

# Pamunkey Regional Jail



**2013 - 2014  
Annual Report**

This cover was printed on 28 pound, acid-free, color copy paper. The final cover image was selected from several submissions, and was designed by Lieutenant Brian Hughes, the Lieutenant of Night-A Security of the Pamunkey Regional Jail.

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# PAMUNKEY REGIONAL JAIL

## 2014 ANNUAL REPORT

A letter from the Superintendent:

As I present the 2014 Annual Report for the Pamunkey Regional Jail, I am reminded that while our communities are not out of the economic woods, Virginia and particularly this region are making good strides towards a recovery built on a foundation of sound fiscal practices.

This past fiscal year through hard work and proper planning, the Pamunkey Regional was fortunate to be in a position to return \$336,182 to the localities we serve. This return helped eliminate the locality debt service owed, and thereby contributed to a reduction of the financial burden of the jurisdictions. My staff and I have also worked diligently to ensure that we stay within our means. That includes the installation of automatic light timers in non-critical areas and employing water conservation measures, as well as having frank discussions of what is truly needed to operate the jail in a safe and secure manner. As a result, the facility ended the fiscal year with a budget surplus of \$501,838.

We have also continued to “do more with less” by continuing to hold eight officer positions vacant, despite the burden that it places on those that have been asked to perform additional responsibilities. I would like to take this opportunity to thank the Jail Authority Board Members for all the leadership and support they provided this past year.

With that said, I am a firm believer that tough times make for great opportunities-opportunities to make hard decisions that will serve us well when times get better. That is the approach I have been taking as the jail’s Superintendent.

It brings me great pride to see the officers and staff of the jail step up to fully address the issues that we face. As you read this report, I trust you will agree that the Pamunkey Regional Jail is squarely meeting our challenges head on, and laying the groundwork for our future success.

Sincerely,

Colonel James. C. Willett, CJM  
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 469 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 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.

The Annual Report highlights various employees from every department. These talented individuals, highlighted on the sectional dividers throughout this document, contribute on a daily basis to the overall success of the Pamunkey Regional Jail.

## Administration



Amy Bennett is the highlighted employee for the Administration Section. Amy has over 12 years combined experience with customer service, quality control, and secretarial fields. She began her career in 2002 as an Accounts Collections Agent with OSI Solutions in Ashland. In January 2006, she began her career at the Pamunkey Regional Jail as the Local Inmate Data Systems Technician.

During her employment with the Pamunkey Regional Jail, Amy has received several commendations and letters of appreciation to include being awarded Employee of the Quarter in in Second Quarter of 2007, Third Quarter of 2008, and Third Quarter of 2011. She also has received exceptional performance ratings on all of her LIDS audits since starting here.

Amy is responsible for imputing and maintaining inmate records on a daily basis ensuring the accuracy and integrity of their data. She also maintains criminal documentation relating to inmate admissions, releases, and updates of current court data, and performs periodic balance checks comparing current Jail rosters using jail management system vs. the Local Inmate Data System (LIDS). Her primary function is the maintenance of records status' in LIDS for Local, State, and Federal inmates to ensure accurate per diem payments to the Regional Jail.

## Administration Division

Colonel J. C. Willett, CJM  
Superintendent

Major M. N. White, CJM  
Deputy Superintendent

Captain K. D. Hopkins  
Captain of Administration

Sergeant K. L. Hurd  
Standards and Accreditation

### Administrative Personnel

F. Keith Spicer, CPA, Accounting Manager  
Nancy Roberts, Accountant  
Sarah Dunn, Account Clerk III  
Kim Stephens, Personnel Analyst  
Cindy Dykes, Executive Secretary  
Amy Bennett, LIDS Technician  
Hunter Barbour, Systems Engineer

### Maintenance Department

T. Tyree, Maintenance Supervisor  
J. Agostino, Maintenance Officer  
P. Duke, Maintenance Officer

## 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 conduct new employee orientations.

The Accounting Manager oversees the daily operations of the Personnel Department by supervising and assisting each with their various responsibilities. Specific functions of this department include, maintaining accurate records of each employees personnel file, Workman's Compensation records and Employee of the Quarter/Year appointments. In addition, 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. In addition, 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.

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

## Personnel (Continued)

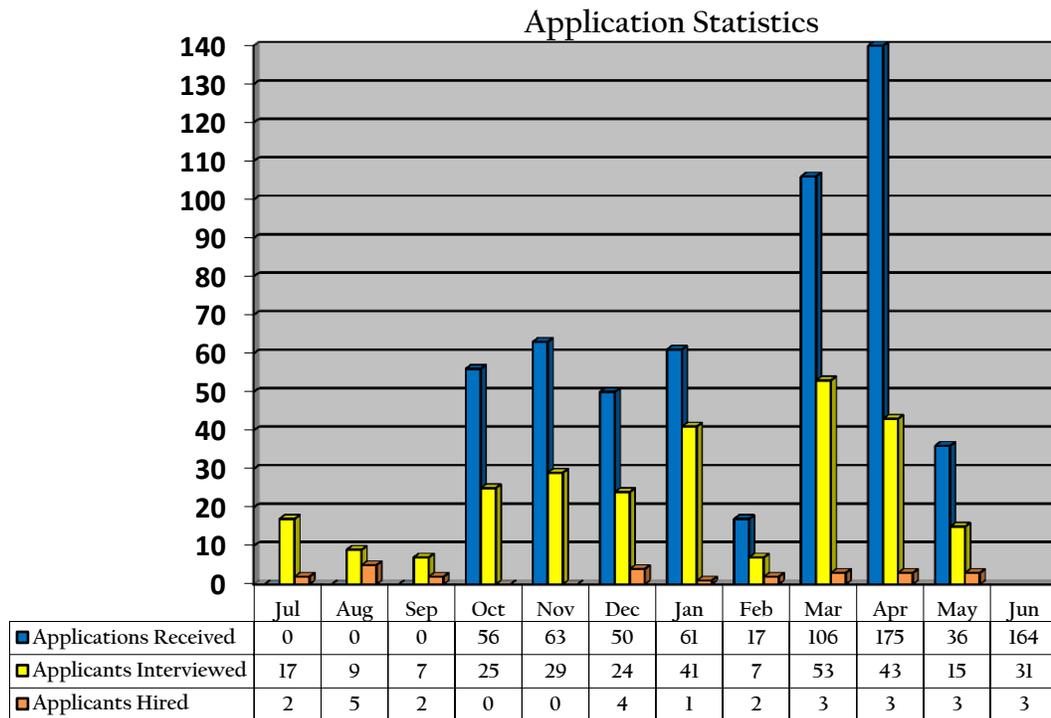
The Personnel Analyst serves as a liaison for Hanover County in the administration of health plans, benefits packages and payroll information entry. This involves keeping staff aware of any changes in the Family and Medical Leave Act, the Americans with Disabilities Act, Unemployment Compensation Laws 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 was instrumental in implementing the Jail's new web based applicant tracking system. Due to the Jail switching over to a new web based applicant tracking system, the number of applications received for July, August, and September could not be retrieved from the previous applicant tracking system.

The Pamunkey Regional Jail staff participated in a Christmas charity project for 2013. This program is called "Adopt-A-Family", which is a way to provide gifts and support to one (1) family in Caroline County.

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 fund raising efforts such as T-shirt sales and Colonel Willett participated in the Over-the-Edge event in downtown Richmond.

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

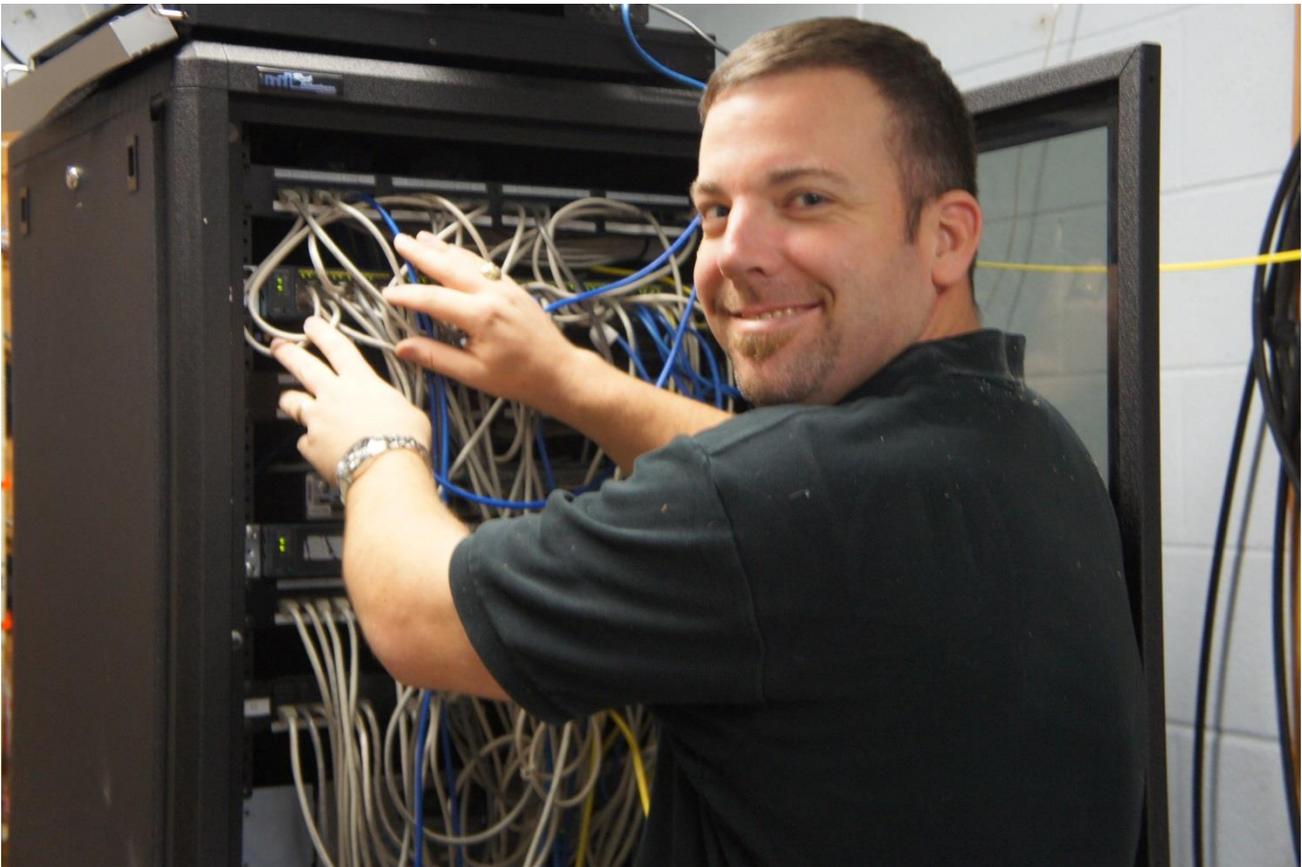
In addition, each spring the Pamunkey Regional Jail holds an Officer Appreciation week to thank our employees for their hard work and dedication.



## 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 the Simplex touch-screen security control 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. 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 Systems Engineer 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. This was once again, a very productive year for the department. The duties include, involved troubleshooting and complex maintenance work on building and kitchen equipment, conduct weekly facility inspections and maintain a preventive Maintenance Program. We guarantee that all building fire inspections are complete, and our fire suppression system is at peak performance should we encounter an emergency. This is done with minimal outside support from contractors. It is the responsibility of the department to monitor and control all chemicals and equipment used for daily housekeeping throughout the facility, including our laundry area. The Maintenance Department ensures that all federal, state, and local regulations are met, and maintained. It is our responsibility to plan, coordinate, and evaluate our schedules on a daily basis, to maintain operations of the facility at 100%. The Maintenance Department takes pride in not having any cells out of service, and once again, through determination, dedication, and desire to go the extra mile, we have met that goal.

This department's staff consists of a Maintenance Supervisor, Troy Tyree, and two Maintenance Officers, Paul Duke, and John Agostino. These 3 certified officers are on duty five days a week, with at least one staff member on call for emergencies 24/7. Along with their normal duties, these officers assist other departments when they are short staffed, or when additional support is needed to maintain facility safety and security. The Maintenance Supervisor also carries a certification in HVAC, plumbing, and electrical. The skill level within this division allows for 95% of all building related issues to be handled in house, saving the facility, not only the inflated cost of contracting, but also, the downtime normally associated with calling in outside contractors. We continue to strive for complete building operations without the need for outside contractors. With our 3 highly skilled officers, and the fact that our building is getting older with increasing maintenance repairs, we continue to meet the challenge.

