

YORK-POQUOSON SHERIFF'S OFFICE	RULES AND REGULATIONS
SUBJECT: Career Ladder Program	NUMBER: RR 1-12A
EFFECTIVE DATE: April 29, 2016	REVIEW DATE: July 12, 2018
AMENDS/SUPERSEDES: RR 1-12A, October 1, 2010	APPROVED: _____  Sheriff
VLEPSC:	

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18 **POLICY**

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20 The Career Ladder Program (CLP) is designed to encourage employee development and to

21 provide a means by which employees may advance within their career field without moving into

22 a supervisory position. The Sheriff's Office Career Ladder Program stresses actual job

23 performance combined with professional growth and development. The Sheriff encourages

24 employees to seek all career development opportunities, but makes the CLP available to those

25 employees who wish to pursue it. The program is voluntary. Enhanced career levels are

26 designed to be fair and equitable using a process that clearly identifies a wide range of

27 requirements that must be met. It promotes professionalism and performance and ensures that

28 deputies holding these enhanced levels are well-rounded and extremely qualified individuals.

29 Prospective CLP deputies shall exhibit the highest agency standards of teamwork, employee

30 training, mentoring, and customer service, emphasizing government efficiency and effectiveness,

31 and placing the highest value on individual character and respect.

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33 **PURPOSE**

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35 The purpose of this directive is to establish guidelines for administering the Sheriff's Office

36 Career Ladder Program (CLP) and to identify specific career level requirements. The CLP

37 provides recognition and incentive based upon individual accomplishments and maintenance of

38 specific criteria.

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CAREER DEVELOPMENT PRACTICES AND PROCEDURES

- The primary objective of the Career Development Program is to encourage the improvement of personal skills, knowledge, and abilities of all sworn personnel in order to successfully meet department tasks.
 - Participation in the Career Development Program is voluntary.
 - All sworn personnel shall have equal access to training and development opportunities.
 - The aim of career development is to highlight specific opportunities for individual growth and to improve overall job satisfaction and performance.
 - The Career Ladder Program furthers professional growth and capabilities of deputies in both their present and future roles within the Sheriff’s Office.
 - The principal components of the Career Ladder Program are:
 - Time in service.
 - Required certifications.
 - Firearms proficiency.
 - Accident reduction.
 - Professional development training.
 - Formal education.
 - Employee performance.
 - Supervisors are responsible for career counseling and assisting their assigned personnel to reach career goals.
 - Selection into the Career Ladder Program will be made regardless of race, color, sex, religion, national origin, age or disability of deputies who choose to apply.

CAREER LADDER PROGRAM OBJECTIVES

- Provide opportunities for deputy sheriffs to enhance their careers, while remaining on the primary deputy sheriff career track.
- Provide rewards for consistently displaying or achieving higher levels of initiative, performance, and professional growth.
- Reduce County liability through increased firearms proficiency and higher accountability in reducing County vehicle accidents.
- Provide enhanced service to County citizens by the establishment of increased career deputy standards.

PROGRAM REQUIREMENTS

- Deputy First-Class
 - Minimum length of service
 - Five (5) years’ experience with the York-Poquoson Sheriff’s Office as a full-time sworn Deputy Sheriff.
 - Required certifications

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- Completion of NIMS IS-200 or 700, and either:
 - ❖ Field Training Officer certification (FTO), or
 - ❖ General Instructor Certification.
 - Firearms proficiency
 - Annual firearms qualification score of 80% or greater.
 - Preventable vehicle accidents
 - No more than one (1) at-fault, reportable and preventable County vehicle accident within the last two-year period.
 - Professional development training
 - Completion of three (3) additional approved forty-hour law enforcement certifications courses, or equivalent.
 - See [Pre-Approved Career Ladder Program Training form](#) in the forms folder of Power DMS.
 - ❖ Courses not listed as pre-approved may be submitted to the Administrative Division Commander for consideration.
 - ✓ Length and content to be approved by the Training Division after consultation with the applicable division commander.
 - Formal education
 - Thirty (30) semester hours of college work with a grade of “C” or higher, applied specifically toward an associate or bachelor degree curriculum in law enforcement, criminal justice, or similar degree.
 - The above criteria must include a minimum of one (1) approved three (3) credit English course in writing.
 - Completion of an associate degree in any discipline from an accredited college or university satisfies the formal education requirement.
 - Completion of a directed project or activity participation
 - This requirement can be met by:
 - ❖ Completion of an assigned community project, or
 - ❖ Through demonstration of significant work as a recognized specialty team member, or
 - ❖ Through mentoring and/or training.
 - Employee performance
 - Employee performance shall have been evaluated as above average or higher during the last two most recent annual performance appraisals.
 - Above average performance shall constitute 30 points or higher.
 - Receiving any “Fails to Meet” rating on either of the last two most recent annual performance appraisals shall make prospective applicants ineligible for the CLP.
 - Disciplinary Actions

