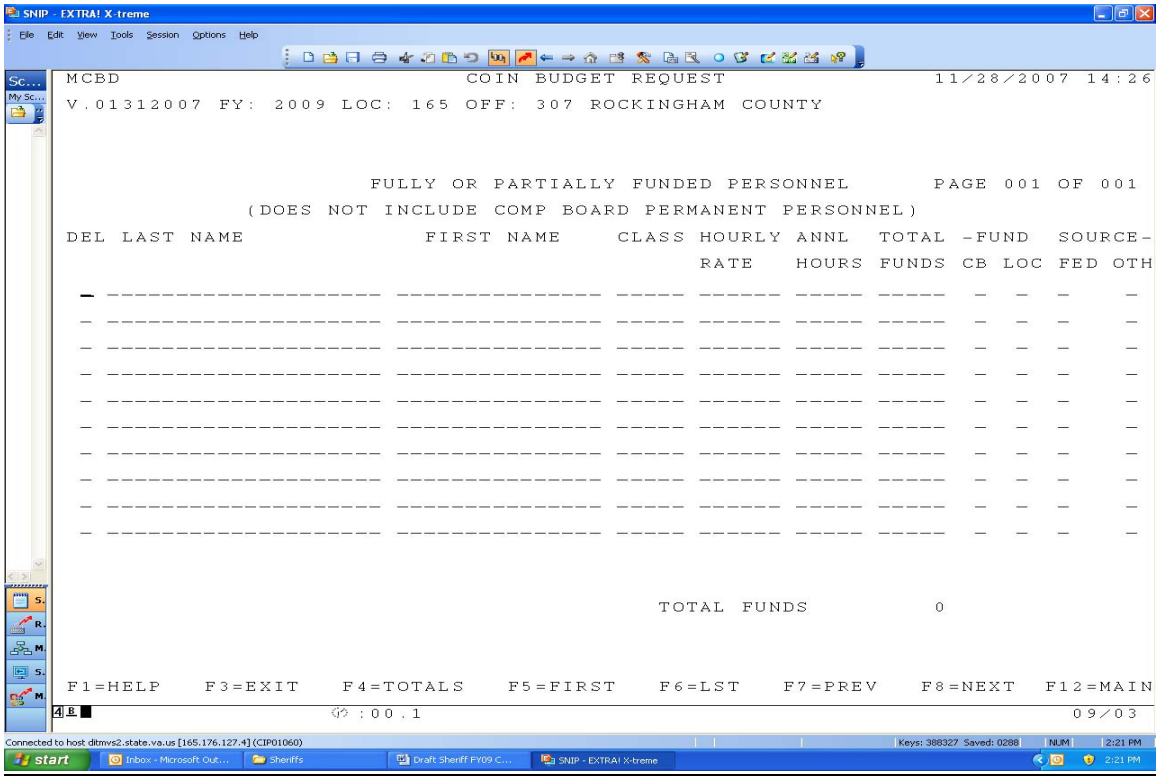
Option #4, Fully Or Partially Funded Personnel



Helpful Hints:

- This screen should be used to enter salary information of positions fully or partially funded by the Compensation Board, the Locality or other sources.
- This **does not** include positions identified as current permanent employees under Option #1, which may be supplemented by another source
- Upon entry of the required fields, the system will calculate the fund amount for each person and the total funds for your office
- For each temporary employee for whom reimbursement will be requested from CB approved temporary personnel funding, last name, first name, class, hourly rate, planned number of hours to be reimbursed for the fiscal year and the source(s) of funding for the personnel must be provided
  - ✓ If employee is unknown, key 'Vacant' in the 'Last Name' data field
  - ✓ Annual hours cannot exceed 2,080 per individual
  - ✓ Enter "X" in at least one fund source field
  - ✓ 'X' may be entered in as many of the fund source fields as are applicable for that record

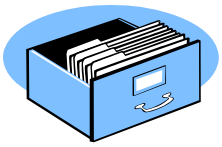
Option #4, Fully Or Partially Funded Personnel



Procedures:

Del:	Enter 'D' to delete entry
Last Name:	Enter the employee's last name; if Vacant, type "Vacant"
First Name:	Enter the employee's first name if known; if 'Vacant' this data field may be left blank because the system will look for 'Vacant' in the 'Last Name' data field
Class:	Enter the employee's class (Does not have to be a CB classification)
Hourly Rate:	Enter the employee's hourly wage rate
Annl Hours:	Enter the total number of hours worked <u>annually</u>
Tot Funds:	This field will be calculated for you
CB:	Enter "X", if employee is partially or fully funded by the CB from temporary personnel funds
Loc:	Enter "X", if employee is partially or fully funded by the Locality
Fed:	Enter "X", if employee is partially or fully federally funded
Other:	Enter "X", if employee is partially or fully funded by other sources

- Press the "Enter" key after completing the information requested
- Press 'F8' for next blank page when applicable
- Press 'F3' to exit the screen to the Budget Request Menu



7. Option #5, Office Expense Funding Request

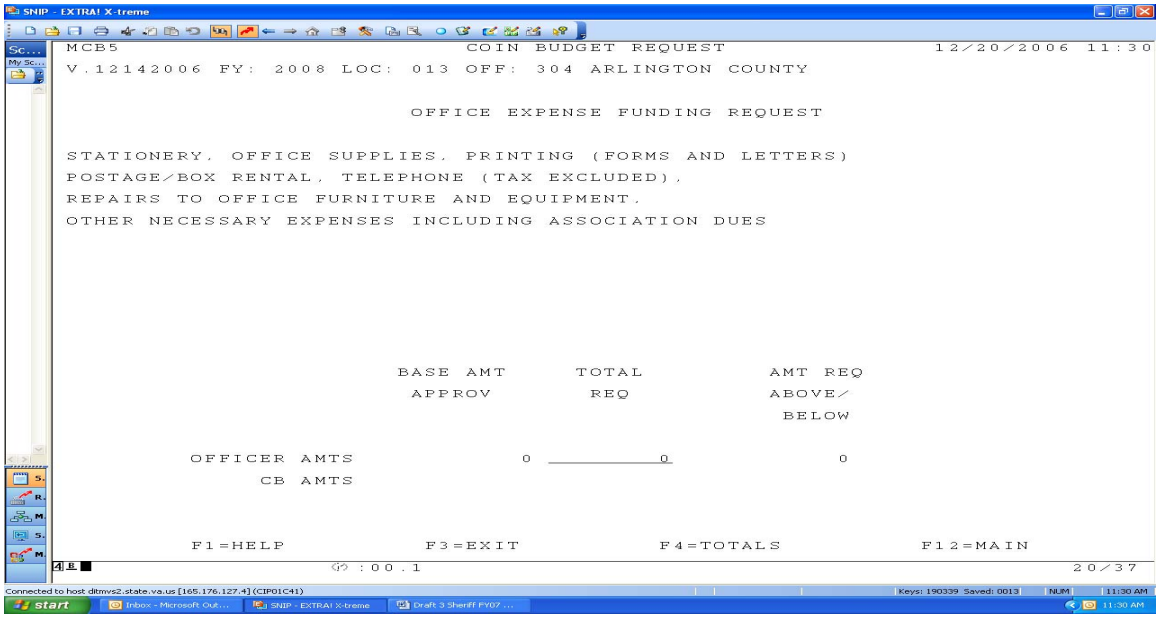
Purpose:

The Office Expense Funding Request screen is accessed from the COIN Budget Request menu. The Office Expense screen allows the user to review or update the total dollar amount requested for the Office Expense Budget request.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #5, Office Expense Funding Request

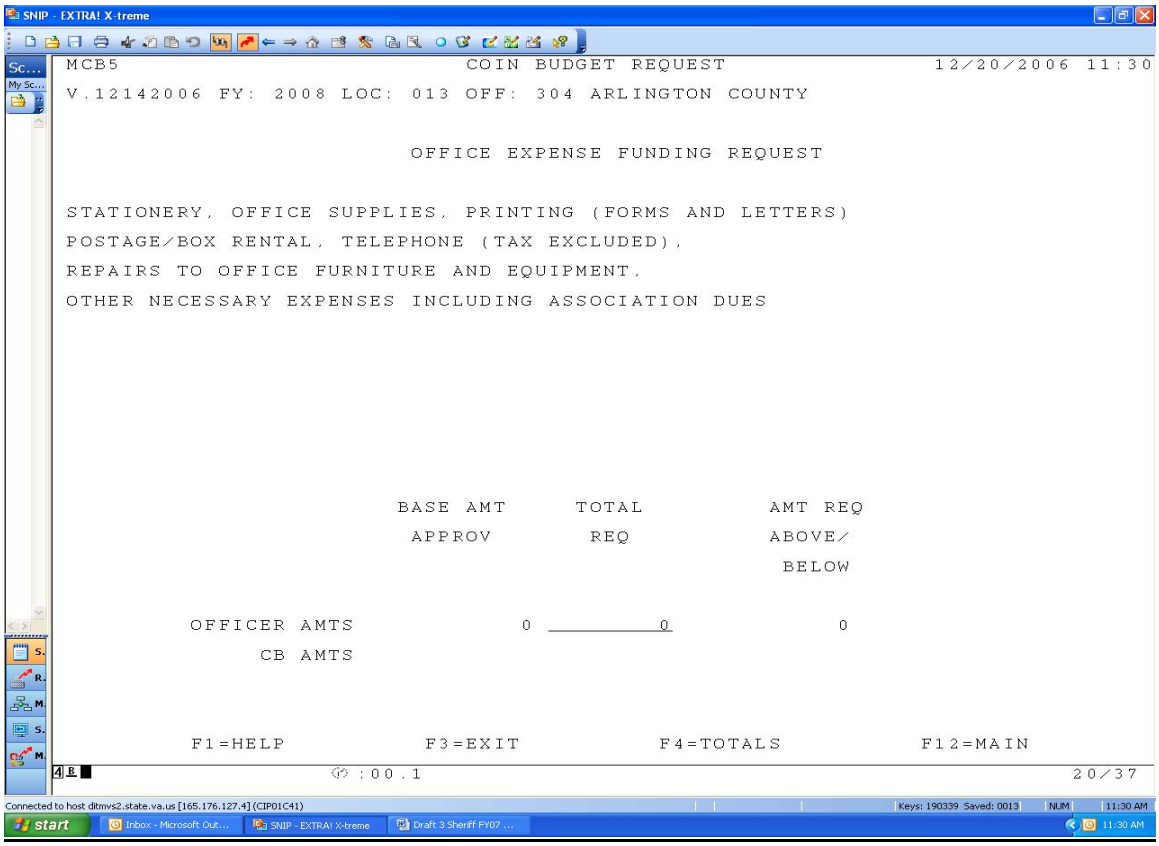
SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S



Helpful Hints:

- The total office expenses for the prior year will be displayed as your 'Base Amount Approved'
- This screen allows you to request an increase or decrease to your office expense funding or retain the same amount in the "Total Request" field
- COIN will recalculate the 'Amount Requested Above/Below' based on the 'Total Request' entered
- Participation of the Compensation Board in Office Expenses is limited to certain items as provided by the Code of Virginia (1950), as amended
  - ✓ Any additions or transfers made during the current fiscal year may be included in the supplied figures
  - ✓ Check the supplied amount to the original Compensation Board approved Budget, or CB approved minutes for changes affecting the base budget.

Option #5, Office Expense Funding



Procedures:

- Press the "TAB" key to go to the next field of entry

Base Amt Approved:	Supplied by COIN
Total Request:	Enter your 'Total Request' for office expense funding
Amt Req Above/Below:	This field will be calculated for you

- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

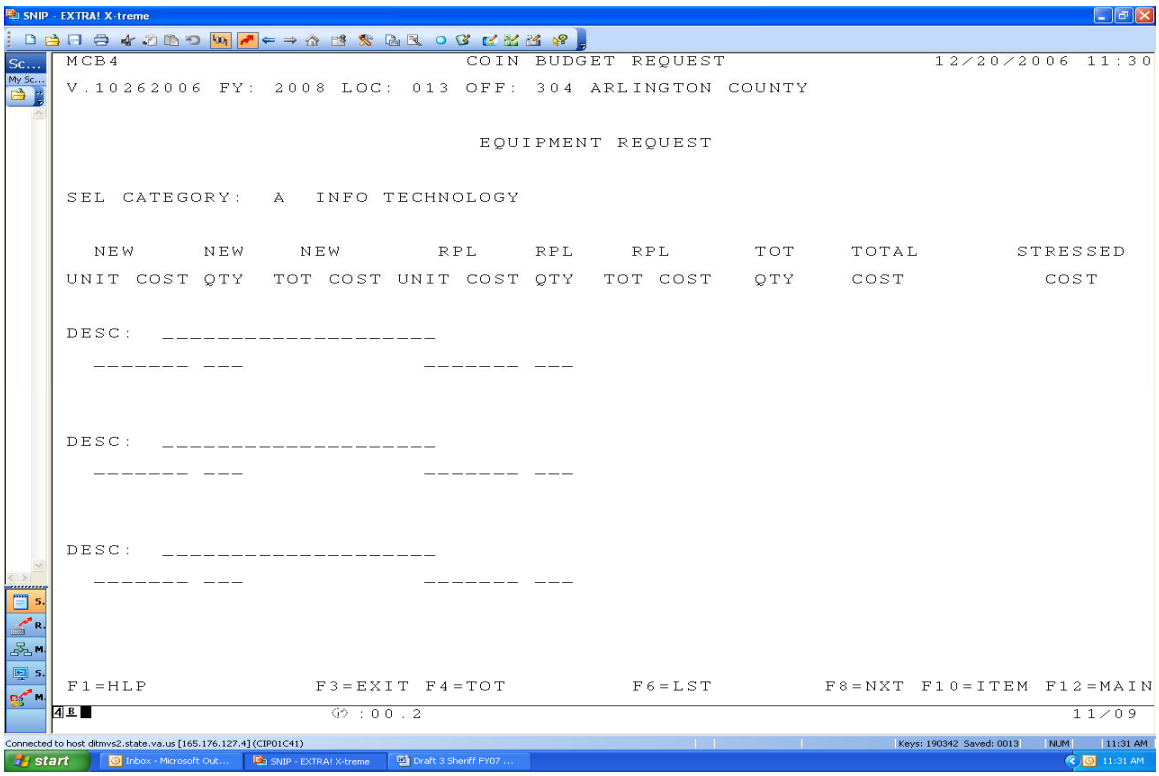
8. Option #6, Equipment

Purpose:

The Equipment Request Screen is accessed from the COIN Budget Request menu. Requests for Equipment are made by Category and costs are calculated by quantity.

Navigational Path:

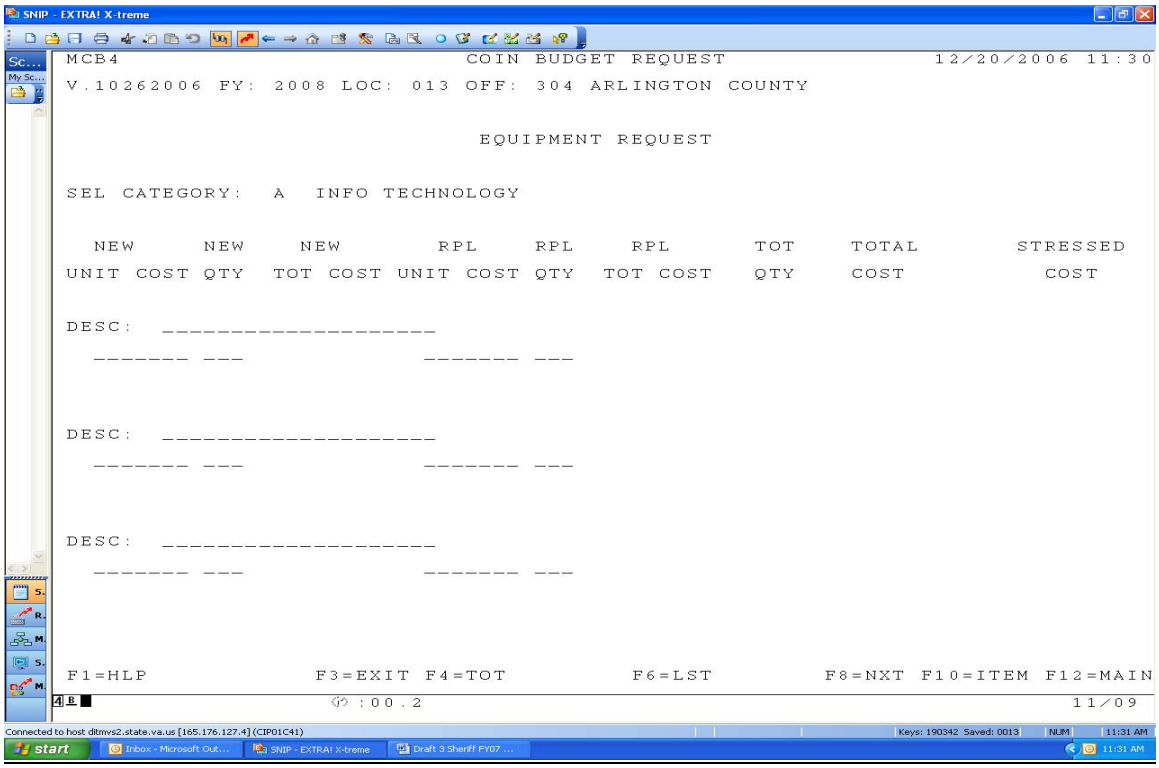
- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #6, Equipment



Helpful Hints:

- The system will calculate the total amount for each equipment item requested and the total amount for all items for your office
- These screens allow the user to request Information Technology (IT) equipment items along with the unit cost and quantity
- NOTE: The Compensation Board may require justification for these items upon review of your budget request.

Option #6, Equipment



Procedures:

- User will select and enter the equipment category they wish to request
  - ✓ Category 'A', IT Equipment
  - ✓ Category 'B', Office Equipment
  - ✓ Category 'C', Furniture
  - ✓ Category 'D', Radio Equipment (Sheriffs with Law Enforcement only)
- To proceed to your next equipment category, enter in your next 'SEL CATEGORY'

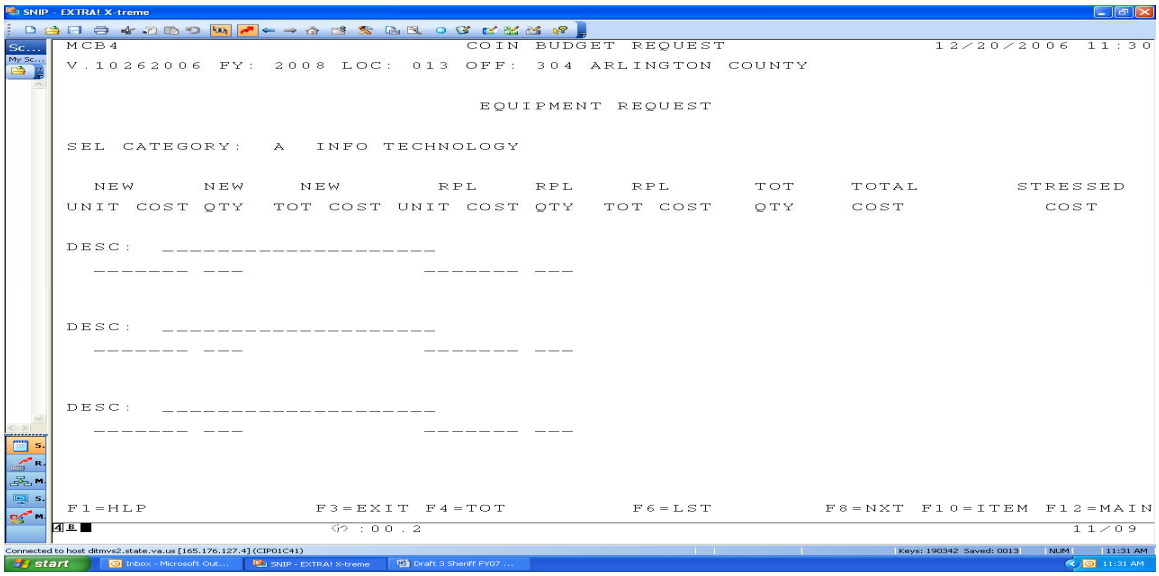
Desc:	List requested equipment	
New Unit Cost:	Enter unit cost of the **New** equipment requested	
New Qty:	Enter the quantity here, if this is **New** equipment not presently owned	
New Total Cost:	Calculated	
RPL Unit Cost:	Enter unit cost of the **Replacement** equipment requested	
RPL Qty:	Enter the quantity here, if this is **Replacement** equipment for existing equipment being replaced	
RPL Total Cost:	Calculated	
Total Qty:	Calculated	(New + Replacement)
Total Cost:	Calculated	(New + Replacement)
Stressed Cost:	Calculated	(See Operating Manual)

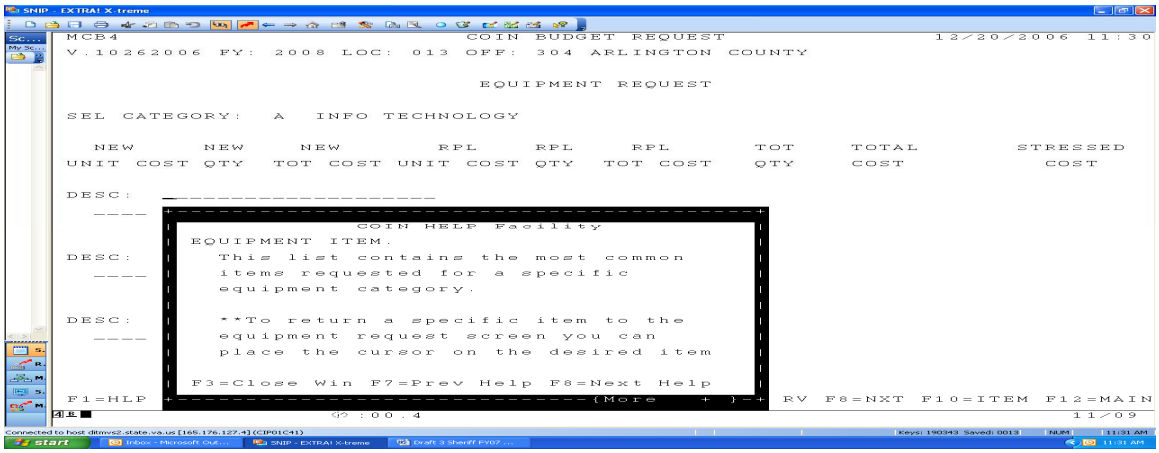
- Press the "Enter" key after all required information has been entered
- Press '**F8= Next**' key to proceed to the next screen if additional screens are needed for your equipment request
- Press '**F3 = Exit**' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

Option #6, Equipment

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

Category A – Information Technology (IT) Equipment





Help Pop-Up Screens - Within Alpha Data Fields (Resqportal only)

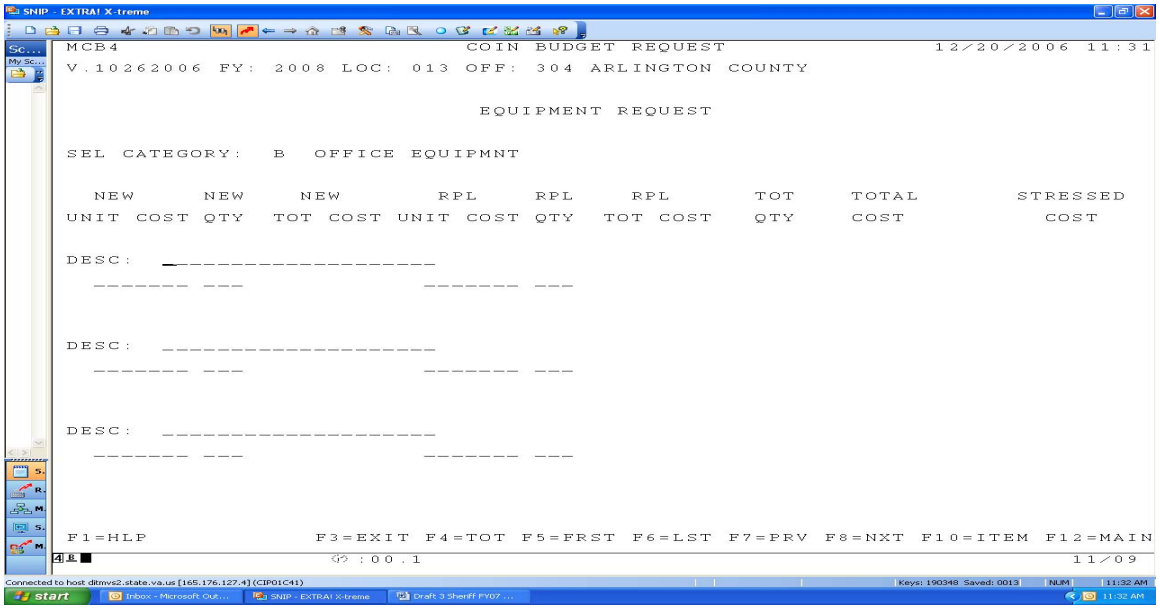
This option is used to select pre-defined equipment from the list.

