

Annual Report

2010

Continuing to be a part of,
not apart from, the community



**HANOVER COUNTY
SHERIFF'S OFFICE**
Colonel David R. Hines, Sheriff

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General information about the Sheriff's Office

The Hanover County Sheriff's Office has been guarding the safety of our community since 1720, making us one of the oldest law enforcement agencies in the nation.

The Hanover County Sheriff's Office is the principal provider of law enforcement for the County of Hanover. The Sheriff's Office also provides court room security and civil processes through our Court Services Unit. These services are provided to a population of just over 103,000 citizens who reside within the 472 square miles of the county.

The Hanover Sheriff's Office is a state (VLEPSC) and internationally (CALEA) accredited agency. Under the leadership of Colonel David R. Hines, the Sheriff's Office continues to be one of the most respected and professional law enforcement agencies in the Commonwealth and the nation.

Letter from Colonel David R. Hines

As I reflect on my first year as the Sheriff of Hanover County, I feel tremendous gratitude toward the men and women of our agency. Their commitment and dedication to the citizens of Hanover County is reflected in the quality of life we enjoy.

In turn, the members of our agency are grateful to the community and the continued support we have received throughout the year. We thank you for your confidence in our ability to serve Hanover County. Working with citizens and business owners has enabled us to identify and address community concerns. The partnerships that have been established and maintained make Hanover County one of the safest communities in which to live and work. We are successful in our mission because of these important interactions between our agency and the citizens we serve.

As a way of developing these partnerships, we invite Hanover citizens to participate in one of our Citizens Police Academies. Many graduates of these academies have joined our volunteer program and have given valuable service to our agency. You will find more information within this report. We also encourage you to visit our website, www.hanoversheriff.com, and explore the opportunities and services we offer.

We are committed to continued success in the year ahead. It is our goal for this agency to exceed expectations of the community we so proudly serve.

I am pleased to present the Hanover County Sheriff's Office 2010 Annual Report to the citizens of Hanover County. I truly hope you will find the information contained in this report to be useful and informative.



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Appointment of Colonel Hines – new leadership of the Sheriff's Office

On September 16, 2010, David R. Hines took the Oath of Office and became the 53rd Sheriff of Hanover County, Virginia. Colonel Hines began his career with the Sheriff's Office in July of 1984. He attended the 18th Basic Law Enforcement Academy at the Richmond Regional Criminal Justice Training Center. After completion of Field Training, he served in Uniform Patrol Operations until 1986 when he was transferred to the Vice/Narcotics Unit where he served on the DEA Task Force, the Multi-Jurisdictional Grand Jury, and with other law enforcement agencies in an undercover capacity.

In August of 1991, he was promoted to the rank of Sergeant in charge of the Vice/Narcotics Unit. In 1994 Sergeant Hines was assigned to the Internal Affairs Department and one year later was promoted to the rank of Lieutenant in the newly formed Professional Standards and Risk Management Unit. In 1996 he was reassigned to the Investigative Division as Lieutenant of Special Investigations.

In March of 1997, he served as Acting Captain of the Investigative Division and in July 1997, was appointed to the rank of Captain. During the Sheriff's Office reorganization in 2002, Captain Hines was appointed to the rank of Major and assigned as Commander of Field Operations, which included Uniform Patrol Operations and Investigative Operations. On October 16, 2003, Major Hines was promoted to the rank of Lieutenant Colonel and served as second-in-command, executive officer of the Sheriff's Office until Colonel Cook's retirement in September 2010.

Throughout his career, Colonel Hines has attended hundreds of hours of specialized training in the fields of Investigations, Search & Seizure, Terrorism, Civil Liability, Homeland Security, and Executive Development and Community Policing. In addition to formal classes, Colonel Hines has attended numerous seminars and conferences in the disciplines of Personnel Management and Executive Leadership. The Colonel is a graduate of the 195th Session of the Federal Bureau of Investigation Academy, the Professional Executive Leadership School of the University of Richmond, and the U.S. Department of Justice Law Enforcement Executive Development Program.

Colonel Hines has taken the tools and skills sets acquired from this training and applied them to his role as a leader in the Hanover County Sheriff's Office. An example of this type of leadership is the implementation of Hanover's CMI (Crime Management Initiative) Program. The Colonel was instrumental in the implementation of this program where members of Patrol, Investigations, and the Crime Prevention units meet every other week to discuss crime trends and develop solutions to problems that are occurring and may occur as identified in other surrounding jurisdictions.

Since beginning his employment with the Sheriff's Office, Colonel Hines has been awarded the Excellent Service Award, the Meritorious Service Award, and the Dedication to Duty Award as well as the Safe Driver Award. In addition, he has received 153 commendations. The Savannah

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Police Department in Savannah, Georgia, also awarded the Colonel a certificate of merit for collaborative work resulting in the arrest of a homicide suspect.

The Colonel is also an active leader in a number of civic and community organizations. Memberships include the International Association of Chiefs of Police, the Virginia Association of Chiefs of Police, the National Sheriffs' Association, the Virginia Sheriffs' Association, the Richmond Metro Area Crime Stoppers and the Mechanicsville Businessmen's Association. He serves on the Public Safety Advisory Board and the Pamunkey Regional Jail Board and is past training director of the Eastern States Vice Investigations Association.

In Hanover County, he is active in his community where he has coached little league football through the Mechanicsville and Blue Star Youth Football Associations, and soccer with the Arsenal Youth Soccer League. He is a former member of the Mechanicsville Rotary and serves as an Advisory Member of the Hanover Business Council. Colonel Hines and his family worship at Mechanicsville Baptist Church where he serves on the Board of Deacons. He is also a 3rd degree Master Mason at Washington Henry Lodge, #344, A.F. & A. M. and Metropolitan Lodge #11 A. F. & A. M.

Colonel David R. Hines and his wife, Pat, have been happily married since 1978. They have two children and reside in Hanover County.

Retirements

Colonel V. Stuart Cook

On August 2, 1990, Colonel Cook was appointed Sheriff of Hanover County by Judge Richard H. C. Taylor and unanimously won re-election five times. He retired as Sheriff on September 15, 2010.

Born in Richmond, Virginia, on April 9, 1943, Colonel Cook has been a life-long resident of the Richmond area. He has spent the last 50 years in Hanover County. Colonel Cook joined the Richmond Bureau of Police on June 21, 1965, and after working his way through the promotional system, he achieved the rank of Major. He served twenty-five years with the Richmond Bureau of Police.

He served as an adjunct faculty member at J. Sargeant Reynolds Community College and at Virginia Commonwealth University where he taught in the Administration of Justice Program. He also served on the Advisory Board for Curriculum Development at the community college for the Criminal Justice Program and also served on the Board of Directors at Rappahannock Regional Criminal Justice Academy.

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His community involvement included his service on the Board of Directors for the Hanover Adult Care Center, where he is a member on the Honorary Board. He is a member of the Hanover Ruritans and the Mechanicsville Businessmen's Association. Colonel Cook is past Deputy District Grand Master of Masons for the 15th Masonic District and is past Master of Metropolitan Lodge #11 and Washington-Henry Lodge #344 of the Ancient Free and Accepted Masons.

