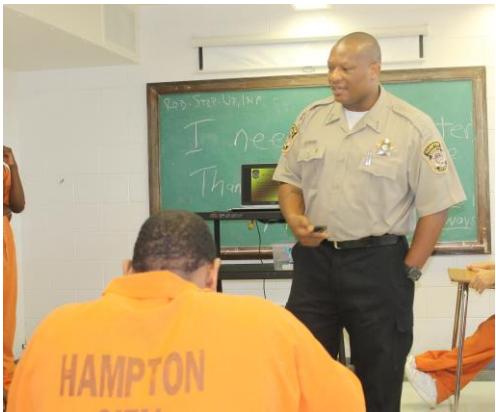


Hampton Sheriff's Office

2013 Annual Report



Sheriff B. J. Roberts

SHERIFF'S MESSAGE

Dear Citizens of the City of Hampton,

It is with great pleasure to submit to you the 2013 annual report highlighting the activities, programs and accomplishments within the Hampton Sheriff's Office.

Year after year, this office focuses on the essential mission of ensuring the public's safety through "Excellence and Commitment". Our efforts to uphold this mission can be attributed to our dedicated employees, our unique rapport with the community, and our steadfast efforts to maintain certification through the national accreditation process.



The Hampton Sheriff's Office continues to launch new and innovative programs that ensures a safe and secure community. We also remain "committed" to the community by maintaining national accreditations. This is important so that we remain leaders in our profession. I appreciate each and every employee's hard work and dedication; they truly make Hampton a safe place to live and to nurture a family.

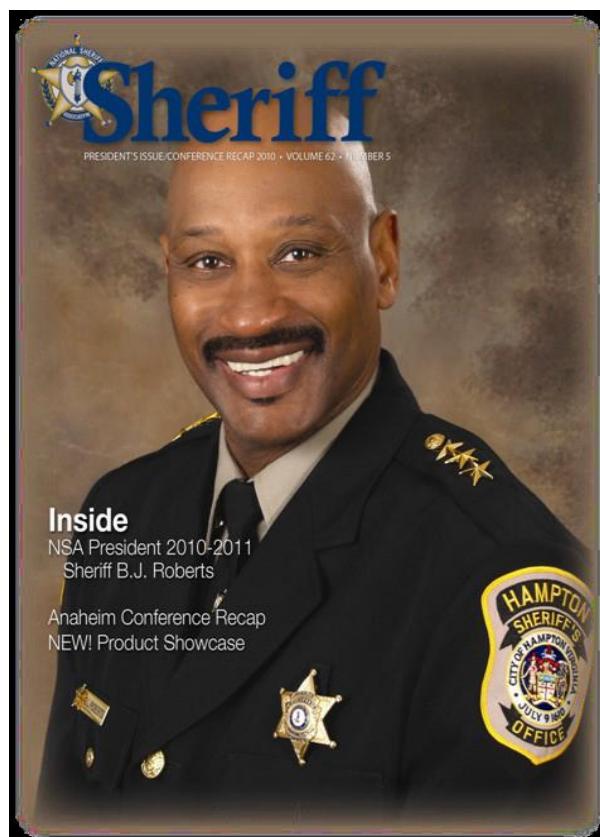
My heartfelt thank you to the City of Hampton for all your support. Collaboration is key! I am optimistic that we will see bigger and brighter rewards in the upcoming years.

As Sheriff of the City of Hampton, I will continue to guide the Hampton Sheriff's Office in a professional and proactive manner as a servant to you, the citizens of Hampton.

A handwritten signature in black ink, appearing to read "D.A. Holstein".

