

Operations



Officer Arlicia Henley is the highlighted employee of the Operations Section. Officer Henley has been an employee of the Pamunkey Regional Jail since August 1, 2002. She has prior corrections experience from Peumansend Creek Regional Jail and the Department of Corrections at Deep Meadow Correctional Center. Officer Henley began her career at the Pamunkey Regional Jail in the housing units supervising inmates. She later transferred to the Support Services section as a visitation officer, logging visits and greeting the public. Officer Henley currently is assigned to the Operations Section as a classification officer. Her duties include the orientation of all new inmates prior to their transfer to general population. Officer Henley also provides pertinent information on policy, procedures, programs, services and custody status to inmates during the orientation process.

Operations Division

Captain K. D. Hopkins
Operations Division Commander

Operations Personnel

Lieutenant L. B. Pryor

Intake

Sergeant R. Dority	Sergeant W. Brown	Sergeant A. Garthaffner	Sergeant J. Gray
Officer J. Allen	Officer C. Lanier	Officer J. Carlino	Officer J. Farmer
Officer M. Berumez	Officer A. Shields	Officer G. Johnson	Officer D. Snead

Records & Classification

Sergeant T. Waddy
Officer M. Grant, Records
Officer B. Burgess, Records
Officer A. Henley, Classification
Officer N. Stith, Classification
Amy Bennett, LIDS Technician

Maintenance Department

Troy Tyree, Maintenance Supervisor
John Agostino, Maintenance Officer
Paul Duke, Maintenance Officer

Intake/Booking

The Intake Process is the foundation for the prisoner's incarceration. The process begins when a subject is accepted into the Pamunkey Regional Jail. The Intake Officers review and ensure all committal documents are accurate prior to accepting custody from the arresting officer. Once custody has been accepted, the intake 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 tattoos.



Intake/Booking (Continued)

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 6,228 and released 6,226 individuals without serious incident to officer or inmate. A total of 12,454 inmates were processed by intake in this fiscal year.

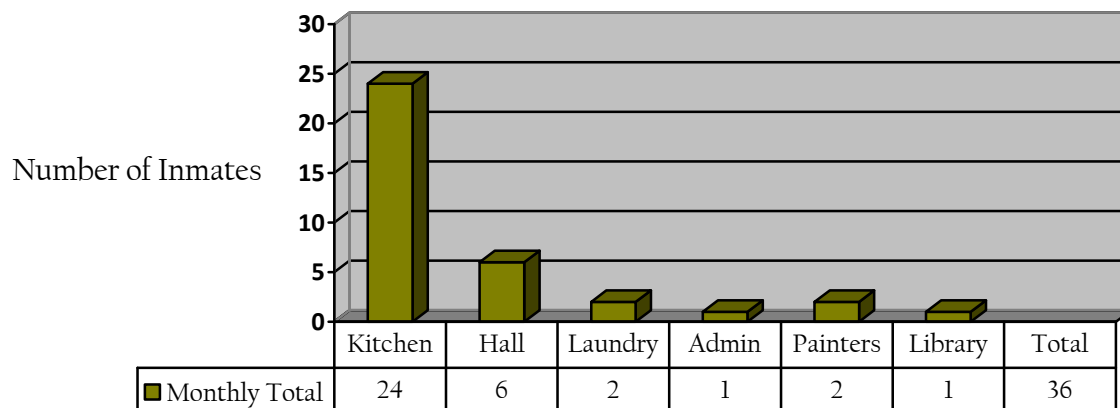
Classification

The primary goal of the Classification Section is to assign each new inmate to a custody level based on their current charges, criminal history, and medical condition. Once classified, inmates are placed either in Minimum, Medium, or Maximum custody.

Before moving an inmate into general population, the Classification Officer is responsible for ensuring that all inmates have been tested and cleared of having tuberculosis. Once the inmate has been cleared by our medical department, the Classification Officer then determines where inmates will be housed based on an interview conducted within the first 72 hours of the inmate's arrival at the facility. Every 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 2010-2011 fiscal year, there were a total of 36 inmate workers assigned on a monthly basis throughout the facility.