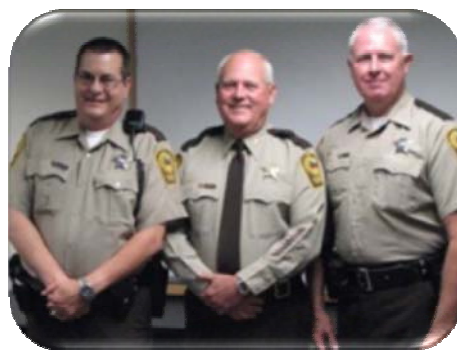
More importantly, he is married to Barbara and they have three grown children – Chris, Bryan and Kim. They also have six grandchildren, all boys!

Deputy Dennis McAlister and Deputy Bob Lawson

Two officers from the Youth Services Unit decided to embrace their retirements in 2010. Deputy Dennis McAlister retired in June and Deputy Bob Lawson retired in July, both had long and successful careers here with the Sheriff's Office. On June 9 several members of the Sheriff's Office joined in celebrating their achievements while with the Sheriff's Office. The celebration was highlighted with the presentation of challenge coins from Colonel Cook to both officers.

Dennis "Mac" McAlister retired with 23 years of service with the Hanover County Sheriff's Office with the rank of master officer. During his career he received 65 commendations, two excellent service awards and one dedication to duty award. He spent time in Patrol, Youth Services and Street Crimes and finished his career mentoring to the youth as a School Resource Officer at the Georgetown School. Prior to his career with the Sheriff's Office, Mac spent six years with the Virginia Capitol Police and prior to that he served in the armed forces for seven years and held the rank of Sergeant with the U.S. Army. His future plans include buying a Harley, moving to Costa Rica and learning to cha-cha dance.

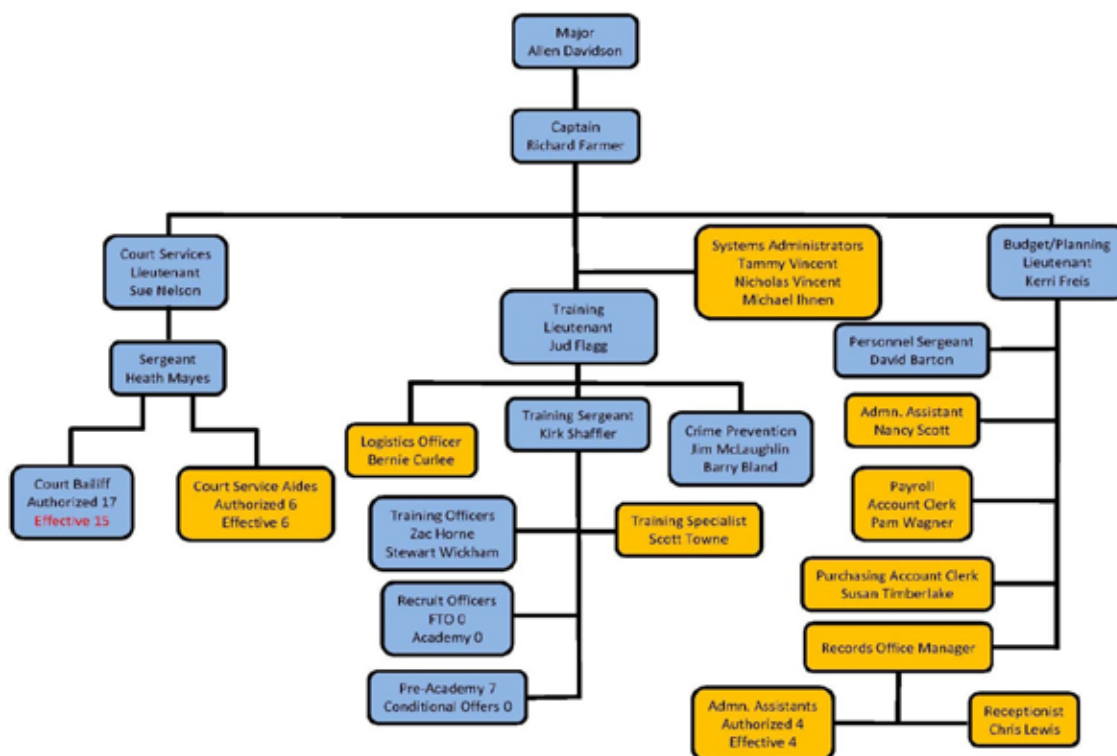
Bob Lawson spent twelve years with the Hanover Sheriff's Office, where he retired with the rank of senior officer. Bob spent the last six years of his career as a DARE officer assigned to the Youth Services Unit. His passion for children is obvious to all of those who saw his daily interaction with the students he taught. Before joining the Sheriff's Office, Bob spent twenty years with the Baltimore Police Department, where he flew helicopters.



Deputy McAlister, Colonel Cook, Deputy Lawson

In his earlier career, Bob was a U.S. Army helicopter pilot and served his country in Vietnam. He is now spending much of his time with his wife Sherrie aboard his boat on the Chickahominy River.

Administration Division



Accreditation

Law enforcement accreditation is a voluntary process in which agencies agree to comply with professional "best practice" standards as defined by the accrediting body. Compliance with these standards serves as a commitment to professionalism. Our agency proudly holds the status of dual accreditation. We are accredited through the Virginia Law Enforcement Professional Standards Commission (VLEPSC) and internationally through the Commission on Accreditation for Law Enforcement Agencies (CALEA).

In 2010, the Sheriff's Office transitioned to a paperless file system for accreditation. More than 600 files containing thousands of pages of documentation are now stored electronically, saving time, paper and valuable storage space. Providing documentation to the files has become a collaborative effort involving 45 agency members, further integrating best practices into our processes.

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Outside Agency Awards

Click It or Ticket Program: The Sheriff's Office received two awards from the "Click It or Ticket" Program for 2010. The first was for the Highest Safety Belt Use and the second for the Most improved Safety Belt Use.

American Legion Post 175 Officer of the Year: This annual honor was awarded to Deputy Davis Gooding III for his job performance in the year 2010.

Doswell Ruritan Club Reserve (Volunteer) Officer of the Year: This annual honor was awarded to Reserve Deputy Peter "Danny" Rudock for his volunteer efforts during 2010.

Budget and Planning

Striking a balance between fulfilling the community's needs and being a good steward of taxpayers' dollars is a commitment that continues with our new administration. Through operational and administrative planning, the Support Services Lieutenant manages the agency's budget and maintains a continuous five-year plan for the Sheriff. Additionally, the Lieutenant oversees the Personnel Unit, the Records Unit, Purchasing & Payroll, Accreditation and Policy.

Court Services

In 2010, the Court Services Unit operated with sworn personnel as well as several part-time court service aides who are retirees of the Sheriff's Office. The Unit is responsible for providing security to all three Hanover courts: Circuit, General District, and Juvenile and Domestic Relations. In addition to providing security to the courts, the unit served 29,229 papers and conducted 1,551 transports of adults and juveniles to assorted facilities.

Some vehicle modifications were made to improve the efficiency and safety of the unit in 2010. Mobile Data Terminals were installed in two of the vehicles to assist officers with the new civil process database. The MDT allowed officers to clear civil process papers from their vehicles instead of submitting papers to records or having to bring them back to the courthouse to be cleared. Window tinting of vehicles was instituted to further protect the safety of officers and prisoners during transports.

The Court Services Unit also participated in the Trans Net Program. The program was designed so that participating jurisdictions would assist one another with the transportation of prisoners as well as maintain an open line of communication.

The Court Services Unit continues to maintain good working relationships with all three judges who preside over the courts in Hanover County as well as with other law enforcement agencies and correctional facilities.

