

**COMPARISON OF CAREER DEVELOPMENT PROGRAMS (9/30/05)**

<u>Approved Treasurers' CDP</u>	<u>Approved Commissioners of the Revenue CDP</u>	<u>Approved Sheriffs' CB Certification</u>	<u>Approved Sheriffs' CB Accreditation</u>	<u>Approved Clerks' CDP</u>
<p>I hereby certify that I have met or exceeded the following criteria:</p> <ul style="list-style-type: none"> <li>I have achieved Level II certification from the Weldon Cooper Center for Public Service at the University of Virginia.</li> </ul> <p>(Certification requires the officer to attend 6 classes totaling approximately 72 hours of instruction time. All classes are graded.)</p> <p>Certificate requires the officer to: Accumulate 100 points from a combination of A. Education and Experience; B. Service to the Association; C. Continuing Education.</p> <p>Six mandatory classes must be taken and a test passed in each class.</p>	<p>I hereby certify that I have met or exceeded the following criteria (<i>initial each item below</i>):</p> <ul style="list-style-type: none"> <li>I have achieved certification from the Weldon Cooper Center for Public Service at the University of Virginia.</li> </ul> <p>(Certification requires the officer to attend 6 classes totaling approximately 72 hours of instruction time. All classes are graded.)</p> <p>Certificate requires the officer to: Accumulate 100 points from a combination of A. Education and Experience; B. Service to the Association; C. Continuing Education.</p> <p>Classes include: Roles and Responsibilities of the Commissioner PLUS 3 other CORE courses AND 2 other ELECTIVE courses</p>	<p>_____</p> <p>I have completed 24 hours of VSI approved management, supervision or other training specifically related to the duties of the Sheriff in the past 12 months.</p>	<p>_____</p> <p>I have achieved accreditation from the Virginia Law Enforcement Professional Standards Commission on _____ (date) for a period of _____ years.</p> <p><b>OR</b></p> <p>I have achieved accreditation from the Commission on Accreditation for Law Enforcement Agencies on _____ (date) for a period of _____ years.</p> <p><b>OR</b></p> <p>I have achieved accreditation from the American Correctional Association on _____ (date) for a period of _____ years.</p>	<ul style="list-style-type: none"> <li>I have achieved the "Certified Virginia Circuit Court Executive" designation from the National Center of State Courts on _____ (date)</li> </ul>
<p>Lawful employment is a 12-hour class offered as one of the elective courses.</p>	<p>Lawful employment is a 12-hour class offered as one of the elective courses.</p>	<p>The Sheriff or member of his command staff must complete 8 hours of lawful employment each calendar year. (Effective November 1, 2006)</p>	<p>The Sheriff or member of his command staff must complete 8 hours of lawful employment each calendar year. (Effective November 1, 2006)</p>	<p>Officer is required to take 12 hours of lawful employment training for certification.</p>
<ul style="list-style-type: none"> <li>A defined number of employees based on a population chart must be enrolled and participating in the Certified Deputy Treasurer program administered by the Weldon Cooper Center for Public Service.</li> </ul> <p>Population size ranges from Less than 19,999 (1 Deputy) to More than 249,999 (7 Deputies)</p>	<ul style="list-style-type: none"> <li>A defined number of employees based on a population chart must be enrolled and participating in the Master Deputy Commissioner of the Revenue program administered by the Weldon Cooper Center for Public Service.</li> </ul> <p>Population size ranges from Less than 19,999 (1 Deputy) to More than 249,999 (7 Deputies)</p>	<p>_____</p> <p>I have adopted the Compensation Board's minimum criteria for the Master Deputy Program.</p> <p>(20% of all Grade 7/8 deputies)</p>	<p>_____</p> <p>I have adopted the Compensation Board's minimum criteria for the Master Deputy Program.</p> <p>(20% of all Grade 7/8 deputies)</p>	<ul style="list-style-type: none"> <li>A defined number of employees based on a population chart must achieve a specific number of hours of instruction each year based upon locality population.</li> </ul>
