

OFFICE OF THE SHERIFF



COUNTY OF ROANOKE

JOSEPH E. ORANGE, SHERIFF
P.O. BOX 510 SALEM, VA 24153
540-283-3102 FAX 540-387-6203

Dear Applicant:

Thank you for your interest in the Roanoke County Sheriff's Office. Please make sure you fill out your application completely. Listed below are some of the steps in the application process for the Deputy Sheriff position.

1. Submit a thorough and complete application to Human Resources.
2. A *written test* and a *physical agility test* will be administered by Sheriff's Office Professional Standards personnel. The written test evaluates your cognitive abilities and aptitude. The physical agility test includes a variety of skill defined, job related tasks. Applicants will be expected to perform timed physical exertion exercises that would be comparable to expected job duties. You must bring a photo ID with you to the test. Failure to achieve a passing score on either test will result in your application being eliminated from the process.
3. Once your application has been processed, you will receive an email with additional information on the position as well as information on how to schedule the tests. Please be sure you check your spam folders for e-mails coming from info@neogov.com and jrobertson@roanokecountyva.gov.
4. The initial e-mail will also contain information on where to access the Personal History Statement that is to be completed and returned to the Sheriff's Office Professional Standards Unit at the time of testing. The Personal History Statement is placed with your application and testing results. In the event of an employment opening, this information will be used to determine whether or not a background investigation will be conducted

Upon receiving the Personal History Statement you will be required to supply the following information within ten (10) working days to the Sheriff's Office Professional Standards Unit.

College and high school transcripts will be the only exceptions to the ten (10) day deadline. All copies of transcripts must be sent as official documents in sealed envelopes by the college/high school to:

**Roanoke County Sheriff's Office
Professional Standards Unit
Lieutenant J. Robertson
305 E. Main St.
Salem, VA, 24153**

- Birth Certificate (Copy)
- Social Security Card (Copy)
- High School Diploma (Copy)
- High School Transcript(s) *Official Copies
- College Diploma (Copy)
- College Transcript(s) *Official Copies
- Training Certificates (Copy)
- Marriage License(s) (Copy)
- Divorce Decree(s) (Copy)
- Drivers License(s) (Copy)
- Military Record (DD214 or Enlistment Papers) (Copy)
- Credit Report *Official Copy

Credit Report may be obtained from:

Equifax

POB 105851; Atlanta, GA 30348 800-685-1111

www.equifax.com

******DO NOT SUBMIT THESE WITH YOUR APPLICATION.**

ROANOKE COUNTY SHERIFF'S OFFICE
DEPUTY SHERIFF SELECTION REQUIREMENTS

I. Disqualifiers

A. Criminal History:

- 1) Conviction of any felony or misdemeanor.
- 2) Conviction of any crime involving moral turpitude (crimes contrary to justice, honesty or good morals).

B. Traffic Violations:

- 1) Minus 6 or more points on a Virginia Operators License or the equivalent for an out of state license will be reviewed on a case by case basis.
- 2) Conviction of Driving Under the Influence of Drugs or Alcohol, Refusal to take Blood or Breath Test, Eluding Police, Racing, or Hit and Run.
- 3) Incidents that involve the suspension or revocation of driving privileges will be reviewed on a case by case basis.

C. Drug Use:

- 1) Conviction for possession, use or sale of any illicit drugs.
- 2) Possession or use of any illicit drug will be reviewed on a case by case basis.

D. Other:

- 1) Dishonorable discharge from any military service. Less than honorable or general discharges will be reviewed on a case by case basis.
- 2) Untruthfulness or the falsification of any application, certificate, credential, interview, test, or documents associated with the position.
- 3) Failure to provide complete and accurate information on any application or other documents associated with the position.
- 4) Failure to comply with deadlines to return requested information to the background investigator.