- 130 ▪ CLP applicants shall have no more serious disciplinary action than one written
 131 reprimand within the past two years immediately preceding the application for
 132 selection.
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- 134 • Master Deputy
 - 135 ○ Minimum length of service:
 - 136 ▪ Ten (10) years full-time experience with the York-Poquoson Sheriff’s Office as a
 137 full-time sworn Deputy Sheriff.
 - 138 ▪ Five (5) years’ experience with the York-Poquoson Sheriff’s Office as a full-time
 139 sworn Deputy Sheriff First-Class or Deputy Sheriff – Investigator.
 - 140
 - 141 ○ Required certifications
 - 142 ▪ Completion of NIMS IS-200 or 700,
 - 143 ▪ NIMS IS-800,
 - 144 ▪ Filed training officer certification (FTO), and
 - 145 ▪ General Instructor Certification.
 - 146
 - 147 ○ Firearms proficiency
 - 148 ▪ Annual firearms qualification score of 85% or greater.
 - 149
 - 150 ○ Preventable vehicle accidents
 - 151 ▪ No more than two (2) at-fault preventable and reportable County vehicle
 152 accidents within the last five-year period.
 - 153
 - 154 ○ Professional development training
 - 155 ▪ Completion of six (6) additional approved forty-hour law enforcement
 156 certification courses, or equivalent.
 - 157 ▪ See [Pre-Approved Career Ladder Program Training form](#) in the forms folder of
 158 Power DMS.
 - 159 ❖ Courses not listed as pre-approved may be submitted to the Administrative
 160 Division Commander for consideration.
 - 161 ✓ Length and content to be approved by the Training Division after
 162 consultation with the applicable division commander.
 - 163
 - 164 ○ Formal education
 - 165 ▪ Forty-five (45) semester hours of college work with a grade of “C” or higher,
 166 applied specifically toward an associate or bachelor degree curriculum in law
 167 enforcement, criminal justice, or similar degree.
 - 168 ▪ The above criteria must include:
 - 169 ❖ A minimum of two (2) approved three (3) credit English courses in writing,
 170 and/or
 - 171 ❖ One (1) in writing,
 - 172 ❖ One (1) in Speech or Communications.
 - 173 ❖ Completion of a bachelor degree in any discipline from an accredited college
 174 or university satisfies the formal education requirement.
 - 175

- 176 ○ Completion of a directed project or activity participation
177 ▪ This requirement can be met by completion of:
178 ❖ An assigned community project, or
179 ❖ Though demonstration of significant work as a recognized specialty team
180 member, or
181 ❖ Through mentoring and/or training.
182
183 ○ Employee performance
184 ▪ Employee performance shall have been evaluated as above average during the last
185 two most recent annual performance appraisals.
186 ▪ Above average performance shall constitute 30 points or higher.
187 ▪ Receiving any “Fails to Meet” rating on either of the last two most recent annual
188 performance appraisals shall make prospective applicants ineligible for the CLP.
189
190 ○ Disciplinary Actions
191 ▪ CLP applicants shall have no more serious disciplinary action than one written
192 reprimand within the past two years immediately preceding the application for
193 selection.
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PROGRAM ENTRY AND MAINTENANCE RESPONSIBILITY

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197 • Responsibility
198 ○ It is the responsibility of each individual deputy to review the criteria that must be
199 met and maintained for each level in the CLP.
200
201 • Application process
202 ○ Deputies are responsible for completing the Sheriff’s Office [Application for Career](#)
203 [Ladder Program](#) to be considered for entry into the Career Ladder Program.
204 ○ The [Application for Career Ladder Program](#) can be found in the forms folder in
205 Power DMS.
206 ○ The application must include the endorsement of his/her immediate supervisor.
207
208 • Documentation
209 ○ Written documentation must be included to support all requirements and shall
210 include:
211 ▪ An official college transcript to document applicable college credits, and
212 ▪ A copy of the college curriculum to which the credits are being applied.
213 ▪ A copy of the most recent firearms annual qualifications score sheet.
214 ▪ A copy of the last two (2) annual employee performance appraisals.
215 ▪ Documentation (letters or certificates) of completion of applicable training
216 courses.
217 ▪ Documentation of the completion and maintenance of the initial employee
218 training plan (ETP):
219 ❖ DCJS certification and successful completion of the applicable training
220 academy, BLE or Combined-Corrections.

