

This email is with regard to the Sheriffs' Career Development Program – Certification Process. If you have already achieved Accreditation by one of the law enforcement accrediting agencies for the Accreditation track, or do not plan to pursue the Certification track of the Sheriffs' Career Development Program for FY09 (requiring certification in June, 2007), you may disregard this email.

If you plan to pursue the Sheriff's Career Development Program - Certification by the Compensation Board, or have already achieved Certification for FY08 and wish to continue such Certification in FY09, we ask that you submit your intent in the COIN system no later than 5:00 PM on Friday, June 29, 2007.

This process has been automated and must be completed online in the Constitutional Officers Information system (COIN); click here to access and print the instructions for completing the certification screens:

<http://www.scb.virginia.gov/coininformation/sheriffscertinstructions.pdf>

Before you begin the process, we ask that you please review the FAQs regarding the certification program by clicking on the link below

<http://www.scb.virginia.gov/docs/faqs304cdp.pdf>

**ALL** sheriffs seeking Certification **MUST** comply with the provisions of Appendix A. If you have a jail, you must also comply with the provisions of Appendix B and if you have primary law enforcement responsibilities, you must also meet the provisions of Appendix C.

While it is not a requirement, we strongly advise that, before you submit your Certification the Compensation Board, you arrange for the Accreditation Manager or the Sheriff of a nearby accredited Sheriff's Office to review your standards and proof of compliance.

Lastly, as is the case with Accreditation, you will be responsible for meals and lodging expenses for the Certification Audit Team members. We estimate at least three days for two auditors.

If you should have any questions regarding this email, please contact me at 804-225-3463 or [chuck.redden@scb.virginia.gov](mailto:chuck.redden@scb.virginia.gov) or Charlene M. Rollins 804-225-3321  
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