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|  | Winchester City Sheriff's Office Manual of General Orders Personnel 200 | Effective Date: May 1, 2014 |
| | | Accreditation Standards: PER .01.01 PER .01.05 PER .01.02 PER .03.02 PER .01.03 PER .03.03 PER .01.04 |
| | | Original Policy: May 1, 2014 Last Review Date: May 1, 2020 Next Review Date: May 1, 2023 |
| Subject: Hiring | | By Authority of: <hr/> Les R Taylor, Sheriff |

| Effective /Review Date | Sections Changed | Changes | Reviewed by | Approved by |
|------------------------|------------------|---|-------------|-------------|
| 07-29-16 | V | Added," V. Benefits A. The Winchester City Sheriff's Office follows the City off Winchester CEMS manual in reference to: 1. Annual Leave 2. Sick Leave 3. Holiday Leave 4. Military Leave 5. Health Insurance 6. Employee educational Program 7. Salary 8. Compensatory Time 9. Overtime B. Administrative Leave can be authorized by the Sheriff for a variety of reasons. C. The Winchester City Sheriff's Office does participate in the Virginia Retirement System. D. The Winchester City Sheriff's Office through The City of Winchester offers Disability, Death, and Liability Protection Programs." | EAS | LRT |

I. PURPOSE

The purpose of this order is to outline minimum hiring requirements for deputy sheriffs.

II. POLICY

It is the policy of the Winchester City Sheriff's Office to assure equal employment opportunity to its appointees and applicants for employment on the basis of fitness and merit without regard to race, color, religion, national origin, political affiliation, handicap, sex or age (except where age is a bona fide occupational qualification). An extensive background investigation will be conducted prior to employment of any applicant. The Chief Deputy will be responsible for the interviewing and hiring process. Appointments of the best-qualified applicants are made solely at the discretion of the Sheriff.

III. PROCEDURES

- A. The Sheriff's Office accepts applications from individuals on a continuing basis. Personnel trained in each category in which the candidate will be tested will administer all testing. The Winchester City Human Resources Department or the Sheriff's Office will give an application, and a letter listing the qualifications and each testing step in the hiring process, to the candidate. Virginia Code § 15.2-1705 states the minimum qualifications that all applicants for the position of deputy sheriff must meet. The state mandated qualifications and the Sheriff's Office's minimum requirements are as follows:
1. Minimum age of 21;
 2. High school graduate or equivalent;
 3. Possess a valid Driver's License;
 4. Be a U.S. Citizen;
 5. Complete an application for employment and present it to the Winchester City Human Resources Office or to the Sheriff's Office (Applications must be complete to be accepted);
 6. Have no felony convictions;
 7. Fingerprint/Criminal History (FBI/VCIN);
 8. Oral interview (point value assigned by panel members);
 9. Pass a background investigation, which may include a check of school records, credit history, inquiry into character and reputation;
 10. If all other required elements of the process have been passed or met, the candidate will receive a pre-conditional offer of employment. The applicant must pass a physical examination administered by a medical doctor. The examination will also include drug screening, which must produce a negative reading.
 11. The Sheriff may waive any of the non-state mandated requirements listed above.
- B. The deputy/investigator assigned to complete the background investigation of the applicant shall:
1. Obtain the applicant's driving record;
 2. Verify appropriate release forms have been signed;
 3. Request record checks through law enforcement agencies in applicant's present and previous communities;
 4. Interview applicant's current and past employers;
 5. Obtain NCIC/VCIN records check;
 6. Conduct interviews of neighbors near applicant's residence, spouse or significant other, and all references listed;
 7. Obtain copies of any official documents (birth certificate, diploma, etc., which must be the original or a certified copy);
 8. Conduct a personal interview of the candidate;
 9. Present their findings to the Chief Deputy.
- C. The Chief Deputy shall:
1. Review all information regarding the candidate from the application;
 2. Conduct the oral interview process;
 3. Review the background investigation report;
 4. Give the completed packet to the Sheriff;
 5. Provide the Sheriff with a recommendation.

D. The Sheriff shall:

1. Make the final selection and offer employment;
2. Make no appointment to the position of deputy sheriff until the background investigation has been completed;
3. Ensure that the appointee understands the job benefits to include, salary, health plans, overtime, off-duty employment, disability, retirement, and any other conditions of employment pertinent to the new appointee.

E. Re-application:

If the applicant has been rejected for reasons that were later found to be incorrect, the applicant may reapply by writing a letter to the Sheriff's Office or the Winchester city Human Resources Office.

F. Lateral entry:

An already-commissioned law enforcement officer in another Virginia agency must still meet the state mandated criteria set forth above. The Sheriff may waive any of the above non-state mandated qualifications for any certified law enforcement officer seeking employment with Winchester city.

G. Validity of selection procedures:

1. The Sheriff's Office must be able to validate any selection criteria by showing proof that the process either will predict job performance or detect aspects of candidates' work behavior as related to the position of deputy sheriff. Validity can be determined through one or more of the following ways:
 - a. Validity related to criteria: The selection procedure correlates written test scores with predetermined criteria. A high correlation of the two demonstrates that the test scores predict job performance.
 - b. Validity related to construct: The selection procedure measures the degree to which the candidate has certain required traits or characteristics important in law enforcement.
 - c. Validity related to content: The selection process is validated by showing that it represents actual job behavior.
2. All elements of the selection process shall be administered, scored, evaluated, and interpreted in a fair, consistent, and uniform manner.

H. Notification: All applicants will be notified as to the disposition of their application.

I. The results of all applicant tests and the material associated with the test will be kept in confidential files for at least three years.

IV. REHIRING

- A. As with the new hire process, the determination as to whether to rehire an individual has to be selective, so that the most qualified personnel are appointed as deputies for the Winchester City Sheriff's Office. The following factors will be considered in determining a former appointee's eligibility to return to the Winchester City Sheriff's Office:

1. The appointee must have been in good standing with the Sheriff's Office upon departure, and must have followed all protocol for such a departure;
2. The departure should have been motivated by circumstances beyond the appointees' control, (i.e., family needs, spouse transfers, events beyond the control of the appointee, etc.);
3. The appointee must have been a consistently strong performer at the particular duty he/she was assigned;
4. The appointee was offered a position that offered strong advancement possibilities and a chance to improve the appointee's financial and educational possibilities;
5. The appointee must have displayed a positive attitude and interacted well with other appointees;
6. The appointee's attendance record and readiness to serve must have been average or above.

B. Former appointees may not be considered:

1. If the appointee is merely exploring other occupations;
2. If the appointee had been disgruntled, had low morale, or had a negative attitude;
3. If the appointee's overall work ethics were below average;
4. If after the appointee left, there was a visible improvement in the morale and the work ethic of co-workers.

V. Benefits

- A.** The Winchester City Sheriff's Office follows the City of Winchester CEMS manual in reference to:
1. Annual Leave
 2. Sick Leave
 3. Holiday Leave
 4. Military Leave
 5. Health Insurance
 6. Employee educational Program
 7. Salary
 8. Compensatory Time
 9. Overtime
- B.** Administrative Leave can be authorized by the Sheriff for a variety of reasons.
- C.** The Winchester City Sheriff's Office does participate in the Virginia Retirement System.
- D.** The Winchester City Sheriff's Office through The City of Winchester offers Disability, Death, and Liability Protection Programs.