

**TO:** Sheriffs and Regional Jails Addressed

**SUBJECT:** Master Deputy Program

I write with regard to the Compensation Board's Master Deputy/Jail Officer Program. Our records indicate that you do not participate or are not currently funded for participation in the program. Paragraph H.2 of Item 64, Chapter 951, 2005 Acts of Assembly, provides the procedure for you to apply for funding:

“Each sheriff who desires to participate in the Master Deputy Program who had not certified a career development plan on or before January 1, 1997, may elect to participate by certifying to the Compensation Board that the career development plan in effect in his office meets the minimum criteria for such plans as set by the Compensation Board. Such election shall be made by July 1 for an effective date of participation the following July 1.”

The Compensation Board's Master Deputy Program is on our website at <http://www.scb.state.va.us/docs/mdprogram.pdf>.

If you have adopted the Compensation Board's minimum criteria, but have not yet certified your plan to the Compensation Board or been funded for participation, please fax us the form on pages 11-14 (19-21 for Regional Jails) by June 30 (fax number 804-371-0235). If you do not submit the signed form by June 30, the Compensation Board will not be able to request funding necessary to provide salary increases for your deputies/jail officers.

Please call or email Kimberlee Goins (804-786-0786 x 209 [kimberlee.goins@scb.virginia.gov](mailto:kimberlee.goins@scb.virginia.gov) <<mailto:kimberlee.goins@scb.virginia.gov>>) ( or Rick Burkett (804-786-0786 x 208 [rick.burkett@scb.virginia.gov](mailto:rick.burkett@scb.virginia.gov) <<mailto:rick.burkett@scb.virginia.gov>>) if you have any questions.