

PAMUNKEY REGIONAL JAIL

SUCCESS **T**EAMWORK **E**NTHUSIASM **P**RIDE



INTO THE FUTURE

ANNUAL REPORT

2005-2006

TABLE OF CONTENTS

Message from the Superintendent.....	1-4
Mission Statement.....	5
Facility Overview.....	6

ADMINISTRATION DIVISION

Personnel.....	7-8
----------------	-----

OPERATIONS DIVISION

CLASSIFICATION.....	9-10
RECORDS.....	11-13
TRANSPORTATION.....	14-15

SECURITY DIVISION

SECURITY.....	16-17
EMERGENCY RESPONSE TEAM.....	18

SUPPORT SERVICES DIVISION

PROGRAMS.....	19-25
VISITATION.....	26
SYSTEMS ADMINISTRATION.....	27
COMMISSARY.....	28
FOOD SERVICE.....	29-30
MEDICAL.....	31-33
MAINTENANCE.....	34-35
WORK RELEASE/WORK FORCE.....	36-37
TRAINING.....	38-39

STANDARDS AND ACCREDITATIONS

JAIL ACCREDITATION40

EMPLOYEE RECOGNITION

EMPLOYEES OF THE YEAR 41-43
VARJ 2006 PISTOL TOURNAMENT44
STAFF RETIREMENT45

PAMUNKEY REGIONAL JAIL

2006 ANNUAL REPORT

A message from Superintendent James C. Willett:

I am pleased to present Pamunkey Regional Jail's 2006 Annual Report. The Pamunkey Regional Jail is a state-of-the-art facility with a housing capacity of 435 inmates. The jail opened on March 1, 1998 and serves the counties of Hanover and Caroline as well as the Town of Ashland. The total area of the jail is 127,000 square feet and includes fourteen housing units.

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

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

One of the most important endeavors pertaining to staff development is our Career Development program. The Career Development program is in its fifth year now and continues to grow as more Officers reach the level of qualifications required for the program. Under the provisions of the program, officers who receive additional training, which is beyond what is required by the facility, will qualify for a pay increase. This provides valuable incentives for dedicated employees and will further accomplish the goal of improving staff morale. Currently, we have 5 officers in the career development program.

Another example of our dedication to staff development is our continuing program of recognizing staff for performance and special achievements. This program also boosts morale and fosters good working relationships between staff members. We present **Officer of the Quarter, Officer of the Year, and Civilian of the Year** awards for employees who have demonstrated a very high level of performance. Our **Merit and Service Awards** recognize staff with 3, 5, 10, 15, and 25 years of service. This year we awarded 11 three-year service ribbons and 6 stars for five years of service. In our security division we have a total of 52 officers. Only 14 of these security officers are non-certified, this proves that our officer base is staying and growing with the facility. These numbers are reflective of the leadership and guidance of the PRJ management team.

A recognition program through the Pamunkey Regional Jail Newsletter has also been put in place and has been very effective for morale among the employees. The individual officers enjoy recognition for their accomplishments on the job.

The Pamunkey Regional Jail **Emergency Response Team** program has continued successfully. Training for these officers is ongoing. This fiscal year, the Emergency Response Team started with only 8 members, which quickly increased to a 12-member team.

We have also sponsored several officers in the VARJ shooting tournament. The officers proudly displayed the skills they developed at PRJ. We have secured a first place trophy in Class A and also managed a first place trophy in the Class B shooting competition. This event develops pride in the facility as well as respect from other facilities.

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

During 2005-2006, we had 12 officers graduate from the **Jail Basic Academy** and currently have the remaining 14 uncertified scheduled for various academies throughout the fall, and early spring.

We conducted civilian **CPR and First Aid** training sessions. This training was made available to all civilian employees at the Pamunkey Regional Jail. This allowed our civilian staff to become certified in case of an emergency and it gave them valuable knowledge they may need in case of emergencies outside of the facility.

The “**Quality Challenge Coin**” program has been a great success. The coins were made especially for our facility to express our appreciation to our employees. All coins are engraved with a number and each employee’s number will be assigned permanently to them. 219 coins have been presented to employees. It is my hope that these coins will be a symbol of pride for each member of our team.

In conjunction with Jostens Company, we instituted the “**Jail Rings**” program. This enabled officers to purchase rings that were specifically designed for Pamunkey Regional Jail. As an ongoing token of our appreciation for the hard work and dedication shown by our employees, the officer chosen as “Officer of the Year” and civilian chosen as “Civilian of the Year” receive one of the rings.

The facility has also taken steps to ensure that our **ACA Accreditation** is maintained. The facility was **Re-Accredited** in January 2006. Completing the process to become accredited and the efforts necessary to maintain the accreditation have made a tremendous improvement in our facility performance. Keeping up with the many ongoing requirements to meet each standard has required us to address all services, programs, and operations. The standards cover every aspect of the jail, including administrative and fiscal controls, staff training and development, physical plant, safety and emergency procedures, sanitation, food service, and rules and discipline. Maintaining our accreditation is a high priority, making 2004-2005 extremely busy. We have continued to use our “**Master Standards File**” which enables us to recognize missing documentation from each of the 384 files that must be in compliance with the ACA standards. This master standards file has given us an at-a-glance look at what is needed from each area of the jail in order to be in compliance. Each file is reviewed on a quarterly basis and updated with necessary documentation. In addition to the “Master Standards File”, detailed inspections of the facility are completed on a weekly basis by Command Staff to ensure the sanitation exceeds what is expected.

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

This past year has proven to be another busy, yet successful year for Programs. New programs such as Weekender Community Trash Pick-Up Program and Offender Reentry Program have been implemented. The Culinary Arts program as well as the IT program continues to be of great interest to the inmate population.

We continue to improve our services to the inmate population through the use of library services, legal reference materials, CARE coalition visits, church services, bible study, AA groups, barber services and Offender AID and Restoration. A new service that is offered to the INS population will be visits by Embassy representatives. These representatives have the opportunity to visit the facility and inspect the living areas according to Federal Detention Standards.

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

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

To maintain a “proactive approach”, several issues were addressed in the Maintenance Department to improve the physical plant, safety and sanitation of the facility. Our preventative maintenance program continues to help maintain our equipment in good working condition, saving us money and limiting our time spent on repairs. During this fiscal year, we have replaced our propane lines due to several leaks that were found. This repair has resulted in a decrease in propane usage for the facility. The Maintenance Department also provided new sign posts and landscaping improvements which added to the overall appearance of the facility.

Our efforts have also increased in building a stronger relationship with outside / user agencies. The outside workforce continues to be an asset to our user agencies and the community by participating in various work projects throughout the county. This generates a substantial monetary savings for our user jurisdictions and gainfully employs the inmate workers. This gives our inmate workers the opportunity to learn skills that will be useful when they return to society.

We have continued to support the Bureau of Immigration and Customs Enforcement by assisting them with the transportation of detainees from their detention facility to Pamunkey Regional Jail for housing. In addition, we developed a stronger relationship with the various Sheriff’s Offices throughout the Richmond area by assisting them with transports to other jurisdictions.

We have 21 certified **VCIN/NCIC** operators to perform criminal records checks. This helped to alleviate the workload of Hanover Communications personnel by allowing our personnel to perform warrant checks on offenders prior to being released from the facility.

During 2005-2006, we performed facility tours for Hanover Communications and Hanover Social Services to increase public awareness and give insight into the workings of the jail facility.

In the area of **financial/budgetary** accomplishments, we also had a successful year. I am extremely proud of the fact that our facility had received the Government Finance Officers Association (GFOA) **CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING** for the third year. This is the highest form of recognition in governmental accounting and financial reporting. Its attainment represents a significant accomplishment by an agency and its management.

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

FY05 - Budgeted to collect \$836,230 - Collected \$1,986,629

FY06 - Budgeted to collect \$456,250 - Collected \$1,611,151

In FY 06, \$70,000 was returned to the localities. This amount has helped the localities that owed for debt service true up at the end of the year. The total budget surplus amount for FY06 was \$741,464, which is in addition to the \$70,000 returned to the localities.

This year we have continued to strengthen our presence in the community by volunteering to assist in two (2) Special Olympics fund raisers with Richmond Harley Davidson, and participating in various projects such as Adopt-a-Family and Habitat for Humanity.

Also in this category is an event that served a very worthy cause. The fourth annual Gospel Jail Ministries Golf Tournament was held on May 3, 2006 at The Crossings Golf Course. This tournament enabled us to raise over \$1,400 for this very important part of our operation.

It brings me great pride to see growth and improvement in so many areas of the facilities operation. I would like to thank Mark A. Gooch, who announced his retirement from the position of Superintendent of the Pamunkey Regional Jail effective October 1, 2006. Mark Gooch began his career at the Pamunkey Regional Jail as a Captain of Administration and Support on April 1, 1996 and was appointed to position of Superintendent on May 8, 2000. All of the honorable accomplishments detailed in this Annual Report could not have been done without his leadership and dedication to the facility during his tenure.

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

Sincerely,

James C. Willett
Superintendent

MISSION STATEMENT

The Pamunkey Regional Jail is but one part of the criminal justice system serving the citizens of Hanover County, Caroline County and the Town of Ashland, Virginia. We recognize that each segment of that system impacts the nature and size of the jail population. We endorse, to the extent consistent with the primary goal of public safety and security, the development of alternatives to incarceration (such as community service, electronic monitoring, and home incarceration) as an integral part of the Pamunkey Regional Jail's criminal justice system. The jail facility must also serve the needs of all user agencies and individuals, including prisoners, staff, law enforcement, the courts, attorneys and community organizations.

The Pamunkey Regional Jail will serve as the intake center for unsentenced misdemeanor and/or felony inmates and as an incarceration facility for sentenced offenders. It will provide facilities for the detention of both sentenced and unsentenced prisoners in a minimum, medium and maximum-security environment. All facilities will provide housing and services of equal quality for all classes of inmates.

Security

The jail will provide sufficient security to prevent escapes by foreseeable means. Security will be maintained by assignment of inmates to minimum, medium, or maximum security based upon the application of a thorough and rational classification and assignment system.

Safety

The protection of the public, staff and inmates in their person and property will be the highest priority when operating the Pamunkey Regional Jail.

Services

The Pamunkey Regional Jail will strive, as a goal, to ensure those confined are no worse off upon release than they were prior to their incarceration. The achievement of this goal is to be promoted by staff through the humane and dignified treatment of prisoners, along with adequate space, privacy and personal necessities, provisions for adequate exercise, visitation and access to services of outside agencies. The facility will provide the provisions for programs and services to promote self-development and religious worship.

In order to aid with future management of the Pamunkey Regional Jail, provisions will be made for routine collection of data pertinent to persons served by the facility. This data will include, but not be limited to, type of offense, sentencing status, length of stay in jail, and effectiveness of inmate programs. This information will be evaluated by the administration on a regular basis and will be utilized to improve operational standards whenever necessary.

