



**Technical Report for the  
Job Task Analysis Study of  
Civil Process Officers  
in the  
Commonwealth of Virginia**

**May 2023**

**Virginia Department of Criminal Justice Services**  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

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Sergeant Clinton Phillips – Alleghany County Sheriff's Office  
Lieutenant Ryan Hilbish – Bedford County Sheriff's Office  
Deputy Kim Wyrick – Botetourt County Sheriff's Office  
Captain Stacy Cary – Caroline County Sheriff's Office  
Sergeant Thomas Rigney – Danville City Sheriff's Office  
Sergeant Sandy Weigle – Hanover County Sheriff's Office  
Captain William Fox – Henrico County Sheriff's Office  
Lieutenant Todd Davis – Newport News Sheriff's Office  
Captain Tony Sindlinger – Prince William County Sheriff's Office  
Sergeant Dawn Crump – Williamsburg-James City County Sheriff's Office

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## GENERAL STATEMENT OF METHODOLOGY

### Introduction and Overview

The purpose of this job task analysis study is to identify tasks performed by civil process officers and deputies in the Commonwealth of Virginia, in order to comprehensively evaluate the current Compulsory Minimum Training Standards (CMTS) for civil process officers (CPOs), as defined by the Virginia Department of Criminal Justice Services (DCJS) and the *Code of Virginia*. This job task analysis also seeks to identify tasks that are best suited for advanced or on-the-job training by the employing agency, beyond the scope of the minimum standards required during academy training.

### Job Analysis Validation

Job analysis typically involves conducting a comprehensive examination of specific roles. This analysis allows an employer or agency to gain understanding and insight of the job function, so that processes and policies can be updated and improved. For the purposes of this study, DCJS defines job analysis as a basic analytical process that identifies elements of personnel management, to include selection/hiring, training, compensation, performance evaluation, and assignment. It can be difficult to accurately determine what type of training is needed, which individuals should be hired or selected for a specific role, and what should constitute acceptable performance if an employer or agency is lacking this information.

Historically, job analyses have been conducted for various public safety positions as a means of furnishing important information to criminal justice agencies and departments. Hiring practices, training, and continued education are constantly evolving, proving to be a driving factor as to why this group is one of most widely studied in the United States. In fact, job analyses within the law enforcement field date back to 1933 when the California State Department of Education began studying public safety work and identified over 3,000 skills and areas of knowledge that were deemed necessary for the successful performance of a law enforcement officer in the course of their duties.

The passage of the Equal Employment Opportunity Act of 1972 began requiring public employers to demonstrate the validity of their employee selection procedures, and since that time, gathering legally defensible job task analysis information has proven to be a common occurrence. If individuals can lose or be deprived of their job by not satisfying a particular standard, the employer must be able to demonstrate, frequently through job analysis, the validity of that standard. For the purposes of this study specifically, successful completion of the Compulsory Minimum Training Standards for civil process officers in Virginia is, in fact, a selection procedure for which validity must be demonstrated.

The specific analytical methodology utilized is typically left to the employer or certifying body, but no matter the method chosen to obtain and analyze data received, a job task analysis must be performed consistent with the rules and procedures of state and federal Equal Employment Opportunity agencies, relevant court decisions, and applicable recent federal and/or state laws. Job analysis is defined as the process of systematically collecting, processing, analyzing, and interpreting important information about a specific position, job, or occupation (OPM, 1979). Additionally, the importance of job analysis is emphasized in several court cases in the last 50 years. For instance, the United States Supreme Court held that if an employer's practice or policy cannot be shown to be directly related to specific job performance, the practice is then prohibited (*Griggs v. Duke Power Plant Company, 1972*).

Successful validation of a job task analysis, specifically for civil process officers in this case, is the proper selection of validation model and processes involved in the collection of data. Uniform Guidelines describe three methods of validation, which include criterion-related validation, content validation, and construct validation. Criterion-related validation describes a statistical relationship between test scores and job performance measures in order to justify the selection procedure, whereas content validity is a selection procedure that can be justified on the basis of a representative sample of the content of the specific job. Construct validity, hinges on the basis is a certain trait that is believed to relate to successful job performance, be empirically-related to critical work behavior(s).

