

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

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

Amended May 1, 1997
Amended December 21, 1999
Amended May 25, 2005
Amended November 30, 2005
Amended October 15, 2008

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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 sheriff's 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 924 2997 Acts of Assembly, Item 73, Paragraph K

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 in Appendix 2 of this document.

Amendment
Compensation Board Action November 30, 2005

1. The Compensation Board clarified certain parts of the plan based upon input and recommendations of the Joint VSA/VARJ MDP/MJOP Audit Committee:
 - All performance evaluations must be written.
 - Firearms qualifications score should be at least 80 or if the scoring is on a pass/fail basis, it should show pass with a letter from the Sheriff stating their verification of this.
 - The two most recent evaluations prior to selection must be above average.

- The deputy must receive above average performance evaluations and shall not have any more serious disciplinary action than one written reprimand within the two most recent rating periods in order to maintain Master Deputy status.
- The Deputy must complete 40 hours of specialized training prior to selection and maintain 40 hours of specialized training every two years after selection.
- Training mandated by law or regulation or as a minimum job requirement for a Deputy shall not be considered specialized training.

Amendment
Compensation Board Action October 15, 2008

1. The Compensation Board clarified certain parts of the audit plan based upon input and recommendations of the Joint VSA/VARJ MDP/MJOP Audit Committee:
 - A Sheriff must attest in writing that the Master Deputy selected for the program does not have more than one written reprimand within the past two years immediately preceding application for selection.
 - Upon selection for audit a Sheriff's office should provide a copy of all training records for the two year retention or selection period which shows all training records and then clearly illustrating which training is considered specialized and exceeds the 40 hours of minimum DCJS training requirements.
 - Any office which has a Master Deputy who is found to have failed the Master Deputy Program audit requirements and is therefore removed from the program will be subject to an audit in the subsequent year of another deputy or officer.

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 must establish a Career Development Board, except in certain small sheriffs' offices.
- The Sheriff makes the final decision regarding selection of deputies.
- The deputy must have three years minimum service in the sheriff's office.
- Job performance is a criteria for competitive selection; evaluation for the past two years must be above average, and the deputy must have no serious disciplinary actions in the previous two years.
- The deputy must have no more than one preventable vehicle accident within the past three years.
- The deputy must qualify with a department approved firearm with an above average score.
- The deputy must complete specialized training in addition to the minimum required by law or regulation.
- The sheriff's office 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, 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 maintain an above average evaluation as evidenced by both of the two most recent written performance reviews and shall not have any more serious disciplinary action than one written reprimand within the two most recent rating periods in order to maintain Master Deputy status.
- The deputy shall not be considered for selection if any job performance objective if either of 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. If scoring is on a pass/fail basis, the score must be a “pass” with a letter from the Sheriff stating his/her verification of the score. 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 in the 24 month period preceding selection as a Master Deputy after July 1, 2006. Further, in order to maintain Master Deputy status, a minimum of 40 hours of specialized training in **addition to the 40 hours mandated in-service training required by DCJS is required every two years.**
- No course work or class required by law or regulation or Sheriff’s office policy taken by a deputy sheriff as a minimum job requirement may count toward the 40 hours of specialized training.
- 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 20% 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.

Amendments

- *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 Sheriff must certify his/her understanding that they must meet and comply with the Master Deputy Audit Program put into effect May 25, 2005.
- *Amendment:* The Sheriff must certify his understanding that all performance evaluations must be written, that if scoring is on a pass/fail basis, the score must be a “pass” with a letter from the Sheriff stating his/her verification of the score, that both of the two most recent evaluations prior to selection as a Master Deputy must be above average, the deputy must receive above average performance evaluations and shall not have any more serious disciplinary action than one written reprimand within the two most recent rating periods in order to maintain Master Deputy status, the deputy must complete 40 hours of specialized training prior to selection and maintain 40 hours of specialized training every two years after selection, and training mandated by law, regulation or as a minimum job requirement for a Deputy Sheriff may not be considered “specialized training”.
- *Amendment:* A Sheriff must attest in writing that the Master Deputy selected for the program does not have more than one written reprimand within the past two years immediately preceding application for selection.

Upon selection for audit a Sheriff’s office should provide a copy of **all** training records for the two year retention or selection period which shows all training records that clearly illustrate which training is considered specialized and exceeds the 40 hours of minimum DCJS training requirements.

Any office which has a Master Deputy who is found to have failed the Master Deputy Program audit requirements and is therefore removed from the program will be subject to an audit in the subsequent year of another deputy or officer.

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

Amended Date: November 30, 2005

Amended Date: October 15, 2008

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, 1994 Acts of Assembly and Item 73, paragraph K, Chapter 924, 1997 Acts of Assembly.

