

Compensation Board
Minimum Criteria for Sheriffs'
Career Development Program:
Accreditation by Independent Agencies

Adopted by the
Compensation Board
July 20, 2005

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Executive Summary

The 2005 General Assembly appropriated \$240,089 and directed the Compensation Board to develop a career development program (CDP) for Sheriffs. A committee comprised of Compensation Board staff and Sheriffs was formed to develop the criteria for participation in the plan. The plan adopted July 20, 2005 by the Compensation Board sets the following criteria for participation in the career development program: the Sheriff or his command staff must have 8 hours of Compensation Board approved lawful employment training each year (effective November 1, 2006); the most recent audits by the Auditor of Public Accounts and the local government auditor must contain no findings of material financial weakness under the direction of the Sheriff and no internal control weaknesses identified in the prior year management letter were repeated in the most recent audit, the Sheriff's office must have a website and a VCIN terminal and Livescan fingerprint capability or a plan to do so (effective July 1, 2006), and the Sheriff must have achieved accreditation by the Virginia Law Enforcement Professional Standards Commission, the American Correctional Association, or the Commission on Accreditation for Law Enforcement Agencies, and the Sheriff must adopt the Compensation Board's minimum criteria for Master Deputy Program. Upon certification by November 1, 2005 that the minimum requirements have been met, the Sheriff's salary shall be increased by 9.3% effective December 1, 2005.

In order to receive any salary increase associated with accreditation subsequent to December 1, 2005, the Sheriff must request the increase as part of the annual budget request process in January of each year. A Sheriff who is elected or appointed to an accredited office will not receive the salary increase until the increase has been requested in January to be effective the following July 1.

Study Participants

Bruce W. Haynes, Executive Secretary, Compensation Board
Robyn M. de Socio, Assistant Executive Secretary, Compensation Board
Charlene M. Rollins, Agency Management Lead Analyst, Compensation Board
The Honorable Robert D. Crockett, Sheriff, Accomack County
The Honorable James A. Davis, Sheriff, Pulaski County
The Honorable Vernie W. Francis, Jr., Sheriff, Southampton County
The Honorable Farrar W. Howard, Jr., Sheriff, New Kent County
The Honorable Charles E. Jett, Sheriff, Stafford County
John W. Jones, Executive Director, Virginia Sheriffs' Association
The Honorable E. Stuart Kitchen, Jr., Sheriff, Sussex County
The Honorable Herbert R. Lightner, Sheriff, Highland County
The Honorable B. J. Roberts, Sheriff, City of Hampton
The Honorable James R. Woodley, Sheriff, Brunswick County

Authority

Paragraph M, Item 64, Chapter 951 2005 Acts of Assembly

M.1. Out of the amounts included in this Item is \$240,089 the second year from the general fund for the Compensation Board to establish a Sheriffs' Career Development Program. The Compensation Board shall adopt minimum criteria for the Sheriffs' Career Development Program by August 1, 2005. The minimum criteria shall include initial and continuing education requirements for the sheriffs, the adoption of certain administrative and human resources management policies, audit requirements and other matters deemed relevant by the Compensation Board. The Compensation Board shall also include accreditation by the Virginia Law Enforcement Professional Standards Commission, the American Correctional Association, or the Commission on Accreditation for Law Enforcement Agencies as an alternative to some of the established minimum criteria for the Sheriffs' Career Development Program. The Compensation Board shall submit the minimum criteria for Sheriffs' Career Development Program to the Governor and the Chairmen of the House Appropriations and Senate Finance Committees no later than August 15, 2005.