### Adverse Impact

Although job relatedness is the primary concern in designing and implementing selection devices and methodologies, adverse impact must also be taken into account. Adverse impact can occur when the selection rate for any race, sex, or ethnic group is too low or too high. Smaller differences in selection rate may nevertheless constitute adverse impact as well, and the Americans with Disabilities Act (ADA) specifically includes the concept of adverse impact within its regulations for this reason. Consequently, the standards that are devised to conduct the job task analysis must be sensitive to this issue and able to withstand scrutiny. However, it should be noted that the intent of the ADA and the Uniform Guidelines is not to prohibit the use of selection devices where adverse impact exists, so long as job-relatedness can be demonstrated. Where adverse impact exists, though, validity is essential in the documentation of the test or employment standard(s). Likewise, if pre-employment qualifications or necessary requirements to the appointment to a specific role are shown to be job-related and necessary for the safe and efficient performance of the job itself, a degree of adverse impact is allowable (*Dothard v. Rawlinson, 1971*).

### Sample Representativeness

An additional concern in the development of the various elements of human resource systems relates to sample representativeness. The Equal Employment Opportunity Commission (EEOC) guidelines advise that when a validation process requires the collection of data pertaining to a particular job in representative units in a multi-unit organization or among a group of users, evidence of validity for the job specific to each unit usually will not be required, even where evidence of validity is obtained from more than one user utilizing the same job classification. If validity evidence from such a study satisfies (usually pertaining to jobs which have substantially the same job duties or other performance domains as shown by a job analysis), evidence of validity specific to each unit is not usually required.

Previous studies and research conclude that there is no absolute rule for determining sample size when conducting a job task analysis study. A sample population, however, must be large enough to demonstrate the homogeneity of the class. For the purposes of this study, we would assume that civil process officers, regardless of their employing agency or jurisdiction within the Commonwealth of Virginia, tend to do similar work. This ensures a representative sample of diversity in possibly heterogeneous classes. In this specific study, all civil process officers were treated as one group. CPO supervisors were also treated as one group due to the lack of sufficient numbers to justify separate units of analysis, and the likelihood that work performed is largely similar regardless of employer.

## Failure to Train/Risk Management

Another concern that necessitates the implementation of a job task analysis study is the ministerial duty of agencies and departments to train their employees to perform high-criticality tasks they are likely to confront during the course of their normal work duties and responsibilities. High-criticality tasks are those that may have an adverse impact on another person's constitutional rights. The principle of deliberate indifference (which supplanted the prior and lower standard of gross negligence) was established in *City of Canton v. Harris* in 1989 when the Supreme Court held that the inadequacy of training may serve as the basis for liability, only where the failure-to-train amounts to deliberate indifference to the rights of persons with whom the officers come into contact. Essentially, and in this context, it is absolutely critical that the employing agency and State work diligently to ensure the adequate training of its law enforcement personnel, and specifically for this study, its civil process officers.

## Moral Certainty Standard

If the employing agency or standard-setter (DCJS, in this case) knew or should have known that a violation(s) of a person's constitutional rights would occur if officers were not trained in particular job content, then liability may arise.

## Custom/Practice/Pattern

Liability may also arise if an employing agency observes, but chooses to ignore, a pattern of officer behavior(s) or events that establish an obvious need for training. Under this concept, this may directly constitute deliberate indifference.

## Official Policy

If an agency-adopted policy or standard violates established law that a reasonable person knows or should have known, liability to that agency may occur. If deficiencies in the current CMTS are identified as a result of a job task analysis and those deficiencies are not addressed, that action may rise to the level of deliberate indifference if the deficiency negatively impacts a citizen's constitutional rights because the officer was not provided with adequate or proper training. Liability may attach when the employing agency or department's failure-to-train ignores the threat of that failure to a citizen's constitutional rights. However, as the Supreme Court opined in *City of Canton v. Harris*, referenced above, even adequately trained officers can make mistakes. Nevertheless, previous research and a multitude of court cases like the aforementioned, make it clear that training, based on a job task analysis, should correspond as closely as possible to the documented content of a CPO's job.

