

COMPENSATION BOARD MINIMUM CRITERIA
FOR MASTER DEPUTY PROGRAMS
IN SHERIFFS' OFFICES AND
REGIONAL JAILS

Prepared by the
Compensation Board
November 15, 1994
Compensation Board Chairman

Amended May 1, 1997
Amended December 21, 1999
Amended May 25, 2005

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Virginia Acts Of Assembly - 1994 Session Chapter 966

An Act to appropriate the public revenue for the two years ending, respectively, on the thirtieth day of June 1995, and the thirtieth day of June 1996.

Authority:

Title 2.1, Chapter 35.2, Articles 1 through 6, Code of Virginia
Item 624, paragraph P:

1. Out of the amounts for compensation supplements shall be provided \$1,510,389 the second year from the general fund to the Compensation Board to provide for a Master Deputy pay grade. The Compensation Board shall allow one additional Compensation Board level 8 pay grade per every 10 Compensation Board level 7 deputy positions in each sheriffs office which has a career development plan for deputy sheriffs that meets the minimum criteria set forth by the Compensation Board for such plans.
2. The Compensation Board, with the assistance of the Department of Criminal Justice Services, shall develop minimum criteria for deputy sheriffs' career development plans. Such criteria shall include the selection process, minimum length of service, job performance, vehicle safety, firearms proficiency, formal education and any other criteria deemed relevant by the Compensation Board.
3. Each sheriff who desires to participate in the Master Deputy Program shall certify 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, and that his office also has a Pay for Performance Plan which meets the minimum criteria set by the Compensation Board for such plans.
4. The Compensation Board shall submit the minimum criteria for the Master Deputy Program to the Chairmen of the House Appropriations and Senate Finance Committees by November 15, 1994.

Amendment
Chapter 912 as amended by the 1997 General Assembly

1. The Compensation Board shall provide for a Master Deputy pay grade to those sheriffs' offices which had certified, on or before January 1, 1997, having a career development plan for deputy sheriffs that meets the minimum criteria set forth by the Compensation Board for such plans. The Compensation Board shall allow for additional grade 8 positions, at a level not to exceed 1 grade 8 master deputy per every 5 Compensation Board grade 7 deputy positions in each sheriff's office.
2. 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.
3. Funding shall be provided by the Compensation Board for participation in the Master Deputy Program to sheriffs' offices electing participation after January 1, 1997, according to the date of receipt by the Compensation Board of the election by the sheriff, subject to appropriations by the General Assembly.

Amendment
Compensation Board Action December 21, 1999

1. The Compensation Board shall allow for additional grade 9 positions, at a level not to exceed 1 grade 9 master deputy per every 5 of the total of Compensation Board funded grade 7 and grade 8 positions in each sheriff's office.

Amendment
Compensation Board Action May 25, 2005

1. The Compensation Board approved an audit procedure for the Master Deputy Program on May 25, 2005. The audit procedure is provided on Appendix 2 of this document.

Executive Summary

The 1994 General Assembly appropriated \$1,510,389 to the Compensation Board to provide for a Master Deputy pay grade. The General Assembly directed the Compensation Board, with assistance from the Department of Criminal Justice Services, to develop minimum criteria for deputy sheriffs career development plans which included the selection process, minimum length of service, job performance, vehicle safety, firearms proficiency, formal education and any other criteria deemed relevant by the Compensation Board.

The Compensation Board organized a committee consisting of eight sheriffs, a regional jail superintendent, and the Section Chief for Training and Development, Department of Criminal Justice Services. The committee reviewed career development plans in effect in sheriffs' offices, police departments and the Virginia State Police, and considered other information available regarding such plans. Input was also received from the House Appropriations Committee and Senate Finance Committee staff.

Throughout the drafting process, legitimate concerns were raised and resolved to the satisfaction of committee members. The minimum criteria submitted by the committee were approved as recommended by the Compensation Board on September 28, 1994.

As directed by language in paragraph P, Item 624, Chapter 966, the minimum criteria established by the Compensation Board for career development plans includes the following criteria:

- The Sheriff/Superintendent must establish a Career Development Board, except in certain small sheriffs offices.
- The Sheriff/Superintendent makes the final decision regarding selection of deputies/corrections officers.
- The deputy/corrections officer must have three years minimum service in the sheriffs office/regional jail.
- Job performance is a criteria for competitive selection; evaluation for the past two years must be above average, and the deputy/corrections officer must have no serious disciplinary actions in the previous two years.
- The deputy/officer must have no more than one preventable vehicle accident within the past three years.
- The deputy/officer must qualify with a department approved firearm with an above average score.
- The deputy/officer must complete specialized training in addition to the minimum required by law or regulation.
- The sheriffs office/regional jail must have an employee performance evaluation plan in effect which meets the Compensation Board's criteria for such plans.

The Compensation Board believes that the adoption of Career Development Plans by Sheriffs

Offices and Regional Jails, in conjunction with an employee evaluation plan, will improve the professionalism in these offices, reduce vehicle accidents, disciplinary actions and employee turnover.

