

**Pamunkey Regional Jail
Annual Report 2014 - 2015**

Visitors & Administration
Pamunkey Regional Jail

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 Craig A. Boyle, the Lieutenant of Operations and Support Services of the Pamunkey Regional Jail.

TABLE OF CONTENTS

Message from the Superintendent.....	1
Mission Statement.....	2
Facility Overview.....	3

ADMINISTRATION DIVISION

Personnel.....	4-6
Information Technology.....	7

Commissary.....	8
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SECURITY DIVISION

Security.....	9-12
Intake.....	13-14
Emergency Response Team.....	15
Transportation.....	16-18

OPERATIONS & SUPPORT SERVICES DIVISION

Operations & Support Services.....	19-20
Classification.....	21-23
Records.....	24-26
Local Inmate Data Systems.....	27
Maintenance.....	28-29
Work Release.....	30
Work Force.....	31
Programs.....	32-37

Visitation38

OPERATIONS & SUPPORT SERVICES DIVISION

(Continued)

Accreditation.....39

Training.....40-41

Food Service.....42-43

MEDICAL

Medical.....44-47

EMPLOYEE RECOGNITION

Employee of the Year.....48-49

Virginia Association of Regional Jails (VARJ) David L. Arnold Pistol Tournament.....50

PAMUNKEY REGIONAL JAIL

2015 ANNUAL REPORT

A letter from the Superintendent:

I am proud to present the 2015 Annual Report for the Pamunkey Regional Jail. While the economic outlook is still uncertain, we believe the jail is on the right path for the future due to our commitment to sound fiscal principles and practices.

This past fiscal year, the Pamunkey Regional Jail was able to return \$250,000 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, and to always look for additional funds when the opportunity presents itself. This included a new partnership with the Prince William & Manassas Adult Detention Center to offset the reduction in Federal Bed Rentals. We also negotiated a contract with Global Tel Link for inmate telephone services that resulted in the jail receiving a large signing bonus, as well as, new updated technology throughout the facility at no cost to the jail. As a result, the facility ended the fiscal year with a budget surplus of \$541,902.

We have also continued to “do more with less” by continuing to hold eight (8) 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 fourteen (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 three (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 two (2) examination rooms, a dental laboratory, and six (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



Account Clerk III Sarah Dunn is the highlighted employee for the Administrative Section. Sarah came to Pamunkey Regional Jail in October 2012, with over 20 years of experience working in Accounts Payables, Receivables, Premium Billing, and Reconciliations, all related in the Medical and Health Care Industries in both private and corporate sectors. She has Certifications in Accounting and Accounts Payable. These past experiences enable her to perform the many duties of the Account Clerk III position at the Jail. This position allows her to have daily interaction with Civilian and Sworn staff in addition to outside agencies. She is currently working on obtaining her Management Certificate.

Administration Division

Colonel J. C. Willett, CJM
Superintendent

Lieutenant Colonel N.J. Webel, CJM
Deputy Superintendent

Administrative Personnel

F. Keith Spicer, CPA, Accounting Manager
Nancy Roberts, Accountant
Sarah Dunn, Account Clerk III
Kim Stephens, Human Resource Coordinator
Cindy Dykes, Executive Secretary
Hunter Barbour, Systems Engineer
Asad Abdullah II, I.T. Technician

Personnel

The Pamunkey Regional Jail Personnel Department consists of a Director of Finance, a Human Resource Coordinator, 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, perform background investigations, make employment offers, and conduct new employee orientations.

The Director of Finance oversees the daily operations of the Personnel Department by supervising and assisting each staff member 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. 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.

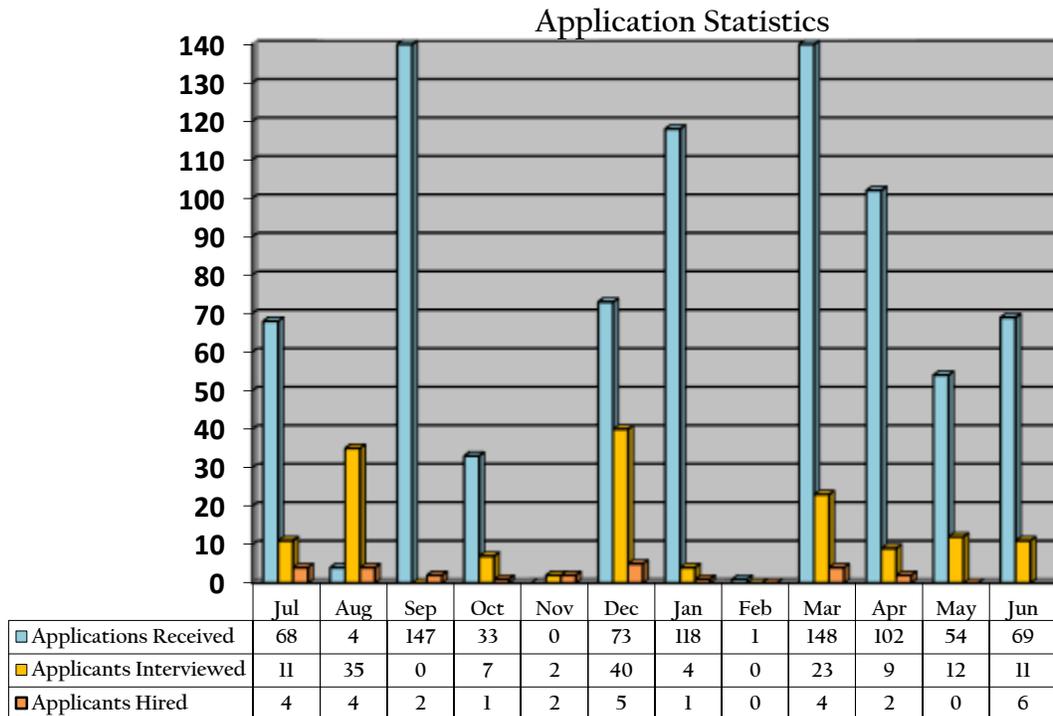
Personnel (Continued)

The Human Resource Coordinator 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 Human Resource Coordinator 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 Pamunkey Regional Jail staff participated in a Christmas charity project for 2014. This program is called “Adopt-A-Family”, which is a way to provide gifts and support to one (1) family in The Town of Ashland.

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 “Cover the Cruiser” events.

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



Information Technology

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

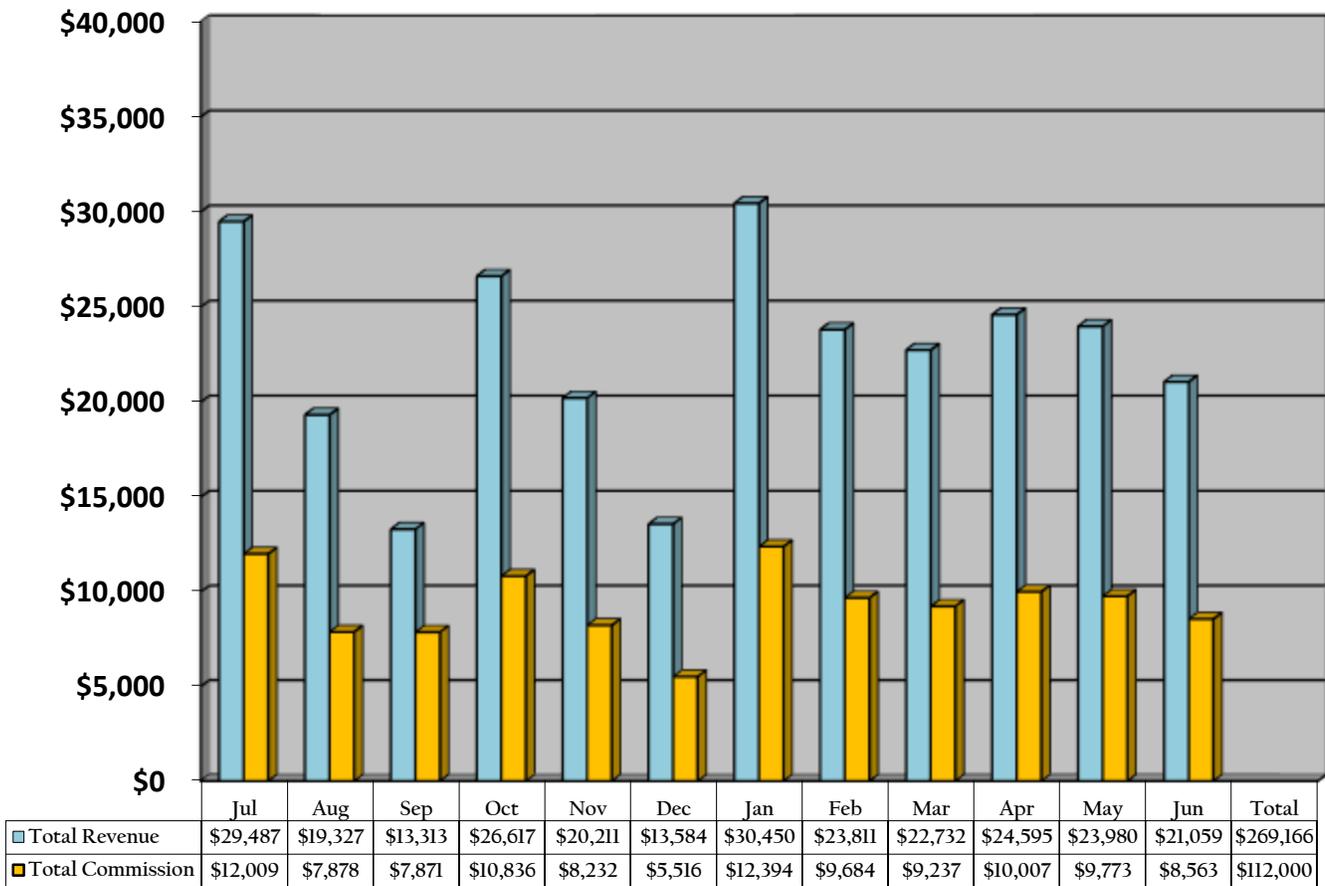
This department is also responsible for the maintenance of the Simplex touch-screen security control system. The facility doors, locks, cameras, and intercoms are controlled by this touch screen system, which helps to track the movement of all inmates incarcerated in the facility. The implementation 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.



Commissary

During the 2014-2015 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 inmates' accounts. 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, \$269,166 Total Revenue and \$112,000 Total Commission was collected.

Commissary Sales



Security



Officer Jason Walker is the highlighted employee for the Security Division. Jason went to the Rappahannock Criminal Justice Academy in 2012, where he excelled as a student and represented PRJ through his role as class president and achieving awards for top physical fitness performance and skills. He continues to serve his country by serving in the Army Reserve and serves his community by volunteering as a Firefighter for Louisa County. He comes to work every day with an up-beat attitude, willing to do whatever is necessary to make the facility the safest, and to ensure his fellow transportation officers have an easier day. He sacrifices regularly to put the needs of others above his own, always asking what he can do for others.

For several years now, Officer Walker has received the facility's award for outstanding performance on the firing range. He also attended general instructor school in 2014, taking on the task of training new recruits. He continues to serve the needs of the agency through being a member of the Emergency Response Team. Officer Walker's hard work and dedication is something that we here at PRJ hope to enjoy for many years to come.