- Utilize **'F1= Help'** in any blank data field if you need help with a COIN data field
- Utilize **'F3 =Exit'** to close the help window
- Utilize '**F7 = Previous'** to move to the previous screen
- Utilize **'F8= Next'** to move to other listed equipment categories
- Utilize '**F17 = Substitute Value'** ('Shift + F5'), to replace a blank field with a selected value within the help screen. Using your arrow keys, place the curser under the 1st position of your selection and press F17.

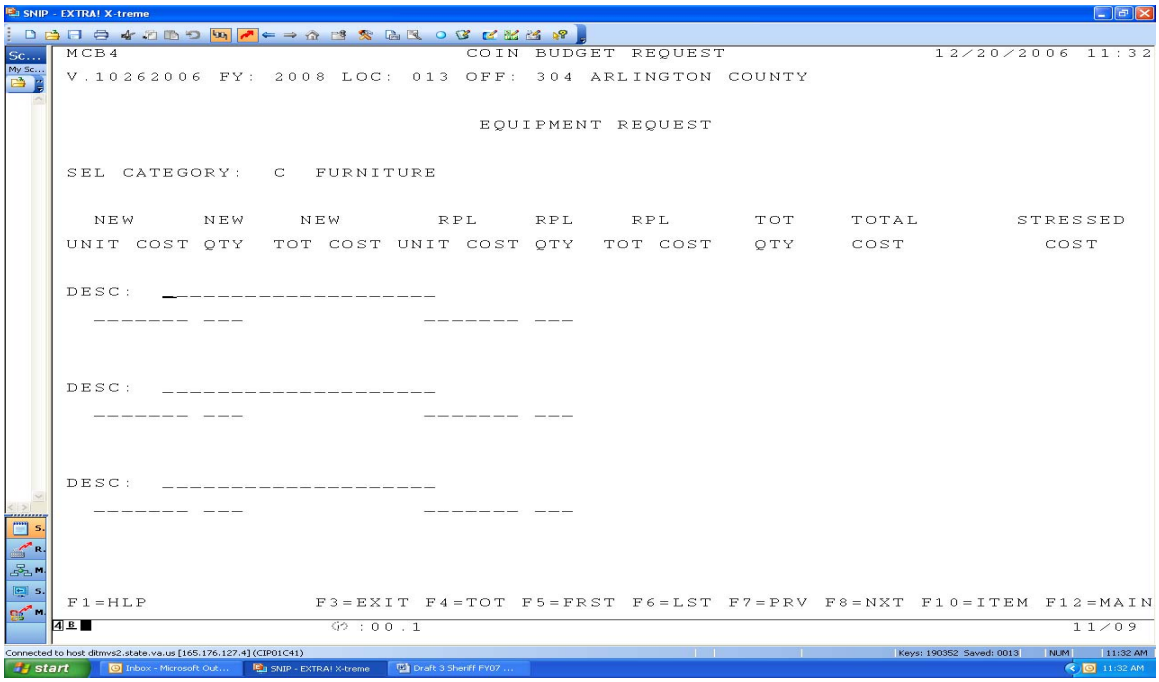
Option #6, Equipment

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

Category B – Office Equipment



Category C – Furniture Equipment

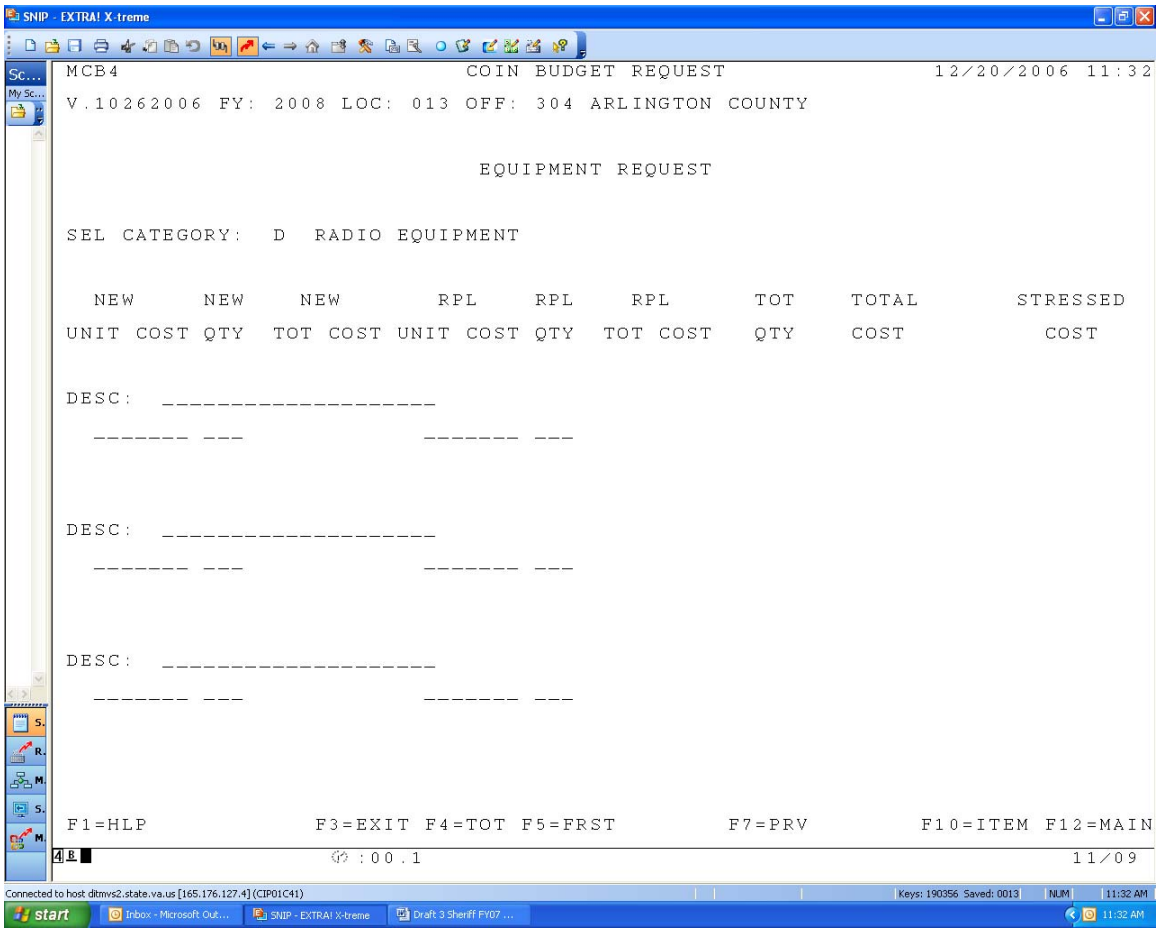


Option #6, Equipment

SHERIFF'S

Category D - Radio Equipment

THIS SECTION APPLIES TO SHERIFFS WITH LAW ENFORCEMENT RESPONSIBILITIES ONLY



9. Option #7, Record Workload Information

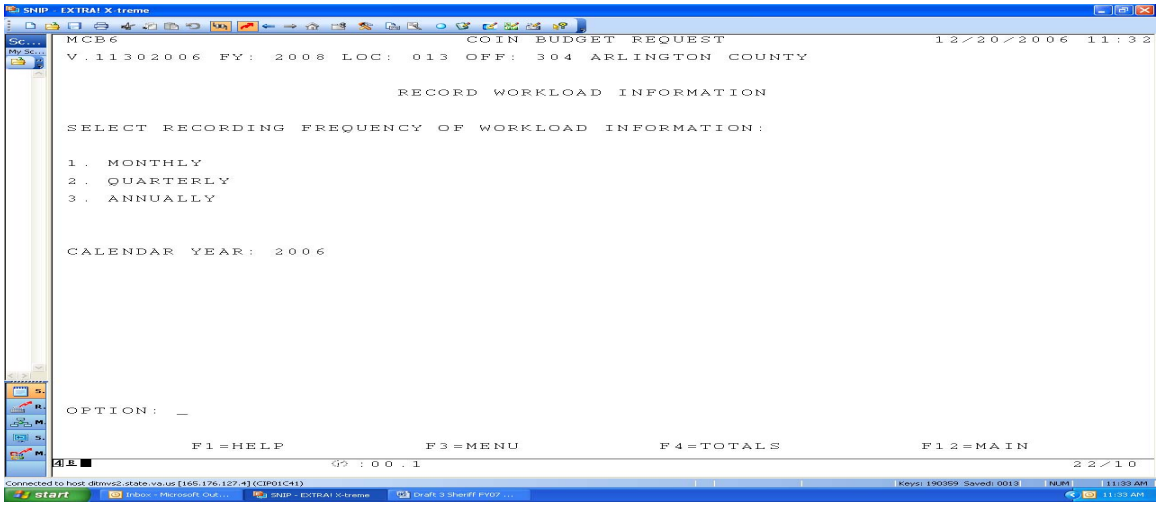
Purpose

The Record Workload Information menu is accessed from the Budget Request menu. Users can select the frequency for recording workload information.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #7, Record Workload Information

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

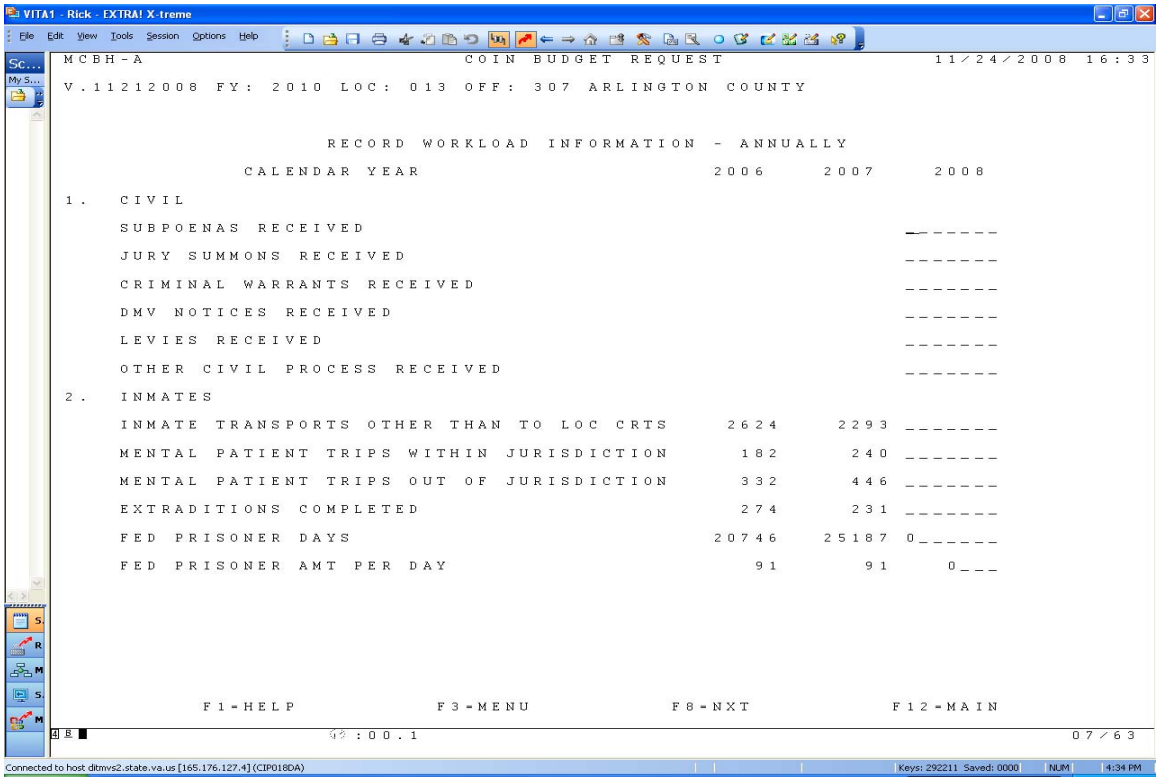


- In January 2009 offices must record one full year of workload data for Calendar Year (CY) 2008
- Provide requested information in accordance with Section 15.2-1636.7, Code of Virginia. Information requested is based **on the most recent calendar year**
- Select 'Option 3' and press the "Enter" key to proceed to the next screen
- The Workload Measures screens must be processed and an amount must be entered for each workload measure for the most recent ending calendar year
  - ✓ The screens will also display the amounts for the previous two calendar years and an average will also be displayed for papers received.
  - ✓ Enter the number of transactions for each workload measure listed; if not applicable, to your office enter '0', and "TAB" to the next field
  - ✓ **Do Not Leave Blanks** or the system will default the item to zero
- Press the "Enter" key after all requested information has been entered
- Press **'F3=Exit'** to exit the screen to the Budget Request Menu
- Press 'F12=Main' to return to the COIN Main Menu
- The following pages display the individual Workload Measures by program that must be completed

Option #7, Record Workload Information

Option #3 Annual

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S- Annually



```
MCBH-A                          COIN BUDGET REQUEST                    11/24/2008  16:33
V.11212008 FY: 2010 LOC: 013 OFF: 307 ARLINGTON COUNTY

                    RECORD WORKLOAD INFORMATION - ANNUALLY
              CALENDAR YEAR                          2006     2007     2008
1.   CIVIL
     SUBPOENAS RECEIVED                                                 _______
     JURY SUMMONS RECEIVED                                              _______
     CRIMINAL WARRANTS RECEIVED                                         _______
     DMV NOTICES RECEIVED                                               _______
     LEVIES RECEIVED                                                    _______
     OTHER CIVIL PROCESS RECEIVED                                       _______
2.   INMATES
     INMATE TRANSPORTS OTHER THAN TO LOC CRTS      2624     2293 _______
     MENTAL PATIENT TRIPS WITHIN JURISDICTION       182      240 _______
     MENTAL PATIENT TRIPS OUT OF JURISDICTION       332      446 _______
     EXTRADITIONS COMPLETED                         274      231 _______
     FED PRISONER DAYS                            20746    25187 0______
     FED PRISONER AMT PER DAY                        91       91     0___

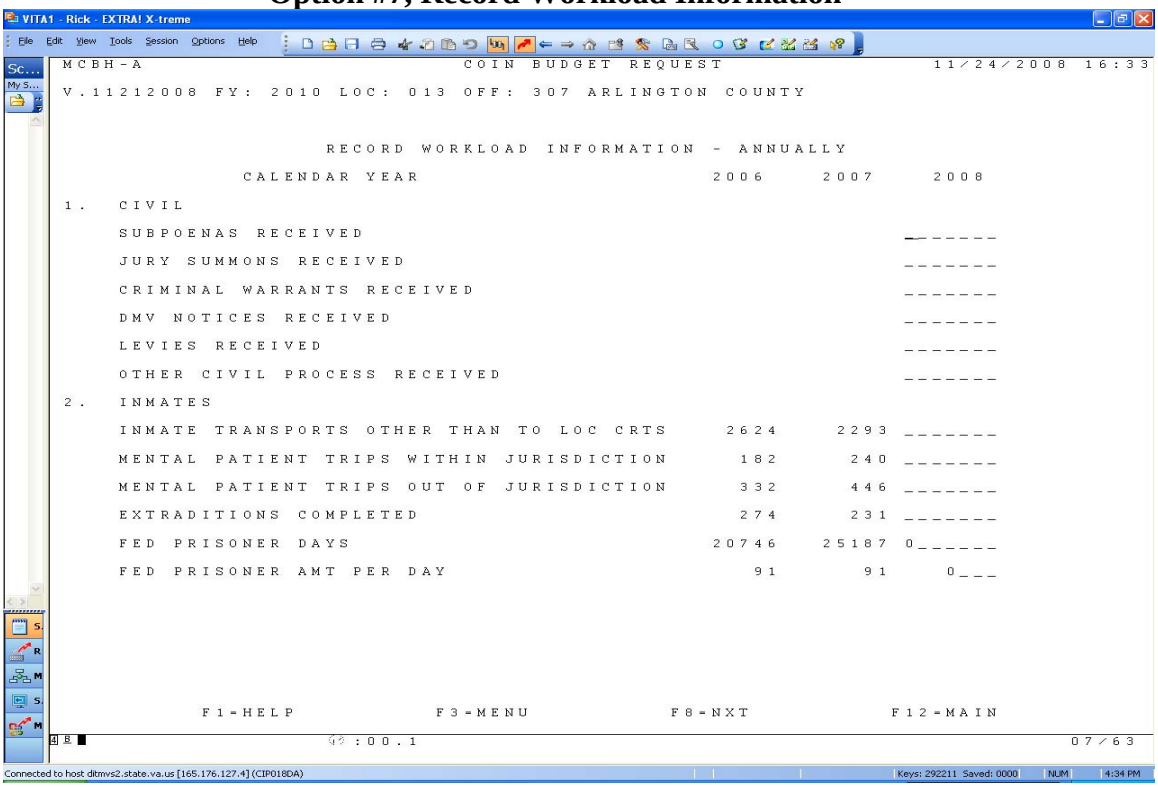
          F1=HELP          F3=MENU          F8=NXT          F12=MAIN
                                                                    07/63
```

1. **CIVIL NOT APPLICABLE FOR REGIONAL JAILS**
   - **1a.** SUBPOENAS **RECEIVED:** Enter the number of subpoenas received.
   - **1b.** JURY SUMMONS **RECEIVED:** Enter the number of jury summons received.
   - **1c.** CRIMINAL WARRANTS **RECEIVED:** Enter the number of criminal warrants received.
   - **1d.** DMV NOTICES **RECEIVED:** Enter the number of DMV notices received.
   - **1e.** LEVIES **RECEIVED:** Enter the number of levies received.
   - **1f.** OTHER CIVIL PROCESS **RECEIVED:** Enter the number of civil process received.

The Virginia Sheriff's Association recommended changes to the staffing standards for allocation of positions and the Compensation Board approved the following:

- Change in Data collection from "papers served" to "papers received"
- Change from on year's data to a 3-year average of papers **received** to moderate unusual data fluctuations
- Addition of hours for in-jurisdiction (3 hours) and out of Jurisdiction (4 ½ hours) to be added for court services deputies.
- Moratorium on the position reallocation policy until such time as the 3 years of "papers received" data is available.

Option #7, Record Workload Information



2. **<u>INMATES (REQUIRED FOR REGIONAL JAILS)</u>**

2a. INMATE TRANSPORTS: Enter the number of trips to transport inmates to doctor, hospital, courts outside jurisdiction, other jails, Department of Corrections. **Do not** include transports to court in your jurisdiction.

2b. MENTAL PATIENT TRIPS WITHIN JURISDICTION: Enter the number of trips to transport mental patients within jurisdiction.

2c. MENTAL PATIENT TRIPS OUT OF JURISDICTION: Enter the number of trips to transport mental patients out of jurisdiction.

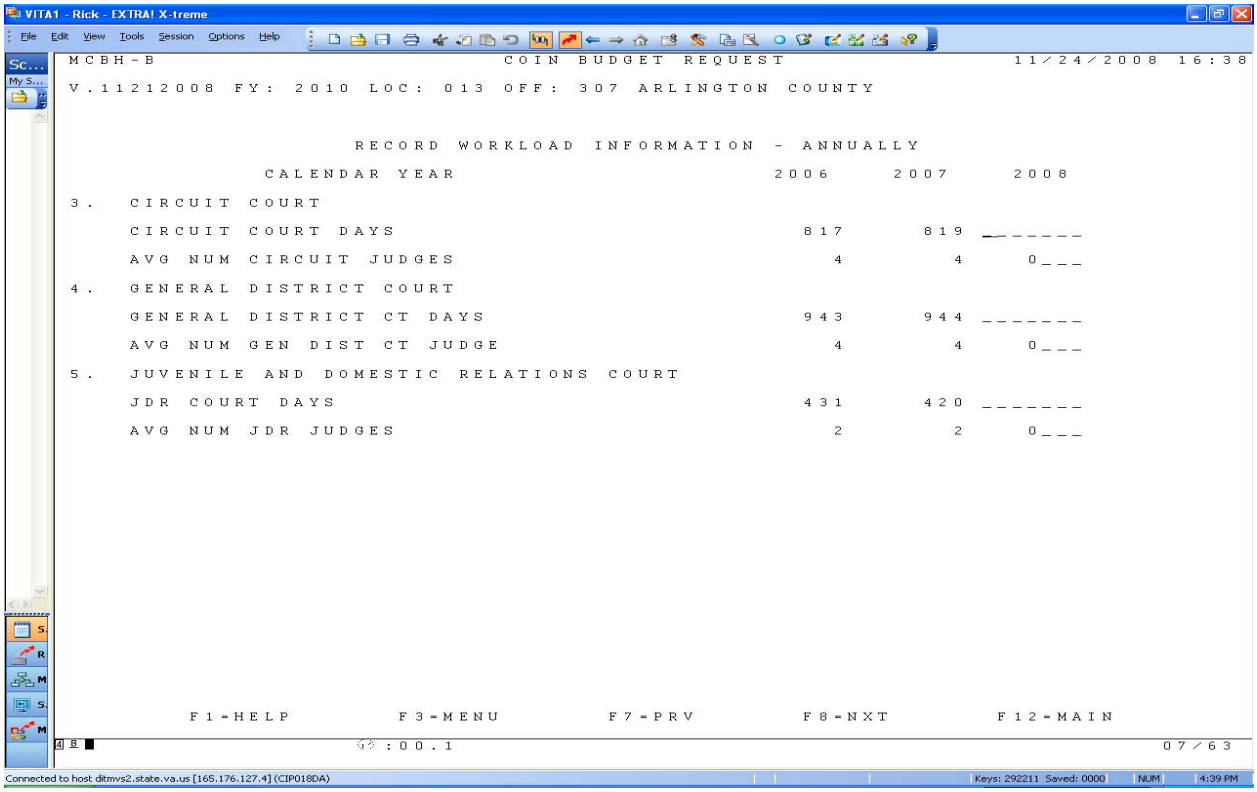
2d. EXTRADITION COMPLETED: Enter the number of trips for Extraditions completed.