FACILITY OVERVIEW

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

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

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

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

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

ADMINISTRATION



MAJOR J.C. WILLETT DEPUTY SUPERINTENDENT

ADMINISTRATIVE PERSONNEL

CRYSTAL L. WILLETT, ACCOUNTING MANAGER

REBECCA SEARCH, ACCOUNTANT

NANCY ROBERTS, ACCOUNT CLERK III

CINDY DYKES, EXECUTIVE SECRETARY

KIM HICKS, PERSONNEL ANALYST

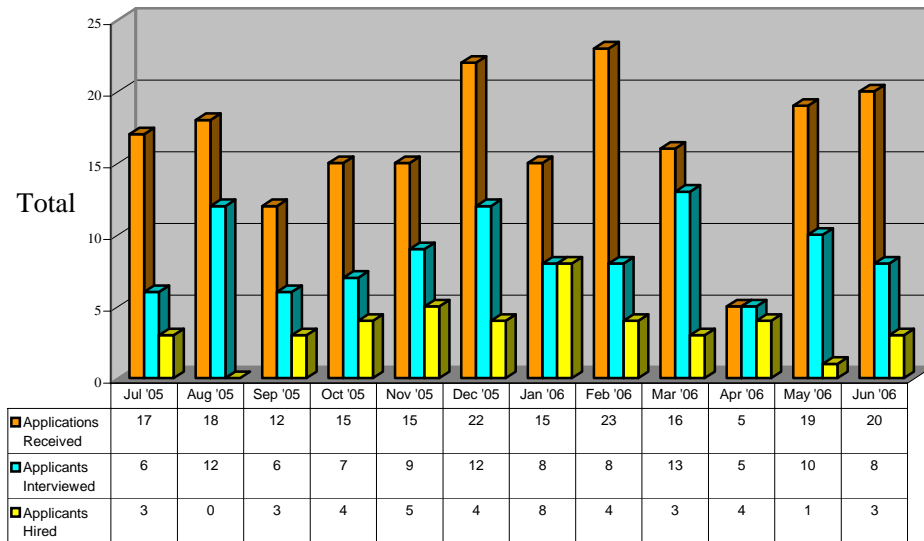
ADMINISTRATION DIVISION

PERSONNEL

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

The Accounting Manager oversees the daily operations of the Personnel Department by supervising and assisting each with their various responsibilities. 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 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.

Application Statistics



PERSONNEL (Continued)

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

The Career Development Program that was developed last year has been a success. At the present time, there are five officers at the Officer First Class Level.

The Pamunkey Regional Jail staff participated in two Christmas charity projects for 2005. They helped out by donating items for Operation Shoebox, a program to support needy children in Caroline County as well as holding our own "Adopt-A-Family", a way to provide gifts and support to three (3) families in Hanover and Caroline Counties. This was a great way to bring out the best in our staff. In addition, each spring the Pamunkey Regional Jail holds an annual Employee Picnic to thank our employees for their hard work and dedication. This is preceded by an awards ceremony where employees are recognized for their outstanding service and longevity.

OPERATIONS



CAPTAIN M.A. BENNETT OPERATIONS DIVISION COMMANDER

OPERATIONS PERSONNEL

SERGEANT L.B. PRYOR, RECORDS & CLASSIFICATION

SERGEANT J.G. SCKINTO, TRANSPORTATION

OFFICER E.A. AWAD, RECORDS

OFFICER T.R. WADDY JR., RECORDS

OFFICER K.R. TOLIVER, CLASSIFICATION

OFFICER T.D. BERRY, TRANSPORTATION

OFFICER B.R. BURGESS, TRANSPORTATION

OFFICER M.A. GAMBILL, TRANSPORTATION

OFFICER M.W. MCCAULEY, TRANSPORTATION

OFFICER H.L. WATTS, PROPERTY

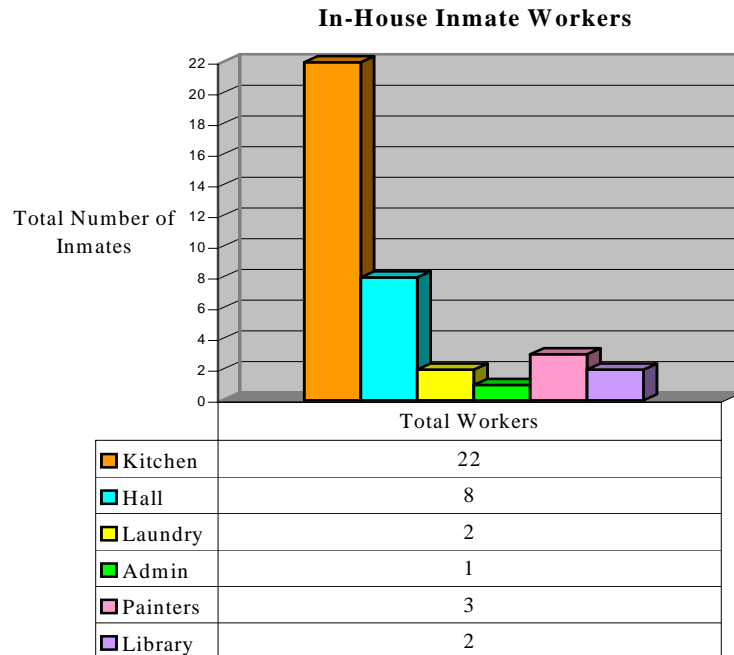
OPERATIONS DIVISION

CLASSIFICATION

The Classification Sections primary goal is to ensure that offenders are classified in an appropriate manner to meet their institutional needs. Inmates; depending on the nature of their charges, and criminal histories; are classified into three different custody levels, Maximum custody, Medium custody, and Minimum custody.

Inmate classification determines the housing, supervision, and program needs of the offenders. Inmate classification also aids staff in providing effective levels of security. Inmates are re-classified every sixty (60) days following their initial classification or immediately upon status change (disciplinary, new charge(s), or sentence).

The classification section works hand in hand with Security personnel to provide the facility with inmate workers. Inmate workers maintain the facilities cleanliness standards, and food service standards in accordance with the American Correctional Association, and the Virginia Department of Corrections. Classification personnel solicit feedback from Security personnel while determining an inmate's eligibility for worker assignments. By doing so the classification section continues to provide quality workers for interior and exterior projects that not only benefit the facility, but the community as a whole through road and highway beautification projects, Public Works projects, and Parks and Recreation projects.



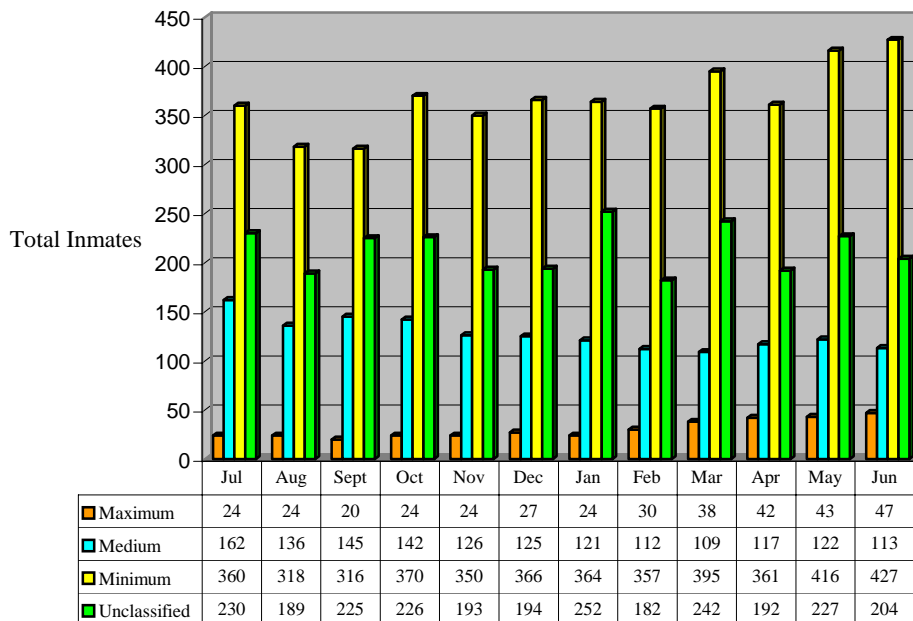
CLASSIFICATION (Continued)

The Pamunkey Regional Jail classifies inmates based on three separate custody levels. Minimum custody is the least restrictive level and maximum custody is the most restrictive level. Inmates classified as minimum or medium custody can hold worker positions inside or outside of the facility. The National Institute of Corrections has developed the criteria for a point scale system that the facility utilizes to determine custody levels. This point scale system has proven to be a highly successful tool in the process of inmate classification.

There are procedures in place to determine the needs of individual inmates based on medical, mental health, or behavioral issues. These needs are assessed by the Classification and Medical staff and housing is determined upon their findings. Inmates that have medical, mental health or behavioral needs that could prevent them from functioning in general population can be placed in protective custody. While housed in protective custody, inmates are closely supervised by security staff to prevent injury or harm, and are assessed by Medical and Classification Staff.

During the period of July 1, 2005 thru June 30, 2006, **6,297** inmates were classified. Of these classifications, **4,400** inmates were classified minimum custody, **1,530** were classified medium custody and **367** were classified maximum custody. In addition to the persons entering into the facility that were classified, we had an additional **2,556** individuals that were processed but were released prior to classification because of personal recognizance, bond, court order, or were housed in the facility as an overnight hold for another jurisdiction.

Classification Statistics By Level Of Security



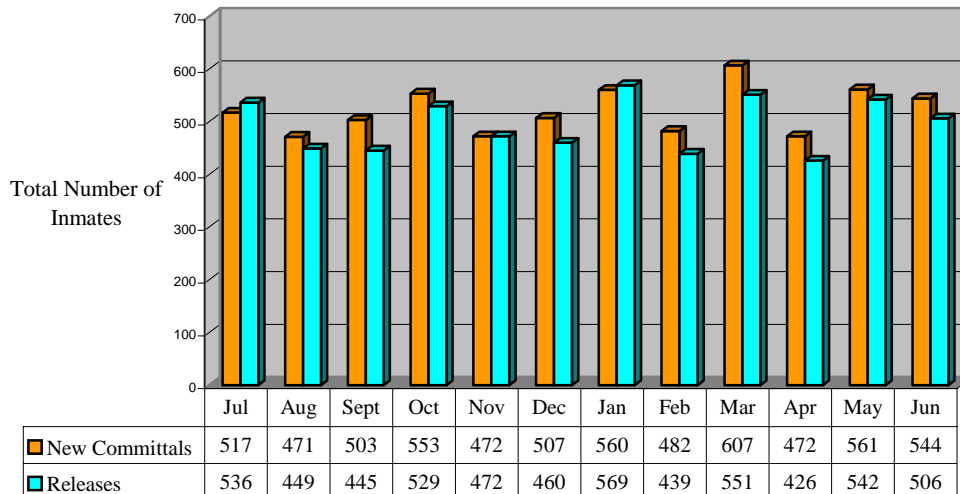
RECORDS

The Records Department is one of the most vital sections of the facility. It is responsible for the computation, tracking, and data entry of all inmate sentences. The Records Department also works closely with the courts of our user jurisdictions to ensure court schedules are kept, and transport orders are passed on to the facilities' Transportation Section. The Records Department serves as an outlet of information to the public as well. Throughout the course of their duty day, the Records Department receives numerous telephone calls inquiring about the status of an inmate, and / or inmate sentence(s).

In addition to time computation, and data entry the Records Department is responsible for tracking "weekender" sentences, and release dates. A "weekender" is any person sentenced by the court to confinement on the weekend (Friday thru Sunday). The Records Department; in conjunction with courts; issues report dates and times to those sentenced to weekend incarceration. The Records Department conducts video arraignments with the Hanover and Caroline County Courts. Video Arraignments are conducted at the facility reducing the amount of inmate transports, help to aid in officer safety, vehicle wear and tear, and fuel costs. During the period of July 1, 2005 thru June 30, 2006 the Records Department conducted **760** video arraignments with the Hanover County Courts, and **109** with Caroline County Courts. The Records Department also works hand in hand with the Department of Corrections to ensure inmates are transferred out of the facility in a timely manner based on the nature of their sentence(s). Inmates that remain housed in the facility for longer than ninety (90) days after being sentenced fall into "Out of Compliance" status. During the period of July 1, 2005 thru June 30, 2006 the facility housed **446** inmates determined to be "Out of Compliance" for the Department of Corrections.

