

**REPORT OF THE  
COMPENSATION BOARD**

# **Minimum Criteria for the Sheriffs' Career Development Program**

**TO THE GOVERNOR AND  
THE GENERAL ASSEMBLY OF VIRGINIA**



**HOUSE DOCUMENT NO. 52**

**COMMONWEALTH OF VIRGINIA  
RICHMOND  
2005**





FRANK DREW  
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ASSISTANT EXECUTIVE SECRETARY

# COMMONWEALTH of VIRGINIA

## *Compensation Board*

P.O. Box 710  
Richmond, Virginia 23218-0710

July 20, 2005

The Honorable Mark Warner  
Governor of Virginia  
State Capitol  
Richmond, VA 23219

Senator John H. Chichester, Chairman  
Senate Finance Committee  
General Assembly Building, 10<sup>th</sup> floor  
910 Capitol Street  
Richmond, Virginia 23219

Delegate Vincent F. Callahan, Jr., Chairman  
House Appropriations Committee  
General Assembly Building  
910 Capitol Street  
Richmond, Virginia 23219

Dear Gentlemen:

Enclosed, per the provisions of paragraph M, Item 64, Chapter 951, 2005 Acts of Assembly, is the Compensation Board's minimum criteria for the Sheriffs' Career Development Program.

For ease of understanding and administration, the Compensation Board has adopted separate criteria for Sheriffs' offices who achieve accreditation from outside agencies as well as for Sheriffs' offices who certify conformance with minimum Compensation Board criteria. The enclosed document references both programs.

I will be pleased to provide any additional information or answer any questions you may have on these programs.

Sincerely,

Frank Drew  
Chairman

A handwritten signature in black ink, appearing to read 'Bruce W. Haynes', written over a printed name and title.

Bruce W. Haynes  
Executive Secretary

Enclosure

Waddell\sheriffs\July20,05GovWarner,SenChichesterSFC,DeICallahanHAC-CDPs



Compensation Board Minimum Criteria for the  
Sheriffs' Career Development Program

Adopted by the  
Compensation Board  
July 20, 2005



Compensation Board Minimum Criteria for  
Sheriffs' Career Development Program:  
Certification by the Compensation Board

Adopted by the  
Compensation Board  
July 20, 2005

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## Executive Summary

The 2005 General Assembly directed the Compensation Board to develop a Career Development Program (CDP) for Sheriffs. A committee comprised of Compensation Board staff and Sheriffs was formed and developed the criteria for the CDP. A key component of the General Assembly authorization of the CDP was the provision that the Compensation Board allow accreditation by three agencies (the Virginia Law Enforcement Professional Standards Commission, the American Correctional Association or the Commission Accreditation for Law Enforcement Agencies) as an alternative to some of the established minimum criteria for the CDP. Sheriffs who meet Compensation Board minimum criteria for the CDP and achieve accreditation from one of these agencies will receive a 9.3% salary increase. For Sheriffs who did not achieve certification from one of these agencies but achieved Compensation Board certification, the pay raise will be:

- (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.

This document sets forth the requirements for Compensation Board Certification of a Sheriff's Office. The intent of this policy is to insure that the Compensation Board's Certification Program for Sheriffs' Offices is equal to the Compensation Board's Accreditation Program for Sheriffs' Offices in all material respects.

Compensation Board certification of Sheriffs' Offices has four components:

- Compliance and proof of compliance with minimum training and development criteria (Virginia Sheriffs' Institute approval of course work directly related to the duties of the Sheriff; lawful employment training for the Sheriff and/or command staff and career development for deputies)
- Compliance and proof of compliance with minimum financial audit standards
- Compliance and proof of compliance with specific Virginia Law Enforcement Professional Standards Commission standards
- Compliance and proof of compliance with specific Compensation Board performance standards

The Compensation Board has, by policy, adopted specific standards approved by the Virginia Law Enforcement Professional Standards Commission as well as performance

standards for jails and law enforcement. Upon annual application in the month of June, the Compensation Board will schedule an audit of the Sheriff's office prior to December 1 of each year to determine compliance with Compensation Board standards. Sheriffs in full compliance will be notified by January 1 and advised to request the appropriate pay raise authorized by law (3.1%, 6.2% or 9.3%) in their budget submission due by February 1 of each year.

## Study Participants

### **2005 Sheriffs' Certification 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

Virginia Acts of Assembly - 2005 Session

Chapter 951, Item 64, Paragraph M:

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.

## Compensation Board Certification of Sheriffs' Offices

### **Policy**

It is the policy of the Compensation Board to adopt for purposes of certifying Sheriffs' Offices certain policies established by the Virginia Law Enforcement Professional Standards Commission as approved January 2004 and any subsequent amendments thereto. The Compensation Board shall adopt other such policies as it deems necessary.

### **Purpose**

The purpose of this policy is to improve professionalism, service delivery and to reduce liability issues in Sheriffs' Offices. The intent of this policy is to insure that the Compensation Board's Certification Program for Sheriffs' Offices is equal to the Compensation Board's Accreditation Program for Sheriffs' Offices in all material respects.

