ALEXANDRIA SHERIFF'S OFFICE

APPLICANT BACKGROUND QUESTIONNAIRE

IMPORTANT

PLEASE READ BEFORE FILLING OUT QUESTIONNAIRE

You are advised that all information given in this statement <u>will be investigated</u>. Any inaccurate, untruthful, distorted, or misleading answer(s) will be cause for rejection as a measure of your integrity. Leaving a question blank or partially explained is the same as not answering truthfully. If you are unsure of a question, please ask.

You are required to notify this Office of any changes to this questionnaire that take place after the completion of this form and being offered employment. Your failure to notify this office of any changes may result in not being offered employment or being terminated if already employed.

I have read the above and will provide the following answers to the best of my knowledge.

_____	_____
DATE	**SIGNATURE**

APPLICANTS PLEASE NOTE:

You must furnish copies of the following documents along with this questionnaire. Please do not bring original documents. Copies *<u>will not</u>* be made.

1. **Copy of birth certificate.**
2. **Copy of high school diploma or GED certificate.**
3. **Copy of military discharge, (DD 214), if you have been in the service.**
4. **Certified copies of college or university transcripts, if applicable.**
5. **Naturalization certificate, if applicable.**

PLEASE DO NOT SEND ORIGINAL DOCUMENTS
THEY WILL NOT BE RETURNED.

PLEASE PRINT OR TYPE ALL INFORMATION

HEIGHT _____ **WEIGHT** _____
EYE COLOR _____ **HAIR COLOR**_____

1. NAME ***(Print First, Middle, Last)***

_____

1a. TELEPHONE NUMBER **1b. DRIVER'S LICENSE** **1c. SOC. SECURITY NO.**

Home ( )_____ **No.**_____ _____-_____-_____
Cell ( )_____ **State of Issue** _____

1d. Email Address:_____

1e. List any other name you have used, if different from the name indicated above (include nickname, maiden name, etc.)

_____

1f. COUNTRY OF CITIZENSHIP_____

2. PRESENT ADDRESS ***(Number, Street, City, State, Zip Code)***

_____

3. DATE OF BIRTH
____/____/____
Mo. Day Year

3a. PLACE OF BIRTH
City _____
State _____
County _____

How Did You Learn of this Job:

- ☐ **Job Line**
- ☐ **Newspaper**
- ☐ **Walk-in**
- ☐ **City Web Site**
- ☐ **Job Fair**
- ☐ **College**
- ☐ **Employment**
- ☐ **Referred by City/Office Employee** _____

EDUCATION

DATES: **From:** **To**	**SCHOOL NAME:**	
LOCATION (City, State)	**DID YOU GRADUATE** **___ Yes ____ No**	**DEGREE RECEIVED:**
MAJOR:		**UNITS COMPLETED**

DATES: **From:** **To**	**SCHOOL NAME:**	
LOCATION (City, State)	**DID YOU GRADUATE** **___ Yes ____ No**	**DEGREE RECEIVED:**
MAJOR:		**UNITS COMPLETED**

DATES: **From:** **To**	**SCHOOL NAME:**	
LOCATION (City, State)	**DID YOU GRADUATE** **___ Yes ____ No**	**DEGREE RECEIVED:**
MAJOR:		**UNITS COMPLETED**

DATES: **From:** **To**	**SCHOOL NAME:**	
LOCATION (City, State)	**DID YOU GRADUATE** **___ Yes ____ No**	**DEGREE RECEIVED:**
MAJOR:		**UNITS COMPLETED**

DATES: **From:** **To**	**SCHOOL NAME:**	
LOCATION (City, State)	**DID YOU GRADUATE** **___ Yes ____ No**	**DEGREE RECEIVED:**
MAJOR:		**UNITS COMPLETED**

WORK EXPERIENCE

DATES: **From:** **To**	**EMPLOYER**	**POSITION TITLE**
ADDRESS (Street, City, State, Zip Code)		**PHONE NUMBER**
HOURS WORKED	**SUPERVISOR**	**MAY WE MAKE CONTACT** **___ Yes ____ No**
DUTIES/RESPONSIBILITIES:		
REASON FOR LEAVING		