Study Definition And Participants

In defining the scope of the study, the Compensation Board determined that certain differences between sheriffs' offices and regional jails necessitated separate but related plans. The Compensation Board also developed and approved the procedure by which sheriffs and regional jails could certify their participation in a career development plan which met the Compensation Board's minimum criteria. Further, the Compensation Board requested the Department of Criminal Justice Services (DCJS) to develop a model plan for use by sheriffs' offices and regional jails.

Study participants were as follows:

Bruce W. Haynes, Executive Secretary, Compensation Board
James W. Matthews, Assistant Executive Secretary, Compensation Board
Robyn M. de Socio, Budget Analyst, Compensation Board
Sheriff Robert D. Crockett, Accomack County
Sheriff R. D. Carrico, Carroll County
Sheriff E. S. Kitchen, Jr., Sussex County
Sheriff Terry W. Hawkins, Albemarle County
Sheriff A. D. Mathews, Sr., Henrico County
Sheriff James H. Dunning, Alexandria City
Sheriff Thomas N. Faust, Arlington County
Sheriff F. W. Howard, Jr., New Kent County
Superintendent Frederick D. Hildebrand, CFW Regional Jail
Ron Bessent, Section Chief, Training and Development,
Department of Criminal Justice Services

Compensation Board Minimum Criteria For Career Development Plans in Sheriffs' Offices

Policy

It is the policy of the Compensation Board to establish a master deputy pay grade, and minimum criteria for career development plans in Sheriffs offices as required in Items 624, Paragraph P, Chapter 966, Acts of Assembly.

Purpose

The purpose of this policy is to encourage professionalism in Sheriffs' Offices by improving personal skills, knowledge and abilities of grade eight deputies in order to meet department objectives, and to reduce deputy turnover, preventable vehicle accidents, and excessive sick leave usage and disciplinary actions.

Procedures

The Career Development Plan (CDP), for grade eight (8) deputies, for sheriffs' offices shall incorporate the following criteria:

Selection Process

Process for offices with two or more Compensation Board ranked positions:

- The deputy must request consideration for participation in the CDP.
- A Career Development Board (CDB) shall be established and makes recommendations to the sheriff regarding selection.
- The decision of the CDB may be appealed by the deputy.
- The sheriff makes the final decision regarding selection.

Process for Offices with one Compensation Board ranked position:

- The deputy must request consideration for participation in the CDP.
- A Career Development Board (CDB) may be established to make recommendations to the sheriff regarding selection.
- The decision of the CDB may be appealed by the deputy.
- The sheriff makes the final decision regarding selections.

Minimum Length of Service

- The minimum length of service in the office necessary to be considered for selection is three years.
- Beyond the minimum of three years service, longevity is not a criteria for selection.

Job Performance

- Job performance is a criteria for competitive selection.
- The deputy must have an above average evaluation as evidenced by the two most recent performance reviews.
- The deputy shall not be considered for selection if any job performance objective in the two most recent rating periods has been noted below average or below satisfactory performance.
- The deputy shall have no more serious disciplinary action than one written reprimand within the past two years immediately preceding application for selection.

Preventable Vehicle Accidents

- The deputy shall not have more than one preventable vehicle accident in the past 3 years.

Firearm Proficiency

- The deputy must qualify annually 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 the deputy's judgment and actions based on the appropriate use of force.

Formal Education

- The deputy must complete 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 deputy's career as 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 college course of at least 3 credit hours may be substituted for the additional 40 hours specialized training. The deputy must provide copies of official transcripts for all college credits claimed, 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 a like agency in other states.

Attendance

- The CDP must include specific rules regarding expected use of sick leave and reporting requirements and must be consistent with the agency's policies regarding this area.

Removal

- The CDP must include a procedure for the removal of deputies from the CDP who do not maintain prescribed minimum standards.
- The process for removal from the CDP must identify those responsible for initiating the removal actions, the procedures to appeal the removal action by the deputy to the CDB (if appropriate), and grounds for removal. The sheriff makes the final decision regarding removal.

Equal Opportunity Statement

- The CDP must include a statement that career development opportunities are available to all grade eight (8) deputies, and that selection will be made regardless of race, religion, gender, national origin or political affiliation of deputies who choose to apply.

Availability of CDP

- The CDP document in its entirety must be available to all employees of the office.

Reduction of Compensation Board Grade Eight (8) Positions

- The CDP document must 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 eight (8) Compensation Board reimbursed positions in the office.

Statement of Purpose

- The CDP document must 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 eight (8) deputies in order to meet department objectives, and to reduce deputy turnover, preventable vehicle accidents, excessive sick leave usage, and disciplinary actions.

Scope

- The CDP document must contain a statement that 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 Sheriffs at any time and that all financial incentives are subject to approved funding.