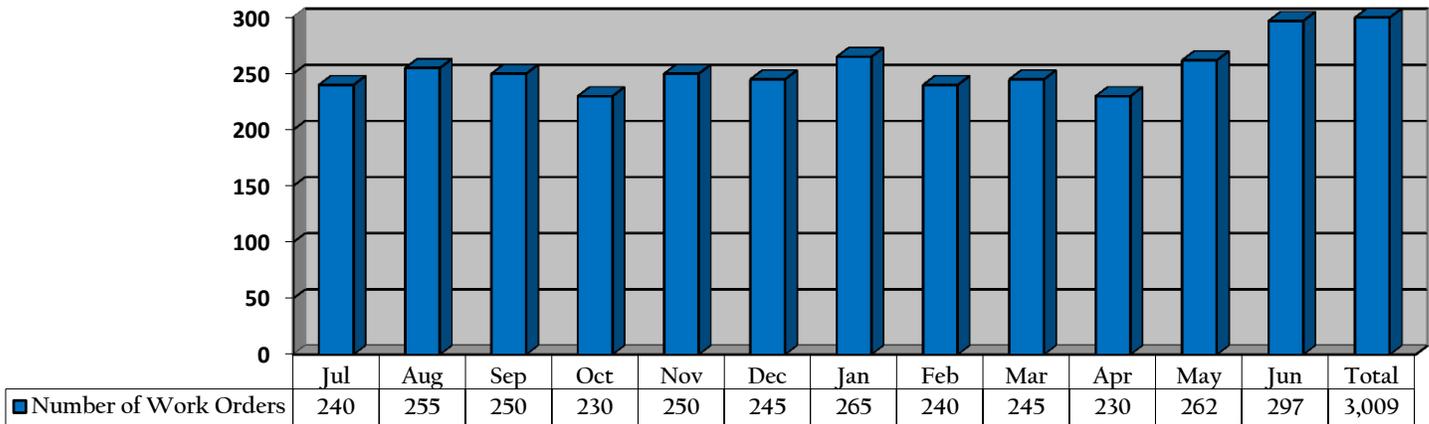


## Maintenance Department (Continued)

The Maintenance Department has had a very productive year. As the graph will show, they received over 3,000 work orders and maintained 100% completion with no backlogs. Most of our housing units have been fitted with new LED lighting. As the year progresses we plan on having a large percentage of our facility outfitted with this energy efficient lighting. All the work is being done in house, eliminating any need for outside contractors. Again, we are fortunate to have the knowledge to handle most any building related situation. Because of a joint effort among staff, new high efficient LED lighting, and several ideas implemented from an energy audit, our facility saw a decline in our electrical cost over the last 12 months of the fiscal year. This is all accomplished while maintaining compliance with state, local and federal building safety codes.

The Maintenance Department completed 3,009 work orders this fiscal year. As the facility continues to age, the Maintenance Department continues to increase its efforts to stay ahead of the rising challenge.

### Work Orders Processed



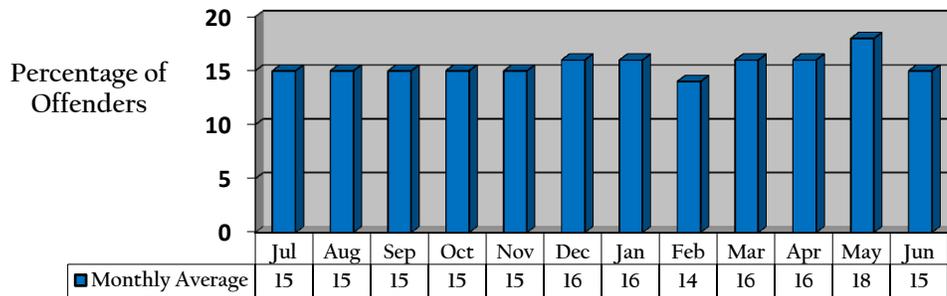
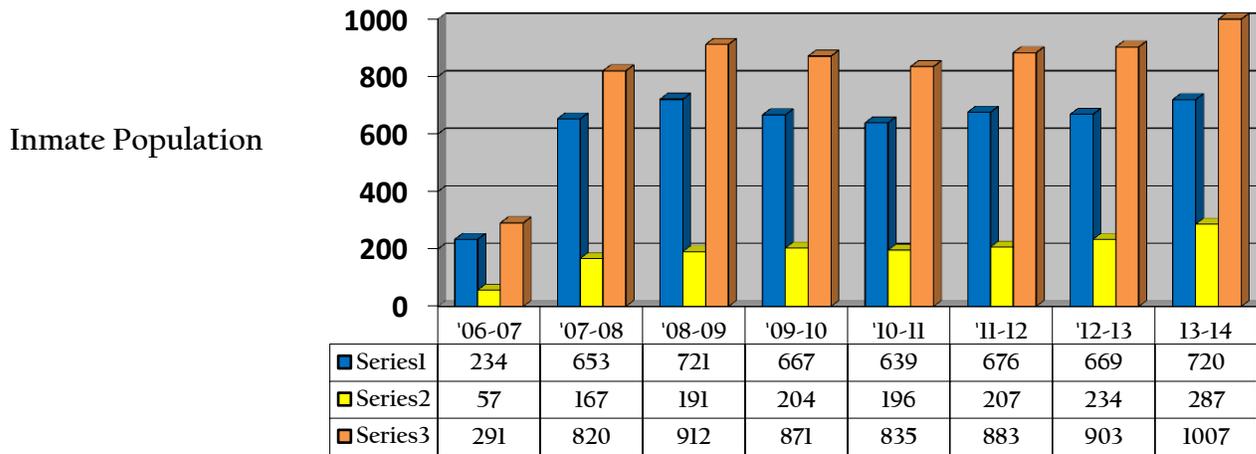
## Local Inmate Data System (LIDS)

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



## 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 Marshals 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 (ACA) to obtain its jail accreditation. 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.

In January, 2009, the jail completed the American Correctional Association 4<sup>th</sup> Edition Performance Based Standards & Outcome Measures and received a score of 99.7% on its third re-accreditation.

In January, 2012, the Pamunkey Regional Jail completed the American Correctional Association 4<sup>th</sup> Edition Performance Based Standards & Outcome Measures and received its fourth re-accreditation with the outstanding score of 100%.

In order to reduce the amount of paper being used in the facility, the Standards and Accreditation Department began the task of going paperless in January of 2012. In October of this year, the jail will be undertaking its fifth re-accreditation process which will also be the first paperless audit.

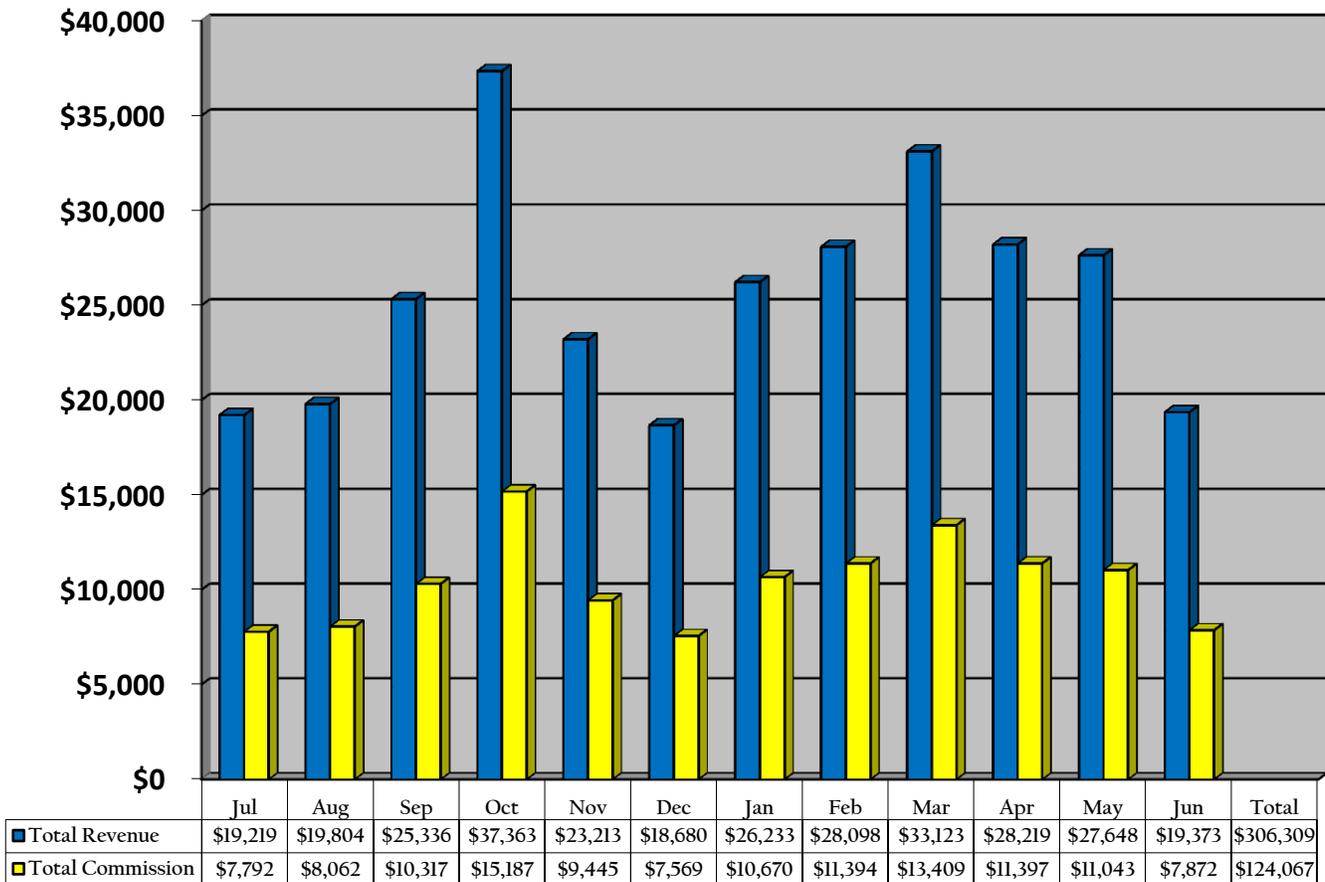
To be accredited by the ACA, a jail must be in compliance with 100% mandatory standards and at least 90% of the non-mandatory standards. This process involves 61 mandatory expected practices and 324 non-mandatory expected practices for a total of 385. Pamunkey Regional Jail staff members and civilians are proud to maintain the accreditation compliance in all areas of day to day operations.

There are 102 jail and detention facilities in the State of Virginia. The Pamunkey Regional Jail is proud to be on the fully accredited list by the American Correctional Association. Only 11 facilities in Virginia are currently on this list.

## Commissary

During the 2013-2014 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. There is a lobby kiosk located in the visitation lobby, a local phone number and website that family and friends may use for depositing money 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 this fiscal year, \$306,309 Total Revenue and \$124,067 Total Commission was collected.

### Commissary Sales



## Security



Sergeant Emily Kasky is the highlighted employee for the Security Division. She is a native of the New England area who came to Richmond to attend Virginia Commonwealth University and study forensic science with a concentration on biology, and religious studies. In 2012, after 6 years in fundraising, Sergeant Kasky was welcomed into the Pamunkey Regional Jail family.

Since that time, she has been nothing but an outstanding employee. Every day, she strives to set an example for the rest of the staff to follow. She comes to work with an up-beat attitude, willing to do whatever is necessary to make the facility the safest environment possible. Sergeant Kasky proved herself as an officer that will go above and beyond what is asked of her just so she can help the rest of her shift with having a smooth, yet productive day. She was promoted to Sergeant in July, 2014.

Sergeant Kasky enjoys photography, traveling, cooking and reading in her spare time. Some of her favorite parts of living in Virginia are how close it is to the beach and the amount of history there is to explore.