In-House Inmate Workers



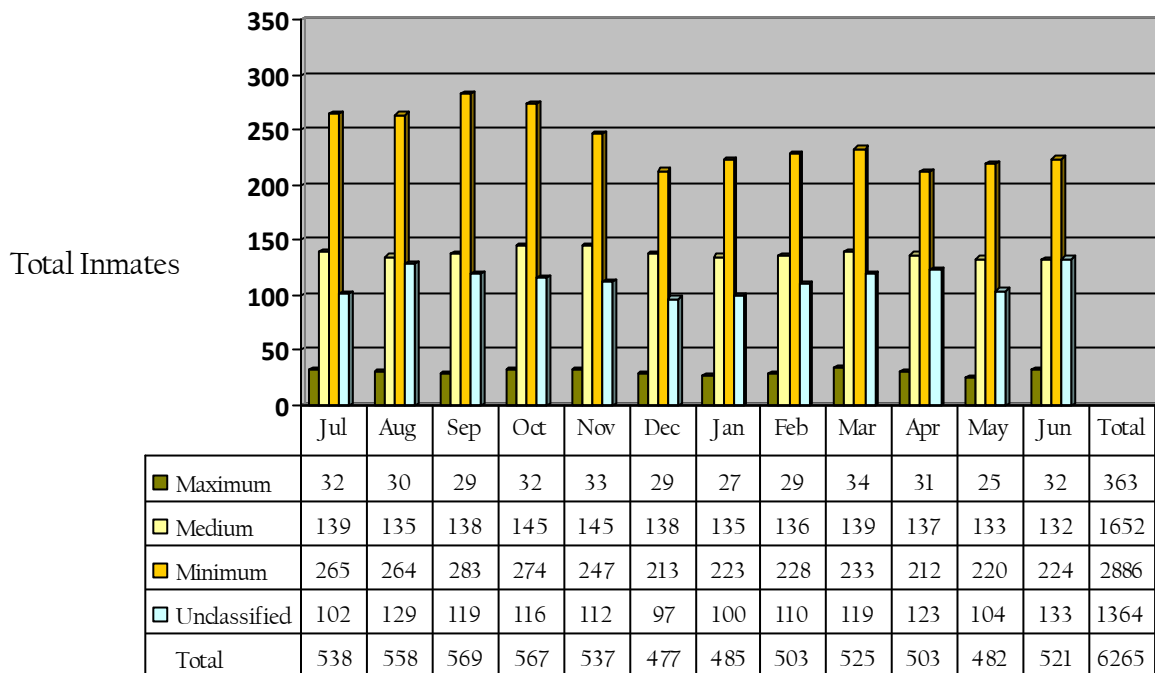
Classification (Continued)

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, 2010 thru June 30, 2011, 4,901 inmates were classified. Of that number of inmates classified, 2,886 were minimum custody, 1,652 were medium custody, and 363 were maximum custody. There was also an additional 1,364 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



