



PAMUNKEY REGIONAL JAIL



ANNUAL REPORT 2007-2008



TABLE OF CONTENTS

Message from the Superintendent.....	1-7
Mission Statement.....	8
Facility Overview.....	9

ADMINISTRATION DIVISION

Personnel.....	10-11
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SECURITY DIVISION

Security.....	12-13
Intake / Booking.....	14-15
Emergency Response Team.....	16

SUPPORT SERVICES DIVISION

Transportation	17-18
Programs.....	19-25
Visitation.....	26
Systems Administration.....	27
Maintenance.....	28-29
Work Release / Work Force.....	30-31
Training.....	32-33
Accreditation.....	34

OPERATIONS DIVISION

Classification.....	35-36
Records.....	37-38

Local Inmate Data System (LIDS).....39
Commissary40
Food Service.....41-42
Weekend Community Trash Pick-Up Program.....43

MEDICAL

Medical.....44-46

EMPLOYEE RECOGNITION

Employees of the Year.....47-49
Virginia Association of Regional Jails (VARJ) 2008 Pistol Tournament.....50

PAMUNKEY REGIONAL JAIL

2008 ANNUAL REPORT

A message from Superintendent James C. Willett, CJM:

I am pleased to present Pamunkey Regional Jail's 2008 Annual Report. The Pamunkey Regional Jail is a state-of-the-art facility with a housing capacity of 435 inmates. The jail opened on March 1, 1998 and serves the counties of Hanover and Caroline as well as the Town of Ashland. The total area of the jail is 127,000 square feet and includes fourteen housing units.

The facility is divided into three major divisions: **Operations, Security, and Support Services**. Each division is headed by a Division Commander who oversees all areas and departments that falls under that division. The Operations Division Commander is in charge of numerous operational departments within the jail. They include Classification, Records, Transportation, Intake, and Inmate Property. The Support Services Division Commander oversees areas such as Programs, Hearings, Standards and Accreditation, Visitation, Work Force, Work Release, Staff Property, Road Crew, Food Service, Commissary, Grievances, and Training. The Security Division Commander is in charge of Intake, all Shift Lieutenants, Sergeants, and Correctional Officers. This division provides for the care, custody and control of the inmate population.

This past year has continued to be an exceptionally successful period for our facility. Many of our goals were reached and we had several achievements that brought very positive attention and recognition to the jail. It is my belief that staff development is one of the most important categories to look at when examining the success of any facility or organization. Included in this area are vacancy/turnover rates, employee recognition for performance and special achievements, staff morale, staff training, and efforts made to foster good working relations between staff members.

One of the most important endeavors pertaining to staff development is our Career Development program. The Career Development program is in its seventh year now and continues to grow as more officers reach the level of qualifications required for the program. Under the provisions of the program, officers who receive additional training, which is beyond what is required by the facility, will qualify for a pay increase. This provides valuable incentives for dedicated employees and will further accomplish the goal of improving staff morale. This year there were four new officers that qualified for the First Class level, bringing our current participation in the program to one Senior Officer and six First Class Officers.

We have continued to offer **Tuition Reimbursement** to qualified staff which will aid them in continuing their education endeavors. We have received positive feedback from the staff regarding this benefit and look forward to the program's success.

Another example of our dedication to staff development is our continuing program of recognizing staff for performance and special achievements. This program also boosts morale and fosters good working relationships between staff members. We present **Officer of the Quarter, Officer of the Year, and Civilian of the Year** awards for employees who have demonstrated a very high level of performance. Our **Merit and Service Awards** recognizes staff with 3, 5, 10, 15, and 25 years of service. This year we awarded eleven three-year awards, ten five-year awards, five ten-year awards, and one 25-year award. **Jail Rings** are also awarded to the officer chosen as Officer of the Year and the civilian chosen as Civilian of the Year. We continue to offer jail rings in conjunction with the Jostens Company, for staff to purchase. This year we have also implemented **Perfect Attendance** awards to recognize those employees who have not missed a single day of employment within one year. This year we awarded certificates to 12 dedicated employees.

A recognition program through the Pamunkey Regional Jail Newsletter has also continued to be very effective for morale among the employees. The individual officers enjoy recognition for their accomplishments on the job.

This year, our revised **Mission and Vision Statements** along with our set system of **Core Values** that is utilized by the staff in the performance of their daily duties were adopted. We also designed a new **Quality Challenge Coin** which reflects the revised vision statement and command changes. The coins are made especially for our facility to express our appreciation to our employees. The changes made were inspired by the submission of staff ideas. We have had a positive feedback from the staff on these changes.

The Pamunkey Regional Jail **Emergency Response Team** program has continued successfully. Training for these officers is ongoing. Through continuous training, the Emergency Response Team continues to provide the facility with added security during critical incidents, and conducts all “high-risk” transports involving inmates classified as maximum custody, or involved in high profile/risk cases.

The Officer In Charge “**OIC**”, program is continuing in its fourth year. This program provides great incentive for our line officers, as well as benefiting the facility by having officers that can effectively operate a supervisory position in an emergency.

This year for the first time in the history of the jail, **Defensive Driving** has been incorporated into the In-service schedule. This was done to enhance the driving skills of our staff for their own safety and the safety of the inmates we transport on a daily basis. The course was conducted at the new Rappahannock Regional Criminal Justice Academy driving range by our four recently DCJS certified driving instructors. This eight-hour course will be conducted yearly with each year offering different courses such as Y-turn, Braking, EVOC, TVOC, Skills, etc. This year, defensive driving included the Y-turn and Braking course along with classroom time covering topics such as Civil Liability and vehicle dynamics.

We have also sponsored several officers in the VARJ shooting tournament. The officers proudly displayed the skills they developed at PRJ. This year, two of the four First Place awards were won by Pamunkey Regional Jail staff members who were awarded trophies as well as firearms for their marksmanship skills. This event develops pride in the facility as well as respect from other facilities.

During 2007-2008, we had 15 officers graduate from the **Jail Basic Academy** and currently have the remaining 20 uncertified scheduled for various academies throughout the fall, and early spring.

We conducted civilian **CPR and First Aid** training sessions. This training was made available to all civilian employees at the Pamunkey Regional Jail. This allowed our civilian staff to use these valuable skills to enable them to respond in case of an emergency, and it gave them valuable knowledge of jail policy and practices.

This year, we have implemented that all employees will be required to have a complete physical during their birth month. With this health screening, employees are able to find and get help correcting any health issues that may have gone unnoticed. This physical will be completed by Airpark Medical at no cost to the employee. Employees who are under the age of 40 years old will have a complete physical once every two years; employees who are over the age of 40 will have a complete physical each year.

The facility has also taken steps to ensure that our **ACA Accreditation** is maintained. We are currently in the process of preparing for our third accreditation process which will occur this fall. Completing the process to become accredited and the efforts necessary to maintain the accreditation have made a tremendous improvement in our facility performance. Keeping up with the many ongoing requirements to meet each standard has required us to address all services, programs, and operations. The standards cover every aspect of the jail, including administrative and fiscal controls, staff training and development, physical plant, safety and emergency procedures, sanitation, food service, and rules and discipline. Maintaining our accreditation is a high priority, making 2007-2008 extremely busy. We have continued to use our "**Master Standards File**" which enables us to recognize missing documentation from each of the 384 files that must be in compliance with the ACA standards. This master standards file has given us an at-a-glance look at what is needed from each area of the jail in order to be in compliance. Each file is reviewed on a quarterly basis and updated with necessary documentation. In addition to the "Master Standards File", detailed inspections of the facility are completed on a weekly basis by Command Staff to ensure the sanitation exceeds what is expected. The jail also assists other local and regional jails to develop systems that will allow them to also obtain ACA accreditation.

Similar requirements must be met in order for a facility to be awarded the **100% compliance rating by the Board of Corrections**. We are very proud to have once again achieved this rating. This demonstrates that we meet or exceed standards in all areas of our facility. Less than 50% of the jails in Virginia receive this rating.

During the month of July, 2007, Pamunkey Regional Jail had its Local Inmate Data System (LIDS) audit for compliance with LIDS protocol and procedures conducted by the State Compensation Board of Virginia. For the second year in a row, Pamunkey Regional Jail attained a 95% compliance level. This level of performance is earned only by 5% of the regional jails located in the state of Virginia. Through the combined efforts of the Lids Technician and Records Department, all folders are reviewed for accuracy before inmate information is submitted to the State Compensation Board and monthly reconciliations ensure that any inconsistencies are researched before requesting certification approval.

Also during the month of July, 2007, Keefe Commissary took over as the provider for all commissary services for the inmate population. This change was not only a cost saving measure but provided the inmates with a more consistent ordering and delivery schedule. Since switching to Keefe Commissary, not only has the inmate complaints reduced dramatically, but the inmates now have a wider range of items to choose from.

This past year has proven to be another busy, yet successful year for Programs. Programs such as English as a Second Language, Culinary Arts, Weekender Community Trash Pick-Up, as well as the IT program continue to be of great interest to the inmate population.

The **Weekender Community Trash Pick-up** is continuing in its second year of operation. It serves both Hanover and Caroline counties as well as the Town of Ashland. This program is conducted along designated routes selected by the Public Works Departments of the aforementioned localities. Not only does this help beautify the localities, it also generates a substantial monetary savings for our user jurisdictions and gainfully employs the inmate workers and inmates sentenced to weekend incarceration. We have budgeted for a full time road crew officer position for this program. This position will eliminate overtime allotment needed in the past to compensate staff volunteers that supervise inmates in the program. It will be instituted in July of this year.

The **Department of Corrections' Offender Re-Entry Program** was brought back to our facility. This program assists inmates in adjusting to life outside of incarceration once they are released. The program utilizes local community volunteers and local government agencies to prepare the inmates and expose them to community resources that were not accessible during their time spent in jail.

We continue to improve our services to the inmate population through the use of library services, legal reference materials, CARE coalition visits, church services, bible study, AA groups, anger management, productive citizens, life without a crutch, computer class, barber services, and Offender AID and Restoration. Another service that is offered to the ICE detainee population is visits by Embassy representatives. These representatives have the opportunity to visit the facility and inspect the living areas according to Federal Detention Standards.

This year we have had 30 inmates participate in the computer class and four inmates participate in the IT class that is offered through the McConnell Foundation. We have spent \$6,646.16 of the McConnell funds. One of the conditions of this funds disbursement is that the money be matched dollar for dollar from the inmate welfare fund. This \$13,292.32 will directly benefit the Information Technology and Computer programs offered to the inmate population.

We have continued to provide a **Special Education** teacher for the facility. This is accomplished through a cooperative agreement between Pamunkey Regional Jail and the Hanover County School Board. Special needs inmates between the ages of 18 and 22 years of age have access to instruction that will help them prepare for the GED. We provide a full-time GED instructor to prepare inmates to take the GED test. This year we had 13 inmates pass the GED test.

Another ongoing service the Pamunkey Regional Jail provides is facility tours for groups sponsored by the Hanover Department of Social Services and the Hanover Sheriff's Office and others, as well as student tours from Randolph Macon College in Ashland.

We have continued to provide “Taxi Service” to inmates being released. This service was accomplished through an agreement with Foster’s Cab Service in Ashland. It provides transportation for those inmates being released from the facility to designated areas within a 25-mile radius of the jail. It services Hanover, Caroline and the Town of Ashland and is funded by the inmate welfare fund.

To maintain a “proactive approach”, several issues were addressed in the Maintenance Department to improve the physical plant, safety and sanitation of the facility. This fall we are up for re-accreditation, so one of our goals was to improve on our overall appearance. The kitchen sallyport was updated with a new epoxy floor. Our inmate shower areas are receiving new floors and epoxy paint. A new scrubber was purchased to help improve with the floors. We also installed a new and improved dispensing system to better serve our population and to reduce cost. Our kitchen received a new steamer that will assist with the preparation of hot meals for our inmate population. The intake area has been recently renovated to not only provide additional space to the intake department, but will also supply privacy and safety to the officers who work the intake desk. We have added three portable generators that would allow critical areas of the facility to operate if all other power were lost due to generator failure or if a fuel delivery is delayed. This is part of our emergency preparedness plan that we have updated. We continue to utilize the preventative maintenance program to eliminate potential problems with facility equipment and reduce cost.

This year we have also provided employees a designated area for staff parking to ensure safety to staff and their vehicles. Security cameras were installed overlooking the staff parking lot to closely monitor that area at all times.

Currently the facility is undergoing a much needed security system upgrade. This upgrade was originally planned to take place several years from now. After thorough review of the security system and discovering the difficulty of receiving parts for repairs, it was decided to budget an upgrade in the FY08/09 budget. With this system upgrade, we will not only have locally based technicians for support, we will also have a quicker response time if a problem should occur. We will be receiving training from our new vendor at no additional cost to the upgrade which will benefit the facility in costs in the future.

Since Pamunkey Regional Jail began registering sex offenders here at the facility, our registry log has consistently matched the Virginia State Police Sex Offender Registry website. Due to the watchful eye of our officers, the jail was able to inform the Virginia State Police that one of their most wanted offenders was incarcerated here at the facility. Because of the positive relationship established between the jail and the Virginia State Police, the troopers will frequently call upon us to help locate inmates within the state of Virginia. We have also implemented running 10-29’s (warrant checks) on visitors to the facility through the Virginia State Police to ensure there are not any outstanding warrants.

We also continue to foster a great working relationship with the Bureau of Immigration and Customs Enforcement and the United States Marshals Service by assisting them with the transportation of detainees from their detention/court facilities to Pamunkey Regional Jail for housing. In addition, we have nurtured a stronger relationship with the various Sheriff’s Offices and Regional Jails throughout the Richmond area by assisting them with transports to other jurisdictions.

We have 21 certified VCIN/NCIC operators to perform criminal records checks. This helped to alleviate the workload of Hanover Communications personnel by allowing our personnel to perform warrant checks on offenders prior to being released from the facility. In addition, we now have a certified VCIN instructor, to enable us to perform needed recertification training in-house.

On October 23, 2007, the Pamunkey Regional Jail hosted a **Pandemic Table Top Drill** which was conducted by the Virginia Department of Health. Representatives from various regional jails and other emergency planners from the Virginia Department of Health attended the meeting to discuss pandemics and learn how to prepare for them if one should occur. This was a very informative meeting to begin the first steps in educating regional jails of the importance of pandemic awareness and preparedness.

The third Pamunkey Regional Jail **Citizen's Academy** was completed on April 3, 2008. This is a 10-week program that gives the citizens a better understanding of what corrections staff and inmates really do on a day-to-day basis. The Pamunkey Regional Jail was the first agency in the nation to offer this type of program. Over 30 individuals have graduated from the jail academy since its inception, which is taught by jail officers qualified by the Department of Criminal Justice Services as General Instructors. Not only do the citizens gain general knowledge of how our facility runs on a daily basis, they also graduate with a valuable certification in both First Aid and CPR.

The jail has also held several **Employee Relations Committee** meetings during 2007- 2008. This committee was originally formed in late 2006 to give line staff a direct outlet for communication to the Administration. The first meeting was held in January 2007 with quarterly meetings thereafter. Participants of the committee are selected by their peers to ask questions and offer comments as well as make suggestions to benefit the facility as a whole. I have seen a great response from all areas of the facility and have received numerous suggestions to improve not only our daily performances but to also improve our working relationship with one another by better understanding functions in each area of the jail.

In the area of **financial/budgetary** accomplishments, we also had a successful year. I am extremely proud of the fact that our facility had received the Government Finance Officers Association (GFOA) **Certificate of Achievement for Excellence in Financial Reporting** for the sixth year. This is the highest form of recognition in governmental accounting and financial reporting. Its attainment represents a significant accomplishment by an agency and its management.