Security Division

Major M. A. Claveau, CJM
Security Division Director

Captain S. L. Cook
Security Division Commander

Security Personnel

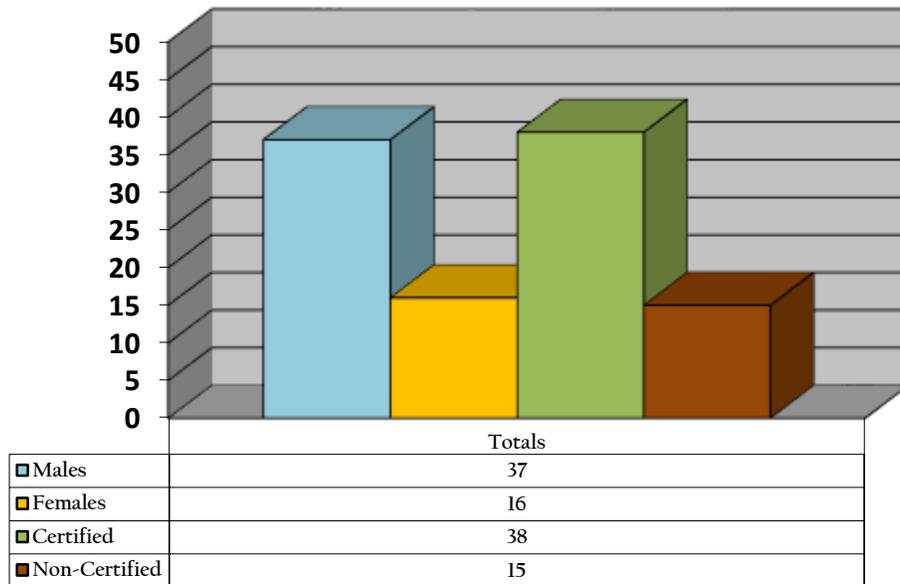
Lieutenant R. Dority	Lieutenant Cordiero	Lieutenant B. Hughes	Lieutenant R. Gill
Sergeant H. Hochfelder	Sergeant J. Winfree	Sergeant T. Hackett	Sergeant E. Kasky
Officer J. Bishop	Officer J. Armstrong	Officer M. Bigger	Officer A. Bohannon
Officer A. Bradley	Officer P. Bailey	Officer E. Brown	Officer A. Duval
Officer J. Dula	Officer D. Banks	Officer D. Carter	Officer P. Evans
Officer S. Haag	Officer B. Burgess	Officer J. Creps	Officer D. Gooden
Officer D. Kyser	Officer S. Gray	Officer C. Davis	Officer B. Hudnall
Officer J. Moody	Officer E. Emelianov	Officer J. Gomes	Officer C. Lindsey
Officer R. Payne	Officer T. Holmes	Officer I. Hamn	Officer G. Madison
Officer M. Reinhart	Officer A. Jackson	Officer A. Harman	Officer P. Parrish
Officer L. Shelton	Officer T. Jefferson	Officer T. Jackson	Officer J. Samuels
Officer N. Stith	Officer S. Johnson	Officer D. Nguyen	Officer J. Sweet
Officer T. White	Officer C. Martin	Officer S. Twigg	Officer S. Thweatt
	Officer L. Minns	Officer T. Walseman	Officer T. Tyree
	Officer K. Waldon		Officer M. Wright
	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 individuals incarcerated under law separate from society and protecting those incarcerated from each other. We have fourteen (14) housing units, with a total facility holding an average of 407 inmates. The Security Division manages this community with eight (8) Officers assigned to units, two (2) Officers patrolling units, one (1) Sergeant, and one (1) Lieutenant supervising the security team. The Day shift Teams consists of twelve (12) Officers, one (1) Sergeant and one (1) Lieutenant. The Night Shifts maintain fourteen (14) Officers with one (1) Sergeant and one (1) Lieutenant. There are four (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 their shift for a formal briefing and training period. The rotation schedule of the shifts is a motivating factor for staff. We currently have 37 male Officers and 16 female Officers. Our staffing at this time is 53 Officers with an authorized strength of 55 Officers. Currently we have 38 Officers that are certified and fifteen (15) awaiting certification through the academy. Six (6) Officers are scheduled to attend the September 2015 academy. Our number of certified Officers has remained balanced from the previous year. When compared to other facilities this is a relatively high number of certified Officers. As a result, we continue to maintain some of the highest performance standards in the state.

Security

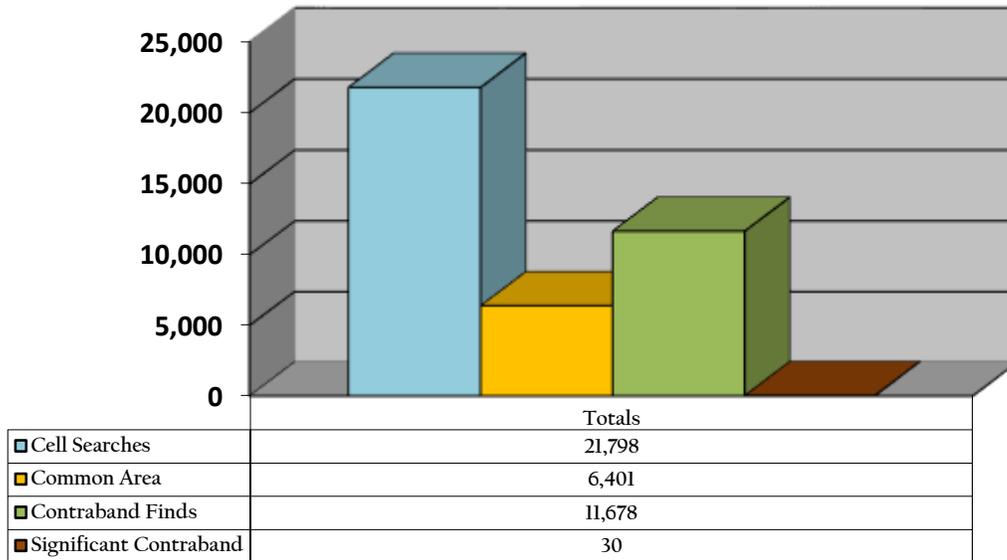
Breakdown of Staff



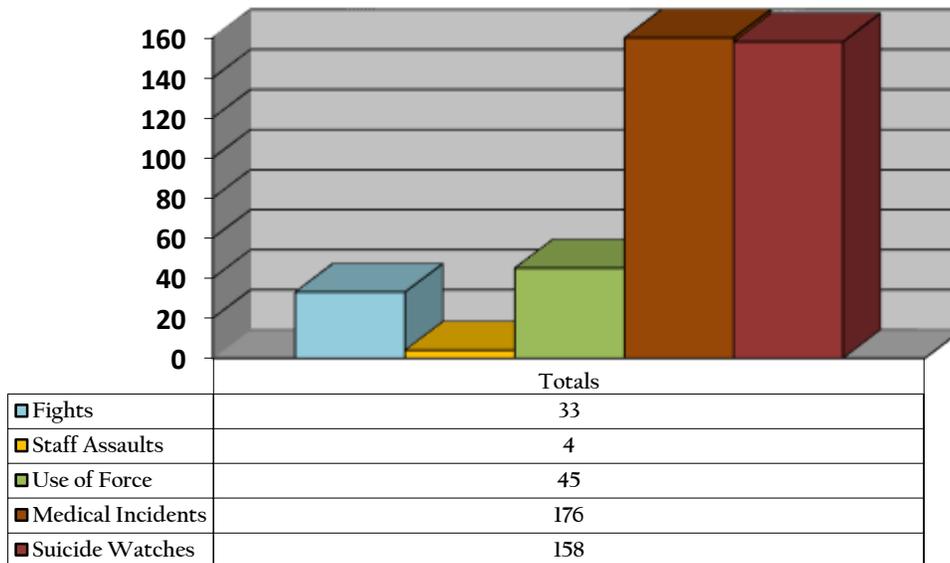
Performing these duties involves continuous searching, controlling, policing, guiding, and providing structure to the unstructured. During the fiscal year 2014-2015, the Officers of the Pamunkey Regional Jail successfully conducted 21,798 cell searches and 6,401 common area searches (an increase of 6% more than last year). Of these searches 11,678 netted Nuisance contraband items (an increase of 6% from last year). These searches also netted 30 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), 4 assaults on staff members, 45 uses of force (an increase of 10% from last year), and 176 recorded medical incidents (no change from last year). We initiated 158 suicide watches during this year (a decrease of 9 % from last year). We have not experienced an increase in the number of inmate fights; and there was no decrease in assault on staff. Uses of force and medical incidents remained relatively similar 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. A. Garthaffner
Ofc. M. Brooks
Ofc. J. Gray
Ofc. J. Turner

Sgt. D. Snead
Ofc. J. Allen
Ofc. M. Berumez

Sgt. T. Waddy Jr.
Ofc. D. Miller
Ofc. J. Waters

Sgt. D. Oakley
Ofc. J. Carlino
Ofc. C. Uerz

The Intake Process is the foundation of 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, collects the personal property of the individual being incarcerated, and inventories the property. The officer then generates a computer record on the individual by entering all pertinent charges, personal information, medical history, identifying scars, and marks or tattoo's.

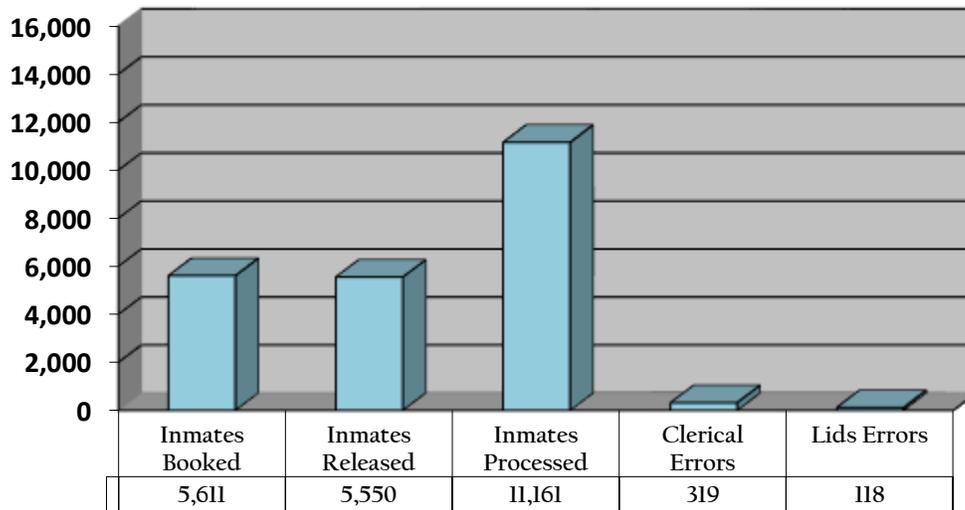
The accuracy of this information is vital to aide other LE agencies, as well as for the financials of the facility. Mistakes in this area can cost the facility money and place us in a liable state. Intake Officers are averaging an error rate below .01%. The errors that do get through are picked up in our double check system so that the facility has an almost non-existent error rate. Out of 11,161 inmate jackets

Intake/Booking (Continued)

processed, intake officers only had 319 clerical errors and 118 LIDS errors, of which all were corrected for 100% compliance.

