

**\*All applicants shall read first before proceeding\***

Selection Procedure for the  
Employment of Deputy Sheriff

**Amended: March 12, 2015**

Supersedes: August 1, 2014

---

**L. A. Perry, Sheriff**

I. **POLICY**

It is the policy of the Henry County Sheriff's Office to employ individuals who possess the best skills, knowledge, and abilities necessary for an effective, respected law enforcement agency. The office shall practice a rigorous selection procedure while simultaneously affording equal opportunity to everyone.

II. **EQUAL EMPLOYMENT OPPORTUNITY**

The Henry County Sheriff's Office provides equal employment opportunity to all. Applicants selected on the basis of merit and qualification without regard to such factors as race, color, religion, national origin, political affiliation, sex, age, handicap, or genetics. **If necessary and applicable to the position**, the office should make a reasonable accommodation to the known physical or mental limitation of an otherwise qualified individual with a disability who is an applicant/employee, barring undue hardship.

III. **PURPOSE**

The purpose of this order is to outline minimum hiring requirements for deputy sheriffs. A deputy sheriff may be assigned to a number of different assignments within the Henry County Sheriff's Office, including but not limited to the jail, patrol duties, court security, and civil process. Therefore the applicant must be mentally, physically, and psychologically qualified to serve in any of these assignments.

IV. **ADMINISTRATION OF SELECTION PROCESS**

The Sheriff of Henry County, or designee, will have the responsibility to ensure that all selection procedures are followed. A copy of the selection procedure will be maintained on file in the Sheriff's Office and will be placed in each application allowing a thorough review by the applicant.

The Sheriff or designee shall:

- A. Ensure the applicant fully understands the initial selection process and the procedures for re-application.
- B. Make no appointment to the position of deputy sheriff until the background investigation has been completed along with meeting all other necessary requirements.
- C. Ensure the appointee understands conditions of employment, job benefits, health plans, overtime, pensions, and disabilities.
- D. Interview all applicants that have been recommended for hire after the completion of a thorough background investigation and selected by the senior staff. After the interview with the Sheriff and/or designee a final selection will be made.

V. **QUALIFICATIONS**

- A. The minimum qualifications for all applicants for the position of deputy sheriff are as follows:
  - 1. Must live within Henry County or in the City of Martinsville or have permission of the Sheriff to live elsewhere thus allowing for a timely response to the office meeting policy guidelines.
  - 2. Minimum age of 21.
  - 3. U.S. Citizen **or** legal permanent resident (NOTE: After a conditional offer is given the Office will request a waiver from DCJS for any applicant determined to be a legal permanent resident. The waiver will need to be granted by DCJS as part of the conditional offer before the applicant's first day of employment).
  - 4. High school graduate or equivalent (i.e., high school equivalency examination approved by the Board of Education)
  - 5. Possess a valid Virginia Driver's License **or** is able to obtain a Virginia driver's license after a conditional offer has been made
  - 6. Drivers point balance has to be "0" or better and/or SR-22 status. Recent multiple violations may be an eliminator as well, regardless of where the violations occurred. **(Note: If you are not sure you can check your drivers' history for reference.)**
  - 7. A high moral standard is required of all deputy applicants. A criminal conviction for a felony **will** be grounds for disqualification. Any misdemeanor conviction **may** be grounds for disqualification.

8. Any DUI conviction within the last five (5) years will eliminate you from the process. Any DUI conviction after five (5) years will be looked at on a case-by-case basis.
9. Applicants must have an acceptable work history. Poor work performance can be a reason for disqualification.
10. Failure to follow instructions or answer questions completely and accurately may remove you from the process. All statements in the application process are subject to verification. Deliberate inaccuracies or omissions will immediately remove you from further consideration for employment.
11. Any misdemeanor conviction involving moral turpitude, including but not limited to petit larceny under §18.2-96, or any offense involving moral turpitude that would be a misdemeanor if committed in the Commonwealth **will** be grounds for disqualification. In addition, any misdemeanor sex offense in the Commonwealth, another state, or the United States, including but not limited to sexual battery under § 18.2-67.4 or consensual sexual intercourse with a minor 15 or older under clause (ii) of §18.2-371, or domestic assault under § 18.2-57.2 or any offense that would be domestic assault under laws of another state or the United States **will** be ground for disqualification.