2e. FED PRISONER DAYS: Enter the number of Federal prisoner days, charged/sentenced, violation of U.S. Code.

2f. FED PRISONER AMT: Enter the amount charged per prisoner day (dollars and cents e.g. $30.00) to house Federal prisoner

Option #3 Annual

SHERIFF'S - Annually



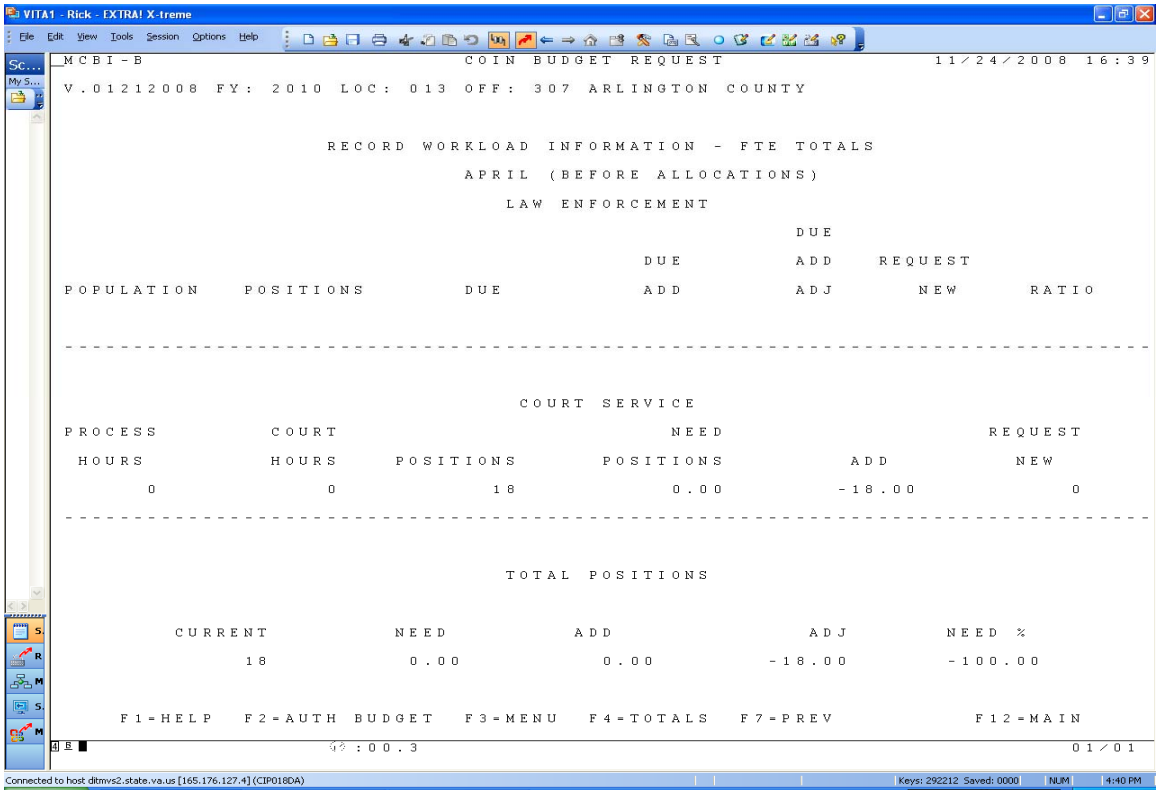
NOTE: NOT APPLICABLE FOR REGIONAL JAILS

3. **CIRCUIT COURT**
   - **3a. CIRCUIT COURT DAYS:** Enter the total number of court days of Circuit Court.
   - **3b. AVG NUM CIRCUIT CT JUDGES:** Enter the average number of Circuit Court judges regularly sitting in your jurisdiction.
4. **GENERAL DISTRICT COURT**
   - **4a. GENERAL DISTRICT CT DAYS:** Enter the total number of court days of General District Court.
   - **4b. AVG NUM GEN DIST CT JUDGES:** Enter the average number of General District Court judges regularly sitting in your jurisdiction.
5. **JUVENILE AND DOMESTIC RELATIONS COURT**
   - **5a. JDR COURT DAYS:** Enter the total number of court days of Juvenile and Domestic Relations court.
   - **5b. AVG NUM JDR JUDGES:** Enter the average number of Juvenile and Domestic Relation court judges regularly sitting in your jurisdiction.

Option #7, Record Workload Information

Option #3 Annual

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S- Annually



```
MCBI-B                          COIN BUDGET REQUEST                          11/24/2008  16:39
V.01212008 FY: 2010 LOC: 013 OFF: 307 ARLINGTON COUNTY

                    RECORD WORKLOAD INFORMATION - FTE TOTALS
                                APRIL (BEFORE ALLOCATIONS)
                                   LAW ENFORCEMENT
                                                          DUE
                                              DUE         ADD     REQUEST
POPULATION    POSITIONS          DUE          ADD         ADJ       NEW       RATIO

--------------------------------------------------------------------------------

                                  COURT SERVICE
PROCESS          COURT                          NEED                        REQUEST
 HOURS           HOURS     POSITIONS        POSITIONS          ADD            NEW
     0               0            18             0.00        -18.00              0
--------------------------------------------------------------------------------

                                  TOTAL POSITIONS

        CURRENT            NEED            ADD                ADJ          NEED %
             18            0.00            0.00            -18.00        -100.00

    F1=HELP   F2=AUTH BUDGET   F3=MENU   F4=TOTALS   F7=PREV            F12=MAIN
4 8                        00:00.3                                                  01/01
```

This screen shows:

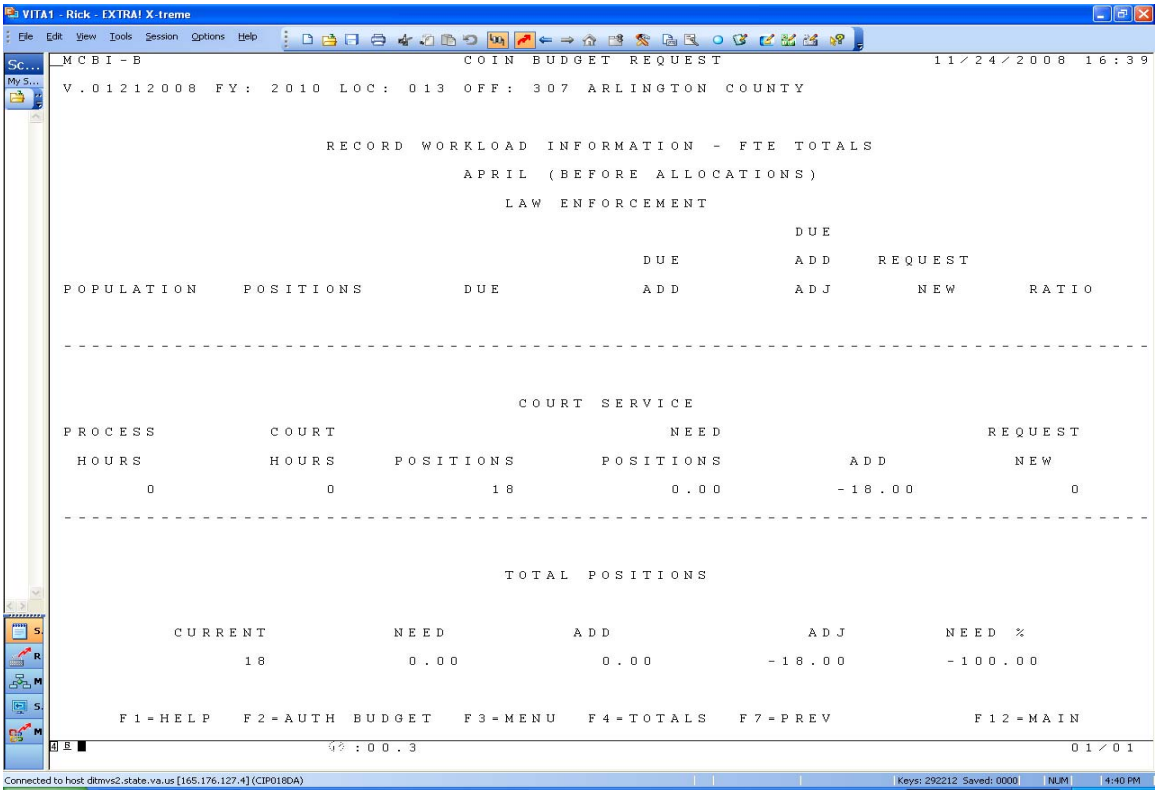
Law Enforcement

- Population- Fiscal year population used for staffing as provided by Weldon Cooper
- Positions- The number of full-time positions currently in the office
- Due- The number of positions the office should have based on the workload data entered
- Due Add- The number of positions the office is "due" based on the difference between "Law Enforcement positions" and "Law Enforcement Positions Due"
- Due Add Adj.- An adjustment of Additional Due
- Request New- The number of positions requested by the officer
- Ratio- Population divided by the number of law enforcement positions

Court Service

- Process Hours- The number of hours calculated to process papers received
- Court Hours- The number of hours used to calculate how many court services positions are needed
- Positions- The number of full-time court services positions currently in the office
- Need Positions- The number of positions the office should have based on the workload data entered
- Add- The number of additional positions the office is "due" based on the difference between court services positions and court services positions needed
- Request New- The number of positions requested by the officer

Option #7, Record Workload Information



Total Positions

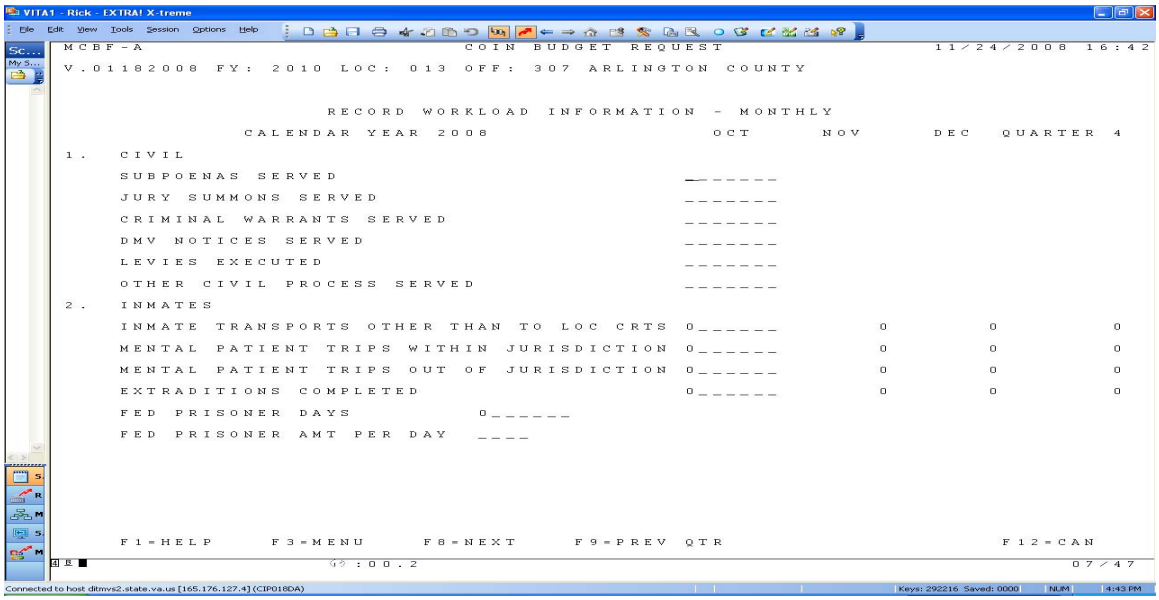
- Current- Total number of positions (both law enforcement and court services) currently in the office
- Need- Total number of positions the office should have
- Add- Number of positions that should be added
- Adj.- The difference between "Current" and "Need"
- Need %- The percentage of need for your office based on the workload data that was entered

All information is provided for you by COIN, based on the workload data entered during the budget request process

Option #7, Record Workload Information

- Beginning February 1st of each year, offices can begin recording workload data monthly, quarterly or annually for the calendar year.
- This can be done by selecting options 1, 2, or 3 from the "Record Workload Information" menu
- If you choose option 1 "monthly" you will need to enter workload data each month but will not have to enter quarterly or annual data
- If you choose option 2 "Quarterly" you will need to enter workload data each quarter but will not have to enter monthly or annual data
- If you choose option 3 "Annual" you will only have to enter workload data in January for the previous year
- Follow the same steps as those used for the annual data to input CY 2008 data

Option #1 Monthly



```
MCBF-B                          COIN BUDGET REQUEST                          11/24/2008  16:44
V.01182008 FY: 2010 LOC: 013 OFF: 307 ARLINGTON COUNTY

                    RECORD WORKLOAD INFORMATION - MONTHLY
              CALENDAR YEAR 2008                    OCT       NOV       DEC   QUARTER 4
3.   CIRCUIT COURT
     CIRCUIT COURT DAYS                             0_______  0         0         0
     AVG NUM CIRCUIT JUDGES      ____
4.   GENERAL DISTRICT COURT
     GENERAL DISTRICT CT DAYS                       0_______  0         0         0
     AVG NUM GEN DIST CT JUDGE   ____
5.   JUVENILE AND DOMESTIC RELATIONS COURT
     JDR COURT DAYS                                 0_______  0         0         0
     AVG NUM JDR JUDGES          ____

     F1=HELP   F3=MENU   F7=PREV          F9=PREV QTR                    F12=CAN
4 8 ■                    32 :00.1                                                    07/47
Connected to host ditmvs2.state.va.us [165.176.127.4] (CIP018DA)   Keys: 292217 Saved: 0000   NUM   4:45 PM
```

Option #7, Record Workload Information

Option #2 Quarterly Screens

- If you choose option 2 "Quarterly" you will need to enter workload data each quarter but will not have to enter monthly or annual data
- Quarterly data will first be entered in March

```
MCBG-A                          COIN BUDGET REQUEST                    11/24/2008  16:45
V.01192008 FY: 2010 LOC: 013 OFF: 307 ARLINGTON COUNTY

                    RECORD WORKLOAD INFORMATION - QUARTERLY
              CALENDAR YEAR                        2007/4   2008/1   2008/2   2008/3
1.   CIVIL
     SUBPOENAS SERVED                                                          ______
     JURY SUMMONS SERVED                                                       ______
     CRIMINAL WARRANTS SERVED                                                  ______
     DMV NOTICES SERVED                                                        ______
     LEVIES EXECUTED                                                           ______
     OTHER CIVIL PROCESS SERVED                                                ______
2.   INMATES
     INMATE TRANSPORTS OTHER THAN TO LOC CRTS          0        0        0    ______
     MENTAL PATIENT TRIPS WITHIN JURISDICTION          0        0        0    ______
     MENTAL PATIENT TRIPS OUT OF JURISDICTION          0        0        0    ______
     EXTRADITIONS COMPLETED                            0        0        0    ______
     FED PRISONER DAYS          0_____
     FED PRISONER AMT PER DAY   ____

     F1-HELP    F3-MENU    F8-NEXT    F9-PRV QTR    F10-NEXT QTR    F12-CAN
                                  :00.3                                    07/71
```

```
MCBG-B                          COIN BUDGET REQUEST                    11/24/2008  16:45
V.01192008 FY: 2010 LOC: 013 OFF: 307 ARLINGTON COUNTY

                    RECORD WORKLOAD INFORMATION - QUARTERLY
              CALENDAR YEAR                        2007/4   2008/1   2008/2   2008/3
3.   CIRCUIT COURT
     CIRCUIT COURT DAYS                                0        0        0    ______
     AVG NUM CIRCUIT JUDGES     ____
4.   GENERAL DISTRICT COURT
     GENERAL DISTRICT CT DAYS                          0        0        0    ______
     AVG NUM GEN DIST CT JUDGE  ____
5.   JUVENILE AND DOMESTIC RELATIONS COURT
     JDR COURT DAYS                                    0        0        0    ______
     AVG NUM JDR JUDGES         ____

  F1-HELP    F3-MENU    F7-PREV    F9-PRV QTR    F10-NEXT QTR    F12-CAN
                                  :00.1                                    07/71
```

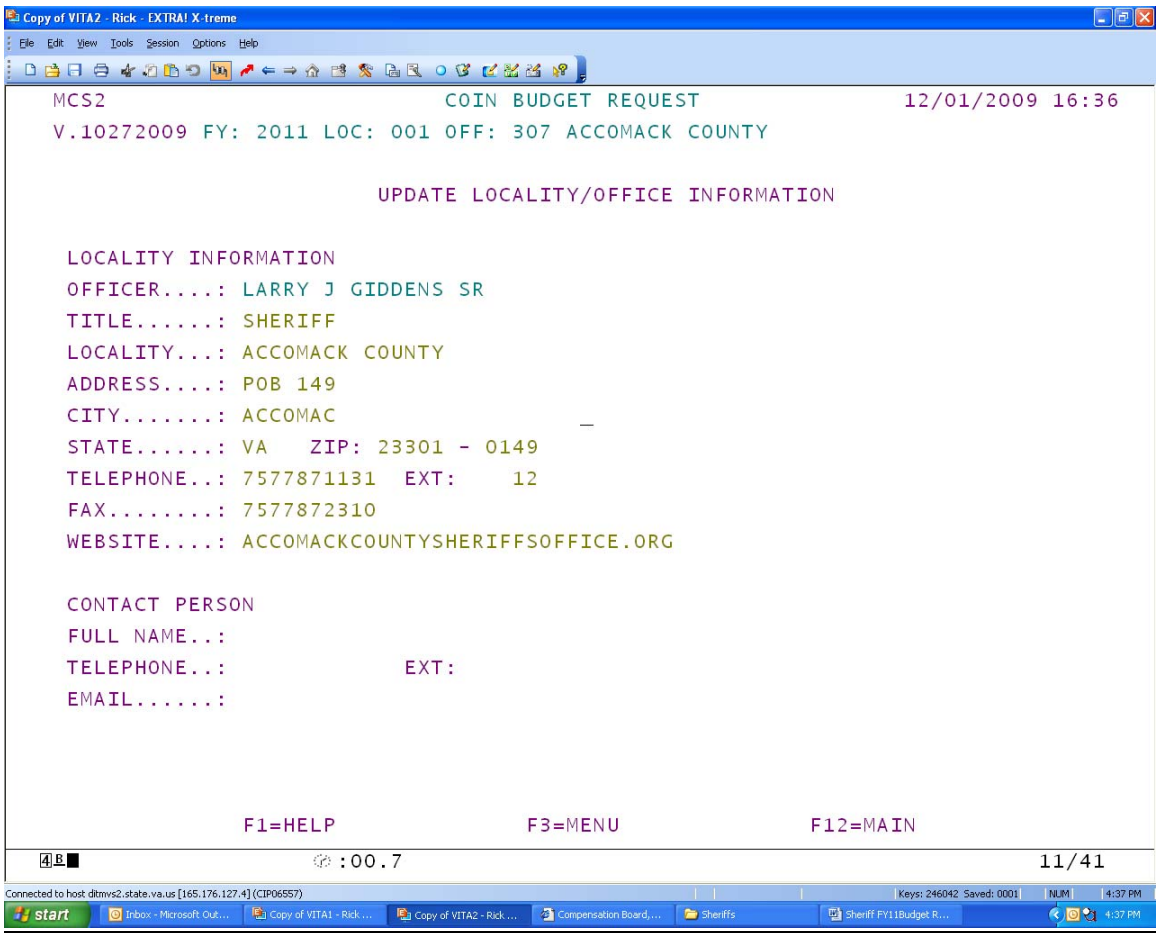
10. Option #8 – Update Locality Information

Purpose:

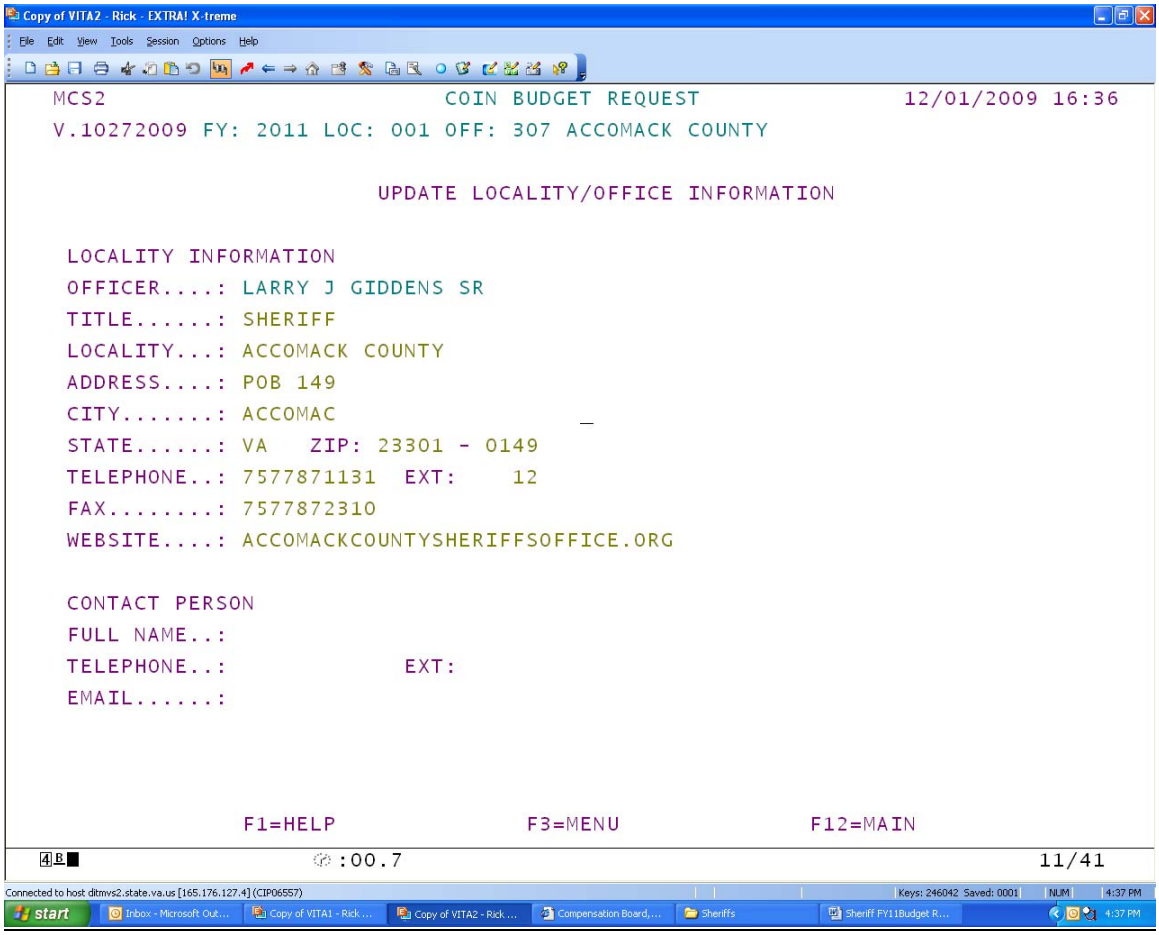
This screen will be displayed when 'Option #8, Update Locality Information' is selected on the Budget Request Menu. This screen is available for updating the locality address, phone, and fax numbers. It is also used to advise the Compensation Board staff of appropriate contacts for questions regarding the budget request, personnel processing, and reimbursement processing.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #8, Update Locality Information



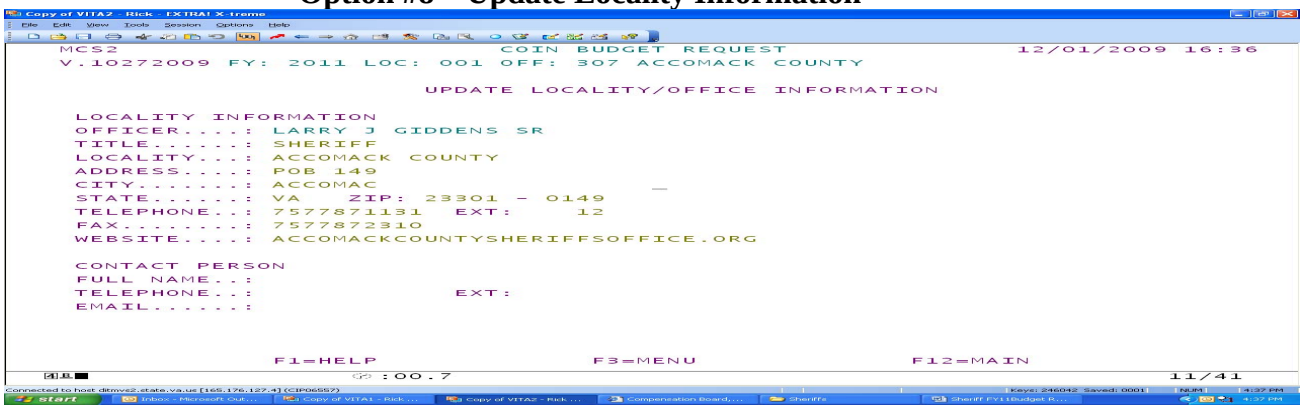
Option #8 – Update Locality Information



Helpful Hints:

- Enter the SCB USERID of the person completing the specified task, then depress the "enter" key to auto-fill the name associated with this USERID
- Data fields on the Update Locality Information screen must be completed before Certifying the Budget Request
- It is very important that we obtain the name of the person we can contact if we have questions regarding your Budget Request
- Screens will time out after 15 minutes of inactivity.
- Budget Contact- office contact for current budget request submission
- Personnel Contact- office contact for personnel questions (CB10s)
- Reimbursement Contact- office contact for reimbursement information
- These contacts may be the same or different employee(s)
- Cannot update any contact information fields until the SCB USERID is entered

Option #8 – Update Locality Information



Procedures:

This screen is used to update the address, website address, phone, and fax numbers for your office._ Please also provide the primary contact person, his/her phone number and, an email address so that we may contact you directly should there be questions regarding your budget.