WORK EXPERIENCE

DATES: **From:** **To**	**EMPLOYER**	**POSITION TITLE**
ADDRESS (Street, City, State, Zip Code)		**PHONE NUMBER**
HOURS WORKED	**SUPERVISOR**	**MAY WE MAKE CONTACT** **___ Yes ____ No**
DUTIES/RESPONSIBILITIES:		
REASON FOR LEAVING		

WORK EXPERIENCE

DATES: **From:** **To**	**EMPLOYER**	**POSITION TITLE**
ADDRESS (Street, City, State, Zip Code)		**PHONE NUMBER**
HOURS WORKED	**SUPERVISOR**	**MAY WE MAKE CONTACT** **___ Yes ____ No**
DUTIES/RESPONSIBILITIES:		
REASON FOR LEAVING		

WORK EXPERIENCE

DATES: **From:** **To**	**EMPLOYER**	**POSITION TITLE**
ADDRESS (Street, City, State, Zip Code)		**PHONE NUMBER**
HOURS WORKED	**SUPERVISOR**	**MAY WE MAKE CONTACT** **___ Yes ____ No**
DUTIES/RESPONSIBILITIES:		
REASON FOR LEAVING		

WORK EXPERIENCE

DATES: **From:** **To**	**EMPLOYER**	**POSITION TITLE**
ADDRESS (Street, City, State, Zip Code)		**PHONE NUMBER**
HOURS WORKED	**SUPERVISOR**	**MAY WE MAKE CONTACT** **___ Yes ____ No**
DUTIES/RESPONSIBILITIES:		
REASON FOR LEAVING		

WORK EXPERIENCE

DATES: **From:** **To**	**EMPLOYER**	**POSITION TITLE**
ADDRESS (Street, City, State, Zip Code)		**PHONE NUMBER**
HOURS WORKED	**SUPERVISOR**	**MAY WE MAKE CONTACT** **___ Yes ____ No**
DUTIES/RESPONSIBILITIES:		
REASON FOR LEAVING		

WORK EXPERIENCE

DATES: **From:** **To**	**EMPLOYER**	**POSITION TITLE**
ADDRESS (Street, City, State, Zip Code)		**PHONE NUMBER**
HOURS WORKED	**SUPERVISOR**	**MAY WE MAKE CONTACT** **___ Yes ____ No**
DUTIES/RESPONSIBILITIES:		
REASON FOR LEAVING		

WORK EXPERIENCE

DATES: **From:** **To**	**EMPLOYER**	**POSITION TITLE**
ADDRESS (Street, City, State, Zip Code)		**PHONE NUMBER**
HOURS WORKED	**SUPERVISOR**	**MAY WE MAKE CONTACT** **___ Yes ____ No**
DUTIES/RESPONSIBILITIES:		
REASON FOR LEAVING		

4. Have you ***ever used***, or experimented with, any illegal drugs such as Hallucinogens (LSD, PCP, DMT), Barbiturates or Amphetamines, Marijuana/Hashish, Cocaine, Crack, Heroin, methamphetamine "crystal", designer drugs, steroids, or any other controlled/illegal substances? ❑ **Yes** ❑ **No**
If **"yes"**, please explain: _____
_____

5. Have you *ever* been involved in a transaction where illegal drugs were bought, sold, traded or stolen? ❑ **Yes** ❑ **No**

If "yes", were you arrested? ❑ **Yes** ❑ **No**
If "yes", were you convicted? ❑ **Yes** ❑ **No**

If "yes" to any of the above, how were you involved? (Include where, and dates of involvement.)

_____
_____
_____
_____

6. Have you ever been arrested for a criminal offense (felony and/or misdemeanor)?
❑ **Yes** ❑ **No If "yes" complete 6b.**

6a. Have you ever been convicted of a criminal offense (felony and/or misdemeanor)?
❑ **Yes** ❑ **No If "yes" complete 6b.**

6b. If you answered "yes" to 6 or 6a, please provide the following information (include any arrest or charges that were dismissed, Nolle Prossed or not prosecuted):

Charge	Jurisdiction	Date of Offense	Disposition

Note: You may be required to provide disposition documentation.