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 fingerprints, 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 5,611 inmates, (which was a decrease of 30% from last year). They also processed for release, 5,550 individuals, (which was a 31% decrease from last year) without serious incident to officer or inmate. A total of 11,161 inmates were processed by intake in this fiscal year, for a total decrease of 30.9% 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 six (6) personnel waiting for the chance to join. The team currently consists of one (1) commander, one (1) team leader and six (6) members. The team experienced some cancellations 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 2014-2015 fiscal year, the ERT Team conducted four (4) 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 in the event a disturbance occurs.



Transportation



Transportation Personnel

Sgt. T. Berry
Ofc. T. Mould

Ofc. M. Grant
Ofc. J. Walker

Ofc. H. Overton
Ofc. A. Williams

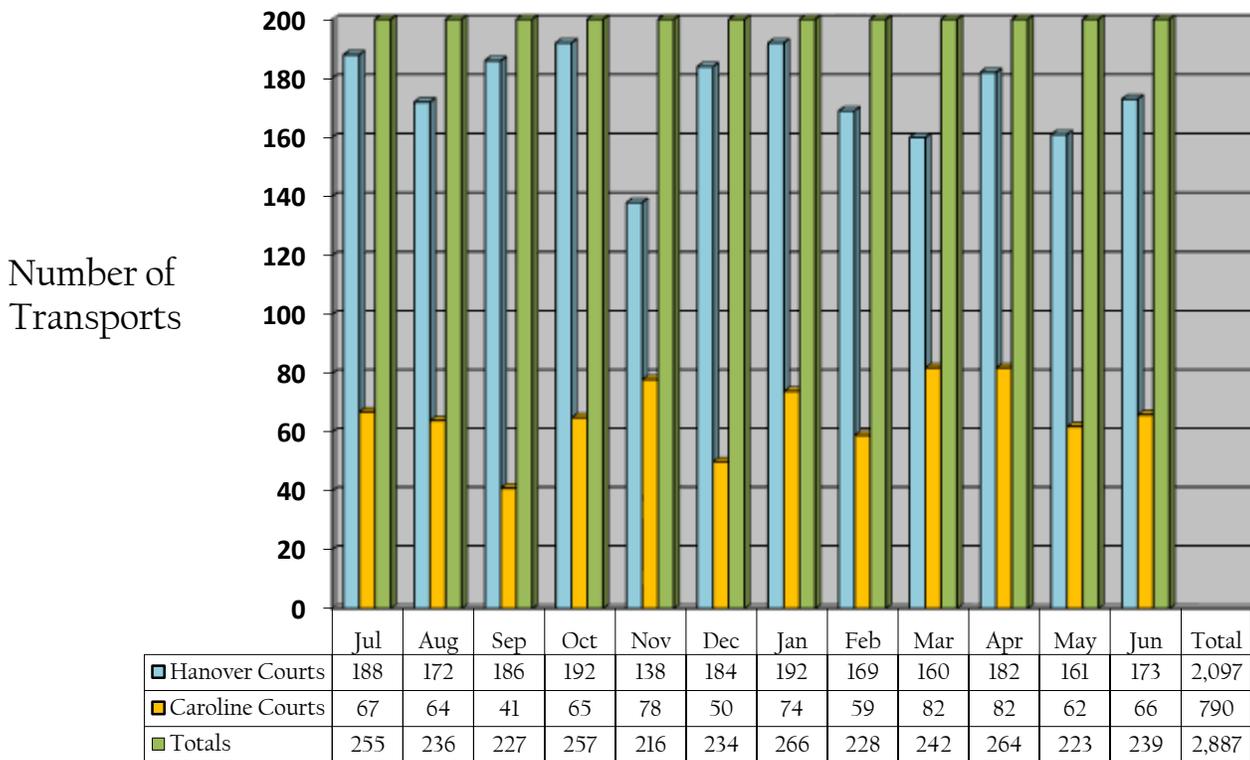
The Transportation Section of the Pamunkey Regional Jail consists of 1 (one) Sergeant and 5 (five) Officers. The Transportation Section provides safe and secure transportation of inmates to and from the Hanover and Caroline County courts, the Virginia Department of Corrections (D.O.C), the United States 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.

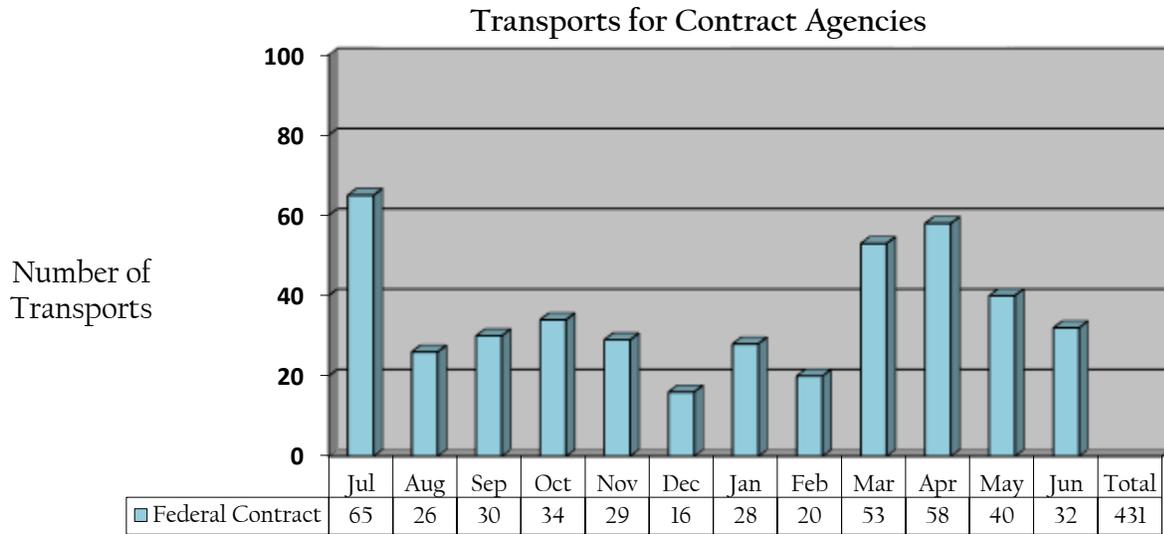
Transportation (Continued)

During this fiscal year the Transportation Section completed 2,097 transports to Hanover and 790 to Caroline for a total of 2,887 transports to local courts. Also conducted were 431 transports to Federal Court for the U.S. Marshals, 157 Medical Transports, 85 Department of Corrections turnovers, and 83 transports to various other agencies, for a grand total of 3,668 transports conducted without incident.

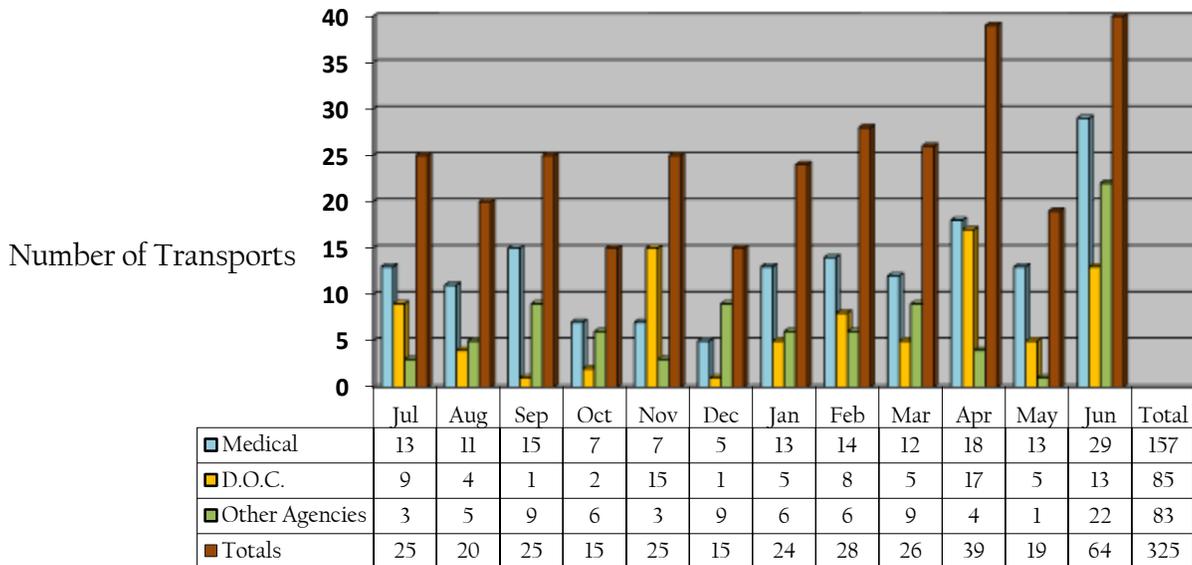
Transports for Local Agencies



Transportation (Continued)



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



Operations & Support Services



Officer Kathleen Morris-Harvey is the highlighted employee for the Operations and Support Services Division. Kathleen began her career here at Pamunkey Regional Jail on October 01, 2002. Since beginning her employment here, Officer Morris-Harvey has been assigned to several positions. Those positions include Housing Unit Officer, Female Special Management Officer, nightshift and dayshift Intake Officer, nightshift Visitation Officer and her current position as dayshift Visitation Officer.

During her tenure here at the facility she has proven to be not only an asset to the organization but to her community as well. She greets every visitor to the facility with the level of professionalism that the citizens of the member jurisdictions deserve. Due to her steadfast commitment to Pamunkey Regional Jail and her level of tact and finesse in her dealings with the families, friends and professionals that come to visit the confined, she is the highlighted employee for the Operations and Support Services Division.

Operations & Support Services Division

Major K.D. Hopkins
Operations & Support Services
Division Director

Captain M.A. Bennett, CJM
Operations & Support Services
Division Commander

Operations & Support Services Personnel

Lieutenant C. A. Boyle, Operations & Support Services

M. Agostino, Records & Classification Supervisor
L. Brazier, Records Clerk
S. Brooks, Records Clerk
E. Davis, Records Clerk
Officer A. Henley, Classification
Officer S. Fleischer, Classification

Sergeant K. Toliver, Training
Officer, T. Eckert, Training
Officer B. Smith, Programs
Officer T. Gurses, Mail
Officer K. Harvey, Visitation
Officer S. Hubbard, Visitation

Food Service Personnel

S. Nino, Food Service Director
V. Devkota, Food Service Assistant
K. Durette, Food Service Assistant

P. Platoni, Food Service Assistant
Z. Shabazz, Food Service Assistant
L. Smithers, Food Service Assistant

Maintenance Personnel

Lieutenant T. Tyree, Facilities Manager
Officer J. Agostino, Maintenance
Officer P. Duke, Maintenance
Officer R. Futrell, Grounds

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.