PRESIDENT OF THE NATIONAL SHERIFFS' ASSOCIATION

Sheriff B.J. Roberts served as the 69th President of the National Sheriffs' Association (NSA) from June 2010 to June 2011, making him the first African-American President to serve in this position. During his term as NSA President, Sheriff Roberts had the opportunity to visit various sheriffs in their states throughout the country to learn about the challenges they were facing in their particular states. He worked to advance and protect the legislative goals of the nation's sheriffs on Capitol Hill and met with officials from both the administration and various federal law enforcement agencies to ensure the concerns of the nation's sheriffs were being heard and taken into consideration. Sheriff Roberts' duties included representing all of America's Sheriffs by advancing NSA's unified mission of preserving, shielding and protecting communities on critical law enforcement and homeland security issues.





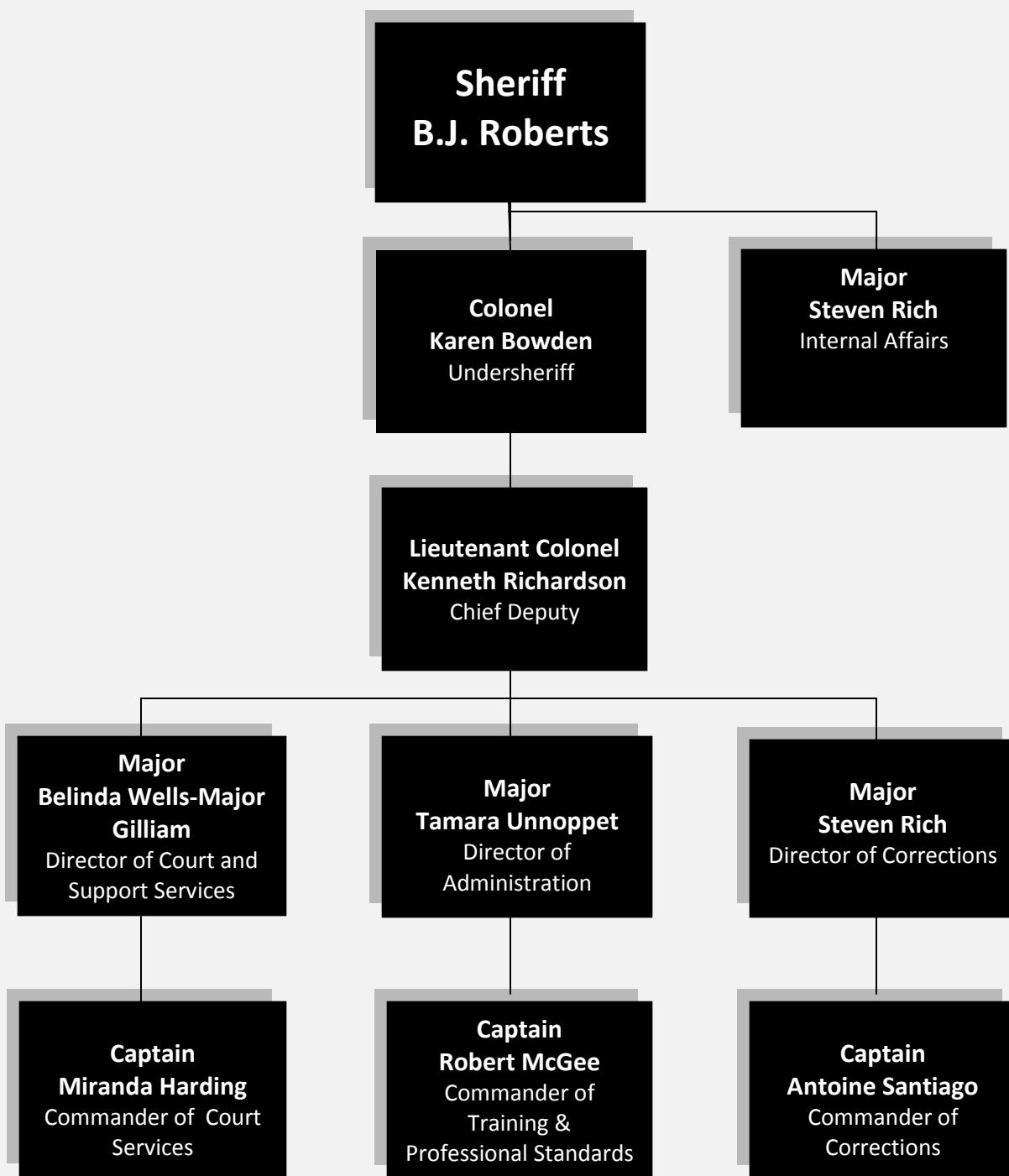
Major B. Wells-Major Gilliam, Colonel K. Bowden, Sheriff B.J. Roberts and Major K. Richardson.



