

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 015
SUBJECT: EMPLOYEE SELECTION,
RETENTION, TRANSFER & FITNESS**

I. PURPOSE

To provide guidelines for hiring, retention, transfer and fitness of employees.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that the selection, retention and transfer of employees will be initiated on the basis of merit and specified qualifications. The Fairfax County Personnel Regulations will be followed. No employee of the Sheriff's Office shall discriminate against any employee or applicant for employment with regard to recruitment, application, testing, certification, appointment, assignment, performance evaluation, training, working conditions, promotion, demotion, discipline, discharge, retirement or any other aspect of employment based on race, color, sex, religion, national origin, age, political affiliation, or handicap.

III. PROCEDURE

A. Selection.

1. All applications must be submitted to the Fairfax County Department of Human Resources.
2. Applications received will be pre-screened to determine eligibility for employment.
 - a. Deputy Sheriff I and Health Care Provider applicants must:
 - 1) possess any combination of education and experience equivalent to a high school diploma or possession of a G.E.D issued by a state department of education.
 - 2) be at least 21 years of age prior to completion of academy graduation (Does not apply to Health Care Provider applicants).
 - 3) be a U. S. citizen (Does not apply to Health Care Provider applicants).
 - 4) possess a valid driver's license at time of appointment and a positive point rating (0 or above).
 - 5) not have ever committed, or been involved in any act that would constitute a felony or serious misdemeanor. Not have been convicted of or pled guilty, or no contest, to any misdemeanor involving moral turpitude, including petit larceny, any misdemeanor sex offense, or any domestic assault.
 - b. Health Care Provider applicants must additionally be registered with the Commonwealth of Virginia prior to appointment as a Licensed Practical Nurse, Registered Nurse, Nurse Practitioner or Physician's Assistant I.
3. Applicants meeting the criteria in #2 above may be scheduled for an initial interview to further ascertain their qualifications.

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4. Each deputy sheriff applicant will be required to submit to a polygraph examination as a means of pre-employment screening. A polygraph examination will also be administered to other applicants who will be required to supervise or work directly with inmates in the Adult Detention Center. These polygraph examinations will be administered by trained personnel of the Fairfax County Police Department.
5. Applicants must comply with the pre-employment medical standards and procedures set forth by the Fairfax County Health Department for their position. All applicants will meet requirements for a Class "A" physical. All medical testing will be conducted by trained personnel at the Public Safety Occupational Health Center under the direction of a physician.
6. Applicants must successfully undergo a background investigation. All agency applicant investigators will have completed training specific to their duties prior to receiving a caseload.
7. Deputy Sheriff I and Health Care Provider applicants must successfully complete a psychological evaluation. This testing will be conducted by a trained Psychologist contracted through the Fairfax County Department of Human Resources.
8. All persons hired by the agency are required to be fingerprinted. The fingerprint cards, for sworn staff only, will be scanned into a law enforcement only data base administered by the Fairfax County Police Department. These fingerprint cards will be given to the employee upon separation from the agency. Fingerprint cards for civilian staff will be shredded upon completion of the application process.
9. All elements of the selection process will be administered, scored, evaluated, and interpreted in a fair and uniform manner. This process will meet all applicable standards prescribed by the Fairfax County Department of Human Resources.
10. Division Commanders or their designees will conduct final interviews at their discretion.
11. Application and testing records for successful candidates will be maintained in their initial hire files. Records for unsuccessful candidates will be maintained for at least five years. These records are secured and accessed only by the Applicant Recruiting Section.

B. Retention.

1. All new employees, other than full time Deputy Sheriff I, serve a probationary period of twelve months. A full time Deputy Sheriff I must serve a probationary period of twelve months, exclusive of time spent in training at the Fairfax County Criminal Justice Academy. Upon successful completion of the probationary period, full time employees and the ADC Librarian I will be granted merit status.

C. Transfer.

1. The Sheriff may transfer employees within the Sheriff's Office from one position to another in the same pay grade at her discretion.

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2. Individual requests for transfers will be sent to the Supervisor, Personnel Section Human Resources Branch. The Supervisor, Personnel Section will acknowledge all transfer requests and add the names of deputies requesting transfers to the Transfer List. This list will be maintained on one of the agency's secure computer drives.
3. Deputy Sheriffs will generally complete two years of duty in the Confinement Branch following graduation from the Academy, exclusive of any periods of light or restricted duty, to be eligible to request a transfer.
4. An Individual who transfers pursuant to his or her own request can expect to serve two years in the new position. Exceptions to this provision include agency needs, promotions, demotions, or opportunities for special assignments. Individuals, who transfer based on agency needs rather than their own requests, may not be required to complete two years in the assignment to which they transfer and remain eligible to request transfers to assignments of their choice.
5. Transfers are based on the needs of the agency, needs of the individual, and to encourage career development.
6. With input from supervisory staff, a transfer committee made up of 10 members of Command Group will meet three times a year to draft a transfer list to fill vacancies in the rank of Second Lieutenant and below. Additional transfers may be included based on projected agency needs, career development of employees, and to address one for one transfers. A division Commander will facilitate the meeting and be a non-voting member. The Division Commander and Command Group members of the transfer committee will rotate, taking turns as members during the year. The final recommended transfer list will be reviewed by the Sheriff and Deputy Chiefs for approval.
7. Upon completion of all transfers, the employee's former supervisor will provide the new supervisor with all information pertinent to the employee to include all documentation of formal and/or informal discipline imposed, all training information and documentation of employee recognition.
8. Inter-Agency. County employees may transfer from one county agency to another with the approval of the agency heads involved.

D. Fitness.

1. Employees must comply with the Fairfax County and Sheriff's Office personnel rules and regulations.
 - a. As of March 12, 1984, all new employees in sworn positions are required to sign an affidavit agreeing not to smoke either on or off duty.

Employees who violate this agreement may face disciplinary procedures which may include dismissal. They may also lose any disability and retirement claim related to medical conditions caused by smoking.
 - b. Employees must comply with the medical standards and procedures set forth by the Fairfax County, Public Safety Occupational Health Center (PSOHC) for their position. Physical examinations are conducted on an

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annual, biennial or triennial basis, depending on the age of the employee. These examinations will be conducted at no cost to the employee.

04/18/00
DATE APPROVED



**STACEY A. KINCAID
SHERIFF**

05/01/00
EFFECTIVE DATE

Revised: December 2001, January 2008, August 2009, April 2014, July 2014