



BOARD OF SUPERVISORS
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King William County Deputy Sheriff

SALARY	\$54,500.00 - \$69,400.00 Annually	LOCATION	King William, VA
JOB TYPE	Full-Time	JOB NUMBER	05312024
DEPARTMENT	Sheriff's Department	DIVISION	Deputy Sheriff
OPENING DATE	05/31/2024		

General Description

NOTICE TO ALL PROSPECTIVE APPLICANTS TO THE KING WILLIAM COUNTY SHERIFF'S OFFICE

Thank you for your interest in becoming a Deputy Sheriff with the King William County Sheriff's Office. Our application process is detailed and time consuming both for the applicant and the Sheriff's Office. This process involves several phases and is designed to meet the requirements of state and federal law, county hiring policies, and the particular requirements of the King William County Sheriff's Office.

As of July 1, 2024, the entry level base salary for a King William County Deputy is \$54,500.

Please read this Notice carefully. It describes our application and hiring process. Applications are not considered individually throughout the year nor are interviews held outside our normal process. We provide application requirements and materials to facilitate the applicant's preparation only. Completion of the forms and compilation of the documents you must submit require great attention to detail to ensure you have gathered and submitted all required documents and supplemental information in order for your application packet to be complete and valid. We strongly recommend you keep a copy of all documents submitted for your personal records. The minimum qualifications that all applicants for the position of deputy sheriff must meet include:

1. Be a citizen of the United States;
2. Be at least 21 years of age;
3. Be fingerprinted and a search made of the local, state and national fingerprint files to disclose any criminal record;
4. Not have been convicted of a crime for which the person could have been imprisoned in a federal or state penitentiary;
5. Be of good moral character, as determined through a background investigation;
6. Be a high school graduate or have passed the general education development (GED) test and have been issued an equivalency certificate by the superintendent of public instruction or by an appropriate issuing agency of another state or the federal government;
7. Be examined by a licensed physician, who is not the applicant's personal physician, appointed by the Sheriff's Office to determine if the applicant is free from any mental or physical condition that might adversely affect performance by the applicant of the duties of a deputy sheriff;
8. Successfully complete an oral examination conducted by a interview panel and the Sheriff to demonstrate the possession of communication skills, temperament, motivation, and other characteristics necessary to the accomplishment of the duties and functions of a deputy sheriff;
9. Possess or be eligible for a valid Virginia driver's license.

10. Any other standards set by law (15.2-1705, Code of Virginia) or by policy of the Criminal Justice Services Board in addition to the minimum qualifications established by Virginia law, the King William County Sheriff's Office has also established a variety of qualifications that the Staff of the Department has determined to be important factors in selecting our Deputies.

In order to assist us in determining your qualifications to be a Deputy with the King William County Sheriff's Office, we require the following procedures.

1. Fully complete the King William County Sheriff's Office Employment Application/ Back-ground Questionnaire signed by the applicant and witnessed by a certified Notary Public.
2. Valid passing scores of 70% or higher on the departments written test.
3. Successful completion of the department's physical agility test.
4. A panel interview of the candidate and if selected by the panel.
5. A interview with the Sheriff. The decision to extend a Conditional Offer of Employment is made by the Sheriff. That decision is made based upon the Sheriff's assessment of the qualifications and performance of each candidate as demonstrated during the entire application & screening process, and the Sheriff's judgment as to how each candidate may best meet the needs of the department. In order to be hired, those who receive a Conditional Offer of Employment must:
6. Complete a background investigation. During the background investigation, the investigator will interview you. At this time, you will have the opportunity to discuss any inconsistencies or adverse information. The most important thing for you to remember with regard to the background investigation is to be honest and complete in all of the information that you provide. Attempting to conceal or distort information or failure to cooperate completely with the background investigator will result in immediate disqualification from further consideration.
7. Pass a physical examination conducted by a physician of the Department's choosing, and at the Department's expense.
8. Pass a drug screen administered at the time of the physical examination.
9. Resolve any issues that may arise as a result of the physical examinations, drug screen as well as any other issues that are properly raised by the Department, the county of King William, or the Deputy candidate.
10. Once hired, employees must successfully complete the 19-week law enforcement course at the Rappahannock Regional Criminal Justice Academy. Employees hired for deputy sheriff positions are required to participate in Physical Fitness Training at the academy that will include push-ups, sit-ups, pull-ups, 1.5 mile – 2 mile runs, and obstacle course. After employees have graduated from the academy they are required to complete the Field Training Evaluation Program. Newly hired deputies serve in a probationary status for one year following graduation from the Academy. Those enrolled in the Pre-Employment Program, or possessing a current Virginia DCJS Law Enforcement Officer certification, are waived from taking the written and physical agility test and after submitting a completed application will be notified of a date and time for the panel interview. This office may maintain an eligibility list of individuals who have been through portions of the agency hiring process but were not the final choice to be hired at the time of the applicable vacancy being filled. These individuals may be considered for vacancies which occur within 6 months of the most recent hiring process in which the applicant was involved. Once the applicant's involvement with the process exceeds the 6 month period they will be required to begin the process as new applicants. This shall in no manner restrict this office from accepting and considering applications received from any other individuals throughout the process. The agency will continue to hire the most qualified person who is determined by the agency to best fit the needs of the agency. As you can see, we require a great deal of personal information from our applicants. While we have no desire to intrude unnecessarily into your life, and do not intend to deny anyone employment for improper or illegal reasons, we do believe that this level of personal information is necessary for us to meet our statutory obligation to hire Deputies of good moral character. Once more, thank you for your interest in joining us as a Deputy Sheriff. We take great pride in the professionalism of our Deputies, and in our ability to protect and serve the citizens of King William County. Joining us in this endeavor is a complex and difficult task. So is being a Deputy. We wish you the best of luck as you begin.