<ul style="list-style-type: none"> <li>I have developed and implemented written policies consistent with state and federal law addressing leave and attendance, equal opportunity, sexual harassment, recruitment and selection and employee disciplinary procedures or adopted local government policies that meet the same standard.</li> </ul>	<ul style="list-style-type: none"> <li>I certify that I have developed and implemented written policies consistent with state and federal law addressing leave and attendance, equal opportunity, sexual harassment, recruitment and selection and employee disciplinary procedures or adopted local government policies that meet the same standard.</li> </ul>	<p>Addressed in accreditation standards: PER.01.01, .02, .03, .04 &amp; .05; PER.02.01, .02 &amp; .03; PER.03.01 &amp; .02; PER.09.02</p>	<p>Addressed in accreditation standards: PER.01.01, .02, .03, .04 &amp; .05; PER.02.01, .02 &amp; .03; PER.03.01 &amp; .02; PER.09.02</p>	<ul style="list-style-type: none"> <li>I have developed and implemented written policies consistent with state and federal law addressing leave and attendance, equal opportunity, sexual harassment, recruitment and selection, employee disciplinary procedures and Freedom of Information or adopted local government policies that meet the same standard.</li> </ul>

<ul style="list-style-type: none"> <li>I have adopted the Compensation Board's minimum criteria for employee evaluation plans, delegation of classification authority, and Deputy Treasurer career development plans.</li> </ul>	<ul style="list-style-type: none"> <li>I certify that I have adopted the Compensation Board's minimum criteria for employee evaluation plans, delegation of classification authority, and Deputy Commissioner of the Revenue Career Development Plans.</li> </ul>	<p>Addressed in accreditation standards: ADM.08.01 PER.06.01 &amp; .02</p>	<p>Addressed in accreditation standards: ADM.08.01 PER.06.01 &amp; .02</p>	<ul style="list-style-type: none"> <li>I have written job descriptions for each employee and conduct annual performance evaluations with each employee.</li> </ul>
<ul style="list-style-type: none"> <li>The audit report for year ending on _____ from the Auditor of Public Accounts, as well as an independent audit report for year ending on _____ from _____ (name of audit firm) reported no findings of material financial weakness under my direction and that no internal control shortcomings identified in the prior year management letter were repeated in the most recent audit. I have two consecutive audits, from the APA and an independent audit firm, with the same time period covered by all audits being completely within my term of office.</li> </ul>	<p>N/A (No Commissioners handle cash)</p>	<p>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.</p>	<p>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.</p>	<ul style="list-style-type: none"> <li>The audit report for year ending on _____ from the Auditor of Public Accounts (APA) did not contain any internal control matters that in the opinion of the APA could be reasonably expected to lead to the loss of assets or otherwise compromise fiscal accountability. I have two consecutive audits from the APA with both audits being completely within my term of office.</li> <li>I have by written statement adopted the financial policies and procedures published in the SCV Users Guide. If I have chosen not to adopt any policy or procedure in this document, I have a written alternative process which displays adequate internal controls and includes a staff training plan on the alternative process as well as methods to insure the process and training are updated as systems, statutes and alternative processes evolve.</li> </ul>
<ul style="list-style-type: none"> <li>I have a written Delinquent Collections policy; my collection rate for real estate taxes in tax year _____ was _____%; my collection rate for personal property taxes in tax year _____ was _____%. These percentages are measured 12 months after each tax year's due date that occurred during my term of office. I have calculated my collection rate using the Compensation Board's formula established in the amended Minimum Criteria for Treasurers' Career Development Programs.</li> </ul>	<ul style="list-style-type: none"> <li>I certify that 100% of all written appeals of assessment for BPOL received by my office in the past twelve months were issued a Final Determination within 90 days from the date of receipt of all requested information from the Attorney General, Department of Taxation, and client.</li> <li>I certify that 100% of all written appeals of assessment of Tangible Personal Property and other Local Option Tax assessments received by my office in the past twelve months were issued a Final Determination within 90 days from the date of receipt of all requested information.</li> <li>I certify that I have established and implemented, and that I maintain, a professional, uniform and equitable assessment policy in accordance with the guidelines provided in the COR CDP.</li> <li>I certify that I have established and implemented, and that I maintain, an objective and systematic process of discovering, accumulating and evaluating financial records and other evidence in order to determine conformity of ad</li> </ul>	<p>(Sheriffs with Jails)</p> <p>_____</p> <p>I have achieved a finding of satisfactory or greater in the most recent LIDS audit conducted by the Compensation Board.