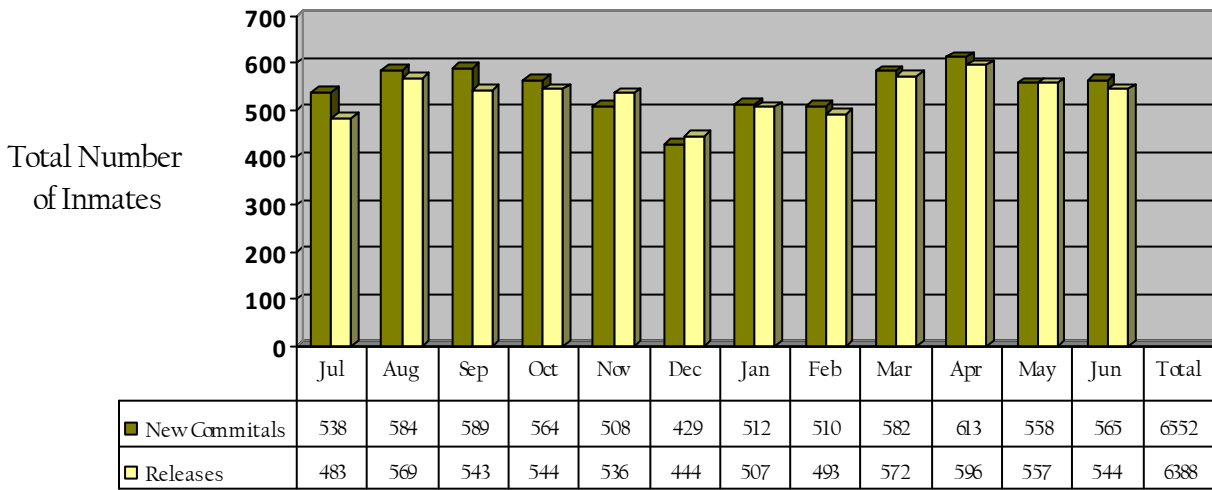
Records

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 which ensures the inmate is present in the appropriate court on the correct date and time. This section of the facility also works closely with surrounding jurisdictions to make sure transport orders are received for court appearances and time for credit spent at other facilities is calculated during time computation.

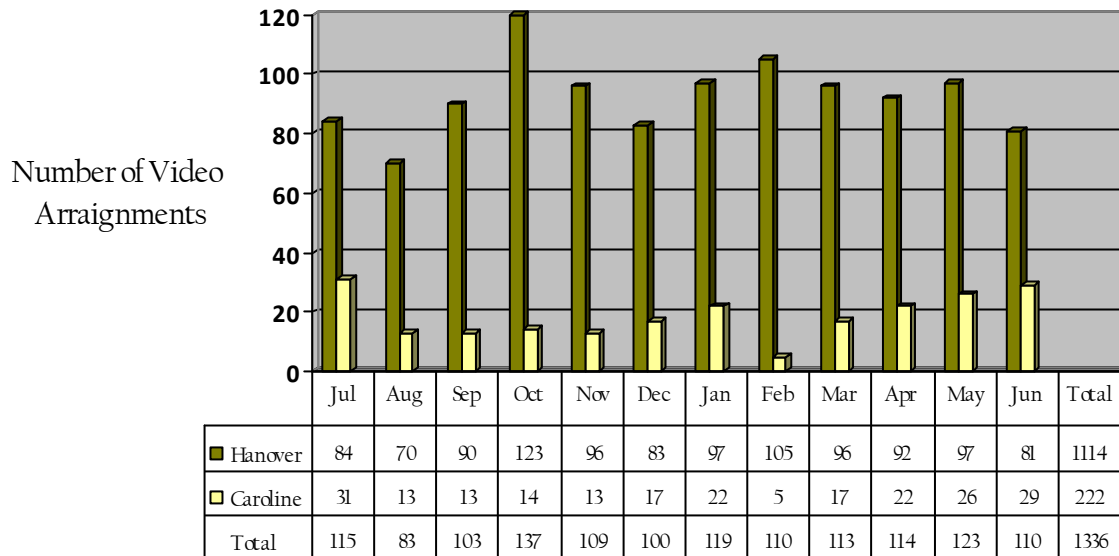
The Records Department also reviews all booking information on newly committed inmates to ensure all charge and bond information is correct and that all necessary paperwork is in the folder before an inmate is released from the facility. This past fiscal year between the months of July 1, 2010 thru June 30, 2011, the Records Department processed 12,934 inmate folders. Of those folders, 6,552 were new committals into the facility, and 6,382 were inmates released from the facility.