To change the information currently displayed on the screen type over the information and depress the "enter" key. You will receive an update confirmation message.

1. Press the "TAB" key to move to the desired field.
2. Enter the following information to update the locality information

Officer Name:	For display purposes only (will change when personnel action has been entered)
Title:	For display purposes only.
Locality:	Enter the locality name. **If the locality field includes the officer's title, please remove it so it only shows the locality name, including distinction between city or county (see example).**
Address:	Enter the correct mailing address for your office (street number or P O Box)
City:	Enter the correct City for your mailing address.
State:	Enter the correct State for your mailing address.
Zip:	Enter the correct Zip code for your mailing address. If the last 4 positions of the zip code are not known, you may leave this field blank.
Telephone:	Enter the Correct Phone number for your office.
Fax #:	Enter the Correct Facsimile number for your office.
Website:	Enter the correct website for your office.
Contact Person:	Type the first and last name of the contact person for the Budget request
Telephone: Ext:	Type the phone number and ext of the contact person for the budget request.
Email:	Type the email address of the contact person for the budget request.

3. Press the "ENTER" key, when you have corrected or completed the information requested
4. Press 'F3 =Exit' to exit the screen to budget request menu

NOTE: When changes in the address occur during the year you may use option 8 from the COIN Main Menu to update this information.

Update Officer and/or County/City Administrator Email Address
(Compensation Board Website www.scb.virginia.gov)

5. If you wish to receive communications from the Compensation Board via email, you may update the email addresses for Constitutional Officers, Contact or county/city administrators for your offices by clicking on the link below and following these instructions:
    a. http://www.scb.virginia.gov/cbemail1.cfm
    b. Enter your FIPS Code **001-840** (Accomack-Winchester) The number you use to access COIN each month
    c. Enter you Office Code -307 (Sheriff)
    d. County/City Administrators enter office code **-100**
    e. Click '**SUBMIT'**
    f. To add a new email address Click '**ADD EMAIL ADDRESS'**
    g. To delete an email address, click on the email address to be deleted and click '**DELETE**'
    h. To change a current email address click on the email address, correct the email address and then click '**UPDATE**'

11. Option #9, Special Program Certification

Purpose

To certify special programs, which exist in your office. These screens are used to certify that you or your employees are eligible to receive or maintain up to a 9.3% salary increase.

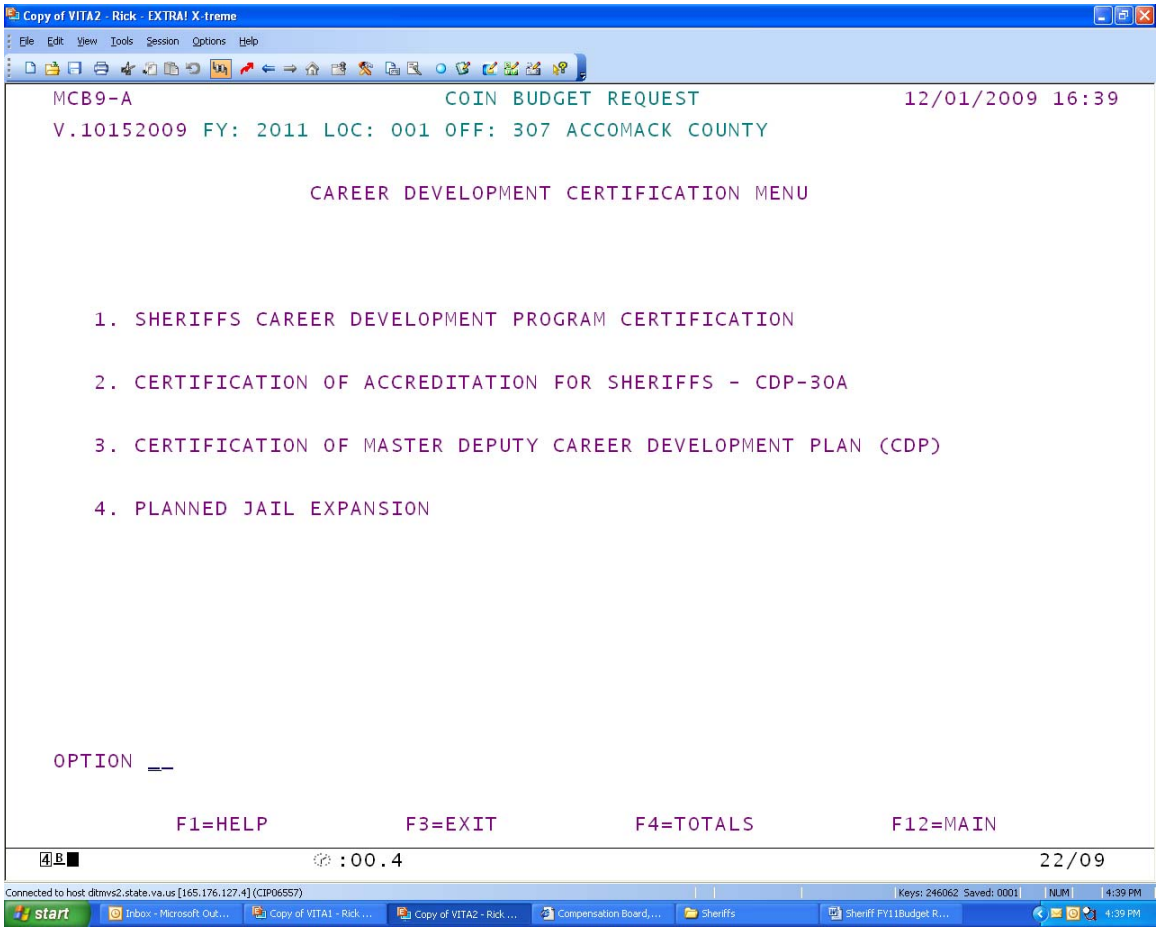
Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #9, Special Program Certification

Procedures:

- Read through each Special Program Certification Screen and if you comply with the program criteria as stated
  - ✓ Enter the Officer's SCB USERID as the Approval User-ID
- Sheriff's select option 1 if your office meets all of the minimum criteria for the Certification program or option 2 if your office meets all of the minimum criteria for the Accreditation program.
- Both Sheriff's and Regional Jail Superintendent's must select option 3 if your deputies meet the criteria for the Master Deputy Program, even if your office is not currently funded for the Master Deputy program.

SHERIFF'S and REGIONAL JAIL SUPERINTENDENT'S

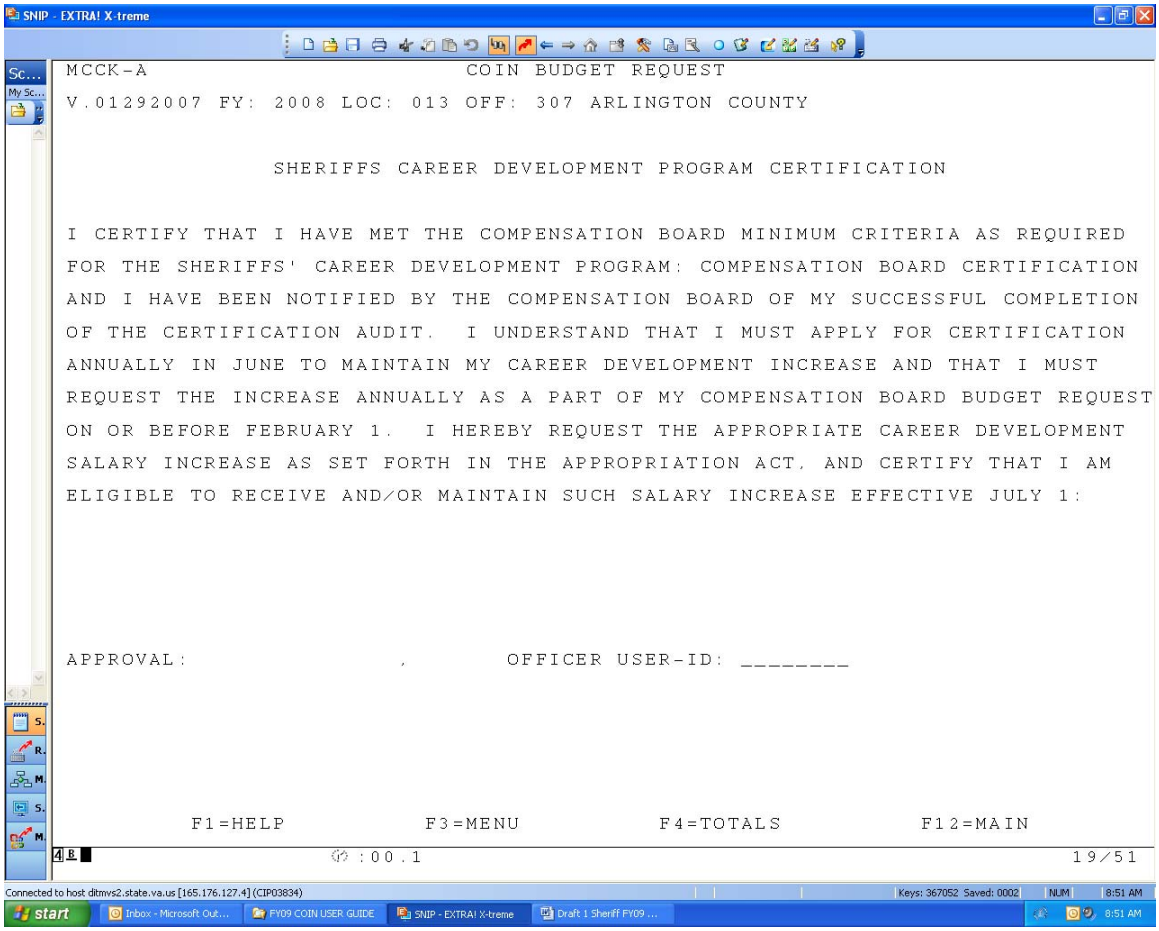


- Option #1 Sheriffs Career Development Program Certification
- Option #2 Certification of Accreditation for Sheriffs
- Option #3 Certification of Master Deputy Career Development Plan
- Option #4 Planned Jail Expansion

Option #9 Special Program Certification

Option #1 Sheriffs Career Development Program Certification (Sheriffs only)

Screen 1 of 1

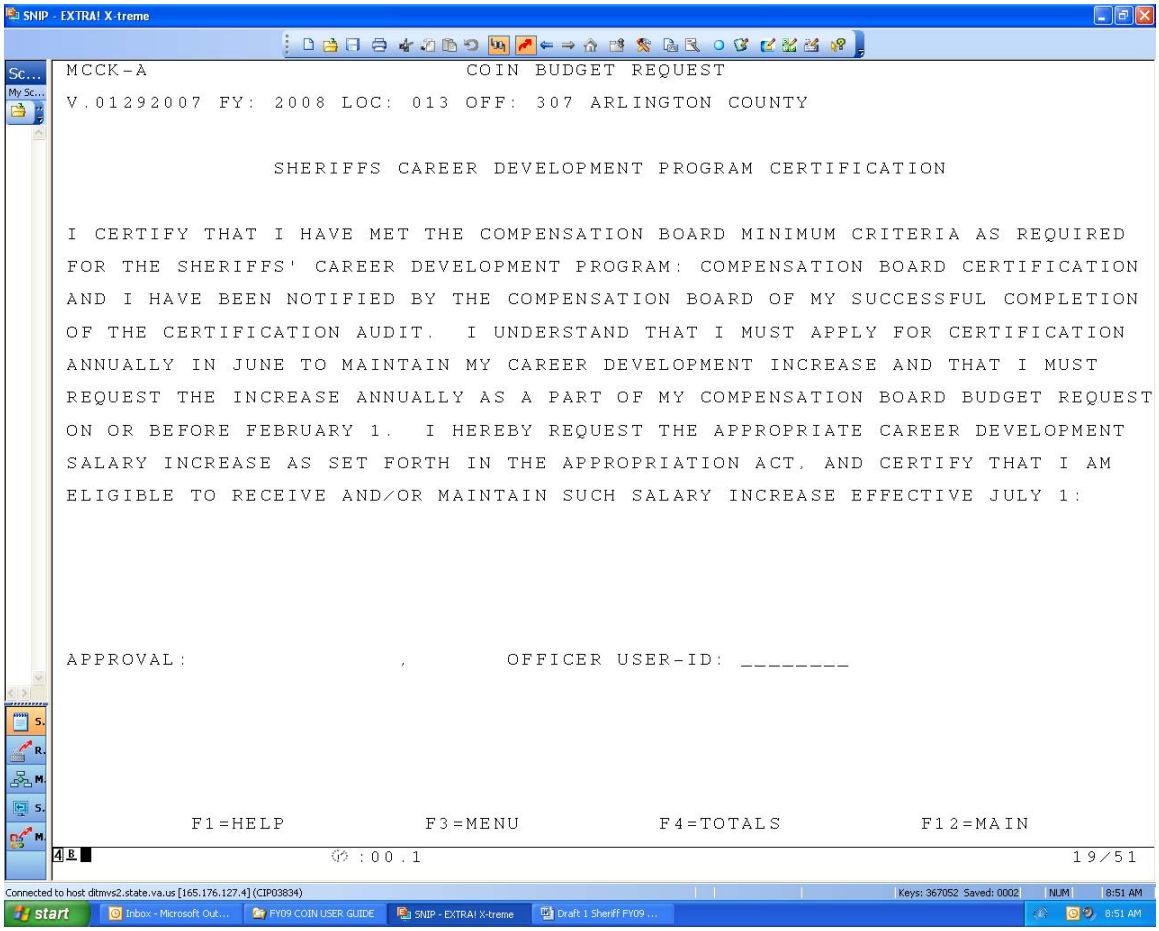


Helpful Hints:

- Officer must certify in June of each year that he meets the Compensation Board minimum criteria of the Sheriffs Career Development Program to receive the salary increase the following July.
- Officer will be audited between July 1st and November 30th of each year.
- Prior to January 1st, the Compensation Board will notify each Sheriff, seeking certification, of the status of their request.
- Officer must request the salary increase in the Compensation Board Budget request by February 1st of each year to receive the salary increase in July.
- Officer must certify in June to maintain the salary increase associated with the Sheriff's Career Development program.

Option #9 Special Program Certification

Option #1 Sheriffs Career Development Program Certification (Sheriffs only)



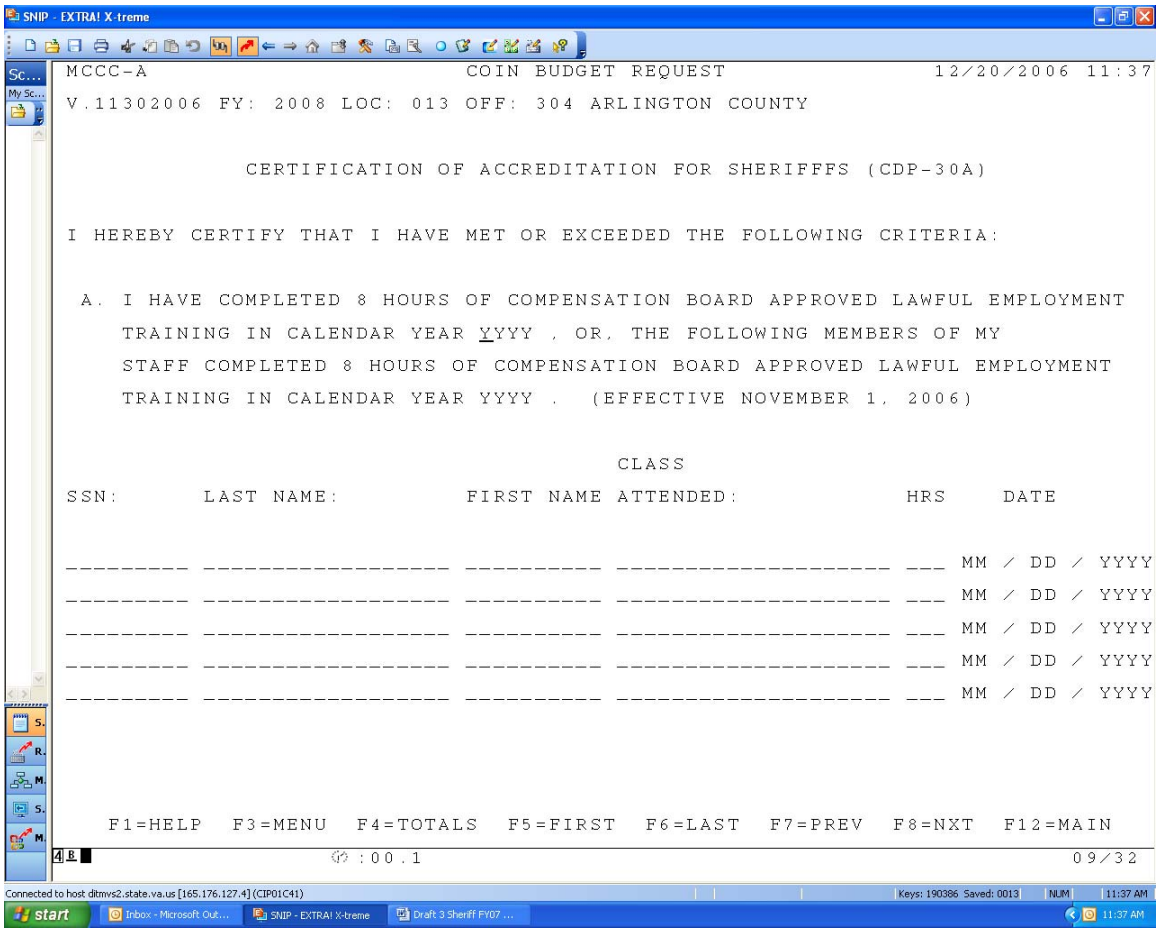
Procedures:

- Read the Sheriff's Certification Screen and if you comply with the certification statement,
- Enter the Officer's SCB USERID on the line provided
- Press the "enter" key

Option #9 Special Program Certification

Option #2 Certification of Accreditation for Sheriffs (Sheriffs only)

Screen 1 of 4



```
MCCC-A                          COIN BUDGET REQUEST                 12/20/2006 11:37
V.11302006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

              CERTIFICATION OF ACCREDITATION FOR SHERIFFFS (CDP-30A)

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

 A. I HAVE COMPLETED 8 HOURS OF COMPENSATION BOARD APPROVED LAWFUL EMPLOYMENT
    TRAINING IN CALENDAR YEAR YYYY , OR, THE FOLLOWING MEMBERS OF MY
    STAFF COMPLETED 8 HOURS OF COMPENSATION BOARD APPROVED LAWFUL EMPLOYMENT
    TRAINING IN CALENDAR YEAR YYYY .  (EFFECTIVE NOVEMBER 1, 2006)

                                              CLASS
SSN:       LAST NAME:          FIRST NAME ATTENDED:              HRS    DATE

_________ ________________ __________ ____________________ ___ MM / DD / YYYY
_________ ________________ __________ ____________________ ___ MM / DD / YYYY
_________ ________________ __________ ____________________ ___ MM / DD / YYYY
_________ ________________ __________ ____________________ ___ MM / DD / YYYY
_________ ________________ __________ ____________________ ___ MM / DD / YYYY

  F1=HELP   F3=MENU   F4=TOTALS   F5=FIRST   F6=LAST   F7=PREV   F8=NXT   F12=MAIN
4 B                          :00.1                                          09/32
```

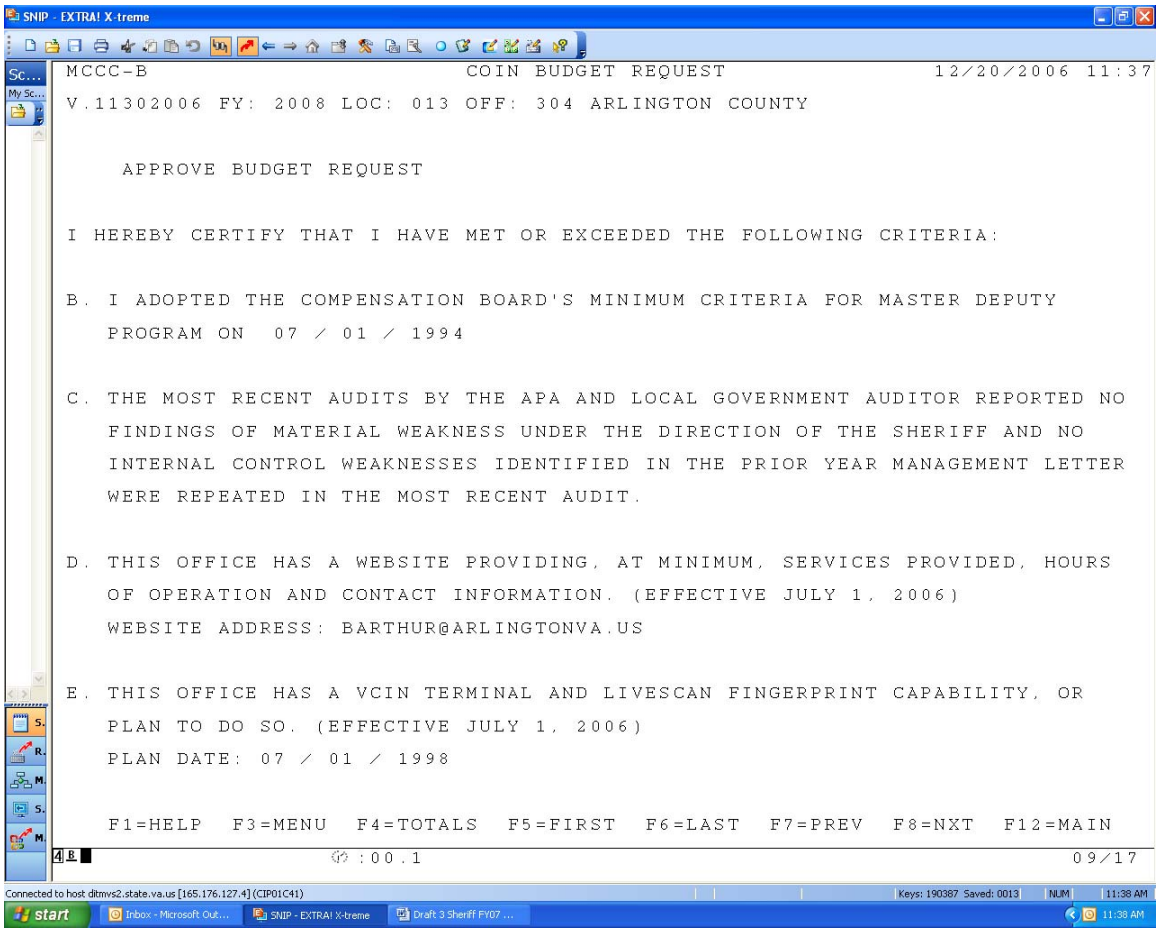
Procedures:

- Enter the Last name, First name, the class attended, the number CLE hours associated with the training and the date of the class. (Enter 2 numbers for the Month, 2 numbers for the day and 4 numbers for the year).

