

Operations



Officer Tameaka Berry is the highlighted employee for the Operations Section. Officer Berry started working at the Pamunkey Regional Jail on April 1, 2003. She quickly became known as an outstanding employee as she learned how to supervise all the housing units both male and female alike. Officer Berry has a natural leadership ability and a take-charge demeanor that commands respect. She has the knowledge and ability to work any post at this facility to include Central Control.

Officer Berry started her field training as a transportation officer on March 1, 2006, which she completed less than a month later, on March 22, 2006. She quickly learned the ropes of transporting inmates all over the Commonwealth. As a transportation officer, she serves as an outstanding ambassador for this facility. Officer Berry's professional and polite manner has won accolades from almost every agency she visits. She has become a specialist at handling federal inmates, and has developed an outstanding rapport with the U.S. Marshals Service. The Marshals will often ask for her by name when they have a special transport requiring the utmost in attention to detail. She is currently participating in the Officer in Charge Program (OIC) for transportation, requiring her to make up daily court lists, and assign officers to their transport duties. She also manages vehicle maintenance and oversees property when needed. Officer Berry is truly an officer to emulate, and is a cornerstone of transportation.

Operations Division

Captain K. D. Hopkins
Operations Division Commander

Operations Personnel

Lieutenant L. B. Pryor

Intake

Sergeant R. Dority	Sergeant R. Hanner	Sergeant W. Brown	Sergeant T. Waddy
Officer J. Allen	Officer P. Brooks	Officer M. Berumez	Officer J. Carlino
Officer C. Lanier	Officer G. Johnson	Officer A. Garthaffner	Officer A. Shields

Records & Classification

Sergeant A. Deca
Officer C. Mascolo, Records
Officer M. Grant, Records
Officer A. Henley, Classification
Officer N. Stith, Classification
Amy Bennett, LIDS Technician

Transportation / Property

Sergeant M. Gambill
Officer B. Burgess, Transportation
Officer T. Berry, Transportation
Officer T. Eckert, Transportation
Officer T. Green, Transportation
Officer S. Fleischer, Transportation
Officer D. Crenshaw, Property

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.

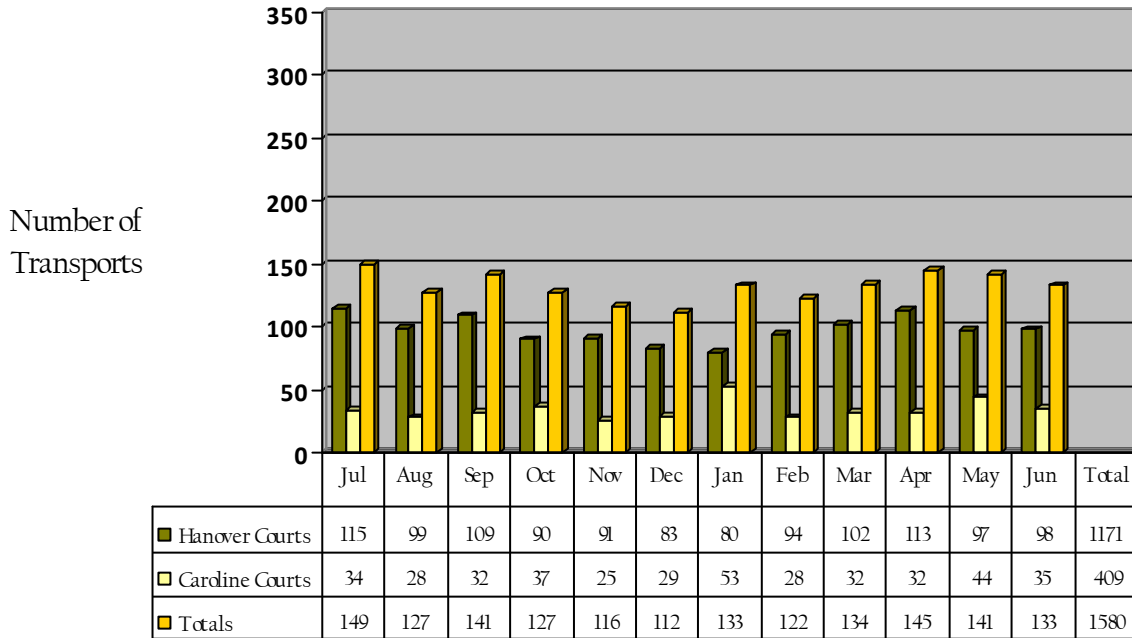
The primary goal of the Transportation Section is to provide safe and secure transportation to and from the aforementioned facilities. Personnel assigned to the Transportation Section receive specialized training in the use of firearms, defensive tactics, personal searches, high-risk transports and personal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