- 5) Failure to comply with applicant's appointment(s) schedule without prior notification to the background investigator.
- 6) Credit history with a current unsatisfactory rating will be reviewed on a case by case basis.
- 7) Not being a United States citizen.
- 8) Background investigation indicating less than acceptable job performance with past employers.
- 9) Incidents of past physical or mental abuse of anyone.
- 10) Incidents of sexual harassment or sexual abuse of anyone.
- 11) Obtaining a score that is below the established minimum standard on any test or evaluation administered during the selection process.
- 12) Cheating on any examination or testing associated with the position.
- 13) Behavior unsuitable or inappropriate for a Deputy Sheriff as determined by the appointing authority.
- 14) Visible tattoos on the ears, head, scalp, face, nose, eyebrows, neck, tongue, hands, or fingers. Regardless of location, tattoos which are racist, sexist, sexually suggestive or explicit, obscene or profane, gang or drug related, or advocating the overthrow of the government are prohibited. All other tattoos must be covered by long sleeve shirts or a fabric sleeve at all times while on duty. Call for details.
- 15) Primary residence beyond 30 air miles of the Sheriff's Office or outside of a 1-hour response.

Applicants who fail to achieve a passing score on the written examination or physical agility test are eliminated from the selection process. They are eligible to reapply at the time of the next Deputy Sheriff posting. Candidates who are disqualified due to an unacceptable personal background will not be eligible to be reprocessed as a potential employment candidate unless the reason for the disqualification has been resolved. Applicants can only take the written test three (3) times within a three (3) year period in order to achieve a passing score.

II. ESSENTIAL JOB FUNCTIONS

The ability to carry out the essential job functions is of paramount importance in attaining regular employment as a Deputy Sheriff. The essential job functions for the position of Deputy Sheriff in Roanoke County, as defined by task analysis, are as follows:

- A. Effectively control an inmate, forcibly if necessary, using handcuffs and other restraints; subdue violent and or resisting suspects/inmates using maneuvers and weapons and resort to the use of hands and feet and other approved weapons to effect physical control or utilize in self-defense.
- B. Prepare investigative and other descriptive reports, including sketches, using appropriate spelling, sentence structure, grammar, symbols and mathematical computations.
- C. Operation of an emergency vehicle during both the day and night to do prisoner transports.
- D. Communicate effectively and coherently over police/sheriff radio channels while initiating and responding to radio communications.
- E. Gather and record information in job related investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
- F. Load, unload, aim and fire issued firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed by the Department of Criminal Justice Services firearms certification standards.
- G. Perform searches of people, vehicles, inmate housing areas (cells, pods), buildings and large outdoor areas which may involve feeling and detecting objects by using body senses, walking for long periods of time (including up and down stairs), and supervising inmates in their daily activities.
- H. Engage in routine job related functions that include such demands as shift work,

walking, visually observing and physically checking the cells and day rooms in the inmate living areas and places accessible to the inmates, visitors, and the general public to ensure that they are secure.

- I. Effectively communicate with people, including juveniles and senior citizens, by listening, giving information, providing directions, mediating disputes and advising of right and processes.
- J. Demonstrate communication skills in court and other formal settings. Must be able to convey pertinent facts and details and appropriately handle scrutiny and confrontation.
- K. Detect, preserve and collect evidence/contraband and substances that form the basis of criminal offenses and jail infractions.
- L. Endure verbal, physical and mental confrontations with the hostile views and opinions of inmates and other people encountered, in an antagonistic environment.
- M. Perform rescue functions at worksite, accidents, emergencies and disasters, administering emergency medical assistance, lifting, dragging and carrying people away from dangerous situations; securing and evacuating people from dangerous areas.
- N. Transport prisoners and mentally ill persons using handcuffs and other appropriate physical restraints per the Sheriff's Office Policy and Procedure Manual.
- O. Extinguish small fires by using a fire extinguisher and other appropriate means.
- P. Read, write and comprehend legal and non-legal documents, including the preparation and processing of committal records, release information, civil and criminal legal papers.
- Q. Be aware that you are subject to hazardous and life threatening situations which may result in significant bodily harm or death.

- R. Be free of psychopathology to the extent to which personal psychological issues do not interfere with the essential job functions listed above.

III. **MEDICAL STANDARDS**

Applicants must successfully complete a medical examination. The medical examination will be used to evaluate the applicant's ability to successfully perform the essential job functions.

- 1) Vision: Must have visual acuity that is 20/40 when both eyes are tested together and pass a color vision examination. Vision must be correctable to 20/40 with contact lenses.
- 2) Hearing: Will be determined by medical examination.