We have continued to make the federal bed rental endeavor a priority and it has done exceptionally well. In fact, as mentioned before, we have strengthened the relationship with the INS and USM representatives and have been able to increase those bed rental programs. Because of these bed rentals, we have been able to meet and exceed budgetary requirements. Federal bed rentals collections have exceeded projections as follows:

FY07 - Budgeted to collect \$967,250 - Collected \$1,985,732
FY08 - Budgeted to collect \$1,551,250 - Collected \$2,711,887

In FY 08, \$157,785 was returned to the localities. This amount has helped the localities that owed for debt service true up at the end of the year. The total budget surplus amount for FY08 was \$1,055,450 which is in addition to the \$157,785 returned to the localities.

This year, we have greatly expanded the level of **Community Involvement** we have participated in. Thus far, we have conducted two blood drives with Virginia Mobile Blood Services and volunteered to assist in several Special Olympics fundraisers. These include volunteering to operate the beverage truck at Richmond & Southside Harley Davidson fundraiser open house events. We once again sponsored Pamunkey's second annual pistol shoot in Caroline County. This event helped raise \$2785.00 for the Special Olympics. This is also the sixth consecutive year that we have participated in the Adopt-A-Family program for the holiday season. Our facility, in conjunction with county Social Services Departments and the Christmas Mother, adopts one family from each of the three jurisdictions during the Thanksgiving and Christmas holidays to provide toys, gifts, as well as monetary donations and a holiday dinner with all of the trimmings. Events and involvement such as these mentioned continue to underscore that Pamunkey Regional Jail is a valued member of the community.

It brings me great pride to see growth and improvement in so many areas of the facilities operation.

I would like to thank the Jail Board Authority Members, Hanover County, Caroline County, the Town of Ashland, the Courts and Sheriff's Offices of Hanover, and Caroline Counties for their unwavering support of our efforts. It is their constant support, which has enabled us to have such a productive year, and look forward to a successful future.

Sincerely,

James C. Willett, CJM, CCM
Superintendent

Vision, Mission, & Core Values

Vision Statement

It is the vision of the Pamunkey Regional Jail to be an organization that has a strong value system that recognizes the inherent worth of all human beings, respects and recognizes the needs of the community, and holds the belief that, if they choose, offenders can change their lives.

Mission Statement

The Pamunkey Regional Jail shall provide the highest level of safety and security for our community. We shall strive to exceed national correctional standards while continuously providing exceptional services and resources for the community, law enforcement, and the judicial system. Through integrity, dedication, and teamwork, we shall provide an environment of professional development that promotes respect, cooperation, and ethical excellence.

Core Values

- Safety – Operate in a safe and efficient manner, for yourself, your team, the facility and the community
- Service – Cultivate excellent relationships with our member localities, and our community
- Respect – Treat all individuals with consideration and thoughtfulness
- Integrity – Demonstrate positive values in the way you act and the way you insist others behave
- Initiative – Always ready, willing, and able to pull together to face new challenges
- Innovation – Adapt to change; work with it, not against it
- Knowledge – Commit to enhancing job knowledge through training & experience

Facility Overview

The Pamunkey Regional Jail is comprised of 127,000 square feet, containing 14 housing units and a total housing capacity of 435 inmates. In addition to the housing units, the jail has a medical infirmary, administrative section, central control section, general library, law library, kitchen, barbershop, laundry and separate training rooms for staff and inmates.

The housing unit design of the jail provides one female unit, which is divided into 3 sections. This allows for separate housing for protective custody, administrative segregation, disciplinary problem inmates, new committals, and female work release inmates in addition to the general population female inmates. In addition to the general population units for the male inmates, there is also a designated housing unit for special management inmates. This housing unit allows for inmates to be housed separately for purposes of protective custody, administrative segregation and disciplinary status.

The Pamunkey Regional Jail's medical infirmary has 2 examination rooms, a dental laboratory and 6 individual cells for inmates who require special medical attention. Two of the cells are designed to house inmates with highly contagious conditions.

The operational design of the jail is state-of-the-art. It has numerous electronic systems throughout the facility, including an *Inter-Office Communications Link*, a computerized *Digital Optical Fingerprint Capture Machine (Cross Match Live Scan System)*, and a computerized *Video Imaging System* for booking, tracking and release of inmates and a sophisticated *Computer Network System*.

All doors throughout Pamunkey Regional Jail have electronic locks and are controlled and operated by an Officer assigned to Central Control. This officer controls access to all areas of the jail via cameras and intercoms. It is impossible for a person to enter or move throughout the facility without the knowledge of the officer in Central Control.

Administration



Colonel J. C. Willett, CJM, CCM
Superintendent



Major M. A. Bennett, CCM
Deputy Superintendent

Administrative Personnel

F. Keith Spicer, CPA, Accounting Manager
Amy Bennett, LIDS Technician
Cindy Dykes, Executive Secretary
Kim Hicks, Personnel Analyst
Shannon Kusterer, Account Clerk III
Nancy Roberts, Accountant
Kevin Texter, Information Technology
Lieutenant N. Webel, Administration

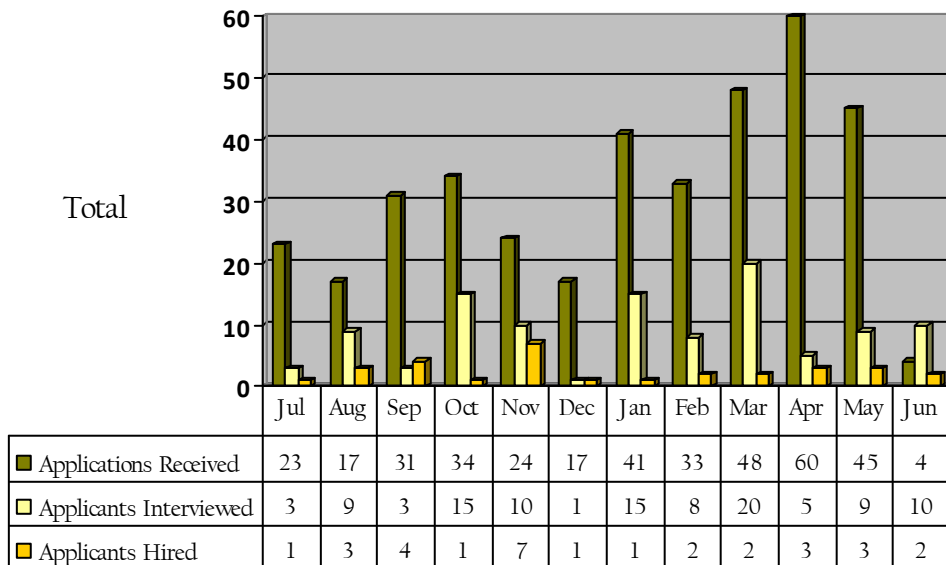
Administration Division

Personnel

The Pamunkey Regional Jail Personnel Department consists of an Accounting Manager, a Personnel Analyst, an Accountant, and an Account Clerk III. This department is responsible for the recruitment, screening, and hiring of all Pamunkey Regional Jail staff. To accomplish this, they schedule interviews and polygraph examinations, perform background investigations, monitor and correct applicant testing, make employment offers and finally, orientate new employees.

The Accounting Manager oversees the daily operations of the Personnel Department by supervising and assisting each with their various responsibilities. Personnel functions of this department include, maintaining accurate records of each employees personnel file, Workman's Compensation records and Employee of the Quarter/Year appointments. The department is responsible for processing performance evaluations for the entire staff and processing semi-monthly payroll. This includes overtime, leave balances, merit and benchmark increases, internal postings, promotions/demotions, and new hire/separation paperwork. There are also various position status and personnel update sheets that are accurately maintained each month. Also, the department is responsible for other functions such as billings, accounts payable, budgeting and financial reporting and analysis. This includes the monthly billings of inmates housed for various jurisdictions, processing of payments, and preparation of the Jail's annual budget and comprehensive annual financial report.

Application Statistics



Personnel (Continued)

The Personnel Analyst serves as a liaison for Hanover County in the administration of health plans, benefits packages and payroll information entry. This involves keeping staff aware of any changes in the Family and Medical Leave Act, the Americans with Disabilities Act, Unemployment Compensation Laws and all Labor and Employment Laws applicable to the operation of this facility. In addition, the Personnel Analyst enters and deletes any payroll information required, executes conditional offers of employment and performs extensive orientations for new hires. The orientation includes a review of the benefits offered and the opportunity to enroll in the many benefits offered by the jail. The Personnel Analyst is also responsible for updating and revising the jail's web based applicant tracking system.

The Career Development Program that was developed in previous years has been a success. At the present time, there are six officers at the Officer First Class level and one officer at the Senior Officer level.

The Pamunkey Regional Jail staff participated in two Christmas charity projects for 2007. They helped out by donating items for Operation Shoebox, a program to support needy children in Caroline County as well as holding our own "Adopt-A-Family", a way to provide gifts and support to three (3) families in Hanover and Caroline Counties.

The jail has also been a supporter of the Law Enforcement Torch Run to benefit the Virginia Special Olympics. This past year staff raised money by assisting with two events at Richmond Harley Davidson and conducting a multi-agency pistol competition.

These events were a great way to bring out the best in our staff and to have positive interaction with the community they serve.

In addition, each spring the Pamunkey Regional Jail holds an annual employee picnic to thank our employees for their hard work and dedication.

Security



Captain M. A. Claveau
Security Division Commander

Security Personnel

Lieutenant S. Cook
Sgt. W. Cordeiro
Officer J. Allen
Officer M. Brooks
Officer E. Bello
Officer D. Crenshaw
Officer W. Brown
Officer A. Davis
Officer J. Glidden
Officer S. Haag
Officer S. Hopson
Officer C. Leonard
Officer B. Robinson
Officer L. Shelton
Officer T. White
Officer T. Fauntleroy
Officer D. Molineau
Officer M. Holmes

Lieutenant R. Aldrich
Sergeant C. Boyle
Officer J. Baker
Officer M. Bunch
Officer D. Edenton
Officer E. Emelianov
Officer S. Gray
Officer T. Gorges
Officer T. Jefferson
Officer L. Johnson
Officer C. Odden
Officer B. Pleasants
Officer A. Shields
Officer D. Banks
Officer C. Uerz
Officer B. Walton
Officer P. Brooks
Officer J. Nino
Officer R. Dority

Lieutenant L. Pryor
Sergeant B. Hughes
Officer M. Bliss
Officer J. Boyle
Officer J. Creps
Officer J. Farmer
Officer F. Bacon
Officer J. Gray
Officer K. Green
Officer T. Hackett
Officer K. Nye
Officer M. Pidgeon
Officer S. Queensberry
Officer D. Robinson
Officer L. Tucker
Officer A. Brown
Officer M. Berumez
Officer G. Johnson
Officer A. Garthaffner

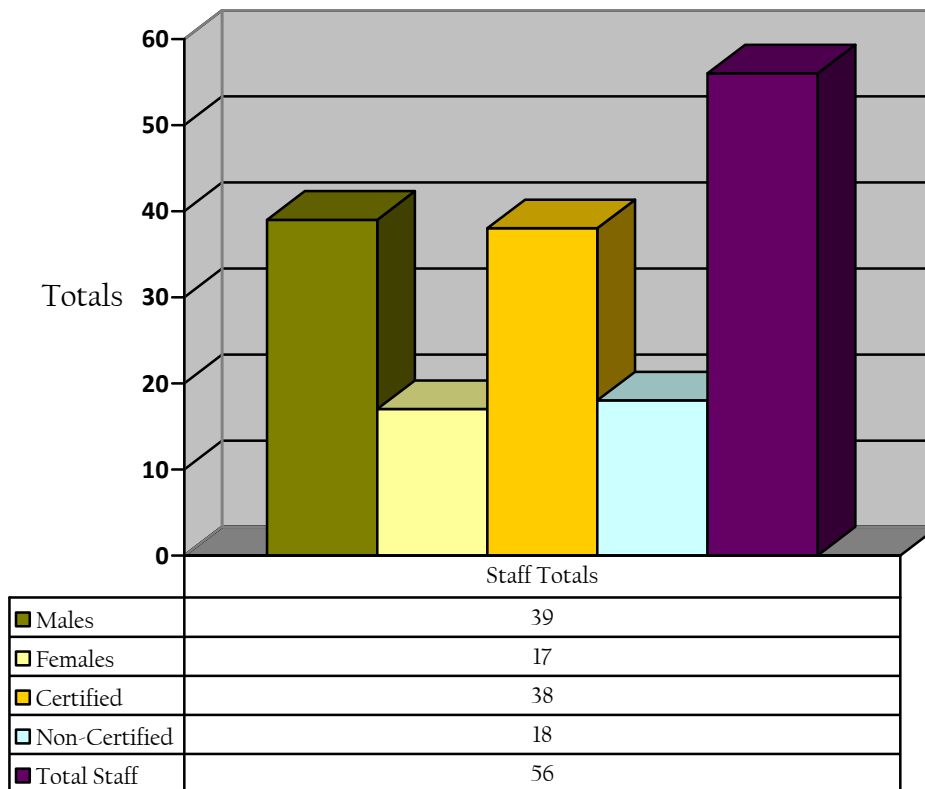
Lieutenant R. Gill
Sergeant T. Waddy
Officer J. Armstrong
Officer M. Bolton
Officer B. Clarke
Officer B. Cramer
Officer J. Crawley
Officer C. Davis
Officer D. Fells
Officer R. Hanner
Officer G. Johns
Officer S. Joseph
Officer R. Kindergan
Officer B. Kurtz
Officer P. Parrish
Officer S. Thweat
Officer J. Winfree
Officer J. Carlino
Officer J. Myers

Security Division

Security

The security division is responsible for the health, safety, security and welfare of the inmates incarcerated at the Pamunkey Regional Jail. We are the police officers of this internal community. It is our mission to ensure public safety by keeping those individual incarcerated under law separate from society and protecting those incarcerated from each other. We have 14 housing units, holding an average of 425 inmates. The security division manages this community with 8 officers assigned to units, 2 officers patrolling units, 1 sergeant, and 1 Lieutenant supervising the security team. The Day shift Teams consists of 15 officers, 1 Sergeant and 1 Lieutenant. The Night Shifts maintain 14 officers with 1 Sergeant and 1 Lieutenant. There are 4 teams operating on 12 hour shifts from 0600-1800 hrs and 1800-0600 hrs. Each team reports 30 minutes prior to the start of the shift for a formal briefing and training period. The rotation schedule of the shifts is a motivating factor for the staff. We currently have 39 male officers and 17 female officers. Our staffing at this time is 56 officers with an authorized strength of 58 officers. Currently we have 38 officers that are certified and 18 awaiting certification through the academy. Our certifications are down from last year due to officers seeking higher pay and L.E. careers.