Employment Status of Deputies

- The document must contain the following statement verbatim:

"Notwithstanding anything to the contrary contained in this program, nothing herein is intended nor should be construed to contradict or diminish the power and authority of the sheriff conferred by Virginia Code Section 15.1-48 with respect to his appointees. All deputy sheriffs are, and shall remain, appointees of the sheriff and shall not be considered or construed as employees of either the Sheriff or the (name of the locality). Neither the creation nor the operation of this program shall confer on any deputy sheriff any grievance rights, and no deputy sheriff shall have the right to be represented by counsel when appearing before any administrators of this program in connection with the operation of this program."

Employee Evaluation Plan

- The Sheriff's office must have an employee evaluation plan currently in effect that meets the minimum criteria established by the Compensation Board for such plans.

Additional Compensation

- The Sheriff must certify his/her understanding that 10% of Grade 7 deputies may receive additional compensation reimbursed by the Compensation Board as a result of being selected for the CDP and that additional compensation shall not exceed a 4-step (9.31%) increase in salary.
- *Amendment:* The Sheriff must certify his/her understanding that 20% of grade 7 deputies may receive additional compensation reimbursed by the Compensation Board as a result of being selected for the CDP and that additional compensation shall not exceed a 4-step (9.31%) increase in salary.
- *Amendment:* The Sheriff must certify his/her understanding that 20% of the total of grade 7 and 8 deputies may receive additional compensation reimbursed by the Compensation Board as a result of being selected for the Career Development Plan and that additional compensation shall not exceed a 4-step (9.31%) increase in salary.
- *Amendment:* The Superintendent must certify his/her understanding that they must meet and comply with the Master Deputy Audit Program put into effect May 25, 2005.

Effective Date: This policy and procedures are effective November 1, 1994 and shall remain in effect unless further amended by the Compensation Board.

Amended Date: May 1, 1997

Amended Date: December 21, 1999

Amended Date: May 25, 2005

Authority: This policy and procedures have been adopted by the Compensation Board in accordance with Section 14.1-48, et seq., Code of Virginia, and Item 624, paragraph P, Chapter 966, Acts of Assembly and Chapter 912 as amended by the 1997 General Assembly.

Approval: Compensation Board Chairman

Preventable Vehicle Accidents

- The deputy shall not have more than one preventable vehicle accident in the past 3 years.

Firearm Proficiency

- The deputy must qualify annually 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 the deputy's judgment and actions based on the appropriate use of force.

Formal Education

- The deputy must complete a **minimum** of 40 hours of specialized training in addition to the 40 hours mandated in-service training required by Department of Criminal Justice Services(DCJS). This training should be designed to enhance the deputy's career as 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 college course of at least 3 credit hours may be substituted for the additional 40 hours specialized training. The deputy must provide copies of official transcripts for all college credits claimed, 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 a like institution in other states.

Attendance

- The CDP includes specific rules regarding expected use of sick leave and reporting requirements and must be consistent with the locality's policies regarding this area.

Removal

- The CDP includes a procedure for the removal of deputies from the CDP who do not maintain prescribed minimum standards.
- The process for removal from the CDP identifies those responsible for initiating the removal actions, the procedures to appeal the removal action by the deputy to the CDB (if appropriate), and grounds for removal. The sheriff makes the final decision regarding removal.

Equal Opportunity Statement

- The CDP includes a statement that career development opportunities are available to all grade eight (8) deputies, and that selection will be made regardless of race, religion, gender, national origin or political affiliation of deputies who choose to apply.

Availability of CDP

- The CDP document in its entirety is available to all employees of the office.

Reduction of Compensation Board Grade Eight (8) Positions

- The CDP document contains 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 eight (8) Compensation Board reimbursed positions in the office.

Statement of Purpose

- The CDP document contains a statement that the purpose of the CDP is to encourage professionalism in the office by improving personal skills, knowledge, and abilities of grade eight (8) deputies in order to meet department objectives, and to reduce deputy turnover, preventable vehicle accidents, excessive sick leave usage, and disciplinary actions.

Scope

- The CDP document contains a statement that 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.

Employment Status of Deputies

- The CDP document contains the following statement verbatim:

"Notwithstanding anything to the contrary contained in this program, nothing herein is intended nor should be construed to contradict or diminish the power and authority of the sheriff conferred by Virginia Code Section 15.1-48 with respect to his appointees. All deputy sheriffs are and shall remain appointees of the sheriff and shall not be considered or construed as employees of either the Sheriff or the (name of the locality). Neither the creation nor the operation of this program shall confer on any deputy sheriff any grievance rights, and no deputy sheriff shall have the right to be represented by counsel when appearing before any administrators of this program in connection with the operation of this program."

Employee Evaluation Plan

- This office has an employee evaluation plan currently in effect that meets the minimum criteria established by the Compensation Board for such plans.

Additional Compensation

- I understand that 20% of the total of grade 7 and grade 8 deputies may receive additional compensation reimbursed by the Compensation Board as a result of being selected for the CDP and that additional compensation shall not exceed a 4-step (9.31%) increase in salary.

Signature of Sheriff

Date

Compensation Board Minimum Criteria For Career Development Plans In Regional Jails

Policy

It is the policy of the Compensation Board to establish a master officer pay grade and minimum criteria for career development plans in Regional Jails as required in Item 624, paragraph P, Chapter 966, Acts of Assembly.