Essential Functions

A patrol deputy sheriff is responsible for the efficient performance of required duties conforming to the rules, regulations, and general orders contained herein. Duties shall consist of, but are not limited to, general law enforcement responsibilities necessary to the safety and good order of the community. A deputy sheriff shall:

- a. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- b. Reduce the opportunities for the commission of crime through preventive patrol and other measures.
- c. Aid people who are in danger of physical harm.
- d. Facilitate the movement of vehicular and pedestrian traffic.
- e. Identify potentially serious law enforcement or governmental problems.
- f. Promote and preserve the peace.
- g. Provide emergency services.
- h. Provide court security and act as bailiff as needed.
- i. Provide civil process service as needed.

The deputy sheriff position is non-supervisory. Deputy Sheriff duties are performed on an assigned shift under the general guidance of the Sheriff.

General Duties and Responsibilities:

- a. Exercises authority consistent with obligations imposed by the oath of office. Accountable to superior officers. Promptly obeys legitimate orders.
- b. Coordinates efforts with those of other members of the Sheriff's Office so that teamwork may ensure continuity of purpose and achievement of police objectives.
- c. Communicates to superiors and to fellow officers all information obtained in the field, which is pertinent to the achievement of law enforcement objectives.
- d. Responds punctually to all assignments.
- e. Acquires and records information concerning events that have taken place since the last tour of duty.
- f. Records activity during tour of duty in the manner prescribed by proper authority.
- g. Maintains weapons and equipment in a functional, presentable condition.
- h. Assists citizens requesting assistance or information. Courteously explains any instance where jurisdiction does not lie with the Sheriff's Office and suggests other procedures to be followed.
- i. Accountable for the securing, receipt, and proper transporting of all evidence and property coming into custody.
- j. Answers questions asked by the general public, counsels juveniles and adults when necessary and refers them to persons or agencies where they can obtain further assistance.
- k. Preserves the peace at public gatherings, neighborhood disputes, and family quarrels.
- l. Serves or delivers warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
- m. Confers with prosecutors and testifies in court.
- n. Accomplishes other general duties as they are assigned or become necessary.
- o. Performs other duties as may be assigned by the Sheriff.
- p. Cooperates with the efforts of other law enforcement agencies.

Specific Duties and Responsibilities: Preventive Patrol

- a. Patrols an assigned area for general purposes of crime prevention and law enforcement. Patrol includes: (1) Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of fire alarms, telephones and other emergency services should be noted. (2) Apprehending persons violating the law or wanted by law enforcement. (3) Completing detailed reports on all crimes, vehicle accidents and other incidents requiring his attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the deputy completes a supplement report. (4) Preserving any serious crime scene until the Investigator arrives. (5) Public assembly checks. (6)

Building security checks and property checks for homeowners. (7) Observing and interrogating suspicious persons. (8) Issuing traffic citations. (9) Being alert for and reporting fires. (10) Reporting street light and traffic signals out-of-order, street hazards and any conditions that endanger public safety. (11) Checking schools, parks and playgrounds. (12) Responding to any public emergency.

b. Conducts a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collects evidence and records data that will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.

c. Alert to the development of conditions tending to cause crime or indicative of criminal activity. Takes preventive action to correct such conditions, and informs superiors as soon as the situation permits.

d. Responds to situations brought to the deputy's attention while in the course of routine patrol or when assigned by radio. Renders First Aid, when qualified, to persons who are seriously ill or injured. Assists persons needing law enforcement services.

e. Remains in assigned zone throughout the tour of duty except when an emergency necessitates a temporary absence, or when the supervisor authorizes a temporary absence.

f. Patrols area giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a deputy sheriff shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location least expected.

g. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within the patrol area.

h. May be specially trained for specific duties such as D.A.R.E. Office, School Resource Officer.

i. Concerning a patrol vehicle:(1) See that it is well maintained mechanically and that it is kept clean both inside and out.(2) Inspects the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately reports all defects and damage sustained to the proper authority and completes all reports and forms required by current procedures. (3) Removes the keys whenever the patrol car is left unattended for any reason.(4) Uses only vehicles assigned by a supervisor.(5) Operates the radio according to FCC regulations and current departmental procedures.(6) Ensures that the assigned vehicle's gas tank is full before completion of each tour of duty.

j. Keeps radio equipment in operation at all times and remains thoroughly familiar with departmental policy concerning its use.

k. Takes measures to direct the flow of traffic during periods of congestion.

l. Notifies the supervisor on duty if more than a temporary absence from regular duties is required.

Specific Duties and Responsibilities: Traffic Patrol:

a. Directs and expedites the flow of traffic at assigned intersections, preventing accidents, protecting pedestrians, and ensuring the free flow of traffic.

b. Enforces the parking ordinances and motor vehicle laws in the patrol areas.

c. Alert to traffic safety conditions that may endanger or inconvenience the public and reports such conditions to the sergeant and/or the Virginia Department of Transportation.

d. Responds immediately when called from a traffic post to render emergency service. Notifies the supervisor at the earliest possible opportunity.

e. Wears the prescribed traffic safety vest and equipment

Knowledge, Skills, and Abilities

Some knowledge of the philosophy, objectives and practices of counseling, particularly as related to juveniles; some knowledge of the fundamental principles of adolescent psychology; knowledge of investigative techniques and techniques of identification; general knowledge of rules of evidence and laws of search and seizure; ability to deal effectively with juveniles and adults; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise oral and written reports; skill in the use of firearms and police equipment; possession of physical ability

and endurance; ability to establish effective working relationships with juveniles, parents, school officials, fellow workers and the public; physically fit.

Education, Training, and Experience

High school degree, valid Virginia driver's license, responsible work experience.

Agency

King William County

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