</p> <p>_____</p> <p>I have achieved a rating of 95% on the most recent triennial certification by the Department of Corrections.</p> <p>_____</p> <p>I have achieved a compliance rating of 100% on the annual unannounced inspection conducted by the Department of Corrections.</p>	<p>N/A</p>	<ul style="list-style-type: none"> <li>I have a written policy that all deeds are recorded and indexed within 15 days of receipt. I periodically audit, or cause to be audited, the receipt dates and recordation dates of instruments and maintain a written record of these audits and corrective action taken, if necessary.</li> <li>I am currently participating in the Integrated Revenue Management System (IHRMS).</li> <li>I have a written contingency and preparedness plan for fire, bomb threats and the like to insure the continuity of operations of the Clerk's office.</li> <li>If requested by the Chief Judge, I use a Juror Exit Questionnaire and review the results with the Chief Judge.</li> <li>I have a written policy on time-to-pay agreements for fines and costs. I periodically audit, or caused to be audited, selected agreements to insure conformance with this policy.</li> </ul>

	<p>valorem and excise tax filings with the applicable state and local tax laws.</p> <ul style="list-style-type: none"> <li>— I certify that I have a written Confidentiality Policy, and that I have established a process for investigating employee breaches of confidentiality.</li> <li>— I certify that I meet the minimum criteria for COR CDP as established herein. I certify that I provide the following additional services: <ul style="list-style-type: none"> <li>— I certify that 100% of all written appeals of assessment for Real Estate received by my office in the past twelve months were issued a Final Determination within 90 days from the date of receipt of the appeal.</li> <li>— I certify that I have accomplished the following with respect to the processing of State Income Tax returns: <ul style="list-style-type: none"> <li>o Maintain access to the Department of Taxation State Tax Accounting &amp; Reporting System (STARS).</li> <li>o Process State Income Tax Returns and Estimated Income Tax payments as required per Department of Taxation Procedures Pamphlet.</li> <li>o Met the Disclosure, Security and Confidentiality requirements as imposed by the Department of Taxation.</li> </ul> </li> </ul> </li> </ul>			<p>I document the results of these audits and corrective actions taken, if any.</p> <ul style="list-style-type: none"> <li>o I maintain the following updated manuals, in electronic or written format: <ul style="list-style-type: none"> <li>A. Civil Procedure</li> <li>B. Criminal Procedure</li> <li>C. Probate and Administration Procedure</li> <li>D. Deed Recordation</li> <li>E. Miscellaneous Procedures and automated financial and case management systems</li> <li>F. Compensation Board Technology Trust Fund Manual</li> </ul> </li> <li>• I issue appropriate notices to parties and strike cases from the docket in accord with the court order. Upon request of the Court, I also issue automated case management reports to assist the Court in its case-delay reduction efforts.</li> <li>• As Records Manager pursuant to §17.1-213, I approve the destruction of all court records. I conduct an annual review of my records retention and document the results of this review and corrective actions taken, if any.</li> <li>• Unless otherwise provided by §17.1-619(B) <u>Code of Virginia</u>, all funding for this office, regardless of source, is approved prior to expenditure by my governing body pursuant to the provisions of §§ 15.2-520, 15.2-827, 15.2-2506 and 15.2-2507, <u>Code of Virginia</u>.</li> </ul>
<ul style="list-style-type: none"> <li>• I have a written Customer Service Policy.</li> </ul>	<ul style="list-style-type: none"> <li>• I certify that I have a written Customer Service Policy</li> </ul>	<p>Addressed in Accreditation Standards: ADM.20.01, .02 &amp; .03</p>	<p>Addressed in Accreditation Standards: ADM.20.01, .02 &amp; .03</p>	<ul style="list-style-type: none"> <li>• I have a written Customer Service Policy.</li> </ul>

• I have a written Investment Policy	N/A	N/A	N/A	• I submit all monthly reimbursement requests to the Compensation Board by the seventh (7 <sup>th</sup> ) business day of each month unless otherwise directed by the Compensation Board.
N/A	— I certify adherence to, and practice of, the Code of Ethics and Standards of Professional Conduct of the IAAO.	N/A	N/A	• I transmit all original DC-40 vouchers to the Supreme Court of Virginia within five business days of receipt of the approved vouchers from the Court. I annually audit, or caused to be audited vouchers to determine compliance with the policy and I document the results of these audits and corrective actions taken, if any.