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Crime Prevention

The Crime Prevention unit provided programs to citizens of all ages in the areas of crime prevention and safety in 2010.

This unit is responsible for the Neighborhood Watch Program, which is made up of 42 participating neighborhoods. The Business Watch Program, involving approximately 300 local businesses, also comes under the responsibility of the Crime Prevention Unit.

In 2010, the unit also worked closely with local banks, such as the Hanover Bankers Fraud Group, and with the apartment complexes through the Hanover Housing Coalition. The unit was responsible for making public service announcements throughout the year on topics of safety and area crime trends.

The unit conducted numerous security assessments based on Crime Prevention Through Environmental Design (CPTED) for schools, businesses, and residences within the county. Throughout the year they coordinated many ride-alongs for citizens who wished to ride with patrol deputies.

The unit took over the newly created Motorist Assistance Program. Working closely with the Patrol Division, they monitored the Adopt-A-Senior Program with a total of 24 seniors participating. The unit also conducted the ten-week Senior Citizens Police Academy during the spring.

Through the efforts of the unit, the Sheriff's Office was reaccredited with the Certified Crime Prevention Program in 2010.

Other programs the Unit participated in during 2010 included:

- ❖ National Night Out
- ❖ Shred-It Events
- ❖ Delivery of Thanksgiving turkey dinners through the assistance of the Mechanicsville Rotary Club
- ❖ Christmas Luncheon with the Hanover branch of the AARP and Hanover/Ashland TRIAD
- ❖ WWBT Channel 12 appearances
- ❖ Tomato Festival

Fleet Management

The process of acquiring, equipping and maintaining vehicles is an essential but costly function within our agency. A part-time Logistical Support Specialist coordinates our fleet of nearly 250 vehicles with the assistance of two volunteers. The fleet falls under the command of the Administrative Division and is supervised by the Training Lieutenant.

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The slowing economy and rising fuel costs influenced our buying decisions and our replacement schedules during 2010. Our replacement schedules were further stretched in an effort to get as many miles possible out of existing vehicles while balancing repair costs. With Ford's planned discontinuation of the Crown Victoria sedan, other more efficient options are now being explored for our future patrol vehicles.

Information Technology

The Information Technology Unit is comprised of three civilian Systems Administrators who are responsible for research, development, and implementation of the Sheriff's Office information systems. They create and manage databases and ensure the security of electronically stored information. This unit provides technical support for our network computers as well as for our mobile data terminals.

2010 was a busy year for Systems Administrators. Some of their highlights include:

- ❖ Initiation of Sharepoint, providing real-time information to officers in the field and making available an agency-wide collaborative tool.
- ❖ Consolidation of five independent Personnel databases into one, eliminating redundancy.
- ❖ Consolidation of the separate databases used for precious metal dealers, solicitors, and concealed weapons permits.
- ❖ Creation of an accreditation tracking database, which helps to support the newly implemented paperless accreditation system.
- ❖ Creation of a school disposition database, providing Youth Services personnel the ability to better track and report incidents involving juveniles.
- ❖ Creation of a leave accrual tracking system capable of maintaining the agency's leave balances in a single location.

Purchasing and Payroll

Purchasing and Payroll are each part of our Support Services Unit. While each has a separate function, the two non-sworn members are trained to perform the basic duties of the other in their absence.

The Purchasing Account Clerk is responsible for the procurement and inventory of agency property and equipment. This includes meeting with vendors, accepting bids, receiving shipments and maintaining the property room. Perhaps most importantly, the Purchasing Account Clerk helps to keep all sworn officers uniformed and properly equipped to perform their duties.

The Payroll Account Clerk manages the payroll documentation needed for new hires, separations, payroll deductions, career development and personnel changes. This Clerk also

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accounts for all time including vacation leave, sick, family, military and overtime. During 2010, an automated system for leave accounting was created and was implemented January 1, 2011.

Personnel

The Personnel Unit is a small unit with a big job. Under the leadership of the Support Services Lieutenant, the Personnel Sergeant and an Administrative Assistant are responsible for a myriad of functions. Beginning with recruitment, this unit facilitates the application process, testing, oral interviews and the background investigations of potential employees. This unit is responsible for maintaining medical records, employee evaluations, random drug screens, handling workers' compensation issues, performance evaluations, secondary employment, promotions, career development, and awards ceremonies. All of these functions must be done in compliance with federal labor standards.

In 2010 the Personnel Unit received 945 employment applications and facilitated two sworn hiring processes, eventually hiring eleven additional officers.

Sheriff's Office Awards

On May 4, 1963, President John F. Kennedy, through Proclamation 3537, designated May 15 as Peace Officers Memorial Day and the calendar week during which May 15 occurs as Police Week. Each year the Sheriff's Office has a memorial breakfast, graciously hosted by the Mechanicsville Veterans of Foreign Wars (VFW), and an awards ceremony during Police Memorial Week.

On May 18, 2011, the annual breakfast was held at the Mechanicsville VFW and the guest speaker was retired Sheriff Colonel V. Stuart Cook.

Following the breakfast, the annual awards ceremony was held at the Hanover County Administration Building and these individuals were recognized for their performance in 2010:



Officer of the Year: Deputy Davis Gooding
Rookie of the Year: Deputy Jason Taylor
Reserve Officer of the Year: Deputy Danny Rudock
Explorer of the Year: Michael Mason

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Colonel Hines, Deputy Gooding and Family

Excellent Service:

Deputy James Cooper
Deputy Barrett Laine (2x)
Deputy Travis Six
Investigator Matt McGrain

Investigator Tim Papenfuse
Deputy Michael Vaughan
Investigator Karen Godfrey

Deputy David Parrish
Deputy Jason Taylor
Investigator David Klisz

Meritorious Service:

Investigator James Cole
Investigator Wendy Bailey
Sergeant Richard Atkinson
Ms. Jean Newman

Investigator Scott Wilting
Deputy Barry Bland
Deputy Steven Appouh-Hester
Mr. Mike Ihnen

Sergeant Eddy Smith
Major R. Allen Davidson
Ms. Lou Ann Jewell
Ms. Nancy Scott

Unit Citation: Training Unit

Lieutenant Judson Flagg
Deputy Stewart Wickham
Mr. Bernard Curlee

Sergeant Kent Mullen
Deputy Mike Purcell

Deputy Zac Horne
Mr. Scott Towne

Safe Driving Award:

Investigator Peter Carrasco
Investigator Todd Layman
Sergeant Kent Mullen
Deputy Robert Stevens

Investigator James Cole
Deputy Lynn Marshall
Deputy Mike Purcell
Investigator Shane Wickham

Sergeant Chris Hatcher
Investigator Matt McGrain
Deputy Greg Six
Investigator Scott Wilting

Volunteer of the Year:

Mr. Bernard Curlee

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Excellent Service to Law Enforcement Award:

(Several Hanover County employees were recognized as well as an employee of the United States Postal Service for their contributions and services to the Sheriff's Office in 2010.)

Mr. Tom Harris
Mr. Marcus Allen
Mr. Tom Vaughn
Dr. Stewart Robinson

Lieutenant Corey Beazley
Mr. Steve Rykal
Mr. Phil Heins
Postal Inspector Ed O'Donnell

Ms. Ginny Ferguson
Ms. Shellie MacKenzie
Dr. Tony Valentino

Certificate of Citizen Recognition:

(Several citizens were recognized for their contributions which ranged from assisting with community functions, providing information on crimes, assisting with criminal investigations, and saving a life.)