DCJS and stakeholders must keep in mind that courts across the country have typically asked four basic questions when defining a defensible training program:

- Does a comprehensive job task analysis form the basis for the training program?
- Are there written lesson plans with learning/student performance outcomes and is there testing based on those objectives?
- Are the instructors certified/qualified?
- Are there records of student achievement?

## PROJECT METHODOLOGY

This section describes the specific steps that the Virginia Department of Criminal Justice adhered to when conducting the Job Task Analysis Study of Civil Process Officers (CPO).

### Job Analysis

As previously mentioned, conducting a job task analysis study requires basic analytical processes to ultimately form the foundation for the design of a personnel management system, to include training, evaluation, and selection. Without detailed task analysis information, the prospects of comprehensively and accurately defining the content of entry-level training for CPOs would be significantly diminished. Furthermore, because an individual's employment can be adversely affected by failing a required course or section of instruction, the agency that requires that training must be able to demonstrate the job-relatedness of that training. Additionally, the lack of defined job and/or instructional content potentially exposes the agency to increased risk of liability.

DCJS selected content validity as the chosen validation method and developed a raw task list based on prior research, subject matter experts, and job task analysis projects conducted by the agency. The raw task list utilized as the basis for this JTA was reviewed at length with the Project Technical Committee (PTC), which was comprised of subject matter experts who currently work in the civil process field of their respective agency or department. They examined each task for completeness, clarity, relevance, and wording/terminology. The result of this process produced the basis of the questionnaire.

The raw task list can be found within the Appendices of this report.

### Development of Questionnaires

After discussing with the Project Technical Committee and based on the final revised task list, DCJS developed questionnaires for both current civil process officers and their supervisors.

Supervisors were asked to consider each task in terms of the consequences of inadequate performance and when they believed an individual working as a civil process officer should learn how to do that task. Tasks that were not a part of the job or were not expected to be performed by a CPO in the field were excluded from further consideration.

All current civil process officers with less than five years of experience were asked to identify which tasks they personally had performed in the past 12 months and how often they had performed them. If the participant had not performed the task on the job, a "0" was entered.

The questionnaires were administered on a secure internet site for a two-week period during the month of March 2023.

Civil process officers responded to the **Frequency Scale** as follows:

0	1	2	3
Have not performed this task in the past year	Infrequent, a few times per year or less	Frequent, weekly to monthly	Highly frequent, a few times per week or more

Civil process supervisors responded to the **Consequences of Inadequate Performance Scale** as follows:

0	1	2	3	4
Not performed	Not critical	Somewhat critical	Critical	Highly critical

Supervisors also responded to the **When Learned Scale** as follows:

0	1	2	3	4
Not Performed	On the Job	Introduced in Academy, but mastered on the job	Significant mastery in the Academy	In specialized training beyond Basic Academy

## Development of Sample Population

In order to develop and implement a plan to sample the civil process officer population for this JTA study, DCJS staff reached out to local Sheriff’s Offices to ask for assistance in identifying officers and deputies that were currently employed as a civil process officer, with less than five years’ experience in that role. Additionally, each agency was asked to identify personnel that work in the supervisory capacity of a civil process officer, whether full or part-time.

DCJS received responses from 86 different Sheriff’s Offices. Of those, 13 indicated that they did not have any civil process officers with less than five years in that role (CP<5), or any civil process supervisors, so they were not asked to participate in either survey. This resulted in a total of 318 civil process officers and supervisors from 73 local Sheriff’s Offices that met the qualifications to participate in the surveys. It was decided that all 318 would be asked to participate in the surveys instead of creating a representative sample.

## Questionnaire Distribution and Return Procedure

DCJS disseminated a link to a secure, online site to the aforementioned 318 officers and supervisors from the 73 agencies. During the course of the two-week time period that the questionnaires were accessible online, DCJS received 265 responses from a total of 67 Sheriff’s Offices. The characteristics of those that completed the surveys were checked against the characteristics of the full CPO population to ensure that the respondent group was representative of the population as a whole.