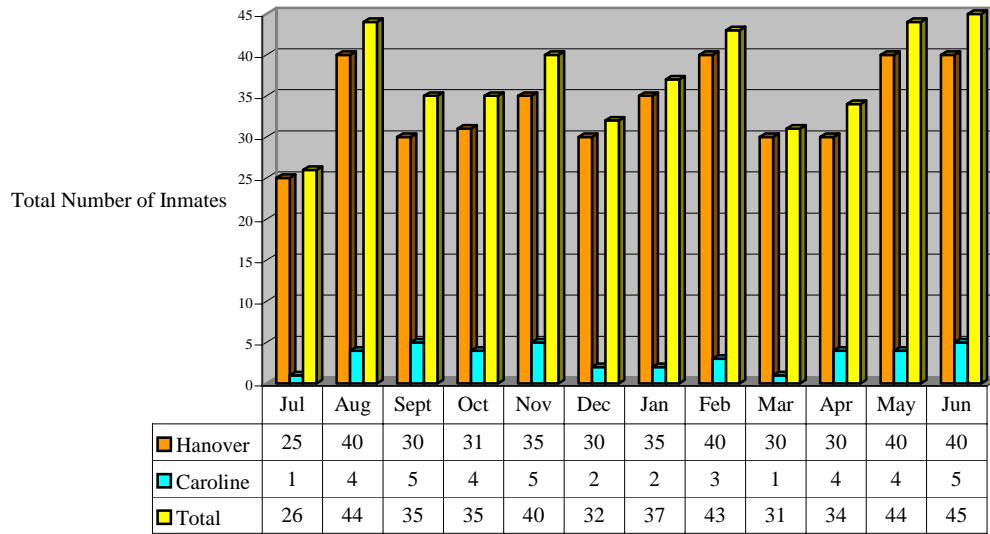
One of the largest responsibilities of the Records Department is to ensure that booking information for newly committed inmates is entered properly during intake, and that all proper paperwork is in order at the time of an inmates release from the facility. During the period of July 1, 2005 thru June 30, 2006 the Records Department processed **12,173** inmate files. Of those files, **6,249** were inmate committals to the facility, and **5,924** were inmate releases from the facility.

Inmate Files Processed

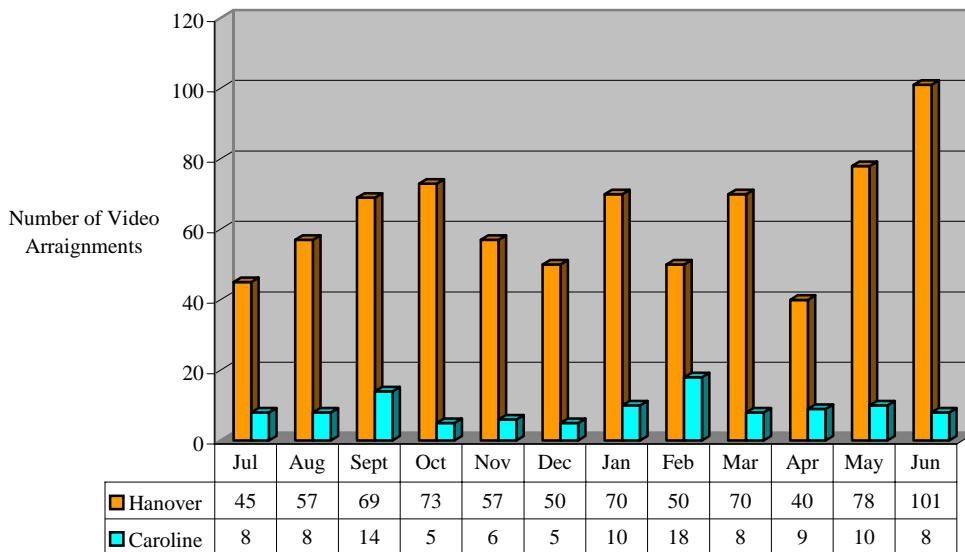


RECORDS (Continued)

Department of Corrections Out of Compliance Inmates



Video Arraignments Conducted



RECORDS (Continued)

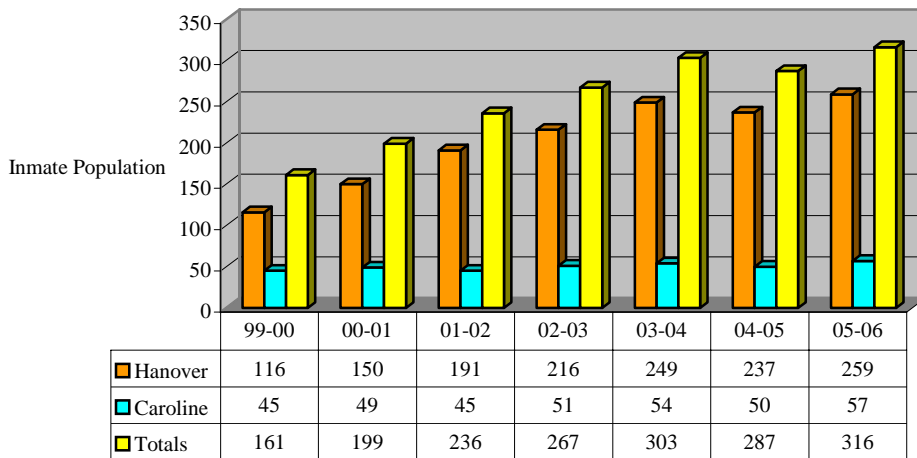
LOCAL INMATE DATA SYSTEM (LIDS)

The LIDS Technician is responsible for the accurate and integral input of inmate records into the LIDS database. This database is responsible for the generation of per diem payments from the local, state, and federal jurisdictions serviced by the Pamunkey Regional Jail. The LIDS technician researches inconsistencies to determine the cause of system errors.

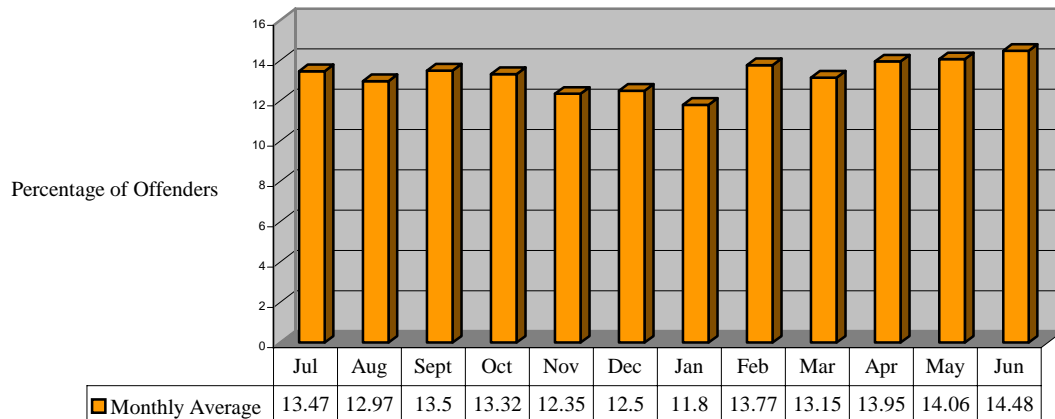
The LIDS Technician generates a monthly report, reviews the report and makes a submission to the State Compensation Board for certification approval. The LIDS Technician also conducts self-audits on a periodic basis, and maintains essential statistics necessary to maintain compliance.

The facility is audited annually for compliance with LIDS protocol, and procedure by the State Compensation Board.

Inmates Housed for Localities



Average Length of Stay



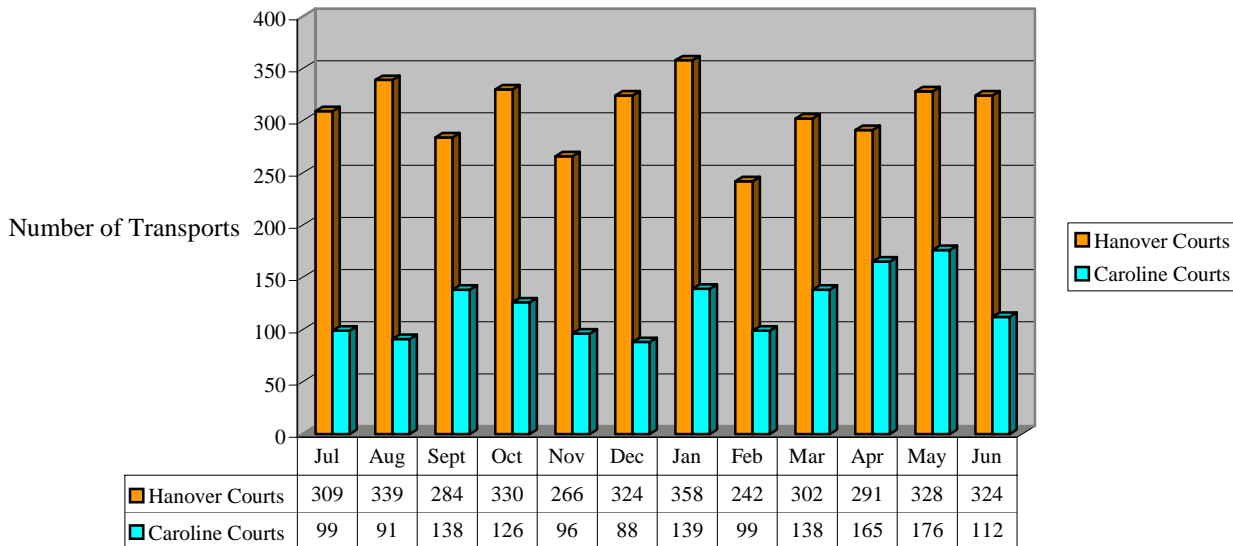
TRANSPORTATION

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

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

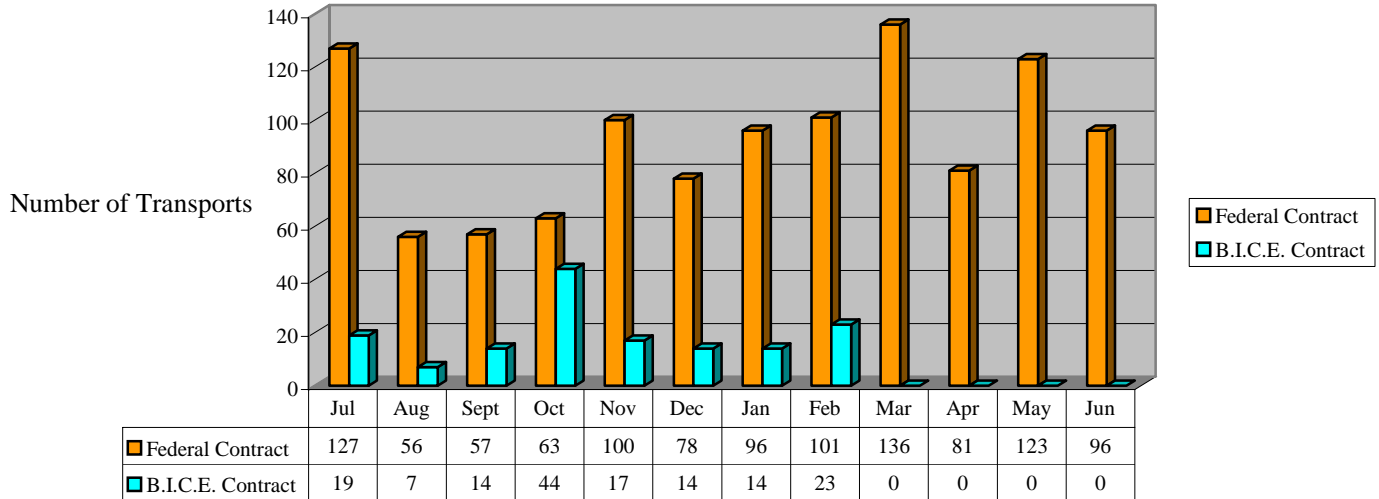
During this fiscal year the Transportation Section completed **7,251** transports to and from our user jurisdictions, medical facilities, and state and federal agencies without incident.