HAMPTON SHERIFF'S OFFICE LEADERSHIP TEAM



HAMPTON SHERIFF'S OFFICE ORGANIZATIONAL CHART



2013 ANNUAL SERVICE AWARDS



**Outstanding Performance
(Sworn)**
Deputy Roger Gunter



**Outstanding Performance
(Civilian)**
Ms. Fe Vines



Community Service Award
Sergeant Donald Barlow



Deputy of the Year
Deputy Morico Johnson



Sheriff's Award
Sergeant Nichelle Youngblood



Sheriff's Award
Deputy Nicole Perrine



**Outstanding Performance
Part-Time (Sworn)**
Deputy Allan Cline

Award recipients were acknowledged at the Annual Holiday Party in December, as well as received special recognition from The Exchange Club of Wythe in January 2013. Congratulations to each of them!

2013 PROMOTIONS AND COMMENDATIONS

Promoted to Lieutenant



*Lt. Brandy
Kuemper*



*Lt. Michelle
Nolley*

Promoted to Sergeant

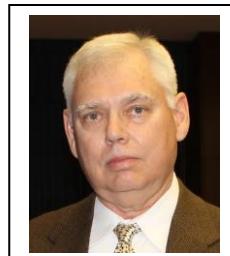


*Sgt. Alfred
Knight*



*Sgt. Daisha
Lockett*

Retirement



Wayne Tysinger

Honored for Years of Service

20 Years

*Roger Gunter
Wilford Mouton
Belinda Wells-Major Gilliam*

15 Years

*Ralph Brown
Lynette Gittens
Elaine Henderson
Sylvia Lawson
Sharon Mays*

10 Years

*David Blizzard
Cynthia Hargraves
Carl Hornberger*

Blondell Khan

Pamela May



ADMINISTRATION DIVISION

**Major Tamara Unnoppet**

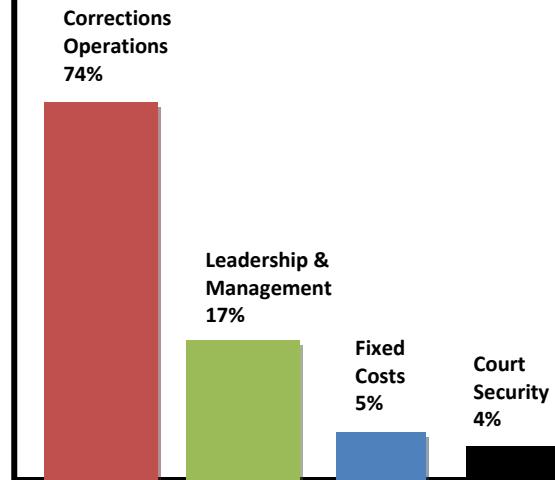
The Division of Administration offers services to the primary operating divisions of the department. Administration incorporates budget, finance, procurement, human resources, payroll, commissary, warehouse and special projects.

FINANCE

The Finance Unit is responsible for the day-to-day operation of the budget, the procurement of materials and supplies for the Hampton Sheriff's Office. This unit serves as the liaison between the Hampton Sheriff's Office and the City Finance Department.

It is also responsible for coordinating the financial aspect of the Inmate Work Release Program, Workforce Program and the inmate trust fund. The 2013 fiscal year operating budget for the Hampton Sheriff's Office was \$8,575,226.

