OVERVIEW
Interested in becoming a Sheriff Deputy? Rising juniors and senior criminal justice students can do just that through our eight-week Summer Basic Jailor Academy, offered in partnership with the Henrico County Sheriff’s Office. Graduates of the internship program are sworn in as Sheriff Deputies through the Department of Criminal Justice Services and are eligible for part-time employment in Henrico’s Sheriff’s Office. This is an Invaluable stepping stone to careers in Criminal Justice.

The academy runs from the first week in June through the first week in August, Monday-Friday 7:45 am -4:30 pm. The Henrico County Summer Basic Jailor Academy will be held in Henrico County at the Henrico Public Safety Training Center located at 4301 E Parham Road, Henrico VA 23228.

Eligibility
• Rising junior or senior-level students who are currently enrolled at VCU
• Students should have a minimum GPA of 2.5 and be in good academic standing
• Completion of CRJS 181, “Introduction to Criminal Justice” and CRJS 253, “Introduction to Corrections,” prior to the academy start date is required
• Preference will be given to students with declared majors in Criminal Justice
• Students must be at least 18 years of age, be a US citizen and should pass a criminal history records check

Full acceptance into the Summer Basic Jailor Academy is contingent on passing the Background Check and Medical Screening.

TIMELINE

February 1: HCSO Application Due (Complete the Wilder School Interest Form to confirm eligibility first.)
March-April: HCSO Background Check and Medical Screening
Jun-August: Summer Basic Jailor Academy

CONTACT US:
Office of Student Success
wsinternship@vcu.edu
Phone: (804) 827-2791
Email us to receive the interest form and start the application process.

Henrico Summer Basic Jailor Academy
Training for a Purpose
The Henrico County Sheriff’s Office (HCSO), in collaboration with Virginia Commonwealth University, will offer students the opportunity to attend a Summer Basic Jailor Academy. HCSO’s Academy will be held at 4301 E Parham Road, Henrico VA 23228 and will run approximately from June 2023 to the first week of August 2023.

Upon successful completion of the Academy, each student will be awarded college credits and certification as a correctional deputy by the Department of Criminal Justice Services. Academy graduates will be eligible for part-time employment in Henrico’s Sheriff’s Office.

**Eligibility**

- Rising junior or senior-level students who are currently enrolled in the VCU Criminal Justice
- Students should have a minimum GPA of 2.5 and be in good academic standing.
- Preference will be given to students with declared majors in Criminal Justice.
- Students must be at least 18 years of age, be a US citizen, and should pass a background check.

**Application Process**

**Step 1:** Rising junior or senior-level students currently enrolled at VCU should contact the Wilder School Office of Student Success (OSS) to complete an initial [Interest Google form](mailto:wsinternship@vcu.edu). This form must be submitted to [wsinternship@vcu.edu](mailto:wsinternship@vcu.edu) in order to receive the application packet.

**Step 2:** OSS will review all students’ initial interest forms for eligibility on the basis of junior/senior level status, academic performance, major, and GPA. If eligible we will email you the application packet. If you need a paper copy of the application packet let us know and we will set up a time for you to pick it up.

**Step 3:** Submit the application packet to [wsinternship@vcu.edu](mailto:wsinternship@vcu.edu). Application Packets due February 1st.

**Step 4:** OSS will forward student applications to Henrico County for the next steps in the screening process, which include a background check and physical exam. Henrico County is responsible for these steps. Students who successfully pass these steps will be offered a place in the Henrico County Sheriff’s Office Summer Student Basic Jailor Academy. Henrico County will contact students that have been accepted into the Academy.

**Step 5:** Once officially accepted into the Summer Academy, students have the option to register for GVPA 493 Internship to earn 1 to 6 credits. You will need to fill out a [GVPA Experience Form](mailto:). We will send an email explaining the internship approval steps.

Questions? Contact:
Wilder School Office of Student Success
1001 W Franklin Street
[wsinternship@vcu.edu](mailto:wsinternship@vcu.edu)
804-827-2791

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