Transports to Our Localities

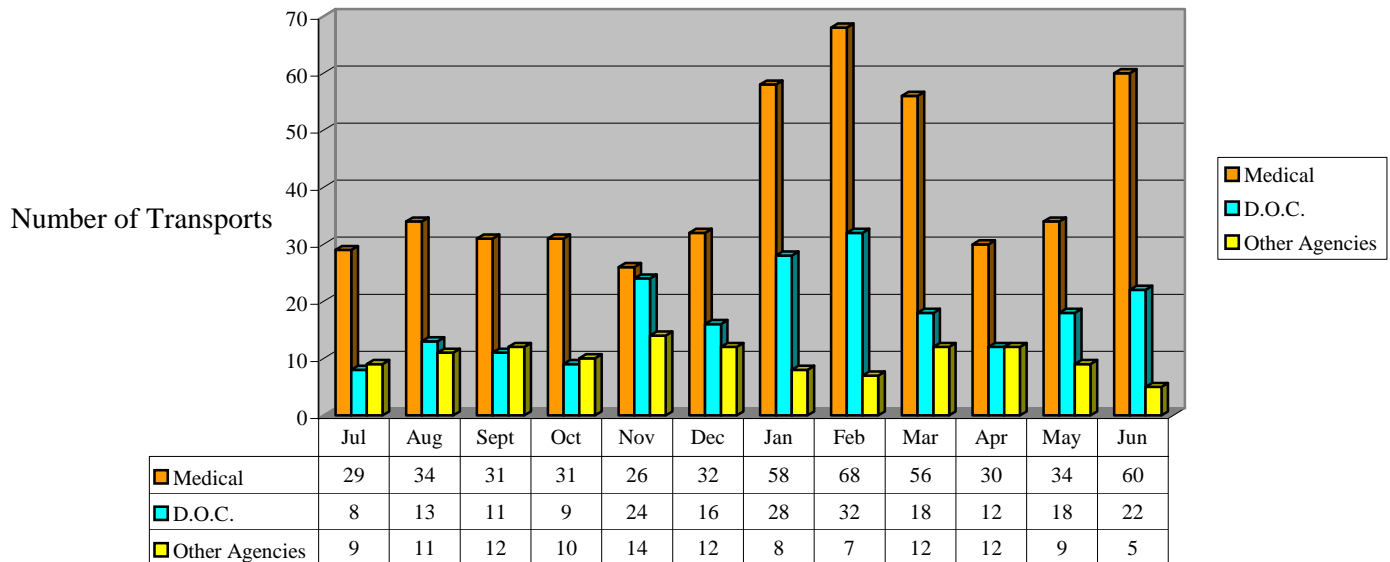


TRANSPORTATION (Continued)

Transports for Contract Agencies



Transports for Medical, DOC and Other Agencies



SECURITY



CAPTAIN M.A. CLAVEAU SECURITY DIVISION COMMANDER

SECURITY PERSONNEL

LIEUTENANT S. COOK
SERGEANT C. BOYLE
OFFICER M. ANTHONY
OFFICER M. BOLTON
OFFICER P. BROOKS
OFFICER W. BROWN
OFFICER A. DECA
OFFICER S. FLEISCHER
OFFICER T. GREEN
OFFICER P. GREENBURG
OFFICER H. HOCHFELDER
OFFICER M. HOLMES
OFFICER C. HORNBERGER
OFFICER G. JOHNSON
OFFICER P. LEONE
OFFICER C. MASCOLO
OFFICER M. REINHART
OFFICER S. TYLER

LIEUTENANT N. WEBEL
SERGEANT B. HUGHES
OFFICER J. ALLEN
OFFICER F. BACON
OFFICER A. BERRY
OFFICER J. CREPS
OFFICER A. DAVIS
OFFICER K. DAWSON
OFFICER P. FORD
OFFICER W. GIBBON
OFFICER M. GRANT
OFFICER K. GREEN
OFFICER T. HACKETT
OFFICER K. HARVEY
OFFICER G. JONES
OFFICER J. MINOR
OFFICER K. ROBERTSON

LIEUTENANT R. ALDRICH
SERGEANT W. CORDIERO
OFFICER M. ANDERSON
OFFICER J. BAKER
OFFICER P. BRITT
OFFICER M. BUNCH
OFFICER G. BUSH
OFFICER J. COVELL
OFFICER R. DORITY
OFFICER D. EDENTON
OFFICER E. EMILIANOV
OFFICER S. GRAY
OFFICER T. GURGES
OFFICER T. JEFFERSON
OFFICER L. JOHNSON
OFFICER C. ODDEN
OFFICER B. PLEASANTS

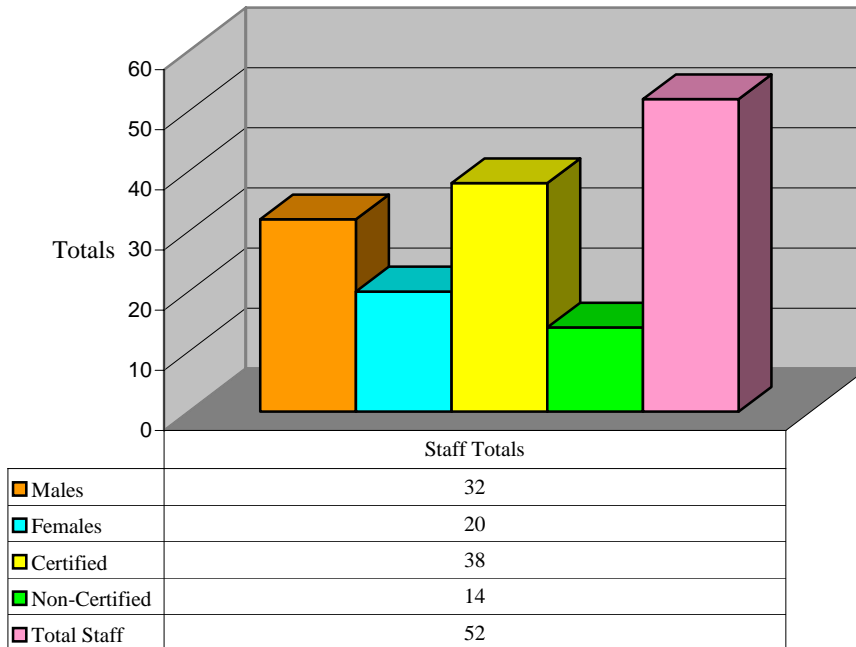
LIEUTENANT R. GILL
SERGEANT L. SHELTON
OFFICER M. BERUMEZ
OFFICER C. BRAXTON
OFFICER J. CARLINO
OFFICER M. COOKE
OFFICER T. DIX
OFFICER F. HIGGANS
OFFICER G. HOWELL
OFFICER S. JOSEPH
OFFICER B. KURTZ
OFFICER F. MASCOLO
OFFICER J. NINO
OFFICER J. POLO
OFFICER N. ROBERSON
OFFICER N. STITH
OFFICER T. WHITE

SECURITY DIVISION

SECURITY

The security division is responsible for the health, safety, security and welfare of the inmates incarcerated at the Pamunkey Regional Jail. We are the police officers of this internal community. We protect the public from those deemed unfit by the courts to be in our society for a period of time, as well as protecting those incarcerated from each other. We have **19** housing units, holding an average of 425 inmates. The security division manages this community with **8** officers assigned to units, **2** officers patrolling units, **1** Sergeant, and **1** Lieutenant supervising the security team. Each Team (shift) consists of 15 officers, 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 **32** male officers and **20** female officers. Our staffing at this time is **52** officers with an authorized strength of **60** officers. Currently we have **38** officers that are certified and **14** awaiting certification through the academy.

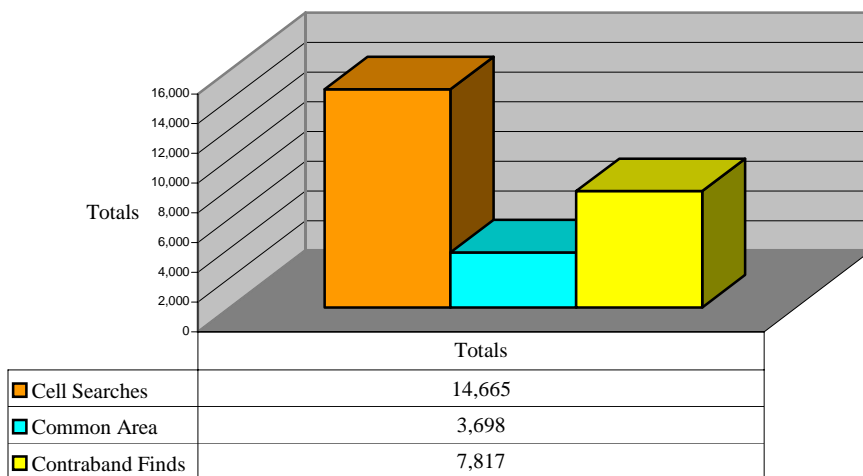
Breakdown of Staff



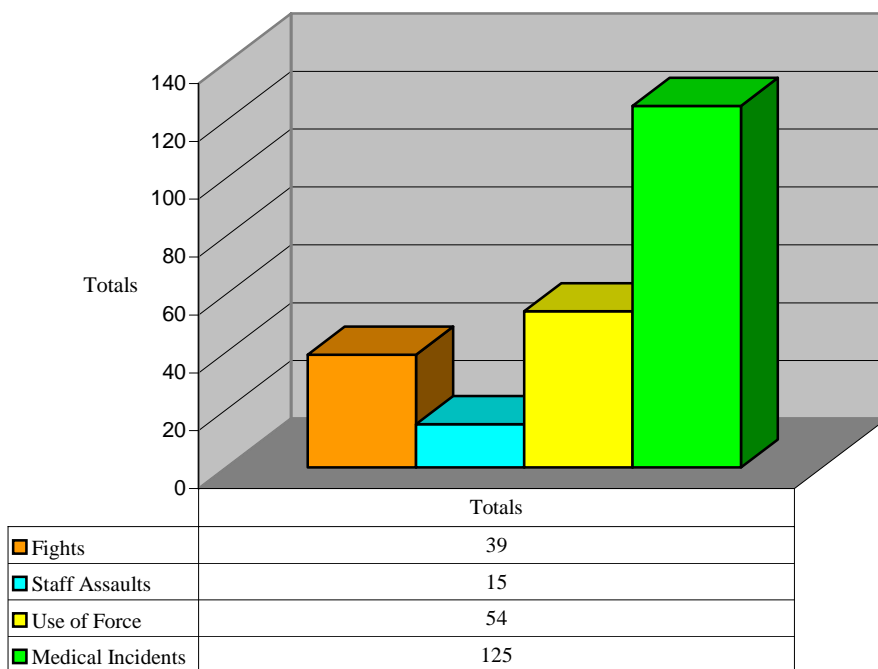
SECURITY (Continued)

Performing these duties involves continuous searching, direction, and policing, guiding and providing structure to the unstructured. During the fiscal year 2005-2006, the officers of PRJ successfully conducted **14,665** cell searches, and **3,698** common area searches. Of these searches, **7,817** netted contraband items. In the policing of the units, there were **39** fights (inmate on inmate), **15** assaults on staff members, **54** uses of force, and **125** recorded medical incidents. We have had a very successful year with **0** major disturbances and/or forced escapes.