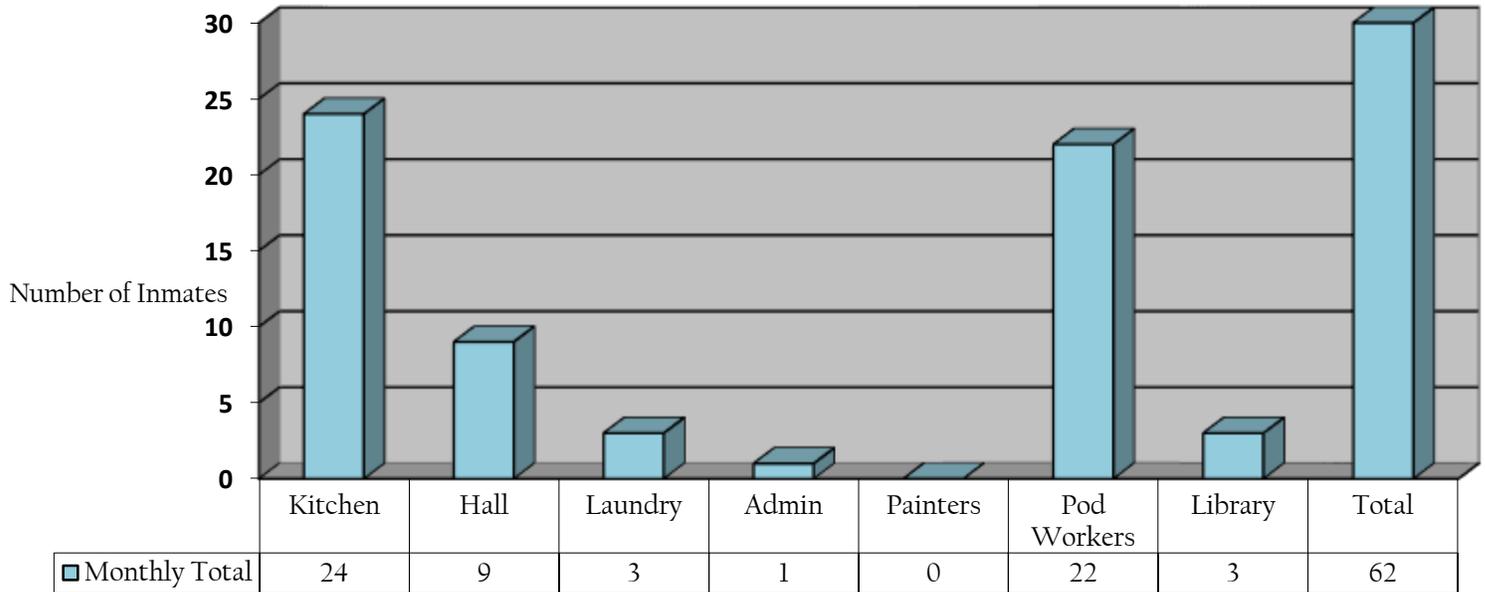
Before moving an inmate into general population, the Classification Officer is responsible for ensuring that all inmates have been tested and cleared of having tuberculosis. Once the inmate has been cleared by our medical department, the Classification Officer then determines where inmates will be housed based on an interview conducted within the first 72 hours of the inmate's arrival at the facility. Every 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 2014-2015 fiscal year, there were a total of 62 inmate workers assigned on a monthly basis throughout the facility.

In-House Inmate Workers



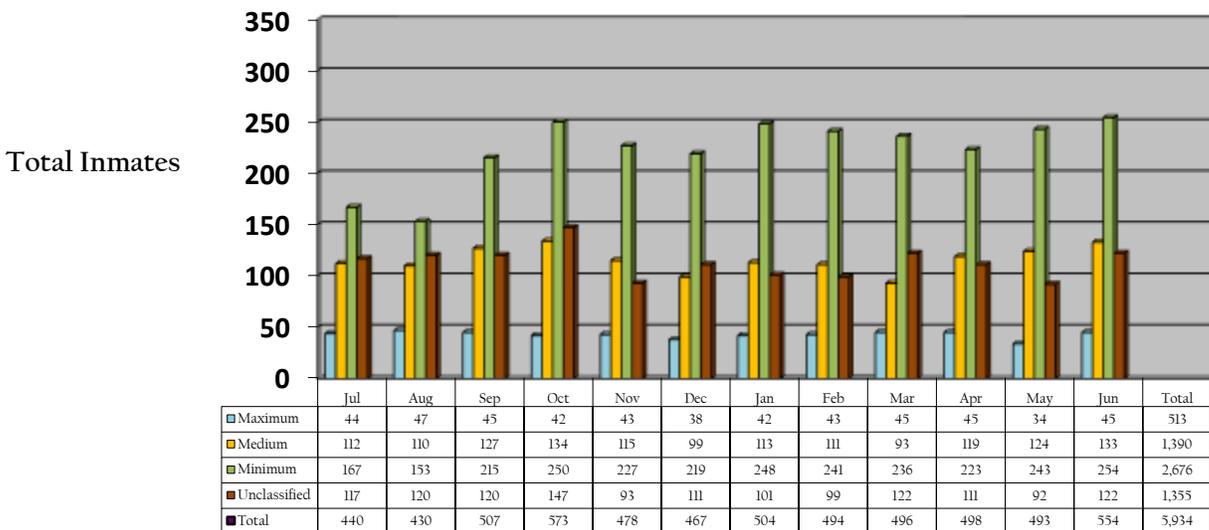
Classification (Continued)

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 must 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, 2014 thru June 30, 2015, **5,934** inmates were classified. Of that number of inmates classified, **2,676** were minimum custody, **1,390** were medium custody, and **513** were maximum custody. There were an additional **1,355** inmates processed into the facility that were not classified because they were released on bond, court order, or transferred to another jurisdiction.

Classification Statistics by Level of Security



Records

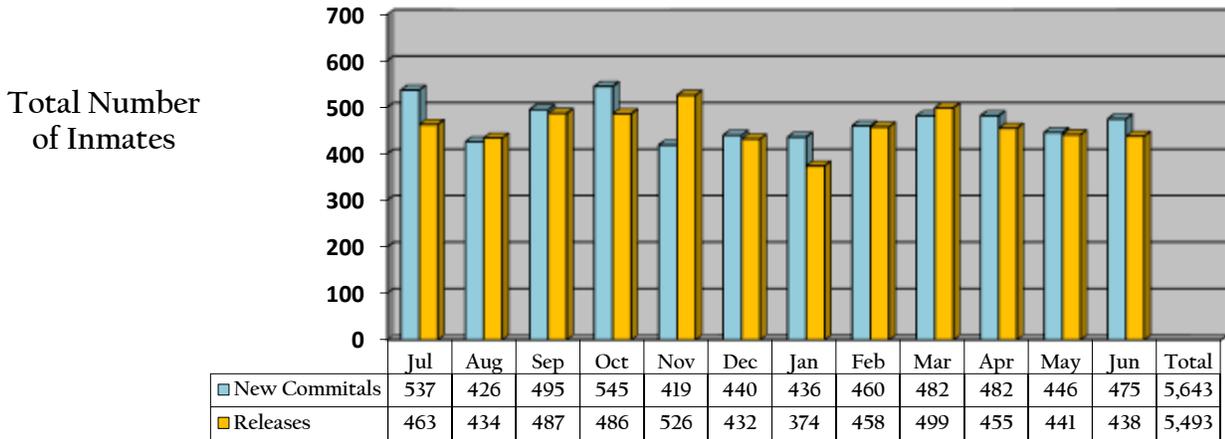
One of the most important sections in the jail is the Records Department. This department is responsible for entering all dispositions received from the courts, which determines if an inmate is eligible for release. The Records Department ensures that all court appointments are documented in the jail's 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 from July 1, 2014 thru June 30, 2015, the Records Department processed 11,172 inmate folders. Of those folders, 5,643 were new committals into the facility and 5,493 were inmates released from the facility.

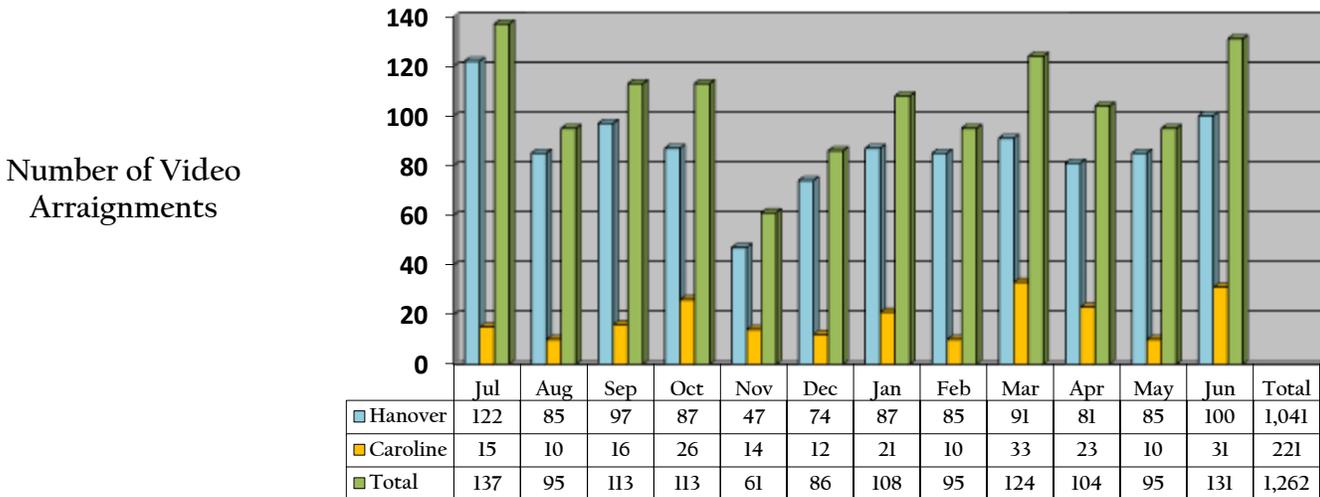


Records (Continued)

Inmate Files Processed



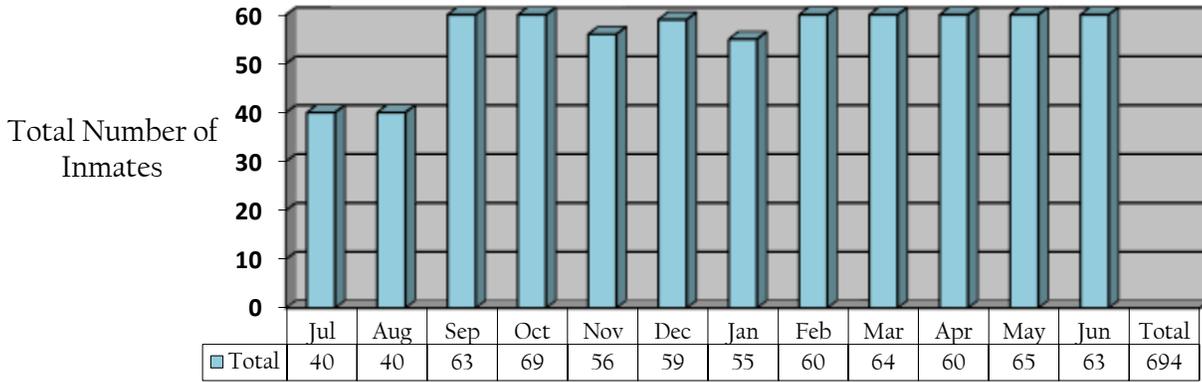
Video Arraignments Conducted



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 1,262 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 694 inmates housed here at Pamunkey Regional Jail in an “Out of Compliance” status.