7. Have you ever committed any undetected crimes? ❑ **Yes** ❑ **No If "yes", please explain.**

_____
_____
_____

8. **Have you ever received a moving traffic summons, citation or ticket in Virginia or any other state?** ❑ **Yes** ❑ **No If "yes", please provide the following information:**

Charge	Jurisdiction	Date of Offense	Disposition

8b. **Has your license ever been suspended or revoked in Virgina or any other state?**
❑ **Yes** ❑ **No**
If "yes", please explain:

_____
_____

9. **What high school or college courses have you taken which are directly related to the position for which you are applying?**

_____
_____
_____
_____
_____
_____

10. **Have you ever previously applied, or do you have a pending application for employment, with any other law enforcement agency?** ❑ **Yes** ❑ **No**
If "yes", please provide the following information:

Name/Location of Agency	Date of Application	Status of Application

11. **Have you ever been turned down for employment by any law enforcement agency?**
❑ **Yes** ❑ **No If "yes", what agency, when and why?**

_____
_____

12. **May we contact your current employer?** ❑ **Yes** ❑ **No**
If "yes", please provide information below.

Name of Agency _____
Name of Immediate Supervisor _____
Address _____
Telephone Number _____

13. **Do you know any employees of the Alexandria Office of Sheriff?** ❑ **Yes** ❑ **No**
If "yes", give the employee's name and how long you have known the employee.

_____
_____
_____

14. **Have you previously applied for a position with the Alexandria Office of Sheriff?**
❑ **Yes** ❑ **No** **If "yes", give position applied for and when applied.**

_____

15. **Have you ever been discharged/fired from any position or asked to resign with or without prejudice?** ❑ **Yes** ❑ **No** **If "yes", please provide details.**

_____
_____
_____
_____

16. **Have you ever been in any branch of the military?** ❑ **Yes** ❑ **No**

State Branch and Service Number _____
Type of Discharge _____ **Date of Discharge**_____

16a. **Are you a member of a Reserve Branch?** ❑ **Yes** ❑ **No** ❑ **Active** ❑ **Inactive**

Branch _____ **Serial # & Rank**_____

16b. **During your military service, were you ever disciplined, i.e., did you ever receive a Summary or Deck Court Martial (including Article 15) or did you ever appear before your commanding officer or other person representing him for disciplinary reasons? State facts for each offense, giving date, charge and disposition. (Add additional pages if more space is required.)**

_____
_____
_____
_____

17. **List your residences for the last four years.**

Dates (Months and Year)	Address (Number, Street, City, State)
From: _____	_____
To: _____	_____
From: _____	_____
To: _____	_____
From: _____	_____
To: _____	_____
From: _____	_____
To: _____	_____

18. **List three (3) personal references.**

Name _____ **Street Address** _____
City _____ **State & Zip** _____
Phone ( ) _____

Name _____ **Street Address** _____
City _____ **State & Zip** _____
Phone ( ) _____

Name _____ **Street Address** _____
City _____ **State & Zip** _____
Phone ( ) _____

19. **Have you ever had your wages garnished?** ❑ **Yes** ❑ **No**
If "yes", why? Please explain, providing the amount owed and dates of garnishment.

_____
_____
_____

20. **Have you ever filed for bankruptcy?** ❑ **Yes** ❑ **No**
If "yes", when? Please explain.

_____
_____
_____
_____

21. **Please provide the following information concerning current debts and financial obligations:**
Add additional paper if necessary.