## Security Division

Major M. A. Claveau, CJM  
Security Division Director

Captain S. L. Cook  
Security Division Commander

### Security Personnel

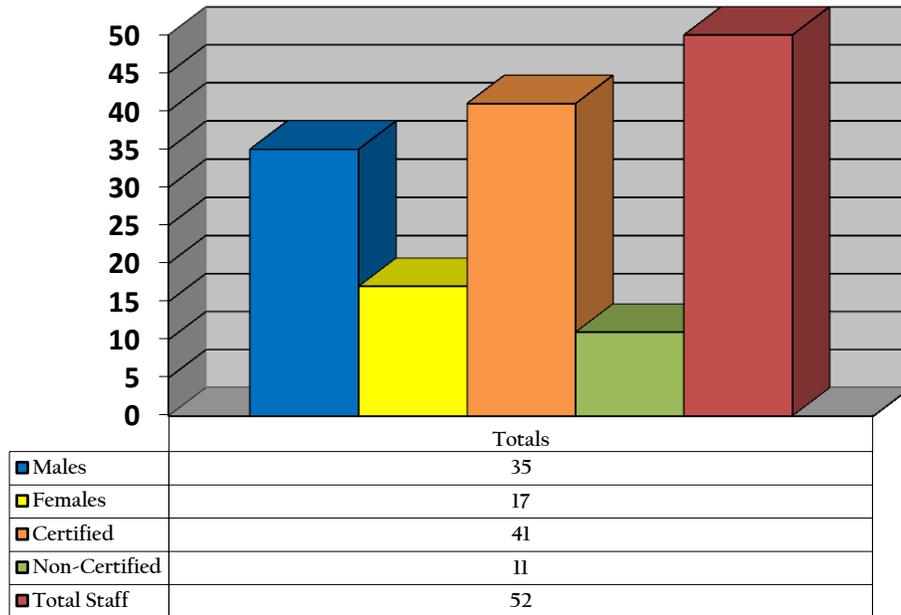
Lieutenant M. Bennett	Lieutenant Cordeiro	Lieutenant B. Hughes	Lieutenant R. Gill
Sergeant H. Hochfelder	Sergeant C. Spangler	Sergeant T. Hackett	Sergeant J. Winfree
Officer M. Brooks	Officer T. Albert	Officer J. Bailey	Officer P. Bailey
Officer A. Davis	Officer J. Armstrong	Officer M. Bigger	Officer A. Duval
Officer R. Futrell	Officer D. Banks	Officer A. Bradley	Officer B. Hudnall
Officer S. Haag	Officer A. Brown	Officer E. Brown	Officer S. Joseph
Officer J. Moody	Officer M. Bunch	Officer D. Carter	Officer G. Madison
Officer D. Oakley	Officer B. Burgess	Officer J. Creps	Officer C. Martin
Officer M. Reinhart	Officer E. Emelianov	Officer J. Dula	Officer M. Morris
Officer J. Saunders	Officer S. Gray	Officer J. Gomes	Officer T. Mould
Officer N. Stith	Officer T. Jefferson	Officer E. Kasky	Officer P. Parrish
Officer J. Turner	Officer S. Johnson	Officer M. Konvicka	Officer B. Smith
Officer C. Uerz	Officer B. Pleasants	Officer B. Martini	Officer J. Sweet
Officer T. White	Officer L. Shelton	Officer D. Nguyen	Officer S. Thweatt
		Officer R. Payne	Officer R. White
		Officer S. Twiggs	Officer G. Yancey

### 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, with a total facility holding an average of 447 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 12 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 35 male Officers and 17 female Officers. Our staffing at this time is 52 Officers with an authorized strength of 52 Officers. Currently we have 41 Officers that are certified and 11 awaiting certification through the academy. We currently have 8 Officers scheduled to attend the September 2014 academy. Our number of certified Officers has remained balanced from the previous year. This is still relatively high for certified Officers and it continues to reflect in the performance of the facility, which is the best in the state.

## Security (Continued)

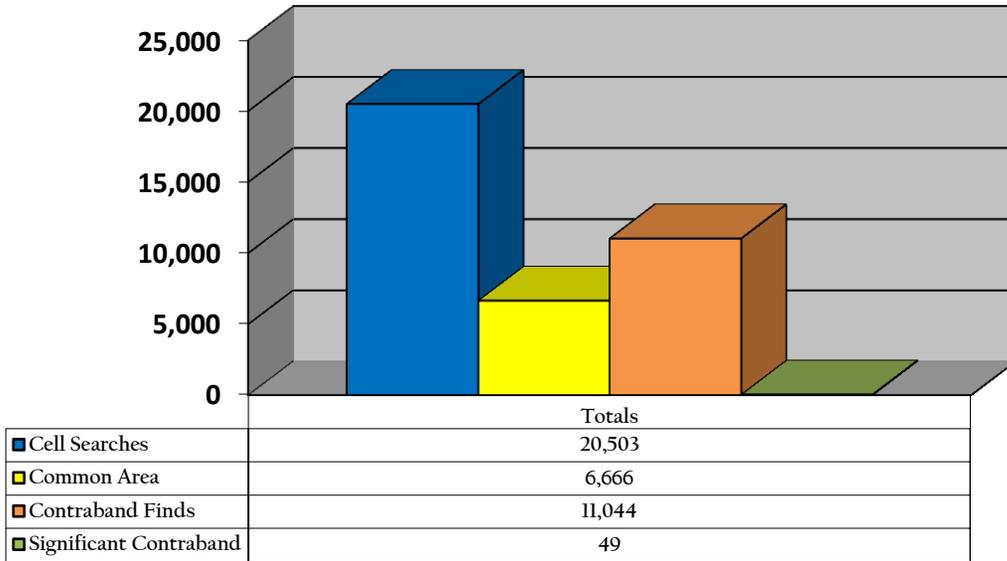
### Breakdown of Staff



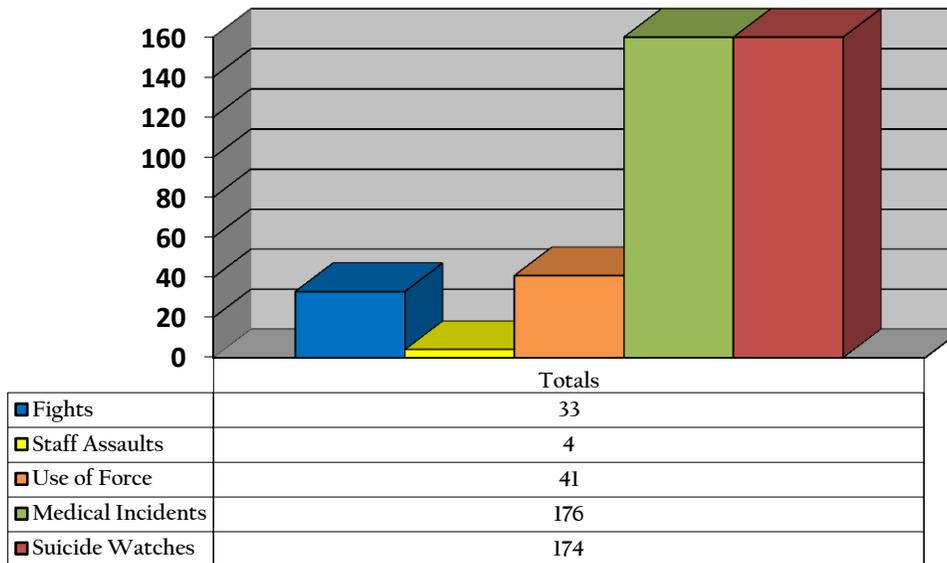
Performing these duties involves continuous searching, controlling, policing, guiding and providing structure to the unstructured. During the fiscal year 2013-2014, the Officers of the Pamunkey Regional Jail successfully conducted 20,503 cell searches and 6,666 common area searches (a decrease of 23% less than last year). Of these searches, 11,044 netted Nuisance contraband items (a decrease of 1.9 % less than last year). These searches also netted 49 significant contraband items such as drugs, lighters, cigarettes, etc. The security team made an adjustment this year in our goals for searches performed and we are now encouraging quality over quantity. In the policing of the units, there were 33 fights (inmate on inmate) (an increase of 43% more than last year), 4 assaults on staff members (a decrease of 20% less than last year), 41 uses of force (an increase of 20% more than last year), and 176 recorded medical incidents (an increase of 18% more than last year). We initiated 174 suicide watches during this year (an increase of 27% more than last year). We experienced an increase in the number of inmate fights; however, there was a decrease in assault on staff. Uses of force and medical incidents increased in comparison to last year. We have had a very successful year with 0 major disturbances and/or forced escapes.

## Security (Continued)

### Searches



### Incident Statistics



## Intake/Booking

### Intake Personnel

Sgt. R. Dority  
Ofc. M. Berumez  
Ofc. J. Gray

Sgt. C. Spangler  
Ofc. J. Allen  
Ofc. J. Edwards

Ofc. D. Miller  
Ofc. J. Peterson

Sgt. D. Snead  
Ofc. J. Carlino  
Ofc. J. Waters

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 officer conducts a pat down search for weapons or contraband, collect the personal property of the individual being incarcerated, and inventory the property. The officer then generates a computer record on the individual by entering all pertinent charges, personal information, medical history, identifying scars, marks or tattoo's.

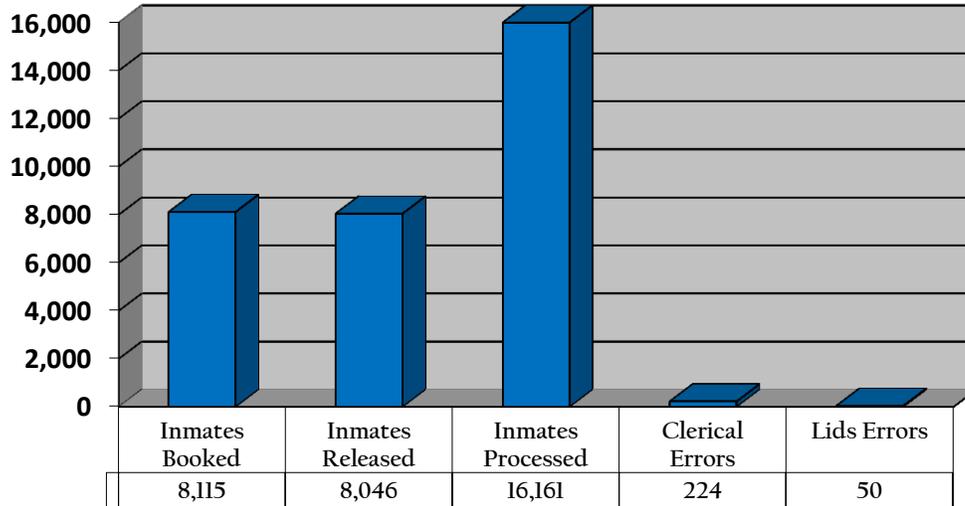
This information and the accuracy are vital to aide other LE agencies as well as for the financials of the facility. Mistakes in this area can cost the facility money and place us in a liable state. Intake officers are averaging an error rate below .01%. The errors that do get through are picked up in our double check system, so that the facility has an almost non-existent error rate. Out of 16,161 inmate jackets processed, intake officers only had 224 clerical errors and 50 LIDS errors, in which all were corrected for 100% compliance.



## Intake/Booking (Continued)

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 **8,115** inmates, which was an increase of 7% more than last year. They also processed for release, **8,046** individuals without serious incident to officer or inmate. This was an increase of 5.9% more inmates than last year. A total of **16,161** inmates were processed by intake in this fiscal year, for a total increase of 6.5% compared to last year.



## Emergency Response Team

The Pamunkey Regional Jail Emergency Response Team had another very successful year. The team continues to be streamlined due to budget cuts. Because the team is smaller, they have taken up more dynamic tactics. The team has not recruited during this cycle as recruitment has been moved to October and we have 6 personnel waiting for the chance to join. The team currently consists of 1 commander, 1 team leader and 6 members. The team experienced some cancelations in training this year due to personnel shortages in the jail, obtaining 72 of the normal 96 hours. This has not affected the Team's capabilities as we maintained seasoned personnel. 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, Taser, Flash bangs, Stinger Grenades, 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.

During the 2013-2014 fiscal year, the ERT Team conducted **10 High Risk** transports outside of the facility. These transports consisted of inmates that had known escape plans, highly assaultive inmates and gang related death threats. Through hard work and being proactive, the facility has been fortunate and not had a major disturbance. Although we have not experienced any type of riot situation, the ERT Team trains continuously for that day.



