



**Deputy Sheriff I**  
Virginia Beach Sheriff's Office  
Date of Last Revision: July 5, 2023



**FLSA Status:** Non- Exempt

**Pay Plan:** General **Grade:** E.22

**Job Type:** Full Time

**Work hours:** Must be available to workdays, evenings, nights, weekends, holidays, overtime and 12-hour shift work

**Minimum Requirements**

Minimum of 12 months full-time certified deputy sheriff experience (following academy training). Active Virginia Department of Criminal Justice Services (DCJS) certification in jailor, courts, and civil. High school diploma or GED equivalent. 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 written test, physical ability test, full background investigation, face-to-face interview, polygraph. Upon receiving a conditional offer of employment, successful completion of medical and psychological exams (provided at the Virginia Beach Sheriff's Office expense). Note: The pre-employment medical exam includes drug testing for a variety of substances, including marijuana. Must refrain from using tobacco products on the job.

Appointees must successfully complete the following classes during an abbreviated academy: *Code of Virginia, Laws of Arrest, Juvenile Law and Justice System, Use of Force, Immediate Action/Rapid Deployment and Crisis Intervention Training*. 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.

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

**Specific Duties**

The work as a Deputy Sheriff I in the Virginia Beach Sheriff's Office involves performing a variety of duties either in corrections/jail, inmate transportation, civil process, classification, records, Courts, and/or other law enforcement duties. 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. **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. 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.

### **Written Test & Physical Ability Test (PAT)**

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

After you have submitted your online application, you will receive specific instructions by electronic mail about the upcoming written test and physical ability test (PAT).

The written test covers four key areas: Reading Comprehension, Counting Accuracy, Inductive Reasoning and Deductive Reasoning.

The physical ability test is measured as pass/fail. Minimum scores are as follows:

- Push-ups: 11 completed using proper form
- Sit & Reach: 5.33 centimeters
- Trunk Pull: 72 pounds of pressure
- 300 Meter Run: 112 seconds

The written test process takes approximately 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:

- Each applicant will be advised the day of the test of they passed the written and PAT.
- Applicants who do not pass the written test are eligible to re-apply and re-test after a six-month waiting period.

- Applicants who do not pass the PAT are eligible to 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 successfully passing the testing, each candidate will be notified by the background investigative team to complete and submit a Personal History Questionnaire. After receiving this information, 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 following documents must be submitted with the completed Personal History Questionnaire (PHQ) (required after the written test). Use this time to assemble these documents so you will be able to submit this information in a timely manner when requested:

1. Driver's license
2. Social Security Card
3. Birth Certificate
4. High school diploma or transcripts (or GED certificate)
5. College transcripts (if applicable)
6. Virginia DCJS certification as a law enforcement officer
7. DD-214 (if applicable)

Please 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) .