Agency _____ **Account #** _____
Address _____ **Amount of Debt** _____
_____ **Is this Debt Current?** ❑ **Yes** ❑ **No**

Agency _____ **Account #** _____
Address _____ **Amount of Debt** _____
_____ **Is this Debt Current?** ❑ **Yes** ❑ **No**

Agency _____ **Account #** _____
Address _____ **Amount of Debt** _____
_____ **Is this Debt Current?** ❑ **Yes** ❑ **No**

Agency _____ **Account #** _____
Address _____ **Amount of Debt** _____
_____ **Is this Debt Current?** ❑ **Yes** ❑ **No**

Agency _____ **Account #** _____
Address _____ **Amount of Debt** _____
_____ **Is this Debt Current?** ❑ **Yes** ❑ **No**

21a. **Have any of your debts ever been turned over to a collection agency?** ❑ **Yes** ❑ **No**
If "yes", which ones and when?

Agency _____ **Amount of Debt** _____
Agency _____ **Amount of Debt** _____
Agency _____ **Amount of Debt** _____

22. Personal Information:

Marital Status:

- ❑ **Married (Name of spouse _____)**
- ❑ **Single**
- ❑ **Divorced**
- ❑ **Separated**

Names and Ages of Dependents:

_____

_____

I hereby certify that all of the foregoing answers are accurate and true to the best of my knowledge.

_____ _____

Date **Signature**

FOR OFFICE USE ONLY

	Date	Initials
CCH	_____	_____
Local	_____	_____
Prints	_____	_____
Photo	_____	_____

City of Alexandria, Virginia

ALEXANDRIA SHERIFF'S OFFICE

Administrative Office
Detention Center
2001 Mill Road
Alexandria, VA 22314
Office (703) 838-4111
Facsimile (703) 838-6307

DANA LAWHORNE
Sheriff

Courthouse
Judicial - Legal Process
520 King Street, Suite 308
Alexandria, VA 22314
Office (703) 838-4120
Facsimile (703) 838-5010

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____ , do hereby authorize a full disclosure of all records, or any part thereof, concerning myself to a duly authorized agent of the Alexandria Sheriff's Office, whether the said records are of a public or confidential nature.

Specifically, I authorize, by signature on each line below, the release of the following data or records to the Alexandria Sheriff's Office:

EMPLOYMENT, INCLUDING MILITARY _____

BANK, SAVINGS, LOANS & INVESTMENTS _____

CREDIT _____

EDUCATION _____

MEDICAL & MILITARY MEDICAL _____

SELECTIVE SERVICE _____

VETERANS ADMINISTRATION _____

POLICE & JUDICIARY _____

ARREST/CONVICTIONS (CRIMINAL & TRAFFIC) _____

PRIOR POLYGRAPH INFORMATION _____

BIRTH AND CITIZENSHIP _____

I emphasize that the intent of this authorization is to provide full access to the history of my personal life for the specific purpose of pursuing a background investigation, which may provide pertinent data for the Alexandria Sheriff's Office to consider in determining my suitability for employment or continued employment. The sources of information specifically enumerated above is not intended to deny access to any records not specifically identified herein.

A photocopy of this release form shall be valid as an original hereof, even though the photocopy does not contain an original writing of my signature.

_____

SIGNATURE DATE WITNESS

_____

ADDRESS DATE OF BIRTH SSN

ALEXANDRIA SHERIFF'S OFFICE

ALEXANDRIA DEPUTY SHERIFF APPLICANT DISQUALIFYING INFORMATION

ALCOHOL USE:

Current alcohol abuse is prohibited. Alcohol abuse is excessive drinking which impairs personal and work performance.

SUBSTANCE ABUSE

Current or recent use of illegal drugs or abuse of any legal drugs is prohibited. Any pattern of illegal drug used that indicates an ongoing, regular or recreational illegal use of a controlled substance. Legal drug use is medically prescribed drugs or drugs bought over the counter. Illegal drug use is non-medically prescribed use of any drugs but not limited to the following:

