



## Deputy Sheriff Recruit

Virginia Beach Sheriff's Office – Job Ad  
Date of Last Revision: October 2020

**FLSA Status:** Non-Exempt

**Pay Plan:** General

**Grade:** E.21; \$43,264.00

**Closing Date:** December 18, 2020

**Job type:** Full time

**Work Hours:** Rotating, nights, weekends and some holidays

### Selection Criteria

High school diploma or GED equivalent; At least 21 years of age at the time of graduation from Basic Academy; Applicant must be in excellent physical condition; Applicant must be a U.S. citizen at the time of application; Applicant must possess a valid driver's license; must be available to work days, evenings, nights, weekends, holidays, overtime and 12-hour shift work.

### Job Ad

The Virginia Beach Sheriff's Office is now accepting applications for testing for our entry level Deputy Positions. In order to participate in testing, candidates will need to apply by filling out the electronic application located on the City of Virginia Beach Career website and the hard-copy written questionnaire located on the Virginia Beach Sheriff's website. Applications will be reviewed as they are received and those who meet the selection criteria will receive an email notification inviting them to the testing sessions. You are required to provide a valid email address in order to receive correspondence regarding testing and the hiring process.

Appointees in these positions work in all areas of the Sheriff's Office and may be assigned to any unit with daily interaction with inmates. New appointees are initially assigned to our Corrections/Jail Facility. Deputies may rotate to other areas based on the needs of the Sheriff's Office. The majority of positions are assigned to the Corrections/Jail so the ability to transfer to other areas is minimal. Most appointees work 12-hour shifts (including days, nights, weekends and holidays) and 15 days per month. Deputies will earn full salary and benefits while training during Basic Academy and on the job training. The Virginia Beach Sheriff's Office is accredited by the Virginia Law Enforcement Professional Standards Commission (VLEPSC).

### **Specific duties include:**

- Supervising and monitoring the daily activities of inmates to include security within the Correctional Facility, inmate visits, booking/processing, program activities, food service, recreation and general work assignments;
- Managing inmate behavior and using appropriate force as necessary;
- Supervising inmates assigned to the Inmate Workforce Programs;
- Receiving and screening the public seeking admittance into the Correctional Facility; and processing inmates' personal property and money.

All assignments include writing reports and documenting incidents. The nature of the work necessitates an element of danger and requires physical exertion and the ability to make decisions under stress. Work is performed according to the Sheriff's Office policies and procedures and involves the potential for personal danger. The Deputy must be able to communicate effectively, solve problems, write concise reports, maintain good physical conditioning, and be able to act quickly and calmly as part of a team under potentially stressful conditions.

### **Minimum Qualifications:**

- High school diploma or GED equivalent
- At least 21 years of age at the time of appointment or within 6 months of the 21st birthday on the date of application (graduation from Basic Academy)
- Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia or the State of North Carolina
- Be a U.S. citizen at the time of application
- Successful completion of the selection process, including testing required, full background investigation, face-to-face interview, polygraph, medical and psychological exams.
- Must be classified as fit for employment by the Occupational Health Office
- Must refrain from using tobacco products on the job.

Appointees must successfully complete the Basic Academy within the first 12 months of employment. Successful completion includes passing all phases of academic, physical (e.g. running, defensive tactics), driving and firearms training. In-service training and firearms training qualifications are job requirements throughout employment.

All new uniformed (sworn) Sheriff's Office appointees may not have any tattoos, brands, or body art visible on head, face, neck, scalp or hands.

Basic computer/data entry skills are required for the purposes of report writing and other documentation.

Employees work 12 hour shifts (including days, nights, weekends and holidays).

Your responses to the personal history questionnaire are considered part of the selection process and are required for this position.

### **Additional Information**

#### **Process**

Applications are received and reviewed on a first-come first serve basis and this position may close immediately upon receiving a sufficient number of applications/questionnaires and/or when the testing session becomes full. Therefore, we encourage applicants to submit an application and questionnaire as soon as possible.

After you have submitted your application and questionnaire, it will be screened for disqualifying information. If you successfully meet the selection criteria you will receive specific instructions by electronic mail about the upcoming written examination and Physical Ability Test.

The examination process takes approximately 2 4 hours and includes meeting minimum qualifications stated above (be sure to bring your driver's license); and passing both the Written and Physical Ability Test. Electronic devices (cell phones, pagers, PDAs, cameras, etc.) are not allowed in the testing room(s).

**Please note:** Applicants who do not pass the Written Test are eligible to re-apply and re-test after a six-month waiting period. Each applicant will be notified verbally of whether they pass or fail the PAT. If failed, the applicant can retake the PAT after ninety (90) days. If he/she fails the second attempt, they will be required to wait six (6) months before retaking the PAT again.

After the testing, a full background investigation will be conducted by the Virginia Beach Sheriff's Office. During the background investigation, a face-to-face interview will be scheduled which will include completion of the polygraph questionnaire. Incomplete or inaccurate information on the background

form(s) may be cause for rejection. Candidates who do not successfully complete the background investigation are not normally allowed to re-apply. Candidates are unlikely to receive favorable consideration if they have engaged in activities that would support a felony conviction, have misdemeanor convictions for crimes related to theft, domestic violence, or assault, have recent convictions for D.U.I or D.W.I. or reckless driving, recent multiple convictions for speeding or moving violations. (For a complete list of the automatic disqualifications, please visit the Virginia Beach Sheriff's Office website.)

After a conditional offer of employment has been made, the following may be scheduled:

- Photos, fingerprints-conducted by the Virginia Beach Sheriff's Office
- Psychological Evaluation-conducted by a licensed psychologist
- Medical Examination
- Drug Test

Each candidate must pass each component of the examination process before continuing to the next step. It takes approximately 10-16 weeks to complete the process. After successfully completing all steps, the candidate is placed on an unranked eligible list from which all Deputy Sheriff vacancies are filled for the duration of the eligible list.

The online application can be found [here](#).

Questionnaires may be downloaded from our website, by clicking [here](#).

Questionnaires will be accepted Monday through Friday, 10:00 a.m. to 3:00 p.m. by calling and scheduling a walk-in (757-385-8808), faxing to 757-385-4389 or mailing the document to Virginia Beach Sheriff's Office Human Resources, 2501 James Madison Blvd. Bldg. 7, Virginia Beach, Virginia 23456 ATTN: HR Background Investigations. No documents with a Social Security Number can be emailed to Virginia Beach Sheriff's Office.

Please visit our website at [www.vbso.net](http://www.vbso.net) for further information. Or, you can contact our Human Resources Division for questions or further information. We can be reached by calling 385-8808 or emailing us at [employment@vbso.net](mailto:employment@vbso.net).

The position will close at 12:01 AM on December 18, 2020. Applications must be received by Midnight on December 17, 2020.

Please complete the application in its entirety. The application is the primary required document used to screen qualifications and years of experience. A resume does not replace a completed application. Fields on the application left blank, including but not limited to job duties, dates of employment, and hours worked, may cause your application to be incomplete.

You will not be able to access the details of this job ad once the closing date has passed. If you would like to retain this information, please take a screen shot or print using your browser's printing capability.

Your responses to any "Supplemental Questions", if attached to this requisition, must be supported by the information you give us in the work experience section of this application. Be sure you are thorough in describing your skills and duties as you complete the work experience section. If the information cannot be verified you will not receive credit.

Please provide a copy of any certifications or related professional licenses.

If selected for this position you will be required to submit official transcripts from all accredited colleges or universities listed on your application.