

Frequently Asked Questions  
Sheriffs' Certification Program (Career Development)  
May 16, 2006

1. Q: Are waivers for standards available in the Certification process as they are in the Accreditation process?

A: If the standards are subject to waiver for accreditation, then they are subject to waiver under certification. The same basic rule will apply for a waiver of a certification standard that applies for the waiver of an accreditation standard: if the office does not provide the service (dispatching, SWAT, etc) then the Sheriff may request a waiver. However, it is the certification auditors that will be making the determination as to whether a waiver is granted, not the Compensation Board. The Sheriff should determine in advance of applying for a certification waiver if the standard is subject to waiver under accreditation.

2. Q: Is a survey of citizen attitude and opinion required for Certification since it is not a requirement for Accreditation?

A: If the Sheriff provides law enforcement services in the county, a survey of citizen attitude and opinion is **REQUIRED** for Certification and is not subject to waiver. The survey is a requirement for certification even though it is optional for accreditation; however the questions asked are entirely up to the individual offices. As no city sheriffs provide law enforcement, the survey is not a requirement for city sheriffs.

3. Q: How does the office go about making sure the survey is accessible by the citizens? Can this go on a department website, sent out in a mass mailing, etc.?

A: The officer should call an accreditation manager in a nearby accredited agency and find out how they handled this. If the Sheriff does a survey that is not valid, then it will not pass the auditors. If they replicate the survey and methodology of an already accredited agency, they will be ok.

4. Q: Who is required to take the 24 hours of Virginia Sheriffs' Institute approved management, supervision, or other training?

A: This training is for the Sheriff only. This may not be delegated to a member of the Command Staff. This is an annual requirement.

5. Q: Who is required to take the 8 hours of Compensation Board approved lawful employment training?

A: This training is for the Sheriff and/or members of the Command Staff. The Sheriff can delegate attendance at this training to a member of the Command Staff.

6. Q: What are the minimum requirements for the office website?

A: At a minimum, your website should include: Services Provided, Hours of Operation, and Contact Information.

7. Q: We plan on acquiring our LiveScan equipment next fiscal year but do not currently have one. Are we eligible for Certification?

A: As long as you can certify that you do, indeed, have a specific plan to acquire the LiveScan equipment, you are eligible for Certification.

8. Q: Is there a required number of examples or documentation for each standard that need to be on file in order to show compliance?

A: Yes, a minimum of two (2) proofs of compliance are required for each given standard. There are suggested proofs of compliance listed on the DCJS website.

9. Q: What are the important dates to remember with regard to Certification?

A: **June** – Individual officers will need to submit application to the Compensation Board to pursue Certification. The Application for Sheriff's Certification (CB Form CDP-30C) must be **received** by the Compensation Board in the month of June, and no later than 5 P.M. on June 30<sup>th</sup>.

**July thru December** – Audits of those offices that have applied for Certification will be performed.

**December** – By December 31<sup>st</sup> the audit findings will be reported and offices will be notified whether they passed or failed the audit.

**January** – Those offices that have successfully met all of the requirements and have passed the audit for Certification will need to include the request for their pay raise when entering their budget requests for the next fiscal year.

**May** – Offices will be notified of approved pay raises for the next fiscal year.

**July** – July 1<sup>st</sup> the Constitutional Officer will receive his/her new salary including the Career Development Pay Raise.

10. Q: What is the scale for receiving a salary increase if we choose to pursue Certification?

A: The total amount of increase is dependent upon the responsibilities of the Sheriff's office, and the meeting of all criteria related to all responsibilities of the Sheriff's office, as follows:

A Sheriff with responsibility for Court Services Only (courtroom security and service of process) is eligible to receive a 3.1% salary increase for certifying compliance with the minimum criteria for the Sheriffs' Career Development Program, as specified in Appendix A of the Certification program;

A Sheriff with responsibility for Court Services and a Jail is eligible to receive a 6.2% salary increase for certifying compliance with the minimum criteria for the

Sheriffs' Career Development Program and the additional criteria associated with Jail Responsibilities, as specified in Appendices A and B of the Certification program;

A Sheriff with responsibility for Court Services and primary Law Enforcement in a County is eligible to receive a 6.2% salary increase for certifying compliance with the minimum criteria for the Sheriffs' Career Development Program and the additional criteria associated with Law Enforcement Responsibilities, as specified in Appendices A and C of the Certification program;

A Sheriff with responsibility for Court Services, a Jail, and primary Law Enforcement in a County is eligible to receive a 9.3% salary increase for certifying compliance with the minimum criteria for the Sheriffs' Career Development Program and the additional criteria associated with Jail and Law Enforcement Responsibilities, as specified in Appendices A, B, and C of the Certification program.

11. Q: What is the scale for receiving a salary increase if we choose to pursue Accreditation instead of Certification?

A: Upon successfully achieving the status as an accredited office, the Constitutional Officer will receive a 9.3% salary increase, regardless of the responsibilities of the office.

12. Q: Can an office be both Certified AND Accredited?

A: No, you cannot be both Certified and Accredited – this is an either/or program. If you are pursuing Accreditation, but do not think you will meet all of the requirements; you are welcome to opt for Certification. However, if you do become an accredited office, the maximum salary increase you can receive is 9.3%. You would not receive salary increases from the Certification process in addition to the 9.3% raise for accreditation.