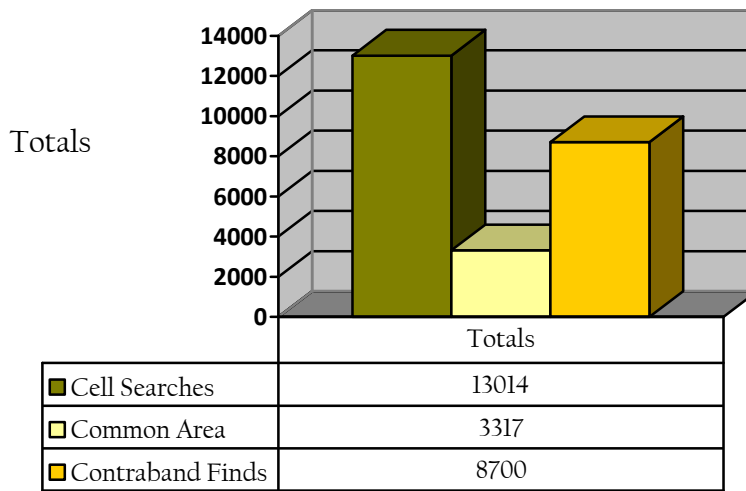
Breakdown of Staff



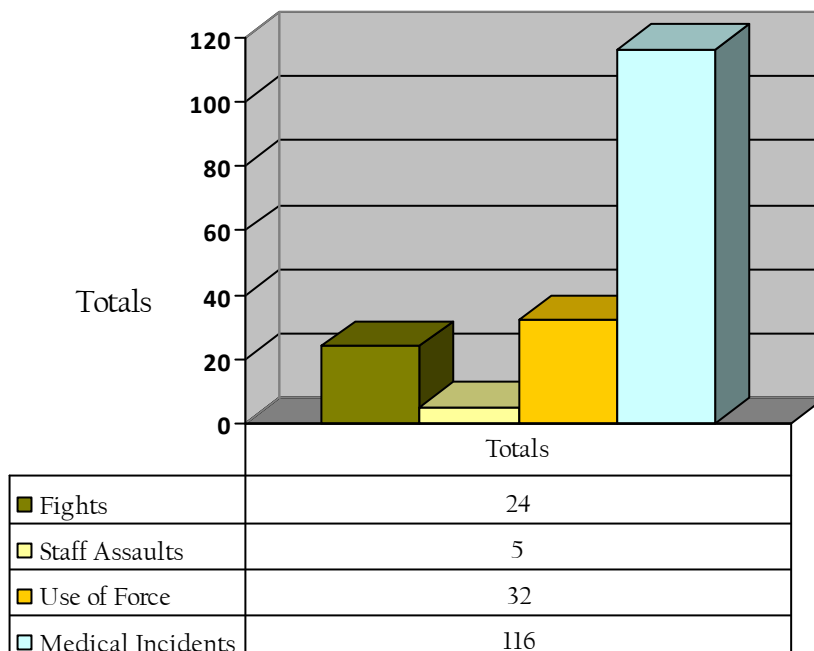
Security (Continued)

Performing these duties involves continuous searching, controlling, policing, guiding and providing structure to the unstructured. During the fiscal year 2007-2008, the officers of the Pamunkey Regional Jail successfully conducted 13,014 cell searches, and 3,317 common area searches. Of these searches, 8,700 netted contraband items. In the policing of the units, there were 24 fights (inmate on inmate) (4 less than last year), 5 assaults on staff members (8 less than last year), 32 uses of force (20 less than last year), and 116 recorded medical incidents (down 18 from last year). We experienced a decrease in the number of fights, assaults, uses of force, and in the number of medical incidents compared to last year. We have had a very successful year with 0 major disturbances and/or forced escapes.

Searches



Incident Statistics



Intake/Booking

The Intake Process is the foundation for the prisoner's incarceration. The process begins when a subject is accepted into the Pamunkey Regional Jail. The Intake Officers review and ensure all committal documents are accurate prior to accepting custody from the arresting officer. Once custody has been accepted, the intake officers conduct a pat down search for weapons or contraband, collect the personal property of the individual being incarcerated, and inventory the property. The officers then generates a computer record on the individual by entering all pertinent charges, personal information, medical history, identifying scars, marks or tattoo's.

The Intake Officers are responsible for fingerprinting each person arrested. Fingerprints are transferred electronically via the Cross Match Fingerprint capture station to the Virginia State Police Department for processing. The Cross Match fingerprint machine enables the Intake Officer to retrieve clearer and more accurate fingerprints. If the individual has an outstanding warrant, the State Police will notify Pamunkey Regional Jail within minutes of receiving the fingerprint cards so the appropriate action can be taken. Another advantage is the capability to store fingerprints of all individuals printed. This is a tremendous help to local law enforcement agencies who are conducting investigations and may need fingerprints of a certain individual.

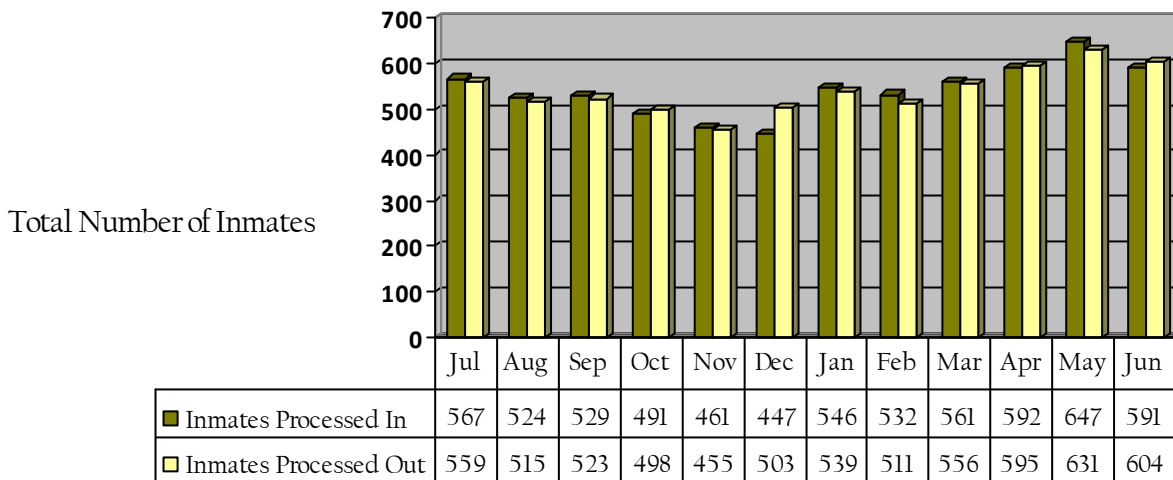
Initial intake is the most critical time of incarceration and requires the Officers to be professional at all times to ensure the safety of newly committed individuals. It is during this time an individual who may have thoughts of suicide or self-mutilation will act. The Intake Officers must be able to spot potential hazards and act immediately. During this fiscal year, the Intake Officers booked in 6,524 and released 6,519 individuals without serious incident to officer or inmate. A total of 13,024 inmates were processed by intake with only 43 LIDS errors, giving us a .33% error rate. This is down from a phenomenal 2.8% last year. In 2006-2007, the total inmates processed was 11,827, which demonstrates that we have increased in the number processed by 1, 216 inmates.



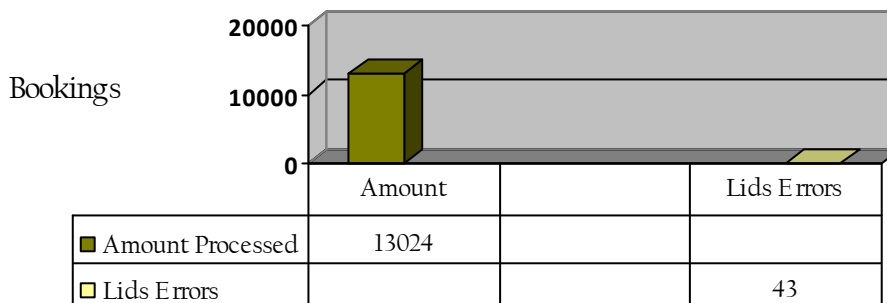
Intake (Continued)

The Intake Officers are also responsible for handling inmate property. They must account for all property and ensure that it is secure. Intake handles all release of property to the appropriate persons and ensures the proper documentation is on file prior to the release of any property. Another major responsibility is addressing questions from the general public concerning incarcerated individuals. They must ensure that the Freedom of Information laws are followed while being sensitive to the needs of the caller.

Number of Inmates Received and Released



LIDS Errors vs. Total Processed



Emergency Response Team

The Pamunkey Regional Jail Emergency Response Team had another very successful year. Due to the increasing volume of times the team has been utilized, the team increased its size from a 14 man team to a 16 man team. The team continues to maintain its 96 hours of training a year. This has definitely allowed every team member to learn and become very proficient with all of the necessary skills to safely handle any **High Risk** inmate or emergency situation. Each of our training sessions is extremely intense and physically challenging. We train with specialty equipment that includes Specialty Impact Munitions, Pepper Ball System, Electronic Capture Shield, Electronic Batons, and Oleoresin Capsicum (O.C.).

The Emergency Response Team trains for transporting **High Risk** inmates, conducting cell extractions, and quelling major disturbances in the safest manor possible. In 2007 – 2008 the ERT Team successfully completed **31 High Risk** transports outside of the facility. The team trains to eliminate any possible threat of escape or assassination of the inmate. The team was also responsible for conducting 3 forced cell extractions where no injury resulted to either staff or the inmate. Every cell extraction has the potential to be an extremely dangerous situation depending on the level of the inmate's aggression and cell condition. In many situations the inmate will either flood their cell or throw soapy water on the floor to try and prevent the team from making a safe entry. With the use of our specialty equipment (i.e. Electronic Capture Shield, Electronic Baton, Pepper Ball System, O.C.) the ERT Team trains for these situations and has developed special tactics to minimize the risk to both staff and the inmate. Through hard work and being proactive, the facility has been fortunate and not had a major disturbance. Although we have not experience any type of riot situation, the ERT Team trains and prepares in case an emergency should arise.



Support Services



Captain M. N. White
Support Services Division Commander

Support Services Personnel

Sergeant T. Eckert, Transportation

Officer T. Berry, Transportation

Officer B. Burgess, Transportation

Officer S. Fleischer, Transportation

Officer M. Gambill, Transportation

Officer T. Green, Transportation

Officer M. Grant, Transportation

Officer A. Berry, Property

Maintenance Supervisor T. Tyree

Officer P. Duke, Maintenance Officer

Officer J. Agostino, Maintenance Officer

Sergeant W. Fowler, Training

Officer K. Terrell, Training

Officer C. Tyler, Programs

Officer J. Maupin, Work Release

Officer S. Hubbard, Visitation

Officer K. Morris-Harvey Visitation

Officer K. Hurd, Standards

Officer D. Mines, Standards

Support Services Division

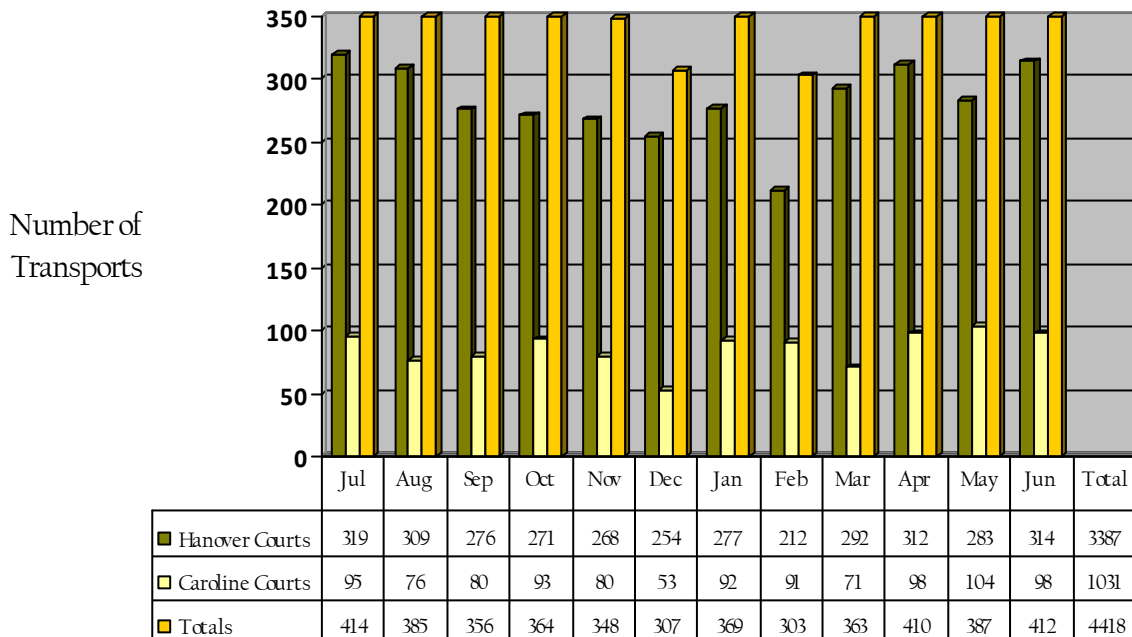
Transportation

The Transportation Section of the Pamunkey Regional Jail consists of 1 (one) Sergeant, and 6 (six) Officers. The Transportation Section provides safe and secure transportation of inmates to and from the Hanover and Caroline County courts, the Virginia Department of Corrections (D.O.C), the United States Marshals Office (U.S.M.), Bureau of Immigration and Customs Enforcement (B.I.C.E.) facilities, local and regional jails, and medical facilities i.e. Memorial Regional Medical Center, and Medical College of Virginia / V.C.U. Medical Center as deemed necessary.

The primary goal of the Transportation Section is to provide safe and secure transportation to and from the aforementioned facilities. Personnel assigned to the Transportation Section receive specialized training in the use of firearms, defensive tactics, personal searches, high-risk transports and personal / public protection.

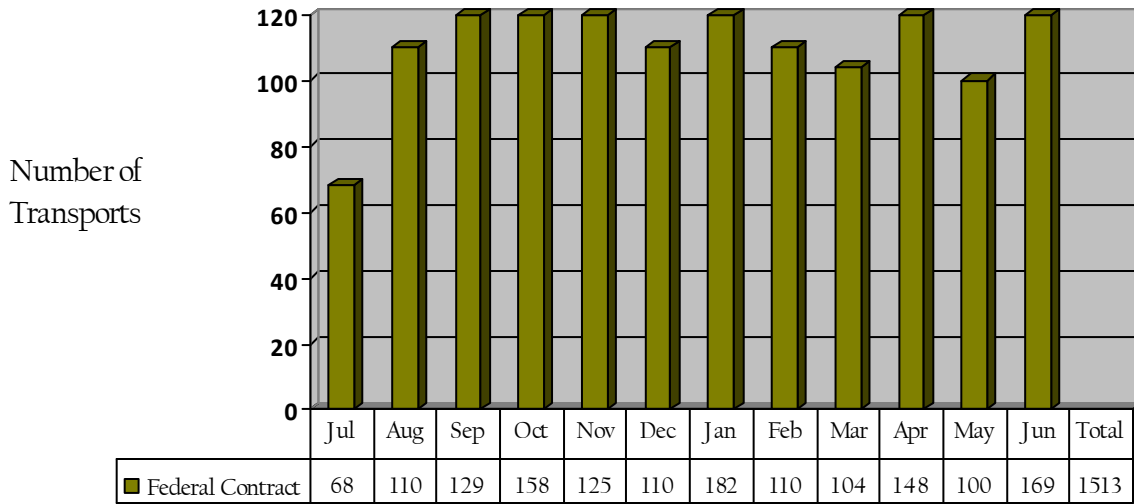
During this fiscal year the Transportation Section completed 3,387 transports to Hanover and 1,031 to Caroline for a total of 4,418 transports to local courts. Also conducted were 1,513 transports to Federal Court for the U.S. Marshals, 346 Medical Transports, 148 Department of Corrections turnovers, and 97 transports to various other agencies, for a grand total of 6,522 transports conducted without incident.