## Transportation

### Transportation Personnel

Sgt. T. Berry  
Ofc. S. Sletten

Ofc. M. Grant  
Ofc. J. Walker

Ofc. S. Fleischer  
Ofc. A. Williams

Ofc. H. Overton

The Transportation Section of the Pamunkey Regional Jail consists of 1 (one) Sergeant, and 5 (five) 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.), local and regional jails, and medical facilities i.e. Memorial Regional Medical Center, University of Virginia and Medical College of Virginia / V.C.U. Medical Center as deemed necessary.

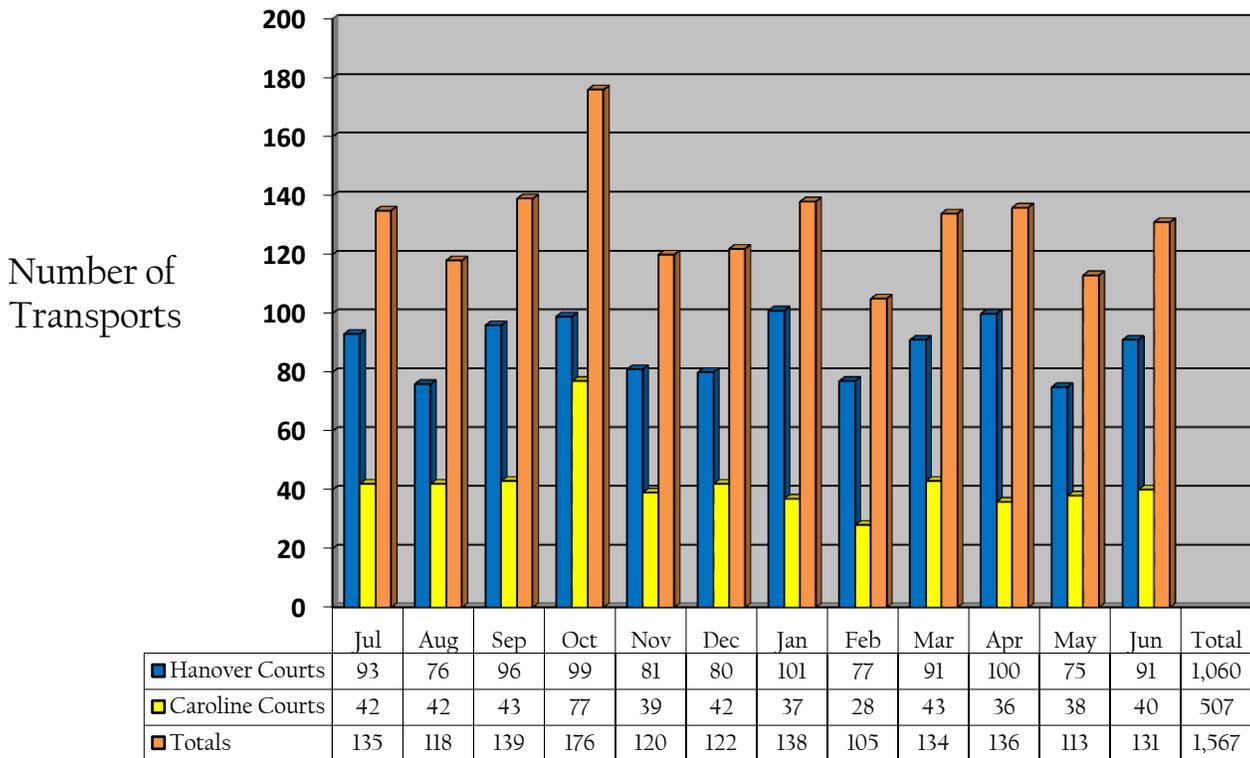
The primary goal of the Transportation Section is to provide safe and secure transportation to and from the aforementioned facilities. Personnel assigned to the Transportation Section receive specialized training in the use of firearms, defensive tactics, personal searches, high-risk transports and personal/public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



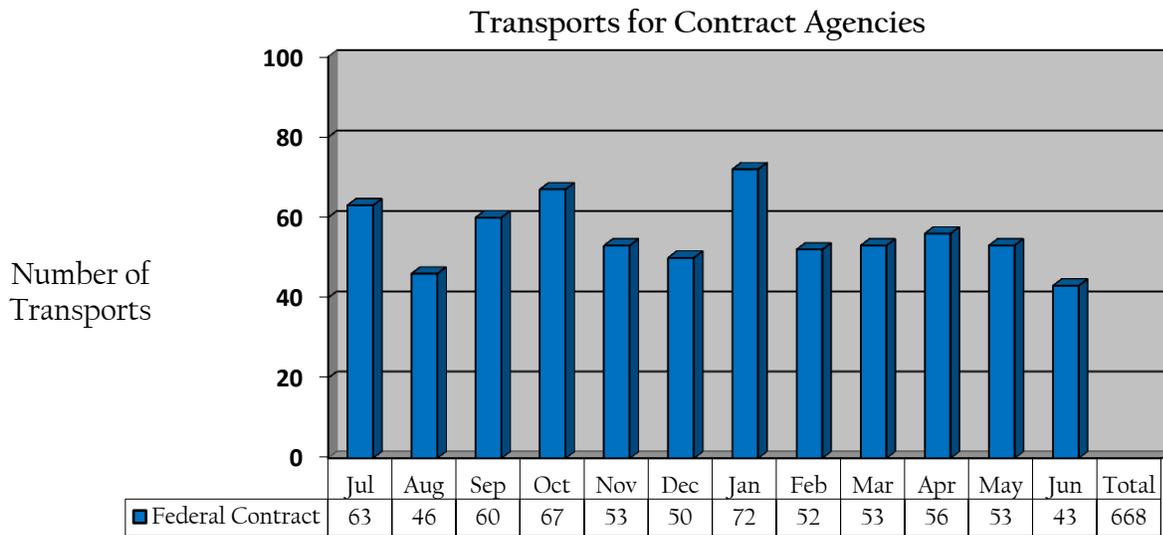
## Transportation (Continued)

During this fiscal year the Transportation Section completed 1,060 transports to Hanover and 507 to Caroline for a total of 1,567 transports to local courts. Also conducted were 668 transports to Federal Court for the U.S. Marshals, 148 Medical Transports, 41 Department of Corrections turnovers, and 45 transports to various other agencies, for a grand total of 2,469 transports conducted without incident.

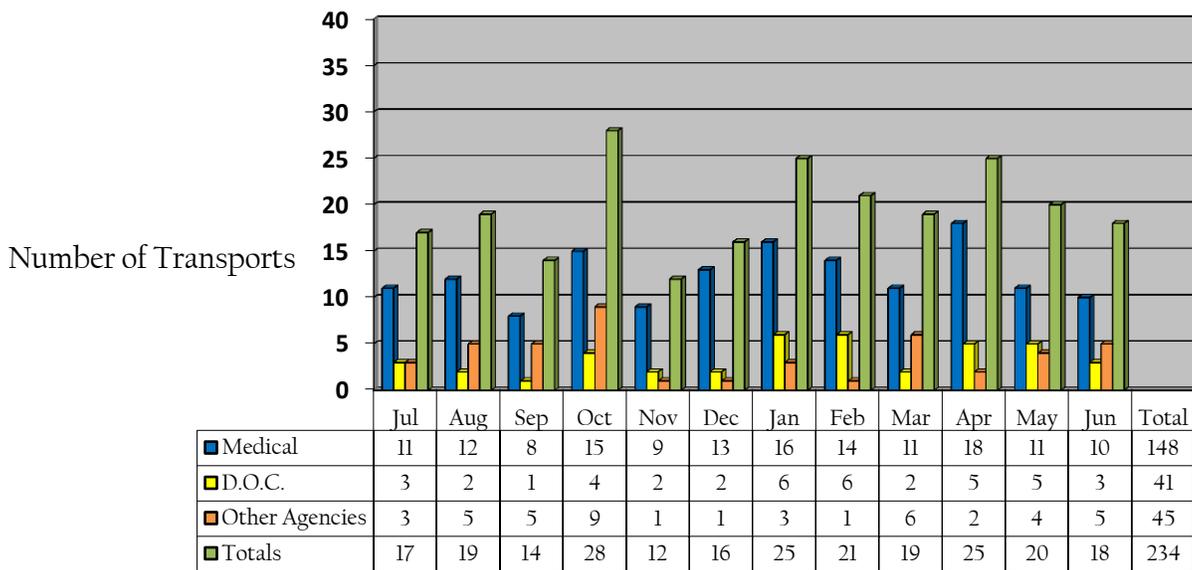
### Transports for Local Agencies



## Transportation (Continued)



### Transports for Medical, DOC, and Other Agencies



## Operations & Support Services



Officer Thomas L. Eckert is the highlighted employee for the Operations and Support Services Section. Thomas has been a Hanover county resident for 37 years and has 18 years' experience in the Corrections field. He began his career with Hanover County Sheriff's Office in 1996. He graduated the Jail Officer Basic Academy # 62 from The Rappahannock Regional Criminal Justice Academy in 1997 receiving the award of "Top Over All" student. While with the Sheriff's Department, he gained experience in Security, Commissary, and Mail operations. Upon the completion of the Pamunkey Regional Jail, he worked in the intake section.

Officer Eckert currently holds the position of Training Officer / Jail Officer Basic Coordinator for the facility. He is the liaison between the Hanover County Criminal Justice Academy and the Pamunkey Regional Jail. This position is responsible for making sure all new sworn employees meet the state requirements and standards as put forth by the Department of Criminal Justice Services.

Officer Eckert is currently on the Training Conference Committee for the Virginia Association of Regional Jails. He is very well rounded and has worked several other posts with in the facility to include Transportation, Inmate Grievances, Work Release, Work Force, and Inmate Disciplinary Hearings.

# Operations & Support Services Division

Captain N. J. Webel, CJM  
Operations & Support Services Division Commander

## Operations

Lieutenant L. B. Pryor  
Sgt. T. Waddy, Records & Classification  
B. Branch, Records Clerk  
M. Gooch, Records Clerk  
Officer A. Henley, Classification  
Officer D. Kyser, Classification

## Support Services

Lieutenant C. A. Boyle  
Sgt. K. Toliver, Training  
Officer, T. Eckert, Training  
Officer I. Hamn, Programs  
Officer K. Harvey, Visitation  
Officer S. Hubbard, Visitation

## Food Service

S. Nino, Food Service Director  
T. Carter-Hardy, Food Service Assistant  
V. Devkota, Food Service Assistant  
Z. Sabazz, Food Service Assistant  
L. Smithers, Food Service Assistant

## 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.

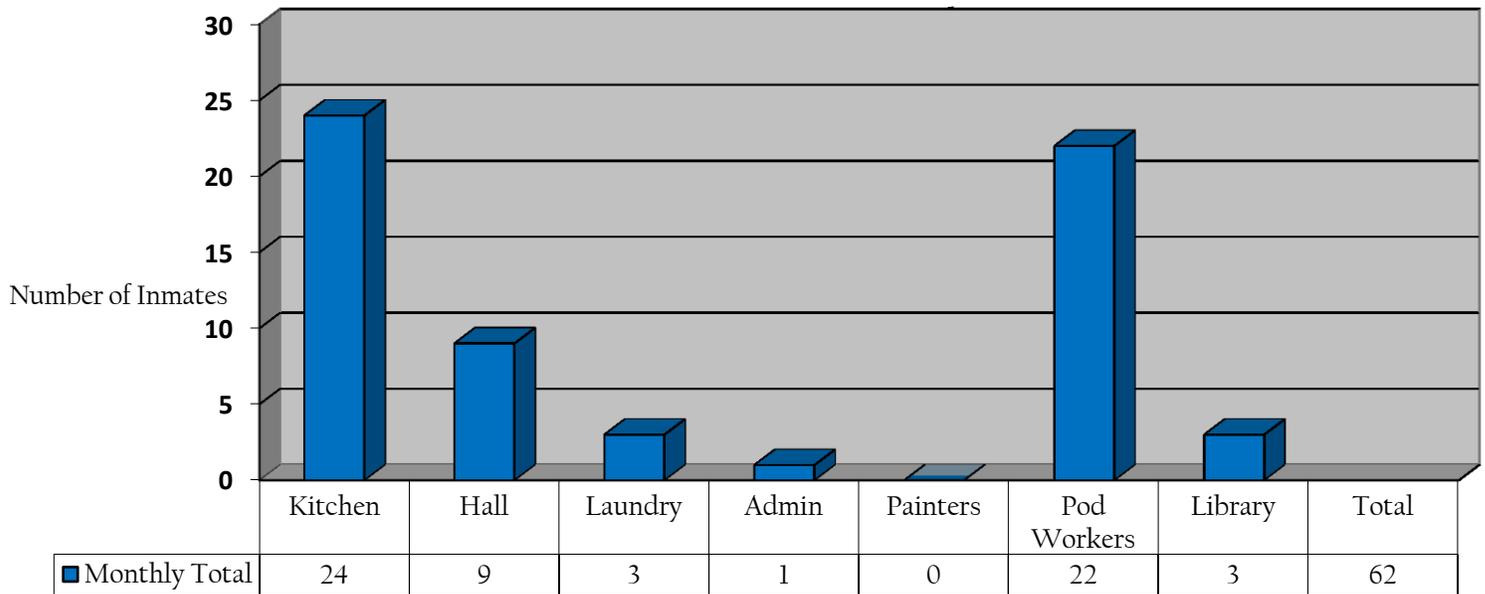
Before moving an inmate into general population, the Classification Officer is responsible for ensuring that all inmates have been tested and cleared of having tuberculosis. Once the inmate has been cleared by our medical department, the Classification Officer then determines where inmates will be housed based on an interview conducted within the first 72 hours of the inmate's arrival at the facility. Every ninety (90) days, inmates are re-classified to determine if their custody level can be changed to a higher or lower level.



