

November 16, 2012

EMAIL MEMORANDUM

TO: Sheriffs and Regional Jail Superintendents

FROM: Robyn M. de Socio, Executive Secretary

RE: Master Deputy/Master Jail Officer Program Funding for FY13 Eligible Deputies/Officers

I write to notify you of a potential opportunity to provide one-time Master Deputy funding to positions that have not previously been funded, and to request information by Monday, December 3 to determine the eligibility of Sheriffs' Deputies and Regional Jail Officers for this funding in the current year.

As you know, the 2010 General Assembly restricted language and funding for all career development programs to individuals that were already participating and funded in the program (i.e. receiving the pay supplement) prior to January 1, 2010, and suspended the program for any other participation. You may have individuals in your office that have been receiving the master deputy/jail officer pay supplement since that time, and those individuals are continued in the program.

The 2012 General Assembly approved, during the reconvened special session in late spring, a Governor's amendment to allow one-time funding in FY13 for additional master deputies/jail officers who met the program criteria prior to January 1, 2010 and have continued to meet the program criteria through the present, but for whom funding was not previously available. This would be applicable in all offices that have previously certified their participation in the Master Deputy/Jail Officer Programs, whether or not funding was previously available for the office's participation.

It is important to understand that the 2012 General Assembly approved funding for these individuals for one year only (FY13). Unless the 2013 General Assembly takes action to approve continued funding for any individuals identified as meeting the eligibility criteria defined here, their classifications and salaries would revert back to their pre-FY13 levels beginning July 1, 2013 (FY14).

In order for the Compensation Board staff to provide these funds in the current year, we need your assistance in identifying individuals in your office that may meet the eligibility criteria. There are two spreadsheets attached that may assist you in this endeavor. The first file, entitled "FY13 Unfilled MD Slots.xls" lists for each office the number of master "slots" for which the office is eligible, the current number of unused, "available" slots (highlighted in yellow), and the number of grade 8(7) positions in the office that have an incumbent that has been in the office since prior to the January 2010 program suspension (highlighted in green).

The second file, entitled "FY13 Grade 8 pos for MD eligibility.xls" contains a list of all current deputies and regional jail officers that are classified at the grade 8(7) level that were also present in their current position in January, 2010. These would be the pool of deputies/officers that may meet eligibility criteria by virtue of having been in a grade 7/8 position since prior to the suspension of the Master Deputy/Jail Officer program and are still in such a position. You will need to consult with your internal

program records to determine whether any of these individuals have been eligible for the program since prior to January 1, 2010, and have maintained their eligibility for the program until the present. This file contains all positions statewide; to review just the positions in your office, you may filter the records by selecting your locality code or locality name from the drop-down arrows on the column headers. For information regarding minimum program criteria for eligibility for the Master Deputy or Jail Officer Program, please review program materials on our website (links: [Master Deputy](#); [Master Jail Officer](#)).

Please use these files, along with your Master Deputy/Master Jail Officer Program records, to determine if you have any individuals in your office that were eligible for placement into a Master Deputy classification prior to January 1, 2010 but were not classified as such at that time. If you identify individuals, then determine whether those individuals have maintained their eligibility for placement and continuation in a Master Deputy classification until the present time. Once you determine whether you have individuals meeting the identified criteria, **please send an email to [CustomerService@scb.virginia.gov](mailto:CustomerService@scb.virginia.gov) with the following information for each individual:**

- Locality Name;
- CB Position Number;
- CB Position Classification;
- First Name and Last Name;
- Date of Eligibility/Effective Date of Selection by the Officer for the program (in MM/DD/YYYY format);
- If multiple individuals in your office meet the eligibility criteria and have the same date of eligibility/selection by the officer, please provide a prioritization for funding based upon your program's selection criteria.
- Include in your email the following Certification Statement: "I certify that this office has an Employee Evaluation Plan and Career Development Plan, both of which meet the minimum criteria set by the Compensation Board for such plans. I further certify that the above named individual(s) meets all of the criteria established in this office's Career Development Plan, and has continuously met all of such criteria since prior to January 1, 2010."

If you have individuals meeting eligibility criteria but you do not have unused slots, please send the information for these individuals anyway. They may not be eligible for funding at this time, but should future attrition occur among your currently classified master deputies in the current or future years, future data collection efforts will not be necessary and individuals will not be inadvertently excluded.

Please do not send your program documentation; you are required to maintain the documentation of initial and continued eligibility and selection into the program for audit purposes.

**Please provide the information regarding each eligible individual by email to [CustomerService@scb.virginia.gov](mailto:CustomerService@scb.virginia.gov) by Monday, December 3.** If you have no deputies or officers meeting the pre-January 2010 eligibility criteria, please send a short courtesy email letting us know.

After we receive a full listing of eligible individuals from all offices, we will determine whether funding is sufficient for all eligible identified positions and will provide

further information regarding the process for providing the pay supplement in the current year.

If you have questions regarding this process, please contact me, [Charlene Rollins](#), [Charlotte Lee](#), or [Joan Bailey](#).