Records (Continued)
Inmate Files Processed



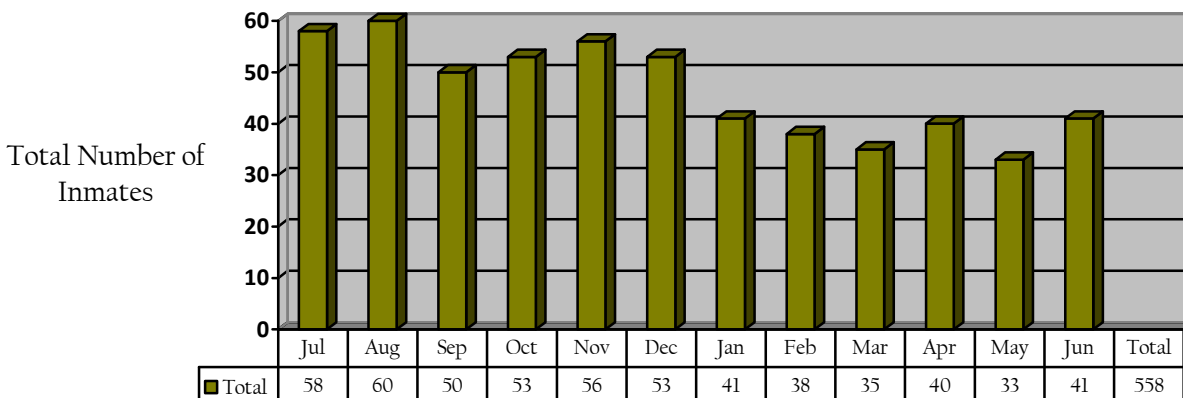
Video Arraignments Conducted



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 1,336 video arraignments conducted on behalf of the Hanover and Caroline courts.

Records (Continued)

Department of Corrections Out of Compliance Inmates



The Records Department is also responsible for keeping track of inmates who serve their time on the weekends. A “weekender” is someone who serves their incarceration Friday thru Sunday because of a work or school schedule. The Records Department keeps track of the days served so that the inmate is released on the correct day and time. Working closely with the Department of Corrections is crucial to the Records Department because it ensures that inmates are transferred to a state correctional facility in a timely manner based on the length of an inmate’s sentence and the severity of their charges. Inmates who remain at the facility sixty (60) days after being sentenced by the courts are considered to be “Out of Compliance”. This past fiscal year, there were **558** inmates housed here at Pamunkey Regional Jail in an “Out of Compliance” status.

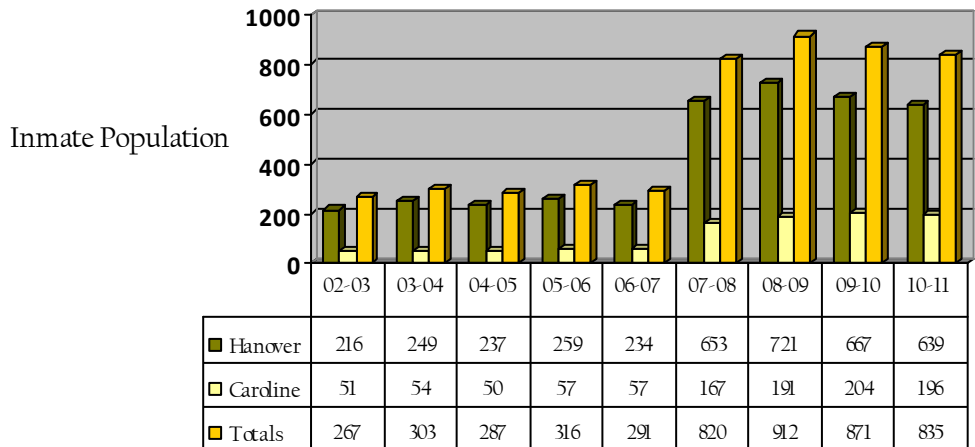
Local Inmate Data System (LIDS)

The primary goal of the LIDS Technician is to input and maintain inmate records on a daily basis 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.