### Classification (Continued)

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 2013-2014 fiscal year, there were a total of 62 inmate workers assigned on a monthly basis throughout the facility.

#### In-House Inmate Workers



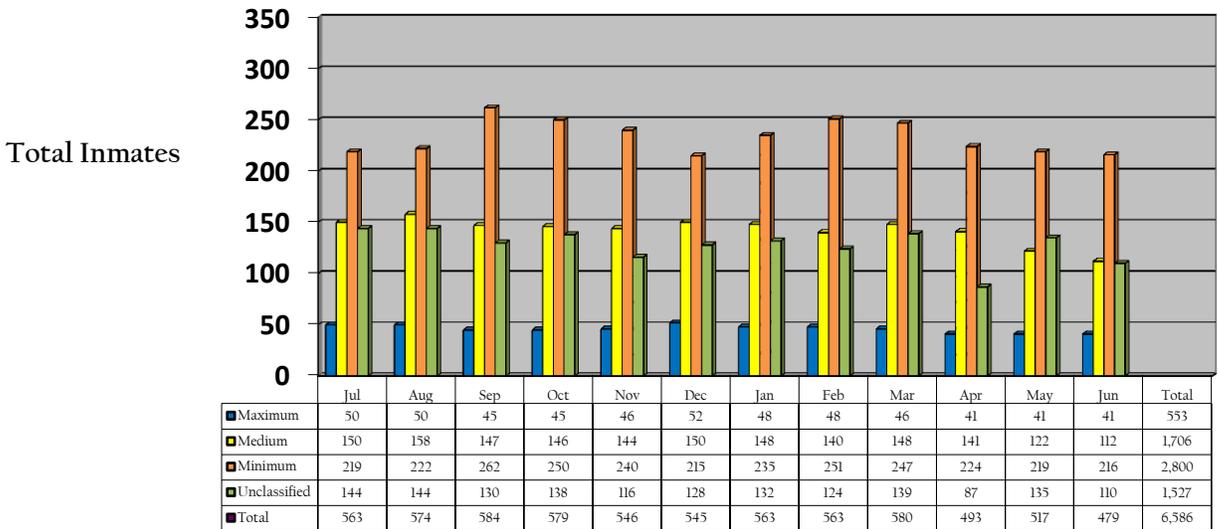
## Classification (Continued)

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 are 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, 2013 thru June 30, 2014, 5,059 inmates were classified. Of that number of inmates classified, 2,800 were minimum custody, 1,706 were medium custody, and 553 were maximum custody. There was also an additional 1,527 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

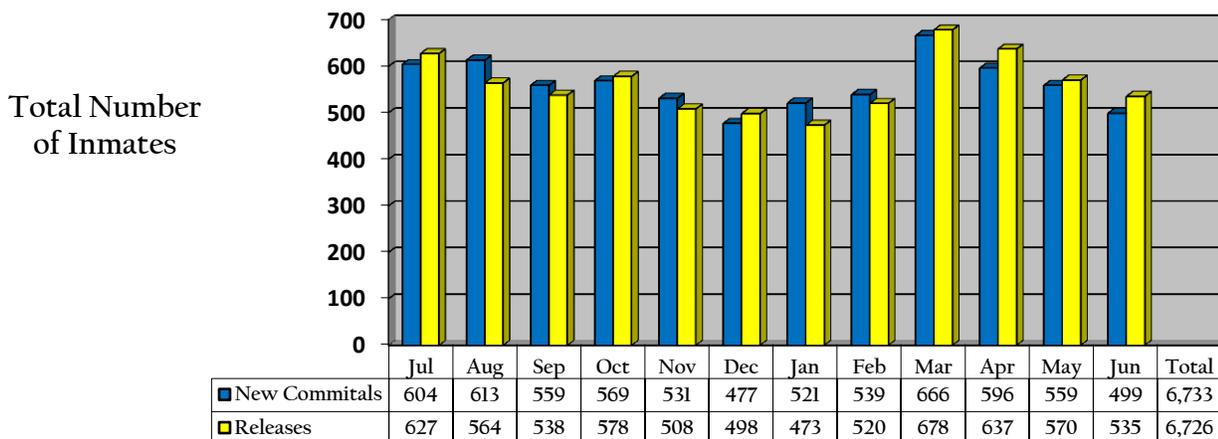
One of the most important sections in the jail is the Records Department. This department is responsible for entering all dispositions received from the courts, which determines if an inmate is eligible for release. The Records Department ensures that all court appointments are documented in the jail's 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, 2013 thru June 30, 2014, the Records Department processed 13,459 inmate folders. Of those folders, 6,733 were new committals into the facility, and 6,726 were inmates released from the facility.

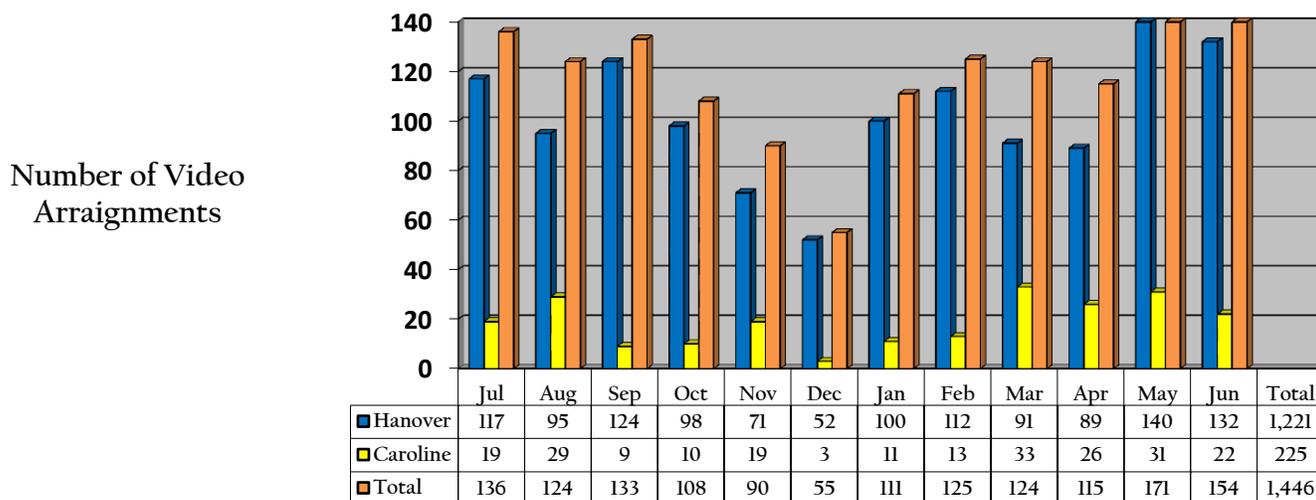


## Records (Continued)

### Inmate Files Processed



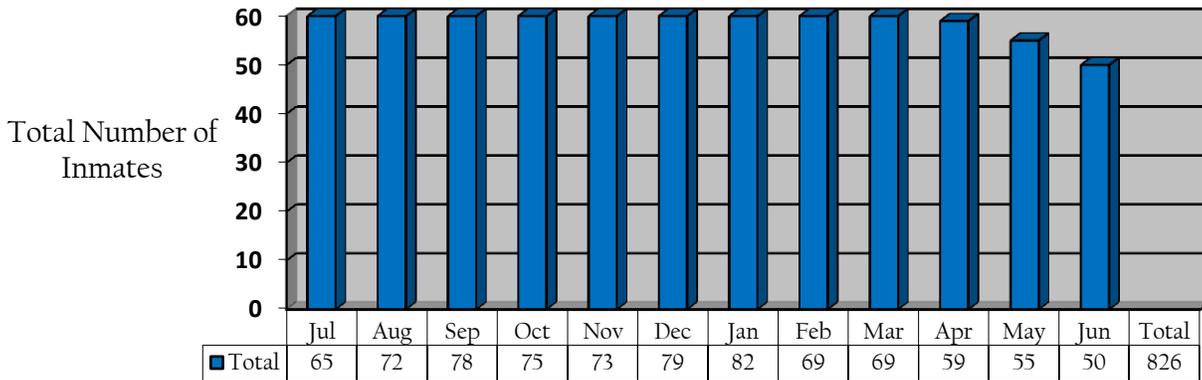
### Video Arraignments Conducted



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, and other jurisdictions that have the appropriate equipment. This past fiscal year there were a total of **1,446** video arraignments conducted on behalf of the Hanover and Caroline courts.

## Records (Continued)

### Department of Corrections Out of Compliance Inmates



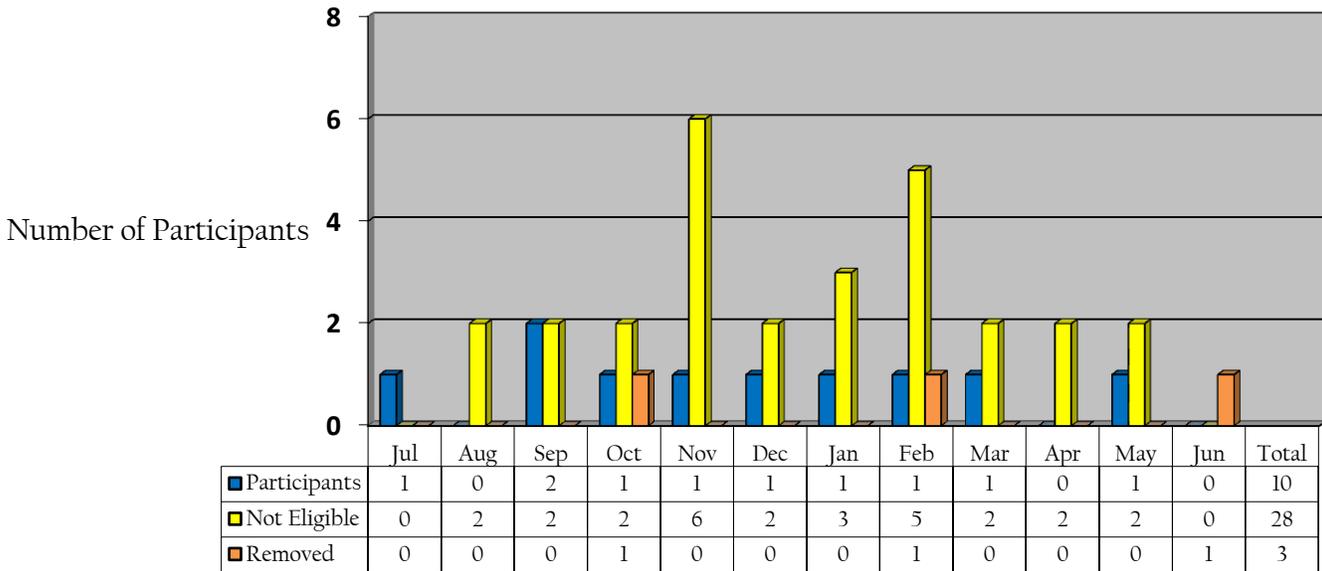
The Records Department is also responsible for keeping track of inmates who serve their time on the weekends. A “weekender” is someone who serves their incarceration Friday thru Sunday because of a work or school schedule. The Records Department keeps track of the days served so that the inmate is released 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 826 inmates housed here at Pamunkey Regional Jail in an “Out of Compliance” status.