Searches



Incident Statistics



SECURITY (Continued)

EMERGENCY RESPONSE TEAM

The Pamunkey Regional Jail Emergency Response Team (ERT) consists of 12 members. The Emergency Response Team consists of volunteer members that train annually for approximately 56 hours in addition to the 40 mandatory hours that is required per year. Team training involves cell extraction techniques, high risk transport procedures, and disturbance training. The training is physically and mentally demanding and involves special equipment such as specialty impact munitions, pepper ball systems, electronic shields and oleoresin capsicum (O.C. Spray) deployment devices. The mission of the Emergency Response Team is to respond to any, and all emergency situations i.e. high risk transports, cell extractions, disturbances, and riots, maintaining the safety and security of the facility, staff, and inmates.

Over the course of the past fiscal year, the Emergency Response Team successfully conducted **19** high risk transports without incident. High risk transports require extra security due to the escape level threat, violence level of the inmate and threats to the inmates from outside sources. The aforementioned transports included transports to court facilities as well as transports to medical facilities outside of the secure jail setting. The team's future goal is to cross train with other local agencies to provide support during critical situations if needed. Also, over the course of this past fiscal year the Emergency Response Team performed **1** forced cell extraction of an inmate. Cell extractions can be very dangerous for both the officers and inmate. The Emergency Response Team is trained in various techniques and various special weapons systems to assist in the reduction of injury to all parties involved. The use of an electronic capture shield, oleoresin capsicum deployment devices, and special impact munitions reduces the chance of serious injury to the officers and inmates, and provide safe and secure means of dealing with violent offenders.

SUPPORT SERVICES



CAPTAIN K.D. HOPKINS SUPPORT SERVICES DIVISION COMMANDER

SUPPORT SERVICES PERSONNEL

SERGEANT T. ECKERT, PROGRAMS & TRAINING

OFFICER W. FOWLER, TRAINING

OFFICER C. GENTRY, TRAINING

OFFICER S. HUBBARD, PROGRAMS

OFFICER C. TYLER, PROGRAMS

OFFICER A. HENLEY, VISITATION

OFFICER B. KENNY, VISITATION

OFFICER J. NORWOOD, MAIL

MR. K. TEXTER, INFORMATION TECHNOLOGY

MR. R. LAWSON, ARAMARK CORRECTIONAL SERVICES

RUTH KREBBS, SECRETARY

OFFICER D. MINES

MAINTENANCE SUPERVISOR T. TYREE

OFFICER P. DUKE, MAINTENANCE

OFFICER J. AGOSTINO, MAINTENANCE

NURSE DIRECTOR S. WILSON

R. WAGGONER, MEDICAL

J. SEARCH, MEDICAL

S. SIBLEY, MEDICAL

C. BISE, MEDICAL

J. PITTS, MEDICAL

D. MITCHELL, MEDICAL

K. WHEELER, MEDICAL

SUPPORT SERVICES

INMATE PROGRAMS

The Pamunkey Regional Jail continues to offer a variety of programs and services to inmates who wish to seek help or further educate themselves. In 2005-2006, the Programs Department added the ESOL (English as a second or other language) program geared towards non-native English speakers who wish to earn their GED. The Programs Department continuously seeks new programs and services to provide for the inmate population as well as concentrate on improving existing programs.

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

The Programs Department consists of two Correctional Officers that oversee 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.

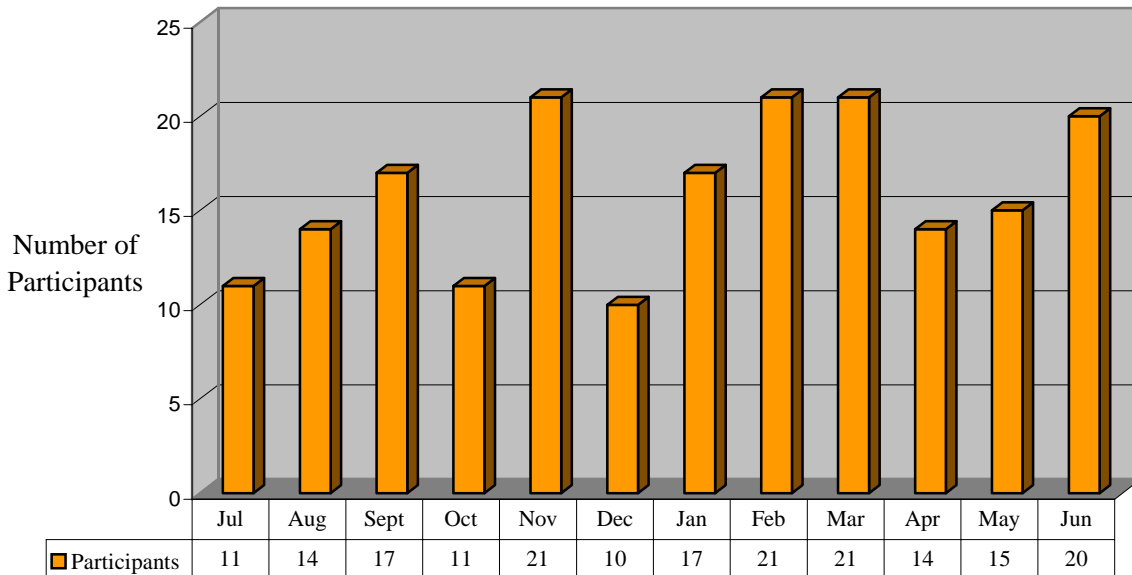


INMATE PROGRAMS (Continued)

GED 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 Henrico 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, **192** inmates participated in the program and **23** 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

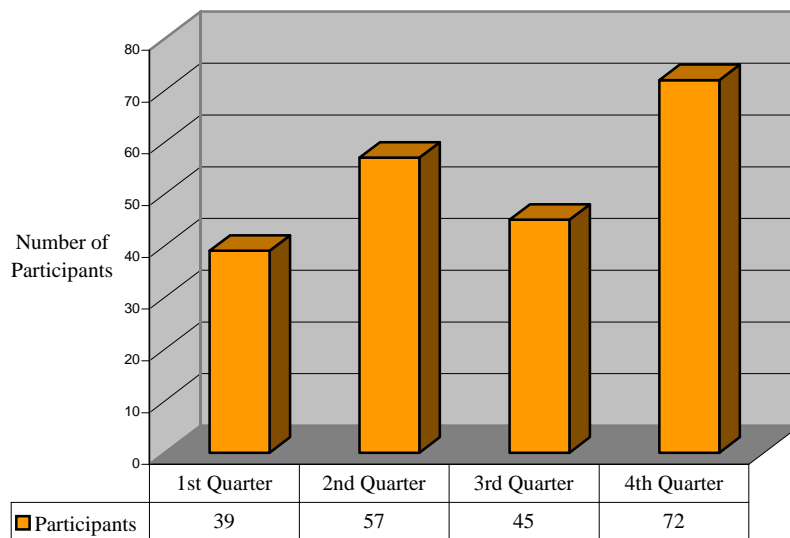


INMATE PROGRAMS (Continued)

COMPUTER TRAINING

Computer training classes are offered on a weekly basis teaching skills levels from beginner to intermediate. Inmates who are classified as beginners learn keyboarding skills through individualized software and assistance from the instructor. Inmates who are classified on the intermediate level work on assignments such as resume writing, graphics, and various other assignments provided by the instructor. Enrollment for these classes is done on a quarterly basis with **213** enrolled for this fiscal year.

Quarterly Enrollment



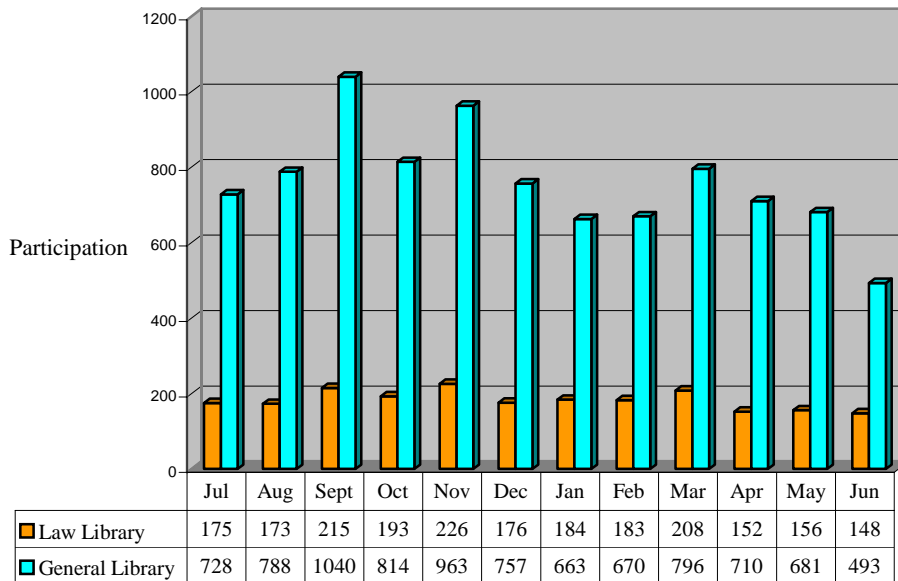
INMATE PROGRAMS (Continued)

LIBRARY SERVICES

Library services are provided to the inmate population who wish to research legal matters pertaining to their case. The law library contains State and Federal law books and related legal materials. Inmates being held for the Department of Homeland Security are provided with specific research material. This fiscal year, the law library was utilized **2,189** times.

Inmates are offered library services weekly. The library contains over **3,000** books and is updated on a frequent basis. A wide selection of topics ranging from suspense novels to romance novels are offered and books in Spanish, Chinese, and French are available for non-English speakers. Newspapers such as USA Today are distributed daily and magazines such as Vogue, Essence, Cosmopolitan, and Ebony are available weekly. This fiscal year, the library was utilized **9,103** times.

Library Usage



INMATE PROGRAMS (Continued)

CULINARY ARTS PROGRAM

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



INMATE PROGRAMS (Continued)

SPECIAL EDUCATION

Any inmate between the ages of 18-22 with special educational needs who wish to further their education is placed in this state mandated program. A state certified, full-time teacher works with participating inmate students on an individual basis or in a classroom setting. **216** inmates were assessed with special educational needs and **33** actively participated during the school year.

TUTORING

Tutoring is offered four times per week to assist inmates who have difficulty with specific educational skills. A volunteer tutor customizes course work for each individual inmate, sets goals, and assigns homework to help the inmate achieve a passing score on the GED. **50** inmates were tutored from July 2005-June 2006.