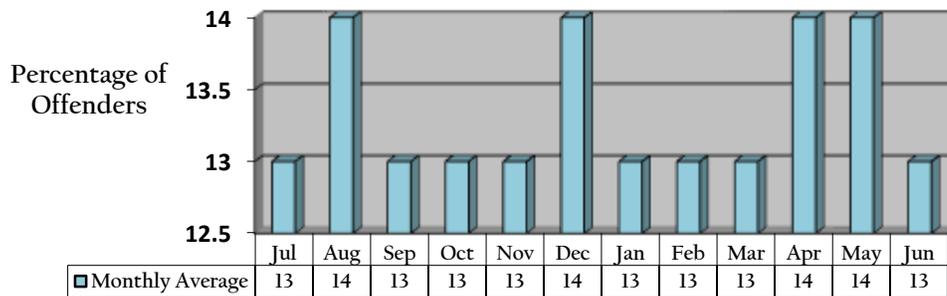
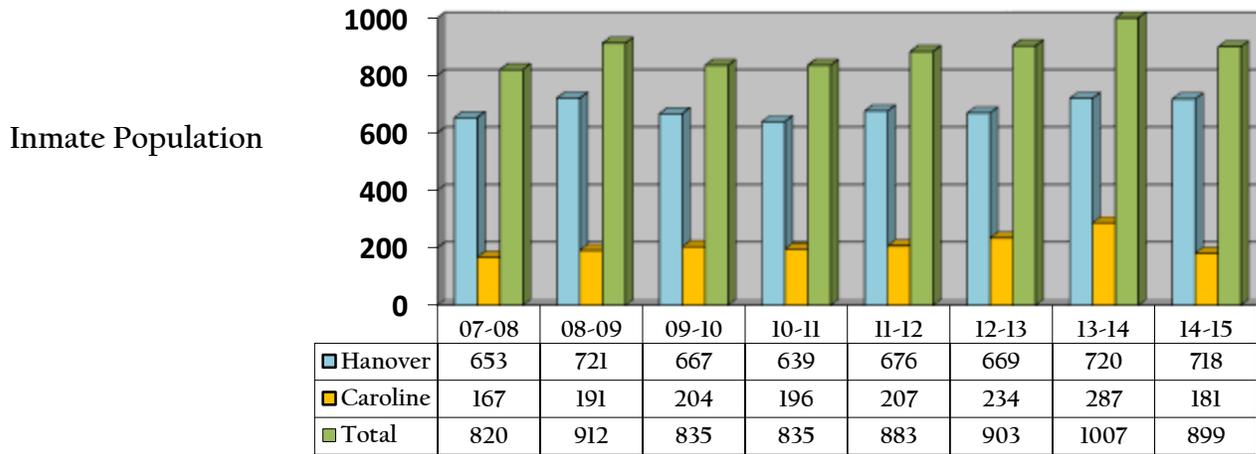
Local Inmate Data System (LIDS)

The primary goal of the LIDS Technician is to input and maintain inmate records on a daily basis while ensuring accuracy and integrity of data. Each inmate record is reviewed to ensure the correct inmate admission, release, and court data are 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



Maintenance Department

The goal of the Maintenance Department is to provide a safe, secure, and comfortable environment for all visitors, staff, and inmates. Once again, this was a very productive year for the department. The duties include: troubleshooting and complex maintenance work on building and kitchen equipment, conducting weekly facility inspections, and maintaining 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 in order to maintain operations of the facility at 100%. The Maintenance Department takes pride in not having any cells out of service. Through determination, dedication, and desire to go the extra mile, we have met that goal.

This department's staff consists of a one (1) Lieutenant, two (2) Maintenance Officers, and one (1) Work Force / Work Release / Grounds Officer. These four 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 Lieutenant 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 four highly skilled officers, in spite of the fact that our building is getting older with increasing maintenance repairs, we continue to meet the challenge.

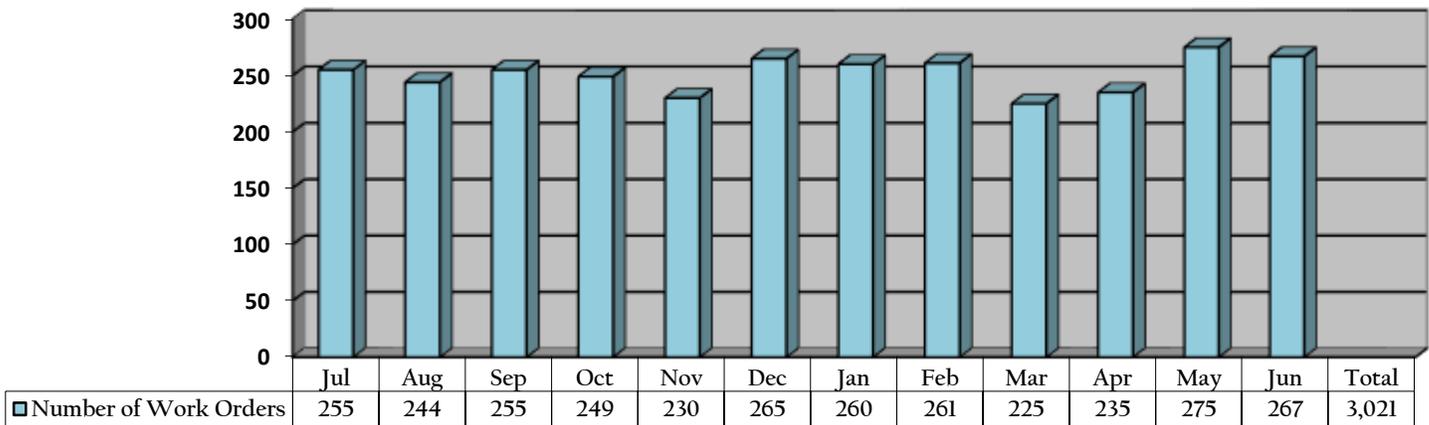


Maintenance Department (Continued)

The Maintenance Department 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. We are fortunate to have the knowledge to handle almost all building related situations. As a result of the 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. This is all accomplished while maintaining compliance with state, local, and federal building safety codes.

The Maintenance Department completed 3,021 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

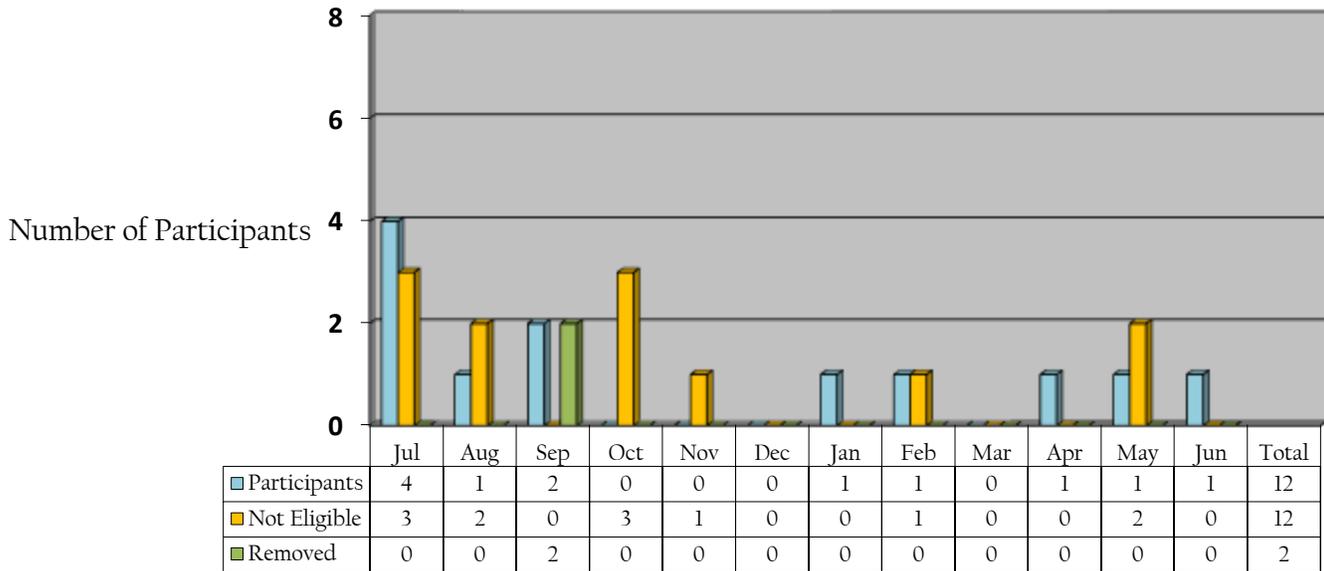


Work Release

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 in 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 to help reinforce and maintain good work habits. During this fiscal year twelve (12) inmates participated in the Work Release program. The facility collected a total of \$9,431 from inmates participating in the program to help offset the costs of their incarceration. Also during this fiscal year there were twelve (12) 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 2014-2015 only two (2) inmates were removed from the program for disciplinary violations.

Work Release Participation



Work Force

The Pamunkey Regional Jail has a sixteen (16) bed 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 that can be applied in the job market upon release. During the period of July 1, 2014 through June 30, 2015, 14,167 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 \$102,711 in labor costs.



Inmate Programs

The Pamunkey Regional Jail continues to offer a variety of programs and services to inmates who wish seek help or to further educate themselves. The Programs Department continuously seeks new programs and services to provide for the inmate population in addition to concentrating on improving existing programs.

Through partnerships with the Gospel Jail Ministry, Hanover County Department of Adult Education, Hanover County Public Schools 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.



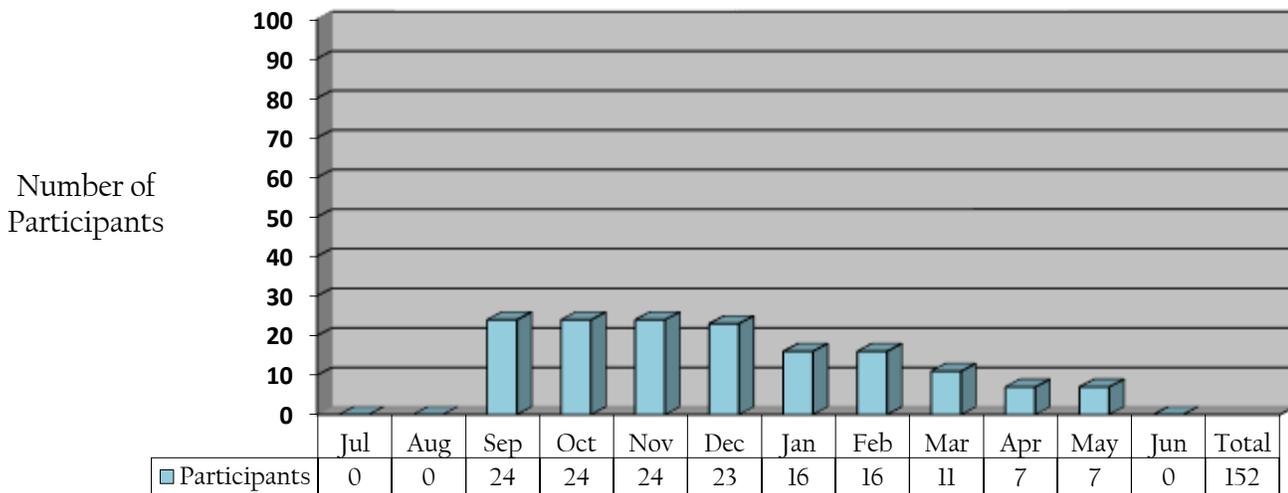
Inmate Programs (Continued)

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, 152 inmates participated in the program and two (2) 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.