A. Narcotic – opium, morphine, codeine, heroin, etc...
B. Stimulants – cocaine, crack, etc...
C. Cannabis – (marijuana, tetrahydro-cannabinol, hashish, hashish oil etc...)
D. Hallucinogens – (LSD, mescaline, peyote, amphetamine Varian, phencyclidine, phencyclidine analogs, methamphetamine, crystal, etc...
E. Amphetamines – speed, etc...
F. Depressants – chloral hydrate, barbiturates, glutethimide, methaqualone, benzodiazepines, etc...
G. Steroids
H. Designer drugs
I. Inhalants – paint thinner, glue, hair sprays, etc... chemicals that induce a state of intoxication

CRIMINAL ACTIVITY

1. Any conviction of a felony. Commission of a serious detected or undetected felony (murder, rape, robbery, aggravated assault, burglary, larceny, auto theft, weapons charge, drug sales, illegal sex crimes, arson, pedophilia, etc...
2. Conviction for possession or manufacturing of controlled substance(s) with intent to distribute.
3. Conviction of crime involving domestic violence.

TRAFFIC

1. Any reason why the applicant cannot be insured to drive a motor vehicle.
2. Failure to possess a valid Driver's License at the time of appointment
3. Any reason why the applicant cannot be license to drive a motor vehicle.

OTHER

1. Membership or participation in any organization advocating the violent overthrow of the government of the United States.
2. Discrepancy of information or misinformation given on the Background Questionnaire or in reference to employment. Information on these forms will be verified through the polygraph examination and the background investigation.
3. Failure to keep an appointment at any step of the hiring process, without prior approval of the Sheriff's Office.
4. Failure to pass any part of the selection process.
5. Failure to meet the minimum standards described in the position vacancy announcement.
6. Failure to notify the Office of a change in current address and/or telephone number.
7. Behavior(s) which do not necessarily reach the level of severity of the disqualifying information listed above but may still be a basis for rejection after consideration of each case on its individual merits.

PHYSICAL REQUIREMENTS

The City of Alexandria also requires all public safety employees to pass a strict physical examination prior to a final offer of employment. This physical includes a stress test. Some of the components of the test are:

Weight (Body Fat Composition)

Males equal to or less than 20%

Females equal to or less than 26%

Eyesight

20/100 Uncorrected, with Correction to 20/20 in each eye

Hearing

Normal (No use of Hearing Aid)

Resting Blood Pressure

<140/90

These are only a few of the physical requirements. Additional information will be provided upon request.

ADDITIONAL INFORMATION:

1. **Contract Provisions** – All newly appointed Deputy Sheriffs employed by the Alexandria Sheriff's Office are required to sign a Letter of Agreement at the time of employment.

2. **First Assignment** – All newly appointed Deputy Sheriffs' first assignment will be with the Operations Bureau, Security Division, working in a confinement and/or booking post within the Alexandria Detention Center.

3. **Probationary Period** – All staff of the Alexandria Sheriff's Office are appointed by and serves at the pleasure of the Sheriff. All newly appointed deputy Sheriffs are required to serve a probationary period of twelve months.

4. **GROUNDS FOR DISMISSAL** - Any defamatory or derogatory information found, discovered or revealed after hire that was not given, distorted, or lied about before or during the background investigation or date of hire will be grounds for immediate termination. Any current disciplinary actions that resulted in termination from employment for misconduct, ethics violations, criminal conduct, falsification orally or in writing.

_____
Dana Lawhorne, Sheriff

I have read this List of Disqualifiers and I agree to accept the provisions cited above. I also understand that there may be additional disqualifiers as determined by the Sheriff.

_____ _____

Signature Date

ALEXANDRIA SHERIFF'S OFFICE
OVERVIEW

The Sheriff, Dana Lawhorne, is a Constitutional Officer elected every four years by the citizens of Alexandria. He is the executive officer of the court and the "keeper of the jail" in his locality. The Sheriff and Deputy Sheriffs have both criminal and civil jurisdiction. All powers, duties and responsibilities of the Office derive from Common Law, the Virginia Constitution, the Code of Virginia, and from the Rules and Regulations promulgated under authority of the Code of Virginia and City Charter. The Sheriff is responsible for:

- ★ **Operation of the William G. Truesdale Adult Detention Center**
- ★ **General Law Enforcement**
- ★ **Execution of all Court Papers, Including Evictions**
- ★ **Courthouse and Courtroom Security**
- ★ **Transportation of Prisoners**
- ★ **Warrant Execution**

Some of the programs the Alexandria Sheriff's Office administers are:

- ★ **Work Release Program** - Allows incarcerated inmates to work in order to make restitution to courts and victims, while incarcerated.
- ★ **Modified Work Release Program** - Provides alternatives to non-violent offenders sentenced by the Court.
- ★ **Services for Inmates** - Provides remedial art classes, GED courses, and a variety of other professional services (mental health, substance abuse, etc.) for inmates.
- ★ **Community Volunteers** - More than 250 volunteers have contributed hundreds of hours of work per week to maintain support services within the Sheriff's Office.
- ★ **Contracting Services for the Detention Center** - Provides contracted services for food, medical and canteen needs by private companies. These services meet and exceed City, State and Federal standards.
- ★ **Accreditation** - The Alexandria Sheriff's Office is one of only a small handful of corrections/law enforcement agencies in the United States who are accredited by the Commission on Accreditation for Corrections, the Commission on Accreditation of Law Enforcement Agencies, Inc. and the National Commission on Correctional Health Care. The Detention Center is also certified by the Virginia Department of Corrections.
- ★ **Cadet Program** - The Cadet Program is viewed as a learning experience and a vehicle through which a young person between the ages of 18 and 20 has the opportunity to have first hand exposure to law enforcement. Cadets are initially assigned to our Records Section for at least eighteen months.

On June 28, 1987, the Office began operating a new direct supervision Detention Center. This Center houses approximately 425 inmates and incorporates **state-of-the-art** equipment and systems which will make this facility a model for the rest of the country.

Deputies hired by the office are required to work in the housing unit with approximately ninety-five (95) inmates (in the larger housing units). Their primary responsibility is to manage inmate housing units, handle inmate discipline, respond to inmate requests, supervise inmates, and resolve inmate problems. Other responsibilities of Deputies outside the Detention Center include service of court papers, courthouse/courtroom security functions, prisoner transportation and warrant service.

Strong interpersonal communications, management, psychology, and discipline skills are some of the tools a Deputy will need to be successful in his/her role.

Currently, there are 173 Deputy Sheriffs, 43 civilians and several volunteers and interns who comprise the staff.

The Office encourages job-related training and education for staff. Many current Management staff have Bachelor or Masters Degrees.

It is the goal for the Alexandria Sheriff's Office is to serve the City of Alexandria to the greatest extent possible, keeping the community safe and supporting the Criminal Justice System through professionalism and dedication.

QUALIFICATIONS FOR DEPUTY SHERIFF APPLICANTS

- ★ United States Citizenship
- ★ Excellent Physical Condition
- ★ High School Diploma or GED Certificate
- ★ Vision 20/100 or better, correctable to 20/20 in each eye
- ★ Color Blindness is Disqualifying
- ★ Valid Driver's License at the Time of Appointment
- ★ 21 Years of Age (Minimum)

DEPUTY SHERIFF COMPENSATION AND BENEFITS

- ★ Starting salary of $44,053.78 annually
- ★ Annual salary reconsideration based on performance
- ★ Paid vacations based on length of service
- ★ Group Health and Life Insurance with a large city contribution
- ★ Uniforms and Equipment furnished by the Office
- ★ Participation in Social Security and the City's Retirement System
- ★ Eleven paid Holidays per year
- ★ Bereavement Leave
- ★ Voluntary participation in the City's Employee Credit Union
- ★ Employee Assistance Program

SELECTION PROCESS FOR DEPUTY SHERIFFS

To be appointed as a Deputy Sheriff, candidates must pass each phase of the selection process, consisting of the following steps:

- ★ Video Testing
- ★ Polygraph Examination
- ★ Background Investigation
- ★ Psychological Evaluation
- ★ Medical Examination
- ★ Interview with the Sheriff or Designee