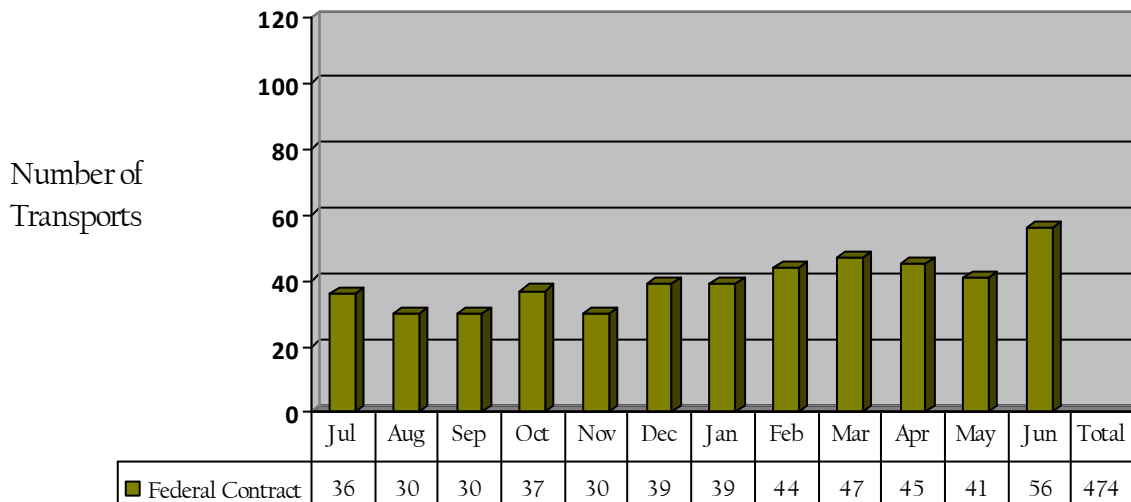
Transportation (Continued)

During this fiscal year, the Transportation Section completed 1,171 transports to Hanover and 409 to Caroline for a total of 1,580 transports to local courts. Also conducted were 474 transports to Federal Court for the U.S. Marshals, 158 Medical Transports, 55 Department of Corrections turnovers, and 66 transports to various other agencies, for a grand total of 2,333 transports conducted without incident.