2. Following receipt of a sheriff's certification that the minimum requirements of the Sheriffs' Career Development Program have been met, and provided that such certification is received by the Compensation Board on or before November 1, 2005, the Compensation Board shall increase the annual salary shown in Paragraph A of this Item by the percentage shown below for a seven-month period effective December 1, 2005. Subsequent certifications shall be submitted by sheriffs as part of their annual budget request to the Compensation Board by February 1 of each year, with the salary increase becoming effective on the following July 1 for a 12-month period.

a. 9.3 percent increase for all sheriffs who certify their compliance with the established minimum criteria for the Sheriffs' Career Development Program and have achieved accreditation from the Virginia Law Enforcement Professional Standards Commission, or the Commission on Accreditation of Law Enforcement agencies, or the American Correctional Association, or,

b. For sheriffs that have not achieved one of the above accreditations,

(i) 3.1 percent for all sheriffs who certify their compliance with the established minimum criteria for the Sheriffs' Career Development Program; and

(ii) 3.1 percent additional increase for sheriffs who certify their compliance with the established minimum criteria for the Sheriffs' Career Development Program and operate a jail; and

(iii) 3.1 percent additional increase for all sheriffs who certify their compliance with the established minimum criteria for the Sheriffs' Career Development Program and provide primary law enforcement services in the county.

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Training and Development

The Sheriff or members of his command staff must complete not less than 8 hours of Compensation Board approved lawful employment training each calendar year (effective November 1, 2006).

Staff Development and Training

The Sheriff must adopt the Compensation Board's minimum criteria for the Master Deputy Program and request funding from the Compensation Board.

Financial Management

The Sheriff must certify that the most recent audits by the APA and the local government auditor reported no findings of material financial weakness under the direction of the Sheriff and that no internal control weaknesses identified in the prior year management letter were repeated in the most recent audit. The Sheriff must have two consecutive audits from the APA and the local government auditor with the time period covered by the audits being completely within the Sheriff's term of office.

Office Automation

The Sheriff's Office must have a website providing, at a minimum, services provided, hours of operation and contact information (effective July 1, 2006)

The Sheriff's Office must have a VCIN terminal and Livescan fingerprint capability, or a plan to do so (effective July 1, 2006)

Accreditation

The Sheriff's Office must receive accreditation from the:

- Virginia Law Enforcement Professional Standards Commission, or
- American Correctional Association, or
- Commission on Accreditation for Law Enforcement Agencies, and

Request

With the exception of the Sheriff's request for FY06 (due November 1, 2005), all requests for the salary increase associated with accreditation must be made as part of the Sheriff's annual budget submission due February 1 of each year and at no other time for a salary increase effective the following July 1.

CB Form CDP-30S
Certification of Accreditation for Sheriffs

_____ Sheriff

_____ Locality

I hereby certify that I have met or exceeded the following criteria:

- I have completed 8 hours of Compensation Board approved lawful employment training in calendar year _____, OR, the following members of my command staff completed 8 hours of Compensation Board approved lawful employment training in calendar year _____. (effective November 1, 2006)

Name	Class Attended	Hours	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- I adopted the Compensation Board's minimum criteria for Master Deputy Program on _____ (date).
- The most recent audits by the APA and local government auditor reported no findings of material financial weakness under the direction of the Sheriff and no internal control weaknesses identified in the prior year management letter were repeated in the most recent audit.
- This office has a website providing, at a minimum, services provided, hours of operation and contact information (effective July 1, 2006)
- This office has a VCIN terminal and Livescan fingerprint capability, or a plan to do so (effective July 1, 2006)
- I have achieved accreditation/certification from (check as many as apply):

_____ The Virginia Law Enforcement Professional Standards Commission
 from _____ to _____.

_____ The American Correctional Association from
 _____ to _____.

_____ The Commission on Accreditation for Law Enforcement Agencies
 from _____ to _____.

I understand that this certification may only be submitted as part of my annual budget request to the Compensation Board by February 1 of each year and at no other time in order to be considered for a 9.3% pay raise effective the following July 1st. (For FY06 only, I understand that this form must be completed and provided to the Compensation Board not later than November 1, 2005 in order to qualify for a 9.3% salary increase effective December 1, 2005.)

I agree to provide such documentation as necessary to substantiate this certification upon request of the Compensation Board, my governing body or any individual or organization covered under the Virginia Freedom of Information Act. I understand if the accreditation of this office expires prior to the July 1 of the following fiscal year and is not renewed that I will not receive any salary increase. I understand that I will have seven business days to respond to Compensation Board requests, and that failure to respond within the time limit will result in my application for certification being denied for that year. I have provided a copy of this certification to my governing body.