Option #9 Special Program Certification

Option #2 Certification of Accreditation for Sheriffs (Sheriffs only)

Screen 2 of 4



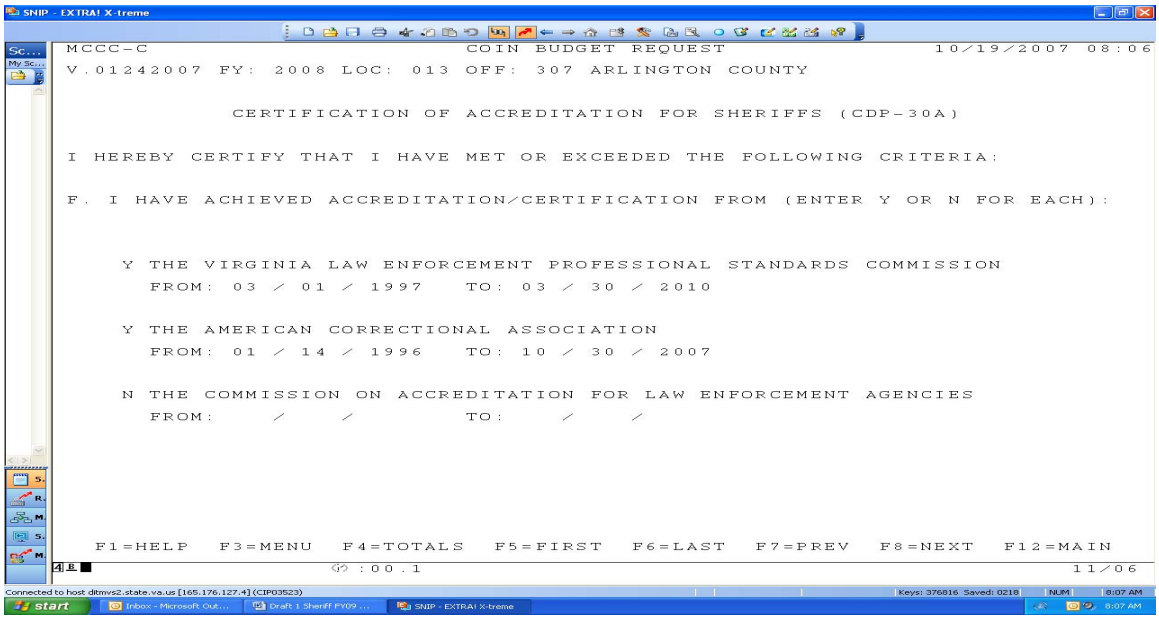
Procedures – continued

- B. Type the month, day and year (enter 2 numbers for the month and day, and 4 numbers for the year) that your office adopted the minimum criteria of the Master Deputy Program
- D. Type the website address that meets the minimum criteria
- E. Type the planned date (enter 2 numbers for the month and day, and 4 numbers for the year) to have a VCIN and/or Live Scan fingerprint capability for your office.

Option #9 Special Program Certification

Option #2 Certification of Accreditation for Sheriffs (Sheriffs only)

Screen 3 of 4



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MCCC-C                          COIN BUDGET REQUEST                    10/19/2007 08:06
V.01242007 FY: 2008 LOC: 013 OFF: 307 ARLINGTON COUNTY

              CERTIFICATION OF ACCREDITATION FOR SHERIFFS (CDP-30A)

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

F. I HAVE ACHIEVED ACCREDITATION/CERTIFICATION FROM (ENTER Y OR N FOR EACH):


    Y THE VIRGINIA LAW ENFORCEMENT PROFESSIONAL STANDARDS COMMISSION
      FROM: 03 / 01 / 1997    TO: 03 / 30 / 2010

    Y THE AMERICAN CORRECTIONAL ASSOCIATION
      FROM: 01 / 14 / 1996    TO: 10 / 30 / 2007

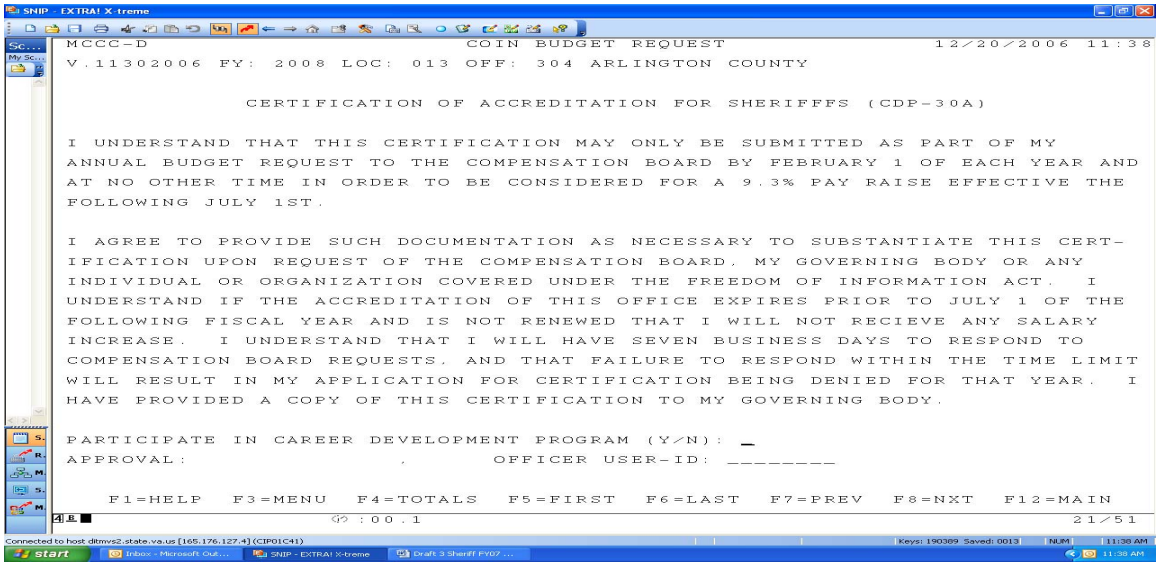
    N THE COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES
      FROM:     /     /         TO:     /     /




  F1=HELP   F3=MENU   F4=TOTALS   F5=FIRST   F6=LAST   F7=PREV   F8=NEXT   F12=MAIN
                                  :00.1                                      11/06
```

- Enter "Y" or "N" for each item
- Enter date of accreditation/certification with the accrediting agency for each "Y"

Screen 4 of 4



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MCCC-D                          COIN BUDGET REQUEST                    12/20/2006 11:38
V.11302006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

              CERTIFICATION OF ACCREDITATION FOR SHERIFFFS (CDP-30A)

I UNDERSTAND THAT THIS CERTIFICATION MAY ONLY BE SUBMITTED AS PART OF MY
ANNUAL BUDGET REQUEST TO THE COMPENSATION BOARD BY FEBRUARY 1 OF EACH YEAR AND
AT NO OTHER TIME IN ORDER TO BE CONSIDERED FOR A 9.3% PAY RAISE EFFECTIVE THE
FOLLOWING JULY 1ST.

I AGREE TO PROVIDE SUCH DOCUMENTATION AS NECESSARY TO SUBSTANTIATE THIS CERT-
IFICATION UPON REQUEST OF THE COMPENSATION BOARD, MY GOVERNING BODY OR ANY
INDIVIDUAL OR ORGANIZATION COVERED UNDER THE FREEDOM OF INFORMATION ACT.  I
UNDERSTAND IF THE ACCREDITATION OF THIS OFFICE EXPIRES PRIOR TO JULY 1 OF THE
FOLLOWING FISCAL YEAR AND IS NOT RENEWED THAT I WILL NOT RECIEVE ANY SALARY
INCREASE.  I UNDERSTAND THAT I WILL HAVE SEVEN BUSINESS DAYS TO RESPOND TO
COMPENSATION BOARD REQUESTS, AND THAT FAILURE TO RESPOND WITHIN THE TIME LIMIT
WILL RESULT IN MY APPLICATION FOR CERTIFICATION BEING DENIED FOR THAT YEAR.  I
HAVE PROVIDED A COPY OF THIS CERTIFICATION TO MY GOVERNING BODY.

PARTICIPATE IN CAREER DEVELOPMENT PROGRAM (Y/N): _
APPROVAL:                  ,       OFFICER USER-ID: ________

   F1=HELP   F3=MENU   F4=TOTALS   F5=FIRST   F6=LAST   F7=PREV   F8=NXT   F12=MAIN
                                  :00.1                                      21/51
```

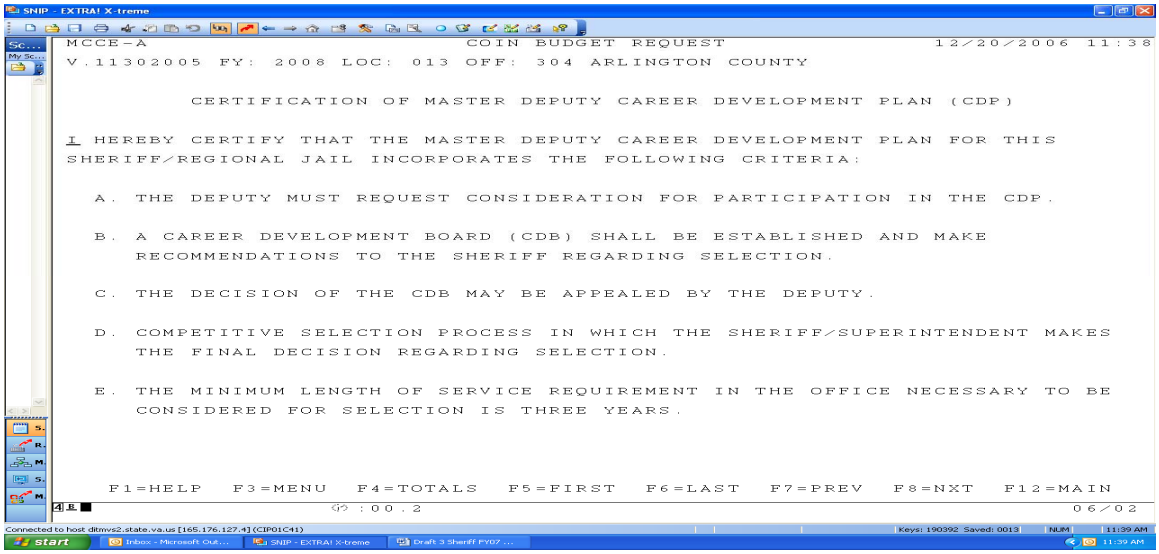
- Enter a "Y" or "N" for participation in career development program
  Use the officer's SCB USERID to signoff. All Offices must certify 'Y' for Yes or 'N' for No on this screen. This screen verifies that you or your staff actually read this certification.

Option #9 Special Program Certification

Option 3 Certification of Master Deputy Career Development Plan (Sheriffs and Regional Jail Superintendents)

- Read all screens to determine compliance

Screen 1 of 7



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MCCE-A                          COIN BUDGET REQUEST                    12/20/2006 11:38
V.11302005 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

          CERTIFICATION OF MASTER DEPUTY CAREER DEVELOPMENT PLAN (CDP)

I HEREBY CERTIFY THAT THE MASTER DEPUTY CAREER DEVELOPMENT PLAN FOR THIS
SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING CRITERIA:

  A. THE DEPUTY MUST REQUEST CONSIDERATION FOR PARTICIPATION IN THE CDP.

  B. A CAREER DEVELOPMENT BOARD (CDB) SHALL BE ESTABLISHED AND MAKE
     RECOMMENDATIONS TO THE SHERIFF REGARDING SELECTION.

  C. THE DECISION OF THE CDB MAY BE APPEALED BY THE DEPUTY.

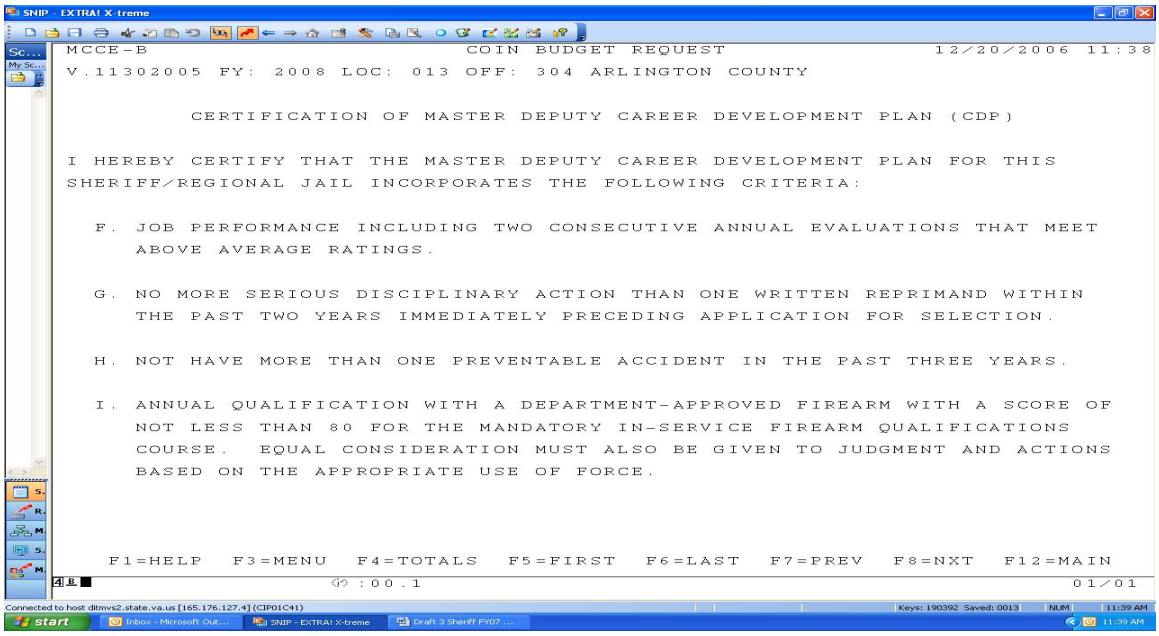
  D. COMPETITIVE SELECTION PROCESS IN WHICH THE SHERIFF/SUPERINTENDENT MAKES
     THE FINAL DECISION REGARDING SELECTION.

  E. THE MINIMUM LENGTH OF SERVICE REQUIREMENT IN THE OFFICE NECESSARY TO BE
     CONSIDERED FOR SELECTION IS THREE YEARS.

   F1=HELP   F3=MENU   F4=TOTALS   F5=FIRST   F6=LAST   F7=PREV   F8=NXT   F12=MAIN
                        :00.2                                                06/02
```

Read and then press "F8" to proceed to the next screen

Screen 2 of 7



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MCCE-B                          COIN BUDGET REQUEST                    12/20/2006 11:38
V.11302005 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

          CERTIFICATION OF MASTER DEPUTY CAREER DEVELOPMENT PLAN (CDP)

I HEREBY CERTIFY THAT THE MASTER DEPUTY CAREER DEVELOPMENT PLAN FOR THIS
SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING CRITERIA:

  F. JOB PERFORMANCE INCLUDING TWO CONSECUTIVE ANNUAL EVALUATIONS THAT MEET
     ABOVE AVERAGE RATINGS.

  G. NO MORE SERIOUS DISCIPLINARY ACTION THAN ONE WRITTEN REPRIMAND WITHIN
     THE PAST TWO YEARS IMMEDIATELY PRECEDING APPLICATION FOR SELECTION.

  H. NOT HAVE MORE THAN ONE PREVENTABLE ACCIDENT IN THE PAST THREE YEARS.

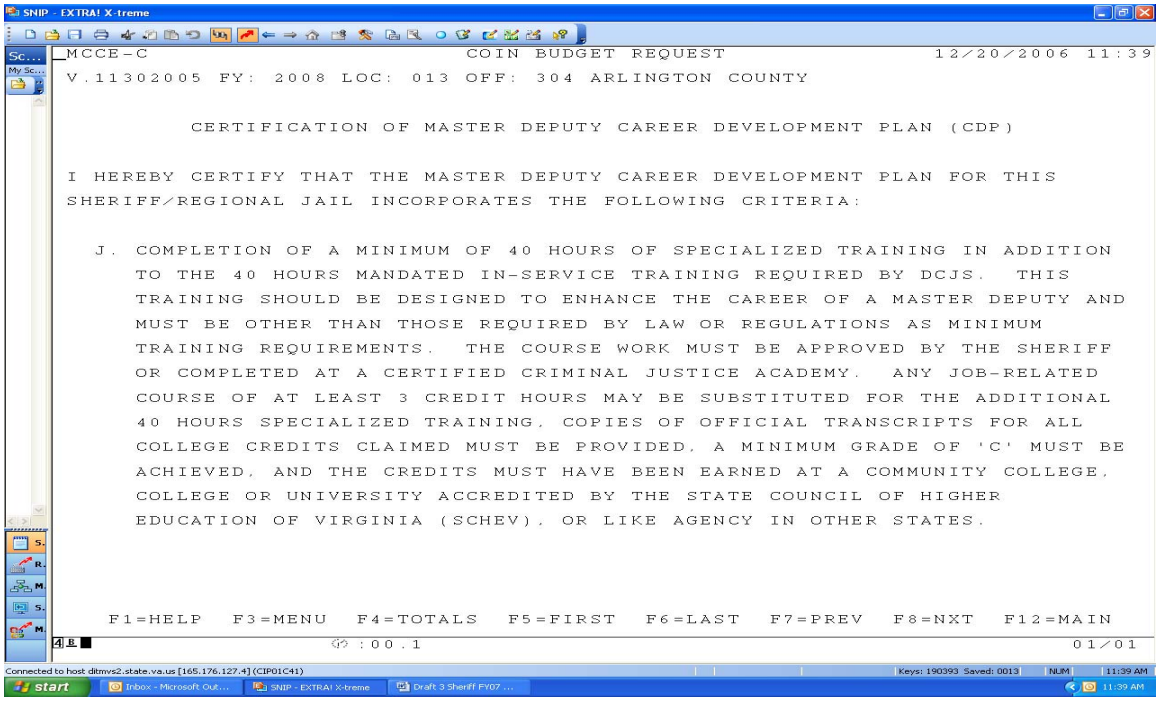
  I. ANNUAL QUALIFICATION WITH A DEPARTMENT-APPROVED FIREARM WITH A SCORE OF
     NOT LESS THAN 80 FOR THE MANDATORY IN-SERVICE FIREARM QUALIFICATIONS
     COURSE.  EQUAL CONSIDERATION MUST ALSO BE GIVEN TO JUDGMENT AND ACTIONS
     BASED ON THE APPROPRIATE USE OF FORCE.

   F1=HELP   F3=MENU   F4=TOTALS   F5=FIRST   F6=LAST   F7=PREV   F8=NXT   F12=MAIN
                        :00.1                                                01/01
```

Read and then press "F8" to proceed to the next screen

Option #9 Special Program Certification

Screen 3 of 7



```
MCCE-C                          COIN BUDGET REQUEST                    12/20/2006 11:39
V.11302005 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

          CERTIFICATION OF MASTER DEPUTY CAREER DEVELOPMENT PLAN (CDP)

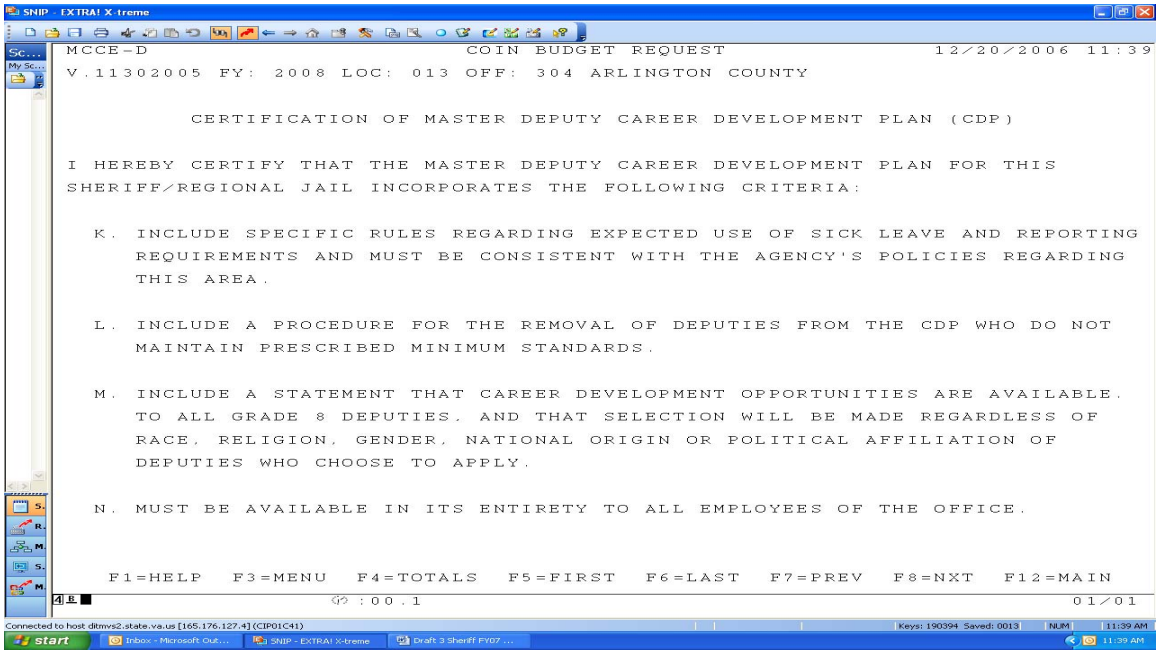
I HEREBY CERTIFY THAT THE MASTER DEPUTY CAREER DEVELOPMENT PLAN FOR THIS
SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING CRITERIA:

  J. COMPLETION OF A MINIMUM OF 40 HOURS OF SPECIALIZED TRAINING IN ADDITION
     TO THE 40 HOURS MANDATED IN-SERVICE TRAINING REQUIRED BY DCJS.  THIS
     TRAINING SHOULD BE DESIGNED TO ENHANCE THE CAREER OF A MASTER DEPUTY AND
     MUST BE OTHER THAN THOSE REQUIRED BY LAW OR REGULATIONS AS MINIMUM
     TRAINING REQUIREMENTS.  THE COURSE WORK MUST BE APPROVED BY THE SHERIFF
     OR COMPLETED AT A CERTIFIED CRIMINAL JUSTICE ACADEMY.  ANY JOB-RELATED
     COURSE OF AT LEAST 3 CREDIT HOURS MAY BE SUBSTITUTED FOR THE ADDITIONAL
     40 HOURS SPECIALIZED TRAINING, COPIES OF OFFICIAL TRANSCRIPTS FOR ALL
     COLLEGE CREDITS CLAIMED MUST BE PROVIDED, A MINIMUM GRADE OF 'C' MUST BE
     ACHIEVED, AND THE CREDITS MUST HAVE BEEN EARNED AT A COMMUNITY COLLEGE,
     COLLEGE OR UNIVERSITY ACCREDITED BY THE STATE COUNCIL OF HIGHER
     EDUCATION OF VIRGINIA (SCHEV), OR LIKE AGENCY IN OTHER STATES.

   F1=HELP   F3=MENU   F4=TOTALS   F5=FIRST   F6=LAST   F7=PREV   F8=NXT   F12=MAIN
                          :00.1                                              01/01
```