Ms. Peggy Goodwin
Ms. Jordan Hendler
Ms. Patricia Webb
Ms. Cheryl Curlee
Mr. Mike DeVaghan

Ms. Penny Evans
Ms. Shelly Brown
Mr. Fred Martin
Mr. James Boles
Mr. Darryl Sanders

Mr. Phillip Jacoby
Mr. Stephen Webb
Mr. Bernard Curlee
Ms. Carol Boles
Mr. Curtis Combs

Records Unit

The Records Unit is considered the administrative hub of the Sheriff's Office. Incident reports, field interview reports, accident reports, summonses and civil papers are submitted through this office where they are processed and electronically entered into the records management system. One Administrative Assistant works in the reception area, handling incoming calls and visitors. The Records Manager also serves as the Evidence Manager and has the responsibility of ensuring the proper recording, handling, storage and destruction of all agency evidentiary property. The evidence room is subject to regular audits and inspections in order to protect the integrity of the evidence.

In 2010 the Records Unit continued to increase their efficiency by emailing initial reports back to officers rather than printing paper copies and revising the civil service database to allow better tracking.

Training Unit

The Training Unit is responsible for the facilitation of in-service training for all Sheriff's Office personnel as well as the full operation of the recruit academy. This unit consists of one Lieutenant, one Sergeant, two Training Officers and one part-time Training Specialist. Agency members throughout the department are certified as instructors in order to take advantage of their specialized skill sets and experience. This flexibility allows our agency to maximize its resources throughout divisions without diminishing manpower.

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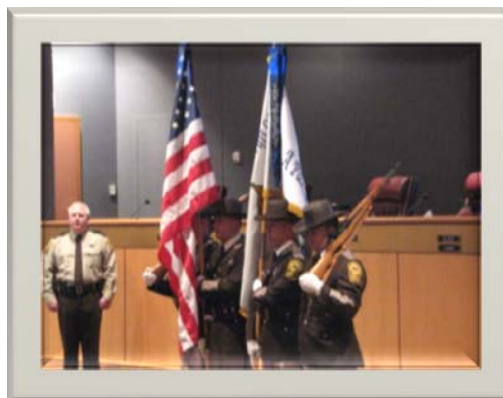
In 2010 the Hanover Sheriff's Office Law Enforcement Academy completed its first full year of independent operation. The training experience is now fully customizable to Hanover's needs, producing personnel who are better prepared to serve the community. The part-time Training Specialist position allowed for better tracking of our training and certification of personnel through expanded use of our existing ACETRAC database.

Academy

Since 1999, the Sheriff's Office had been hosting a satellite academy for the Rappahannock Regional Criminal Justice Academy. In 2008, the Sheriff's Office began work on establishing its own independent academy. The inaugural Hanover County Sheriff's Office Law Enforcement Academy (LE Basic #10-01) began on February 8, 2010, and concluded with the graduation ceremony on July 1, 2010. The academy consisted of seven recruits from Hanover and one recruit from the Stafford County Sheriff's Office.

Graduates:

Hanover C. Adams Clarke
Hanover M. Brannon Cochran – Physical Fitness Award
Hanover Randolph Jones
Hanover Matthew Keeley – Physical Fitness Award
Hanover David Parrish – Top Academic Achievement Award, Top Overall Achievement Award
Hanover Braxton Reed – Top Skills Award
Hanover Steven Tomlinson
Stafford Bryan Mabry – Physical Fitness Award



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Volunteers

Since 2008, the Hanover County Sheriff's Office has been a member of the Volunteers in Police Service (VIPS) program. The program was established by the USA Freedom Corps and the U.S. Department of Justice. The response to our volunteer program has been stellar, growing to more than 125 volunteers. In 2010, these citizens contributed 3,799 hours of volunteer service, calculating into \$83,692 of taxpayer savings.

Citizens Courtesy Patrol: Before our involvement in the VIPS program, the Sheriff's Office formed the Citizens Courtesy Patrol. For the last nine years, this program has placed graduates from our Citizens Police Academy into Hanover's retail sectors during the holiday shopping season. Wearing yellow safety vests and armed with mobile phones (and sometimes hot chocolate!), these citizens serve as extra eyes and ears and help to instill holiday shoppers with a feeling of safety.

Additional examples of areas of volunteer participation:

- ❖ Administrative assistance
- ❖ Records
- ❖ Fleet
- ❖ Logistical support
- ❖ Academy role playing
- ❖ Foreign language interpretation
- ❖ Special events

Motorists Assistance Program: New in 2010 is our Motorists Assistance Program. This program was designed to assist with traffic direction and property checks and provide aid to disabled motorists. These are functions normally performed by uniform patrol. This program serves to enable those officers to focus more on calls for service, criminal activity and directed patrols. In addition to successfully completing the Citizens Police Academy, the volunteer members of the Motorists Assistance Unit are required to attend 24 hours of specialized training. The citizen feedback from this program has been outstanding and expansion of the unit is expected in 2011.

Volunteer Chaplain Program: The year 2010 also brought a revitalization of our Volunteer Chaplain Program. Our agency is very fortunate to have eight ordained ministers representing various denominations who provide a ministry presence to the Sheriff's Office and the community at large. With our mission of "continuing to be a part of, not apart from, the community," we hope to develop a strong partnership between our agency and the faith community.

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The volunteer chaplains continue to serve as non-sworn members of the Sheriff's Office who participate in ride-alongs with deputies and are available on an on-call basis to offer support in the following areas:

- ❖ Death Notifications
- ❖ Suicide/Attempts
- ❖ Domestic Violence Situations
- ❖ Major Injury Accidents
- ❖ Natural Disasters
- ❖ Guidance and Counsel to Persons in Crisis in the Community
- ❖ Spiritual Support of Sheriff's Office Employees and their Families

Volunteer Academies

Citizens Police Academy (CPA)

In 1995, the Hanover County Sheriff's Office began offering to its citizens, business owners and county employees the opportunity to attend a ten-week academy geared to educating participants on the many facets of a law enforcement agency. To date, over 500 individuals have successfully completed the CPA. Many of these alumni have joined the Sheriff's Office family by volunteering efforts in the areas of courtesy patrol and other opportunities available.

The 22nd session of the CPA was held in the fall of 2010 with 38 participants who successfully completed the course and graduated. Successful completion of the CPA allowed these individuals to become eligible to participate in the department's Volunteer Program.

Senior Citizens Police Academy (SCPA)

The Senior Citizens Police Academy is a daytime academy designed specifically for seniors. Similar to the Sheriff's Office Citizens Police Academy, the SCPA is also a ten-week course; however, the SCPA meets weekly from 9 a.m. until noon at a chosen location in the county. The location varies each year in an effort to accommodate seniors in all areas of the county. In 2010 the Sheriff's Office held its third SCPA at Lebanon United Methodist Church. Twenty-eight seniors successfully completed the academy and graduated.

Youth Citizens Police Academy (YCPA)

Each June the Sheriff's Office offers a youth academy for our county's rising 9th through 12th graders. The week long academy takes place at the Sheriff's Office Headquarters, the Sheriff's Office firing range, and other off-site locations where transportation is provided by the Hanover County Sheriff's Office. Participation in the YCPA can lead to interest in our Explorer Program

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and law enforcement as a career. Twenty-one participants successfully completed the 7th session of the YCPA in 2010.