LIFE SKILLS PROGRAMS

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

RELIGIOUS SERVICES

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

CLERICAL SERVICES PROGRAM

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

OFFENDER AID AND RESTORATION SERVICES

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

INMATE PROGRAMS (Continued)

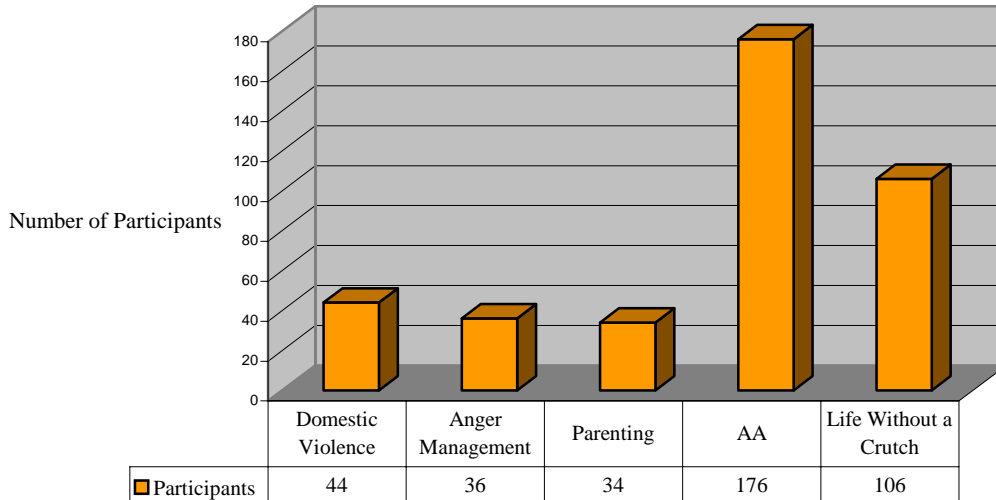
E.S.L

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

SUBSTANCE ABUSE PROGRAMS

All inmates incarcerated at Pamunkey Regional Jail are eligible to participate in the substance abuse program. This program is designed to provide education and support to inmates with drug and/or alcohol addictions. Alcoholics Anonymous is a self-help support group offered twice a week with **176** inmates participating this fiscal year. Life Without A Crutch is a structured, 10-week cycle program that assists participants in taking the first step towards recovery. During this fiscal year, **106** inmates successfully completed the program. Other classes offered to the inmates here at the facility included Domestic Violence Awareness, which had **44** participants, Anger Management classes, which had **36** participants, and Parenting classes, which had **34** participants. All of the facilitators for these groups have counseling experience and/or specific training.

Group Participation



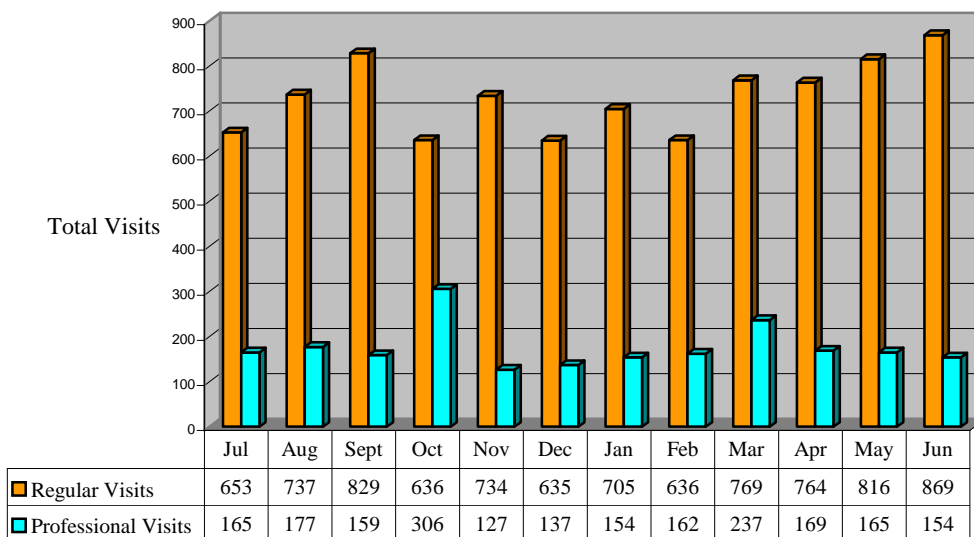
INMATE VISITATION

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, 2005 thru June 30, 2006, there were **10,895** visitors recorded at our facility. Of those visits, **8,783** were visits from family and friends and **2,112** were from attorneys.

Visitation Conducted



SYSTEMS ADMINISTRATION

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

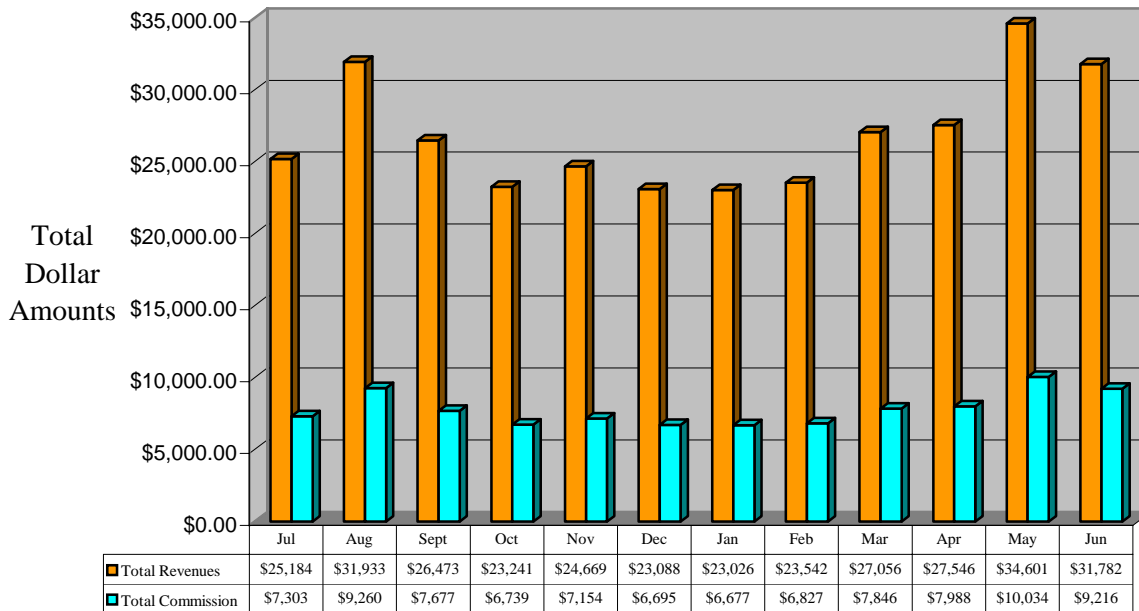
This department is also responsible for the maintenance of Black Creek, which is the jail's security system. The facility doors, locks, cameras, and intercoms are controlled by this touch screen system, which helps to track the movement of all inmates incarcerated in the facility. This fiscal year, the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



COMMISSARY

When an inmate is booked into the facility, all cash in their possession is taken and deposited into a commissary account for use while they are incarcerated in the facility. On a weekly basis, inmates are allowed to purchase items such as snacks, personal hygiene items, and clothing from the jail commissary. Payments for services such as medical visits, prescriptions, and other jail services are also deducted from the inmate's commissary account. Family and friends are also encouraged to deposit or mail funds to their loved ones for use on commissary purchases. On a monthly basis, revenue is generated from the total inmate sales from the commissary. The commission received from commissary sales is used to purchase items that benefit the inmate population such as computers, board games, and expenses to conduct various inmate programs. Total Revenues for this fiscal year were **\$332,141.00** and Total Commission was **\$93,416.00**. Aramark Correctional Services is the provider contracted by Pamunkey Regional Jail to handle commissary services.

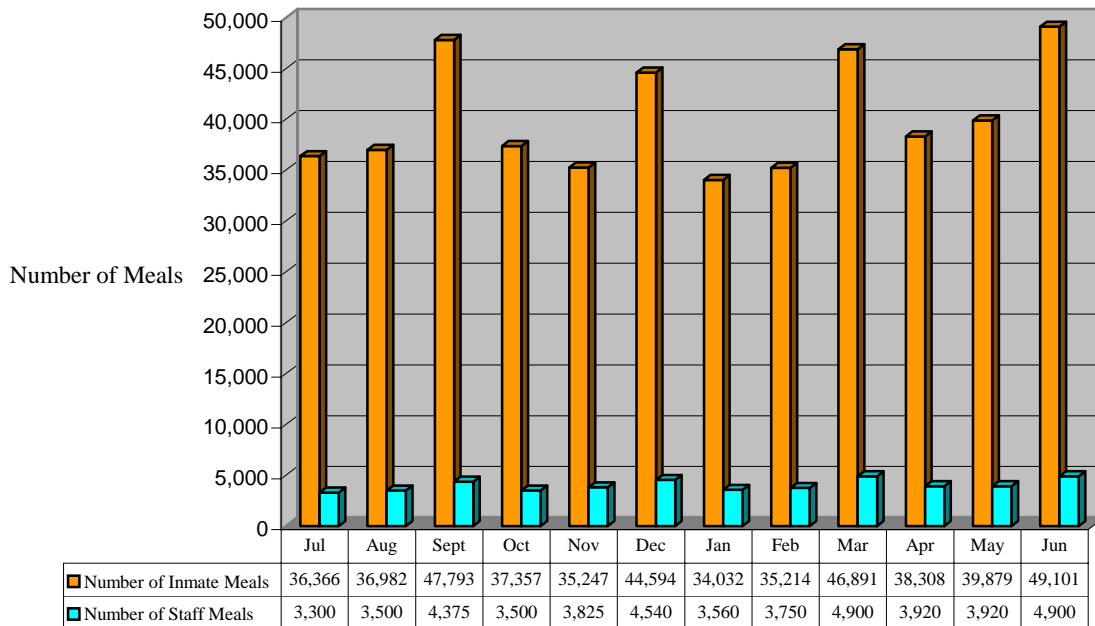
Commissary Sales



FOOD SERVICE DEPARTMENT

Pamunkey Regional Jail has a contract with Aramark Correctional Services which is responsible for preparing the daily meals for the inmates, as well as staff. Aramark prepares all meals according to the guidelines established by the National Academy of Science and is monitored for compliance by the American Correctional Association. All kitchen and storage areas must maintain sanitary conditions set forth by the Health Department, which conducts routine visits throughout the year. All kitchen equipment is properly maintained and repaired to meet all standards established by the health department.

Meals Prepared

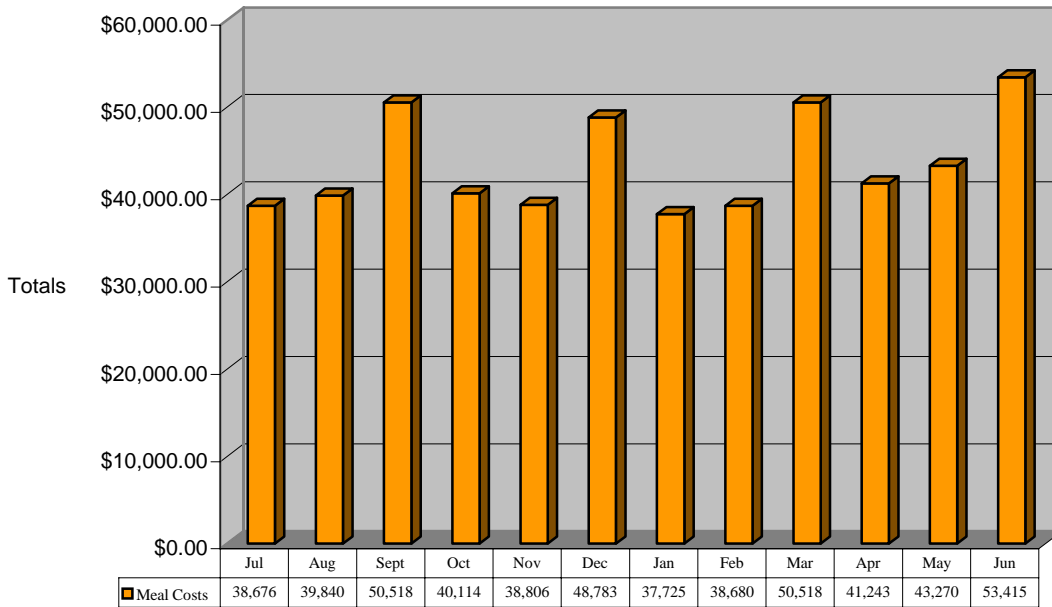


FOOD SERVICE DEPARTMENT (Continued)

During this fiscal year, Aramark prepared **481,764** inmate and **47,990** staff meals at an average of \$1.25 per meal. On a quarterly basis, the inmate meal menu is reviewed and approved by the superintendent, which meets or exceeds the nutritional guidelines of the American Correctional Association.