Purpose

The purpose of this policy is to encourage professionalism in regional jails by improving personal skills, knowledge and abilities of grade eight officers in order to meet department objectives and to reduce officer turnover, preventable vehicle accidents, excessive sick leave usage and disciplinary action.

Procedures

The Career Development Plan (CDP), for grade eight (8) officers for Regional Jails shall incorporate the following criteria:

Selection Process

- The officer must request consideration for participation in the CDP.
- A Career Development Board (CDB) shall be established and makes recommendations to the superintendent regarding selection.
- The decision of the CDB may be appealed by the officer.
- The superintendent makes the final decision regarding selection.

Minimum Length of Service

- The minimum length of service in the Regional Jail necessary to be considered for selection is three years.
- Beyond the minimum of three years service, longevity is not a criteria for selection.

Job Performance

- Job performance is a criteria for competitive selection.
- The officer must have an above average evaluation as evidenced by the two most recent performance reviews.
- The officer shall not be considered for selection if any job performance objective in the two most recent rating periods has been noted below average or below satisfactory performance.
- The officer shall have no more serious disciplinary action than one written reprimand within the past two years immediately preceding application for selection.

Preventable Vehicle Accidents

- The officer shall not have had more than one preventable vehicle accident in the past 3 years.

Firearm Proficiency

- The officer must qualify annually 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 the officer's judgment and actions based on the appropriate use of force.

Formal Education

- The officer must complete 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 officer's career as 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 superintendent or completed at a certified criminal justice academy. Any job-related college course of at least 3 credit hours may be substituted for the additional 40 hours specialized training. The officer must provide copies of official transcripts for all college credits claimed, 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 a like institution in other states.

Attendance

- The CDP must include specific rules regarding expected use of sick leave and reporting requirements and must be consistent with the locality's policies regarding this area.

Removal

- The CDP must include a procedure for the removal of officers from the CDP who do not maintain prescribed minimum standards.
- The process for removal from the CDP must identify those responsible for initiating the removal actions, the procedures to appeal the removal action by the officer to the CDB, and grounds for removal. The Superintendent makes the final decision regarding removal.

Equal Opportunity Statement

- The CDP must include a statement that career development opportunities are available to all grade eight (8) officers, and that selection will be made regardless of race, religion, gender, national origin or political affiliation of officers who choose to apply.

Availability of CDP

- The CDP document in its entirety must be available to all employees of the regional jail.

Reduction of Compensation Board Grade Eight (8) Positions

- The CDP document must contain a statement that any officer selected for the CDP shall not have his status revoked solely as a result of a reduction in the total number of eligible grade eight (8) Compensation Board reimbursed positions in the regional jail.

Statement of Purpose

- The CDP document must contain a statement that the purpose of the CDP is to encourage professionalism in the regional jail by improving personal skills, knowledge, and abilities of grade eight (8) officers in order to meet department objectives, and to reduce officer turnover, preventable vehicle accidents, excessive sick leave usage, and disciplinary actions.

Scope

- The CDP document must contain a statement that 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 also reflects that all officers shall be subject to current policies and procedures, including amendments, and that established policies and procedures may be amended by the Superintendent at any time and that all financial incentives are subject to approved funding.

Employee Evaluation Plan

- The regional jail must have an employee evaluation plan currently in effect that meets the minimum criteria established by the Compensation Board for such plans.

Additional Compensation

- The Superintendent must certify his/her understanding that 10% of Grade 7 officers may receive additional compensation reimbursed by the Compensation Board as a result of being selected for the CDP, and additional compensation shall not exceed a 4-step (9.31%) increase in salary.
- *Amendment:* The Superintendent must certify his/her understanding that 20% of grade 7 deputies may receive additional compensation reimbursed by the Compensation Board as a result of being selected for the CDP and that additional compensation shall not exceed a 4-step (9.31%) increase in salary.
- *Amendment:* The Superintendent must certify his/her understanding that 20% of the total of grade 7 and grade 8 deputies may receive additional compensation reimbursed by the Compensation Board as a result of being selected for the CDP and that additional compensation shall not exceed a 4-step (9.31%) increase in salary.
- *Amendment:* The Superintendent must certify his/her understanding that they must meet and comply with the Master Deputy Audit Program put into effect May 25, 2005.

Effective Date: This policy and procedures are effective November 1, 1994 and shall remain in effect unless further amended by the Compensation Board.

Amended: May 1,1997

Amended: December 21, 1999

Amended: May 25, 2005

Authority: This policy and procedure have been adopted by the Compensation Board in accordance with Section 14.1-48, et seq., Code of Virginia, and Item 624, paragraph P, Chapter 966, Acts of Assembly and Chapter 912 as amended by the 1997 General Assembly.