### **Procedures**

- A. The Compensation Board shall review the Virginia Law Enforcement Professional Standards Commission policies on an annual basis and adopt such policies as it deems appropriate for Compensation Board certification purposes.
- B. Any Sheriff seeking Compensation Board certification shall annually submit the Application for Certification form to the Compensation Board in the month of June.
- C. Prior to December 1 of each year, the Compensation Board shall conduct an audit of the Sheriff's compliance with Compensation Board standards with at least seven workdays notice to the Sheriff.
- D. The Compensation Board will seek the assistance of the Virginia Law Enforcement Professional Standards Commission in auditing Compensation Board standards.
- E. Prior to January 1 of each year, the Compensation Board shall notify each Sheriff seeking certification of the status of their request so that they may submit an application for the appropriate salary increase as part of the Compensation Board annual budget process.

- F. Sheriffs with an acceptable audit will submit, as part of their annual Compensation Board budget request, a request for the appropriate salary increase as set forth in the Appropriation Act.
- G. The Compensation Board will act upon the Sheriff's request as part of the annual budget process and notify the Sheriff with the May 1 budget approval.
- H. Pay increases will be effective July 1 of each year.
- I. Compensation Board Certification is an annual process; after the initial on-site audit, Sheriffs seeking to renew their certification will undergo an abbreviated audit process of randomly selected standards.
- J. In order for the Sheriff to receive any salary increase associated with Compensation Board accreditation, the Sheriff must apply for accreditation per paragraph B, above, the audited per paragraph C, above, and submit their request for a pay increase per paragraph F, above.

**Effective Date**

This policy and procedures have been adopted by the Compensation Board in accordance with the provisions of §15.2-1636, et seq., Code of Virginia and paragraph M, Item 64, Chapter 951, 2005 Acts of Assembly.

**CB Form CDP-30C**  
Application for Sheriff's Certification

\_\_\_\_\_ Sheriff \_\_\_\_\_ Locality

I hereby certify that:

- I have completed 24 hours of Virginia Sheriffs' Institute approved management, supervision or other training specifically related to the duties of the Sheriff in the past 12 months.

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

- 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 developed, implemented and documented all standards identified in Appendix A of this document.
- I have met all performance standards for jails identified in Appendix B and have attached supporting documentation.

Yes\_\_\_\_\_

Not Applicable\_\_\_\_\_

- I have met all performance standards for Law Enforcement identified in Appendix C and have attached supporting documentation.

Yes\_\_\_\_\_

Not Applicable\_\_\_\_\_

I understand that I must submit this Application for Certification annually during the month of June as part of my annual budget request of each year in order to be considered for a pay raise effective July 1<sup>st</sup> of following year.

I agree to provide such documentation as necessary to substantiate this application for 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 to undergo an on-site audit to substantiate my conformance with professional standards and that failure to provide documentation to the satisfaction of the audit committee within the time limit will result in my application for certification being denied for that year. I further understand that I must request the appropriate salary increase authorized by law as part of my annual budget request in January of each year. I have provided a copy of this certification to my governing body.

\_\_\_\_\_  
Signature of Sheriff

\_\_\_\_\_  
Date



## Appendix A

### Compensation Board Standards Required for Certification

The Compensation Board hereby adopts the following standards as approved January 2004 by the Virginia Law Enforcement Professional Standards Commission and all subsequent amendments thereto, which are applicable to the duties performed by the individual Sheriff's office:

Administration (39)	Operations (34)	Personnel (20)	Training (6)	Total—93
01.01				
01.02	01.01	01.01	01.01	
02.01	01.04	01.02	01.02	
02.02	01.05	01.03	02.01	
02.03	01.06	01.04	02.02	
02.04	01.08	01.05	03.01	
02.05	01.09	02.01	04.01	
03.01	02.01	02.02		
04.01	02.03	03.01		
05.01	03.01	03.02		
05.02	03.05	03.03		
05.03	05.01	03.05		
06.01	07.03	04.01		
07.04	07.04	04.02		
08.01	07.07	05.01		
09.01	07.08	05.02		
12.01	07.10	05.03		
15.01	08.01	06.01		
15.02	08.02	06.02		
15.03	08.03	09.02		
16.01	08.04	10.01		
16.02	09.01			
16.03	10.01			
16.04	10.04			
17.01	10.05			
18.01	11.01			
20.01	11.02			
22.01	11.03			
22.03	11.04			
23.01	11.05			
24.06	12.01			
24.07	12.02			
25.01	12.03			
25.02	12.04			
25.03	13.01			
25.07				
25.10				
25.11				
25.12				

## Appendix B

### Compensation Board Performance Standards for Sheriffs with Jails

The Sheriff must certify that:

- the most recent Compensation Board LIDS audit was satisfactory or better
- the most recent DOC unannounced inspection revealed no findings adversely affecting the health, safety or welfare of inmates
- achieved 95% on the most recent DOC annual jail inspection

## Appendix C

### Compensation Board Performance Standards for Sheriffs with Law Enforcement

The Sheriff must certify that:

- A survey of citizen attitude and opinion is conducted no less frequently than every four years in accordance with Virginia Law Enforcement Association Standard ADM.20.03
- I have developed, implemented and documented the following Virginia Law Enforcement Accreditation Standards which are applicable to the duties performed by the individual Sheriff's office:

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	

## Appendix D

### 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

waddell\sheriffs\SheriffsCertificationProgram-July20,05

**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.

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

### 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 1<sup>st</sup>. (For FY06 only, I understand that this form must be completed and provided to the Compensation Board not later than November 1, 1005 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 &amp; 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

waddell\sheriffs\SheriffsCareerDevelopmentProgramJuly20,05