A list of the participating agencies can be found on page [12](#) of this report.



## Data Analysis

The questionnaires were examined by group. The results were calculated to show the percentage of CPOs who identified a task they had performed and how often. Supervisors' responses were examined by the percentages of supervisors who identified a particular task as part of the job duties and responsibilities of a civil process officer, the mean score for criticality for each task, and the percentage of supervisors who identified the task as one that should be addressed in a basic, entry-level civil process officer course.

Once the data was compiled, DCJS staff reviewed the results using the decision rules described in the next section. As applied, DCJS was able to identify tasks that should be addressed in a basic academy, on the job, and/or in advanced training. Those tasks were noted and brought forward to the Project Technical Committee for review and final approval. Tasks that yielded results just short of meeting a decision rule or barely passing one were identified, and ultimately left to the PTC to decide whether to include or omit.

All results are detailed starting on page [10](#).

## DECISION RULES

Based on Decision Rules devised by the Systems Design Group in 2018 for a previous Job Task Analysis utilized in the Commonwealth of Virginia for law enforcement officers, DCJS decided to employ the following rules for this JTA for civil process officers:

If 50% or more of the officers performed a particular task and the mean frequency was two or more

**and**

If 50% or more of the Supervisors identified a particular task as part of the civil process officer's job and the mean CIP was two or more

**and**

If 50% or more of the Supervisors selected a two or three for *When Learned*,

That task was eligible to be a part of the basic, entry-level civil process officer academy curriculum, contained within the Compulsory Minimum Training Standards.

If less than 50% of the officers had performed a particular task, but the mean *Consequences of Inadequate Performance* was three or higher from at least 50% of the Supervisors, and the *When-Learned* rule was met, then that task was eligible to be included in a basic civil process officer academy.

All of the prescribed tasks met one of the above listed rules. A task that was determined to be performed, but found to be best addressed on the job, carries the label "OTJ" (#2). The results were presented to the Project Technical Committee.

The PTC concluded that all tasks are best taught during the basic academy.

## ANALYSIS OF TASKS

MARCH 2023

#	Task language
1	Perform the duties of a civil process deputy with awareness of personal and agency liability
2	Maintain effective relations with court personnel/officials OTJ
3	Read court papers to determine proper order of action(s)
4	Recognize debts that are not affected by bankruptcy
5	Serve civil process paperwork and/or make proper return
6	Halt civil process proceedings due to the filing of bankruptcy
7	Notify jurors for potential jury service when assigned
8	Execute levies
9	Ensure officer safety when entering a premise to conduct a levy or seize property
10	Determine the value of property to be levied
11	Participate in a Sheriff's sale
12	Physically seize levied property
13	Serve eviction notices
14	Plan for and handle problems encountered with animals during evictions or levies
15	Oversee removal of physical property of evictee from premises
16	Interact with the public with awareness of deputy safety
17	Issue documentation of personal property/levied items
18	Check wanted status through VCIN/NCIC
19	Understand the period of time permitted by law for execution of various types of civil process paperwork
20	Recognize and observe days and hours of allowed service
21	Verify warrants before execution (e.g., "in hand" to avoid false arrest)
22	Recognize various types of civil process paperwork
23	Identify the time period for the return after process is served.
24	Identify the ways in which a person may be served
25	Recognize persons exempt from civil process
26	Obtain civil process papers from the court
27	Explain documents being served without giving legal advice
28	Recognize types of paperwork that have to be documented upon receipt (came to hand)
29	Understand the civil liability attached to civil process officers for improper service or to make proper return of documents
30	Document attempts of service
31	Ensure multiple attempts of service are at random times of the day