Transports for Local Agencies

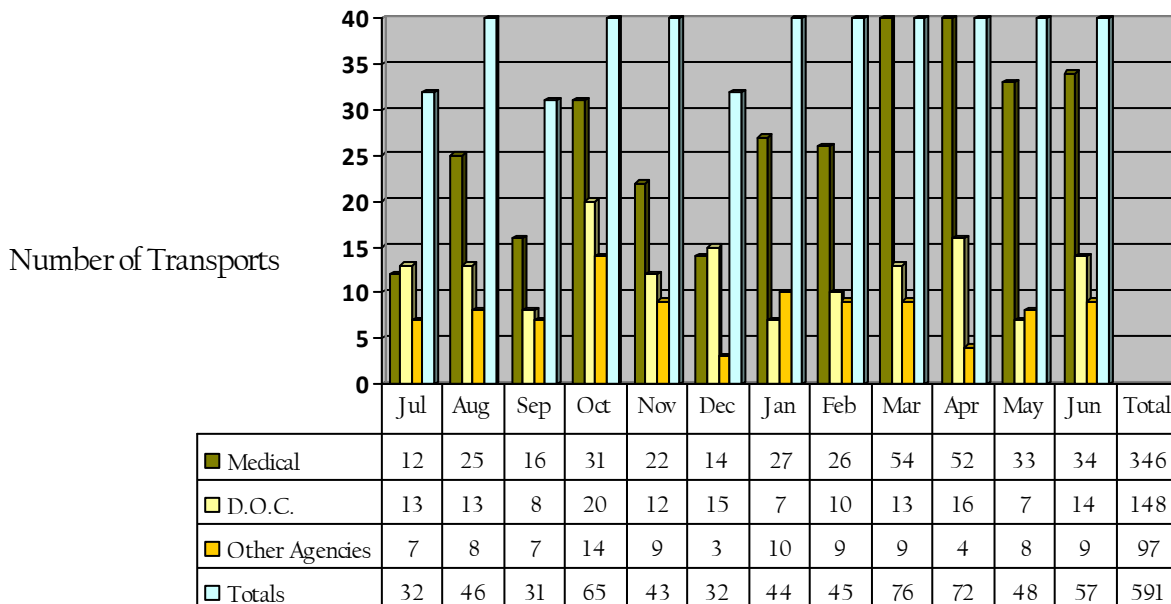


Transportation (Continued)

Transports for Contract Agencies



Transports for Medical, D.O.C., and Other Agencies



Inmate Programs

The Pamunkey Regional Jail continues to offer a variety of programs and services to inmates who wish to seek help or further educate themselves. In 2007-2008, the Programs Department continued the ESOL (English as a second or other language) program geared towards non-native English speakers who wish to earn their GED. The Programs Department continuously seeks new programs and services to provide for the inmate population as well as concentrate on improving existing programs.

Through partnerships with the Gospel Jail Ministry, Hanover County Department of Adult Education, Department of Special Education, Hanover County Public Library, and the Hanover Community Services Board, a varied curriculum of programs are offered to help resolve problems and seek additional education.

The Programs Officer oversees the daily operation and coordination of all programs, serves as the liaison for the Bureau of Immigrations and Customs Enforcement detainees, and provides notary services.



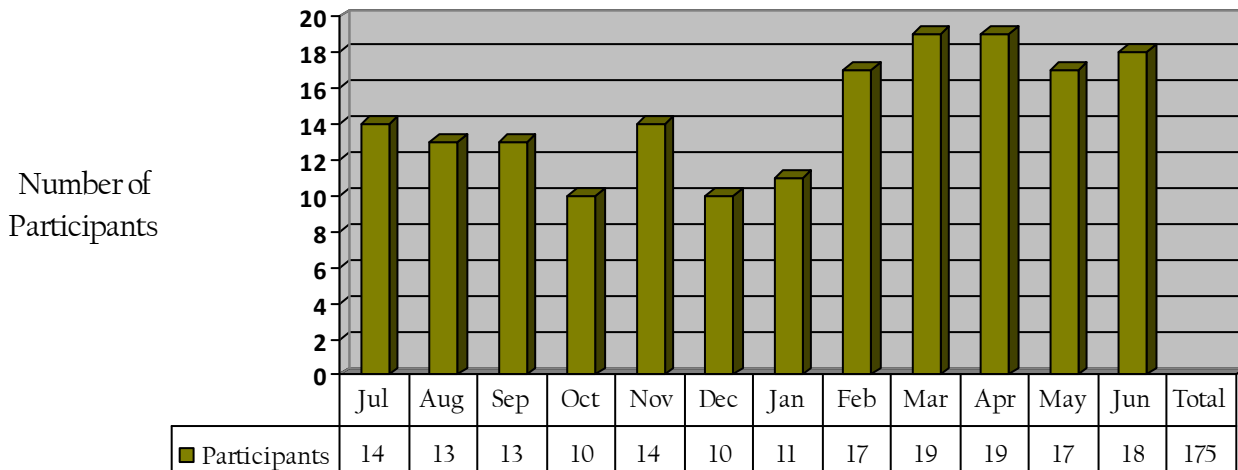
Inmate Programs (Continued)

G.E.D. Preparation / Career Readiness Certificate

The Programs Department continues to offer several different programs to inmates who wish to further their education. The GED program is aimed at providing inmates with basic reading, writing, and math skills, and prepares inmates for obtaining their GED. GED testing is conducted here at the facility through the Hanover Adult Education Center. During their enrollment, inmates are expected to attend daily classes in lecture format, complete educational programs on the computer, self-study and complete instructor issued homework. During the last year, 175 inmates participated in the program and 13 obtained their GED.

The Career Readiness Certificate is an assessment based program in which inmates undergo testing related to reading, applied math, and locating information through the Work-Keys skills assessment system. Inmates can earn a Bronze, Silver, or Gold level certificate based on their test performance in each subject area. This is a valuable certificate for inmates when they are released because it helps potential employers determine if the recipient possesses the skills needed to effectively perform the job. In 2007/2008 the jail had 22 inmates complete and receive the Career Readiness Certificate.

Education Participation

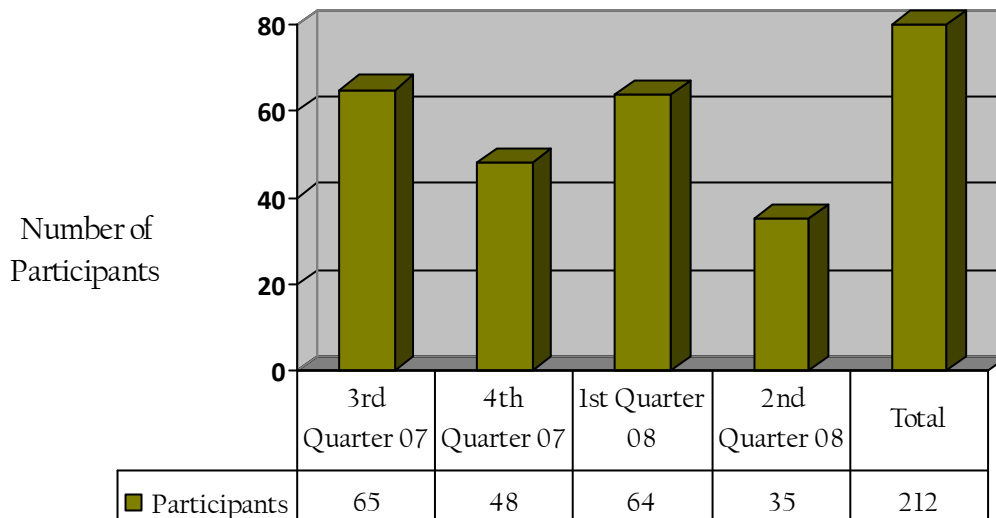


Inmate Programs (Continued)

Computer Training

Computer training classes are offered on a weekly basis teaching skills levels from beginner to intermediate. Inmates who are classified as beginners learn keyboarding skills through individualized software and assistance from the instructor. Inmates who are classified on the intermediate level work on assignments such as resume writing, graphics, and various other assignments provided by the instructor. Enrollment for these classes is done on a quarterly basis with 212 enrolled for this fiscal year.

Quarterly Enrollment



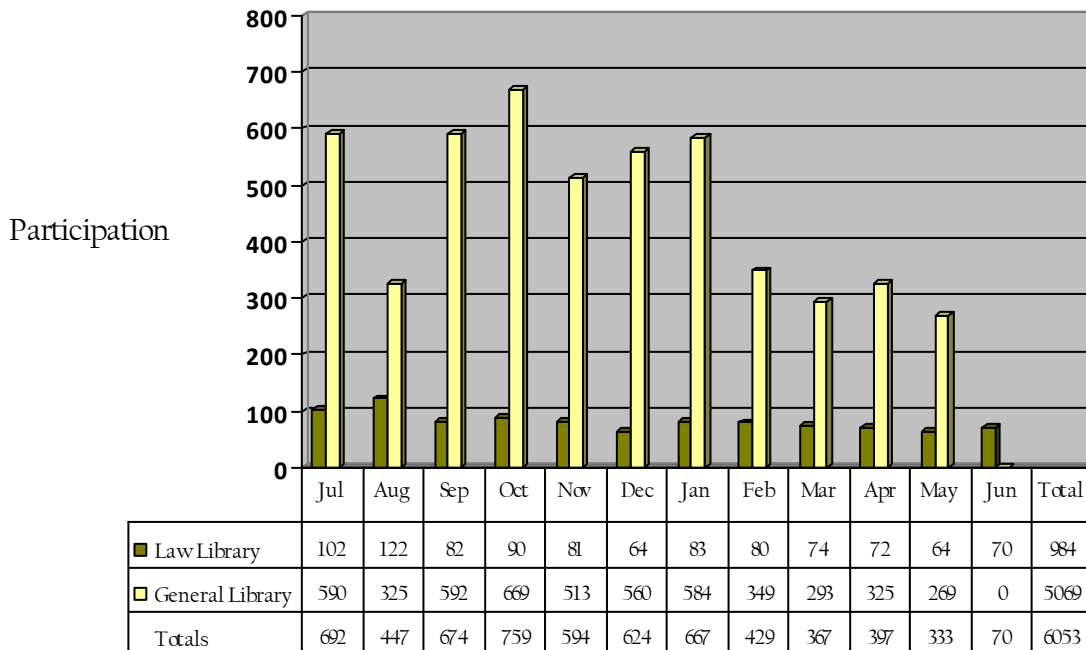
Inmate Programs (Continued)

Library Services

Library services are provided to the inmate population who wish to research legal matters pertaining to their case. The law library contains State and Federal law books and related legal materials. Inmates being held for the Department of Homeland Security are provided with specific research material. This fiscal year, the law library was utilized **984** times.

Inmates are offered library services weekly, this fiscal year the library was utilized **5,069** times. The library contains over 3,000 books and is updated on a frequent basis. A wide selection of topics ranging from suspense novels to romance novels are offered and books in Spanish, Chinese, and French are available for non-English speakers. Newspapers such as USA Today are distributed daily and magazines such as Vogue, Essence, Cosmopolitan, and Ebony are available weekly. Total combined inmate usage of both the law library and the regular library was **6,053**. The library was not operated during the month of June to allow for inventory, the addition of many new books, and the replacement of worn books.

Library Usage



Inmate Programs (Continued)

Culinary Arts Programs

Since September, 2003, Aramark Food Services has been teaching inmates culinary arts on a monthly basis. The class focuses on teaching inmates proper culinary skills such as recipe enhancement, sanitation, kitchen safety, and proper food preparation. At the end of each session, each inmate receives a certificate for the topic covered during training.



Inmate Programs (Continued)

Special Education

Any inmate between the ages of 18-22 with special educational needs who wish to further their education is placed in this state mandated program. A state certified, full-time teacher works with participating inmate students on an individual basis or in a classroom setting. 312 inmates were assessed with special educational needs and 12 actively participated during the school year.

Tutoring

Tutoring is offered four times per week to assist inmates who have difficulty with specific educational skills. A volunteer tutor customizes course work for each individual inmate, sets goals, and assigns homework to help the inmate achieve a passing score on the GED. 45 inmates were tutored from July 2007-June 2008.

Life Skills Programs

Throughout the year on a rotating basis, O.A.R offers a variety of different programs. Inmates participate in group sessions which last about 8-10 weeks and receive a certificate upon completion of the program. Programs such as Anger Management help inmates deal with emotional issues and Productive Citizenship helps to prepare inmates for their release back into the community.

Religious Services

Chaplain services are provided on a daily basis at Pamunkey Regional Jail by the Jail Gospel Ministry. Members of all denominations are provided with support and religious materials. Bible study groups are held weekly inside the units and church services are conducted on Saturdays. Muslim services were added this year for inmates who practice that denomination. Affiliated pastors of many other denominations are also available to inmates who seek spiritual guidance.

Clerical Services Program

Pamunkey Regional Jail offers clerical services such as notarizing, photocopying of legal material, and providing applications/legal forms to all inmates.

Offender Aid and Restoration (O.A.R.) Services

OAR provides pre-release services to inmates at Pamunkey Regional Jail such as Alcoholic Anonymous/Narcotic Anonymous, Productive Citizenship, and employment assistance. Two days per week an on site counselor meets in a group setting or individually with inmates to assist with locating transportation, housing resources, and job readiness in preparation for inmates return as a responsible member of the community.

Inmate Programs (Continued)

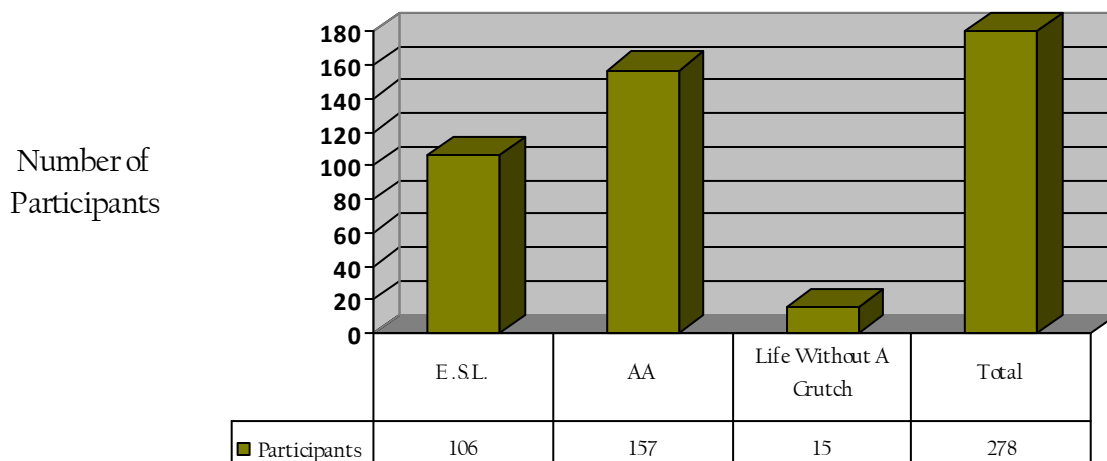
English as a Second Language (E.S.L.) Programs

The E.S.L (English as a Second or other Language) program at Pamunkey Regional Jail is a five-level English course for non-native English speakers. During 2007/2008, 106 inmates attended the course, which ranges from literacy to high intermediate classes which are designed to develop listening, comprehension, speaking, reading, and writing skills for adult learners. All components of the program, which are systematic problem-posing, also use interactive and communicative approaches that are based on real-life situations to teach vocabulary, pronunciation, and grammar. A broad range of relevant themes such as life stages, personal growth, goal setting, working, personal finances, family living, leisure activities, and community participation are introduced to students on an individual level and appropriate format.

Substance Abuse Programs

All inmates incarcerated at Pamunkey Regional Jail are eligible to participate in the substance abuse program. This program is designed to provide education and support to inmates with drug and/or alcohol addictions. Alcoholics Anonymous is a self-help support group offered twice a week with 157 inmates participating this fiscal year. Life without a Crutch is a structured, 10-week cycle program that assists participants in taking the first step towards recovery. During this fiscal year, 15 inmates successfully completed the program. All of the facilitators for these groups have counseling experience and/or specific training. Total inmate participation in group programs was 278 for this fiscal year.