## 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, 10 inmates participated in the Work Release program. The facility collected a total of \$5,328 from inmates participating in the program to help offset the costs of their incarceration. Also during this fiscal year there were 28 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 2013-2014, only 3 inmates were removed from the program for disciplinary violations.

**Work Release Participation**



## Work Force

The Pamunkey Regional Jail has a sixteen-bed (16) 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, 2013 through June 30, 2014, 9,499 man-hours were provided to Hanover County by Work Force inmates. Using The Federal minimum wage of \$7.25 per hour, these inmates saved the County \$68,876 in labor costs.



## 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. 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.



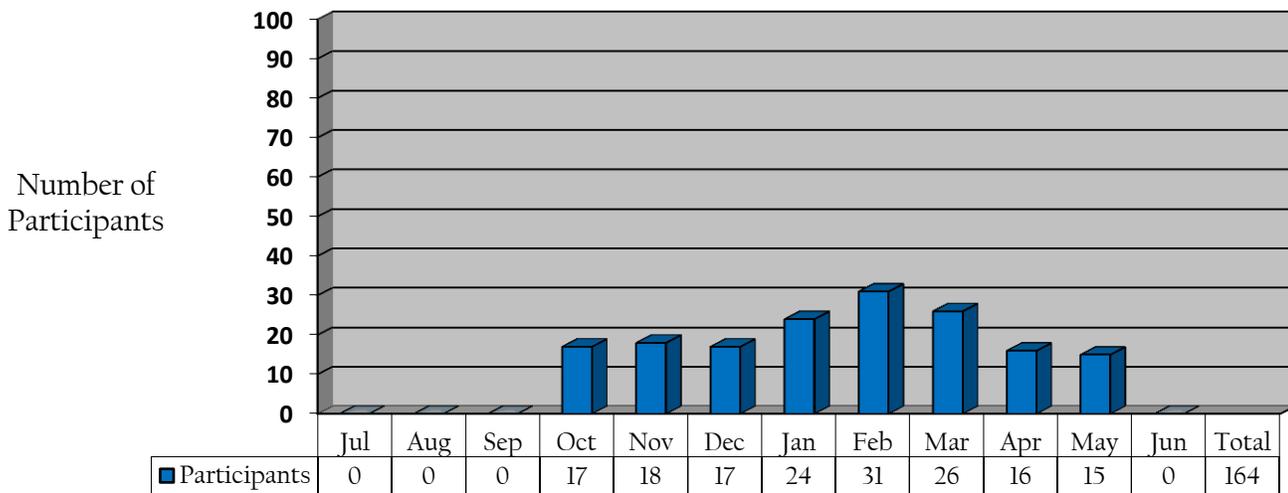
## Inmate Programs (Continued)

### 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, **164** inmates participated in the program and **10** 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.

### Education Participation



### 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.

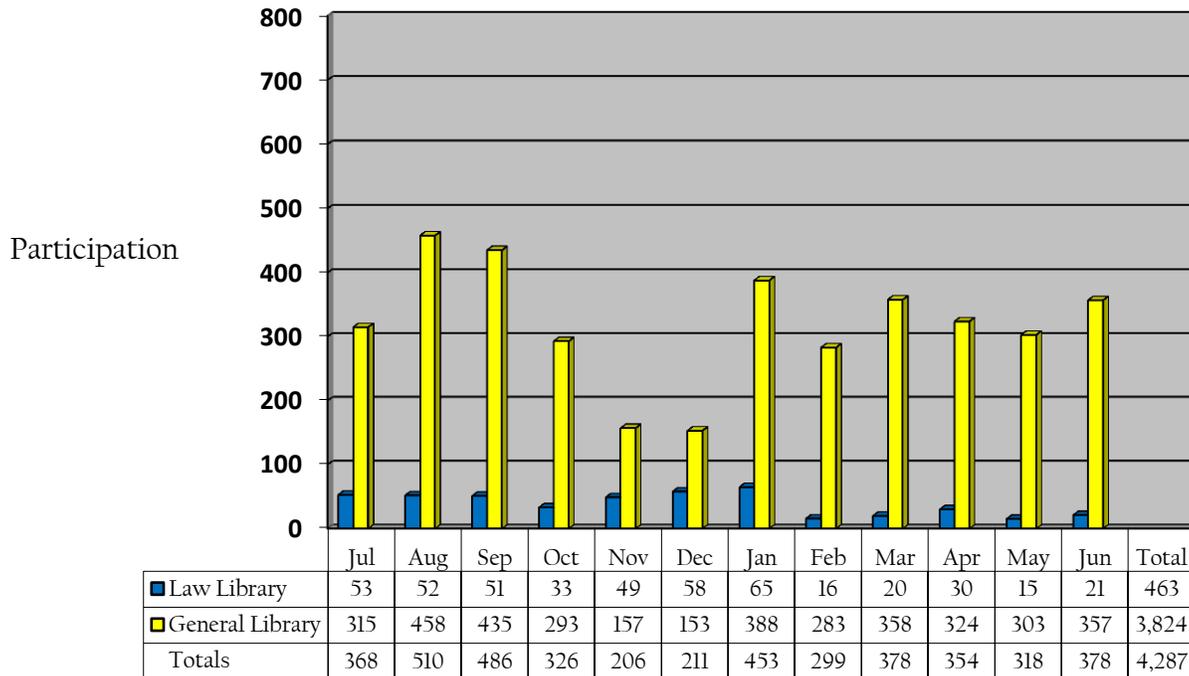
## Inmate Programs (Continued)

### Library Services

Law 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 **463** times.

Inmates are offered general library services weekly, this fiscal year the library was utilized **3,824** 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 Newsweek, Essence, Rolling Stone, and People are available weekly. Total combined inmate usage of both the law library and the regular library was **4,287**.

### Library Usage



## **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.

### **Religious Services**

Chaplain services are provided on a daily basis at Pamunkey Regional Jail by the Gospel Jail 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 are also offered for inmates who practice that denomination. Affiliated pastors of many other denominations are also available to inmates who seek spiritual guidance.

### **Life Skills Program**

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.

### **Money Management**

Money Management is based on the MoneySmart course and has been adapted to fit the jail environment. This course is designed to help participants develop their understanding of and comfort with financial concepts and help them make better financial decisions in their daily lives. Topics covered include basic banking, budgeting, types of credit and the credit rating system, risks of using non-mainstream financial services (i.e. payday loans, rent-to-own, and check cashing), predatory lending, how to protect yourself from fraud, ID theft, and insurance. Lessons are augmented with instructor lecture, worksheets, group activities, class discussion, and guest speakers.

### **Clerical Services Program**

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

## Inmate Programs (Continued)

### 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. Three 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.

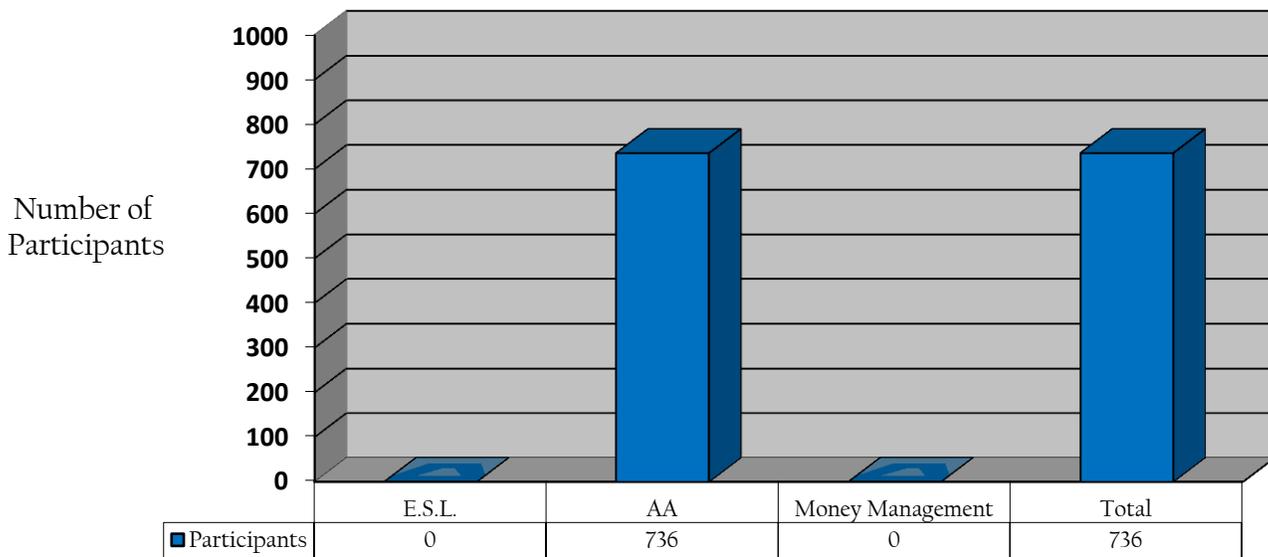


## Inmate Programs (Continued)

### 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 736 inmates participating this fiscal year. All of the facilitators for these groups have counseling experience and/or specific training. Total inmate participation in group programs was 736 for this fiscal year.

### Group Participation



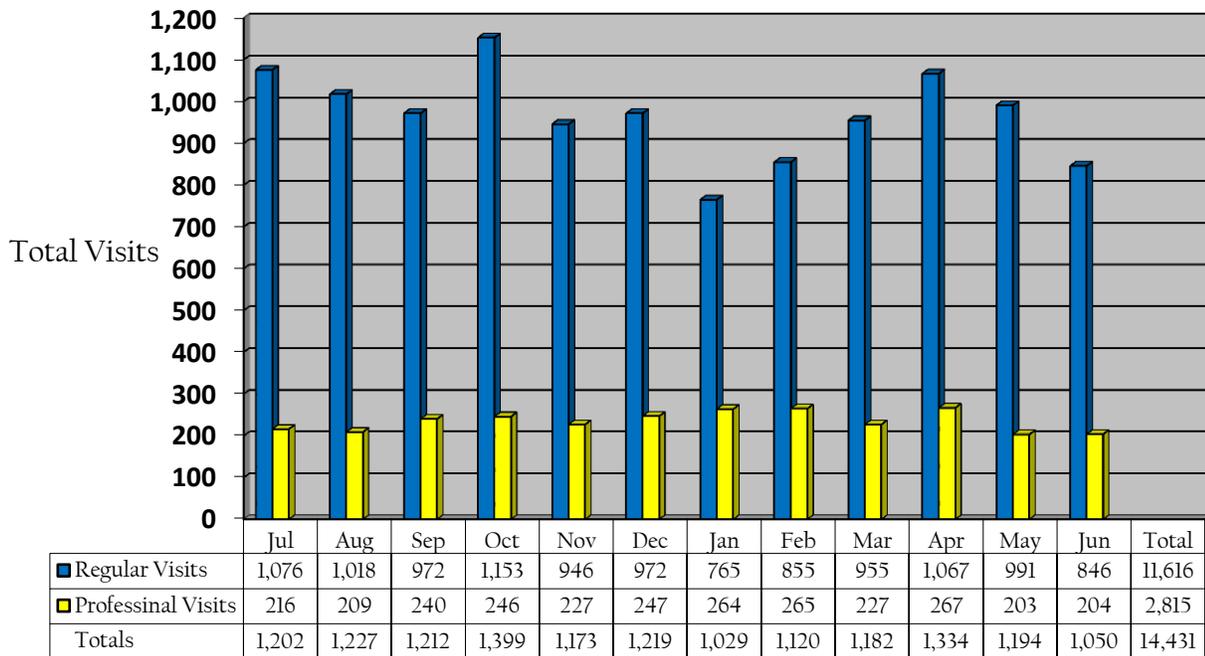
## Inmate Visitation

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, 2013 thru June 30, 2014, there were **14,431** visitors recorded at our facility. Of those visits, **11,616** were visits from family and friends and **2,815** were from attorneys.