The completion of the hiring process may take up to one year from the video test date, depending on the number of vacancies in the Office. A passing score on the video test makes you eligible to be hired within one year from the test date, provided you are not otherwise eliminated from the process. You will be notified, in writing, of your status at each step in the process. If you fail to successfully complete the selection process, you may reapply within six months of date of disqualification. If you have any question, you are encouraged to call Bernard Baldwin, at 703-746-5011

POLYGRAPH EXAMINATION/BACKGROUND INVESTIGATION

We would like to direct your attention to the polygraph examination/background investigation portion of the process. The polygraph examination and background investigation are to establish the applicant's truthfulness and ability to be a public law enforcement officer. The Office has determined that there is some present and past behavior which makes some applicants not desirable for employment by not meeting the standards of this Office. This information will be confirmed not only by a background investigation, but through a polygraph examination. **If any of the polygraph disqualifiers describe your past or current behavior, you may wish to consider withdrawing your application.** You will be given a copy of the disqualifiers so that you may more easily make your decision. If you have questions about the disqualifiers you are encouraged to call Mr. Baldwin for a confidential consultation of your situation. This consultation will not be recorded in the applicant file and is intended to give the applicant a realistic assessment of his/her situation before the applicant makes a serious commitment to apply to the Alexandria Sheriff's Office.

TRAINING

All Deputies are required to complete 2 weeks of NET (New Employee Training), 8 weeks of Field Training and successfully complete a basic training program at the Northern Virginia Criminal Justice Academy for twenty-four weeks. The academy training program merits 18 college credits upon successful completion and certification as a law enforcement, correctional officer, courthouse/courtroom security and legal process deputy.

LETTER OF AGREEMENT - NEW DEPUTY SHERIFFS WILL SIGN A LETTER OF AGREEMENT ADDRESSING THE FOLLOWING:

1. All staff of the Alexandria Sheriff's Office are appointed by and serves at the pleasure of the Sheriff.

2. Initial assignments are to the Operations Bureau, Security Division. Deputies who have completed Academy minimum standards training are eligible to apply for transfer opportunities in other areas of the Office.

3. This Office provides new Deputy Sheriffs with initial on-the-job training. Deputy Sheriffs are then eligible to attend the Northern Virginia Criminal Justice Academy, pending successful completion of the Field Training Program and a review of performance. The Academy's program certifies Deputies in law enforcement, corrections, civil process and court services. This training includes firearms training - an area in which Deputies must develop and maintain a specific level of proficiency. Failure to pass any portion of the Academy or initial employee training is grounds for immediate termination.

   As the Office is making this substantial investment in each Deputy Sheriff and in his/her career, the Office requires that new Deputy Sheriffs agree to remain an employee of this Office for a period of two years following completion of Academy training. If a Deputy Sheriff chooses to leave employment with this Office prior to that time, he or she is required to reimburse this Office for all of their training expenses on the pro-rated basis. At the time of separation from service from the Office, if arrangements are not made for payment for the amount due, a 9% annual interest charge will be added to the unpaid balance. In the event payment is not made, the deputy agrees to pay reasonable attorney fees and court costs incurred by the Office in collecting the unpaid balance.

4. To fulfill provisions of the Code of Virginia Deputy Sheriffs are required to maintain a valid driver's license.

5. Deputy Sheriffs are encouraged to maintain the physical fitness level prescribed by the Sheriff's Office Fitness Program.

6. The Alexandria Sheriff's Office strongly encourages all employees to pursue a Bachelor's Degree. We encourage this career development and will facilitate enrollment in higher education programs. The level of an employee's post-secondary education is one factor used in making promotional decisions.

7. All employees of this Office must agree to abide by the Alexandria Sheriff's Office General Orders, Standard Operating Procedures, applicable City Administrative Regulations and other lawful orders and directives.

8. Deputy Sheriffs must agree to carry out their duties impartially, to the best of their ability, and to not discriminate against any person because of their race, religion, sex, or country of national origin.

9. All new employees serve a one year probationary period.