Approval: Compensation Board Chairman

MEMORANDUM:

TO: COMPENSATION BOARD

FROM: _____
Superintendent Regional Jail

RE: CERTIFICATION OF CAREER DEVELOPMENT PLAN (CDP)

The Career Development Plan (CDP), for grade eight (8) officers currently in effect for this regional jail incorporates the following criteria:

Selection Process

- The officer must request consideration for participation in the CDP.
- A Career Development Board (CDB) shall be established and makes recommendations to the superintendent regarding selection.
- The decision of the CDB may be appealed by the officer.
- The superintendent makes the final decision regarding selection.

Minimum Length of Service

- The minimum length of service in the Regional Jail necessary to be considered for selection is three years.
- Beyond the minimum of three years service, longevity is not a criteria for selection.

Job Performance

- Job performance is a criteria for competitive selection.
- The officer must have an above average evaluation as evidenced by the two most recent performance reviews.
- The officer will not be considered for selection if any job performance objective in the two most recent rating periods has been noted below average or below satisfactory performance.
- The officer shall have no more serious disciplinary action than one written reprimand within the past two years immediately preceding application for selection.

Preventable Vehicle Accidents

- The officer has not had more than one preventable vehicle accident in the past 3 years.

Firearm Proficiency

- The officer must qualify annually with a department-approved firearm with a score of not less than 80 for the mandatory in-service firearm qualifications course. Equal consideration is also given to the officer's judgment and actions based on the appropriate use of force.

Formal Education

- The officer must complete a **minimum** of 40 hours of specialized training in addition to the 40 hours mandated in-service training required by Department of Criminal Justice Services (DCJS). This training should be designed to enhance the officer's career as 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 superintendent or completed at a certified criminal justice academy. Any job-related college course of at least 3 credit hours may be substituted for the additional 40 hours specialized training. The officer must provide copies of official transcripts for all college credits claimed, 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 a like institution in other states.

Attendance

- The CDP includes specific rules regarding expected use of sick leave and reporting requirements, and must be consistent with the locality's policies regarding this area.

Removal

- The CDP includes a procedure for the removal of officers from the CDP who do not maintain prescribed minimum standards.
- The process for removal from the CDP identifies those responsible for initiating the removal actions, the procedures to appeal the removal action by the officer to the CDB (if appropriate), and grounds for removal. The Superintendent makes the final decision regarding removal.

Equal Opportunity Statement

- The CDP includes a statement that career development opportunities are available to all grade eight (8) officers, and that selection will be made regardless of race, religion, gender, national origin or political affiliation of officers who choose to apply.

Availability of CDP

- The CDP document in its entirety is available to all employees of the regional jail.

Reduction of Compensation Board Grade Eight (8) Positions

- The CDP document contains a statement that any officer selected for the CDP shall not have his status revoked solely as a result of a reduction in the total number of eligible grade eight (8) Compensation Board reimbursed positions in the regional jails.

Statement of Purpose

- The CDP document contains a statement that the purpose of the CDP is to encourage professionalism in the regional jail by improving personal skills, knowledge, and abilities of grade eight (8) officers in order to meet department objectives, and to reduce officer turnover, preventable vehicle accidents, excessive sick leave usage, and disciplinary actions.

Scope

- The CDP document contains a statement that 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 also reflects that all officers shall be subject to current policies and procedures, including amendments, and that established policies and procedures may be amended by the Superintendent at any time, and that all financial incentives are subject to approved funding.

Employee Evaluation Plan

- This regional jail has an employee evaluation plan currently in effect that meets the minimum criteria established by the Compensation Board for such plans.

Additional Compensation

- I understand that 20% of the total of grade 7 and grade 8 deputies may receive additional compensation reimbursed by the Compensation Board as a result of being selected for the CDP and that additional compensation shall not exceed a 4-step (9.31%) increase in salary.