### Visitation Conducted



## Training

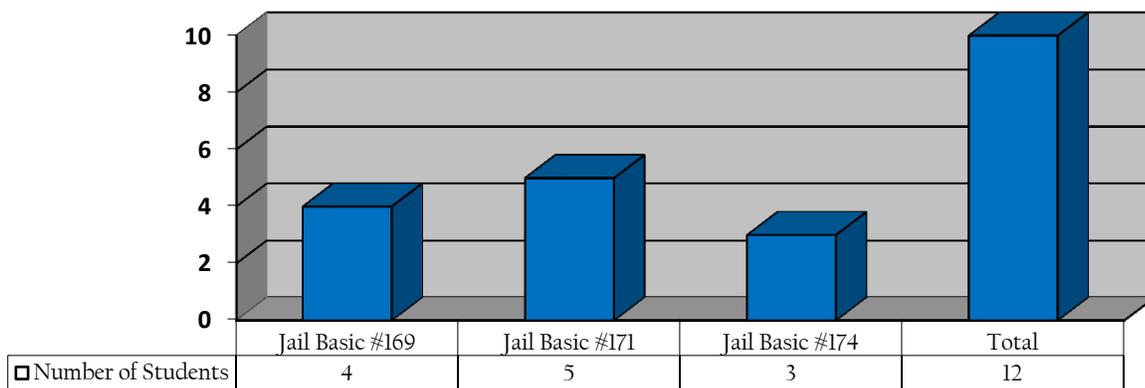
The Training Department is operated under the supervision of the Training Officer and the Training Sergeant. The Training Department is responsible for scheduling and conducting classes that benefit the facility staff and ensure compliance with DCJS and ACA requirements.

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 forty (40) 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 also 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 390 hours of academy training new staff will undergo in their first year of employment. During Fiscal Year 2013-2014, 12 officers attended and graduated the Jail Basic Academy.

Certified staff are 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 the civilian training program was continued consisting of self-study courses and classroom training which allows for greater flexibility to deal with the varying civilian schedules.

**Number of Staff Graduated from the Academy**



## Training (Continued)

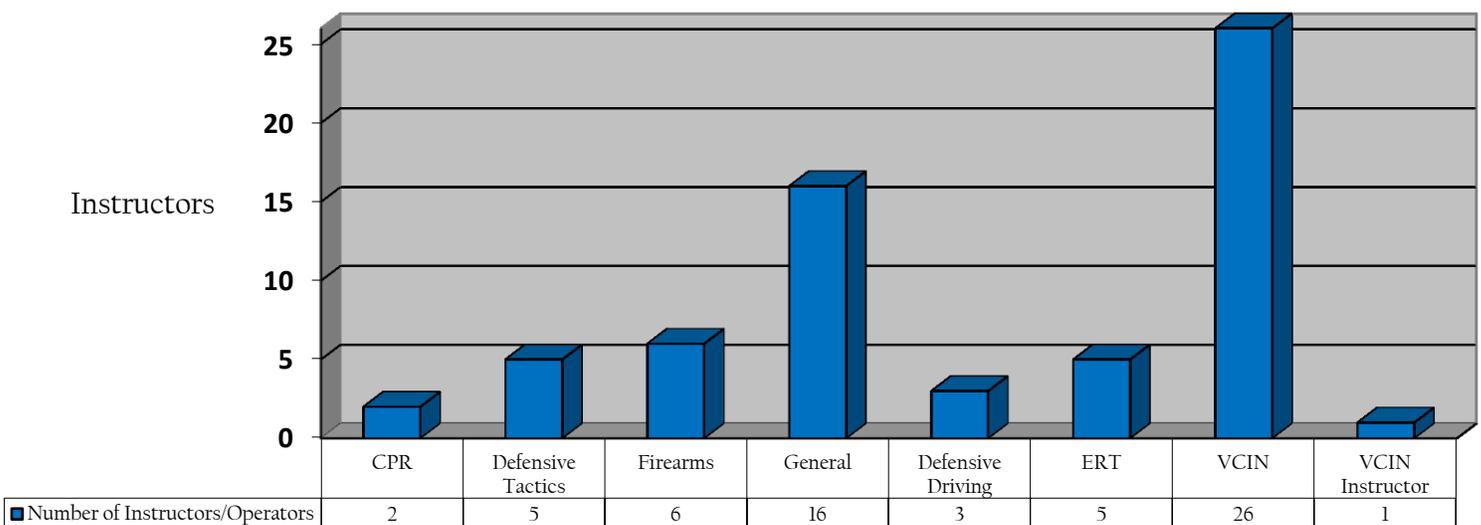
In addition to providing instruction, the Training Department is a source of information for the jail staff. Through the availability of a library of videos and books, staff has the opportunity to further their knowledge beyond the scheduled topics of instruction. The Training Department maintains communication 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 Sheriff's Office, Chesterfield County Sheriff's 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 role to the Training Department; the department benefits from its 16 General Instructors, 6 Firearms Instructors, 5 Defensive Tactics Instructors, 2 American Health & Safety Institute First Aid / CPR Instructors, and 1 VCIN Instructor. The certification of 2 new General Instructors, and 1 new Defensive Tactics Instructor 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 26 VCIN operators, and has monitored a minimum of 8 hours a month of training for our 5 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**



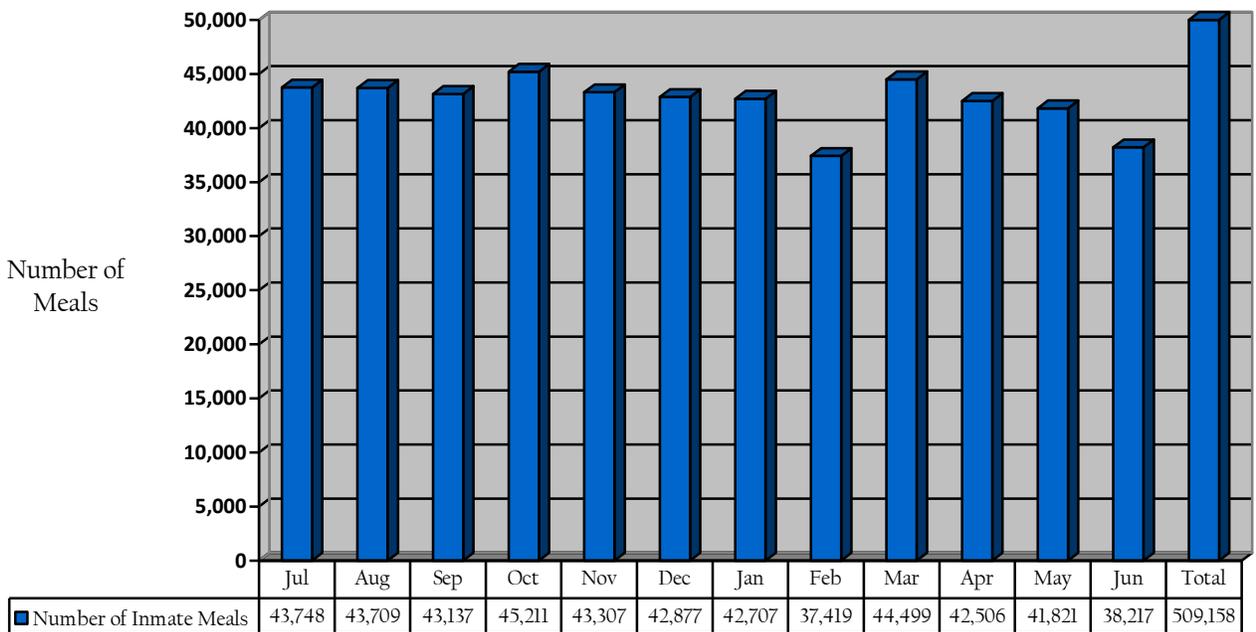
## Food Service Department

On a daily basis, the Food Service Department prepares all inmate meals. All meals are prepared 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.

During the 2013-2014 fiscal year, the Food Service Department prepared **509,158** inmate meals. 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.

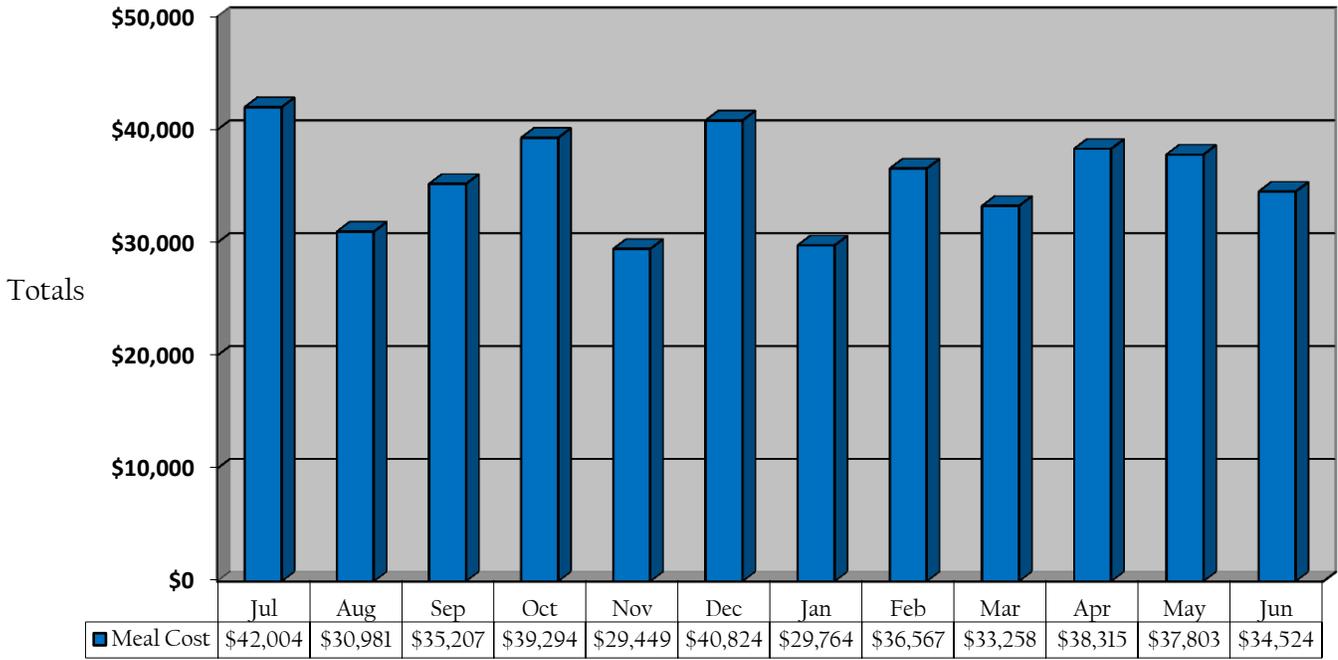
Under the guidance of the Food Service Director and her assistants, inmates volunteer to work in the kitchen because they earn good time credit for every month of work, which can reduce their overall sentence. Working in the kitchen also gives inmates the opportunity to learn skills such as cooking and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

Meals Prepared



Food Service Department (Continued)

Cost of Meals



## Medical



Melinda Workman has been part of the team in the Medical Department at Pamunkey Regional Jail since May 2008. She enjoys the comradery of the staff along with the challenge of nursing in a correctional facility. Melinda's hard work and dedication earned her "Employee of the Quarter" in 2010.

Melinda became an EMT in 2007 after a 15 year career as a Veterinary Assistant in a family owned animal hospital. After receiving her EMT, she joined a medical transport team in Richmond. She continued with medical transport after being hired at Pamunkey Regional Jail because she enjoyed the patient care and variety of medical calls.

In her free time Melinda enjoys spending time with her children, hiking, gardening and cooking.

# Medical Department

Sherry Rice, R.N., CCHP  
LaVerne Smith, R.N.