Transports for Local Agencies

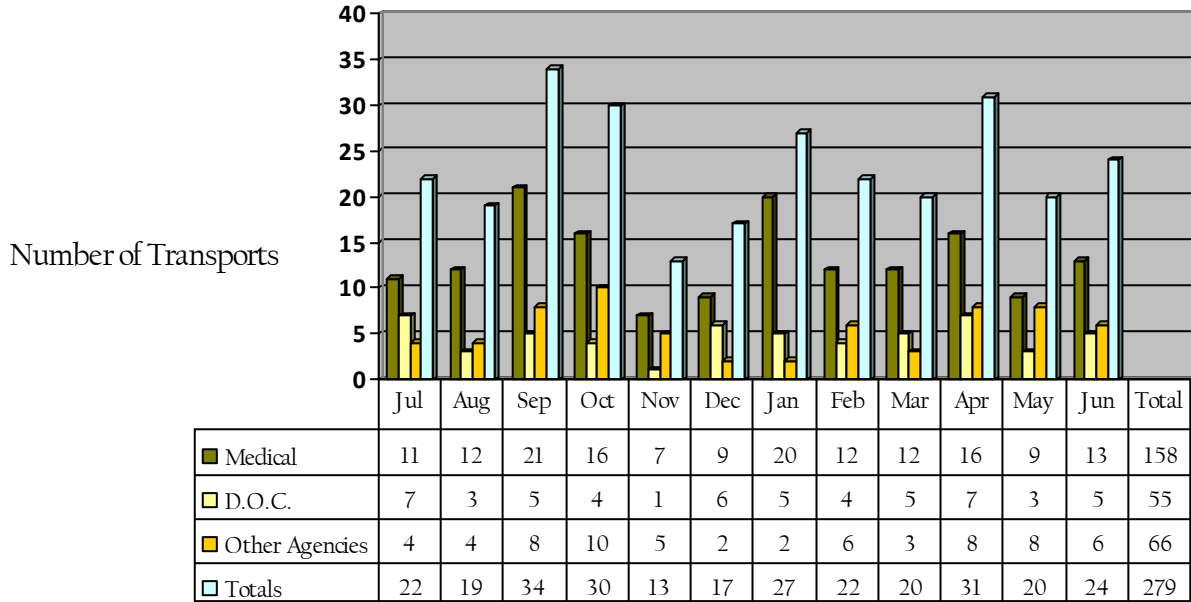


Transports for Contract Agencies



Transportation (Continued)

Transports for Medical, DOC, and Other Agencies



Intake/Booking

The Intake Process is the foundation for the prisoner's incarceration. The process begins when a subject is committed to 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 officers conduct a pat down search for weapons or contraband, collect the personal property of the individual being incarcerated, and inventory the property. The officers then generate a computer record on the individual by entering all pertinent charges, personal information, medical history, identifying scars, marks or tattoo's.

The Intake Officers are responsible for fingerprinting each person arrested. Fingerprints are transferred electronically via the Cross Match Fingerprint capture station to the Virginia State Police Department for processing. The Cross Match fingerprint machine enables the Intake Officer to retrieve clearer and more accurate fingerprints. If the individual has an outstanding warrant, the State Police will notify Pamunkey Regional Jail within minutes of receiving the fingerprint cards so the appropriate action can be taken. Another advantage is the capability to store fingerprints of all individuals printed. This is a tremendous help to local law enforcement agencies who are conducting investigations and may need fingerprints of a certain individual.

Initial intake is the most critical time of incarceration and requires the Officers to be professional at all times to ensure the safety of newly committed individuals. It is during this time an individual who may have thoughts of suicide or self-mutilation will act. The Intake Officers must be able to spot potential hazards and act immediately. During this fiscal year, the Intake Officers booked in 7,418 and released 7,391 individuals without serious incident to officer or inmate. A total of 14,809 inmates were processed by intake in this fiscal year, which is an increase in the number processed by 1,760 inmates over last year's total of 13,043.



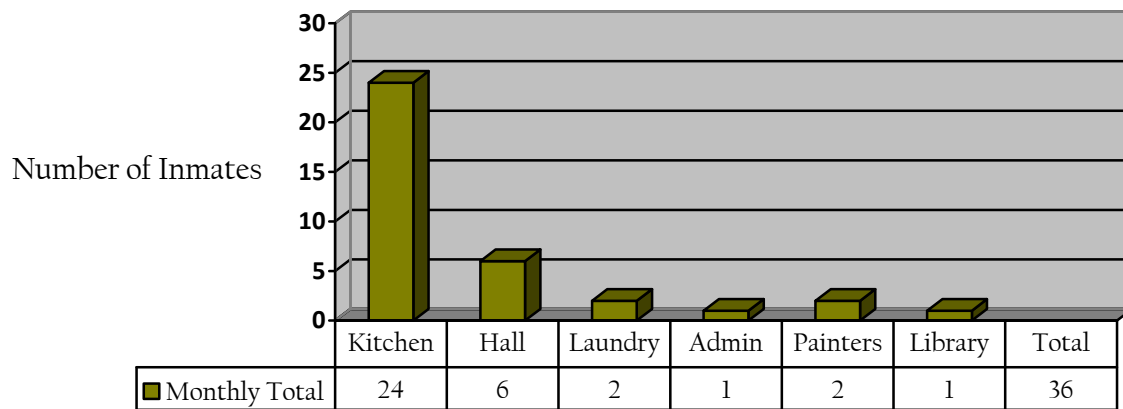
Classification

The primary goal of the Classification Section is to assign each new inmate to a custody level based on his or her 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 he or she will be housed based on an interview conducted within the first 72 hours of the inmate's arrival at the facility. Every sixty (60) days, inmates are re-classified to determine if their custody level can be changed to a higher or lower level.

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 2008-2009 fiscal year, there were a total of 36 inmate workers assigned on a monthly basis throughout the facility.