- 221 ❖ Successful completion of DCJS in-service training requirements for all
 222 preceding re-certification periods.
- 223 ❖ Currently possess the following certifications/qualifications: CPR/AED, ASP,
 224 OC, Use of Force, Firearms, and Communicable Disease/OSHA training.
- 225
- 226 ▪ Documentation of employee hire date.
- 227 ▪ Supervisors endorsement which must include:
- 228 ❖ Each criterion listed above and how the requesting deputy has or has not met
 229 the criteria.
- 230 ❖ All endorsement material shall accompany the deputy's application.
- 231
- 232 • Application review
- 233 ○ The completed application and supervisor's recommendation shall be forwarded to
 234 the Administrative Division Commander for review.
- 235
- 236 • Final selection
- 237 ○ The Sheriff in conjunction with the Human Resources Manager will make the final
 238 determination of selection.
- 239
- 240 • Appeal process
- 241 ○ If the candidate is not approved for entrance or advancement in the CLP, that deputy
 242 has ten (10) days to initiate an appeal to the Sheriff through the chain of command.
- 243
- 244 • Review
- 245 ○ Each CLP participant's immediate supervisor is responsible for ensuring that all
 246 program requirements are maintained.
- 247 ○ This responsibility will be continually performed informally in conjunction with
 248 normal supervision.
- 249 ○ A formal review will be performed annually as a part of the annual employee
 250 performance appraisal process.
- 251 ○ [The Deputy First Class and Master Deputy Review Requirements form](#) for can be
 252 found in the forms folder in Power DMS.
- 253
- 254 • Removal from Career Ladder Program
- 255 ○ Failure to maintain all requirements will result in removal from the program or in less
 256 serious cases, being placed on special evaluation status.
- 257 ▪ Each CLP participant must meet the Formal Education requirement.
- 258 ▪ Every deputy must complete a minimum of 40 hours of specialized training in
 259 addition to the 40 hours mandated in-service training required by DCJS in the 24-
 260 month period preceding selection as a Deputy First Class or a Master Deputy.
- 261 ▪ In order to maintain their CLP status, a minimum of 40 hours of specialized
 262 training in addition to the 40 hours mandated in-service training required by DCJS
 263 is required every two years.
- 264 ❖ No course work or class required by law or regulation or Sheriff's office
 265 policy taken by a deputy sheriff as a minimum job requirement may count
 266 toward the 40 hours of specialized training.

- 267 ❖ See [Pre-Approved Career Ladder Program Training form](#) in the forms folder
268 of Power DMS.
- 269 ❖ Courses not listed as pre-approved may be submitted to the Administrative
270 Division Commander for consideration.
- 271 ✓ Length and content to be approved by the Training Division after
272 consultation with the applicable division commander.
- 273
- 274 ➤ This training should be designed to enhance the deputy's career as a
275 Deputy First Class or a Master Deputy and must be other than those
276 required by law or regulations as minimum training requirements.
- 277 ➤ The course work must be approved by the sheriff / Training division or
278 completed at a certified criminal justice academy.
- 279 ➤ Any job-related college course of at least three (3) credit hours may be
280 substituted for the additional 40 hours specialized training.
- 281 ✓ The deputy must provide copies of official transcripts for all college
282 credits claimed,
- 283 ✓ A minimum grade of "C" must be achieved, and
- 284 ✓ The credits must have been earned at a community college, college or
285 university accredited by the State Council of Higher Education of
286 Virginia (SCHEV), or a like agency in other states.
- 287
- 288 ○ Supervisors shall ensure that CLP deputies:
- 289 ■ Maintain all required certifications and specialized training necessitated by the
290 needs of the position.
- 291 ■ Maintain the ability to handle specific projects and maintain professional working
292 relationships with others either within or outside the County.
- 293 ■ Continue to reflect the County values in their work behaviors and relationships
294 with others.
- 295 ■ Maintain a disciplinary action record consistent with the specific criteria listed
296 above.
- 297
- 298 ● Reduction in CLP Status
- 299 ○ No appointment at any level within the Career Ladder Program should be considered
300 permanent.
- 301 ■ The deputy must meet the requirements of the next level in order to be appointed
302 to the higher level of the program.
- 303 ■ The deputy must also maintain the stated minimum performance standards to be
304 assured of maintaining his/her present level.
- 305 ■ If the deputy's immediate supervisor determines that an individual is not
306 maintaining the minimum performance standards prescribed for their respective
307 level with the CLP, and the deputy can improve that performance, the affected
308 deputy shall be placed on a six-month special evaluation status.
- 309 ❖ The six-month special evaluation will not apply to deputies who fail to meet
310 the minimum standards due to a disciplinary action such as a written
311 reprimand, loss of required certifications or a preventable accident finding by
312 the Loss Prevention Committee.

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- The deputy's immediate supervisor will draft a memorandum, outlining the area(s) of deficiency indicating what improvements are expected in order to comply with the standards, and advise the deputy of the special evaluation.
 - If upon completion of the six-month special evaluation period, the affected deputy has not complied with the outlined standards, the deputy's immediate supervisor shall forward a memorandum to the Sheriff, through the chain of command, recommending reduction in the deputy's CLP status.
 - ❖ This memo shall contain an outline of events leading to this recommendation for reduction in the CLP level.
 - The Sheriff shall make the final determination on whether a reduction in CLP status is in order and the level the deputy is to be reduced to.
 - The Sheriff will make the necessary notifications concerning the deputy's reduction in the CLP.
- Appeals
 - The affected deputy shall have ten days from notification or reduction of career ladder status or removal from career ladder program to indicate intent to appeal.
 - Appeals shall be made in writing and forwarded to the Sheriff.
 - Once a deputy's level has been reduced in the CLP, that deputy must resubmit to be considered for advancement.
 - The deputy may not be considered for advancement for a period of 12 months from the date of status reduction.
 - Upon removal from the CLP, the employee will revert to the lower level position and a reduction in salary will be made in direct relation to the percentage increase in salary applied at the time of advancement.
 - Number of authorized positions
 - The County of York will set the actual number of authorized CLP positions depending upon available funding and budget constraints.