N/A	— I certify that I have implemented a written procedure for handling Freedom of Information requests.	Addressed in Accreditation Standards: ADM.22.03	Addressed in Accreditation Standards: ADM.22.03	Addressed in Administration Policies.
N/A	— I certify that I have implemented a process of discovering and applying uniform practices for the filing, abatement and appeals of all Local Option Taxes that are assessed by my locality.	N/A	N/A	• I transmit sentencing orders to the Virginia Department of Corrections within 25 days of entry of the orders.
N/A	— I certify that my personal property book was presented to the Treasurer of my locality listing all accounts that were established by September 1 of this year or within 90 days from the date the rate of tax on personal property was determined. (Note: If the Department of Taxation extended the time of delivery for such books, please attach correspondence providing verification for the extension.)	(Sheriffs with Law Enforcement) • I have developed, implemented and documented the following Virginia Law Enforcement Accreditation Standards:  Administration    Operational ADM.11.01        OPR.03.06 ADM.20.02        OPR.04.01 ADM.21.01        OPR.04.02 ADM.23.02        OPR.04.03 ADM.24.01        OPR.04.04 ADM.24.02 ADM.24.03 ADM.24.04 ADM.24.05 ADM.24.08 ADM.24.09 ADM.24.10	N/A	• I establish a case management system properly filed initial pleadings in civil cases within five (5) business days.  • I transmit Sentencing Guideline Forms to the Virginia Criminal Sentencing Commission within four (4) business days from the receipt of all documents fully executed by the Court.  • I update sentencing disposition information in CAIS not later than 25 calendar days following sentencing.  • I assess fines and costs in FMS within 12 calendar days following sentencing.  • I record and index all certificates of satisfaction on average within 25 business days after receipt in proper form in the office.  • I complete documentation and take oaths for marriage licenses from the parties within 2 hours of the request.  • I transmit all completed applications for Concealed Handgun permits to local law enforcement within five business days of receipt of the completed application, in proper form, in the office.

				<ul style="list-style-type: none"> <li>• I successfully electronically transmit court ordered fines and fees collection data to the collection agent chosen by the Commonwealth's Attorney of my locality in accordance with law.</li> <li>• I have written policies and procedures in place in my office to ensure compliance with <u>Code of Virginia</u> §19.2-305.1 regarding the handling of restitution.</li> <li>• I provide secure remote access to my land records to each local government officer who requests such access effective July 1, 2006.</li> <li>• I provide remote access to the Virginia Courts Case Information.</li> </ul>
N/A	<p>— I certify that I have implemented the minimum <b>basic</b> technological methods and procedures required to perform the duties of the Commissioner of the Revenue. I further certify that I have a written plan in place to outline implementation of the <b>optional</b> criteria.</p>	<p>— This office has a website providing, at a minimum, services provided, hours of operation and contact information (effective July 1, 2006).</p> <p>— This office has a VCIN terminal and Livescan fingerprint capability or a plan to do so (effective July 1, 2006).</p>	<p>— This office has a website providing, at a minimum, services provided, hours of operation and contact information (effective July 1, 2006).</p> <p>— This office has a VCIN terminal and Livescan fingerprint capability or a plan to do so (effective July 1, 2006).</p>	<ul style="list-style-type: none"> <li>• I provide secure remote access to land records (effective July 1, 2006).</li> </ul>
<p>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 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.</p> <p>_____ Signature of Treasurer</p> <p>_____ Date</p>	<p>I agree to provide such documentation as necessary to substantiate this certification upon request of the Compensation Board, my governing body, the CORVa Certification Oversight Committee or any individual or organization covered under the Virginia Freedom of Information Act. I have provided a copy of this certification to my governing body.</p> <p>_____ Signature of Commissioner of the Revenue</p> <p>_____ Date</p>	<p>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 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.</p> <p>_____ Signature of Sheriff</p> <p>_____ Date</p>	<p>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 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.</p> <p>_____ Signature of Sheriff</p> <p>_____ Date</p>	<p>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 that I will have ten (10) 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.</p> <p>_____ Signature of Clerk</p> <p>_____ Date</p>