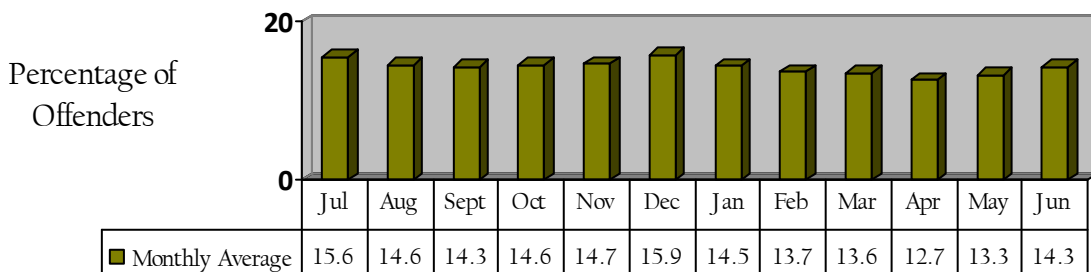
Once a month, the LIDS Technician is responsible for reconciling all jail time served days for each locality that Pamunkey Regional Jail serves. Once any inconsistencies and errors are corrected, the total number of day are certified and approved in LIDS and submitted to the Compensation Board for approval.

Every two years, the jail is audited by the State Compensation Board to ensure the facility is in compliance with the guidelines established by the Compensation Board.

Inmates Housed for Localities



Average Length of Stay



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. This is done with minimal outside support from contractors. The department monitors and controls all chemicals and equipment used for daily housekeeping throughout the facility, including our laundry area. The Maintenance Department ensures that all Federal, State, and Local regulations are adhered to for ACA and DOC regulations.

The department's staff consists of a Maintenance Supervisor and two Maintenance Officers. The three officers are on duty five days a week, with at least one staff member on-call for emergencies at all times. The Maintenance Officers and Supervisor 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.



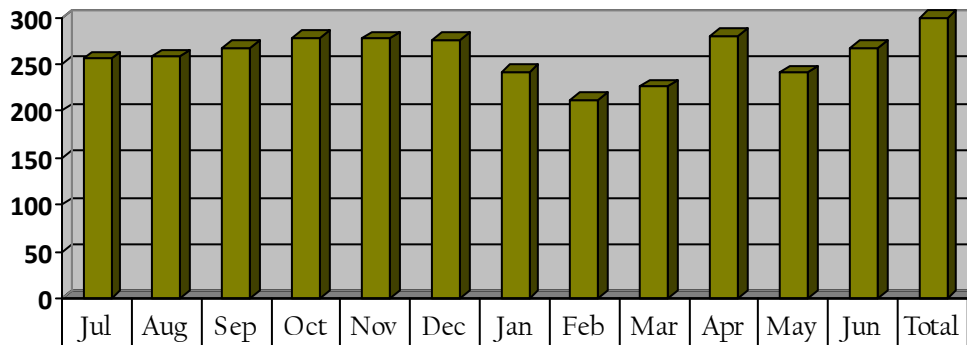
Maintenance Department (Continued)

The Maintenance Department has had a very productive year. As the graph will show, they have received over 3,082 work orders and maintained 100% completion with no backlogs. Along with the daily routine, Maintenance has rebuilt the dishwasher in the kitchen and added another shower to comply with a new ACA standard. We are in the process of upgrading several showers throughout the facility to meet the high standards that we must maintain to be ACA certified. All work was done in-house, eliminating any need for outside contractors. We are fortunate to have such a skilled team to handle most any building related situation here at the Jail. Once again this year, our facility had no cells that were out of service and because of a joint effort among staff; our facility saw a decline in our electrical cost for all 12 months of the fiscal year. This is all done in compliance with State, Local and Federal building safety codes.

The Maintenance Department will embark upon new challenges and seek innovative ways to continuously maintain the facility equipment. The department continues to receive 100% score from our ACA inspection team, while maintaining a proactive approach to this facility.

The Maintenance Department completed 3,082 work orders this fiscal year. As the facility continues to age, the Maintenance Department continues to increase its efforts to stay ahead of the rising challenge.

Work Orders Processed



■ Number of Work Orders	256	258	268	278	277	276	242	212	226	281	241	267	3,082
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