



## CAREER OPPORTUNITIES

COURT BAILIFF  
PATROL OFFICER

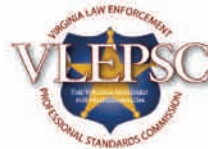
### SPECIALIZED UNITS

ARMORER  
BACKGROUND INVESTIGATOR  
BIKE PATROL OFFICER  
BREATHALYZER OPERATOR  
CRIME PREVENTION OFFICER  
D.A.R.E. OFFICER  
DEA DRUG TASK FORCE  
DEFENSIVE TACTICS INSTRUCTOR  
DOMESTIC VIOLENCE INVESTIGATOR  
DRUG INTERDICTION TASK FORCE  
D.U.I. INSTRUCTOR  
FIELD TRAINING OFFICER  
FIREARMS INSTRUCTOR  
FORENSIC INVESTIGATOR  
GENERAL INVESTIGATOR  
HIGH RISK ENTRY TEAM  
HONOR GUARD  
JUVENILE INVESTIGATOR  
JUVENILE NARCOTICS TASK FORCE  
K-9 OFFICER  
NEGOTIATION TEAM  
PERSONNEL OFFICER  
RADAR OPERATOR/INSTRUCTOR  
SCHOOL RESOURCE OFFICER  
SEARCH AND RESCUE TEAM  
STREET CRIMES INVESTIGATOR  
TRAFFIC SAFETY TEAM  
TRAINING OFFICER  
UNDERWATER FORENSIC TEAM  
VICE/NARCOTICS INVESTIGATOR  
WARRANT SERVICE OFFICER

## CONTACT INFORMATION

**Hanover County Sheriff's Office**  
7522 County Complex Road  
Hanover, Virginia 23069  
(804) 365-6110 or (804) 365-6157

Please submit applications on-line at  
[www.hanoversheriff.com](http://www.hanoversheriff.com)



An Equal Opportunity Employer



## HANOVER COUNTY SHERIFF'S OFFICE

AN INTERNATIONAL & STATE ACCREDITED  
LAW ENFORCEMENT AGENCY



## AGENCY OVERVIEW

The Hanover Sheriff's Office is the principal provider of law enforcement for the County of Hanover, providing service to a population near 100,000 who reside within 472 square miles. Under the leadership of Colonel V. Stuart Cook, the Sheriff's Office has become one of the most respected and professional law enforcement agencies in the Commonwealth.



## MINIMUM QUALIFICATIONS

In order to be employed as a Patrol Deputy with our agency, you must meet the following minimum requirements for the position. If you do not meet the minimum requirements, you will be eliminated from further consideration for employment with our agency.

### *Minimum Qualifications:*

- Must be 21 years of age by academy graduation
- Must be a United States citizen
- Must possess a high school diploma or equivalent
- Must possess a valid Virginia driver's license by date of hire
- Must possess a visual acuity of 20/100 uncorrected and 20/40 corrected – no color blindness

### *Phases of the Hiring Process:*

- Written Test
- Physical Agility Test (Occupational Simulation Course)
- Oral Review Board
- Polygraph Examination
- Comprehensive Background Investigation
- Interview with the Sheriff and Command Staff
- Medical Exam
- Psychological Review
- Final Offer of Employment

## CAREER DEVELOPMENT PROGRAM

At the Hanover County Sheriff's Office, our personnel are our most valuable resource. As a result, the Sheriff's Office seeks to provide our personnel with incentives throughout their law enforcement careers for professional and personal development. To achieve such a goal, the Sheriff's Office has established a Career Development Program, which allows qualified officers to earn a higher rate of pay. The Career Development Program is voluntary and requires officers to meet certain criteria for each level, which includes the following: years of service; disciplinary action; performance evaluation rating; accidents; firearm proficiency; sick leave; and college/ training hours. There are a total of four steps in the Career Development

Program, which are as follows: First Class, Senior, Master, and Career.

## LATERAL ENTRY PROGRAM

Applicants who are certified by the Virginia Department of Criminal Justice Services and have experience in community law enforcement can request Lateral Entry employment. A Lateral Entry applicant must qualify for employment through the traditional hiring process. However, because of their previous certification and experience will not be required to be re-certified in another basic academy. An applicant will also receive salary incentives for previous years of service and if qualified, be eligible to automatically transfer into the Career Development Program.

## BENEFITS

**DEFERRED COMPENSATION:** Sec. 457 plan which allows you to set aside pre-taxed dollars for retirement.

**TUITION REIMBURSEMENT:** Limited to a maximum dollar amount per semester. Must be job related and approved by the Sheriff and the Board of Supervisors.

**TAKE-HOME VEHICLE:** Take-home vehicle provided upon completion of the Academy if employee resides in the County. Lateral Entry employees will be provided take-home vehicle during transitional training.

**UNIFORMS & EQUIPMENT:** All uniforms and equipment are provided by the County. A clothing allowance is provided for sworn, non-uniform personnel.

**RETIREMENT:** Law Enforcement Officers Retirement (LEO Supplement) with VSRS paid fully by County. Officer can retire with full benefits after 25 years of service and age 50. Based on the last 3 highest years of salary.

**HEALTH INSURANCE:** Eligible the first month after you are hired, you can choose from various plans. For a summary and rates, please visit [www.co.hanover.va.us/personnel/benefits](http://www.co.hanover.va.us/personnel/benefits).

**DENTAL INSURANCE:** Optional Plans. Two check-ups per year and co-insurance for services. Also covers orthodontic services.

**LIFE INSURANCE:** VRS- Paid fully by the County (Value=Salary rounded to the next highest thousand and then doubled.)

**VRS OPTIONAL LIFE INSURANCE:** Additional life insurance for employee and family members. Paid fully by employee.

**CANCER, INTENSIVE CARE AND ACCIDENT INSURANCE:** Optional supplemental plans to complement your other benefits.

**HOLIDAYS:** 11 paid holidays per year.

**ANNUAL LEAVE:** 8 hours per month for the first 5 years; 10 hours per month for the next 5 years; 12 hours per month for the next 10 years; and, 14 hours per month for 20 years of service through the remainder of employment.

**SICK LEAVE:** 10 hours per month. No ceiling set, payment limited and applicable only after 5 years of service.

**FLEXIBLE SPENDING ACCOUNTS:** Pre-tax savings for medical and dependent care expenses.

**SECTION 125 PREMIUM CONVERSION PLANS:** Pre-tax deductions for health and dental premiums.

**EMPLOYEE ASSISTANCE PROGRAM:** "Health Returns" covers all employees, dependents and all other household members, regardless of participation in County health care plans.

**VA CREDIT UNION:** Membership includes payroll deduction, savings, checking, loans, etc.

**DIRECT DEPOSIT:** Payroll check deposited in your personal financial account.