Read and then press "F8" to proceed to the next screen

Screen 4 of 7



```
MCCE-D                          COIN BUDGET REQUEST                    12/20/2006 11:39
V.11302005 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

          CERTIFICATION OF MASTER DEPUTY CAREER DEVELOPMENT PLAN (CDP)

I HEREBY CERTIFY THAT THE MASTER DEPUTY CAREER DEVELOPMENT PLAN FOR THIS
SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING CRITERIA:

  K. INCLUDE SPECIFIC RULES REGARDING EXPECTED USE OF SICK LEAVE AND REPORTING
     REQUIREMENTS AND MUST BE CONSISTENT WITH THE AGENCY'S POLICIES REGARDING
     THIS AREA.

  L. INCLUDE A PROCEDURE FOR THE REMOVAL OF DEPUTIES FROM THE CDP WHO DO NOT
     MAINTAIN PRESCRIBED MINIMUM STANDARDS.

  M. INCLUDE A STATEMENT THAT CAREER DEVELOPMENT OPPORTUNITIES ARE AVAILABLE.
     TO ALL GRADE 8 DEPUTIES, AND THAT SELECTION WILL BE MADE REGARDLESS OF
     RACE, RELIGION, GENDER, NATIONAL ORIGIN OR POLITICAL AFFILIATION OF
     DEPUTIES WHO CHOOSE TO APPLY.

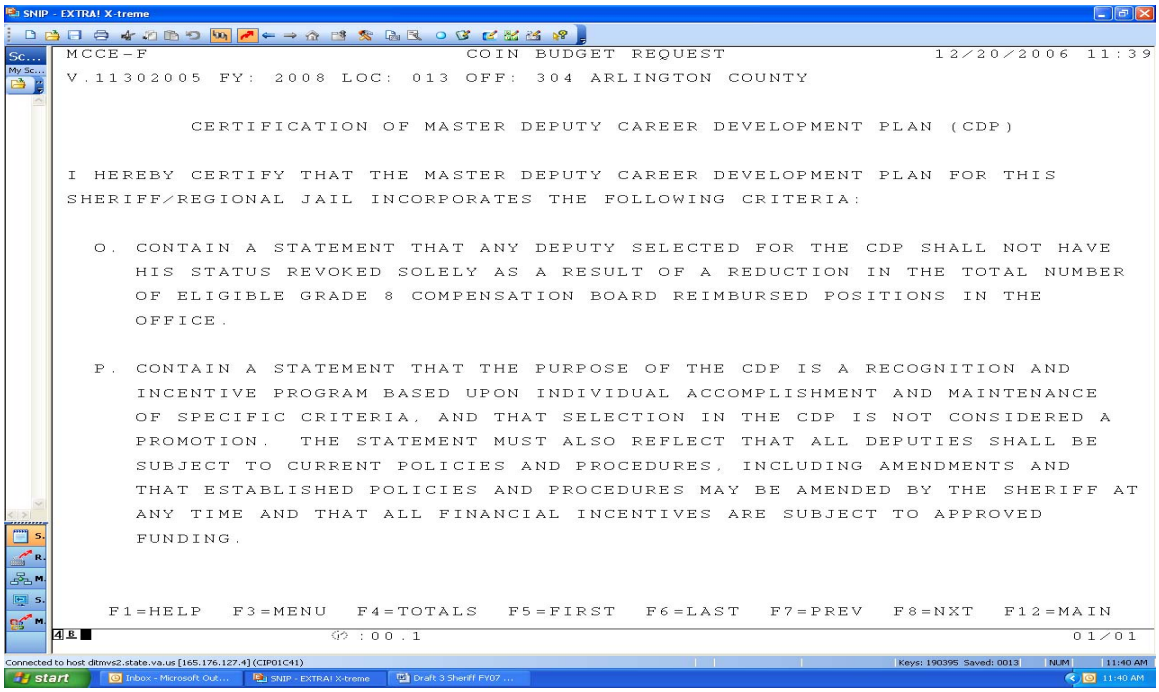
  N. MUST BE AVAILABLE IN ITS ENTIRETY TO ALL EMPLOYEES OF THE OFFICE.

   F1=HELP   F3=MENU   F4=TOTALS   F5=FIRST   F6=LAST   F7=PREV   F8=NXT   F12=MAIN
                          :00.1                                              01/01
```

Read and then press "F8" to proceed to the next screen

Option #9 Special Program Certification

Screen 5 of 7



```
MCCE-F                          COIN BUDGET REQUEST                 12/20/2006 11:39
V.11302005 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

          CERTIFICATION OF MASTER DEPUTY CAREER DEVELOPMENT PLAN (CDP)

I HEREBY CERTIFY THAT THE MASTER DEPUTY CAREER DEVELOPMENT PLAN FOR THIS
SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING CRITERIA:

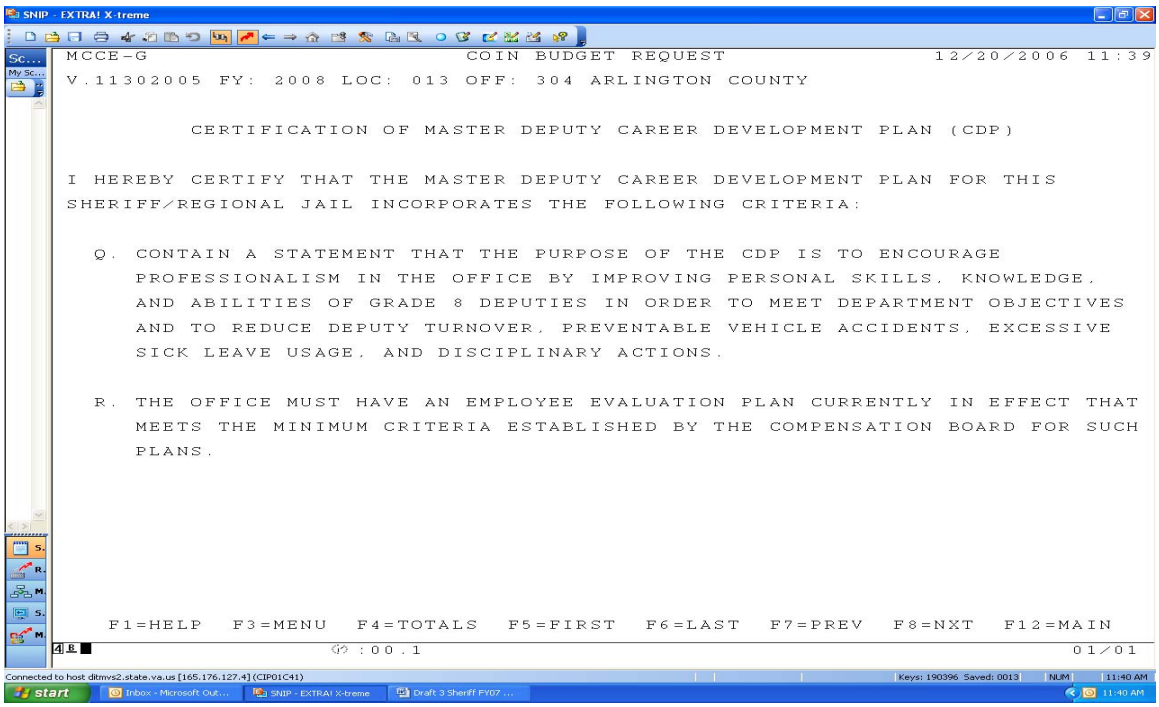
  O. CONTAIN A STATEMENT THAT ANY DEPUTY SELECTED FOR THE CDP SHALL NOT HAVE
     HIS STATUS REVOKED SOLELY AS A RESULT OF A REDUCTION IN THE TOTAL NUMBER
     OF ELIGIBLE GRADE 8 COMPENSATION BOARD REIMBURSED POSITIONS IN THE
     OFFICE.

  P. CONTAIN A STATEMENT THAT THE PURPOSE OF THE CDP IS A RECOGNITION AND
     INCENTIVE PROGRAM BASED UPON INDIVIDUAL ACCOMPLISHMENT AND MAINTENANCE
     OF SPECIFIC CRITERIA, AND THAT SELECTION IN THE CDP IS NOT CONSIDERED A
     PROMOTION.  THE STATEMENT MUST ALSO REFLECT THAT ALL DEPUTIES SHALL BE
     SUBJECT TO CURRENT POLICIES AND PROCEDURES, INCLUDING AMENDMENTS AND
     THAT ESTABLISHED POLICIES AND PROCEDURES MAY BE AMENDED BY THE SHERIFF AT
     ANY TIME AND THAT ALL FINANCIAL INCENTIVES ARE SUBJECT TO APPROVED
     FUNDING.

   F1=HELP   F3=MENU   F4=TOTALS   F5=FIRST   F6=LAST   F7=PREV   F8=NXT   F12=MAIN
                          :00.1                                              01/01
```

Read and then press "F8" to proceed to the next screen

Screen 6 of 7



```
MCCE-G                          COIN BUDGET REQUEST                 12/20/2006 11:39
V.11302005 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

          CERTIFICATION OF MASTER DEPUTY CAREER DEVELOPMENT PLAN (CDP)

I HEREBY CERTIFY THAT THE MASTER DEPUTY CAREER DEVELOPMENT PLAN FOR THIS
SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING CRITERIA:

  Q. CONTAIN A STATEMENT THAT THE PURPOSE OF THE CDP IS TO ENCOURAGE
     PROFESSIONALISM IN THE OFFICE BY IMPROVING PERSONAL SKILLS, KNOWLEDGE,
     AND ABILITIES OF GRADE 8 DEPUTIES IN ORDER TO MEET DEPARTMENT OBJECTIVES
     AND TO REDUCE DEPUTY TURNOVER, PREVENTABLE VEHICLE ACCIDENTS, EXCESSIVE
     SICK LEAVE USAGE, AND DISCIPLINARY ACTIONS.

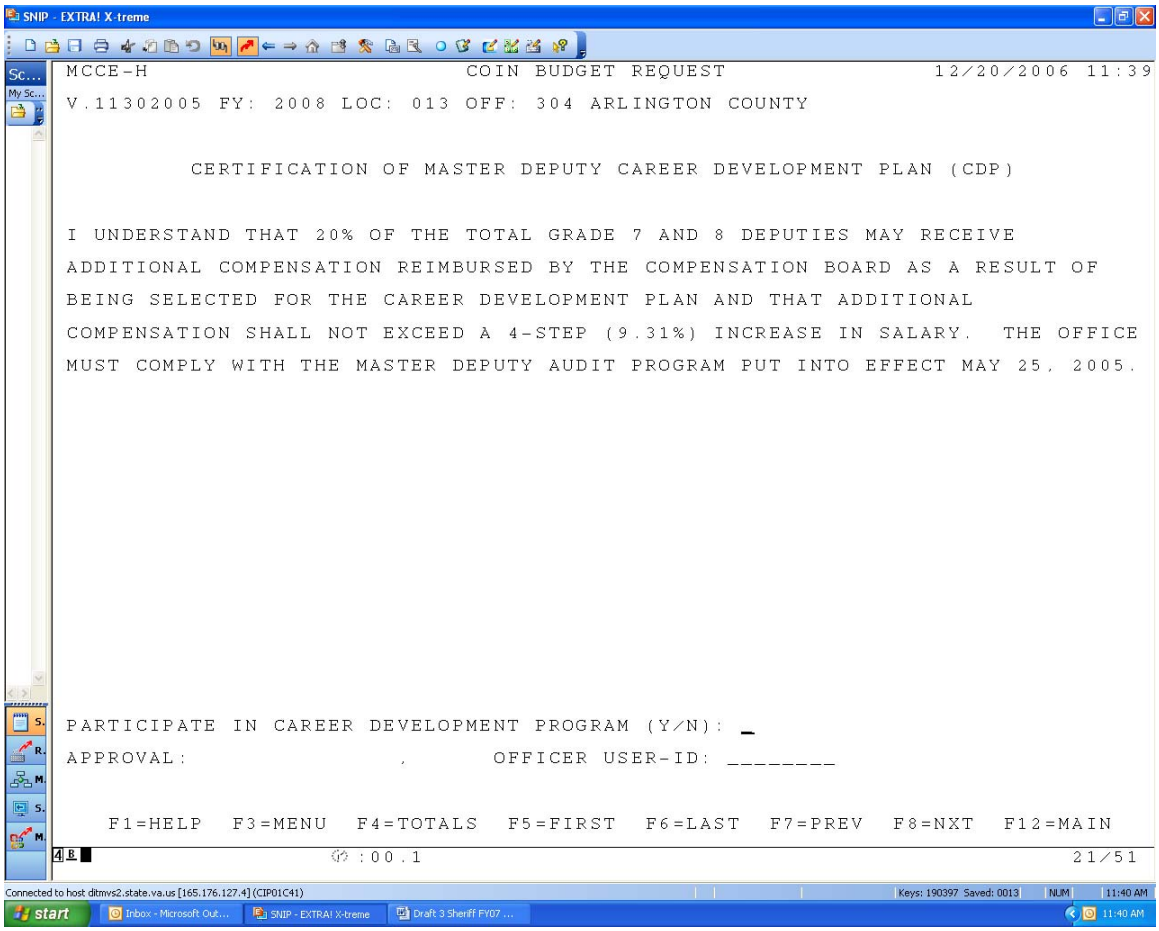
  R. THE OFFICE MUST HAVE AN EMPLOYEE EVALUATION PLAN CURRENTLY IN EFFECT THAT
     MEETS THE MINIMUM CRITERIA ESTABLISHED BY THE COMPENSATION BOARD FOR SUCH
     PLANS.

   F1=HELP   F3=MENU   F4=TOTALS   F5=FIRST   F6=LAST   F7=PREV   F8=NXT   F12=MAIN
                          :00.1                                              01/01
```

Read and then press "F8" to proceed to the next screen

Option #9 Special Program Certification

Screen 7 of 7

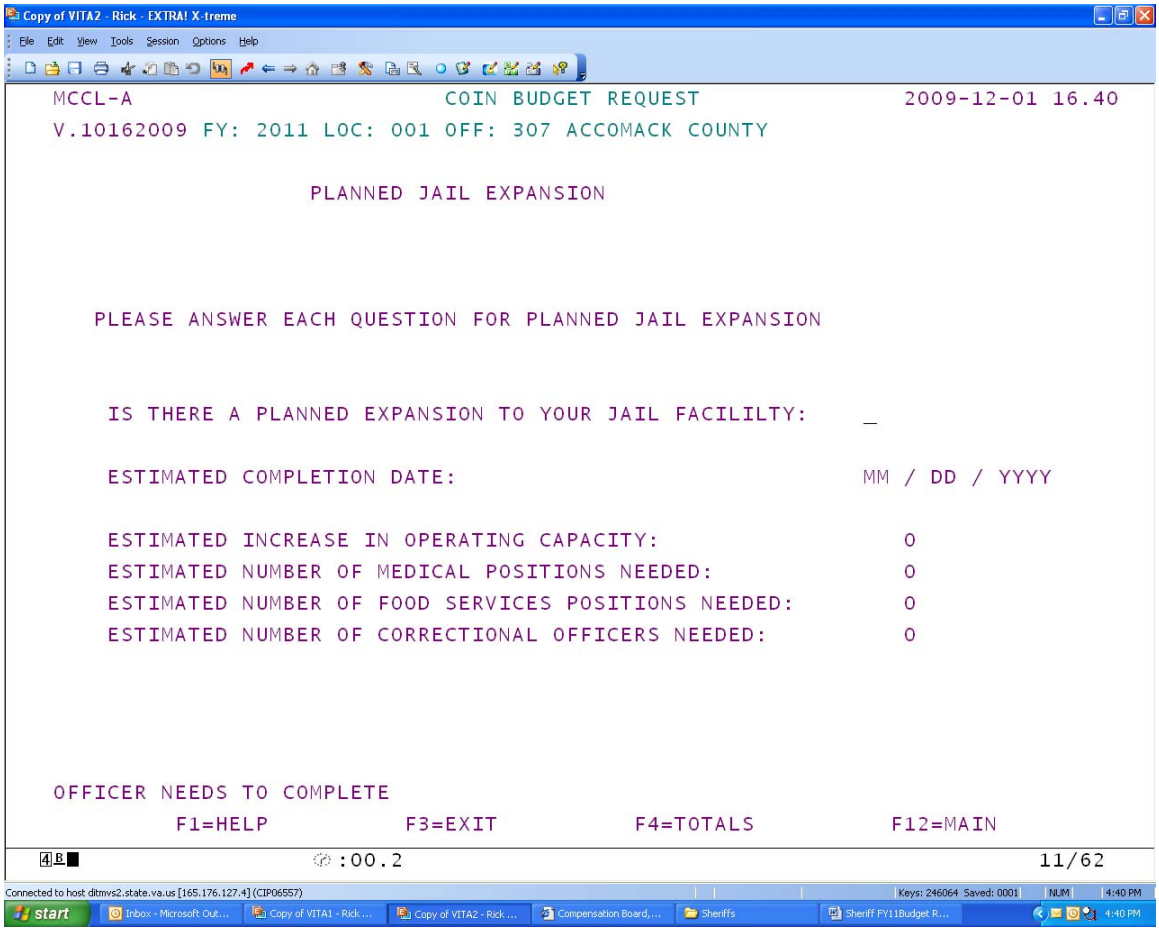


Enter a "Y" for YES or "N" for NO to answer participation in career development program
Use the officer's SCB USERID to signoff

Option #9 Special Program Certification

Option 4 Planned Jail Expansion

Screen 1 of 1



- Enter a "Y" or an "N" if your locality has a planned jail expansion. All Offices must certify 'Y' for Yes or 'N' for No on this screen.
- Enter estimated completion date (required when entering Y above)
- Enter estimated number of medical positions needed (if known)
- Enter estimated number of food services positions needed (if known)
- Enter estimated number of correctional officers needed (if known)
- Press the Enter key after all requested information has been entered

12. Option #10 - Certify Budget Request

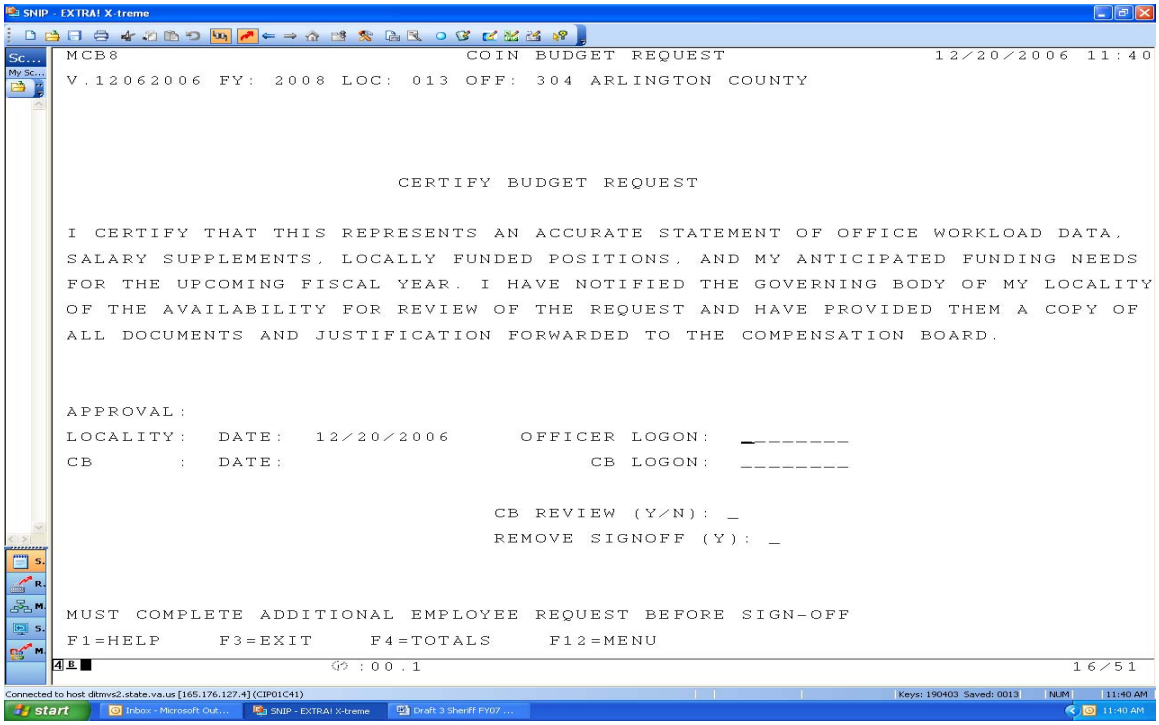
Purpose:

The Certify Budget Request screen is accessed from the COIN Budget Request Menu. This screen enables the Local Officer to certify that the budget request is accurate and also enables the Compensation Board to approve that the budget request is within CB policy.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu - Select Option #10, Certify Budget Request

