

Administration



Mr. Keith Spicer is the highlighted employee for the Administrative Section. Keith has over 13 years of experience in the accounting field. He began his accounting career after graduating from Virginia Commonwealth University in 1995 with a Bachelor of Science degree in Accounting. Mr. Spicer then joined Hanover County Government as an Accountant in the Public Utilities department in 1996 and spent over 10 years with the Utilities department where he was promoted to a Senior Accountant. Mr. Spicer has been a Certified Public Accountant (CPA) for over 8 years. He is a member of the American Institute of Certified Public Accountants (AICPA). In his spare time, Mr. Spicer volunteers as Treasurer for Gethsemane Church of Christ in Hanover County.

Mr. Spicer assumed the role of Accounting Manager for the jail in October of 2006. Keith supervises a staff that consists of an Accountant, Accounting Clerk and Personnel Analyst that provide support for the functions of payroll, billing, personnel, budgeting and financial reporting. Keith was instrumental in the creation of the jail's adopted budget as well as the jail receiving the GFOA (Governmental Finance Officer Association) award for excellence in financial reporting for the seventh consecutive year for the Comprehensive Annual Financial Report.

Keith and his staff are always looking for ways to improve the accounting, personnel and administrative areas of the jail. He strives to find ways to ensure the jail is fiscally effective and efficient as the jail heads into the future.

Administration Division

Colonel J. C. Willett, CJM, CCM
Superintendent

Major M. A. Bennett, CJM, CCM
Deputy Superintendent

Administrative Personnel

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

Maintenance Personnel

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

Personnel

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

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

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

Personnel (Continued)

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

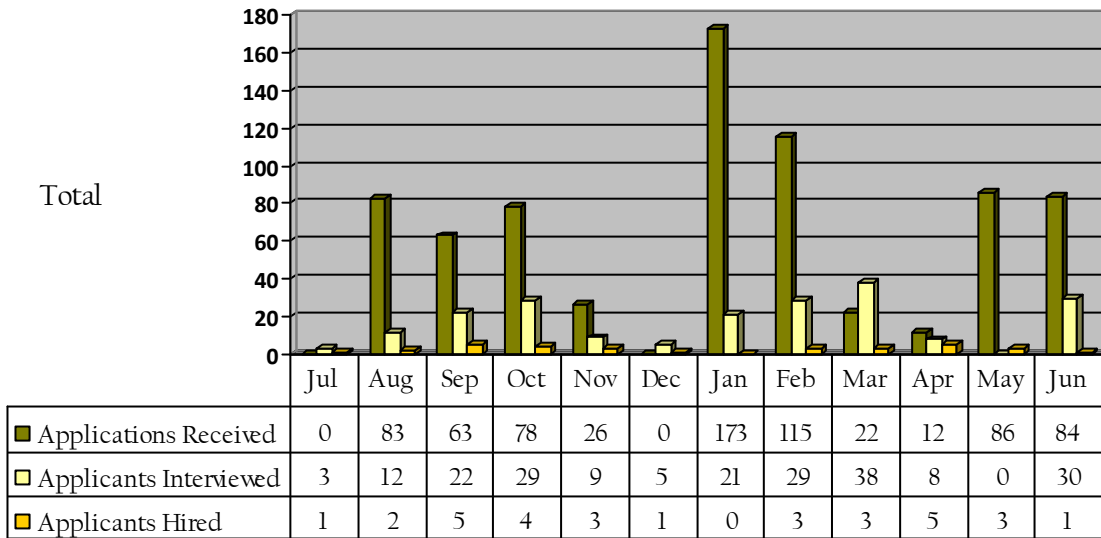
The Pamunkey Regional Jail staff participated in two Christmas charity projects for 2008. They helped by donating items for Operation Shoebox, a program to support needy children in Caroline County as well as holding our own "Adopt-A-Family", a way to provide gifts and support to three (3) families in Hanover and Caroline Counties.

