

**CORRECTIONAL CENTER CRITERIA FOR SHERIFF'S OFFICE  
CIVILIAN APPOINTEES**

**Individuals, whose current or past conduct could cause embarrassment to the Sheriff's Office, if such conduct were made public, will not be considered.**

**Conduct deemed inappropriate for access to the Correctional Center include but are not limited to the following:**

**Criminal History**

1. Conviction of any felony or crime of moral turpitude
2. Conviction of any Class 1 or Class 2 misdemeanor, excluding traffic violations which are discussed separately, or the Virginia State Law equivalent within the last 5 years.
3. Conviction of any State Law within the last 24 months (will be evaluated on a case by case basis)
4. Traffic violations will be discussed separately.

**Drugs**

1. Sale or distribution of illegal drugs.
2. Unlawful possession of any illegal drug, including but not limited to heroin, cocaine, hallucinogens, methamphetamine, etc. or any derivative thereof (except marijuana) within the last five (5) years.
3. Illegal possession of anabolic steroids within the last 3 years.
4. Illegal possession of marijuana or a derivative thereof within the previous twenty-four (24) months.

**Other**

1. Dishonorable discharge from any military service.
2. Untruthfulness and/or the intentional withholding of information on any application, interview, or paperwork associated with the position. Examples of intentional withholding of information would include deliberate inaccuracies or incomplete statements.
3. Intentional failure to follow the directions outlined in the testing process or relying on others to complete any portion of the testing process.
4. Visible tattoos, brands and body art above the shoulder are not authorized. Such visible markings elsewhere on the body that are prejudicial to good order, discipline and professionalism or are of the nature to bring discredit to the Sheriff's Office are prohibited. Visible tattoos, body art, and brands that are excessive, sexually explicit, or that advocate or symbolize gender, racial, religious, ethnic or national origin discrimination are prohibited; in addition, visible markings that advocate or symbolize gang affiliation, racial supremacy, extremist groups or drug use are likewise prohibited.

**NOTE**

This is not intended to be an exhaustive listing of background disqualifiers. Applicants who are successful in the initial testing will undergo a thorough background investigation, including polygraph examination. Areas of concern will be evaluated on a case-by-case basis within the context of the full investigation/review. Examples of areas of concern may include, but are not limited to, the following:

- Reduction of charges as a result of a plea agreement or other form of sentencing disposition prior to a conviction in any of the aforementioned criminal and driving history categories.
- Crimes committed as a juvenile, including undetected crime.
- Multiple convictions of driving under the influence.
- Illegal drug possession that does not fall within the parameters defined above.
- Less than honorable military discharge, erratic work record, or unfavorable employment references.
- Pending litigation or prosecution for criminal offenses must be resolved prior to consideration for employment

**Note: Some minor offenses are classified as Class 1 misdemeanors (e.g. littering), but would not result in automatic disqualification. Convictions of this nature would be evaluated on a case-by-case basis in the context of the full investigation/review.**

**Illegal drug is defined as set forth in the Federal Controlled Substance Act, 21 U.S.C. §800 et al. and by the Code of Virginia.**