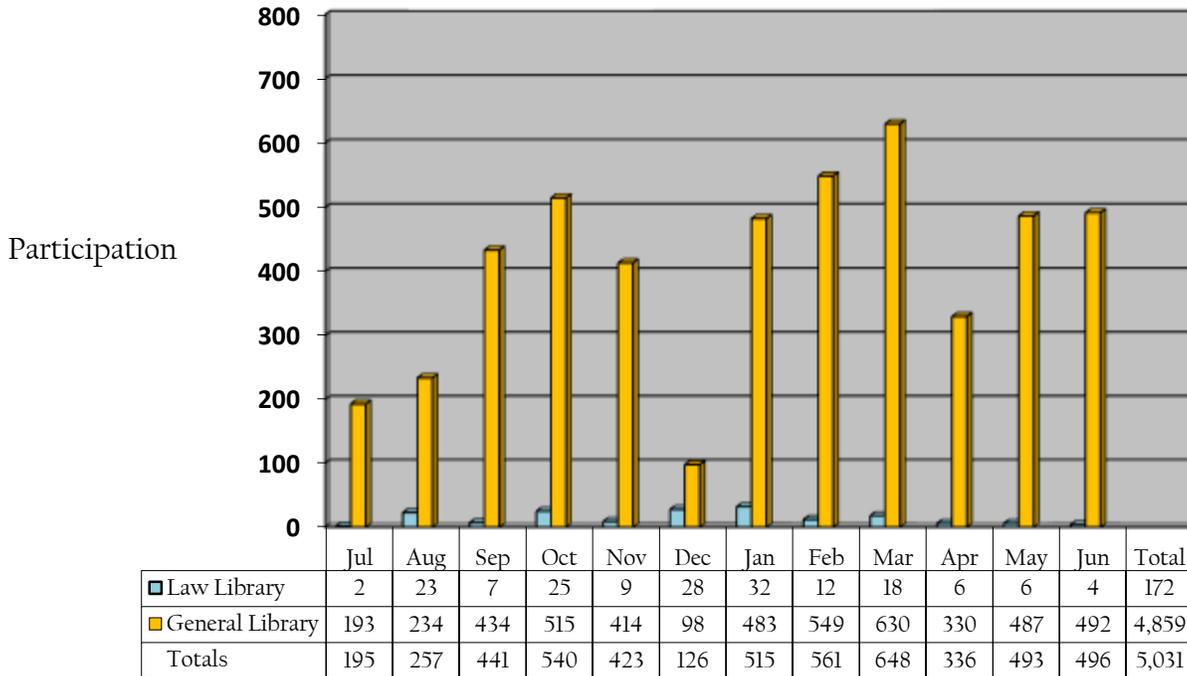
Inmate Programs (Continued)

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 172 times.

Inmates are offered general library services weekly. This fiscal year the library was utilized 4,859 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 5,031.

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.

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 Money Smart 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.

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

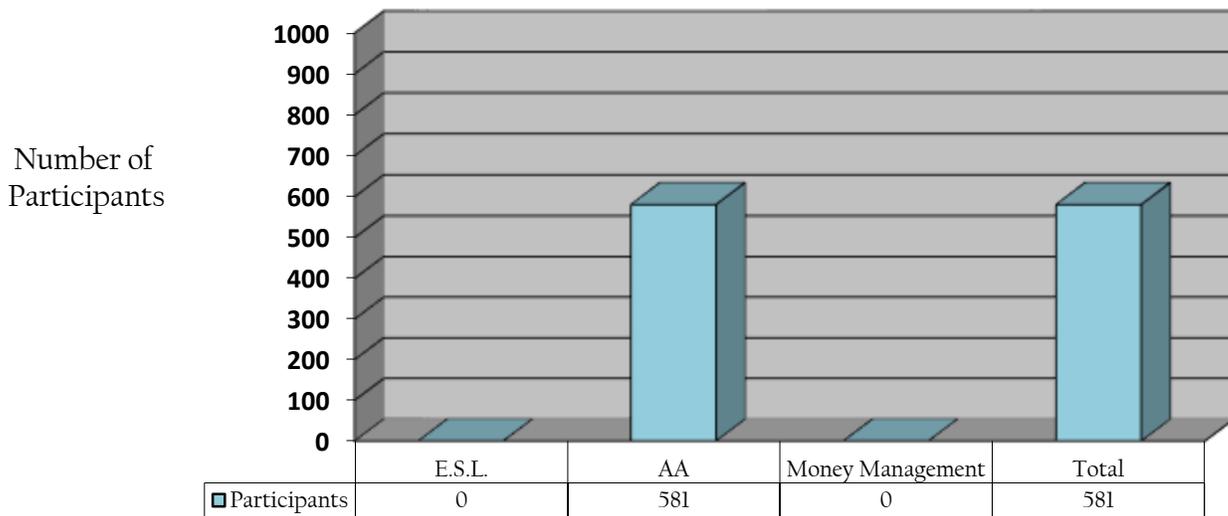
O.A.R. provides pre-release services to inmates at Pamunkey Regional Jail such as Alcoholic Anonymous/Narcotic Anonymous, Productive Citizenship, and employment assistance. Three days per week, an on-site counselor meets in a group setting or individually with inmates to assist with locating transportation, housing resources, and job readiness in order to prepare inmates to 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 **581** inmates participating this fiscal year. All of the facilitators for these groups have counseling experience and/or specific training.

Group Participation



Inmate Programs (Continued)

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 faith. Affiliated pastors of many other denominations are also available to inmates who seek spiritual guidance.



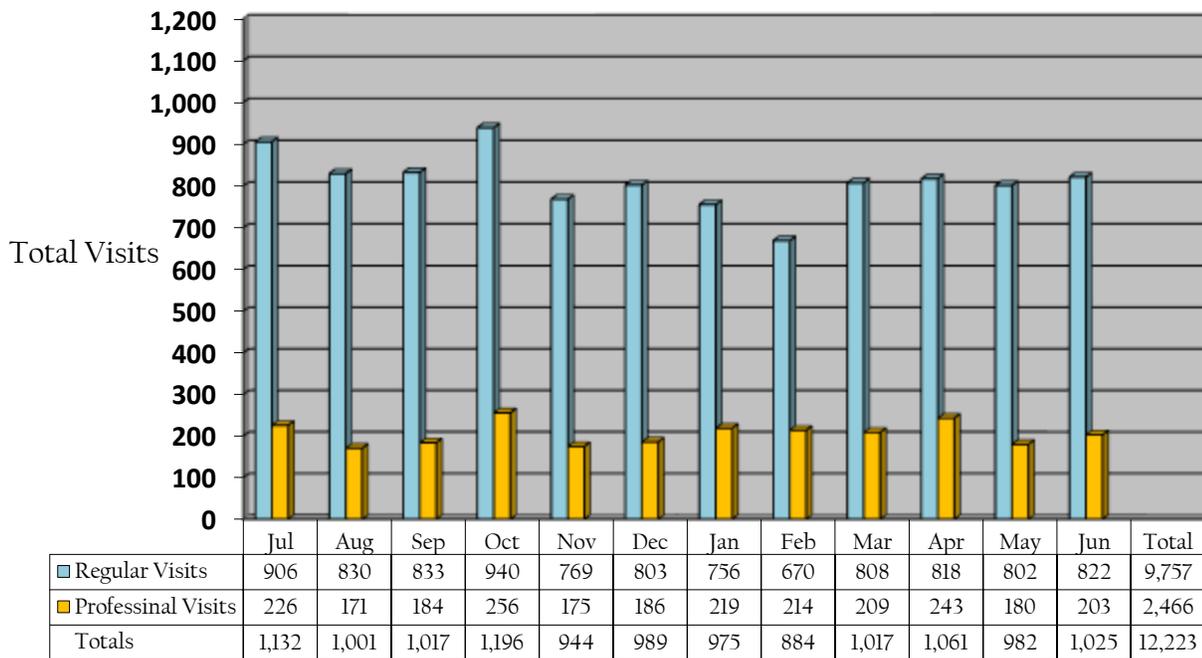
Inmate Visitation

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 may schedule two visits per week, they may only have one visit per day. The visits may 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 have 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, as required by law.

During the period of July 1, 2014 thru June 30, 2015, there were 12,223 visitors recorded at our facility. Of those visits, 9,757 were visits from family and friends and 2,466 were from attorneys.

Visitation Conducted



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 4th 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 4th Edition Performance Based Standards & Outcome Measures and received its fourth re- accreditation with the outstanding score of 100%.

The Standards and Accreditation Department began the task of going paperless in January of 2012. In October 2014 of this year, the first paperless American Correctional Association audit was conducted. This was our fifth re-accreditation process and our second outstanding score of 100%.

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.

Training

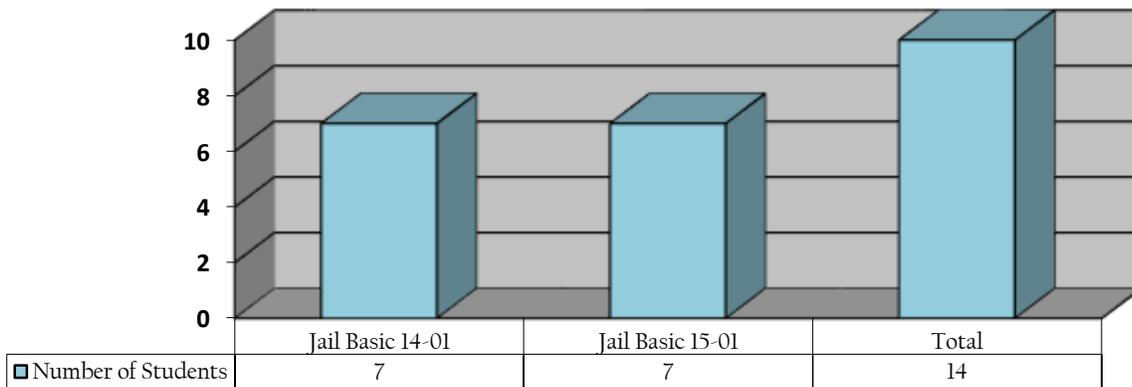
The Training Department is operated under the supervision of the Training Officer and the Training Sergeant. The Training Department is responsible for scheduling and conducting classes that benefit the facility staff and ensure compliance with DCJS and ACA requirements.

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 2014-2015, fourteen (14) officers attended and graduated the Jail Basic Academy.