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

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

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

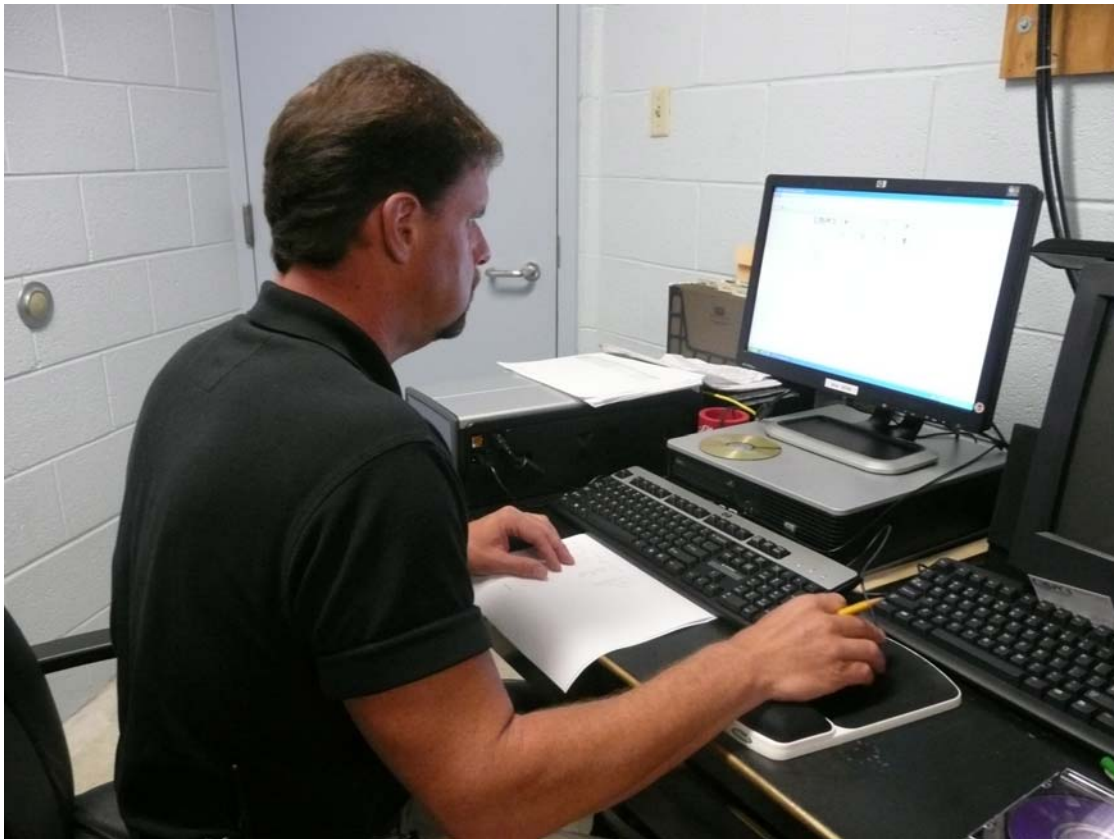
Application Statistics



Systems Administration

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

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



Maintenance Department

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

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



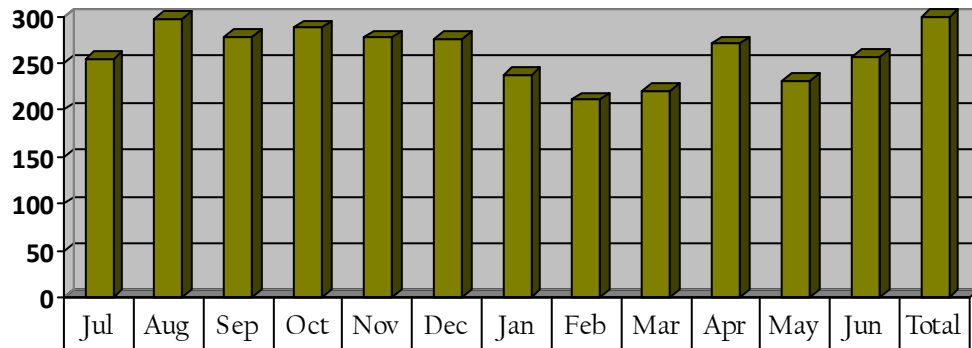
Maintenance Department (Continued)

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

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

The Maintenance Department completed 3,100 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



■ Number of Work Orders	255	298	278	288	277	276	237	211	221	271	231	257	3,100
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