Explorers

The Explorer Program, created in 1990, is available for youths between the ages of 14 and 21 who have an interest in a future law enforcement career.

In 2010, Hanover Explorer Post 6060 participated in competitions throughout the year and attended the National Law Enforcement Explorer Conference in Atlanta, Georgia. While at the conference, Hanover Explorer Matthew Segal was recognized for Top Score on Individual Written Police Exam competition. Explorer Michael Mason was recognized by the Sheriff's Office as the Explorer of the Year.

The explorers also participated in National Night Out, the Tomato Festival, and the NASCAR races. The 24 explorers contributed by directing traffic, wearing costumes, assisting with child fingerprinting, handing out information, role playing for the law enforcement academy, and providing any other assistance requested.

Radio System

In September of 2010, the Hanover County Sheriff's Office transitioned to the new Motorola Radio System. Transition to the 12-channel, 15-tower site, digital, 800 megahertz radio system was a collaborative five-year effort among the Hanover Sheriff's Office, Hanover Fire/EMS, Hanover Emergency Communications, and other county agencies.

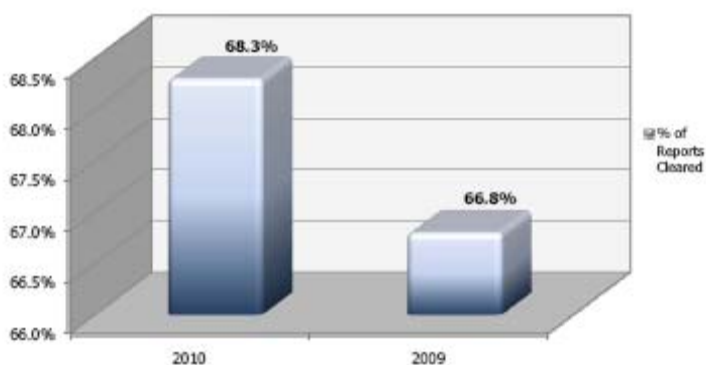
The new system now provides the coverage, the technology and equipment needed to meet the county's goals of in-building portable radio coverage, interoperability with other systems in the metro Richmond area, and a high level of system security and reliability.

Crime Rates

In 2010, Hanover County's overall crime rate was the lowest recorded since 1975. The crime rate decreased by 9% vs. that reported for 2009. The total number of index crimes (willful homicide, forcible rape, robbery, burglary, aggravated assault, larceny over \$50.00, motor vehicle theft and arson) decreased by 9%.

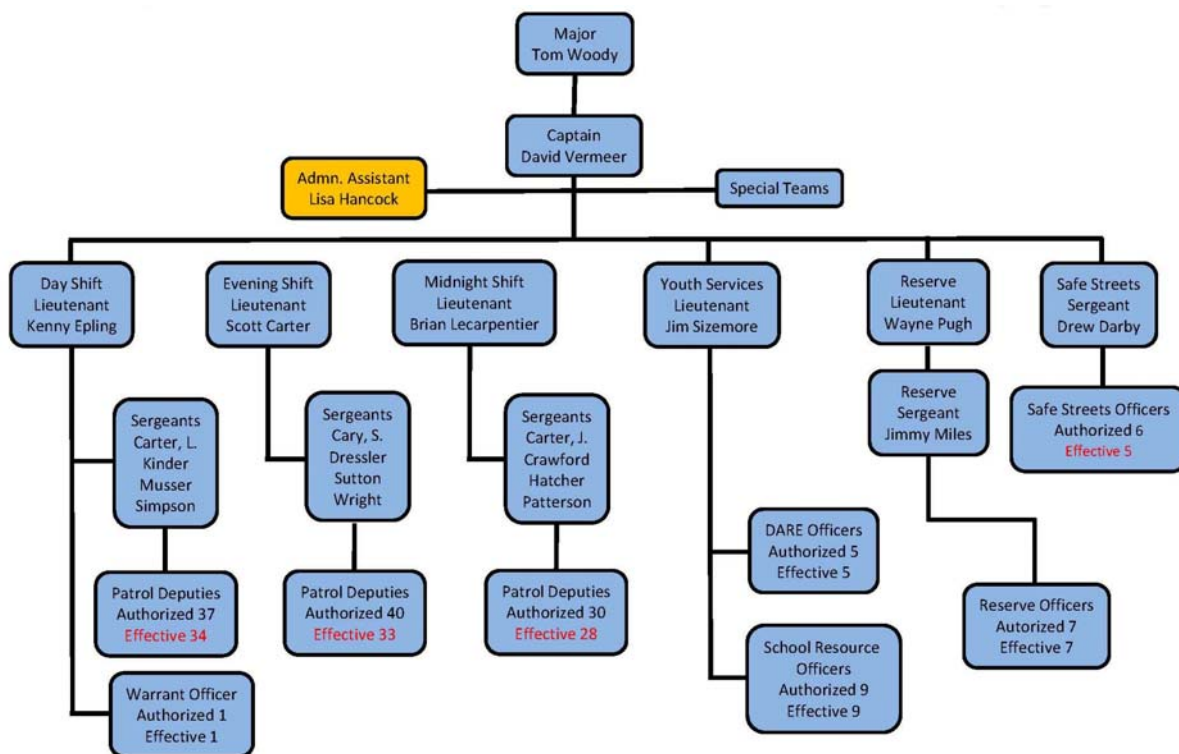
The number of index crimes cleared was 54%. The overall clearance rate for all reportable offenses was 68.3%.

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Because of the relationship the Sheriff's Office has with the community, many times it is the citizen who provides an important detail or information that leads to a case being cleared or resolved. The clearance rates can be attributed to the hard work and dedication of the men and women of the Sheriff's Office and the support of the community.

Uniform Operations



The Uniform Operations Division is the most visible entity of the Sheriff’s Office. Uniform Operations consist of three patrol shifts (Day, Evening, Midnight), the Safe Streets Unit, Youth Services Unit, and a Warrant Officer. Uniform Operations is the largest division within the agency.

Patrol

Officers on all three shifts are responsible for patrolling the county, which is 472 square miles with a population exceeding 103,000, and answering calls for service. The county is currently divided into 17 beats; however, a study is currently being done to revamp the beat system for 2011.

Day Shift: The day shift is the most visible of the three shifts. In addition to patrolling their assigned beats and handling calls for service, the day shift focuses on crime prevention, proactive visibility for reducing crime, and community policing.

Community policing efforts involve the Adopt-A-Senior program, participation with the Hanover Housing Coalition, the Graffiti Abatement Program and the Park, Walk, and Talk Program.

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Day shift strategies are aimed at high intensity patrol, traffic and parking enforcement, and the prevention of robberies, larcenies and break-ins. The day shift's efforts contributed to a 3% decrease in serious offenses and a 3% decrease in accidents at the top ten locations during the daytime hours in 2010.

Warrant Service Unit: The Warrant Service unit falls under the supervision of the day shift lieutenant. The unit is responsible for serving warrants issued by Hanover as well as other jurisdictions, serving 1,022 warrants. In addition to serving warrants, the unit also coordinated 200 funeral procession escorts during the year.

Evening Shift: The evening shift has the largest volume of calls for service and is traditionally the busiest shift. In 2010, the shift focused on high visibility in problem/complaint areas as well as in commercial shopping areas, the use of foot patrols, bike patrols, and unmarked vehicles. These strategies are aimed at reducing bank robberies, larcenies, residential break-ins, traffic related incidents, and the safe movement of vehicular and pedestrian traffic.