Inmates who work in the kitchen earn good time credit which reduces their sentence and are given the opportunity to learn recipe, cooking, and proper sanitation skills. Before an inmate can become a part of the facility work force, they must meet certain medical and classification standards established by the Classification Department.

Cost of Meals

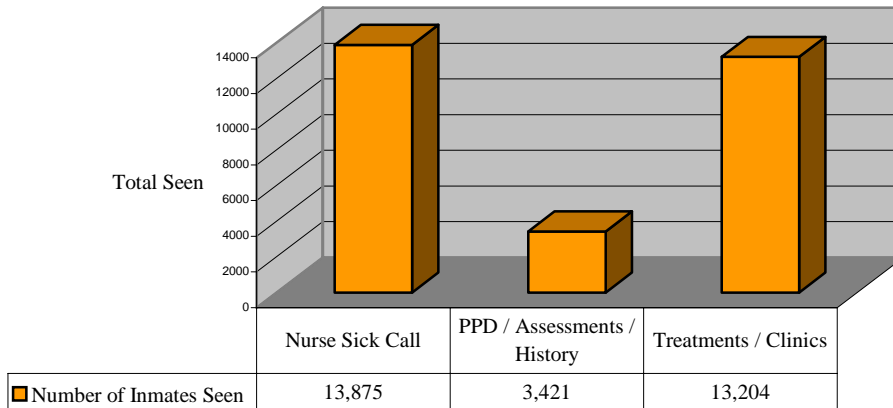


MEDICAL DEPARTMENT

The Medical Department’s primary mission is to provide quality health care to all inmates. Our services include not only general health care but also dental care and mental healthcare services. The Medical Department consists of one (1) Registered Nurse, four (4) Licensed Practical Nurses, three (3) 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. The Medical Department also coordinates with local hospitals and clinics making arrangements for inmates to go to outside medical resources when their problems require treatments beyond the scope of the department’s practice.

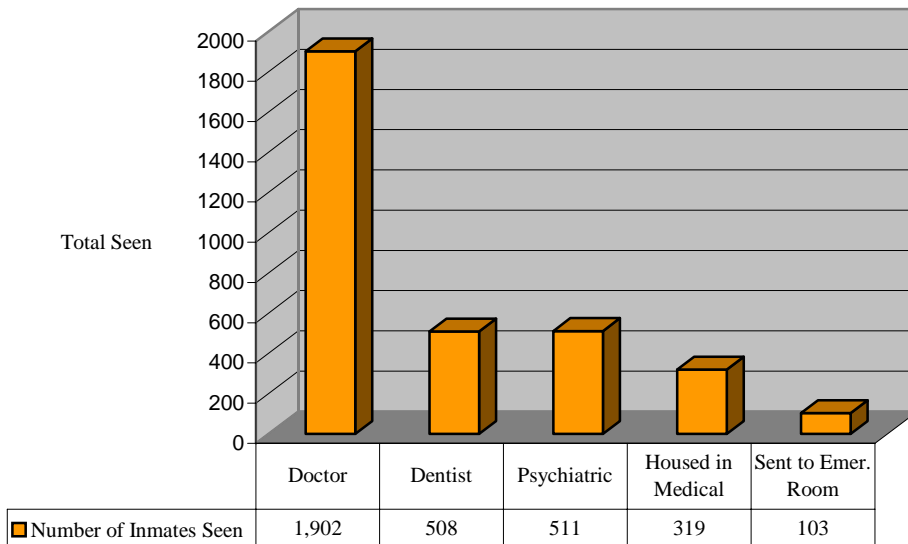
Treatments Received



MEDICAL DEPARTMENT (Continued)

The demands of the Medical Department have grown significantly over the past year. The number of sick call visits totaled **13,875**. In addition, **3,421** PPD's / Assessments / History & Physicals were performed, as well as **13,204** treatments. We are seeing an ever-increasing inmate population with chronic health problems. In order to answer this demand we conduct Chronic Care Clinics on a monthly basis providing continual assessments, education, and support to those with such issues as Infectious Disease, Asthma, Seizures, Hypertension, Diabetes, and Psychiatric illness. Dr. Clifton Sheets and Physician's Assistant Peter Ober have seen over **1,902** inmates within the last year in regards to a wide array of illnesses. Once seen by the doctor a plan of care is put in place which includes maintaining medication compliance, follow up care, and proper education.

Referrals for Further Treatment

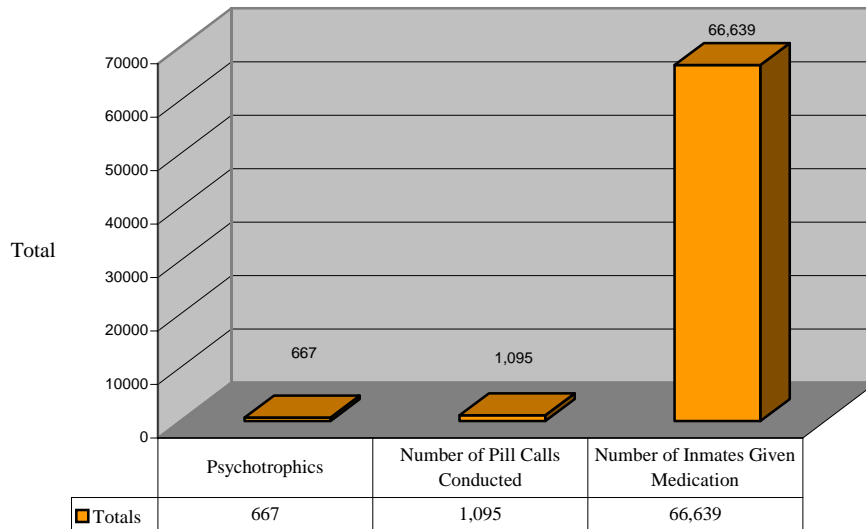


MEDICAL DEPARTMENT (Continued)

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, 2005 thru June 30, 2006, **66,639** 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 much demanded, 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.

Medication



MAINTENANCE DEPARTMENT

The goal of the Maintenance Department is to provide a safe, secure and comfortable environment for all visitors, staff, and inmates. Their duties include, but are not limited to, involved troubleshooting, complex maintenance projects on building and kitchen equipment, facility inspections and maintaining a preventive Maintenance Program. The maintenance department is responsible for adhering to Federal, State, and Local regulations as well as accreditation agency requirements, and institutional needs. Housekeeping supplies as well as janitorial equipment maintenance are also our responsibility

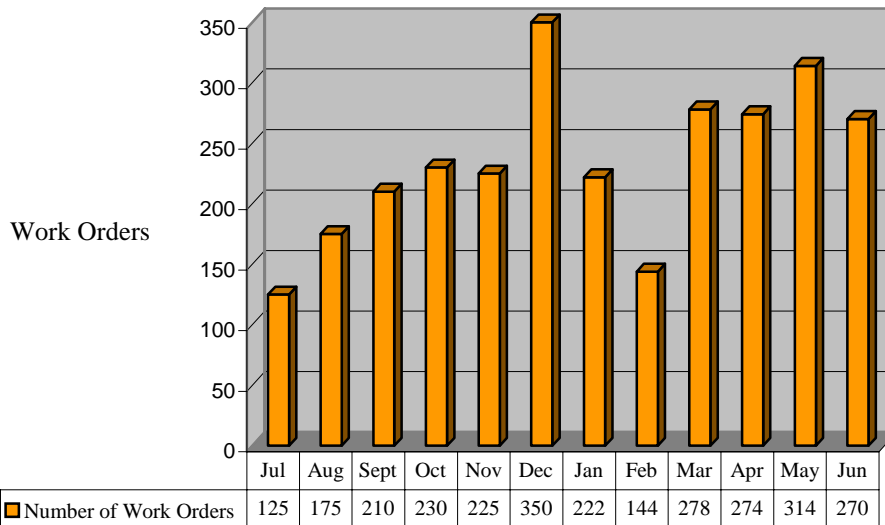
The department's staff consists of one (1) Maintenance Supervisor and two (2) Maintenance Officers. One of the maintenance officers is tasked with the duties of fire and safety officer. These officers are on duty five days a week, with at least one staff member on-call for emergencies at all times. The Maintenance Officers are certified Corrections Officers. The certifications of the maintenance personnel allow the section to assist other departments when they are short-staffed or need additional officers for support.

The Maintenance Department has had a very productive year. As the graph shows, we have answered over 2,800 work orders and maintained 100% completion with no backlogs. As the facility and equipment becomes older, there will certainly be more challenges ahead. One of the most noted accomplishments for this year was getting the department through the ACA accreditation process without incident. This department continues to strive for excellence to improve the overall image of facility maintenance.

MAINTENANCE (Continued)

The Maintenance Department completed **2,817** work orders this fiscal year. No work orders were backlogged. As the facility continues to age, the Maintenance Department continues to increase its efforts to stay ahead of the rising challenge.

Work Orders Processed

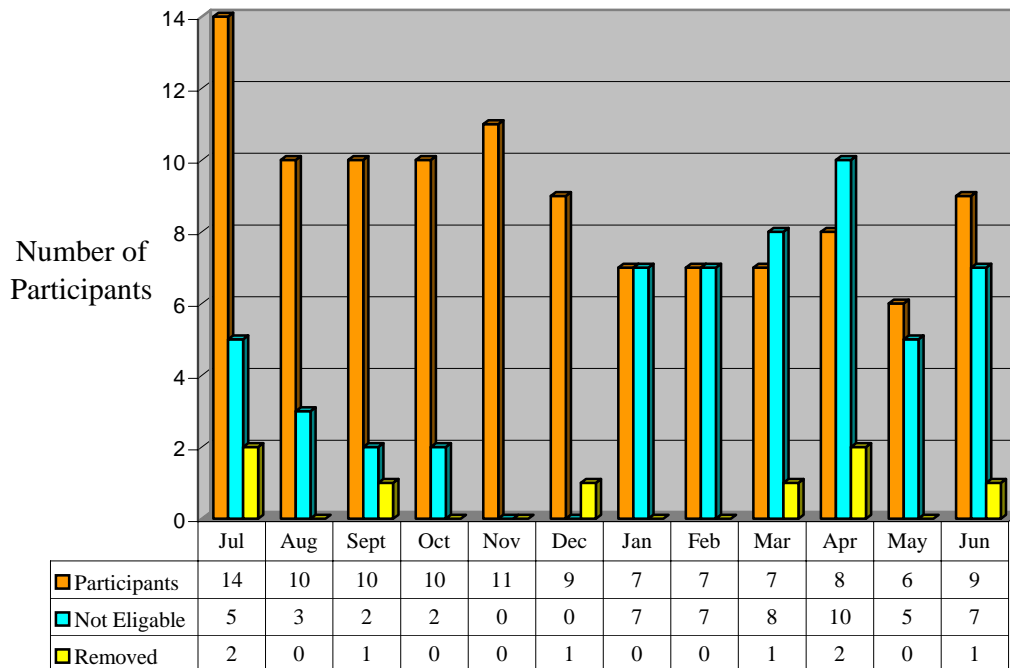


WORK RELEASE

The Pamunkey Regional Jail offers a wide array of programs to offenders housed within the facility. An example of these programs is the Inmate Work Release Program. The facility has designated two (2) housing units for offenders placed on the Work Release program. Housing Unit ‘B’ has the capability of housing up to sixteen (16) male participants, and Housing Unit ‘J’ has the ability to house up to eight (8). 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 them up 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, **108** inmates participated in the Work Release program. The facility collected a total of \$55,129 from inmates participating in the program to help offset the costs of their incarceration. Also during this fiscal year there were **56** inmates who applied for Work Release but were deemed ineligible for the program based on their criminal history and the severity of their charges. A total number of **8** inmates were removed from the program for disciplinary violations.