In-House Inmate Workers



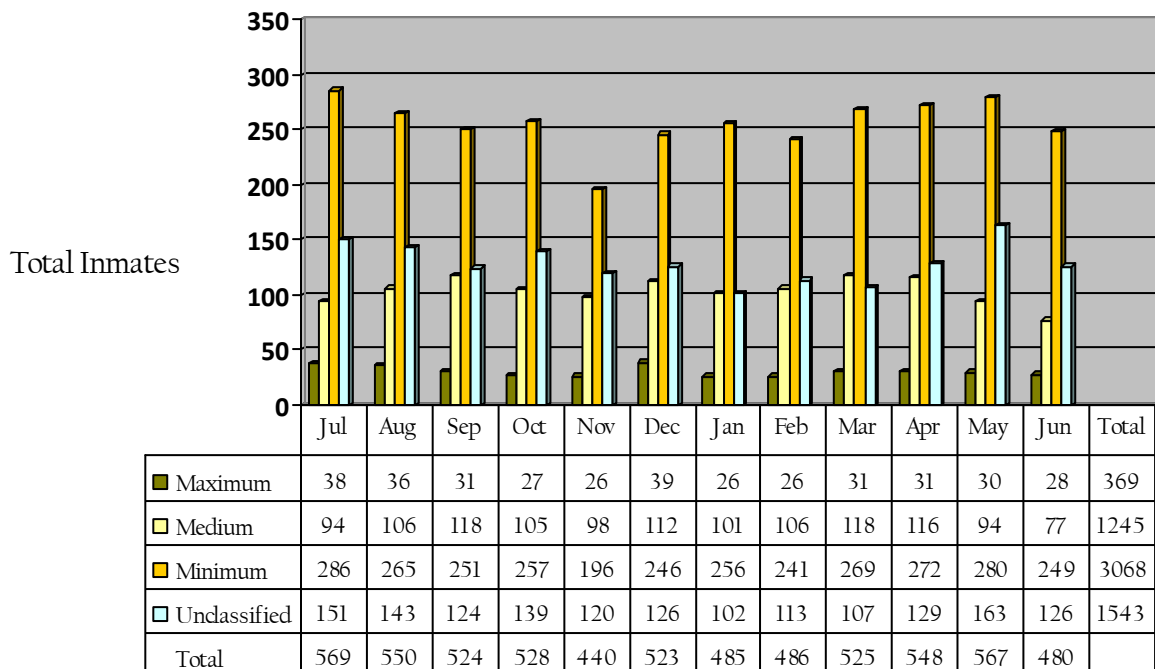
Classification (Continued)

The Pamunkey Regional Jail classifies inmates based on three separate custody levels. Inmates who have committed non-violent offenses are placed in the least restrictive level, which is minimum custody. Inmates who have violent criminal histories and are currently incarcerated on violent offenses will be placed in the most restrictive level, which is maximum custody. Only inmates who are classified at the minimum or medium level of custody are eligible to become workers. The criminal history of the inmate will determine if they can become a worker inside or outside of the facility. Custody levels are determined by using a point scale system developed by The National Institute of Corrections. This system has proven to be widely successful in the classifying of inmates.

Pamunkey Regional Jail has policies and procedures in place to determine whether an inmate with behavioral, medical, or mental health issues has needs that are to be addressed. After the initial interview has been completed by the classification and medical staff, housing of each individual is determined based upon their recommendations. Inmates who could possibly be dysfunctional in general population because of medical or mental health issues are placed in protective custody. These inmates are closely monitored by the security staff and receive weekly assessments by the classification and medical staff to ensure their safety and determine if they may become eligible to be housed in general population.

This past fiscal year from the period of July 1, 2008 thru June 30, 2009, 4,682 inmates were classified. Of that number of inmates classified, 3,068 were minimum custody, 1,245 were medium custody, and 369 were maximum custody. There was also an additional 1,543 inmates processed into the facility but were not classified because they were released on bond, court order, or transferred to another jurisdiction.