Group Participation



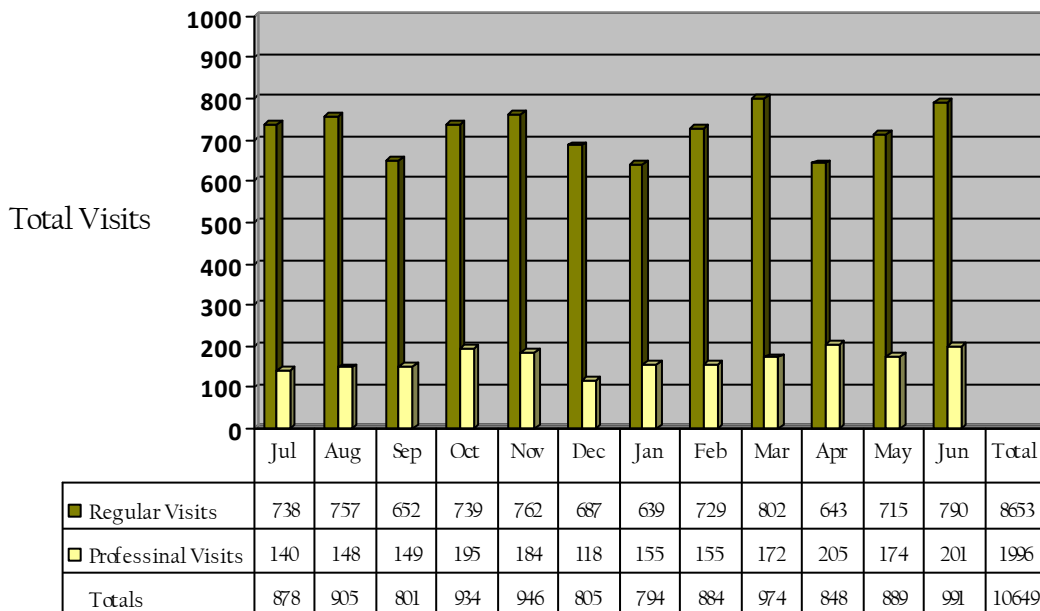
Inmate Visitation

Pamunkey Regional Jail encourages each inmate to maintain contact with their family and friends through bi-weekly visits. Visitation is allowed Monday through Friday, and is scheduled one week in advance by the inmate. Although an inmate can schedule two visits per week, they can only have one visit per day. The visits can last from thirty minutes to an hour depending on the visitor's living distance from the facility.

Pamunkey Regional Jail does not allow "contact visits" between family and friends. All visits are held in specialized areas which has a glass divider between the inmate and the visitor. Only attorneys and law enforcement personnel are allowed direct contact visits with inmates. Attorney visits have to be scheduled with the visitation officer and are held in rooms that provide attorney-client privacy, which is required by law.

During the period of July 1, 2007 thru June 30, 2008, there were **10,649** visitors recorded at our facility. Of those visits, **8,653** were visits from family and friends and **1,996** were from attorneys.

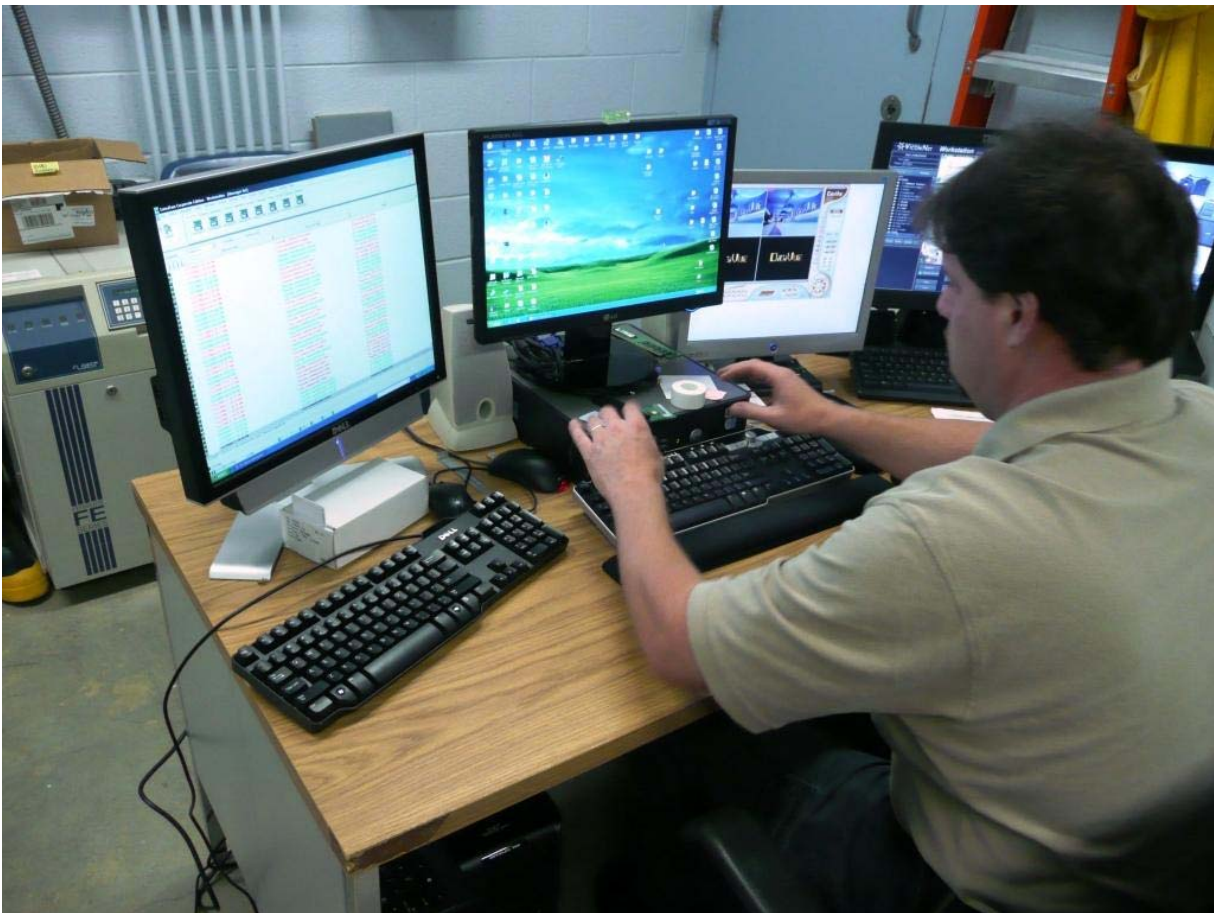
Visitation Conducted



Systems Administration

The computerized system here at Pamunkey Regional Jail is monitored and maintained by the Systems Administration Department, which ensures the safety and security of all employees, visitors and inmates who enter the facility.

This department is also responsible for the maintenance of Black Creek, which is the jail's security system. The facility doors, locks, cameras, and intercoms are controlled by this touch screen system, which helps to track the movement of all inmates incarcerated in the facility. This fiscal year, the implementation of Digital Video Recorders (DVR's) allowed this department to record the daily activities of the inmates, and eliminated the use of VCR's. The System Administrator is responsible for maintaining the staff and inmate phone system and is the person to contact regarding technology issues dealing with the facility.



Maintenance Department

The goal of the Maintenance Department is to provide a safe, secure and comfortable environment for all visitors, staff, and inmates. Their duties include involved troubleshooting and complex maintenance work on building and kitchen equipment. Conduct facility inspections and maintain a preventive Maintenance Program. The department monitors and controls the chemicals and equipment used for daily housekeeping throughout the facility. The Maintenance Department ensures that all Federal, State, and Local regulations usage are adhered to for ACA and DOC regulations. .

The department's staff consists of one Maintenance Supervisor and two Maintenance Officers. These Officers are on duty five days a week, with at least one staff member on-call for emergencies at all times. The Maintenance Officers are certified Corrections Officers. Their certifications allow the Maintenance staff to assist other departments when they are short-staffed or additional assistance is needed to maintain facility safety.



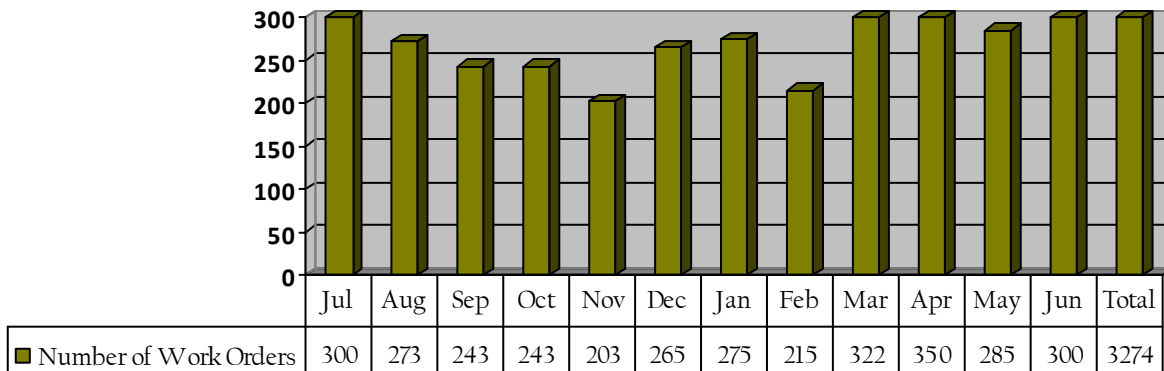
Maintenance Department (Continued)

The Maintenance Department has had a very productive year. As the graph will show, they have answered over 3,000 work orders and maintained 100% completion with no backlogs. This year a storage shed for our workforce officer has been added. Also, our main washers were replaced with smaller more energy efficient machines, resulting in lower water and power consumptions. New microwaves were installed in the housing units. Our parking lot was re-coated adding to the overall appeal of the facility.

The Maintenance Department will embark upon new challenges and seek innovative ways to continuously maintain the facility equipment.

The Maintenance Department completed 3,274 work orders this fiscal year. No work orders were backlogged. As the facility continues to age, the Maintenance Department continues to increase its efforts to stay ahead of the rising challenge.

Work Orders Processed

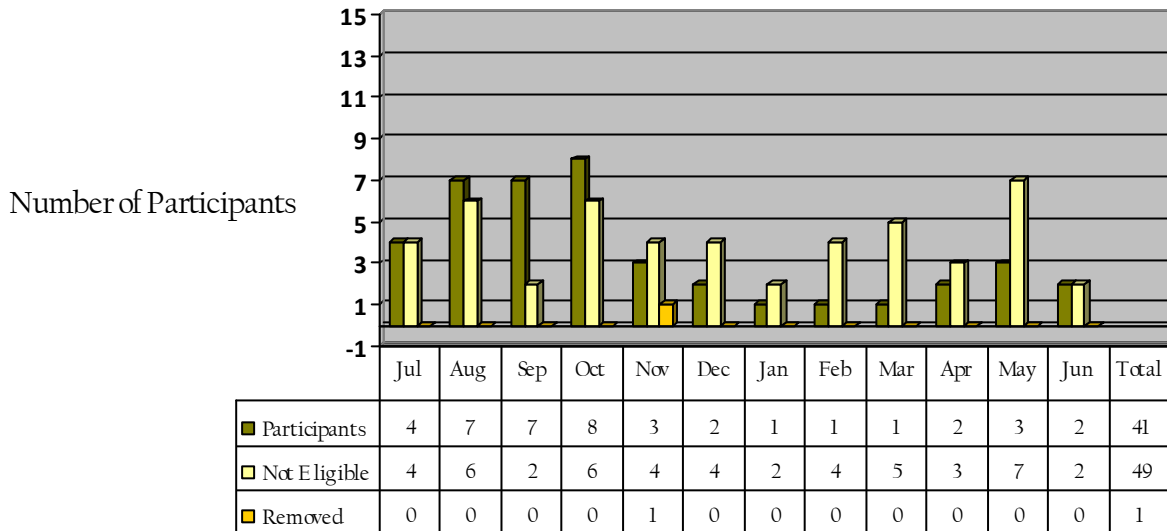


Work Release

The Pamunkey Regional Jail offers a wide array of programs to offenders housed within the facility. An example of these programs is the Inmate Work Release Program. The facility has designated two (2) housing units for offenders placed on the Work Release program. Housing Unit 'B' has the capability of housing up to sixteen (16) male participants, and Housing Unit 'J' has the ability to house up to eight (8) female participants. Before an offender is placed on the program they are thoroughly screened for eligibility. The Work Release Officer checks the offender's current sentence and the severity of the charges, and forwards his/her findings through the chain of command for approval. If the offender has been declared eligible for the program a check of their criminal history, a drug screening, and full time employment verification is conducted prior to entrance into the program.

The goal of the Work Release program is to prepare inmates for their release back into the community and helps to reinforce and maintain good work habits. During this fiscal year, **41** inmates participated in the Work Release program. The facility collected a total of **\$19,797** from inmates participating in the program to help offset the costs of their incarceration. Also during this fiscal year there were **49** inmates who applied for Work Release but were deemed ineligible for the program based on their criminal history and the severity of their charges. During 2007/2008 only **1** inmate was removed from the program for disciplinary violations.

Work Release Participation



Work Force

The Pamunkey Regional Jail has a twelve-bed (12) unit designated and approved for inmates who wish to work on public property owned, leased or operated by the county. These minimum-security inmates maintain the facility grounds and provide assistance on special jail projects.

The jail entered into a cooperative agreement with Hanover County, which allows county employees to pick up inmates who wish to work and learn valuable skills, which can be applied in the job market upon release. During the period of July 1, 2007 through June 30, 2008, 16,053 man-hours were provided to Hanover County by Work Force inmates. Using an agreed upon rate of \$7.00 per hour, these inmates saved the County \$112,371 in labor costs.



Training

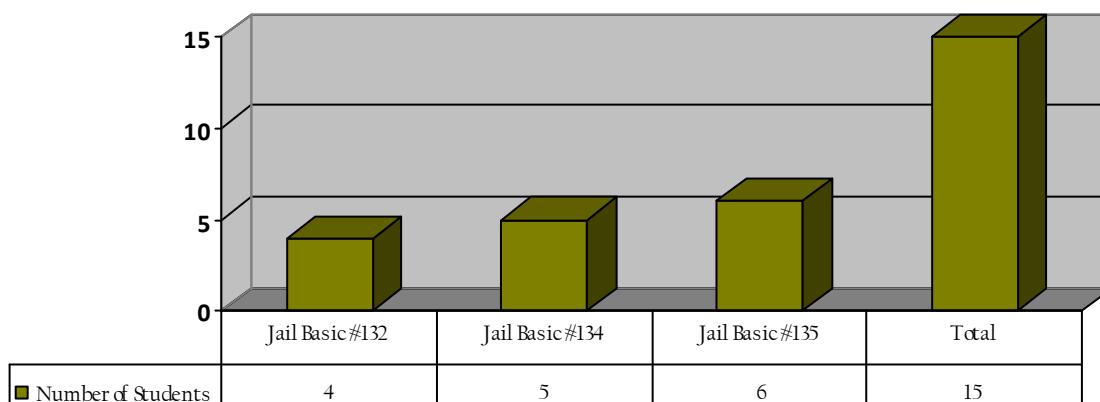
The Training Department is operated under the supervision of the training officer and the training Sergeant. The training department is responsible for scheduling and conducting classes that benefit the facility staff and ensure compliance with DCJS and ACA requirements.

New employees are placed in an extensive “on-the-job-training” (OJT) program which is broken into two phases. The first phase of the program requires each new officer to complete twenty-four (24) hours of training which is conducted through classroom lecture and simulated exercises under the guidance of DCJS certified instructors. The second phase consists of actual on post “real world training” in which the new officer first “shadows” an experienced Field Training Officer (FTO) and then operates the unit under the supervision of the FTO. This training takes approximately 45-60 days to complete and is highly beneficial not only to the new officers but to the experienced staff and the inmates in the facility as it produces a more competent and consistent officer. The OJT/FTO program is supplemental to the 460 hours of academy training new staff will undergo in their first year of employment. During Fiscal Year 2007/2008 15 officers attended and graduated the Jail Basic Academy.