Evening shift efforts contributed to a 22.2% decrease in robberies; 21.6% decrease in shoplifting; 17% decrease in larcenies from buildings; and a 23% decrease in larcenies from motor vehicles.

Furthermore, the evening shift community policing efforts were similar to those of the day shift.

Midnight Shift: Lower call volumes allowed the midnight shift officers to concentrate their efforts on more proactive, self-initiated policing. Aimed at the reduction of robberies, larcenies, and break-ins, the shift was responsible for the following proactive activities in 2010:

❖ Park, Walk, & Talk	11,035
❖ Property Checks	29,935
❖ Open Doors	330
❖ Night Eyes	352
❖ Assists	8,389
❖ Traffic Stops	8,610
❖ Uniform Summons	904
❖ DUI	169
❖ Field Interviews	606

Community policing efforts involve the Park, Walk, and Talk Program, Night Eyes, participation with the Hanover Housing Coalition, and the attendance of programs with the Crime Prevention Unit.

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Safe Streets Unit

In force since 2008, the Safe Streets Unit is a high-visibility uniformed patrol unit that concentrates on deterring and detecting criminal behavior while promoting traffic safety through the enforcement of traffic laws. This is often achieved through selective enforcement activities such as traffic checkpoints, DUI patrols and Click It or Ticket patrols.

In 2010 the Safe Streets Unit conducted 28 traffic check points, 4 child seat events, 15 DUI patrols and 40 Click It or Ticket patrols throughout the year resulting in 914 traffic summonses, 152 arrests, 52 DUI arrests and 100 child seat summonses. Overall, the unit wrote 5,386 traffic summonses and made 1,017 arrests in 2010.

Since the activation of this unit, Hanover County has experienced a marked decline in traffic fatalities; 17 in 2007, 6 in 2008, 8 in 2009, and 8 in 2010.

Youth Services Unit

Youth Services consists of School Resource Officers, D.A.R.E. officers, and one Lieutenant who supervises the unit.

School Resource Officers (SRO): A SRO is assigned to each middle and high school as well as the alternate and adult education facility. Challenges that faced the SRO's during the school year involved "sexting," larcenies of expensive electronics (ipods, smartphones, laptops, etc.), and the internet, which at times acted as a rumor mill.

The Youth Services Unit experienced a 6% decrease of school related incident reports taken from the previous year. Of those cases assigned to members of the Youth Services Unit, there was an 84% clearance rate for school report offenses, which is a 4% increase from last year.

The SRO's completed many educational programs during the school year at their respective schools. "**Virginia Rules**," which is sponsored by the Attorney General's Office, includes 17 lesson plans that were taught in 8th grade civics classes. The high school SRO's taught traffic laws and safe driving practices in the Driver's Education Program as well as criminal law in government classes. The SRO's had a 26% increase in classroom instruction from the previous year.

The SRO's also participated in many community related programs outside the normal school day. The SRO's also facilitated the Youth Citizen Police Academy during the summer.

D.A.R.E - The Drug Abuse Resistance Education Program was taught in each of the fourteen public elementary schools as well as in two private schools in Hanover. In addition, the D.A.R.E. officers taught curriculum programs, entitled "Visitation" in the 3rd and 4th grade

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classes to help orientate the student to the D.A.R.E. program. D.A.R.E officers also made visits to 1st and 2nd grade classes when schedules allowed.

At the conclusion of the program, the D.A.R.E. officers conducted graduation ceremonies for all students who successfully completed the program over the year and distributed awards for best D.A.R.E. posters and essays.

Special Teams

Bike Team: All members of the Bike Team are required to successfully complete a 40-hour comprehensive basic law enforcement bicycle patrol training and certification program. The Bike Team provides a versatile means of patrolling certain communities in Hanover County and assists in furthering the community policing and crime prevention efforts of this office. Bicycle operations provide for a better exchange of information between the Sheriff's Office and our citizens because the officers are more accessible and approachable on bicycles than in motor vehicles.

In 2010, the Bike Team was used for routine patrol of neighborhoods and apartment complexes, the Tomato Festival, the Mechanicsville Christmas Parade, and during the Holiday Patrol season. The team also had 189 hours of training during the year.

Canine Unit: This Canine Unit is assigned to Patrol Operations and each member has extensive training in multiple patrol techniques to include tracking, apprehension, and building searches. Each team has graduated from the Virginia State Police Academy Basic Canine course and has received additional in-service training from state and national police work dog associations.

The unit has been utilized in many different situations to include locating lost children and senior adults, article searches for criminal evidence, and high-risk occurrences. The unit, on occasion, will assist other law enforcement agencies upon request. In 2010, the unit was deployed 45 times and participated in 400 hours of training

High Risk Entry Team: The High Risk Entry team consists of sworn members and a team commander from all areas of the Sheriff's Office who meet specialized and stringent criteria. They receive many hours of intensive training to respond to high risk situations such as executing search warrants on major drug cases and hostage or barricade situations.

Team members also become instructors in many areas of expertise to include chemical munitions, light sound devices, and less lethal impact weapons. Members of this team perform their regularly assigned duties and also attend special bi-monthly training.

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In 2010, the team was activated for a barricaded subject in Mechanicsville and for an armed robbery incident in Doswell. The team attended approximately 1979 hours of training collectively.

Honor/Color Guard: The Honor Guard is a highly visible unit that continues to be rated as one of the top law enforcement guard units in the area. The unit sets a high standard of integrity, service, appearance and professional demeanor. In 2010 their services included participation in these events:

- ❖ Sheriff's Office Memorial Breakfast
- ❖ Award Ceremony
- ❖ Promotional Ceremony
- ❖ Academy Graduation
- ❖ Funerals

Crisis Negotiation: The Hanover County Sheriff's Office responds daily to emergency situations and most are quickly resolved. However, in the event a critical incident requires the need for focused communications and negotiation, the Sheriff's Office selects and trains several sworn personnel to respond effectively to any hostage or barricade scenario. Team members attend in-house training, regional and national courses and seminars. The members also instruct their peers on topics such as active listening and managing suicidal subjects.

In addition to the sworn members on the team, there are two representatives from Hanover Mental Health. The team works closely with the High Risk Entry Team in safely resolving critical incidents. Both units working together have been highly effective. This team maintains an assortment of communication equipment and a mobile communication vehicle to conduct their tasks.

In 2010, the unit was activated on two occasions and logged 200 hours of training.

Mobile Command Center: The Mobile Command Center is utilized for major incidents and special events. The MCC was utilized in 2010 for:

- ❖ NASCAR Races – Fall and Spring Races
- ❖ Tomato Festival
- ❖ Police Academies – Citizens, Senior Citizens, Youth
- ❖ National Night Out
- ❖ Training Purposes

Motor Carrier Unit: The MCU addresses motor carrier issues that pass through Hanover County. The MCU conducts inspections on, but not limited to, tractor permits, weight limits, log books, specifications and placards. The MCU investigates complaints that have been reported

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to the Sheriff's Office. Each team member must conduct 36 inspections annually to maintain their certification.

Search and Rescue: Search & Rescue team members have been trained by the Virginia Department of Emergency Services to conduct searches for the elderly, young children, or mentally ill persons who are missing. These searches are conducted with Hanover Fire/EMS, organized dog search teams, and citizen volunteers.

Tactical Field Force: The Tactical Field Force team consists of officers from the Patrol Division. The team receives training in crowd control and civil disturbances. In 2010, three sergeants attended specialized training by the U.S. Park Police on how to deal with passive protesters. Fortunately, the team was not activated for any incidents in 2010.