Work Release Participation



WORK FORCE

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

The jail entered into a cooperative agreement with Hanover County, which allows county employees to pick up inmates who wish to work and learn valuable skills, which can be applied in the job market upon release. During the period of July 1, 2005 through June 30, 2006, **19,662** man-hours were provided to Hanover County by Work Force inmates. Using an agreed upon rate of \$7.00 per hour, these inmates saved the County **\$137,634** in labor costs.



TRAINING

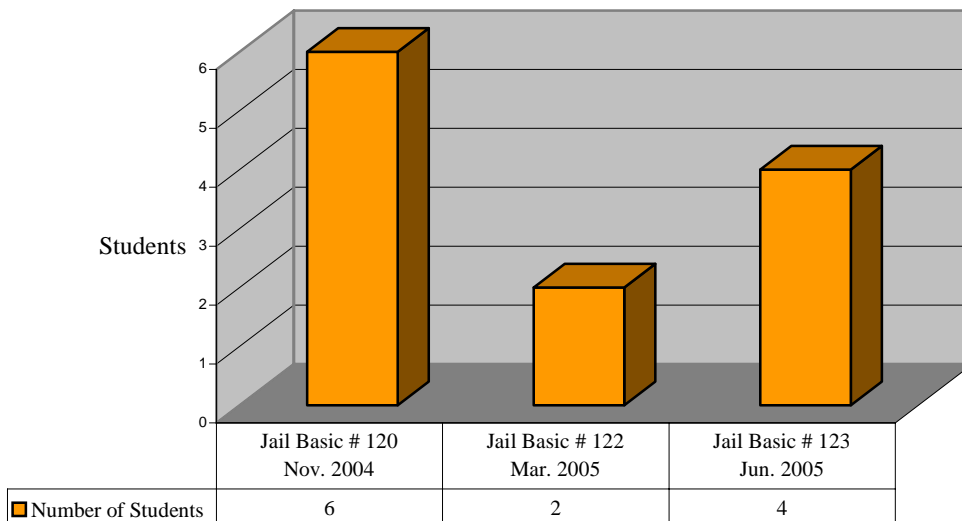
The Training Department is operated under the supervision of the training officers and the training Sergeant. The training officers are responsible for scheduling and conducting classes that benefit the facility staff and ensure compliance with DCJS and ACA requirements.

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 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 240 hours of academy training new staff will undergo in their first year of employment.

Certified staff is required to complete 24 DCJS hours every two years and 40 ACA hours yearly. The Training Department ensures this is completed by scheduling and conducting in-service training. To accomplish this, the Training Department first looks at the need 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 Jail 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 civilian training has included Avoiding Con-Games, Understanding Riots & Disturbances, Introduction to Corrections, and First Aid/CPR certification.

Number of Staff Sent to Academy



TRAINING (Continued)

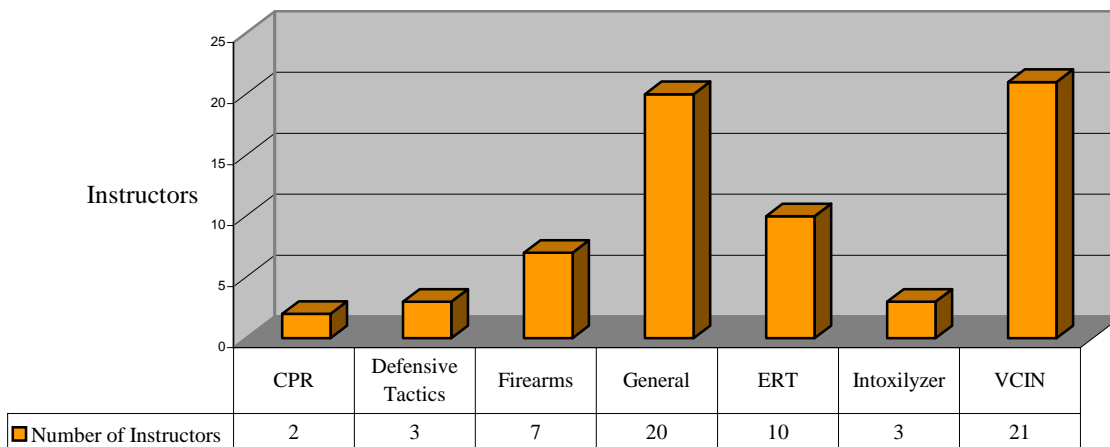
In addition to providing instruction, the Training Department is a source of information for the jail staff. Through the availability of a library of videos and books, staff has the opportunity to further their knowledge beyond the scheduled topics of instruction. The Training Department maintains communication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

Effective instructors play a vital roll to the Training Department; the department benefits from its 20 General Instructors, 7 Firearms Instructors, 4 Defensive Tactics Instructors, and 3 American Red Cross Certified First Aid / CPR Instructors. These instructors proved to be a valuable asset in the successful completion of Jail Basic #120 which the Pamunkey Regional Jail conducted as a satellite for the Rappahannock Regional Criminal Justice Academy. The certification of 4 new General Instructors, 3 new Firearms Instructors, 1 new Defensive Tactics Instructor, and 1 new First Aid / CPR Instructor has helped the Training Department maintain its pool of certified instructors.

To assist in effective facility operations the Training Department has ensured the continued certification of 3 Intoxyliser 5000 operators, 21 VCIN operators and has monitored a minimum of 4 hours a month of training for our 12 man 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 such as a new PowerPoint system, an expanded armory of lethal and non-lethal weapons, and the development of an Access database for more effective tracking of training hours and topics. 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



STANDARDS & ACCREDITATIONS



LIEUTENANT M.N. WHITE

OFFICER K.L. HURD

JAIL ACCREDITATION

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

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

In June, 2001, in an attempt to reach a higher level of excellence, the Pamunkey Regional Jail entered into a contract with the American Correctional Association to obtain its jail accreditation. This accreditation process involved a complete overhaul of the policy and procedure manual to meet or exceed the 485 standards set forth by the American Correctional Association and the Correctional Accreditation Managers Association. These standards address services, programs, security, and operations essential to effective correctional management. Through accreditation, an agency is able to maintain a balance between protecting the public and providing an environment that safeguards the life, health, and safety of staff and offenders. After a rigorous eighteen months of development and information gathering, Pamunkey Regional Jail received a 96.8% rating on its first ACA accreditation in 2003.

The challenge would continue this past year to maintain or exceed the initial accreditation score by raising the bar to provide services to the community and to the offenders that exceeded what was expected by the standards. The Pamunkey Regional Jail rose to the challenge when it received a 99.7% on its re-accreditation in 2005. There are 102 jail and detention facilities in the State of Virginia. Of the 102 facilities, only 11 have been fully accredited by the American Correctional Association. Pamunkey Regional Jail is proud to be on that list of selective facilities.

EMPLOYEE RECOGNITION



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

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

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

CIVILIAN EMPLOYEE OF THE YEAR



MR. K.D. TEXTER

SECURITY SYSTEMS ADMINISTRATOR

Mr. Kevin Texter began his career with Pamunkey Regional Jail in May of 2005. Mr. Texter began his career in the Information Technology field in 1999.

Since beginning his tenure as the facilities Security Systems Administrator, he has successfully maintained 100% operational capacity of the Black Creek Security Systems and the Vicon Security Camera Systems. He consistently seeks ways to improve the facilities information technology, and serves as the facilities liaison with the Hanover County Information Technology Department.

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

SWORN ADMINISTRATIVE EMPLOYEE OF THE YEAR



OFFICER E.A. AWAD

Officer Awad began her career in the corrections field in 2002 with the Arizona Department of Corrections serving at the Arizona State Prison Complex – Tucson.

Officer Awad was hired at the Pamunkey Regional Jail in January of 2004 and after returning from the Basic Jail Academy in November of 2004 was transferred from the Security Division to the Operations Division as a Records Officer.

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

SWORN SECURITY EMPLOYEE OF THE YEAR



OFFICER H.R. HOCHFELDER

Officer Hochfelder began her career in the corrections field with the Pamunkey Regional Jail in May of 2000.

Officer Hochfelder serves as one of the facilities Day Shift Officers' in Charge. Her dedication to duty and steadfastness has made her a standout amongst her peers, and an asset to her supervisors.

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

VIRGINIA ASSOCIATION OF REGIONAL JAILS

2006 PISTOL TOURNAMENT



LIEUTENANT N.J. WEBEL

OFFICER A.L. BERRY

The Pamunkey Regional Jail has, for the second year in a row, sponsored several officers in the Virginia Association of Regional Jails (VARJ) annual pistol tournament. The tournament, held in concurrence with the VARJ Annual Training Conference and Expo, offers four classes of competition: Master, A, B and C Classes.

In 2005, four officers proudly displayed the skills they developed at PRJ, by securing the first place trophy in the Master Class, which is a traveling trophy held by the winning agency for one year and then challenged again. The Pamunkey Regional Jail also achieved a second place trophy in the 'A' Class.

In 2006, the match was expanded to include a Ladies Trophy in addition to the four established classes. PRJ sent out the word and six individuals answered the call and showed what caliber of officers they are. Competition was fierce, and after the dust settled, Pamunkey Regional Jail emerged victorious by securing two of the four available first place trophies (half of the match), in both the 'A' and 'B' Classes.

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

STAFF RETIREMENT



COLONEL M.A. GOOCH, CJM SUPERINTENDENT

Colonel Mark Gooch retired from the Pamunkey Regional Jail on October 1, 2006. Colonel Gooch had over twenty nine years experience in the criminal justice field with the last ten years in the field of corrections. Colonel Gooch began his career at the Pamunkey Regional Jail as the Captain of Administration and Support on April 1, 1996 and was appointed to the position of Superintendent on May 1, 2000. He received his Certified Jail Manager status from the American Jail Association on May 8, 2001. Prior to his career at the jail, he was employed at the Hanover County Sheriff's office from 1982 – 1996 as a Patrol Deputy, and Investigator.

Through out his years of service at the facility, the Pamunkey Regional Jail achieved many honorable accomplishments. The facility was accredited with the American Correctional Association on January 13, 2003 and was then re-accredited on January 29, 2006. The facility also received a 100% compliance rating by the Board of Corrections each year of Colonel Gooch's tenure as Superintendent. Another great accomplishment for the facility was receiving the Certificate of Achievement for Excellence in Financial Reporting for three consecutive years for the Government Financial Officers Accounting Association. Also, during Colonel Gooch's tenure, the Pamunkey Regional Jail was the first local adult correctional facility in the country to hold a Citizens Jail Academy. Colonel Gooch's many accomplishments as Superintendent will always be remembered as we strive for future excellence in the field of adult corrections.