Operating Budget 2013



OPERATING BUDGET

Leadership & Management	\$1,491,005
Jail Operations	\$6,324,659
Court Security	\$376,427
Fixed Costs	\$383,135
Total FY '13 Budget	\$8,575,226

ADMINISTRATION DIVISION, CONT'D.



HUMAN RESOURCES

The Human Resource Unit processes all employee applications, which includes testing, conducting background investigations and oral interview boards. The unit attended twenty job fairs and reviewed 213 applications. In addition, the personnel staff records all employee hours worked and submits pay-roll accordingly. In 2013, the unit managed 184 personnel.

HAMPTON SHERIFF'S OFFICE PERSONNEL INFORMATION

Number of Sworn Officers	137
Number of Civilians	47
Number of Females	85
Number of Males	99
2012 Applications Received	213
Males	111
Females	102
Deputies	169
Clerical	33
Medical	11
2013 New Hires	24
Males	13
Females	11

HAMPTON SHERIFF'S OFFICE PROMOTIONS

2013 Promotions	4
Males	1
Females	3

A 2013 Hampton Citizens Survey revealed the Hampton Sheriff's Office rated 93% GOOD and 7% AVERAGE in
 *Overall performance; *Deputies level of competence while working in the community; *Deputies attitude/behavior
 while working in the community; *Providing safe and secure operations of the Hampton City Jails.



CORRECTIONS DIVISION



Major Steven Rich

The Corrections Division oversees the day-to-day effective operation of two facilities which can house 526 offenders. The correctional staff of 90 sworn officers' work day and night shifts to maintain constant security. The two facilities, Hampton Correctional Facility and the Hampton Community Correctional Facility, house inmates who have custody levels ranging from minimum to maximum. The duties of the correctional staff include managing security rounds to ensure the safety and welfare of all incarcerated inmates, visitors and staff, ensuring proper medical care, escorting inmates to and from appointments, supervising meals, maintaining security for recreation, and coordinating classroom activities.

INTAKE/CLASSIFICATION

Intake is the Unit in which a detainee/inmate is processed into the Hampton Correctional Facility. The offender is searched thoroughly and his/her property is seized and inventoried. Subsequently, pre-screening is conducted and the inmate information is recorded in the Jail Management System, to include fingerprints and photographs.

The Classification Unit determines the most suitable confinement for an inmate after Intake. During the classification process, the inmate's criminal history, previous incarcerations, current offenses, behavioral attitude, special needs, and risks factors are assessed to establish the appropriate custody level. The custody level dictates where the inmate will be housed in the main facility. In addition, the custody level is a determining factor for the participation in work programs. After the inmate is processed, to include being seen by the magistrate if applicable, free phone calls are then given.

2013 INTAKE STATISTICS

Total number of inmates processed at intake	Total number of inmates committed to the Hampton Correctional Facility	Total number of inmates transferred to annex
7,351	4,924	432

INMATE RECORDS

The Inmate Records Unit ensures that all pertinent inmate information is processed in accordance with court documentation by maintaining a filing system and entering data into the Jail Management System.

2013 Inmate Records Statistics

Total Commitments	4,924
Total Releases	5,340
Total Jail Contracts (Beds)	0
Total Processed Weekend Commits	204
Total Weekenders(Days)	2,673

Personnel are responsible for ensuring inmates make scheduled court appearances. This section computes local time and submits state time to the Department of Corrections in addition to calculating good time for program participation. Additionally, they answer correspondences from inmates, the Department of Corrections, the courts, the general public, and the local, state and federal authorities. The unit prepares daily, weekly and monthly reports for internal distribution. They conduct disciplinary hearings and maintain a restriction list, as well as authorize transportation from other jurisdictions.

