

## Administration



Shannon Kusterer is the highlighted employee for the Administration Section. Shannon has over 20 years combined experience in the accounting field. Shannon began her career with Pamunkey Regional Jail in 2007 as an Accounting Clerk. She is responsible for processing payroll, accounts payables and maintaining accurate records for all employees' personnel files. She tracks overtime, leave records and employee evaluations as well as salary surveys and benchmarks.

Shannon is also instrumental in handling many of the financial duties with the Inmate Trust Fund since Pamunkey Regional Jail took over the fiduciary aspects of Keefe Commissary in July of 2010. She strives to be a valued assistant to the Administration Section by maintaining a professional attitude not only with PRJ employees, but also outside vendors and any citizens that may need her assistance.

She takes great pride in participating in the Harley Davidson event each year that helps raise money for Special Olympics.

## 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

## **Personnel**

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

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

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

## Personnel (Continued)

The Personnel Analyst serves as a liaison, for the Pamunkey Regional Jail, with Hanover County. This involves the oversight of and assistance in the planning, implementation, monitoring and evaluation of the programs dealing with employee benefits, workers' compensation and payroll. The Personnel Analyst keeps abreast of all Labor and Employment Laws applicable to the operation of this facility to include the Family and Medical Leave Act, the Americans with Disabilities Act, Unemployment Compensation Law. In addition, the Personnel Analyst executes conditional offers of employment and performs extensive orientations for new hires to include a review of the benefits offered affording the opportunity to enroll in the many benefits offered by the jail. The Personnel Analyst is also responsible for the Open Enrollment process in which all employees have the opportunity to make changes to their benefits, on a yearly basis. Responsibilities also include updating and revising the jail's web based applicant tracking system.

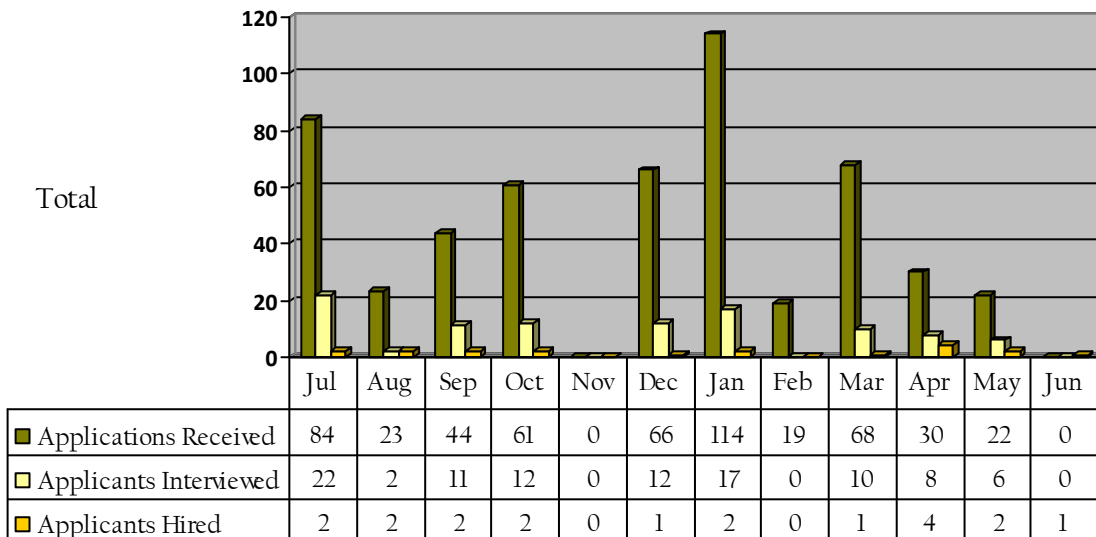
The Pamunkey Regional Jail staff participated in two Christmas charity projects for 2010. They helped by donating items for Operation Shoebox, a program to support needy children in Caroline County as well as holding our own "Adopt-A-Family", a way to provide gifts and support to three (3) families in Ashland, 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 fund raising events at Richmond Harley Davidson. The Jail also hosted a raffle to benefit the Virginia Special Olympics.

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

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

### 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.