Certified staff is required to complete 24 DCJS hours every two years and 40 ACA hours yearly. The Training Department ensures this is completed by scheduling and conducting in-service training. To accomplish this, the Training Department first looks at the needs of the facility and then develops and performs revisions to lesson plans to ensure up to date information is taught to the staff. Through our partnership with the Rappahannock Regional Criminal Justice Academy specialized training is provided to staff as needed. This year, with the continuing use of roll call training, our staff has exceeded both the DCJS and ACA hour requirements for training.

The Training Department also ensures that civilian staff, having regular or daily contact with inmates, receives forty (40) hours of training yearly. This year a new civilian training program was implemented consisting of self study courses and classroom training which has allowed for greater flexibility to deal with the varying civilian schedules.

Number of Staff Sent to Academy



Training (Continued)

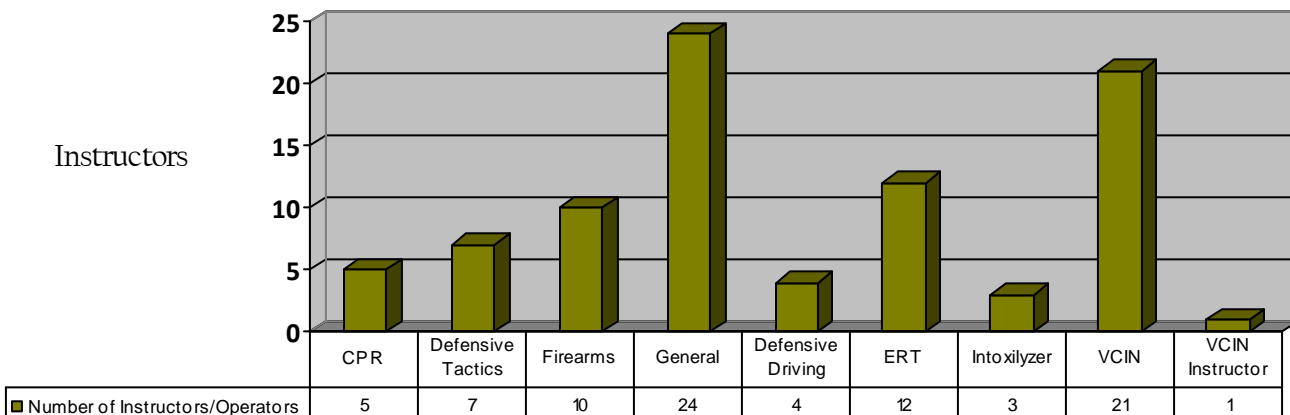
In addition to providing instruction, the Training Department is a source of information for the jail staff. Through the availability of a library of videos and books, staff has the opportunity to further their knowledge beyond the scheduled topics of instruction. The Training Department maintains communication with the American Correctional Association, the Virginia Department of Corrections, the Virginia Department of Criminal Justice Services, and the National Institute of Corrections and has a mutually beneficial training relationship with the Henrico County Sheriffs Office, Chesterfield County Sheriffs Office, the Rappahannock Regional Jail, and the United States Special Operations Group which allows for a greater scope of training for our staff.

Effective instructors play a vital roll to the Training Department; the department benefits from its 24 General Instructors, 10 Firearms Instructors, 7 Defensive Tactics Instructors, 5 American Red Cross Certified First Aid / CPR Instructors, and 1 VCIN Instructor. The certification of 6 new General Instructors, 3 new Firearms Instructors, 3 new Defensive Tactics Instructors, 1 new First Aid / CPR Instructor and the addition of 4 Defensive Driving Instructors has helped ensure that the Training Department maintains its pool of certified instructors.

To assist in effective facility operations the Training Department has ensured the continued certification of 3 Intoxyliser 5000 operators, 21 VCIN operators and has monitored a minimum of 8 hours a month of training for our 12 member Emergency Response Team (ERT). The ERT has received specialized training in the areas of firearms, less-than-lethal munitions, defensive tactics, cell extractions, and emergency response.

Over the next year the Training Department will continue to provide up to date training using state of the art equipment. Realistic training will be completed using firearms training simulation and role playing scenarios which will allow the officers to experience “real life” situations.

Number of Instructors/Operators



Accreditation

The Pamunkey Regional Jail is audited on a yearly basis by the Virginia Department of Corrections, the Bureau of Immigration and Customs Enforcement and the United States Marshal Service to ensure the staff receives proper training, the facility is secure and clean and the inmates are treated fairly.

Since the opening of this facility in March, 1998, we have received 100% compliance on these yearly audits.

In June, 2001, in an attempt to reach a higher level of excellence, the Pamunkey Regional Jail entered into a contract with the American Correctional Association to obtain its jail accreditation. This accreditation process involved a complete overhaul of the policy and procedure manual to meet or exceed the standards set forth by the American Correctional Association and the Correctional Accreditation Managers Association. These standards address services, programs, security, and operations essential to effective correctional management. Through accreditation, an agency is able to maintain a balance between protecting the public and providing an environment that safeguards the life, health, and safety of staff and offenders. After a rigorous eighteen months of development and information gathering, Pamunkey Regional Jail received a 96.8% rating on its first ACA accreditation in 2003.

The challenge would continue to maintain or exceed the initial accreditation score by raising the bar to provide services to the community and to the offenders that exceeded what was expected by the standards. The Pamunkey Regional Jail rose to the challenge when it received a 99.7% on its re-accreditation in 2005. There are 102 jail and detention facilities in the State of Virginia. Of the 102 facilities, only 13 have been fully accredited by the American Correctional Association. Pamunkey Regional Jail is proud to be on that list of selective facilities.

Starting January 2006, the Pamunkey Regional Jail began working on its newest challenge in the accreditation process. The American Correctional Association 4th Edition Performance Based Standards & Outcome Measures. This process involves 62 mandatory expected practices and 322 non-mandatory expected practices for a total of 384 standards. The jail expects to complete its first audit under these new standards in October, 2008.

Operations



Captain K. D. Hopkins
Operations Division Commander

Operations Personnel

Sergeant E. Awad, Records & Classification

Officer A. Deca, Records

Officer C. Mascolo, Records

Officer C. Lanier, Records

Officer A. Henley, Classification

Officer N. Stith, Classification

Officer C. Hornberger, Kitchen Officer

Mr. Russ Moore, Aramark Correctional Services

Ms. Gail McMillan, Keefe Commissary Network

Operations Division

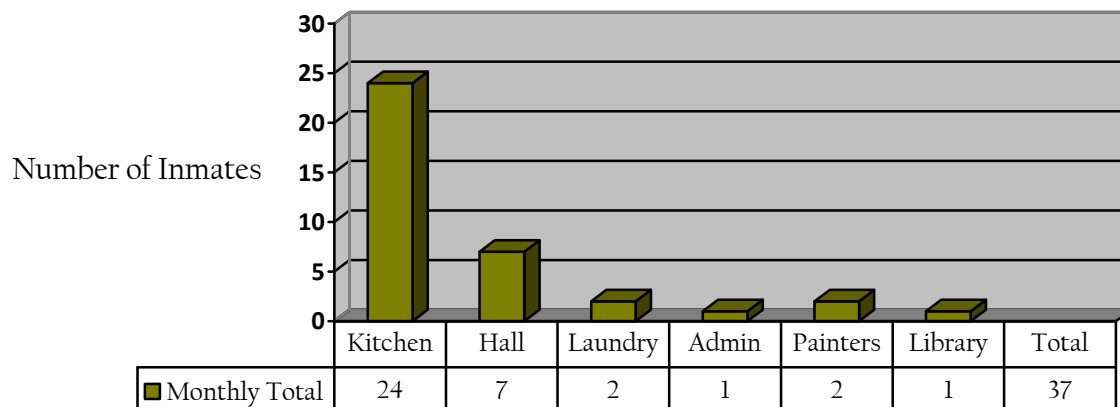
Classification

The primary goal of the Classification Section is to assign each new inmate to a custody level based on their current charges, criminal history, and medical condition. Once classified, inmates are placed either in Minimum, Medium, or Maximum custody.

Before moving an inmate into general population, the Classification Officer is responsible for ensuring that all inmates have been tested and cleared of having tuberculosis. Once the inmate has been cleared by our medical department, the Classification Officer then determines where inmates will be housed based on an interview conducted within the first 72 hours of the inmate's arrival at the facility. Every sixty (60) days, inmates are re-classified to determine if their custody level can be changed to a higher or lower level.

The Classification Section also works closely with Security and Support Services to provide inmate workers within the facility. Inmate workers are responsible for maintaining cleanliness throughout the facility in accordance with guidelines established by the Department of Corrections and the American Correctional Association. Inmate workers are placed in their positions based on feedback provided by security and various other departments, as well as their previous work experience. During the 2007-2008 fiscal year, there were a total of 37 inmate workers assigned on a monthly basis throughout the facility.

In-House Inmate Workers



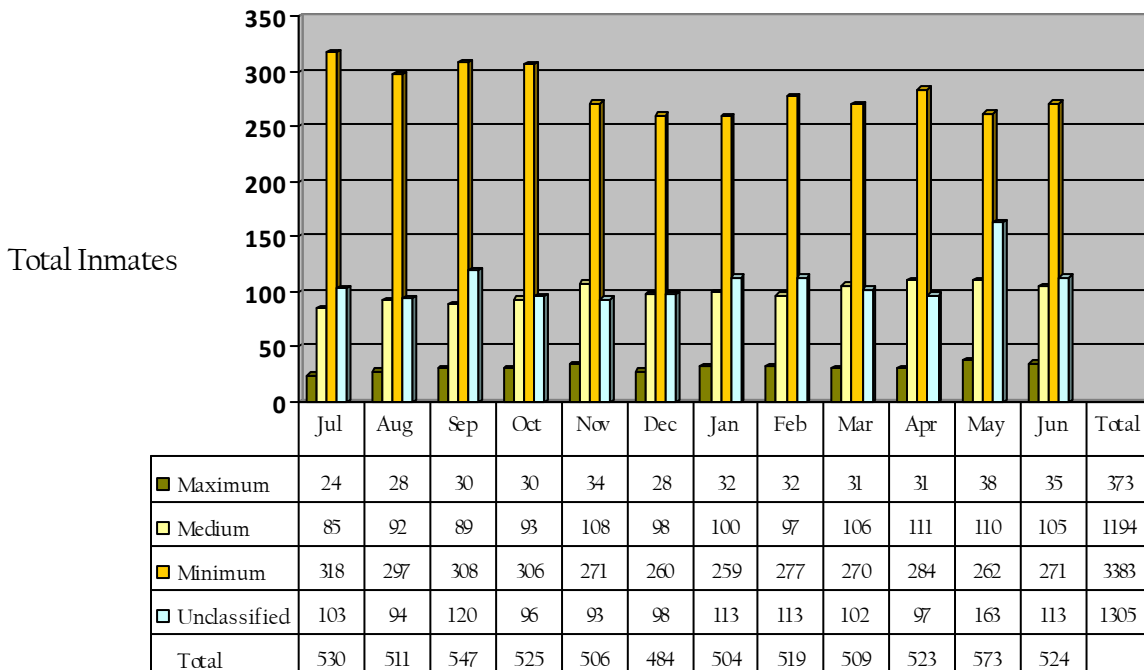
Classification (Continued)

The Pamunkey Regional Jail classifies inmates based on three separate custody levels. Inmates who have committed non-violent offenses are placed in the least restrictive level, which is minimum custody. Inmates who have violent criminal histories and are currently incarcerated on violent offenses will be placed in the most restrictive level, which is maximum custody. Only inmates who are classified at the minimum or medium level of custody are eligible to become workers. The criminal history of the inmate will determine if they can become a worker inside or outside of the facility. Custody levels are determined by using a point scale system developed by The National Institute of Corrections. This system has proven to be widely successful in the classifying of inmates.

Pamunkey Regional Jail has policies and procedures in place to determine whether an inmate with behavioral, medical, or mental health issues has needs that to be addressed. After the initial interview has been completed by the classification and medical staff, housing of each individual is determined based upon their recommendations. Inmates who could possibly be dysfunctional in general population because of medical or mental health issues are placed in protective custody. These inmates are closely monitored by the security staff and receive weekly assessments by the classification and medical staff to ensure their safety and determine if they may become eligible to be housed in general population.

This past fiscal year from the period of July 1, 2009 thru June 30, 2008, 6,255 inmates were classified. Of that number of inmates classified, 3,383 were minimum custody, 1,194 were medium custody, and 373 were maximum custody. There was also an additional 1,305 inmates processed into the facility but were not classified because they were released on bond, court order, or transferred to another jurisdiction.

Classification Statistics By Level Of Security

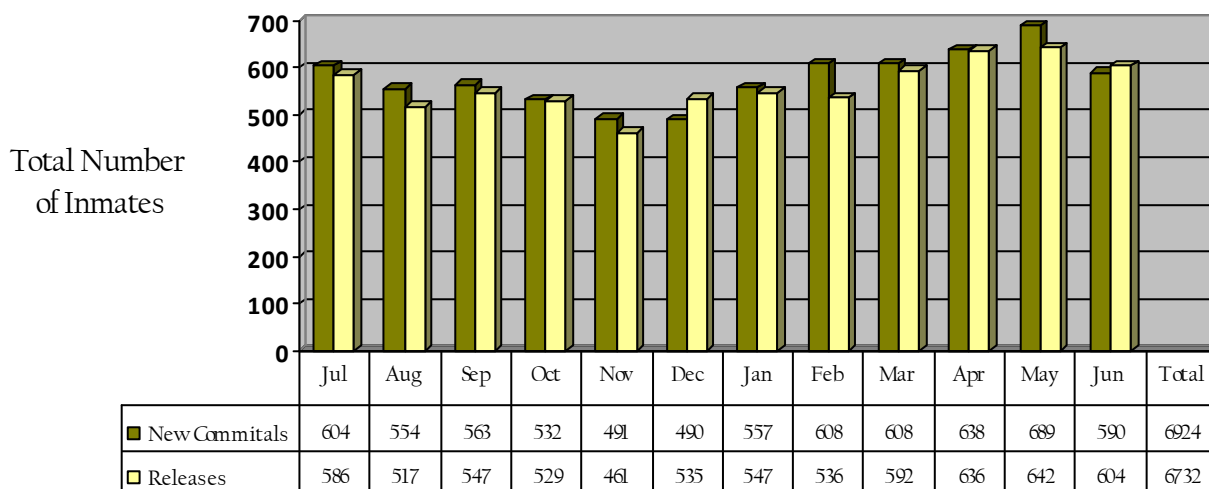


Records

One of the most important sections in the jail is the Records Department. This department is responsible for entering all dispositions received from the courts, which determines if an inmate is eligible for release. The Records Department ensures that all court appointments are documented in the jail's computer system which ensures the inmate is present in the appropriate court on the correct date and time. This section of the facility also works closely with surrounding jurisdictions to make sure transport orders are received for court appearances and time for credit spent at other facilities is calculated during time computation.

The Records Department also reviews all booking information on newly committed inmates to ensure all charge and bond information is correct and that all necessary paperwork is in the folder before an inmate is released from the facility. This past fiscal year between the months of July 1, 2007 thru June 30, 2008, the Records Department processed 13,656 inmate folders. Of those folders, 6,924 were new committals into the facility, and 6,732 were inmates released from the facility.