Classification Statistics By Level Of Security



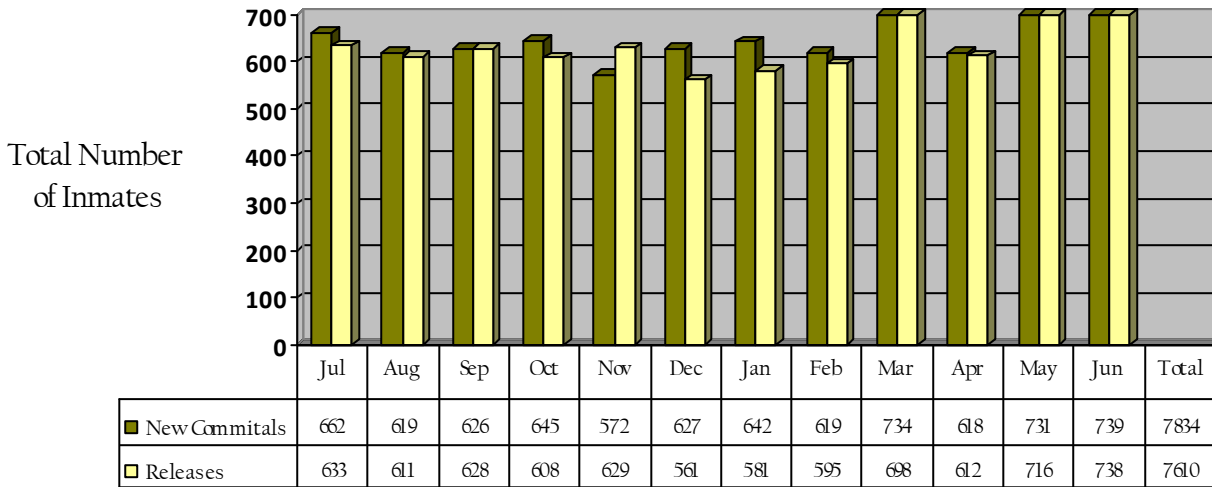
Records

One of the most important sections in the jail is the Records Department. This department is responsible for entering all dispositions received from the courts, which determines if an inmate is eligible for release. The Records Department ensures that all court appointments are documented in the jail's computer system that ensures the inmate is present in the appropriate court on the correct date and time. This section of the facility also works closely with surrounding jurisdictions to make sure transport orders are received for court appearances and time for credit spent at other facilities is calculated during time computation.

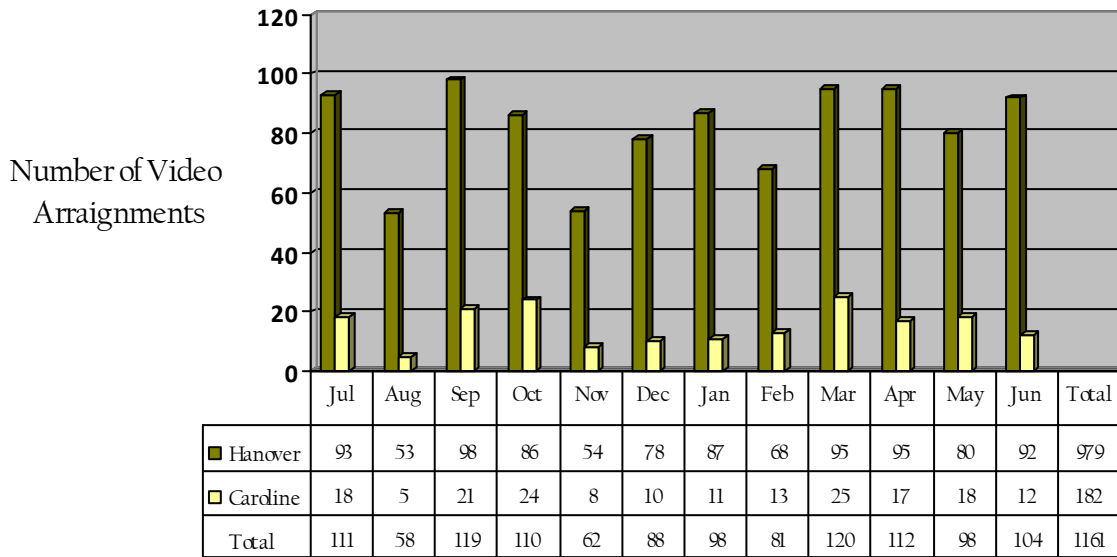
The Records Department also reviews all booking information on newly committed inmates to ensure all charge and bond information is correct, and that all necessary paperwork is in the folder before an inmate is released from the facility. This past fiscal year between the months of July 1, 2008 thru June 30, 2009, the Records Department processed **15,444** inmate folders. Of those folders, **7,834** were new committals into the facility, and **7,610** were inmates released from the facility.