CORRECTIONS

DIVISION CONTINUED



Inmate Workforce Program

The Hampton Sheriff's Office Inmate Workforce crew performs maintenance in and around the City of Hampton. The inmate crew consist of one deputy supervising no more than six inmates. The crew averaged approximately 11,040 community services hours in 2013. The program provides inmates with the opportunity for rehabilitation and job training while improving the overall appearance of the city.

Inmate Work Release

The Work Release Program provides opportunities for new or continued employment for state and local inmates who meet a stringent criteria pursuant to the Virginia Code. The Hampton Sheriff's Office has partnered with local businesses to provide new jobs or allow eligible inmates to retain employment and actively contribute to their personal financial obligations. Work Release inmates also pay a fee to defray the cost of their room, board and transportation. Fines and the cost of restitution are also taken when ordered by the court and inmates are allowed to keep the remainder of their wages once their financial obligations are met.

FOOD SERVICES

Food Services

The Hampton Sheriff's Office food service is another resource that is contracted out to a private vendor. All meals and snacks are planned and prepared daily, including regular and special diet meals. Inmates receive three meals daily, two of which are hot and one which may be cold. All meals provided to the inmates meet the guidelines of the American Correctional Association which are based upon the current recommended daily allowances and daily reference intakes.

2013 Food Services Statistics (Number of Meals Served)

Inmates 469,560	Inmates with Medical Diets 490	VDOT Meals (Workforce) 2,200	Meals on Wheels 90,204	Staff Meals 1,600	Total 564,054
--------------------	--	---------------------------------------	------------------------------	-------------------------	------------------

SPECIALTY TEAMS



SHERIFF'S EMERGENCY RESPONSE TEAM (S.E.R.T.)

The Sheriff's Emergency Response Team (S.E.R.T.) was developed in order to quell any dangerous situations in the jail. This tactical team is comprised of highly trained Sheriff's deputies who are on call 24 hours. Their primary focus is cell extractions and riot control.

HAMPTON SHERIFF'S HONOR GUARD

The Hampton Sheriff's Office Honor Guard was initially trained by the U.S. Army 3rd Infantry Division (The Old Guard) in Arlington, VA. The team is a full service Honor Guard skilled in posting of colors, parades, and official ceremonies. They are proficient in the use of the Springfield M1A1 rifle and 21 gun salutes. The Team is also proficient in burial and casket detail including flag folding to complete a full honors burial.





COURT SERVICES & SUPPORT SERVICES DIVISION



Major Belinda Wells-Major Gilliam

The Court and Support Services Division is responsible for maintaining order within the City of Hampton Courts, serving summonses, orders and other civil processes, the transportation of inmates and providing health care services to inmates. In addition, staff in this division provides community services, training to all employees of the office and oversees the compliance for DOC inspections and three national accreditations.

COURT SERVICES

The Court Services Division is comprised of three sections; court security, transportation and civil process. Each section supports the goals and objectives of the Sheriff's Office. This division provides support services to judges as situations dictate, manage jurors both in the courtroom and when sequestered, transports defendants and inmates to appear before the court, and performs other duties as required by the courts. The division also provides support to Corrections and Support Services during emergency situations and during times when the courts are closed.

The Civil Process section serves all summonses, orders and other civil processes issued by the courts and regulatory offices of Virginia and other states. This section is also responsible for evictions within the city, and executes levies, sales and seizures of property. The section is also responsible for the collection of delinquent taxes in conjunction with the city Treasurer's Office.