## VI. ACCEPTANCE OF APPLICATION

The Henry County Sheriffs Office may advertise in the local media for applicants, with a cutoff date announced. Applications received after the cutoff period will be maintained until the next testing period. Applications for employment will also be accepted at the Henry County Sheriffs Office during normal working hours Monday-Friday. Applications and all forms must be *completely* filled out and either hand printed in ink or typed. Applications are **only** to be completed by the applicant unless factors dictate otherwise and the applicant needs further reasonable accommodations. If so, this should be brought to the attention of the hiring personnel to help accommodate wherever necessary. If you think any of the above requirements may eliminate you from the process or you have further questions or concerns, please contact the Henry County Sheriff's Office Professional Standards Unit before proceeding further with the process. You may contact Lt. John Cassell @ 276-656-4252. We will gladly discuss any concerns you may have with reference to your selection process. We wish you well as you begin your application process with our department.

### Application Process

- A. Applicants are placed within an applicant pool selection process from the time of receiving their initial application until the completion of their background investigation.

- a. Each pool phase is as follows:
  1. **Pre-test** – must meet minimum qualifications
  2. **Test** – must satisfactory pass all tests
  3. **Pre-background** – (based overall observations, officer's recommendations, current qualifications, education, experience, etc.)
  4. **Background**- all applicants that are recommended by the background investigator will be forwarded to the senior staff and/or Sheriff.
  5. **Selection phase** - The Sheriff will select a candidate/s based on his observation as well as the senior staffs' recommendations. The totality from the applicant's packet (i.e., application, background investigation results, interviews, etc.) will be taken into consideration to assist the Sheriff in his decision to choose the best qualified candidate for the office. Once chosen a conditional offer will be given by the Sheriff. That conditional offer will remain in effect unless something is discovered that would cause it to be declined.

B. If the applicant is recommended by the background investigator his/her applicant packet is forwarded to the senior staff and/or directly to the Sheriff. Once received, the Sheriff, along with selected staff, will access each applicant's file packet, taking into consideration the totality of the applicant's background process (i.e., experiences, recommendations from office staff, skills, education, etc.), and compare the applicant to any other potential applicant that has made it to the background process. This is accomplished through a series of good communication through the hiring selection process starting from the Professional Standards Division through the Investigation Division then, if recommended, through the senior Administration Division to the Sheriff. The Sheriff along with his senior staff, if he chooses, will select the candidate/s that will be the best equipped candidate. Once the candidate is selected the Sheriff, and if he chooses his senior staff, will meet with the candidate for an interview. During the interview the Sheriff may or may not give a conditional offer of employment. However, once a conditional offer is made the candidate will continue through the hiring process unless something is found that cause for declining the offer.

## VII. NOTIFICATION AND TESTING

1. Applicants will be notified by phone if considered to move forward in the testing process.
2. Applicants height/weight ratio must be within the range set forth on the attached "Ideal Weight Span" charts.

- A. Applicants will be weighed and measured to ensure compliance with this chart.
  - B. Should an applicant's height/weight surpass the perimeters of the weight span chart, a "body fat" calculation will be conducted ensuring an applicant's eligibility. Males cannot exceed 40% and females cannot exceed 30%.
3. The written tests for entry level deputy sheriffs will be obtained from a commercial testing company and administered according to the testing requirements. **Cheating is an automatic dismissal.**
  4. Once an applicant(s) are not selected to move forward in the selection process, he/she will be notified within 30 days of non selection. Applicants not passing the testing phase will not proceed further in the process at which time they may retest at the next testing date. (PLEASE NOTE: If an applicant's test scores does not meet the minimum standards (10.0 grade reading level on Nelson- Deny; 70% LEO based test) only the Sheriff, at his discretion, may/can select a applicant to move forward through the selection/testing process in an effort to meet the needs of the Office.
  5. After passing the written and physical tests, the application will remain active for one year unless notified otherwise. If you are not selected for employment within the one year, your application will become inactive and you will have to reapply.

