

I. **PURPOSE**

To provide guidance for proficiency pay upgrades for Deputy Sheriffs.

II. **POLICY**

It is the policy of the Fairfax County Sheriff's Office that proficiency pay upgrades, to the rank of Master Deputy Sheriff, will be based on general knowledge of agency policy and procedure, tenure, and sustained contributions to the mission of the agency.

III. **PROCEDURE**

A. Certification

1. The Fairfax County Sheriff's Office Chief, Human Resources Branch, announces all proficiency pay upgrade processes. The announcement will include the application procedure and selection procedure.
2. All candidates will be required to submit a written request to the Chief, Human Resources Branch of their intention to participate in the process.
3. All Deputy Sheriff's **must** satisfy the following criteria to be eligible to participate in the process;
 - a. Must currently hold the rank of Private First Class and,
 - b. Must be a full-time Deputy Sheriff and,
 - c. Must have completed five (5) years of sworn, full-time, paid service with the Fairfax County Sheriff's Office commencing from the date of graduation from the Criminal Justice Academy.

B. Process

1. All PFC's who meet the above criteria will take a multiple-choice written exam. An overall test score below 70% will eliminate the candidate from further consideration. A test score of 70%, or above, will enable the candidate to be placed on a ranked list.
2. The written test will account for 70% of the candidates overall score.
3. Years of service will account for 30% of the candidates overall score.
4. Candidates, who meet the criteria established in III, B, 1, will be placed on a ranked eligible list based on their final score as established in III, B,2 and III, B,3.

C. Participation

1. Deputy Sheriffs with formal discipline are eligible to participate in the Master Deputy Sheriff process but are not eligible for a proficiency pay upgrade until after twelve (12) months have passed since a supervisor was informed of the incident that resulted in the formal discipline. Candidates may satisfy this time while being on a standing eligible list.

2. Deputy Sheriffs who are the subject of an Administrative Investigation are eligible to participate in the Master Deputy Sheriff process, but are not eligible for a proficiency pay upgrade until the completion of the Administrative Investigation. If formal discipline is imposed as a result of the investigation, (refer to item III, C, 1).
3. Deputy Sheriffs who are the subject of a criminal investigation are not eligible for a proficiency pay upgrade, but are eligible to participate in the Master Deputy Sheriff process. Upon completion of the criminal case, an Administrative Investigation will be initiated, (refer to item III, C, 2).

D. Years of Service

1. Years of service will be determined using the candidates' graduation date from the Criminal Justice Academy.
2. Candidates may also earn additional years of service meeting the following criteria;
 - a. Candidates who are active members of an agency non-standing unit and/or currently certified and active as instructors may receive up to two additional years of service toward their actual years of service.

The categories recognized are:

- 1) Honor Guard
- 2) Project Lifesaver
- 3) Motors Unit
- 4) SERT
- 5) Crime Prevention Officer
- 6) Child Safety Seat
- 7) Child ID Program
- 8) Bike Team
- 9) Sheriff's Intelligence Unit
- 10) Crisis Negotiations Team
- 11) Peer Support Team
- 12) General Instructor
- 13) Firearms Instructor
- 14) EVOC Instructor
- 15) Defensive Tactics Instructor
- 16) First Aid/CPR Instructor
- 17) Field Training Instructor

- b. Candidates may earn no more than two additional years of service using any combination of the above categories. Each category recognized will count as one year of additional service.
- c. Candidates must have an active status and level of participation in each of the categories recognized.

E. Verification

1. Candidates will be responsible for identifying their involvement with non-standing units and their instructor certifications.
2. The Sheriff's Office Human Resources Branch will verify the candidates' active status and level of participation with the Criminal Justice Academy and/or Non-Standing Unit Supervisor.
3. If two or more candidates attain the same final score, the tie shall be resolved in accordance with the procedures set forth in Chapter 5 of the Fairfax County Personnel Regulations.

F. Proficiency Pay Upgrade Review

1. The Human Resources Branch will perform a proficiency pay upgrade review to determine the number of proficiency pay upgrade vacancies, on a periodic basis.
2. The number of proficiency pay upgrade vacancies is determined by the calculation of one-third of the total number of authorized and established Deputy Sheriff II positions, pursuant to Chapter 4 of the Fairfax County Personnel Regulations.
3. The Human Resources will publish the number of proficiency pay upgrade vacancies on completion of each proficiency upgrade review.



**STACEY A. KINCAID
SHERIFF**

**DATE APPROVED
07/01/2015**

**EFFECTIVE DATE
07/15/2015**

Revised: August 2015