Records (Continued)
Inmate Files Processed



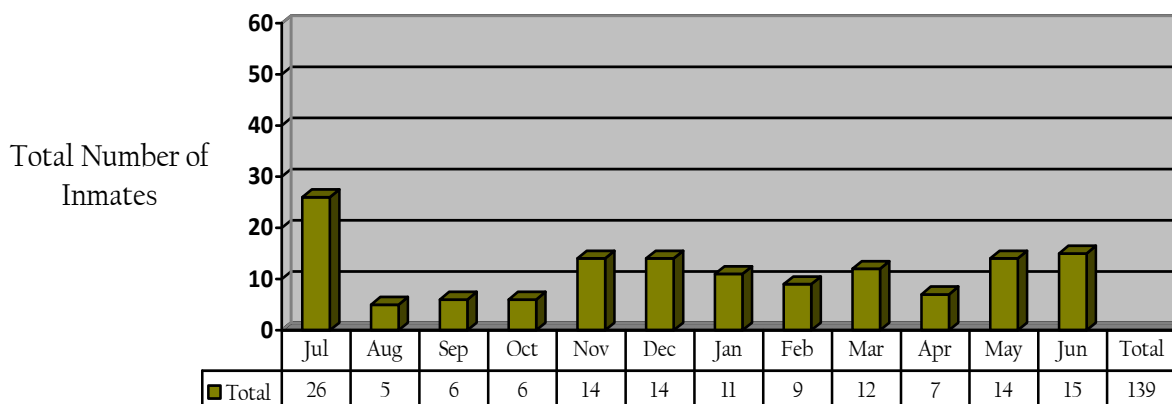
Video Arraignments Conducted



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, INS, and other jurisdictions that have the appropriate equipment. This past fiscal year there were a total of 1,161 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 “Out of Compliance”. This past fiscal year, there were 139 inmates housed here at Pamunkey Regional Jail in an “Out of Compliance” status.

Records (Continued)

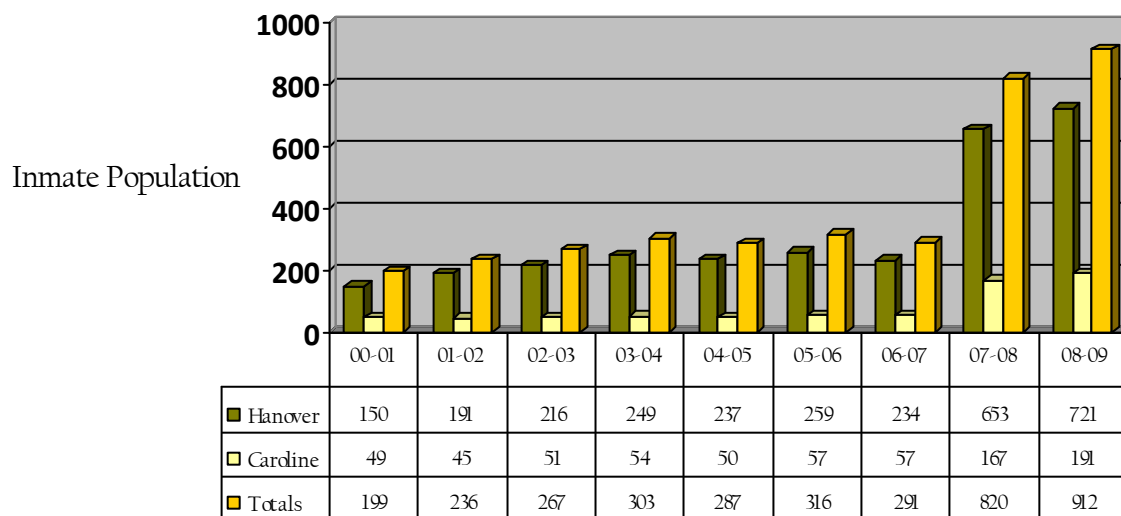
Local Inmate Data System (LIDS)

The primary goal of the LIDS Technician is to input and maintain inmate records on a daily basis ensuring accuracy and integrity of data. Each inmate record is reviewed to ensure the correct inmate admission, release, and court data is submitted accurately to the State Compensation Board of Virginia. Per Diem payments are paid to the facility based on the information uploaded to the state on a daily basis.

Once a month, the LIDS Technician is responsible for reconciling all jail time served days for each locality that Pamunkey Regional Jail serves. Once any inconsistencies and errors are corrected, the total number of days 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 complies with the guidelines established by the Compensation Board.

Inmates Housed for Localities



Average Length of Stay