CIVIL PROCESS WORKLOAD STATISTIC

	2011	2012	2013
--	------	------	------

Subpoenas Received	15,175	14,370	14,143
Jury Summons Received	3,600	3,539	1,800
Criminal Warrants Received	102	104	357
Levies Received	1,512	1,120	1,063
Other Civil Process Received	44,401	37,892	37,066

COURT SECURITY WORKLOAD			
	2011	2012	2013
Circuit Court			
Circuit Court Days	976	1,008	992
Average Number of Circuit Judges	4	4	4
General District Court			
General District Court Days	726	738	726
Average Number of General District Judges	3	3	3
J&DR Court			
J&DR Court Days	741	762	741
Average Number of J&DR Judges	3	3	3

COURT SERVICES & SUPPORT SERVICES DIVISION CONTINUED



TRANSPORTATION

The Transportation section is responsible for transporting individuals to and from state facilities, courts as well as other jurisdictions throughout the state. This section is also responsible for transporting inmates to and from medical, dental and other appointments outside of the correctional facility. Transportation deputies travel the United States on extraditions and interstate agreements to return fugitives to Hampton for prosecution as requested by the Commonwealth's Attorney. These deputies are also required to transport civil committed citizens to mental health facilities as ordered by a judge.

COMBINED TRANSPORTATION STATISTICS 2013

Inmate transports other than to Local Courts	227
Mental Patient Trips within Jurisdiction	6
Mental Patient Trips Out of Jurisdiction	23
Extraditions Completed	37

HEALTH CARE

The objective of the Hampton Sheriff's Office is to deliver quality health care to incarcerated individuals at the Hampton Correctional Facilities. We provide 24 hour health care services, daily sick call and medication administration. Our Chronic Care Clinic monitors the health care of individuals with chronic illnesses such as hypertension and diabetes. The dental clinic is managed by a licensed dentist along with the support of a dental assistant and offers minor dental emergencies and routine dental care. The health care system has been accredited by the National Commission on Correctional Health Care since 2001.

MEDICAL UNIT REPORT 2013

Clinic Visits (MD/RN/LPN)	16,875
Dental Visits	303
Screenings	2,842
Medical Transfers to Hampton Roads Regional Jail	384
Chronic Care Clinic	534

HSO TRAINING



HSO IN-HOUSE TRAINING

An annual training plan, which is developed, coordinated and supervised by the Training Division, ensures that staff receives relevant training that complies with national, state and local standards, as well as the needs of the Sheriff's Office. The Hampton Sheriff's Office is dedicated in providing comprehensive training for all employees. The total number of training hours in 2013 was 28,545. This includes orientations, in-service training, conferences, and various seminars.

FIREARMS TRAINING

The Hampton Sheriff's Office sworn personnel are given firearms training throughout the year. Each year, deputies must qualify with their firearm. During firearms day qualifications, the deputies are instructed on use of force, training on reloading, immediate action drills, and finally a 50 round Tactical Qualification Course.



CRISIS INTERVENTION TRAINING (CIT)

The Hampton-Newport News CIT training consists of 40 hours of didactic instruction, interactive role-play, and discussion designed to prepare first responders to recognize and respond appropriately to those in crisis. CIT officers are specially trained to recognize and de-escalate crisis involving people with acute episodes of mental illness. The goal of the CIT program is to reduce unnecessary restraint and incarceration of people with mental illness and to provide individuals with appropriate treatment in the community.

CIT in Hampton and Newport News is a well-established and affective partnership between law enforcement, the community, hospitals, jails, mental health teams, and the courts. This cooperation has resulted in a formalized comprehensive training to law enforcement on the signs and symptoms of mental illness. CIT in Virginia goes way beyond just "book learning" as it also encompasses practical skills to better manage volatile encounters. Perhaps the most important aspect of CIT is awareness. It is this awareness of mental illness that breeds sensitivity and understanding.

HAMPTON ROADS CRIMINAL JUSTICE

TRAINING ACADEMY (HRCJTA)

The Hampton Sheriff's Office is a member of the Hampton Roads Criminal Justice Training Academy. The Academy is a full service training facility that provides state mandated entry-level, in-service, and specialize training to criminal justice professionals in South-eastern Virginia. Each new deputy in the Hampton Sheriff's Office is required to spend 10 or more weeks at the academy during his or her first year. In 2013, 16 academy graduates completed training in corrections, civil process, court security, and firearms qualifications with total basic combined academy hours of 8,500.