After passing the written examination you must pass the physical agility test. Prior to such test you must sign a physical agility test agreement for release of liability, etc. The physical agility test may be administered immediately after the written test or at a later time as determined by the Office. **(Note: Proper attire is necessary and the responsibility of the applicant.)**

The physical agility test consists of the following:

A. **Push-Ups/Sit-Ups/Sit-Reach:**

Purpose: Is to determine what level of fitness each applicant possesses and is the applicant able to perform normal movements and functions that would be required on the job. Each promising deputy sheriff should be at a level of fitness which allows them to perform the functions required by the profession with or without reasonable accommodation.

B. **Automobile Push:**

Purpose: Deputy Sheriffs encounter stalled or disabled vehicles that are blocking traffic. Traffic flow can be restored by pushing the vehicle off the road onto some nearby safe place. Applicant must be able to push a patrol vehicle, with shift in neutral, 100 ft. on a level paved surface.

C. **Run or Jog:**

Purpose: Deputy Sheriffs encounter situations in which they must be able to move from one point to another in a short time. As in the case of a

fleeing suspect or answering a complaint involving violence, the officer must be able to respond quickly. The applicant must be able to walk or run 1 1/2 miles on a flat surface without stopping.

D. **Obstacle Course:**

Purpose: Deputy Sheriff's encounter situations on the job that may involve multiple activities or a reaction to a single incident which could entail pursuing a suspect or assisting a victim. To this end, movements may entail low lying actions for searching or protective cover, climbing stairs or inclines, stepping over or through openings, climbing over a wall or small structure, jumping over openings and still be able to handle a firearm.

VIII **FINAL STEPS IN THE PROCESS**

After the minimum qualifications are met, (the written and physical test are complete), you must participate in the following.

- A. Undergo a thorough background investigation which includes, but not be limited to, a check in school records, credit history, previous employment, character and reputation and criminal history check. Fingerprints will be taken.
- B. Participate in a polygraph examination. The purpose of a polygraph is to substantiate the information contained in your application and to detect deception.
- C. An oral interview conducted by staff officers.
- D. Medical examinations conducted by a licensed physician contracted by the Henry County Sheriff's Office after which the physician must declare you fit to perform the duties of a deputy sheriff. **(No medical examinations and/or questions will be conducted unless a conditional offer has been met.)**
- E. All applicants appointed to the position of deputy sheriff shall be considered on probation for one year from the date of employment.
- F. The Henry County Sheriffs Office shall maintain, for each employee, a personnel record, including all forms completed during the hiring process, background investigation, and freedom of information act releases, complaints, commendations, assignments, and disciplinary actions.

Notification of non-selected candidates

A. If an applicant does not meet the minimum requirements **and/or** will not be considered any further through the selection process then they will be notified by way of letter sent by U.S. mail (according to their address provided on their application). The letter shall inform the applicant that they will no longer be considered for employment

and if applicable a length of time that the applicant may re-apply if he/she chooses to do so. The (5) five letters that would be sent is as follows:

- a. **No letter** – something was found that ultimately disqualified the applicant indefinitely (i.e., any “**will**” disqualifier listed in this policy)
- b. **Credit Letter** – used to inform the applicant that he/she have some negative issues on their credit report and it’s their option to address the issue/s with the credit bureaus and/or submit a letter explaining each issue
- c. **(6) Six month letter** – something was discovered that is considered a “**may**” disqualifier (i.e., driving points, unresolved/unexplainable credit issues along with other disqualifying issues, etc.). After (6) six months the applicant may re-apply for employment once the issues have been resolved.
- d. **Specified-time letter** – the specified time will be decided by the Sheriff on a case- by-case basis depending on the circumstances. Once the specified time has elapsed the applicant can re-apply for employment.  
The Sheriff may also elect to keep an applicant’s application process (i.e., test scores, background, etc.) active for a specified period of time depending on the applicant’s situation.
- e. **Re-apply letter – applications are valid for a period of (1) one year.** However, this time is reset when/if an applicant moves from one pool/phase to another. If the applicant is not selected by the Professional Standards Division to move from (1) one pool/phase within the (1) one year time-frame then the applicant will need to re-submit another application (**re-apply letter is sent**). If application is received within the specified time period then their application packet will remain in good standing keeping the applicant at their current pool/phase level. If an application is not received, within the specified time period, then if the applicant ever chooses to re-apply he/she will have to complete the whole process from the beginning, unless the Sheriff grants a waiver.

**Amended: March 12, 2015**