#	Task language
32	Recognize paperwork that requires personal service
33	Recognize the proper documentation on the service copy
34	Ask to see bankruptcy documentation
35	Recognize what property may be levied and/or seized under a Writ of Fieri Facias and when this must be completed
36	Understand the types of bonds
37	Identify the methods to determine the general value of property to be levied
38	Understand the types of notice given to an evictee, the method of service, and service requirements
39	Recognize the types of property that are not permitted to be placed on the public right of way
40	Search and secure the location of an eviction, prior to the landlord or locksmith entering the premises
41	Recognize the different chapters/types of bankruptcy
42	Recognize the difference between lockout and move out evictions
43	Identify other sources from which a Sheriff may receive civil papers for service
44	Ensure officer safety when serving civil papers
45	Identify the information that must be included on a return of process by a deputy

## REVIEW OF CURRENT TRAINING CONTENT

### Summary

Upon the conclusion of the work performed by the Project Technical Committee for civil process officers, DCJS reviewed the content to help identify whether a task was, in fact, included in the current Compulsory Minimum Training Standards (CMTS). The items specified as “new” were not located within the current standards and will be presented to the Jail/Civil Process/Courtroom Security Curriculum Review Committee for revisions and insertion into the CMTS. Finally, items currently encompassed within the CMTS have been identified by their numerical location, noted beside each task.

## PARTICIPATING SHERIFF'S OFFICES

Albemarle County Sheriff's Office	Loudoun County Sheriff's Office
Alexandria City Sheriff's Office	Lynchburg City Sheriff's Office
Amherst County Sheriff's Office	Madison County Sheriff's Office
Augusta County Sheriff's Office	Martinsville Sheriff's Office
Bedford County Sheriff's Office	Montgomery County Sheriff's Office
Bland County Sheriff's Office	Nelson County Sheriff's Office
Bristol City Sheriff's Office	New Kent County Sheriff's Office
Buckingham County Sheriff's Office	Newport News City Sheriff's Office
Buena Vista Sheriff's Office	Norfolk City Sheriff's Office
Campbell County Sheriff's Office	Pittsylvania County Sheriff's Office
Caroline County Sheriff's Office	Powhatan County Sheriff's Office
Chesapeake City Sheriff's Office	Prince Edward County Sheriff's Office
Chesterfield County Sheriff's Office	Prince George County Sheriff's Office
Craig County Sheriff's Office	Prince William County Sheriff's Office
Danville City Sheriff's Office	Pulaski County Sheriff's Office
Dickenson County Sheriff's Office	Roanoke City Sheriff's Office
Dinwiddie County Sheriff's Office	Roanoke County Sheriff's Office
Fairfax County Sheriff's Office	Russell County Sheriff's Office
Falls Church City Sheriff's Office	Salem City Sheriff's Office
Fauquier County Sheriff's Office	Shenandoah County Sheriff's Office
Fluvanna County Sheriff's Office	Southampton County Sheriff's Office
Franklin County Sheriff's Office	Spotsylvania County Sheriff's Office
Frederick County Sheriff's Office	Stafford County Sheriff's Office
Fredericksburg City Sheriff's Office	Staunton City Sheriff's Office
Gloucester County Sheriff's Office	Sussex County Sheriff's Office
Goochland County Sheriff's Office	Virginia Beach City Sheriff's Office
Grayson County Sheriff's Office	Warren County Sheriff's Office
Greensville County Sheriff's Office	Washington County Sheriff's Office
Halifax County Sheriff's Office	Waynesboro City Sheriff's Office
Hampton City Sheriff's Office	Williamsburg -James City County Sheriff's Office
Hanover County Sheriff's Office	Winchester City Sheriff's Office
Henrico County Sheriff's Office	Wise County Sheriff's Office
Henry County Sheriff's Office	York - Poquoson Sheriff's Office
King William County Sheriff's Office	