Signature of Superintendent

Date

Appendix 1 Master Deputy Allocation

| Locality | FY06 Certified/ Funded 1=Yes | PROG | Grade 7/8, MD as of 3/1/05 & FY06 Alloc Pkg | MD Pos Authorized for FY06 (20%) | MD Pos Filled | Variance, Auth vs Filled |
|---------------------|---------------------------------------|------|---|---|---------------------|--------------------------------|
| ACCOMACK | 1 | 304 | 47 | 10 | 9 | 1 |
| ALBEMARLE | 1 | 304 | 4 | 1 | 1 | 0 |
| ALLEGHANY | 1 | 304 | 12 | 3 | 3 | 0 |
| AMELIA | 1 | 304 | 9 | 2 | 1 | 1 |
| AMHERST | 1 | 304 | 41 | 9 | 9 | 0 |
| APPOMATTOX | 0 | 304 | 14 | 0 | 0 | 0 |
| ARLINGTON | 1 | 304 | 167 | 34 | 31 | 3 |
| AUGUSTA | 1 | 304 | 73 | 15 | 14 | 1 |
| BATH | 0 | 304 | 5 | 0 | 0 | 0 |
| BEDFORD | 1 | 304 | 42 | 9 | 3 | 6 |
| BLAND 1/9/04 | 1 | 304 | 3 | 1 | 0 | 1 |
| BOTETOURT | 1 | 304 | 26 | 6 | 5 | 1 |
| BRUNSWICK | 1 | 304 | 19 | 4 | 0 | 4 |
| BUCHANAN | 1 | 304 | 19 | 4 | 5 | -1 |
| BUCKINGHAM | 0 | 304 | 13 | 0 | 0 | 0 |
| CAMPBELL | 1 | 304 | 24 | 5 | 6 | -1 |
| CAROLINE | 1 | 304 | 15 | 3 | 0 | 3 |
| CARROLL | 1 | 304 | 18 | 4 | 5 | -1 |
| CHARLES CITY | 0 | 304 | 5 | 0 | 0 | 0 |
| CHARLOTTE | 1 | 304 | 17 | 4 | 0 | 4 |
| CHESTERFIELD 5/8/02 | 1 | 304 | 104 | 21 | 0 | 21 |
| CLARKE | 1 | 304 | 8 | 2 | 0 | 2 |
| CRAIG | 1 | 304 | 5 | 1 | 1 | 0 |
| CULPEPER | 1 | 304 | 46 | 10 | 0 | 10 |
| CUMBERLAND | 1 | 304 | 5 | 1 | 2 | -1 |
| DICKENSON | 0 | 304 | 15 | 0 | 0 | 0 |
| DINWIDDIE | 1 | 304 | 27 | 6 | 6 | 0 |
| ESSEX | 1 | 304 | 8 | 2 | 2 | 0 |
| FAIRFAX | 1 | 304 | 413 | 83 | 72 | 11 |
| FAUQUIER | 0 | 304 | 65 | 0 | 0 | 0 |
| FLOYD | 0 | 304 | 9 | 0 | 0 | 0 |
| FLUVANNA | 1 | 304 | 16 | 4 | 0 | 4 |
| FRANKLIN | 1 | 304 | 39 | 8 | 0 | 8 |
| FREDERICK | 1 | 304 | 42 | 9 | 0 | 9 |
| GILES | 1 | 304 | 2 | 1 | 1 | 0 |
| GLOUCESTER | 1 | 304 | 46 | 10 | 7 | 3 |
| GOOCHLAND | 0 | 304 | 15 | 0 | 0 | 0 |
| GRAYSON | 1 | 304 | 11 | 3 | 3 | 0 |
| GREENE | 1 | 304 | 5 | 1 | 0 | 1 |
| GREENSVILLE | 0 | 304 | 9 | 0 | 0 | 0 |

| Locality | FY06 Certified/ Funded 1=Yes | PROG | Grade 7/8, MD as of 3/1/05 & FY06 Alloc Pkg | MD Pos Authorized for FY06 (20%) | MD Pos Filled | Variance, Auth vs Filled |
|----------------------|---------------------------------------|------|---|---|---------------------|--------------------------------|
| HALIFAX | 0 | 304 | 27 | 0 | 0 | 0 |
| HANOVER | 1 | 304 | 49 | 10 | 9 | 1 |
| HENRICO | 1 | 304 | 232 | 47 | 38 | 9 |
| HENRY | 1 | 304 | 49 | 10 | 9 | 1 |
| HIGHLAND | 1 | 304 | 5 | 1 | 1 | 0 |
| ISLE OF WIGHT | 1 | 304 | 16 | 4 | 4 | 0 |
| JAMES CITY | 1 | 304 | 11 | 3 | 3 | 0 |
| KING & QUEEN 6/30/00 | 1 | 304 | 5 | 1 | 0 | 1 |
| KING GEORGE | 1 | 304 | 13 | 3 | 3 | 0 |
| KING WILLIAM | 1 | 304 | 9 | 2 | 0 | 2 |
| LANCASTER | 1 | 304 | 12 | 3 | 2 | 1 |
| LEE | 0 | 304 | 20 | 0 | 0 | 0 |
| LOUDOUN | 0 | 304 | 204 | 0 | 0 | 0 |
| LOUISA | 1 | 304 | 13 | 3 | 0 | 3 |
| LUNENBURG | 0 | 304 | 9 | 0 | 0 | 0 |
| MADISON | 0 | 304 | 2 | 0 | 0 | 0 |
| MATTHEWS | 1 | 304 | 6 | 2 | 0 | 2 |
| MECKLENBURG | 1 | 304 | 31 | 7 | 5 | 2 |
| MIDDLESEX | 1 | 304 | 4 | 1 | 0 | 1 |
| MONTGOMERY | 1 | 304 | 70 | 14 | 14 | 0 |
| NELSON | 1 | 304 | 3 | 1 | 0 | 1 |
| NEW KENT | 1 | 304 | 10 | 2 | 1 | 1 |
| NORTHAMPTON | 1 | 304 | 17 | 4 | 5 | -1 |
| NORTHUMBERLAND | 1 | 304 | 8 | 2 | 3 | -1 |
| NOTTOWAY | 1 | 304 | 7 | 2 | 0 | 2 |
| ORANGE | 1 | 304 | 17 | 4 | 1 | 3 |
| PAGE 6-11-01 | 1 | 304 | 16 | 4 | 0 | 4 |
| PATRICK | 1 | 304 | 22 | 5 | 0 | 5 |
| PITTSYLVANIA | 1 | 304 | 72 | 15 | 13 | 2 |
| POWHATAN | 1 | 304 | 15 | 3 | 2 | 1 |
| PRINCE EDWARD | 0 | 304 | 11 | 0 | 0 | 0 |
| PRINCE GEORGE | 0 | 304 | 3 | 0 | 0 | 0 |
| PRINCE WILLIAM | 1 | 304 | 22 | 5 | 5 | 0 |
| PULASKI | 0 | 304 | 16 | 0 | 0 | 0 |
| RAPPAHANNOCK | 0 | 304 | 10 | 0 | 0 | 0 |
| RICHMOND | 0 | 304 | 9 | 0 | 0 | 0 |
| ROANOKE | 1 | 304 | 69 | 14 | 3 | 11 |
| ROCKBRIDGE | 0 | 304 | 6 | 0 | 0 | 0 |
| ROCKINGHAM | 1 | 304 | 83 | 17 | 17 | 0 |
| RUSSELL | 0 | 304 | 13 | 0 | 0 | 0 |
| SCOTT | 1 | 304 | 8 | 2 | 1 | 1 |
| SHENANDOAH | 1 | 304 | 25 | 5 | 8 | -3 |
| SMYTH COUNTY | 1 | 304 | 14 | 3 | 0 | 3 |