Signature of Sheriff

Date

Audit Procedure

All Sheriffs who submit a request for certification shall be subject to audit. Compensation Board staff will confirm that any Sheriff's office with accreditation expiring prior to July 1 has been reaccredited. The Compensation Board staff will randomly select the Sheriffs to be audited no later than March 1 of each year, and direct that all relevant materials subject to audit be provided to the Compensation Board within 7 calendar days from notification. The Compensation Board has asked the Virginia Sheriffs' Association to form an Audit Committee to review the materials, and make such recommendations to the Compensation Board, as it deems appropriate not later than 5 business days prior to the March Board meeting each year. The Compensation Board will address any recommendations the Audit Committee wishes to make regarding the approval of certification of any Sheriff at its March meeting. The Compensation Board has also requested that the Virginia Sheriffs' Association Audit Committee make any recommendations for amendments to the Career Development Plan to the Compensation Board by September 15 of each year.

Appendix A

Sheriffs' Office Accreditation Status as of June 15, 2005

<u>Office</u>	<u>Accrediting Agency</u>	<u>Compensation Board Master Deputy Certification</u>	<u>A Finding of Material Fiscal Weakness, or Repeated Internal Control Weaknesses in the Two Most Recent Local Government or APA Audit Reports (FY2003 & FY 2004)</u>
Accomack County	VLEPSC	Yes	No
Albemarle County	VLEPSC	Yes	No
Alexandria City	CALEA	Yes	No
Alexandria City	ACA (ALDF)	Yes	No
Arlington County	ACA (ALDF)	Yes	No
Arlington County	VLEPSC	Yes	No
Augusta County	VLEPSC	Yes	No
Botetourt County	VLEPSC	Yes	No
Campbell County	VLEPSC	Yes	No
Chesterfield County	VLEPSC	Yes	No
Culpeper County	VLEPSC	Yes	No**
Fairfax County	ACA (ALDF)	Yes	No
Gloucester County	VLEPSC	Yes	No
Goochland County	VLEPSC	Yes	No
Hampton City	ACA (ALDF)	Yes	No
Hampton City	VLEPSC	Yes	No
Hanover County	CALEA	Yes	No
Hanover County	VLEPSC	Yes	No
Henry County	VLEPSC	Yes	No
King George County	VLEPSC	Yes	No
Loudoun County	VLEPSC	No*	No
Montgomery County	VLEPSC	Yes	No
New Kent County	VLEPSC	Yes	No
Norfolk City	VLEPSC	Yes	No
Page County	VLEPSC	Yes	No**
Prince William County	VLEPSC	Yes	No
Roanoke City	ACA (ALDF)	Yes	No
Roanoke County	ACA (ALDF)	Yes	No
Rockingham County	VLEPSC	Yes	No
Salem City	VLEPSC	Yes	No
Stafford County	VLEPSC	No*	No
Wise County	VLEPSC	Yes	No
York County	VLEPSC	Yes	No

* Sheriffs notified and intend to certify compliance.

** Internal control issue is FY 2004 only; will disqualify Sheriff from the December 1, 2005 salary increase if repeated in FY 2005 APA audit.

Appendix B

Virginia Sheriffs' Association (VSA) Concurrence

-----Original Message-----

From: John Jones [mailto:jjones@virginiasheriffs.org]
Sent: Tuesday, June 21, 2005 11:03 AM
To: Haynes, Bruce
Cc: psbarner@meckcom.net; cjett@co.stafford.va.us
Subject: Career Development for Sheriffs

To the Compensation Board Members and Staff:

Thank you for inviting the Virginia Sheriffs' Association (VSA) members to offer advice & guidance in the development of the Sheriffs' Career Development Program. As you know, a special VSA Committee was established for this purpose; the committee has approved both the CB's draft Certification and Accreditation plans dated June 23rd, 2005. The VSA supports these plans.

John W. Jones
Executive Director
Virginia Sheriffs' Association

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