## APPENDICES

### Task Enumeration/Location

#	Task language
1	Perform the duties of a civil process deputy with awareness of personal and agency liability <b>NEW</b>
2	Maintain effective relations with court personnel/officials <b>NEW</b>
3	Read court papers to determine proper order of action(s) <b>NEW</b>
4	Recognize debts that are not affected by bankruptcy <b>4.2.4.</b>
5	Serve civil process paperwork and/or make proper return <b>4.1</b>
6	Halt civil process proceedings due to the filing of bankruptcy <b>4.2</b>
7	Notify jurors for potential jury service when assigned <b>4.3</b>
8	Execute levies <b>4.4</b>
9	Ensure officer safety when entering a premise to conduct a levy or seize property <b>4.4</b>
10	Determine the value of property to be levied <b>4.4</b>
11	Participate in a Sheriff's sale <b>4.4</b>
12	Physically seize levied property <b>4.4</b>
13	Serve eviction notices <b>4.5</b>
14	Plan for and handle problems encountered with animals during evictions or levies <b>4.5</b>
15	Oversee removal of physical property of evictee from premises <b>4.6</b>
16	Interact with the public with awareness of deputy safety <b>4.9</b>
17	Issue documentation of personal property/levied items <b>NEW</b>
18	Check wanted status through VCIN/NCIC <b>4.5</b>
19	Understand the period of time permitted by law for execution of various types of civil process paperwork <b>4.1</b>
20	Recognize and observe days and hours of allowed service <b>4.1</b>
21	Verify warrants before execution (e.g., "in hand" to avoid false arrest) <b>NEW</b>
22	Recognize various types of civil process paperwork <b>4.1</b>
23	Identify the time period for the return after process is served. <b>4.1</b>
24	Identify the ways in which a person may be served <b>4.1</b>
25	Recognize persons exempt from civil process <b>4.1</b>
26	Obtain civil process papers from the court <b>4.1</b>
27	Explain documents being served without giving legal advice <b>4.1 add "without giving..."</b>
28	Recognize types of paperwork that have to be documented upon receipt (came to hand) <b>New</b>
29	Understand the civil liability attached to civil process officers for improper service or to make proper return of documents <b>4.1</b>

#	Task language
30	Document attempts of service <b>New</b>
31	Ensure multiple attempts of service are at random times of the day <b>New</b>
32	Recognize paperwork that requires personal service <b>4.1</b>
33	Recognize the proper documentation on the service copy <b>4.1</b>
34	Ask to see bankruptcy documentation <b>4.2</b>
35	Recognize what property may be levied and/or seized under a Writ of Fieri Facias and when this must be completed <b>4.4</b>
36	Understand the types of bonds <b>4.4</b>
37	Identify the methods to determine the general value of property to be levied <b>4.4</b>
38	Understand the types of notice given to an evictee, the method of service, and service requirements <b>4.5</b>
39	Recognize the types of property that are not permitted to be placed on the public right of way <b>4.6</b>
40	Search and secure the location of an eviction, prior to the landlord or locksmith entering the premises <b>4.5 ...need to add some language to LPG</b>
41	Recognize the different chapters/types of bankruptcy <b>4.2</b>
42	Recognize the difference between lockout and move out evictions <b>4.5</b>
43	Identify other sources from which a Sheriff may receive civil papers for service <b>4.1</b>
44	Ensure officer safety when serving civil papers <b>4.1</b>
45	Identify the information that must be included on a return of process by a Deputy <b>4.1</b>

## Raw Task List

#	Task language
1	Perform the duties of a civil process deputy with awareness of personal and agency liability
2	Maintain effective relations with court personnel/officials
3	Read court papers to determine proper order of action(s)
4	Recognize debts that are not affected by bankruptcy
5	Serve civil process paperwork and/or make proper return
6	Halt civil process proceedings due to the filing of bankruptcy
7	Notify jurors for potential jury service when assigned
8	Execute levies
9	Ensure officer safety when entering a premise to conduct a levy or seize property
10	Determine the value of property to be levied
11	Participate in a Sheriff's sale
12	Physically seize levied property
13	Serve eviction notices
14	Plan for and handle problems encountered with animals during evictions or levies
15	Oversee removal of physical property of evictee from premises
16	Interact with the public with awareness of deputy safety
17	Issue documentation of personal property/levied items
18	Check wanted status through VCIN/NCIC
19	Understand the period of time permitted by law for execution of various types of civil process paperwork
20	Recognize and observe days and hours of allowed service
21	Verify warrants before execution (e.g., "in hand" to avoid false arrest)
22	Recognize various types of civil process paperwork
23	Identify the time period for the return after process is served
24	Identify the ways in which a person may be served
25	Recognize persons exempt from civil process
26	Obtain civil process papers from the court
27	Explain documents being served without giving legal advice
28	Recognize types of paperwork that have to be documented upon receipt (came to hand)
29	Understand the civil liability attached to civil process officers for improper service or to make proper return of documents
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#	Task language
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34	Ask to see bankruptcy documentation
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36	Understand the types of bonds
37	Identify the methods to determine the general value of property to be levied
38	Understand the types of notice given to an evictee, the method of service, and service requirements
39	Recognize the types of property that are not permitted to be placed on the public right of way
40	Search and secure the location of an eviction, prior to the landlord or locksmith entering the premises
41	Recognize the different chapters of bankruptcy
42	Recognize the difference between lockout and move out evictions