| Locality | FY06 Certified/ Funded 1=Yes | PROG | Grade 7/8, MD as of 3/1/05 & FY06 Alloc Pkg | MD Pos Authorized for FY06 (20%) | MD Pos Filled | Variance, Auth vs Filled |
|----------------------|---------------------------------------|------|---|---|---------------------|--------------------------------|
| SOUTHAMPTON | 1 | 304 | 53 | 11 | 7 | 4 |
| SPOTSYLVANIA | 0 | 304 | 72 | 0 | 0 | 0 |
| STAFFORD | 0 | 304 | 71 | 0 | 0 | 0 |
| SURRY | 0 | 304 | 5 | 0 | 0 | 0 |
| SUSSEX | 0 | 304 | 20 | 0 | 0 | 0 |
| TAZEWELL | 1 | 304 | 61 | 13 | 0 | 13 |
| WARREN | 1 | 304 | 41 | 9 | 5 | 4 |
| WASHINGTON 2/9/00 | 1 | 304 | 31 | 7 | 0 | 7 |
| WESTMORELAND | 1 | 304 | 10 | 2 | 0 | 2 |
| WISE | 1 | 304 | 28 | 6 | 8 | -2 |
| WYTHE | 1 | 304 | 20 | 4 | 3 | 1 |
| YORK 3/27/01 | 1 | 304 | 37 | 8 | 0 | 8 |
| ALEXANDRIA | 1 | 304 | 86 | 18 | 0 | 18 |
| BRISTOL | 0 | 304 | 25 | 0 | 0 | 0 |
| BUENA VISTA CITY | 0 | 304 | 0 | 0 | 0 | 0 |
| CHARLOTTESVILLE CITY | 0 | 304 | 2 | 0 | 0 | 0 |
| CHESAPEAKE CITY | 1 | 304 | 183 | 37 | 21 | 16 |
| COLONIAL HEIGHTS | 1 | 304 | 2 | 1 | 1 | 0 |
| DANVILLE | 1 | 304 | 49 | 10 | 11 | -1 |
| EMPORIA | 0 | 304 | 0 | 0 | 0 | 0 |
| FALLS CHURCH | 0 | 304 | 0 | 0 | 0 | 0 |
| FREDERICKSBURG | 1 | 304 | 3 | 1 | 1 | 0 |
| HAMPTON | 1 | 304 | 111 | 23 | 23 | 0 |
| HOPEWELL | 0 | 304 | 1 | 0 | 0 | 0 |
| LYNCHBURG CITY | 1 | 304 | 4 | 1 | 0 | 1 |
| MARTINSVILLE CITY | 1 | 304 | 26 | 6 | 6 | 0 |
| NEWPORT NEWS | 1 | 304 | 136 | 28 | 16 | 12 |
| NORFOLK | 1 | 304 | 385 | 77 | 72 | 5 |
| NORTON | 0 | 304 | 0 | 0 | 0 | 0 |
| PETERSBURG | 0 | 304 | 58 | 0 | 0 | 0 |
| PORTSMOUTH | 1 | 304 | 103 | 21 | 17 | 4 |
| RADFORD | 0 | 304 | 2 | 0 | 0 | 0 |
| RICHMOND CITY | 0 | 304 | 387 | 0 | 0 | 0 |
| ROANOKE | 1 | 304 | 141 | 29 | 27 | 2 |
| SALEM | 1 | 304 | 2 | 1 | 0 | 1 |
| STAUNTON | 0 | 304 | 3 | 0 | 0 | 0 |
| SUFFOLK | 0 | 304 | 11 | 0 | 0 | 0 |
| VIRGINIA BEACH | 1 | 304 | 358 | 72 | 55 | 17 |
| WAYNESBORO CITY | 0 | 304 | 1 | 0 | 0 | 0 |
| WINCHESTER CITY | 1 | 304 | 4 | 1 | 0 | 1 |
| TOTAL | 85 | | 5,258 | 861 | 606 | 255 |
| ALBEMR/CHRTVILLE JSC | 1 | 304 | 67 | 14 | 13 | 1 |