Certified staff are required to complete twenty-four (24) DCJS hours every two years and forty (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, receive 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)

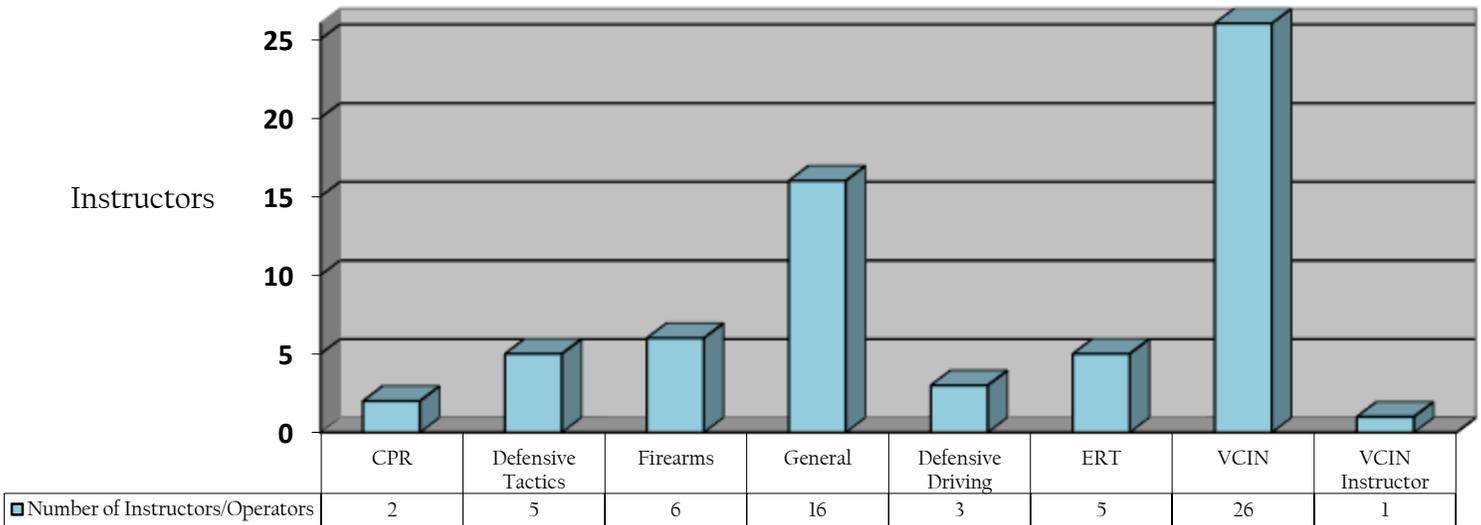
In addition to providing instruction, the Training Department is a source of information for the jail staff. Through the availability of a library of videos and books, staff has the opportunity to further their knowledge beyond the scheduled topics of instruction. The Training Department maintains communication 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 sixteen (16) General Instructors, six (6) Firearms Instructors, five (5) Defensive Tactics Instructors, two (2) American Health & Safety Institute First Aid / CPR Instructors, and 1 VCIN Instructor. The certification of two (2) new General Instructors and one (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 twenty-six (26) VCIN operators and has monitored a minimum of eight (8) hours a month of training for our five (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



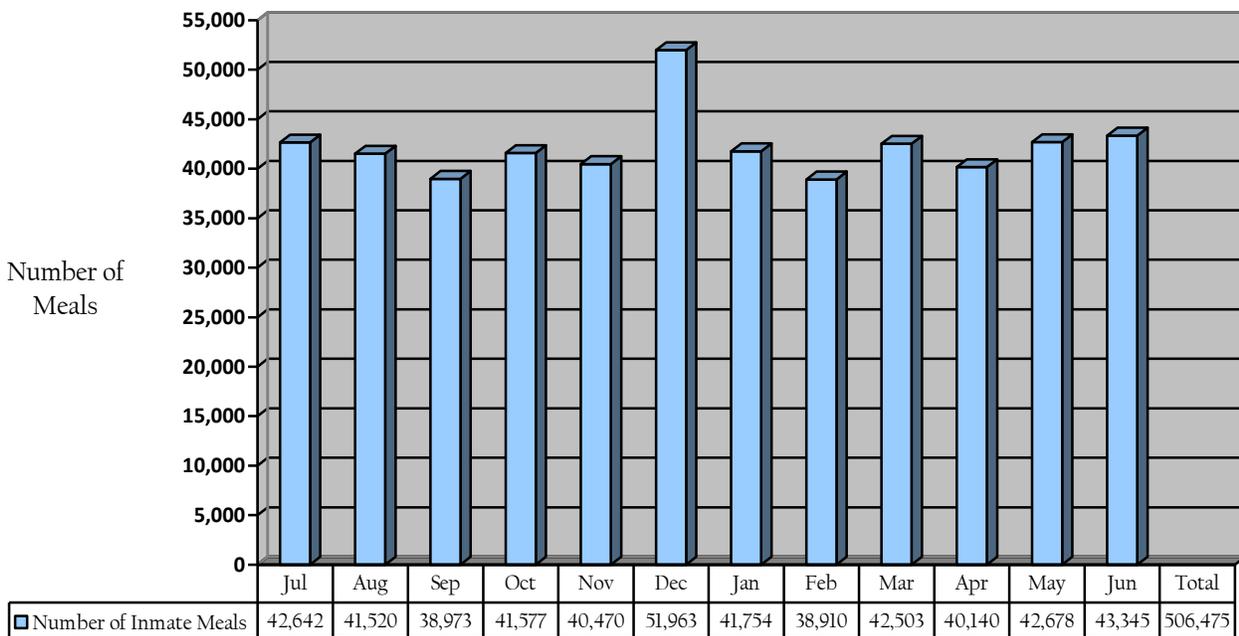
Food Service Department

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 2014-2015 fiscal year, the Food Service Department prepared **506,475** 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.

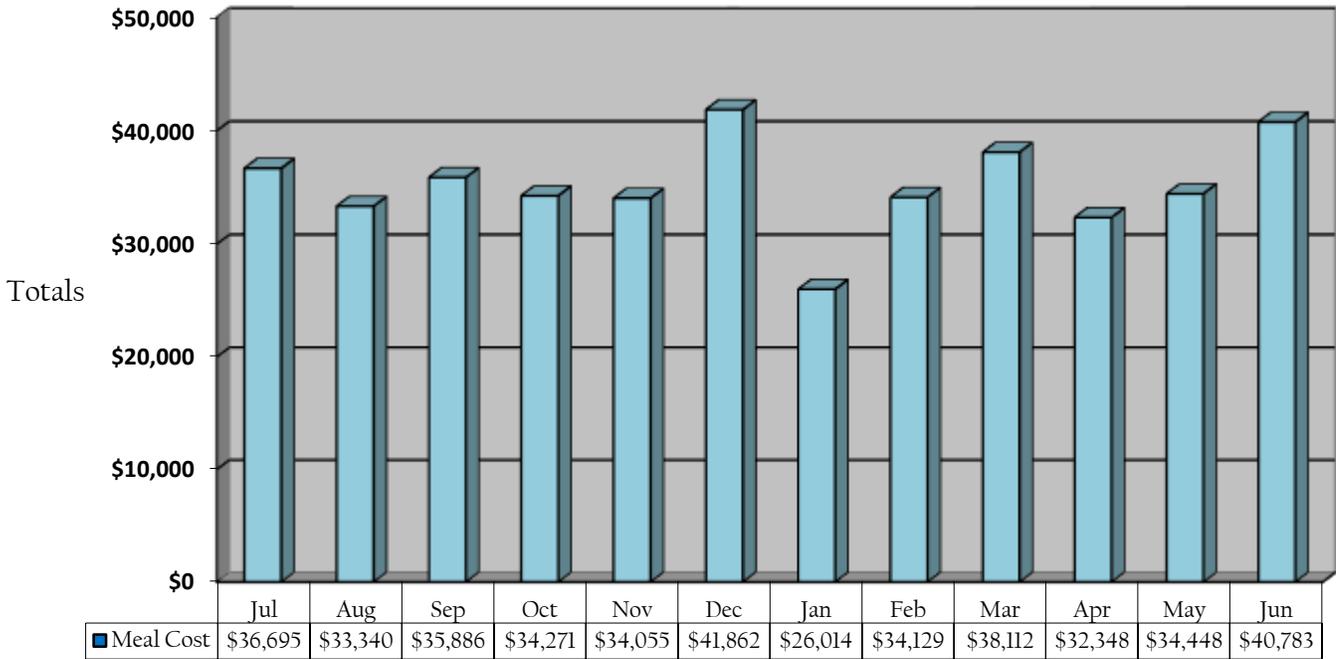
Under the guidance of the Food Service Director and her assistants, inmates volunteer to work in the kitchen in order to earn good time credit for every month of work. Good time earned in this capacity can reduce their overall sentence. Working in the kitchen also gives inmates the opportunity to learn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

Meals Prepared

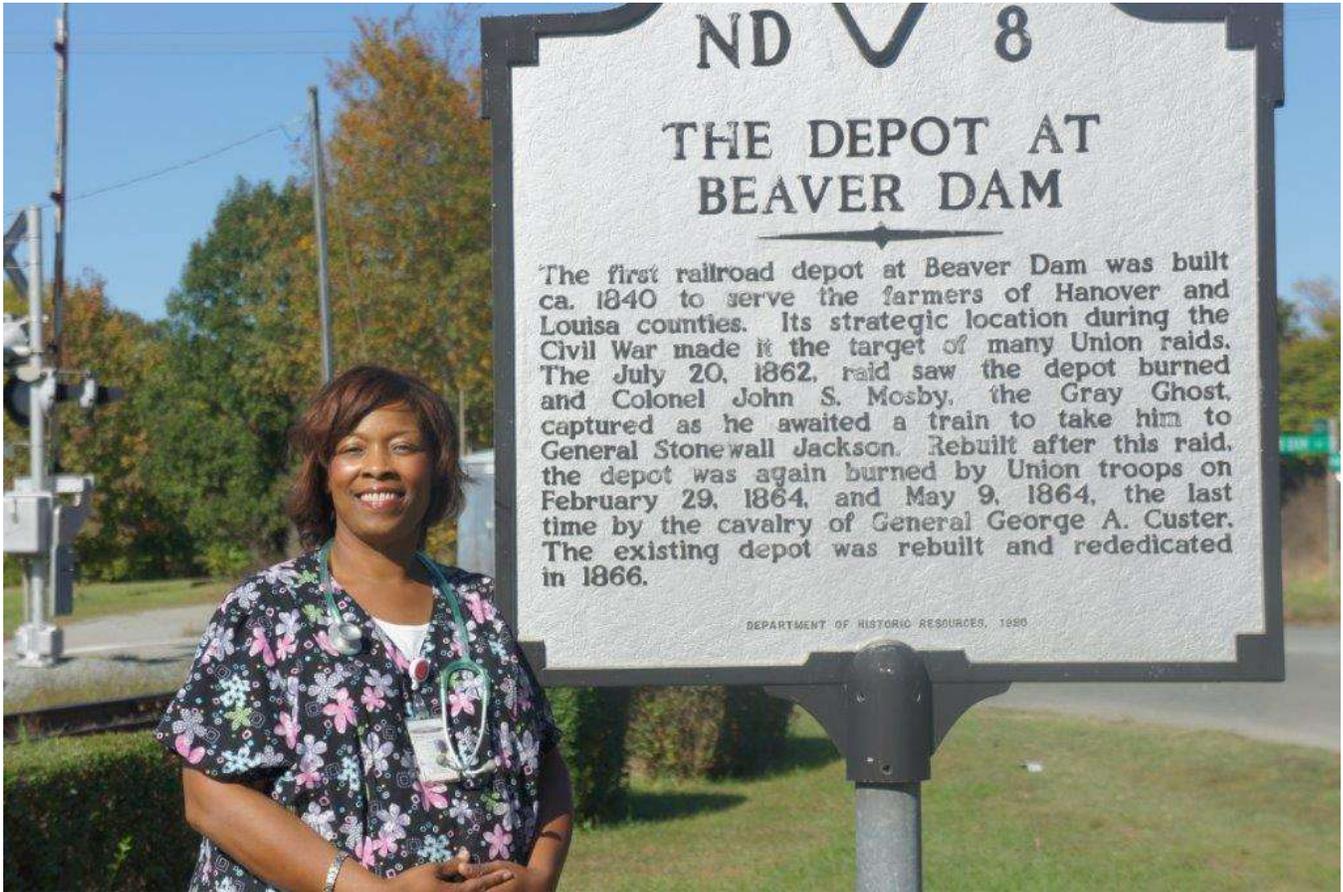


Food Service Department (Continued)

Cost of Meals



Medical



Registered Nurse, LaVerne Smith is the highlighted employee for the Medical Department. LaVerne joined the medical department March 1, 2014, in the position of Nursing Supervisor. LaVerne has a very diverse background in the field of Nursing with experience in Medical/Surgery, Telemetry, and Behavioral Health Nursing. She has over 20 years of management experience.