Approval: Compensation Board Chairman

MEMORANDUM

TO: COMPENSATION BOARD

FROM:

Sheriff

Locality

RE: CERTIFICATION OF CAREER DEVELOPMENT PLAN (CDP)

The Career Development Plan (CDP), for grade eight (8) deputies, currently in effect for this office incorporates 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 selection.

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 maintain an above average evaluation as evidenced by both of the two most recent written performance reviews and shall not have any more serious disciplinary action than one written reprimand within the two most recent rating periods in order to maintain Master Deputy status.
- The deputy shall not be considered for selection if any job performance objective if either of 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. If scoring is on a pass/fail basis, the score must be a “pass” with a letter from the Sheriff stating his/her verification of the score. 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) in the 24 month period preceding selection as a Master Deputy after July 1, 2006. Further, in order to maintain Master Deputy status, a minimum of 40 hours of specialized training in addition to the 40 hours mandated in-service training required by DCJS is required every two years.
- No course work or class required by law or regulation or Sheriff’s office policy taken by a deputy sheriff as a minimum job requirement may count toward the 40 hours of specialized training.
- 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.

Understanding of Amendments to the MDP

- I understand that all performance evaluations must be written, that if scoring is on a pass/fail basis, the score must be a “pass” with a letter from the Sheriff stating his/her verification of the score, that both of the two most recent evaluations prior to selection as a Master Deputy must be above average, the deputy must receive above average performance evaluations and shall not have any more serious disciplinary action than one written reprimand within the two most recent rating periods in order to maintain Master Deputy status, the deputy must complete 40 hours of specialized training prior to selection and maintain 40 hours of specialized training every two years after selection, and training mandated by law, regulation or as a minimum job requirement for a Deputy Sheriff may not be considered “specialized training”. I also understand that this program is subject to audit as specified in Appendix 2 of the MDP document.

Signature of Sheriff

Date

Appendix 1: Master Deputy Allocation

FIPS	LOCALITY	FY09 CERT/FUNDED 1=YES	MD POS AUTH FOR FY10 (20%)	MD POS FILLED AS OF 4/15/09	VARIANCE, AUTH VS. FILLED
001	Accomack	1	10	8	2
003	Albemarle	1	1	1	0
005	Alleghany	1	3	3	0
007	Amelia	1	2	0	2
009	Amherst	1	8	9	-1
011	Appomattox	0	0	0	0
013	Arlington	1	31	18	13
015	Augusta	1	8	8	0
017	Bath	0	0	0	0
019	Bedford	1	8	3	5
021	Bland	1	1	1	0
023	Botetourt	1	10	6	4
025	Brunswick	1	4	4	0
027	Buchanan	1	1	0	1
029	Buckingham	0	0	0	0
031	Campbell	1	4	3	1
033	Caroline	1	4	2	2
035	Carroll	1	4	4	0
036	Charles City	0	0	0	0
037	Charlotte	1	4	4	0
041	Chesterfield	1	21	9	12
043	Clarke	1	1	0	1
045	Craig	1	1	1	0
047	Culpeper	1	11	9	2
049	Cumberland	1	2	2	0
051	Dickenson	0	0	0	0
053	Dinwiddie	1	5	3	2
057	Essex	1	2	2	0
059	Fairfax	1	83	69	14
061	Fauquier	0	0	0	0
063	Floyd	0	0	0	0
065	Fluvanna	1	4	0	4
067	Franklin	1	8	0	8
069	Frederick	1	10	0	10
071	Giles	1	2	0	2
073	Gloucester	1	9	4	5
075	Goochland	0	0	0	0
077	Grayson	1	2	3	-1
079	Greene	1	1	0	1
081	Greensville	0	0	0	0
083	Halifax	0	0	0	0
085	Hanover	1	11	11	0
087	Henrico	1	45	47	-2
089	Henry	1	10	10	0
091	Highland	1	2	1	1
093	Isle Of Wight	1	4	2	2
095	James City	1	2	2	0
097	King & Queen	1	1	0	1