| Locality | FY06 Certified/ Funded 1=Yes | PROG | Grade 7/8, MD as of 3/1/05 & FY06 Alloc Pkg | MD Pos Authorized for FY06 (20%) | MD Pos Filled | Variance, Auth vs Filled |
|-----------------------------|---------------------------------------|------|---|---|---------------------|--------------------------------|
| FREDK CLARK WINCH RJ | 1 | 304 | 76 | 16 | 10 | 6 |
| MIDDLE PENN REG SECU | 0 | 304 | 34 | 0 | 0 | 0 |
| CENTRAL VA REG JAIL | 0 | 304 | 24 | 0 | 0 | 0 |
| PIEDMONT REG JAIL | 1 | 304 | 43 | 9 | 8 | 1 |
| PR WM MANASSAS | 1 | 304 | 142 | 29 | 30 | -1 |
| NORTHERN NECK REG JL | 1 | 304 | 13 | 3 | 0 | 3 |
| ROCKBRIDGE REGIONAL | 1 | 304 | 20 | 4 | 4 | 0 |
| RAPPAHANNOCK SEC CTR | 0 | 304 | 137 | 0 | 0 | 0 |
| WESTERN TIDEWATER RJ | 1 | 304 | 93 | 19 | 14 | 5 |
| PAMUNKEY REG JAIL 6/30/99 | 1 | 304 | 80 | 16 | 0 | 16 |
| RIVERSIDE 4/6/98 | 1 | 304 | 222 | 45 | 0 | 45 |
| VA PENIN | 1 | 304 | 73 | 15 | 16 | -1 |
| HAMPTON RDS REG | 1 | 304 | 227 | 46 | 46 | 0 |
| NEW RIVER VALLEY REG | 0 | 304 | 96 | 0 | 0 | 0 |
| BLUE RIDGE REG JAIL 6/21/00 | 1 | 304 | 183 | 37 | 0 | 37 |
| PEUMANSEND 6/28/02 | 1 | 304 | 73 | 15 | 0 | 15 |
| SOUTHSIDE REGIONAL JL | 0 | 304 | 30 | 0 | 0 | 0 |
| TOTAL | 13 | | 1,633 | 268 | 141 | 127 |
| TOTAL | 98 | | 6,891 | 1,129 | 747 | 382 |

Appendix 2

Master Deputy Audit Program

Policy: It is the policy of the Compensation Board to selectively audit Sheriffs' offices participating in the Master Deputy Program.

Purpose: The purpose of this policy is to insure that the intent of the Master Deputy Program, as authorized by paragraph P, Item 624, Chapter 966, 1994 Acts of Assembly and adopted by the Compensation Board on November 15, 1994, is being met by all Sheriffs who certify their compliance with the provisions of the plan.

Procedure:

A. On or before July 1 of each year, the Compensation Board shall request the President of the Virginia Sheriffs' Association (VSA) to appoint 3-5 Sheriffs who have adopted and are funded for the Master Deputy Program (MDP) to serve as the MDP Audit Committee.

B. On or before October 1 of each year, the Compensation Board shall randomly select Sheriffs' offices to be audited.

C. Upon selection, the Compensation Board will notify the Sheriff's office by fax and email that they have seven workdays to provide the following information in a sealed package to the Compensation Board:

- A copy of their MDP
- A letter to the Compensation Board Chairman certifying that the named deputies total years of service in the Sheriff's office and that the named deputies have had no more than one preventable vehicle accident in the past 3 years
- A copy of the named deputies most recent firearm qualification record and score
- A copy of DCJS training records for the preceding 24 months
- A copy of the named deputies two most recent performance evaluations

D. The information requested in paragraph C above must be received at the Compensation Board within seven workdays after notification in a sealed package. Failure to provide the information will result in the termination of the Sheriff's participation in the MDP.

E. The Compensation Board shall convene the Sheriffs' MDP Audit Committee at a reasonable time after receipt of audit materials. The Committee will meet, open the materials provided and conduct an audit. (Any member selected for audit will abstain from participating.) The Committee will recommend such action, as it deems appropriate to the Compensation Board.

F. The Compensation Board will hear such recommendations as the Sheriffs' MDP Audit Committee may wish to make and take such action as it deems appropriate based upon the facts provided.

Effective Date: This policy and procedures are effective May 25, 2005 and shall remain in effect unless further amended by the Compensation Board. This policy and procedures are hereby made a part of the Compensation Board's Minimum Criteria for MDP's in Sheriffs' offices and Regional Jails.