During her free time LaVerne enjoys trips to the Caribbean with her husband and children vacationing on the islands of St. Maarten, Aruba, Jamaica and the Bahamas. LaVerne plans to continue her education by pursuing her goal of becoming a Psychiatric Nurse Practitioner.

Medical Department

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

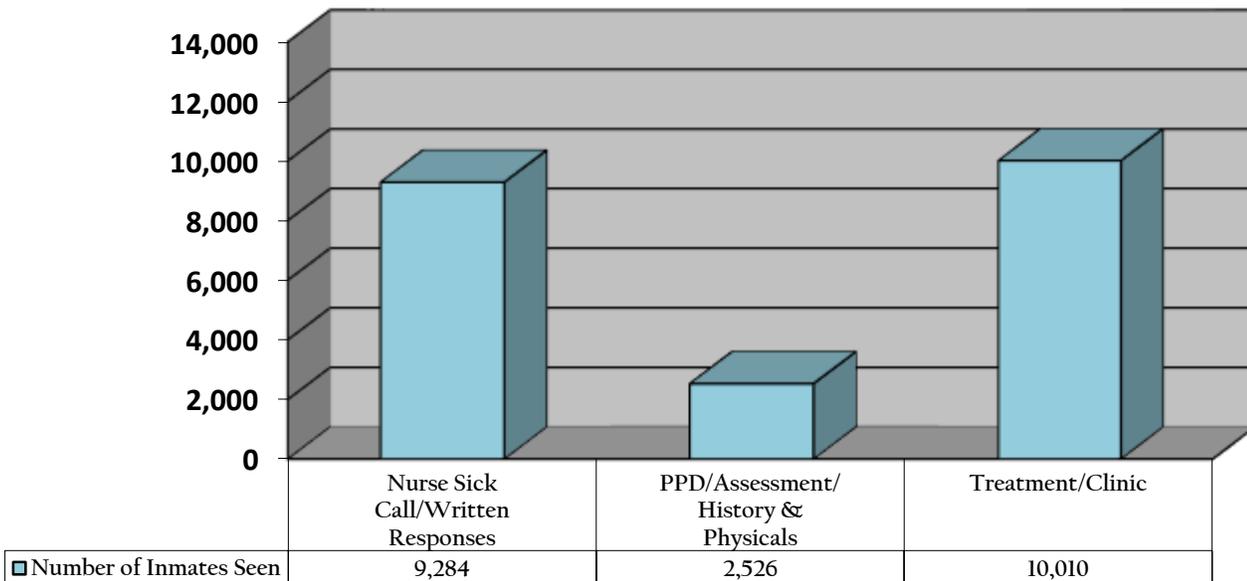
Medical Personnel

Cheryl Breder, EMT-B
Chuck Bise, LPN
Kenneth Evans, EMT-B
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, one (1) Medical Secretary, and one (1) Medical Officer.

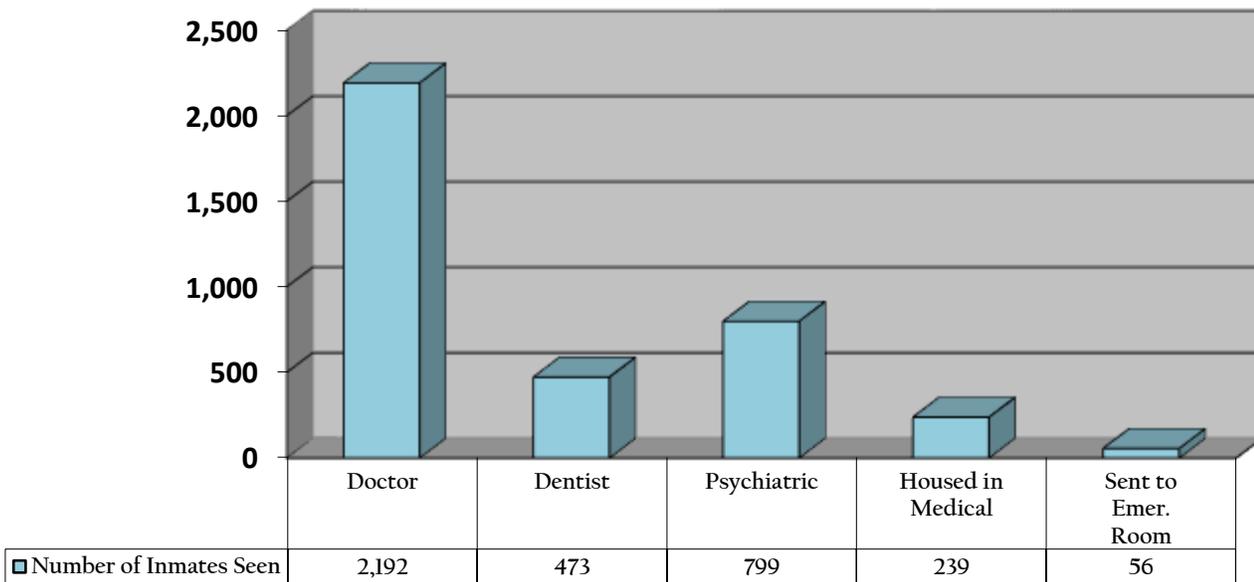
Daily operations include three (3) pill calls, sick calls, wound treatment clinics, blood pressure checks, and blood sugar checks as well as any emergencies that may occur. A Chronic Care Clinic and Women’s Clinic is held on a monthly basis. The Medical Department also coordinates with local hospitals 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 9,284. In addition, 2,526 PPD's / Assessments / History & Physicals were performed, as well as 10,010 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 2,192 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

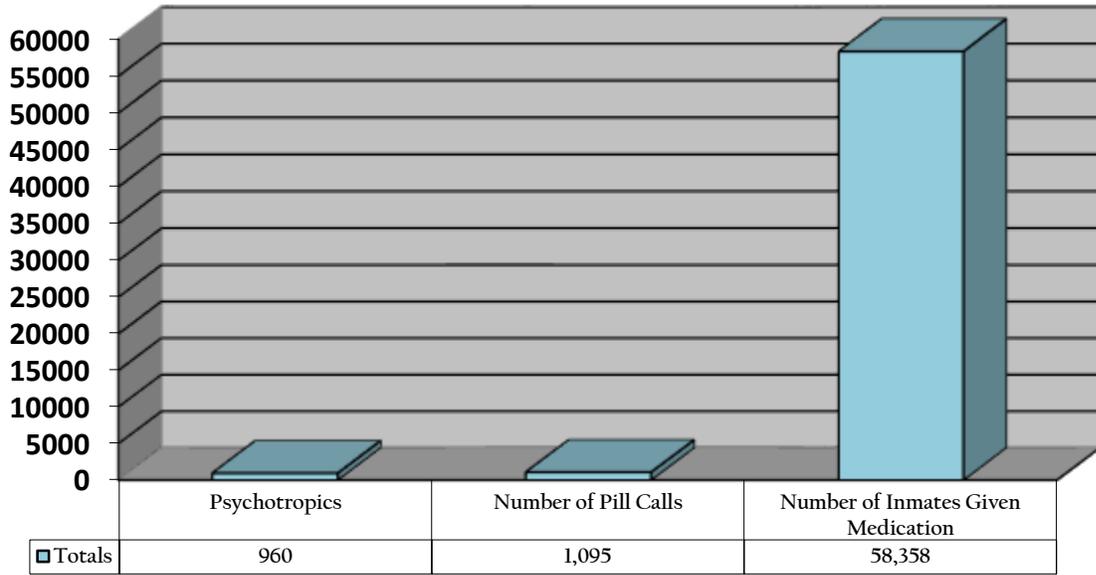


Upon the approval from the Superintendent and Dr. Sheets the Medical Department offers a “Keep on Person” (KOP) medication program allowing responsible inmates with minor health problems to keep medications with them in their cells and take them on their own as needed. During the period of July 1, 2014 thru June 30, 2015, 53,358 doses of medication were dispensed, either through Pill Call or the KOP program. We hope that giving the inmate some 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.

Employee of the Year



Officer Robert Futrell was selected as the Sworn Officer of the year for 2014 based on his hard work and dedication to the facility. He is a native of King William, VA who graduated from King William High School in 2005. Following high school, Officer Futrell began a career in golf course maintenance as a golf course Assistant Superintendent. While working in golf course maintenance, he pursued and was awarded his Associate's Degree in Business from Rappahannock Community College. Following college, Officer Futrell married and has settled in Hanover County.

In 2010, after five years in golf course maintenance, Officer Futrell was welcomed into the Pamunkey Regional Jail family. Since that time, he has been nothing but an outstanding employee! Every day he strives to set an example for the rest of the staff to follow. He comes to work with an up-beat attitude, willing to do whatever is necessary to make the facility the safest environment possible. Officer Futrell is an Officer that will go above and beyond what is asked of him just so he can help the rest of his shift have an easier day. He will voluntarily sacrifice his break times to do something for another officer. Officer Futrell always puts his shift's needs before his own, constantly asking what he can do for others.

Currently, Officer Futrell is continuing his education by pursuing a Bachelor's Degree in Business from Liberty University. Officer Futrell and his family carry a high regard for public safety, as both he and his wife are actively serving in Criminal Justice.

Virginia Association of Regional Jails 2015 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 11 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 2015 were Major M. Claveau, Lieutenant B. Hughes, Sergeant A. Garthaffner, Officer J. Agostino, Officer A. Bradley, Officer C. Martin, Officer L. Shelton, and Officer G. Yancey

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

Master Class: Sergeant A. Garthaffner- 1st Place, Major M. Claveau -2nd Place
Class C: Officer J. Agostino-2nd Place, Officer C. Martin-3rd 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 in addition to developing a respected reputation.