## Edited Raw Task List

#	Task language
1	Perform the duties of a civil process deputy with awareness of personal and agency liability
2	Maintain effective relations with court personnel/officials
3	Read court papers to determine proper order of action(s)
4	Recognize debts that are not affected by bankruptcy
5	Serve civil process paperwork and/or make proper return
6	Halt civil process proceedings due to the filing of bankruptcy
7	Notify jurors for potential jury service when assigned
8	Execute levies
9	Ensure officer safety when entering a premise to conduct a levy or seize property
10	Determine the value of property to be levied
11	Participate in a Sheriff's sale
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19	Understand the period of time permitted by law for execution of various types of civil process paperwork
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22	Recognize various types of civil process paperwork
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24	Identify the ways in which a person may be served
25	Recognize persons exempt from civil process
26	Obtain civil process papers from the court
27	Explain documents being served without giving legal advice
28	Recognize types of paperwork that have to be documented upon receipt (came to hand)
29	Understand the civil liability attached to civil process officers for improper service or to make proper return of documents
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#	Task language
32	Recognize paperwork that requires personal service
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37	Identify the methods to determine the general value of property to be levied
38	Understand the types of notice given to an evictee, the method of service, and service requirements
39	Recognize the types of property that are not permitted to be placed on the public right of way
40	Search and secure the location of an eviction, prior to the landlord or locksmith entering the premises
41	Recognize the different chapters/types of bankruptcy
42	Recognize the difference between lockout and move out evictions
43	Identify other sources from which a Sheriff may receive civil papers for service
44	Ensure officer safety when serving civil papers
45	Identify the information that must be included on a return of process by a Deputy

## Participant Counts by Agency

Sheriff's Office	Civil Process Officer <5 yrs		Civil Process Supervisor	
	Contacted	Responded	Contacted	Responded
Accomack County Sheriff's Office	3	0	1	0
Albemarle County Sheriff's Office	3	3	1	1
Alexandria City Sheriff's Office	2	2	1	1
Amherst County Sheriff's Office	1	1	0	0
Appomattox County Sheriff's Office	0	0	0	0
Arlington County Sheriff's Office	6	0	1	0
Augusta County Sheriff's Office	0	0	1	1
Bedford County Sheriff's Office	3	3	1	1
Bland County Sheriff's Office	0	0	1	1
Bristol City Sheriff's Office	0	0	4	3
Brunswick County Sheriff's Office	0	0	0	0
Buckingham County Sheriff's Office	1	1	1	1
Buena Vista Sheriff's Office	0	0	1	1
Campbell County Sheriff's Office	2	2	1	1
Caroline County Sheriff's Office	14	12	9	9
Carroll County Sheriff's Office	1	0	1	0
Charlotte County Sheriff's Office	0	0	0	0
Chesapeake City Sheriff's Office	7	6	2	2
Chesterfield County Sheriff's Office	8	6	1	1
Craig County Sheriff's Office	4	4	2	1
Danville City Sheriff's Office	0	0	1	1
Dickenson County Sheriff's Office	7	6	0	0
Dinwiddie County Sheriff's Office	1	0	1	1
Essex County Sheriff's Office	0	0	0	0
Fairfax County Sheriff's Office	11	11	6	6
Falls Church City Sheriff's Office	0	0	5	5
Fauquier County Sheriff's Office	2	2	1	1
Floyd County Sheriff's Office	1	0	0	0
Fluvanna County Sheriff's Office	2	2	0	0
Franklin County Sheriff's Office	0	0	1	1
Frederick County Sheriff's Office	4	4	3	3
Fredericksburg City Sheriff's Office	1	1	2	2
Gloucester County Sheriff's Office	0	0	1	1
Goochland County Sheriff's Office	1	1	0	0