FIPS	LOCALITY	FY09 CERT/FUNDED 1=YES	MD POS AUTH FOR FY10 (20%)	MD POS FILLED AS OF 4/15/09	VARIANCE, AUTH VS. FILLED
099	King George	1	3	2	1
101	King William	1	2	2	0
103	Lancaster	1	2	1	1
105	Lee	0	0	0	0
107	Loudoun	0	0	0	0
109	Louisa	1	3	0	3
111	Lunenburg	0	0	0	0
113	Madison	0	0	0	0
115	Mathews	1	1	0	1
117	Mecklenburg	1	4	0	4
119	Middlesex	1	1	0	1
121	Montgomery	1	12	14	-2
125	Nelson	1	1	0	1
127	New Kent	1	3	1	2
131	Northampton	1	8	3	5
133	Northumberland	1	2	2	0
135	Nottoway	1	2	2	0
137	Orange	1	4	0	4
139	Page	1	4	4	0
141	Patrick	1	4	4	0
143	Pittsylvania	1	13	7	6
145	Powhatan	1	3	3	0
147	Prince Edward	0	0	0	0
149	Prince George	0	0	0	0
153	Prince William	1	4	4	0
155	Pulaski	0	0	0	0
157	Rappahannock	0	0	0	0
159	Richmond	0	0	0	0
161	Roanoke	1	8	2	6
163	Rockbridge	0	0	0	0
165	Rockingham	1	18	17	1
167	Russell	0	0	0	0
169	Scott	1	2	1	1
171	Shenandoah	1	7	6	1
173	Smyth County	1	4	0	4
175	Southampton	1	11	7	4
177	Spotsylvania	0	0	0	0
179	Stafford	0	0	0	0
181	Surry	0	0	0	0
183	Sussex	0	0	0	0
185	Tazewell	1	6	5	1
187	Warren	1	9	2	7
191	Washington	1	5	5	0
193	Westmoreland	1	2	0	2
195	Wise	1	4	5	-1
197	Wythe	1	4	4	0
199	York	1	7	6	1
510	Alexandria	1	18	16	2

FIPS	LOCALITY	FY09 CERT/FUNDED 1=YES	MD POS AUTH FOR FY10 (20%)	MD POS FILLED AS OF 4/15/09	VARIANCE, AUTH VS. FILLED
520	Bristol	0	0	0	0
530	Buena Vista	0	0	0	0
540	Charlottesville	0	0	0	0
550	Chesapeake	1	37	37	0
570	Colonial Heights	1	1	0	1
590	Danville	1	10	10	0
595	Emporia	0	0	0	0
610	Falls Church	0	0	0	0
630	Fredericksburg	1	1	0	1
650	Hampton	1	23	10	13
670	Hopewell	0	0	0	0
680	Lynchburg	1	2	2	0
690	Martinsville	1	6	3	3
700	Newport News	1	28	25	3
710	Norfolk	1	77	54	23
720	Norton	0	0	0	0
730	Petersburg	0	0	0	0
740	Portsmouth	1	20	10	10
750	Radford	0	0	0	0
760	Richmond City	0	0	0	0
770	Roanoke City	1	28	24	4
775	Salem	1	1	1	0
790	Staunton	0	0	0	0
800	Suffolk	0	0	0	0
810	Virginia Beach	1	73	72	1
820	Waynesboro	0	0	0	0
840	Winchester	1	1	1	0
TOTAL		85	829	623	206

Appendix 2: Master Deputy Audit Program

Policy: It is the policy of the Compensation Board to selectively audit Sheriffs' offices and Regional Jails participating in the Master Deputy/Jail Officer 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) and the Virginia Association of Regional Jails (VARJ) to appoint 3-5 Sheriffs and 1-2 Regional Jail Superintendents who have adopted and are funded for the Master Deputy/Jail Officer Program (MDP/MJOP) to serve as the MDP/MJOP 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 (7)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 the named deputies' total years of service in the Sheriff's office, that the named deputies have had no more than one preventable vehicle accident in the past 3 years, and that the deputy did not have more than one written reprimand within the past two years immediately preceding application for selection.
- A copy of the named deputy's most recent firearm qualification record and score. If the firearm qualification test used a pass/fail scoring system, the Sheriff shall by **letter** advise the audit committee that he/she has reviewed the scoring results and that the score would be 80 or above on a numerical scoring system
- A copy of **all** training records for the two year retention or selection period which shows all training records and clearly illustrates which training is considered specialized and exceeds the 40 hours of minimum DCJS training requirements.
- A copy of the named deputies' two most recent written performance evaluations. If the evaluation instrument used by the Sheriff does not clearly identify the overall score as "above average", the Sheriff must inform the Audit Committee by letter that he/she considers the performance of the deputy to be above average on both evaluations.
- For any deputy selected after July 1, 2006, a copy of training records for the 24 months preceding selection which clearly show the 40 hours of specialized training taken by the deputy which exceeded the minimum DCJS training requirements.

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 MDP/MJOP 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 MDP/MJOP Audit Committee may wish to make and take such action as it deems appropriate based upon the facts provided.

G. Any office which has a Master Deputy who is found to have failed the Master Deputy Program audit requirements and is therefore removed from the program will be subject to an audit in the subsequent year of another deputy or officer.

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 MJOP's in Regional Jails.