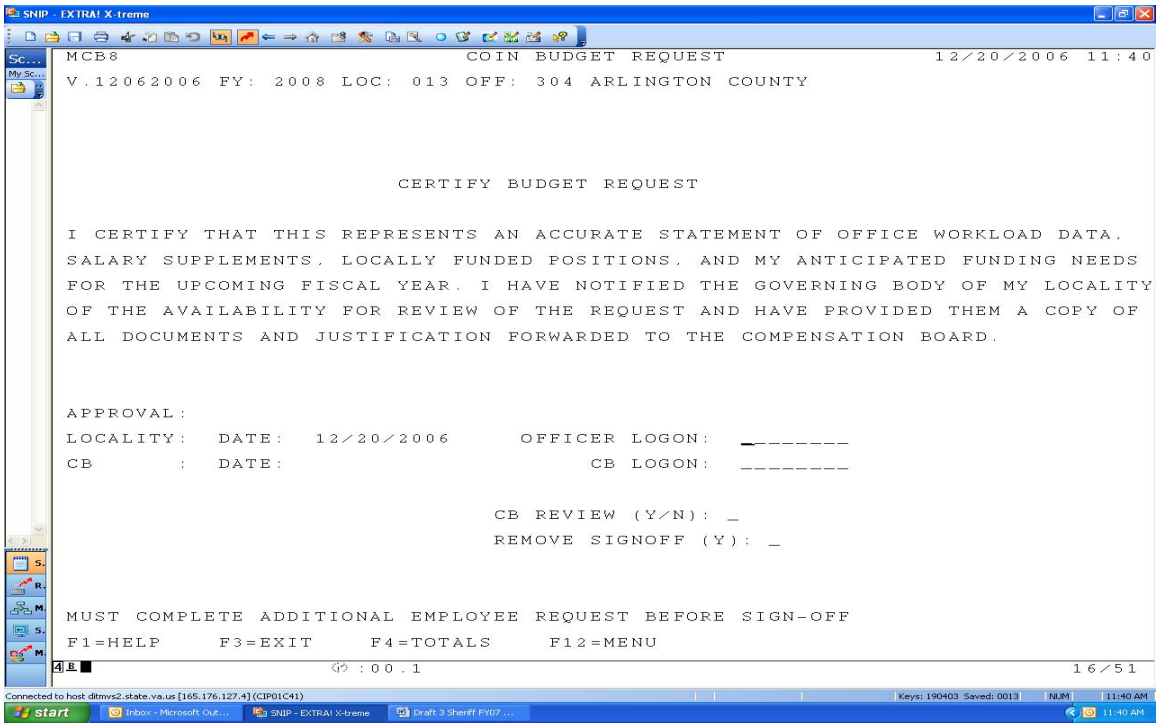
SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S



Helpful Hints:

- If you enter the Officer's SCB USERID to submit your budget request and all screens that have required fields have not been processed, the system will not accept your sign off
  - ✓ Under this condition, the system will inform you that a required process has not been completed and a message will direct you to the incomplete process selection on the On-line Budget Menu
- Once you have submitted your budget request you may not further modify your request
  - ✓ From the time of your submission, which is due February 1, you may only view your submission

Option #10, Certify Budget Request



Helpful Hints (Continued):

- Upon approval of your budget on May 1, you will be able to view your budget submission as approved, which will include any adjustments made by the Compensation Board
- Please check your request for any final changes
  - ✓ If the Officer's SCB USERID has been entered, you cannot make changes to your Budget Request.
  - ✓ If your screen has error messages on the bottom of the screen, you have not Certified
    - o Please go back to the 'Option' shown in the error on the bottom of your screen and complete the required fields, and then return to the certification screen to certify your budget request

Procedures:

- Enter the officer's SCB USERID as the 'Officer Logon' to Certify fiscal year budget submission
- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu

13. Option #11, Comments

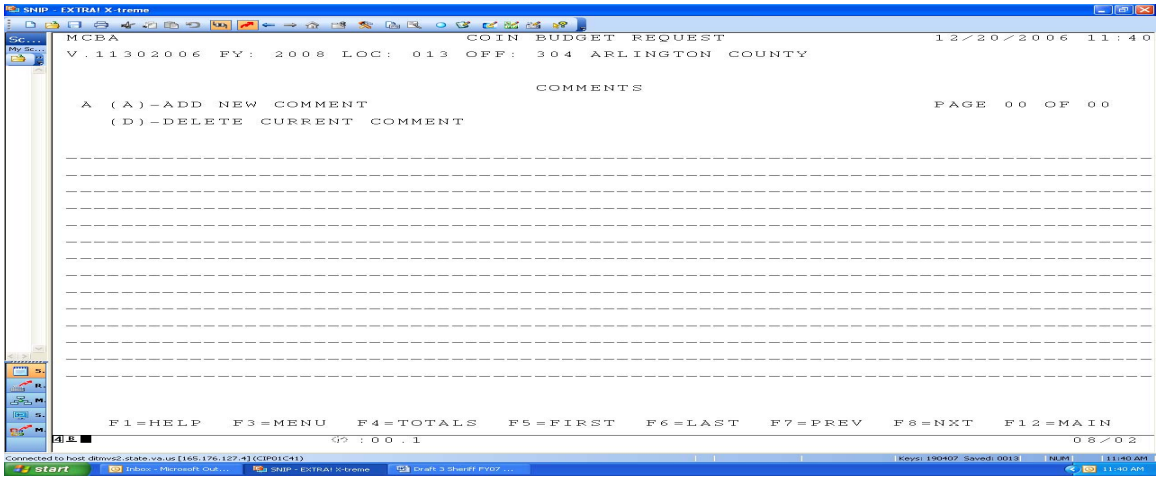
PURPOSE:

The Comments screen is accessed from the COIN Budget Request Menu. This screen allows comments by any local officer or Compensation Board representative.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #11, Comments

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S



HELPFUL HINTS:

- There are unlimited 'Comment' screens that allow the entry of comments in a free form format
- This screen will Time Out if your computer is idle for 15 minutes
  - ✓ Suggest that you have all the information needed before starting this process
- The use of these screens is optional and the data entered is not edited
- This screen is available for any information you think is necessary for the Compensation Board to know about your on-line budget request

PROCEDURES:

- Enter "A" to add a comment or "D" to delete a comment
- Input the information you want to address
- Press the "Enter" key after your comments have been entered
- Reference the section of the on-line budget request your comments are referring to
  - ✓ Example: Option #2, Additional Employee Request
- Press 'F3' to exit the screen to the Budget Request Menu

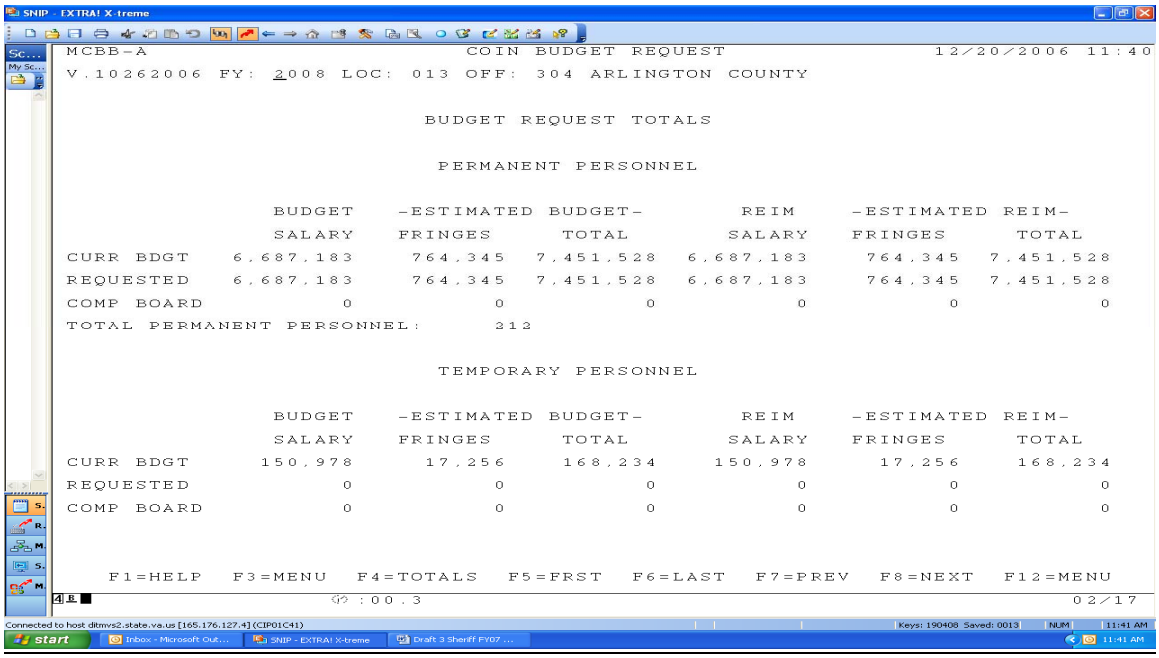
14. Function Key 'F4' - Budget Request Totals

PURPOSE:

The 'F4=Totals' Function Hot Key screen reflects your Budget Request Totals. These screens capture your Current Budget, Budget Requested Totals and Compensation Board Approved Budget for the next fiscal year that will be displayed by May 1 of each year. The categories captured within these screens are Permanent Personnel, Additional Personnel, Temporary Personnel, Office Expenses and Equipment.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Press Function Key 'F4'



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MCBB-A                          COIN BUDGET REQUEST                    12/20/2006  11:40
V.10262006  FY:  2008  LOC:  013  OFF:  304  ARLINGTON  COUNTY

                              BUDGET REQUEST TOTALS

                               PERMANENT PERSONNEL

                 BUDGET    -ESTIMATED BUDGET-        REIM     -ESTIMATED REIM-
                 SALARY    FRINGES      TOTAL        SALARY   FRINGES      TOTAL
CURR BDGT     6,687,183     764,345   7,451,528   6,687,183     764,345   7,451,528
REQUESTED     6,687,183     764,345   7,451,528   6,687,183     764,345   7,451,528
COMP BOARD            0           0           0           0           0           0
TOTAL PERMANENT PERSONNEL:      212

                               TEMPORARY PERSONNEL

                 BUDGET    -ESTIMATED BUDGET-        REIM     -ESTIMATED REIM-
                 SALARY    FRINGES      TOTAL        SALARY   FRINGES      TOTAL
CURR BDGT       150,978      17,256     168,234     150,978      17,256     168,234
REQUESTED             0           0           0           0           0           0
COMP BOARD            0           0           0           0           0           0

  F1=HELP   F3=MENU   F4=TOTALS   F5=FRST   F6=LAST   F7=PREV   F8=NEXT   F12=MENU
                          :00.3                                                02/17
```

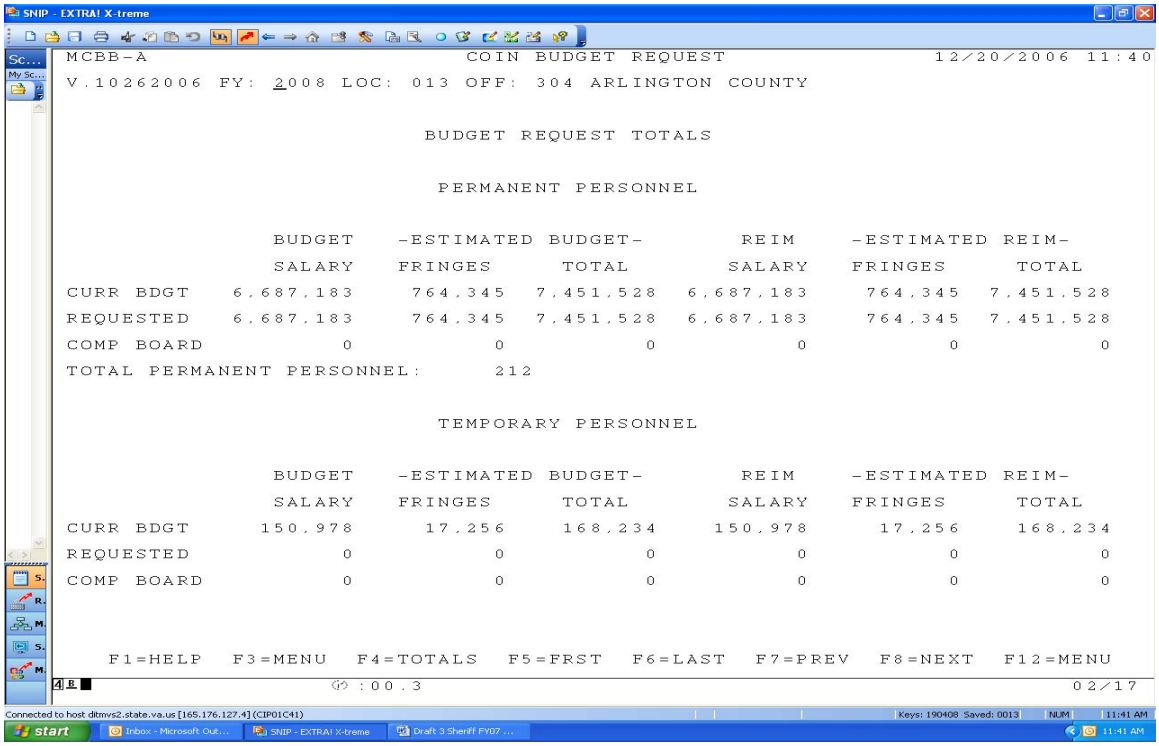
HELPFUL HINTS:

- The Budget Request Totals are displayed on three screens
  - ✓ Screen #1 displays the totals for Permanent and Temporary Personnel funding requests
  - ✓ Screen #2 displays the totals for Equipment funding requests
  - ✓ Screen #3 displays the totals for all budget request categories
- To navigate through the screens use the 'F7' key to view a previous page or 'F8' to view the next page
- This screen can be accessed from any Budget Request screen by depressing the 'F4' key
- Pressing the 'F3' key will return you to the screen from which you accessed the Budget Request Totals screen.

'F4' BUDGET REQUEST TOTALS

SHERIFF'S AND REGIONAL JAIL SUPREINTENDENT'S

1ST SCREEN OF 3:



```
MCBB-A                          COIN BUDGET REQUEST                    12/20/2006  11:40
V.10262006  FY:  2008  LOC:  013  OFF:  304  ARLINGTON COUNTY

                              BUDGET REQUEST TOTALS

                               PERMANENT PERSONNEL

                 BUDGET    -ESTIMATED BUDGET-        REIM     -ESTIMATED REIM-
                 SALARY    FRINGES      TOTAL        SALARY   FRINGES      TOTAL
CURR BDGT     6,687,183     764,345   7,451,528   6,687,183     764,345   7,451,528
REQUESTED     6,687,183     764,345   7,451,528   6,687,183     764,345   7,451,528
COMP BOARD            0           0           0           0           0           0
TOTAL PERMANENT PERSONNEL:      212

                               TEMPORARY PERSONNEL

                 BUDGET    -ESTIMATED BUDGET-        REIM     -ESTIMATED REIM-
                 SALARY    FRINGES      TOTAL        SALARY   FRINGES      TOTAL
CURR BDGT       150,978      17,256     168,234     150,978      17,256     168,234
REQUESTED             0           0           0           0           0           0
COMP BOARD            0           0           0           0           0           0

   F1=HELP   F3=MENU   F4=TOTALS   F5=FRST   F6=LAST   F7=PREV   F8=NEXT   F12=MENU
                                  :00.3                                        02/17
```

PROCEDURES:

- **1ST SCREEN OF 3:**

  - ✓ **'CURR BDGT'** – This line of information refers to the 'base' request information using your current budget information as of December 31st

  - ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the process of making
    - This information is subject to change as you make revisions to your budget request
    - This information becomes 'locked-in' when the Constitutional Officer or designee certifies their budget request

  - ✓ **'COMP BOARD' -** This line of information refers to the budget request as being reviewed or approved by the Compensation Board
    - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
    - When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

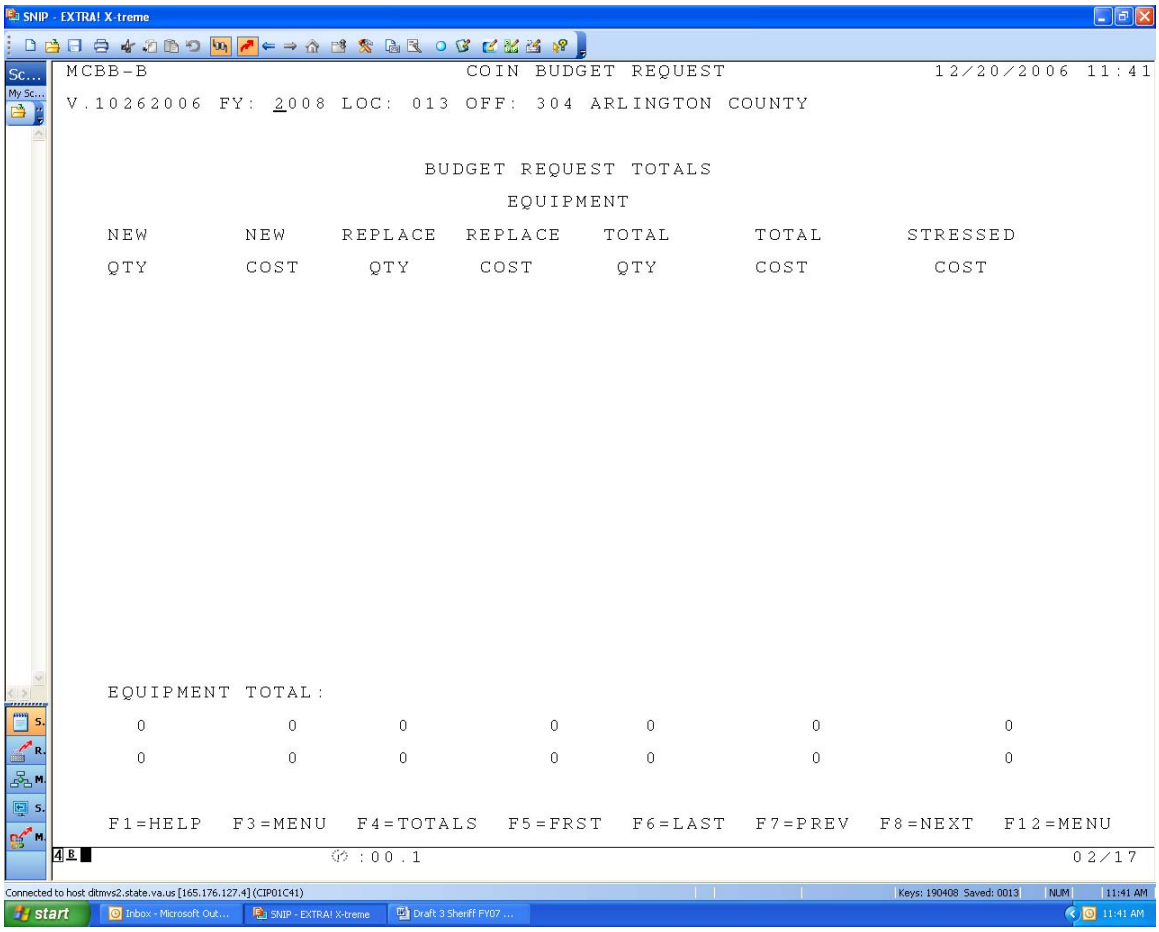
  - ✓ **'FRINGE'** benefits listed are estimates only

  - ✓ **'REIMBURSABLE'** figures displayed are the actual dollar amounts that will be returned to your locality

'F4' BUDGET REQUEST TOTALS

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

2ND SCREEN OF 3:

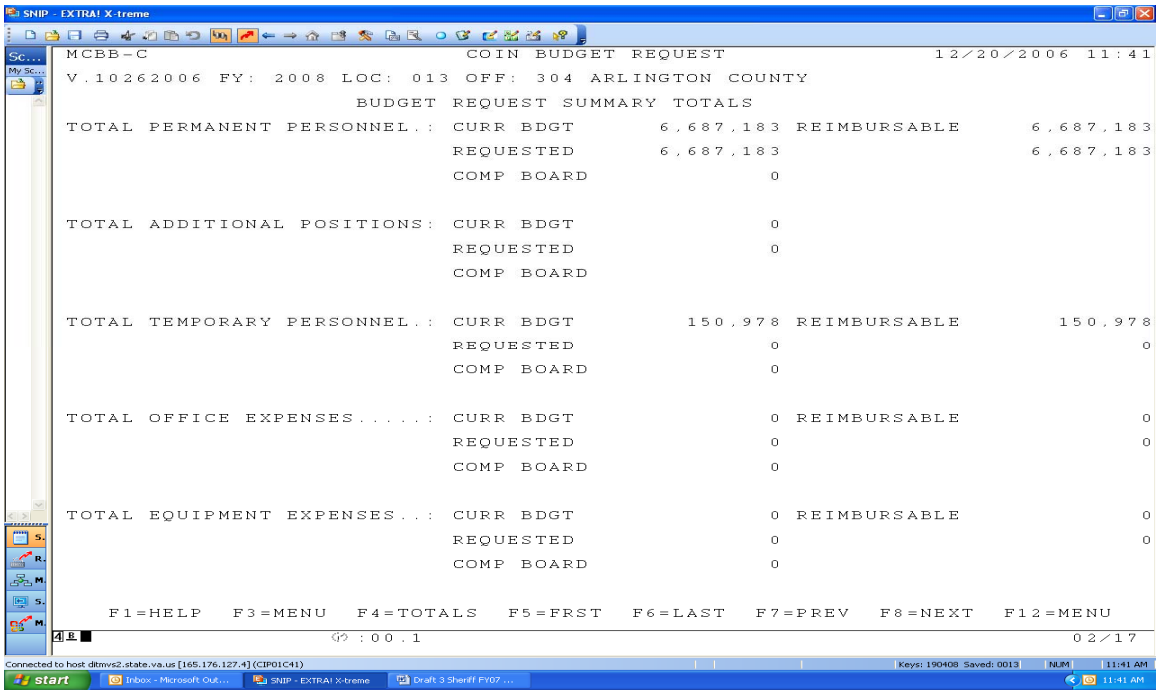


- **2ND SCREEN OF 3:**
  - ✓ This screen displays equipment totals by equipment category
  - ✓ **FIRST LINE** of information displayed relates to the request you have made or are in the process of making
    - o This information is subject to change as you make revisions to your budget request
    - o Line 1 becomes 'locked-in' when the Constitutional Officer certifies their budget request
  - ✓ **SECOND LINE** of information displayed relates to the in-progress or approved request as completed by the Compensation Board
    - o During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
    - o When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

'F4' BUDGET REQUEST TOTALS

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

3RD SCREEN OF 3:



```
MCBB-C                          COIN BUDGET REQUEST                    12/20/2006  11:41
V.10262006  FY:  2008  LOC:  013  OFF:  304  ARLINGTON COUNTY
                          BUDGET REQUEST SUMMARY TOTALS
TOTAL PERMANENT PERSONNEL..: CURR BDGT       6,687,183 REIMBURSABLE      6,687,183
                             REQUESTED       6,687,183                   6,687,183
                             COMP BOARD              0

TOTAL ADDITIONAL POSITIONS:  CURR BDGT               0
                             REQUESTED               0
                             COMP BOARD

TOTAL TEMPORARY PERSONNEL..: CURR BDGT         150,978 REIMBURSABLE        150,978
                             REQUESTED               0                         0
                             COMP BOARD              0