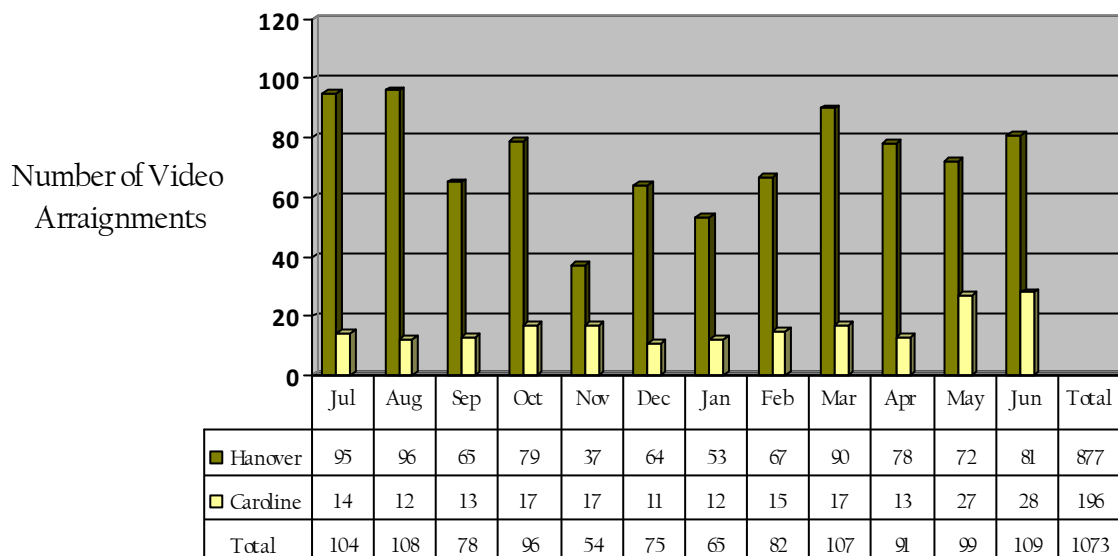
Inmate Files Processed



Video arraignments are monitored by the Records Department Monday thru Friday for inmates who are not required to be physically present in court. During the arraignment, the judge reviews the facts of the case and determines if the individual is eligible for bond. Video arraignments are conducted with Hanover and Caroline County Courts, INS, and other jurisdictions that have the appropriate equipment. This past fiscal year there were a total of 1,056 video arraignments conducted on behalf of the Hanover and Caroline courts.

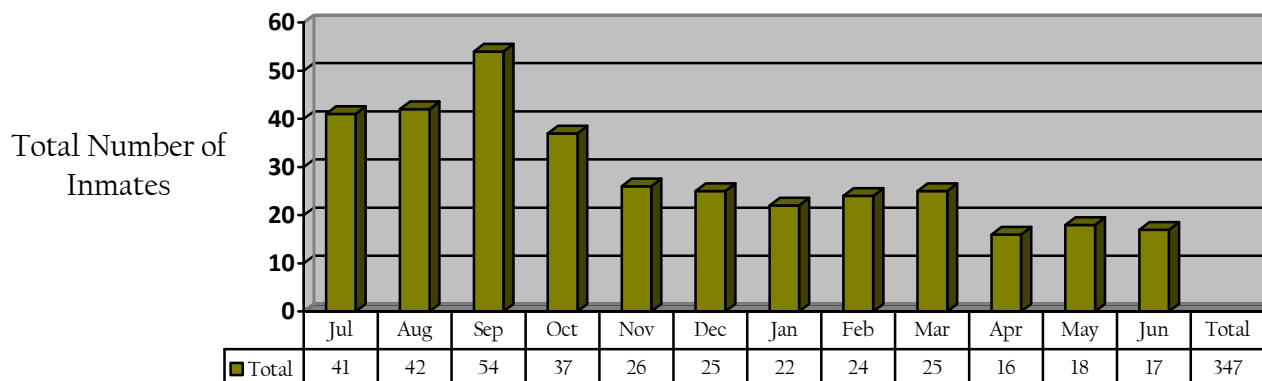
Records (Continued)

Video Arraignments Conducted



The Records Department is also responsible for keeping track of inmates who serve their time on the weekends. A “weekender” is someone who serves their incarceration Friday thru Sunday because of a work or school schedule. The Records Department keeps track of the days served so that the inmate is released on the correct day and time. Working closely with the Department of Corrections is crucial to the Records Department because it ensures that inmates are transferred to a state correctional facility in a timely manner based on the length of an inmate’s sentence and the severity of their charges. Inmates who remain at the facility sixty (60) days after being sentenced by the courts are considered to be “Out of Compliance”. This past fiscal year, there were **347** inmates housed here at Pamunkey Regional Jail in an “Out of Compliance” status.

Department of Corrections Out of Compliance Inmates



Records (Continued)

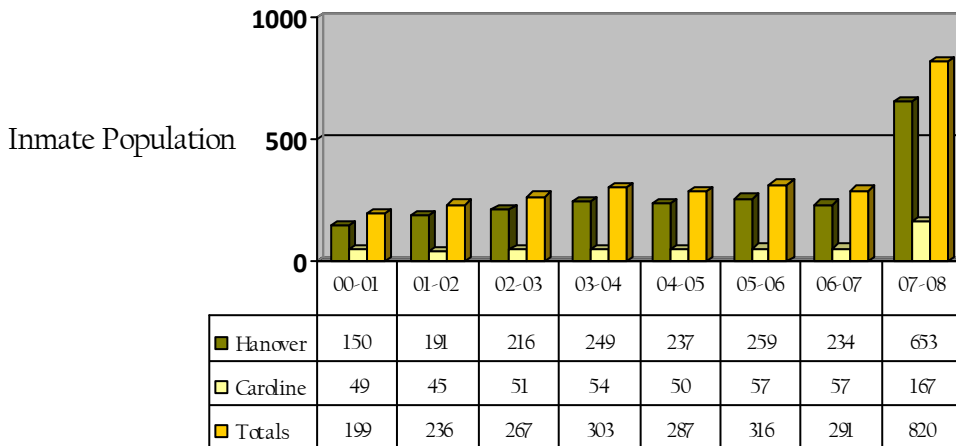
Local Inmate Data System (LIDS)

The primary goal of the LIDS Technician is to input and maintain inmate records on a daily basis ensuring accuracy and integrity of data. Each inmate record is reviewed to ensure the correct inmate admission, release and court data is submitted accurately to the State Compensation Board of Virginia. Per diem payments are paid to the facility based on the information uploaded to the state on a daily basis.

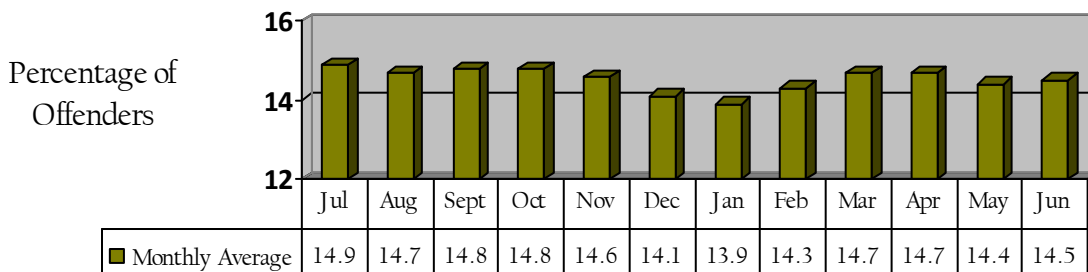
Once a month, the LIDS Technician is responsible for reconciling all jail time served days for each locality that Pamunkey Regional Jail serves. Once any inconsistencies and errors are corrected, the total number of day are certified and approved in LIDS and submitted to the Compensation Board for approval.

Every two years, the jail is audited by the State Compensation Board to ensure the facility is in compliance with the guidelines established by the Compensation Board.

Inmates Housed for Localities



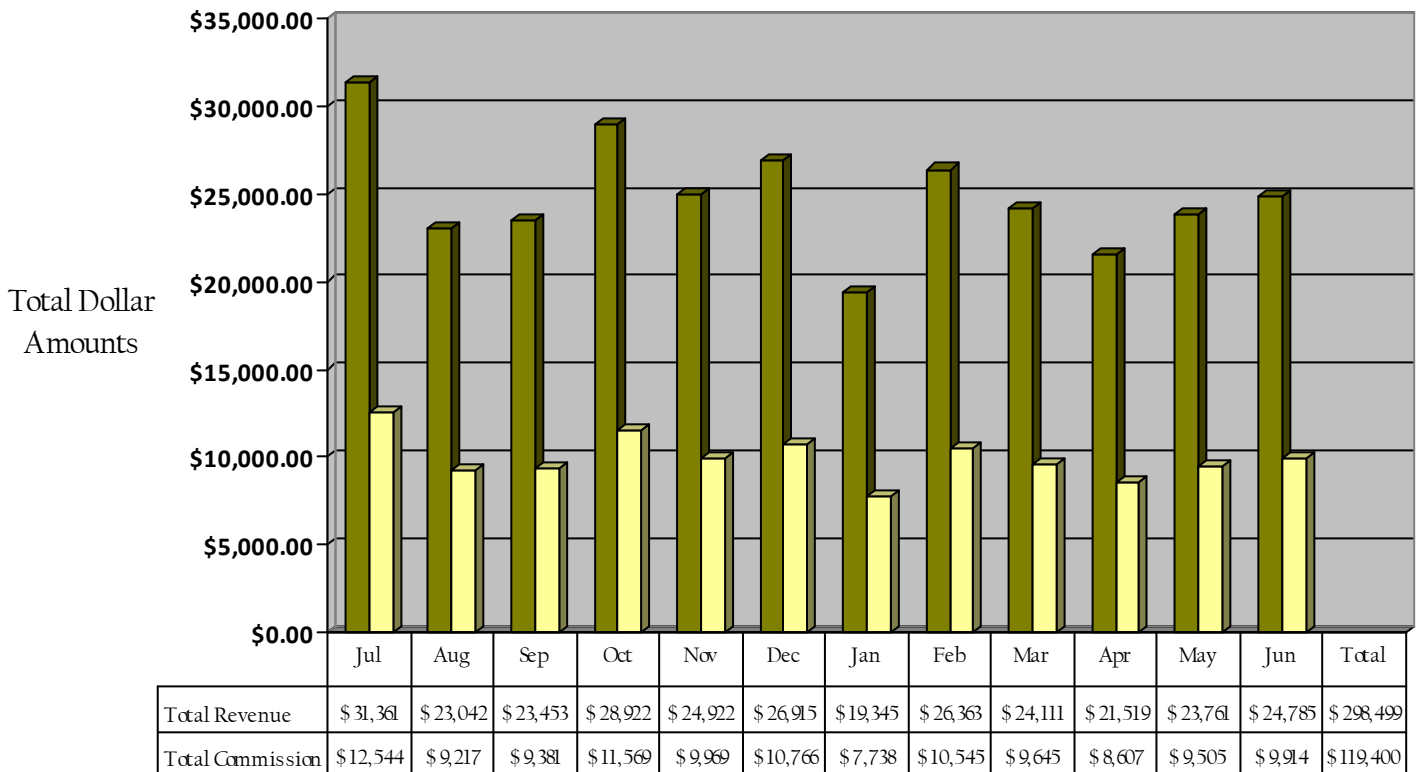
Average Length of Stay



Commissary

During the 2007-2008 fiscal year, Keefe Commissary provided all commissary services to the inmate population. When inmates are booked into the facility, any cash they have in their possession is taken by the booking officer and deposited into an account to be used during the inmate's incarceration. Once a week, inmates are allowed to purchase items from the jail commissary such as personal hygiene necessities, snacks, and clothing. All jail services such as medical appointments, haircuts, and notary signatures are also deducted weekly from the inmate's account. A safe deposit box is located in the visitation lobby so that family and friends may deposit money orders for inmates to use when purchasing commissary. The revenue generated from the sale of commissary is used to purchase items such as books, computers, and recreational equipment that benefit the inmate population. During the 2007-2008 fiscal year, \$298,499 Total Revenue and \$119,400 Total Commission was collected.

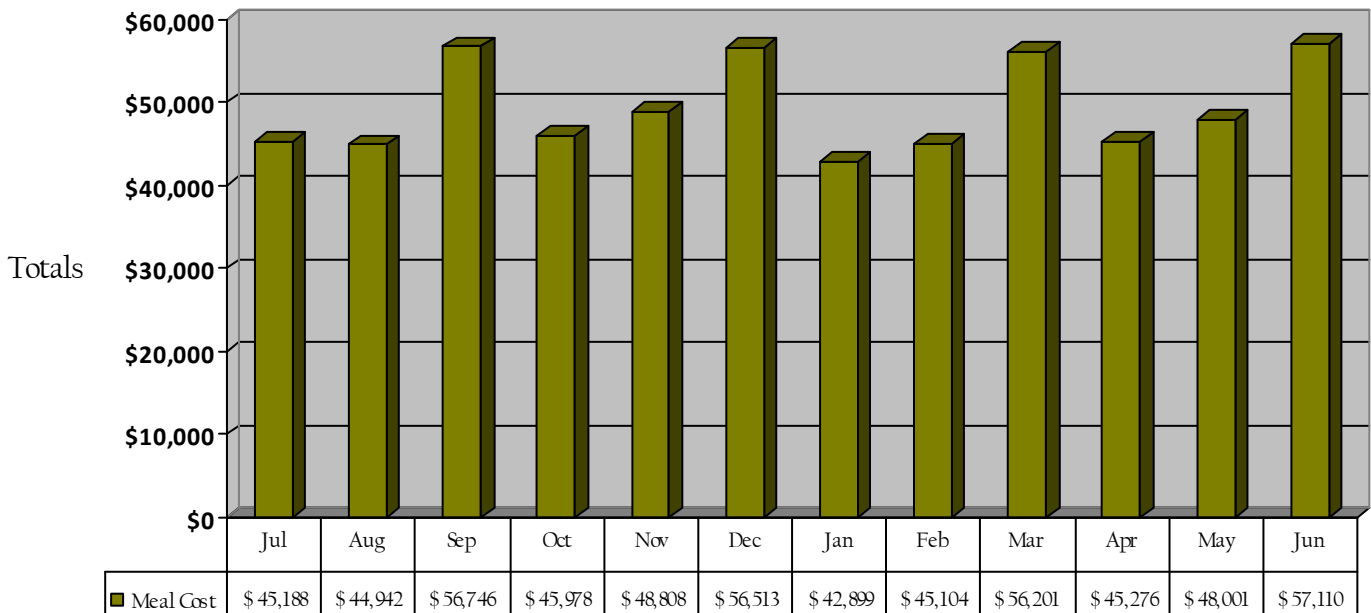
Commissary Sales



Food Service Department

On a daily basis, all inmates as well as staff meals are prepared by Aramark Correctional Services. Pamunkey Regional Jail has a contract with Aramark who is responsible for preparing all meals according to the guidelines set forth by the National Academy of Science and a registered dietician. Inmate meals are also monitored by the American Correctional Association to ensure they remain compliant with the daily guidelines. The Hanover Health Department routinely inspects the kitchen, all kitchen equipment, and storage areas on a semi-annual basis to ensure that the facility meets or exceeds all standards set forth by the health department.