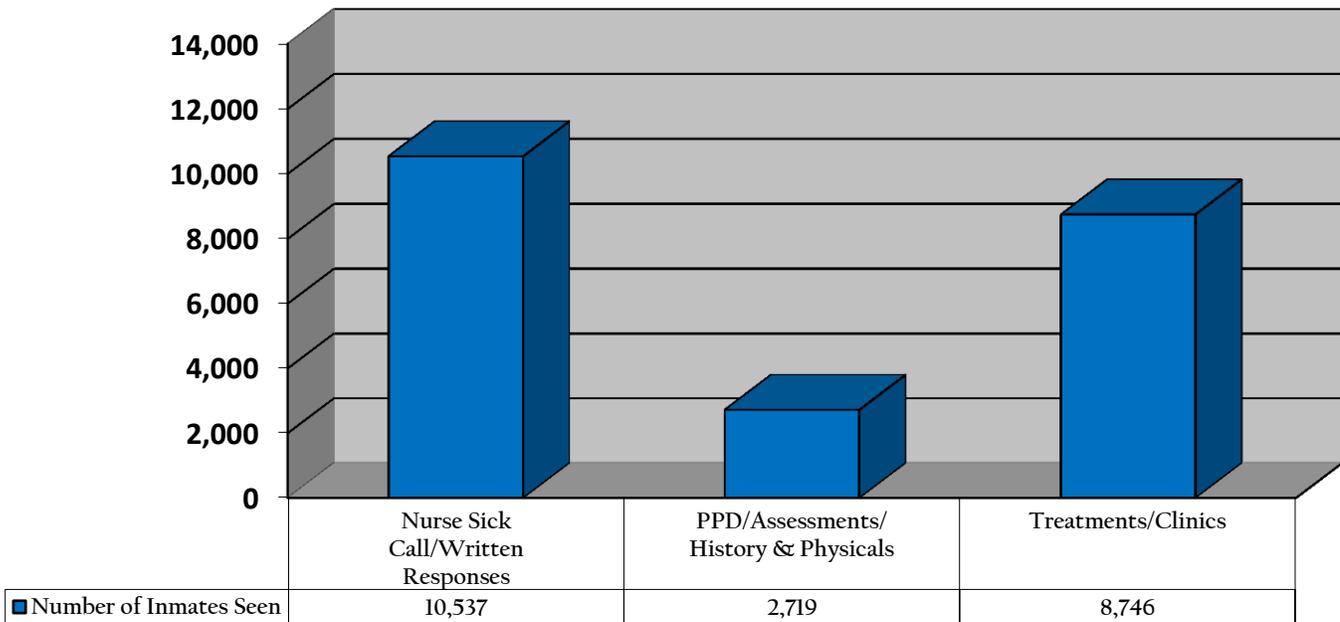
## Medical Personnel

Cheryl Breder, EMT-B  
Chuck Bise, LPN  
Robert Fleming, EMT-B  
Susan Napier, EMT-B  
Jeffery Pitts, EMT-B  
Ray Watson, EMT-B  
Melinda Workman, EMT-B  
Ruth Krebbs, Secretary  
Doris Mines, Medical Officer

## Medical

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 two (2) Registered Nurses, one (1) Licensed Practical Nurse, seven (7) Emergency Medical Technicians, a Medical Secretary and a Medical Officer.

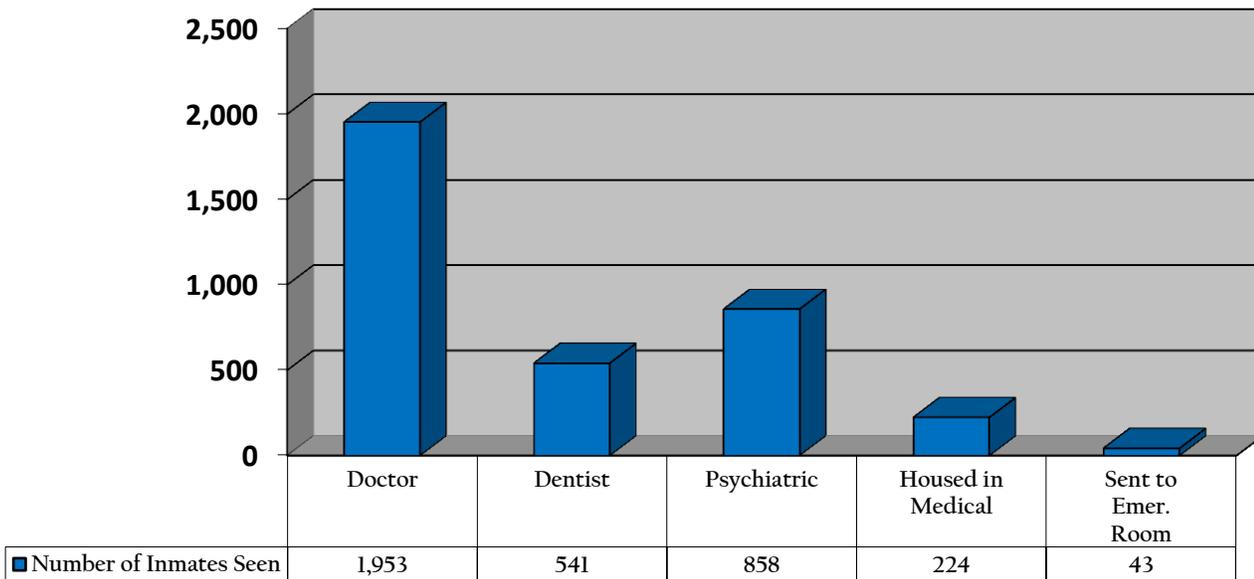
Daily operations include three (3) pill calls, sick calls, wound treatment clinics, blood pressure checks, and blood sugar checks as well as any emergencies that may occur. A Chronic Care Clinic and Women’s Clinic is held on a monthly basis. The Medical Department also coordinates with local hospitals 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.



## Medical Department (Continued)

The medical department continues to be a busy place. The number of sick call visits and written responses totaled 10,537. In addition, 2,719 PPD's / Assessments / History & Physicals were performed, as well as 8,746 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, Hypertension, Diabetes, and Psychiatric illness. Dr. Clifton Sheets and Physician's Assistant Peter Ober have seen over 1,953 inmates within the last year and addressed 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**

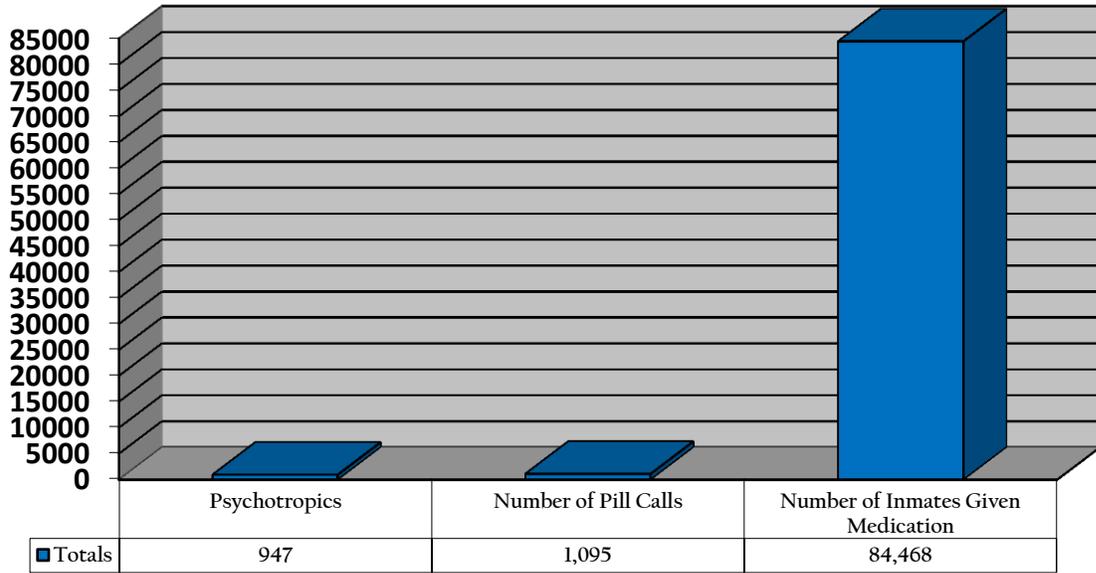


Upon the approval from the Superintendent and Dr. Sheets, the Medical Department offers a “Keep on Person” (KOP) medication program allowing responsible inmates with minor health problems to keep medications with them in their cells and take them on their own as needed. During the period of July 1, 2013 thru June 30, 2014, 84,468 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 continues 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.

This year, the last page of the annual report is dedicated to Major Mary N. White, CJM, who passed away in June following a long illness.

## Employee of the Year



Sergeant Tina Hackett was hired at Pamunkey Regional Jail on November 1, 2004. Her career began in the Security Division, assigned to Night A Shift. As an officer, Sergeant Hackett excelled in every aspect of her job. She was eager to learn all areas of the Security Division. Sergeant Hackett was posted as the shift's Officer in Charge, Female Special Management Officer, and Central Control Operator. Based on her superior knowledge and work performance, Sergeant Hackett was promoted to the rank of Sergeant in July 2011.

Since being promoted, Sergeant Hackett has used all of the skills she has learned and has worked hard to develop the staff on Night Shift A. Sergeant Hackett does an exceptional job leading, teaching and preparing her staff to operate the facility while still remaining safe. Sergeant Hackett empowers her staff to be able to make decisions and hold the inmates accountable for their actions. Sergeant Hackett promotes a positive work environment and does extremely well by leading her staff through the example she sets for them. Due to Sergeant Hackett's hard work and dedication to the facility, she was selected as the Sworn Officer of the Year for 2013.

## Virginia Association of Regional Jails 2014 David L. Arnold Pistol Tournament



The Pamunkey Regional jail has participated in the Virginia Association of Regional Jail's (VARJ) David L. Arnold Annual Pistol Competition for 10 years. At this competition, regional jails from all over Virginia compete with each other and demonstrate their firearm training and skills. Since PRJ has begun competing in this event, we have managed to place or win in one or more of the competing classes. In 2014, we showed that we will remain a force to be watched. PRJ team members for 2014 were Major M. Claveau, Lieutenant B. Hughes, Officer A. Williams, Officer J. Walker, and Officer J. Allen.

The competition offers four classes of competition: Master, A, B and C Classes. This year, Major Claveau and Lieutenant Hughes advanced to the finals in Master Class, Officer A. Williams and Officer J. Walker advanced to the finals in A class, and Officer J. Allen advanced to the finals in B class. When all was said and done in the finals, the results were as follows:

**Master Class:** Major Claveau- 1<sup>st</sup> Place, Lieutenant B. Hughes-3<sup>rd</sup> Place  
**Class A:** Officer A. Williams-1<sup>st</sup> Place, Officer J. Walker-2<sup>nd</sup> Place  
**Class B:** Officer J. Allen-1<sup>st</sup> Place

This event, in conjunction with the conference, allows Officers and staff from all over the state to come together and share information and experience. In addition, there are training classes offered as well as lectures on the newest products to the industry. PRJ has benefitted greatly from this event as well as developed a respected reputation.

## In Memoriam

Mary N. White's correctional career began in April, 1976 working for the Virginia Department of Corrections. After nineteen years there, Mary transitioned to local jail operations when in September, 1995, she accepted the position of Deputy Sheriff with the Henrico County Sheriff's Office in Records and Classification.

In July of 1997, Mary became a Jail Officer at the Pamunkey Regional Jail, where she quickly advanced to the rank of Sergeant in charge of Classification and Records. In 1998, Mary was promoted to the rank of Command Sergeant, and in January of 2000, she became the Lieutenant of Standards and Accreditation/Internal Affairs Division. Since then, White held numerous command positions within the jail, including Captain of Administration & Operations, and Captain of Support Services, where her responsibilities included supervision of Accreditation, Chaplaincy, Commissary, Food Service, Hearings, Mailroom, Inmate Programs, Staff Property, Staff Training, Visitation, Work Force, and Work Release. Through her career, Mary never lost sight of her goals, and on July 1, 2011, she was promoted to Major and named the Deputy Superintendent of the Pamunkey Regional Jail, what she often said was her life-long dream job.

In June of 2014, Mary passed away following a long illness, but throughout her 17 years of service at PRJ, she never lost her dedication to the jail and its mission: to ably serve the citizens of Hanover, Caroline and Ashland.

This year's annual report is dedicated to her honor and memory. Her dedication, leadership, and friendship will not be forgotten.



Major Mary Norris White, CJM  
1997-2014