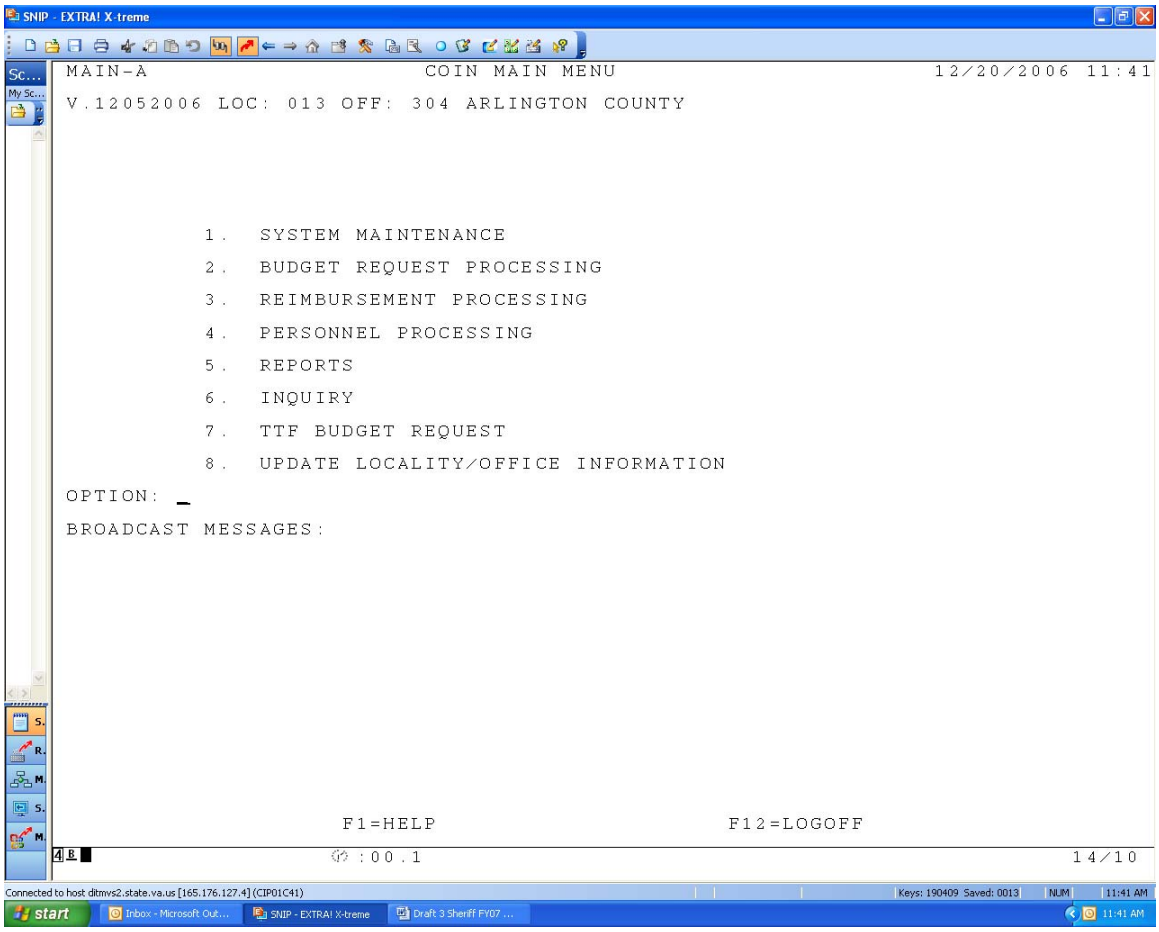
TOTAL OFFICE EXPENSES......: CURR BDGT               0 REIMBURSABLE              0
                             REQUESTED               0                           0
                             COMP BOARD              0

TOTAL EQUIPMENT EXPENSES...: CURR BDGT               0 REIMBURSABLE              0
                             REQUESTED               0                           0
                             COMP BOARD              0

  F1=HELP   F3=MENU   F4=TOTALS   F5=FRST   F6=LAST   F7=PREV   F8=NEXT   F12=MENU
                                  :00.1                                      02/17
```

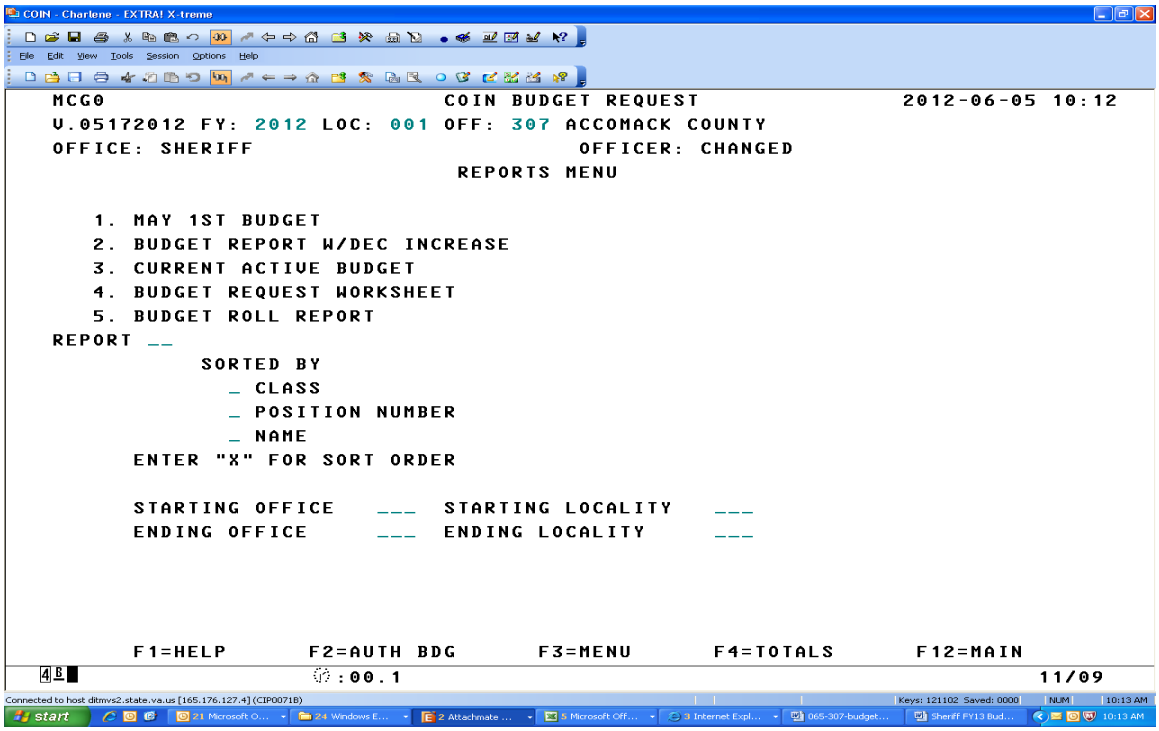
- **3RD SCREEN OF 3:**
  - ✓ Displays totals for each budget request broad-based category:
    - Permanent Personnel
    - Additional Positions
    - Temporary Personnel Funding
    - Office Expense Funding
    - Equipment Requests
  - ✓ **'CURRENT BUDGET'** – This line of information refers to the 'base' request information using your current budget information as of December 31st
  - ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the process of making
    - This information is subject to change as you make revisions to your budget request
    - This information becomes 'locked-in' when the Constitutional Officer or designee certifies their budget request
  - ✓ **'COMP BOARD'** - This line of information refers to the budget request as being reviewed or approved by the Compensation Board
    - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
    - When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'
- Press 'F3' to exit the screen to the Budget Request Menu

15. Main Menu Option #5 - Budget Reports



- **Select Option #5- "Reports"**

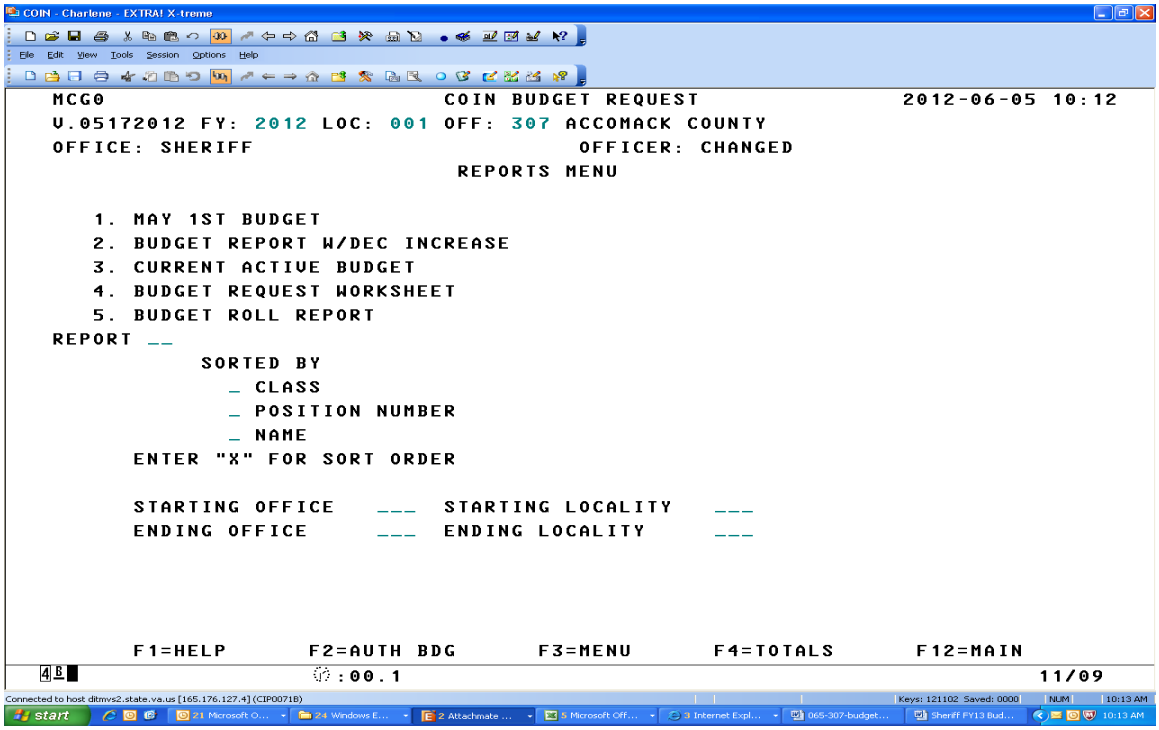
Main Menu Option #5 - Budget Reports



There are 5 versions of the Budget Report that are available.

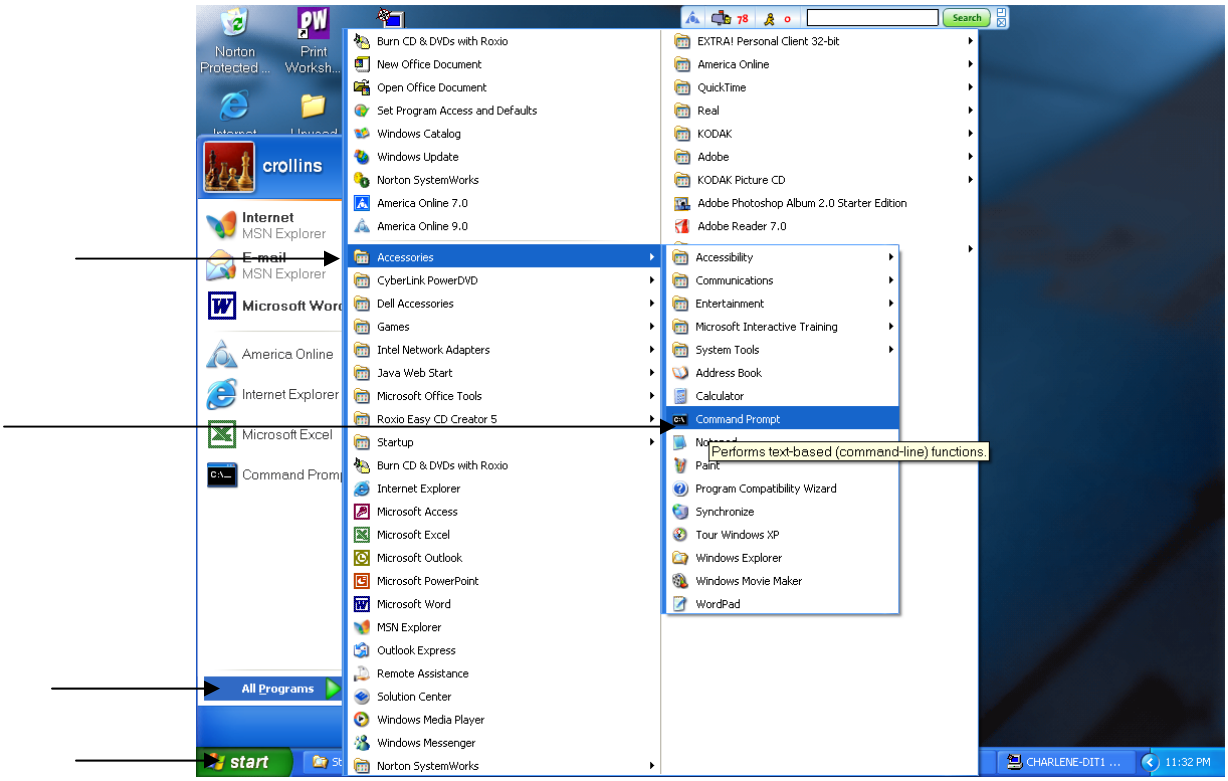
- Option #1 "Budget Report"- This is the Historical Budget Report, listing all changes to your budget since it went into effect.
- Option #2 "Budget Report W/Dec Increase"- This is the Budget with the December 1 increases factored in. This report is available in November.
- Option #3 "Current Active Budget"– This is the Budget showing the personnel changes entered to date.
- Option #4 "Budget Request Worksheet"- This is the Budget Request Worksheet, this report may be downloaded to enter all personnel changes before entering them into the COIN system.
- Option #5 "Budget Roll Report"- This is the Budget Roll Report and will show the active Budgeted salaries as effective July 1st as well as the Current Salaries and names of employees currently in the Compensation Board reimbursed positions. This report will also reflect turnover available at the time of the budget roll.

Main Menu Option #5 - Budget Reports (continued)



1. Change the Fiscal Year (**FY**) to the **new fiscal year** or fiscal year desired
2. Enter the desired Budget Report option
3. Enter the sort option desired (if no sort sequence is specified the Budget Report will be printed in Class Code order). Governing Bodies will have the ability to request a Budget Report for each office in their locality. You will need to enter the Starting Office and Ending Office as well as the Sort Sequence. We recommend submitting a separate request for each office in your locality.
4. Press Enter and print the screen
5. **The name of the file to download will be displayed at the bottom of the screen.** Use this file name for #10 of the "download instructions" that follows.

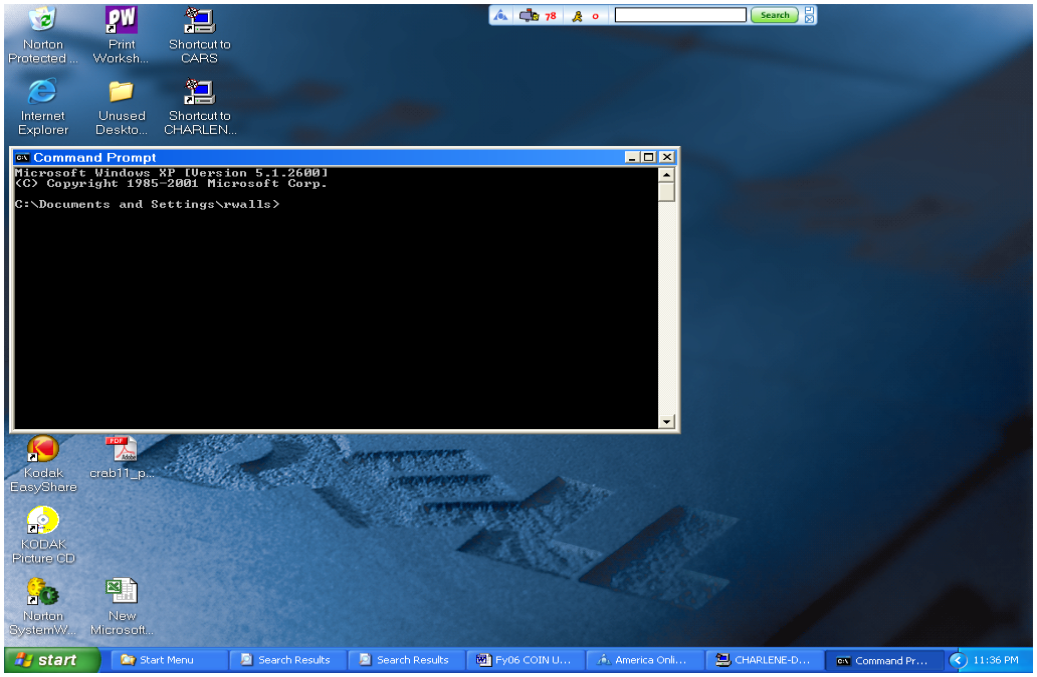
Download Instructions



Download Instructions

1. Click "Start" – "All Programs" – "Accessories" – "Command Prompt"

Download Instructions



2.- TYPE: **ftp** Press the "ENTER" key
3. -TYPE: ***open ditmvs2.state.va.us*** Press the "Enter" key
4. -USERNAME: ***scbte06*** *(lowercase)* Press the "Enter" key
5. -PASSWORD: ***scbte06*** *(lowercase* Press the "Enter" key
6. -TYPE: ***user*** *(lowercase)* Press the "Enter" key
7. -USERNAME: ***Type your COIN Userid*** *(lowercase)* Press the "Enter" key
8. -PASSWORD: ***Type your COIN password*** (lowercase) Press the "Enter" key
9. -TYPE: ***get*** Press the "Enter" key
10-TYPE: ***'scb.prod.coin.l001.o307.bud51.rtf'*** Press the "Enter" key
****Type the file name from option 5 Report screen****
(lowercase with single quotes, lowercase L-locality l001.lowercase O-office.budget.rtf) (Accomack – Sheriff)

1. The file to download for option 1 is 'scb.prod.coin.lxxx.oxxx.budget.rtf'
2. The file to download for option 2 is 'scb.prod.coin.lxxx.oxxx.budget2.rtf'
3. The file to download for option 3 is 'scb.prod.coin.lxxx.oxxx.abudget.rtf'
4. The file to download for option 4 is 'scb.prod.coin.lxxx.oxxx.wbudget.rtf'

11.- LOCAL FILE NAME: **"c:\budgetreport.rtf"(**with double quotes) Press the "Enter" key

12. BYTES OF DATA TRANSFERRED: Press the "Enter" key
13. TO EXIT: Type **quit** – Press the "Enter" key
Type **exit** – Press the "Enter" key
14. TO PRINT: Open Microsoft Word
15. OPEN FILE: **Budgetreport.rft** (or the name you gave the file)

Download Instructions

Additional Printing Instructions:

- Open Microsoft word
- Look for a file that ends with the extension '.rtf' (denotes Rich Text Format)

  OR
- Open Window Explorer
- Click on Local Disk (C:)
- Right click on the file
- Select print.

These files should require no additional formatting for printing.

Technical Assistance

If you should experience problems with retrieving a file, and would like to have your Budget Report emailed to you, please email one of the individuals listed below. Please be sure to include your Locality number and your Office number in your email request.

Anne Wilmoth – anne.wilmoth@scb.virginia.gov
Dan Munson – dan.munson@scb.virginia.gov
Craig Giegerich – craig.giegerich@scb.virginia.gov
Melanie Morrison- melanie.morrison@scb.virginia.gov

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16. Appendix

Classifications And Pay Plans

SHERIFF'S – Support Personnel

CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE SHERIFF

JULY 1, 2012 - JUNE 30, 2013

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
GENERAL OFFICE CLERK	GC	1	Administrative	19,856	37,371
SECRETARY I COOK A	SECI CK A				
SECRETARY II COOK B COMMUNICATIONS OPERATOR	SECII CK B COMOP	2	Sr. Administrative	23,723	45,666
COMMUNICATIONS SUPERVISOR	CO SP				
ADMIN STAFF SPECIALIST	ADMSS	3	Professional	28,234	52,973

LIDS TECHNICIAN 1 (NON-SWORN)	LT1	3	Professional	28,234	52,973
LIDS TECHNICIAN 2 (NON-SWORN)	LT2	6	Sr. Professional	33,147	69,186

Classifications And Pay Plans

SHERIFF'S – Law Enforcement, Court Services, and Correctional Officers

CLASSIFICATION AND PAY PLAN FOR LAW ENFORCEMENT, COURT SERVICES, AND CORRECTIONAL OFFICERS

JULY 1, 2012- JUNE 30, 2013

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER CORRECTIONS OFFICER TECH	C7 CS7 L7 CT7	3	Professional	28,234	52,973
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER CORRECTIONS OFFICER TECH	C8 CS8 L8 CT8				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER MASTER DEPUTY CORRECTIONS OFFICER TECH	MDC9, MDCS9, MDL9, C9, CS9 CT9 L9	6	Sr. Professional	33,147	69,186
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C10 CS10 L10				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C11 CS11 L11				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C12 CS12 L12	8	Supervisory/ Management	44,058	116,345
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C13 CS13 L13				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C14 CS14 L14				

Classifications And Pay Plans

SHERIFF'S – Medical, Treatment, and Classification Personnel

CLASSIFICATION AND PAY PLAN FOR MEDICAL, TREATMENT, AND CLASSIFICATION PERSONNEL

JULY 1, 20121 - JUNE 30, 20132

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
MEDICAL TREATMENT CLASSIFICATION RECORDS	_PMED _PTRT _PCLS _PRECS	3	Professional	18,496	35,312

P - denotes partially funded
_ - denotes a space
MD - denotes participation in the Sheriffs Master Deputy Plan

*** Per Code of Virginia, §15.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.**

Classifications And Pay Plans

SUPERINTENDENT'S – Support Personnel and Regional Jail Officers

CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE REGIONAL JAIL
JULY 1, 2012 - JUNE 30, 20132

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
GENERAL OFFICE CLERK	R_ _GC	1	Administrative	19,856	37,371
SECRETARY I COOK A	RSEC1 R_CKA				
SECRETARY II COOK B	RSEC2 R_CKB	2	Sr. Administrative	23,723	45,666
ADMIN STAFF SPECIALIST	RADMS	3	Professional	28,234	52,973
LIDS TECHNICIAN 1 (NON-SWORN)	R_ LT1	3	Professional	28,234	52,973
LIDS TECHNICIAN 2 (NON-SWORN)	R_ LT2	6	Sr. Professional	33,147	69,186

CLASSIFICATION AND PAY PLAN FOR REGIONAL JAIL OFFICERS
JULY 1, 2012 - JUNE 30, 2013

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
CORRECTIONAL OFFICER CORRECTIONS OFFICER TECH	R_ _C7 R_CT7	3	Professional	28,234	52,973
CORRECTIONAL OFFICER CORRECTIONS OFFICER TECH	R_ _C8 R_CT8				
CORRECTIONAL OFFICER CORRECTIONS OFFICER TECH MASTER DEPUTY	R_ _C9 R_CT9 RMDC9	6	Sr. Professional	33,147	69,186
CORRECTIONAL OFFICER	R_ C10				
CORRECTIONAL OFFICER SUPERINTENDENT	R_ C11 SUP11				
CORRECTIONAL OFFICER SUPERINTENDENT	R_ C12 SUP12	8	Supervisory/ Management	44,058	116,345
CORRECTIONAL OFFICER SUPERINTENDENT	R_ C13 SUP13				
CORRECTIONAL OFFICER SUPERINTENDENT	R_C14 SUP14				

Classifications And Pay Plans

SUPERINTENDENT'S – Medical, Treatment, and Classification

CLASSIFICATION AND PAY PLAN FOR MEDICAL, TREATMENT, AND CLASSIFICATION PERSONNEL IN REGIONAL JAILS
JULY 1, 2012 - JUNE 30, 2013

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
MEDICAL TREATMENT CLASSIFICATION RECORDS	RPMED RPTRT RPCLS RPREC	3	Professional	18,496	35,312

P - denotes partially funded
_ - denotes a space
MD - denotes participation in the Sheriffs Master Deputy Plan

*** Per Code of Virginia, §15.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.**