Traffic Safety Unit: Team members have received specialized training in the area of crash investigation and reconstruction, to include speed analysis, crash data retrieval, and computer-assisted measuring and diagramming of crash scenes.

The TSU also analyzes crash data throughout the county and creates strategies aimed at increasing traffic safety and reducing injuries and deaths. The TSU provides data to the Virginia Department of Transportation (VDOT), the Division of Motor Vehicles (DMV), and the State Transportation Board (STSB) to ensure safety for the motoring public. Annually, the TSU compiles the Top Ten accident sites in the county.

Among other things, these strategies include checkpoints, specialized patrols, child seat checks, educational events, and participation in Virginia's Click-It-or-Ticket program. All of these responsibilities are performed in addition to their regular duties within the Uniform Patrol Division.

The TSU was activated 23 times and investigated eight fatal crashes in 2010. Activations increased by 7 and fatal crashes remained the same as 2009. Two team members also attended the DUI Conference held in Virginia Beach, Virginia.

Underwater Forensic Dive Team: The Underwater Forensic Team was established in the spring of 1999. Their mission is to locate, recover, and preserve evidence from an underwater environment during the course of a criminal investigation. The members are certified through the Professional Association of Diving Instructors and receive training and certifications up to the level of Master Underwater Criminal Investigator.

Hanover County is the only local law enforcement agency in the Metro Richmond area to possess an underwater criminal investigation unit. The unit received 96 hours of training in 2010. A couple of team members also attended an advanced diving school.

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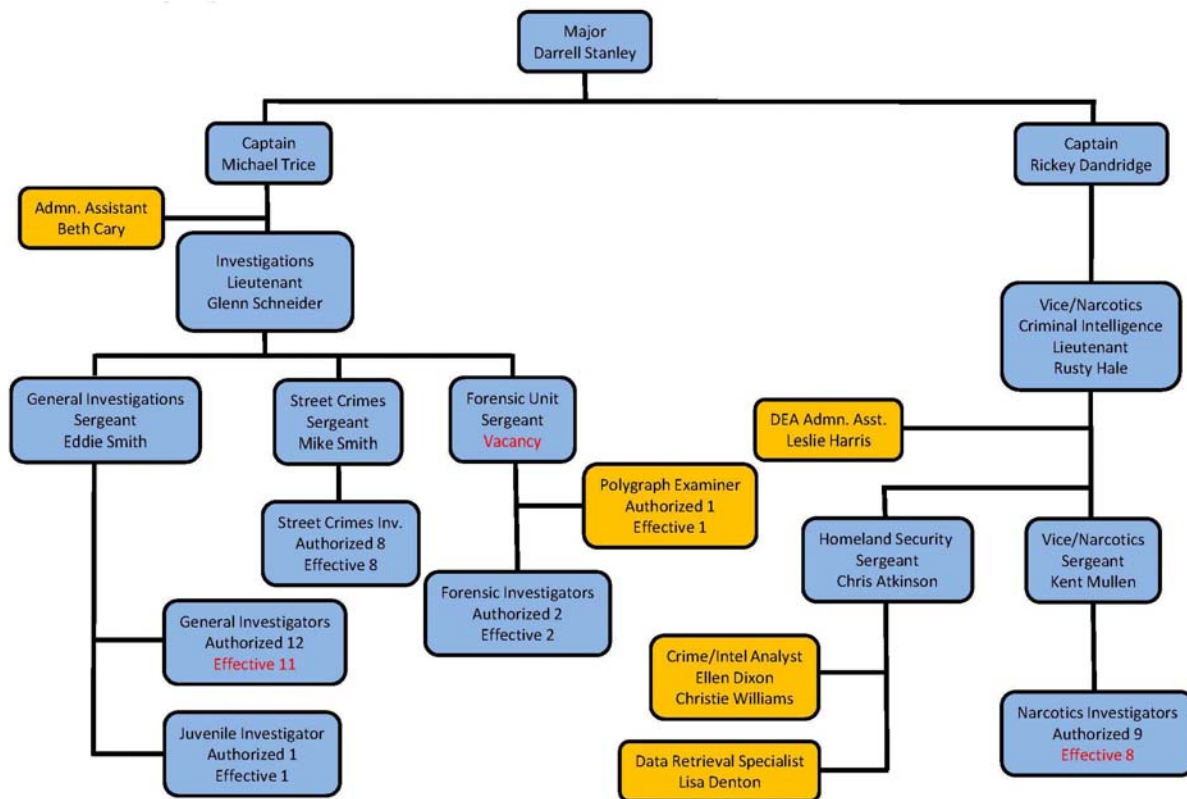
Reserve Officer Program

The Reserve Officer Program is made up of Hanover citizens who volunteer their services to the Sheriff's Office. These individuals must adhere to the same stringent hiring process and training that is required of full-time officers. Each officer in the program, upon graduation from the academy, is a sworn law enforcement officer. The Reserve Officers are used as a supplement to the patrol division and are supervised by a Lieutenant and a Sergeant. In addition to working patrol in 2010, Reserve Officers were also given special assignments such as:

- ❖ NASCAR Races
- ❖ July 4th Beaverdam Parade
- ❖ Mechanicsville Christmas Parade
- ❖ Ashland Christmas Parade

The Sheriff's Office will be expanding the Reserve Program in 2011 and will host its first reserve academy.

Investigations



General Investigations

General Investigations is the hub of the Investigative Division. Information sharing is a mainstay among General, Street Crimes and Vice/Narcotics Investigators. Incident reports are reviewed daily by a member of the division and pertinent information is shared with investigators at their morning briefing. A representative attends bi-weekly Crime Management Initiative meetings and provides input for crime initiatives. Lines of communication between Investigations and Patrol also remain open, creating better opportunities to deter and solve crimes. The benefits of these collaborative efforts are reflected in our overall clearance rate which was 68.3% in 2010, a 2.2% improvement from 2009.

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Although General Investigators can be assigned to work any type of case, many Investigators receive advanced training and specialize in certain crimes. Some of their areas of specialization include:

- ❖ Forensics
- ❖ Computer Crime
- ❖ White Collar Crime
- ❖ Juvenile Crime
- ❖ Sex Crimes
- ❖ Crimes Against Children
- ❖ Domestic Violence

Vice/Narcotics Unit

The Vice/Narcotics Unit focuses its resources on the suppression of illegal narcotics, alcohol violations, organized crime and other vice-related activity. This is accomplished through intelligence gathering, information sharing, lead development, surveillance, and other covert means.

Some of the highlights for the Vice/Narcotics Unit in 2010 included:

- ❖ The eradication of 1,119 marijuana plants in Hanover County
- ❖ A local case produced two distribution of cocaine charges, seizure of three cars and \$1,800 in cash
- ❖ A joint investigation with the DEA Task Force resulted in charges involving the importation of hundreds of kilos of heroin and the seizure of over \$200,000
- ❖ Operation Consequence, a joint effort with the Ashland Police Department, resulted in 33 persons being arrested for probation/parole violations
- ❖ Two separate cases in which investigators' intelligence gathering and surveillance directly resulted in the apprehension of bank robbery suspects

Street Crimes Unit

The Street Crimes Unit is primarily concentrated on felony violators, violent and repeat offenders. This unit works collaboratively with surrounding jurisdictions on a regular basis and provides covert support for various types of investigations.