**Technical Report for the Job Task Analysis Study of Civil Process Officers in the Commonwealth of Virginia**

Sheriff's Office	Civil Process Officer <5 yrs		Civil Process Supervisor	
	Contacted	Responded	Contacted	Responded
Grayson County Sheriff's Office	0	0	1	1
Greene County Sheriff's Office	0	0	0	0
Greensville County Sheriff's Office	1	1	2	2
Halifax County Sheriff's Office	1	1	1	1
Hampton City Sheriff's Office	4	4	1	1
Hanover County Sheriff's Office	15	15	5	5
Henrico County Sheriff's Office	3	2	3	2
Henry County Sheriff's Office	3	3	0	0
Hopewell City Sheriff's Office	0	0	0	0
King George County Sheriff's Office	0	0	0	0
King William County Sheriff's Office	3	3	1	1
Lancaster County Sheriff's Office	0	0	3	0
Loudoun County Sheriff's Office	1	1	1	1
Louisa County Sheriff's Office	0	0	0	0
Lynchburg City Sheriff's Office	7	7	1	1
Madison County Sheriff's Office	0	0	2	1
Martinsville Sheriff's Office	2	1	1	1
Montgomery County Sheriff's Office	5	3	3	2
Nelson County Sheriff's Office	1	0	2	2
New Kent County Sheriff's Office	2	2	2	2
Newport News City Sheriff's Office	4	4	4	4
Norfolk City Sheriff's Office	3	3	2	2
Northumberland County Sheriff's Office	0	0	0	0
Pittsylvania County Sheriff's Office	2	1	0	0
Powhatan County Sheriff's Office	2	2	0	0
Prince Edward County Sheriff's Office	1	1	2	1
Prince George County Sheriff's Office	5	2	3	3
Prince William County Sheriff's Office	11	8	4	4
Pulaski County Sheriff's Office	2	2	0	0
Roanoke City Sheriff's Office	5	4	2	2
Roanoke County Sheriff's Office	2	2	2	2
Russell County Sheriff's Office	0	0	1	1
Salem City Sheriff's Office	1	1	0	0
Scott County Sheriff's Office	0	0	0	0
Shenandoah County Sheriff's Office	1	0	1	1
Smyth County Sheriff's Office	1	0	0	0

**Technical Report for the Job Task Analysis Study of Civil Process Officers in the Commonwealth of Virginia**

Sheriff's Office	Civil Process Officer <5 yrs		Civil Process Supervisor	
	Contacted	Responded	Contacted	Responded
Southampton County Sheriff's Office	0	0	1	1
Spotsylvania County Sheriff's Office	2	2	1	0
Stafford County Sheriff's Office	1	1	0	0
Staunton City Sheriff's Office	4	4	3	2
Sussex County Sheriff's Office	2	2	0	0
Tazewell County Sheriff's Office	0	0	0	0
Virginia Beach City Sheriff's Office	6	5	2	2
Warren County Sheriff's Office	1	1	0	0
Washington County Sheriff's Office	1	1	1	1
Waynesboro City Sheriff's Office	2	2	3	3
Westmoreland County Sheriff's Office	0	0	0	0
Williamsburg-James City County Sheriff's Office	2	2	1	1
Winchester City Sheriff's Office	4	2	4	1
Wise County Sheriff's Office	1	1	0	0
Wythe County Sheriff's Office	0	0	0	0
York-Poquoson Sheriff's Office	1	1	2	2
<b>Total</b>	<b>200</b>	<b>164</b>	<b>118</b>	<b>101</b>