Cost of Meals

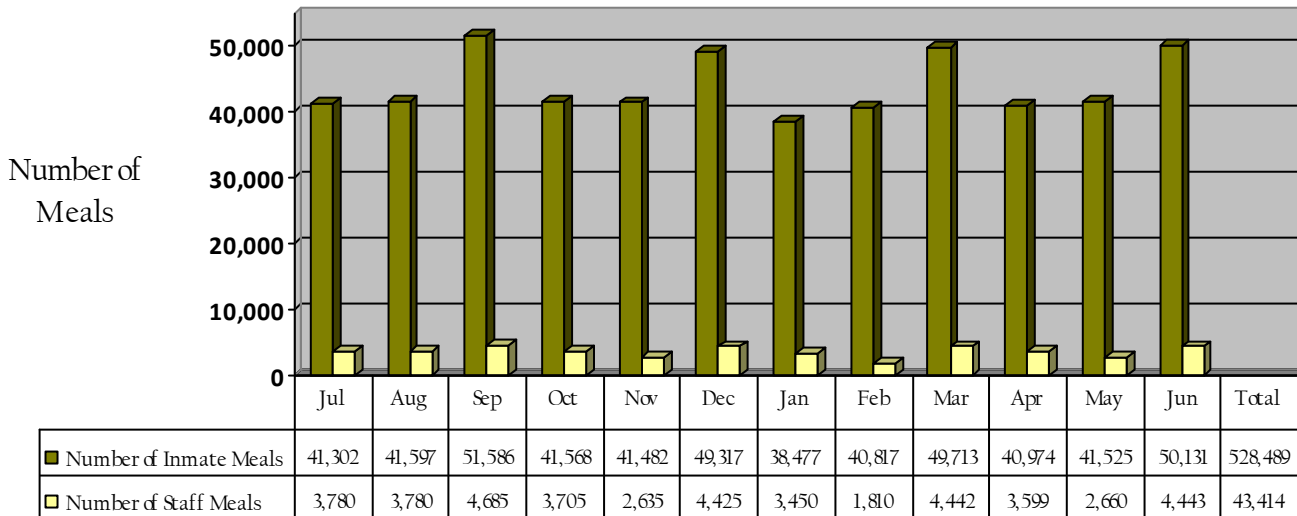


Food Service Department (Continued)

During the 2007-2008 fiscal year, Aramark prepared 528,489 inmate and 43,414 staff meals at a contracted rate of about \$1.32 per meal. On a quarterly basis, the inmate menu is reviewed and approved by the Superintendent in order to ensure that the inmate meal menu meets or exceeds nutritional guidelines.

Under the guidance of Aramark Correctional Services, inmates volunteer to work in the kitchen because they earn good time credit for every month of work which can reduce their overall sentence. Working in the kitchen also gives inmates the opportunity to learn skills such as cooking and proper cleaning techniques.

Meals Prepared



Weekend Community Trash Pick-Up Program

The Pamunkey Regional Jail in conjunction with the Hanover and Caroline Counties Department of Public Works participate in a Weekend Community Trash Pick-Up Program that focuses on the beautification and removal of trash throughout Hanover and Caroline Counties. Designated roads within the counties are cleaned on a 5 week rotation as well as “hot” spots (heavy trash areas) that citizens request to be cleaned.

The purpose of this program is to provide an opportunity for eligible inmates sentenced to serve weekends, a chance to participate in work programs within the community. This past fiscal year, around 1,100 bags of trash were collected between the two counties and the Town of Ashland.



Medical



Sherry Wilson, R.N., C.C.H.P.
Director of Nursing

Medical Personnel

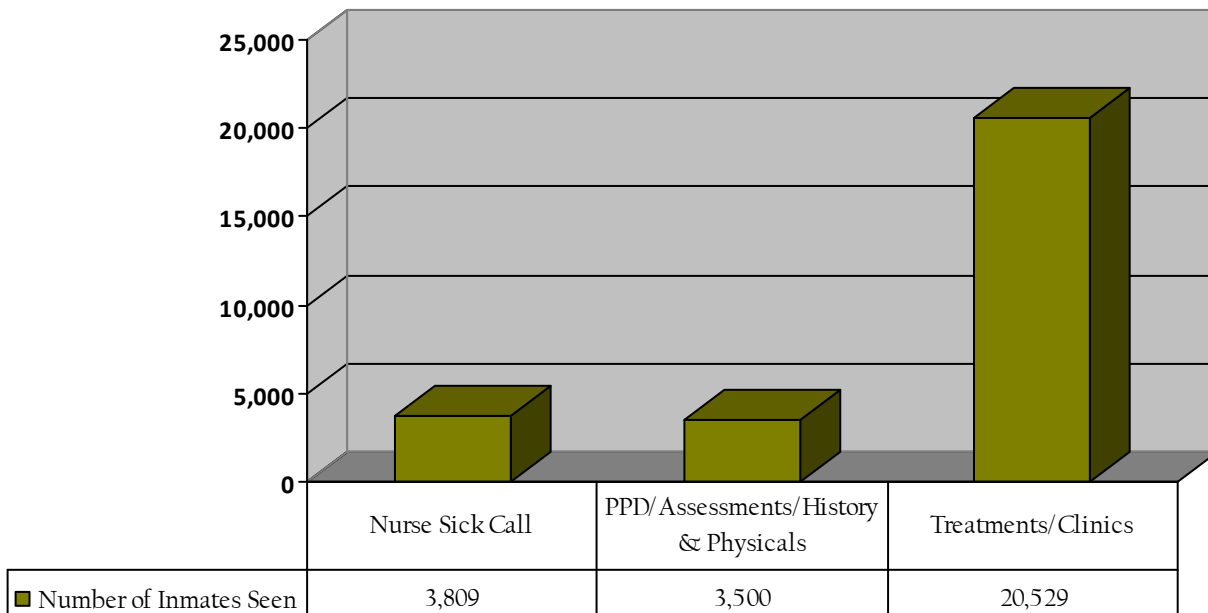
Darlene Mitchell, L.P.N.
Chuck Bise, L.P.N.
Karen Dvorak, E.M.T.
Kerry Wheeler, E.M.T.
Jeffery Pitts, E.M.T.
Jeanne Moore, E.M.T.
Harry Watts, Officer
Ruth Krebbs, Secretary

Medical Department

The Medical Department's primary mission is to provide quality health care to all inmates. Our services include not only general health care but also dental care and mental healthcare services. The Medical Department consists of one (1) Registered Nurse, two (2) Licensed Practical Nurses, five (5) Emergency Medical Technicians, a Medical Secretary and a Medical Officer.

Daily operations include three (3) pill calls, sick calls, wound treatment clinics, blood pressure checks, and blood sugar checks as well as any emergencies that may occur. A Chronic Care Clinic is held on a monthly basis. The Medical Department also coordinates with local hospitals and clinics making arrangements for inmates to go to outside medical resources when their problems require treatments beyond the scope of the department's practice.

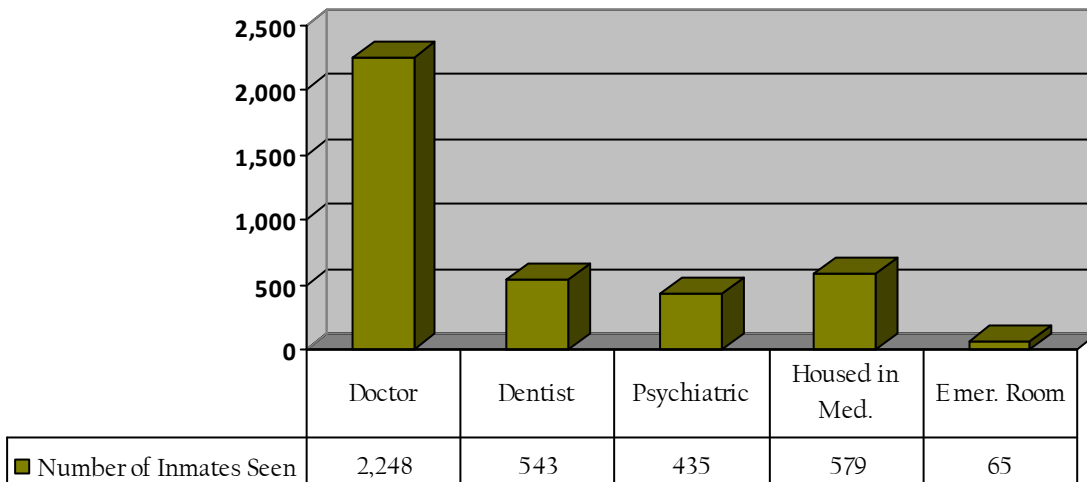
Treatments Received



Medical Department (Continued)

The demands of the Medical Department have grown significantly over the past year. The number of sick call visits totaled 3,809. In addition, 3,500 PPD's / Assessments / History & Physicals were performed, as well as 18,142 treatments. We are seeing an ever-increasing inmate population with chronic health problems. In order to answer this demand we conduct Chronic Care Clinics on a monthly basis providing continual assessments, education, and support to those with such issues as Infectious Disease, Asthma, Seizures, Hypertension, Diabetes, and Psychiatric illness. Dr. Clifton Sheets and Physician's Assistant Peter Ober have seen over 2,248 inmates within the last year in regards to a wide array of illnesses. Once seen by the doctor a plan of care is put in place which includes maintaining medication compliance, follow up care, and proper education.

Referrals for Further Treatment

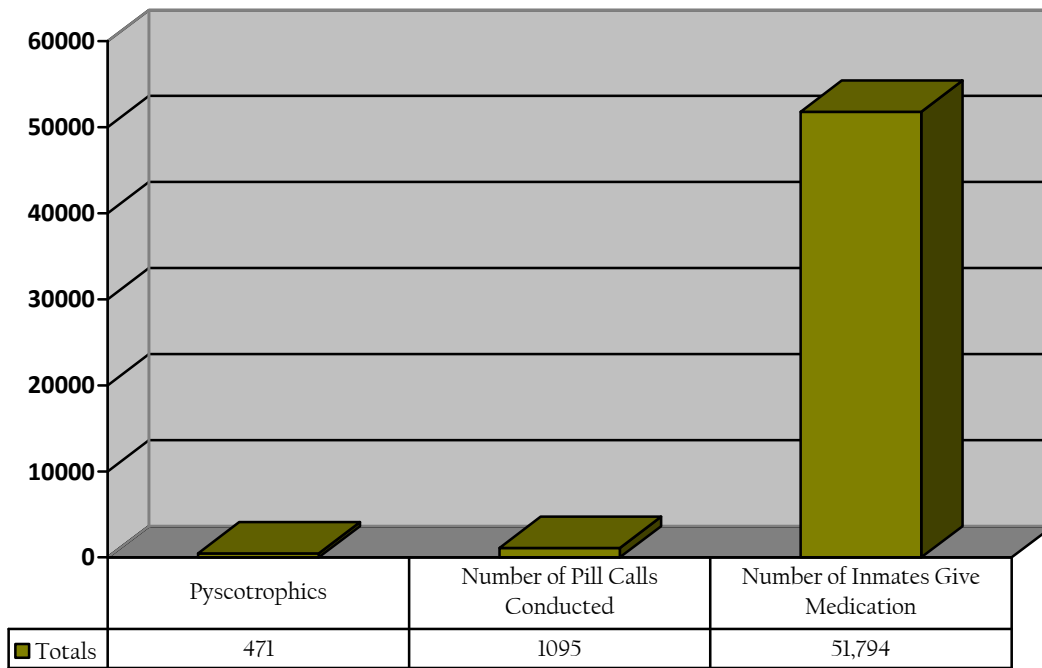


Upon the approval from the Superintendent and Dr. Sheets, the Medical Department offers a "Keep on Person" (KOP) medication program allowing responsible inmates with minor health problems to keep medications with them in their cells and take them on their own as needed. During the period of July 1, 2007 thru June 30, 2008, 51,794 doses of medication were dispensed, either through Pill Call or the KOP program. We hope that giving the inmate a little responsibility for their own healthcare will increase the likelihood of medication compliance once they are released.

The Medical Department continues to be a demanding, fast paced environment. The success of the department is a result of the dedicated teamwork of our skilled medical staff. The department sets very high goals and standards to provide the highest quality of medical care to our inmate population.

Medical Department (Continued)

Medication



Employee Recognition



The Pamunkey Regional Jail strives to recognize officers who have received special recognition for achievements, not only in jail operations, but also in various off-site activities.

This year, the facility has chosen to recognize the employees of the year, and those that have made the facility shine in the community. The following employees have demonstrated dedication to excellence, and true professionalism, reflecting greatly on the facility.

The facility commends these individuals for their accomplishments, and is certain they will continue to strive for excellence.

Civilian Employee of the Year



Mr. Keith Spicer
Accounting Manager

Mr. Keith Spicer began his career with Pamunkey Regional Jail in October 2006. Mr. Spicer has over 11 years of experience in the accounting field, including 10 years in Hanover County Government. Keith is a Certified Public Accountant (CPA) and a member of the American Institute of Certified Public Accountants (AICPA). Keith also volunteers as treasurer for Gethsemane Church of Christ in Hanover County.

Keith assumed the role of Accounting Manager for the jail in October of 2006. Keith supervises a staff that consists of an Accountant, Accounting Clerk, Personnel Analyst, and LIDS Technician that provides support for the functions of payroll, billing, personnel, budgeting, and financial reporting. Keith was instrumental in the creation of the jail's adopted budget as well as the jail receiving the GFOA (Governmental Finance Officers Association) award for excellence in financial reporting for the sixth consecutive year for the Comprehensive Annual Financial Report. Keith is always looking for ways to improve the accounting, personnel, and administrative areas of the jail.

Based on his hard work and dedication to the facility, Mr. Spicer has been selected as the Pamunkey Regional Jail's Civilian Employee of the Year.

Sworn Administrative Employee of the Year



Sergeant E. Awad

Officer Awad began her career in the corrections field with the Pamunkey Regional Jail on January 20, 2004.

Officer Awad attended the Jail Basic Academy in September 2004 in which she was elected the class president. She completed the academy with the Top Academic Award in November of that year. After completion of the academy, Awad returned to the night shift where she excelled as an officer. Awad was soon transferred to the Classification and Records section where she continued to excel in her assigned duties. Officer Awad often arrives early to prepare for her duties. She always has time for anyone who needs assistance from fellow officers to the general public. Officer Awad constantly looks for ways to improve the Classification and Records section. She takes the initiative to stay ahead of the heavy work load in her section. Officer Awad was nominated and received Officer of the Quarter for the second quarter of 2007. She was appointed Officer in Charge of the Classification and Records department on July 31, 2007, after scoring 100% on the written portion of the test. Officer Awad has demonstrated outstanding leadership traits and her quality of work is second to none. She works diligently to succeed in all of her job duties.

Based on her hard work and dedication to the facility, Officer Awad has been selected as the Pamunkey Regional Jail's Sworn Administrative Employee of the Year.

Sworn Security Employee of the Year



Officer M. Bliss

Officer Michael J. Bliss began his career with the Pamunkey Regional Jail on October 1, 2006. He is currently assigned to Night Shift – A, in the Security Division, where he is well respected by his Supervisors and Co-Workers.

He has great IPC skills and is fair, firm, and consistent with all of the inmates he supervises. He stays up to date on all of the facility's policy and procedures and is one of the strongest officers on his shift. He received the Officer of the Quarter Award in the second quarter of 2007 and was selected Officer of the Year for 2007. Officer Bliss always goes above and beyond the call of duty and he even commutes from Va. Beach on his scheduled days to work. Based on his hard work and dedication to the facility, Officer Bliss has been selected as the Pamunkey Regional Jail's Sworn Security Employee of the Year.

Virginia Association of Regional Jails 2008 Pistol Tournament



The Pamunkey Regional jail has, for the fourth straight year, sponsored several staff members in the Virginia Association of Regional Jails (VARJ) annual pistol tournament. At this competition, regional jails from all over Virginia compete with each other and demonstrate their firearms training and skills. Since PRJ has begun competing in this event, we have managed to win 50% or better of the competitions. 2008 was no exception.

The competition offers four classes of competition: Master, A, B and C Classes. This year, officers from PRJ took first place in A and C class, two of the four firearms available. In the master class (the largest competing class), we took third place. The winners were as follows; Master Class: Capt. M. Claveau – 3rd place, Class A: Officer A. Garthaffner – 1st place, Officer M. Bolton – 2nd Place, and Class C: Officer B. Burgess – 1st place. The team consisted of Officers P. Duke, B. Burgess, M. Bolton, A. Garthaffner, Lt. N. Webel and Capt. M. Claveau.

This event, in conjunction with the conference, allows officers and staff to mingle with their counterparts from other facilities, attend training and learn new techniques in jail operations or other areas, and helps to develop pride in their facility as well as earn the respect from other agencies.