

PAMUNKEY REGIONAL JAIL

ANNUAL REPORT 2011



WORLD CLASS SERVICE...



...ON A LOCAL LEVEL



This cover was printed on 28 pound, acid-free, color copy paper. The final cover image was selected from several submissions, and was designed by Captain Mark Claveau in conjunction with Sergeant William Fowler, the Captain of Security and the Sergeant of Support Services of the Pamunkey Regional Jail.

PAMUNKEY REGIONAL JAIL

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A letter from the Superintendent:

As I present the 2011 Annual Report for the Pamunkey Regional Jail, I am reminded that while our communities are not out of the economic woods, Virginia and particularly this region are making good strides towards a recovery built on a foundation of sound fiscal practices.

This past fiscal year through hard work and proper planning, the Pamunkey Regional was fortunate to be in a position to return \$250,000 to the localities we serve. This voluntary return helped reduce or eliminate the locality debt service owed, and thereby contributed to a reduction of the financial burden of the jurisdictions. My staff and I have also worked diligently to ensure that we stay within our means. That includes the installation of automatic light timers in non-critical areas and employing water conservation measures, as well as having frank discussions of what is truly needed to operate the jail in a safe and secure manner. As a result, not counting the funds returned to the localities, the facility ended the fiscal year with a budget surplus of \$211,277.

This surplus will allow us to further save money by completing the jail's planned security system upgrade in total, rather than by making payments over the next 5 years. By paying in full, this will net a savings of tens of thousands in interest payments that will not need to be made.

We have also continued to "do more with less" by continuing to hold eight officer positions vacant, despite the burden that it places on those that have been asked to add responsibilities they may not be entirely comfortable with. I would like to take this opportunity to thank the Jail Authority Board Members for all the leadership and support they provided this past year. Their authorization of a small merit increase for those employees displaying proficient performance or better was welcome news for the families that rely on their husbands, wives, fathers and mothers who are the breadwinners at home.

With that said, I am a firm believer that tough times make for great opportunities - opportunities to make hard decisions that will serve us well when times get better. That is the approach I have been taking as the jail's Superintendent.

It brings me great pride to see the officers and staff of the jail step up to fully address the issues that we face. As you read this report, I trust you will agree that the Pamunkey Regional Jail is squarely meeting our challenges head on, and laying the groundwork for our future success.

Sincerely,

Colonel James C. Willett, CJM, CCM
Superintendent

Vision, Mission, & Core Values

Vision Statement

It is the vision of the Pamunkey Regional Jail to be an organization that has a strong value system that recognizes the inherent worth of all human beings, respects and recognizes the needs of the community, and holds the belief that, if they choose, offenders can change their lives.

Mission Statement

The Pamunkey Regional Jail shall provide the highest level of safety and security for our community. We shall strive to exceed national correctional standards while continuously providing exceptional services and resources for the community, law enforcement, and the judicial system. Through integrity, dedication, and teamwork, we shall provide an environment of professional development that promotes respect, cooperation, and ethical excellence.

Core Values

- Safety – Operate in a safe and efficient manner, for yourself, your team, the facility and the community
- Service – Cultivate excellent relationships with our member localities, and our community
- Respect – Treat all individuals with consideration and thoughtfulness
- Integrity – Demonstrate positive values in the way you act and the way you insist others behave
- Initiative – Always ready, willing, and able to pull together to face new challenges
- Innovation – Adapt to change; work with it, not against it
- Knowledge – Commit to enhancing job knowledge through training & experience

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 inmates to be housed separately for purposes of protective custody, administrative segregation and disciplinary status.

The Pamunkey Regional Jail's medical infirmary has 2 examination 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.

The Annual Report highlights various employees from every department. These talented individuals, highlighted on the sectional dividers throughout this document, contribute on a daily basis to the overall success of the Pamunkey Regional Jail.