During 2010, members of the unit put tremendous effort into the surveillance and apprehension of two B&E suspects that had committed violent home invasions in Hanover and surrounding areas. The unit also played key roles in the apprehension of a bank robbery suspect in Richmond, a homicide suspect in Caroline County, a child pornography suspect, and a sexual

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assault suspect. The flexibility of the unit has made it into a tremendous resource for the General Investigative Division and the agency as a whole.

Criminal Intelligence Unit

Within the Investigations Division, the Criminal Intelligence Unit is responsible for gathering, analyzing and disseminating intelligence for the purposes of countering and controlling criminal activity. Along with monthly and weekly crime reports, the members of this unit play a key role in developing agency crime initiatives while handling daily requests from sworn members to compile flyers and background packets. This unit is proactively involved with regional and national intelligence networks in order to identify emerging crime trends that may impact our community.

The Criminal Intelligence Unit experienced organizational restructuring in 2010, bringing them under the same command structure as the Vice/Narcotics Unit. Two Crime Analysts and a Data Retrieval Specialist are now led by a Homeland Security Sergeant.

The Homeland Security Sergeant is responsible for ensuring our compliance with Federal Emergency Management Agency (FEMA) requirements, which includes instructing National Incident Management System (NIMS) training as well as assisting with the county emergency response plan.

2010 also brought the finalization of a regional gang database as well as the realization of a long-awaited software bridge funded through DCJS.

Crime Management Initiative

The Hanover County Sheriff's Office Crime Management Initiative (CMI) is an information sharing initiative instituted in 2005. Command and field level supervisors meet every two weeks to share intelligence and strategies related to contemporary community issues and crime trends. The creation of each one-hour meeting agenda is a collaborative effort of the three divisional Captains.

Professional Standards and Risk Management

The Office of Professional Standards and Risk Management is staffed by one Sergeant, who reports directly to the Sheriff. This Office is primarily responsible for investigating external and internal complaints involving alleged officer misconduct, as well as conducting inspections. In 2010 there were 168,916 documented citizen contacts agency wide, which only resulted in 37 administrative investigations (a complaints-per-contact ratio of .022%).

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In addition, this Office is responsible for reviewing all Use of Force and Vehicle Pursuit Reports in order to ensure policy compliance. During the 2010 calendar year, a total of 9 Use of Force Reports and 5 Vehicle Pursuit Reports were reviewed. Lastly, this Office is tasked with responding to all Freedom of Information Act (F.O.I.A.) requests and ensuring compliance with all Subpoena Duces Tecums received by the Sheriff's Office. During the 2010 calendar year, this office handled a total of 81 F.O.I.A. requests and 20 Subpoena Duces Tecums.

Community Involvement

Special Olympics

Since 1986 the Sheriff's Office has been a supporter of the Special Olympics. In 2010 the Sheriff's Office participated in the following events:

- ❖ Law Enforcement Torch Run
- ❖ Tip A Cop – hosted by Red Robin Restaurant (Virginia Center Commons)
- ❖ Harley Davidson Motorcycle Raffle
- ❖ Softball Tournament
- ❖ Polar Plunge – held in Virginia Beach



Law Enforcement Torch Run



Polar Plunge



Tip A Cop

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National Night Out

National Night Out (NNO) began in 1983 and was designed to heighten crime and drug prevention awareness; generate support for, and participation in, local anticrime programs; strengthen neighborhood spirit and police-community partnerships; and send a message to criminals letting them know that neighborhoods are organized and fighting back. The Sheriff's Office participated in this annual event, held on the first Tuesday in the month of August. In 2010, personnel from the Sheriff's Office visited 42 neighborhoods that hosted functions during NNO.



Citizens Advisory Board

The Citizens Advisory Board, formed in 1994, consists of 17 citizens of various professions who act in an advisory capacity to the Sheriff on matters such as budget, public events, community affairs, and administrative planning. Their assistance is crucial in devising future comprehensive planning concerning the growth of the Sheriff's Office in conjunction with the needs of the community. Those who served on the board in 2010 include:

Robert Bailie
Frank Bradley
Scott Huzek
Charlie Long
Tom McKittrick
Bill Watkins

Robert Barnette Jr.
John Cox
William Jacobs Jr.
Jim MacKenzie
Todd Rogers
A. D. Whitaker

Jacques Beauchesne
Charles Horner
Buddy Klotz
James Mc Dougall
John Wash

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Hanover County Sheriff's Office Foundation

In 2008, the Hanover County Sheriff's Office Foundation was established. The Foundation is a non-profit 501(c) (3) organization. It is managed by a Board of Directors, all of whom are volunteers, led by an Executive Committee. The Board is responsible for all aspects of the Foundation, to include making the determination for the distribution of funds, goods or services.

The Hanover County Sheriff's Office Foundation provides a resource for the Sheriff's Office, where donations, goods or services can be received and disbursed for the benefit of the Office, without the appearance of impropriety, while furthering the goal of providing for the safety and well-being of all citizens of Hanover County.

The Foundation makes disbursements to benefit the citizens of the County of Hanover with the objective of supporting and strengthening the services, operations, community relations, performance, facilities, education, morale, competence and professionalism of the Hanover County Sheriff's Office and its officers, employees and volunteers.

The Foundation sponsored two fund raising events in 2010. In April a golf tournament was held at the Hunting Hawk Golf Course and in June the third annual West Point Croaker tournament was held in West Point, Virginia, to benefit the Foundation.



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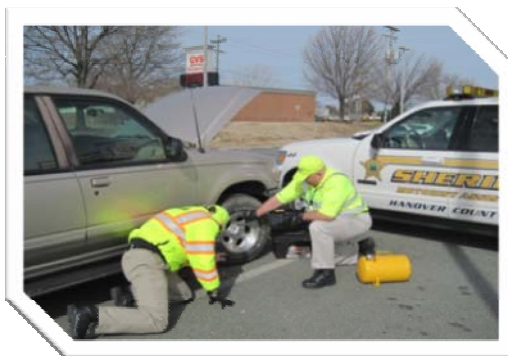
Bike Team

Underwater Forensic Dive Team



High Risk Entry Team

Motorists Assistance



K-9 Unit



Investigations



Youth Services Unit

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MISSION STATEMENT

"Continuing the partnership with our community, the members of the Sheriff's Office, promise to provide all citizens with the highest degree of protection for their lives and property and to develop community responsibility directed at reducing crime and enhancing safety through problem-solving tactics, thereby creating an environment where crime cannot flourish."

VALUES THAT GUIDE OUR ACTIONS

COMMITMENT

To the proactive prevention of crime in our county by achieving a close working association with all citizens and businesses in eliminating the opportunities for crime and serving as the catalyst for solving problems, thereby reducing fear within the community.

PROFESSIONALISM

In our response to the needs of the citizens and community, professionalism is achieved through training, education, commitment, and acting within the rule of law.

COMPASSION

In our response to victims and others in need. We care about the needs of our community and strive to understand and appreciate the point of view of each citizen and merchant by treating everyone with fairness, respect and sincerity.

HONOR

As it is displayed in the integrity of our employees, the trust we place in each other, and the respect we earn from and give to our citizens.

ACCOUNTABILITY

As we hold ourselves to the highest standards of conduct in performing our service to the community, embracing the ideals of our Constitution and a democratic society.

OUR MOTTO

CONTINUING TO BE A PART OF, NOT APART FROM, THE COMMUNITY!