TRAINING STATISTICS 2013	
Number of Academy Graduates	16
Basic Combined Academy Hours	8,500

INSPECTIONS/ACCREDITATION

DEPARTMENT OF CORRECTIONS (DOC)

Each year, the Department of Corrections (DOC) performs unannounced jail inspections at Sheriff's offices across Virginia. The Hampton Sheriff's Office inspection was conducted in 2013 and received a score of 100% for achieving compliance with the Life, Health, Safety DOC standards.

AMERICAN CORRECTION ASSOCIATION (ACA)

Accreditation is an important word in the Hampton Sheriff's Office. It is a system of verification in which correctional facilities comply with standards through a series of reviews, evaluations, surveys, and audits. The Commonwealth of Virginia has mandated that all local jails meet minimum standards set forth by the Department of Corrections for the life, health and safety of inmates. The American Correctional Association established an accreditation process to further improve the professionalism in the field of corrections.

NATIONAL COMMISSION ON CORRECTIONAL HEALTH CARE (NCCHC)

The National Commission on Correctional Health Care develops and maintains the nationally recognized standards for correctional health care. The purpose of the commission is to improve the quality of health care provided in correctional facilities. The Hampton Sheriff's Office was re-accredited in 2013.

COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES (CALEA)

The Commission on Accreditation for Law Enforcement Agencies maintains that the purpose of CALEA'S Accreditation Programs is to improve the delivery of public safety services, primarily by maintaining a body of standards, developed by public safety practitioners, covering a wide range of up-to-date public safety initiatives; establishing and administering an accreditation process; and recognizing professional excellence. The Hampton Sheriff's Office was re-accredited in 2011..

AWARDS AND RECOGNITION

NATIONALLY ACCREDITED TRIPLE CROWN AGENCY

The Triple Crown Award was established by the National Sheriffs' Association to recognize those sheriff offices that achieve simultaneous accreditation from The Commission on Accreditation for Law Enforcement Agencies, The American Correctional Association and The National Commission on Correctional Health Care. Achieving the accreditations individually is a daunting task. The Hampton Sheriff's Office became the 32nd law enforcement agency in the United States in 2009 to ever receive this award, and only the second in Virginia to achieve such an honor.



HSO COMMUNITY PARTNERSHIPS

The Hampton Sheriff's Office is committed to fostering positive relationships in the community. We want the public to fully understand what we do to protect and serve and ultimately, we want to "humanize" the uniform we wear. To that end, the Community Relations Unit facilitates programs designed to assist, augment and create partnerships in the community. The Youth Programs include Child Identification, Delinquency Intervention Program (DIP)/First Look Incentive Program (FLIP), Class Action, Lunch Buddies, and Bright Beginnings.



Each year, Sheriff Roberts likes to acknowledge the many seniors in our community by reaching out to them through various events and programs. These programs consist of the following: Senior Picnic, TRIAD, Adopt-A-Senior Program, Senior Safety Summit, Annual Senior Holiday Shopping Trip, and Project Lifesaver.



HSO MISSION STATEMENT

The mission of the Hampton Sheriff's Office is to safely and securely maintain all city correctional facilities, thus ensuring the safety of the public; ensure safe and secure operation of all courts; and to guarantee timely and accurate service of civil and criminal warrants.

The Sheriff's Office will continue to carry out its motto.

“COMMITTED TO EXCELLENCE”

SHERIFF B. J. ROBERTS

Hampton Sheriff's Office

**Hampton Correctional Facility
135 High Court Lane
Hampton, VA 23669
(757) 727-6760**

**Hampton Community Corrections Center
1928 West Pembroke Avenue
Hampton, VA 23661
(757) 926-2545
Fax (757) 926-2537**

**Hampton Court Services
136 Kings Way
Hampton, VA 23669
(757) 727-6762
Fax (757) 728-3506**

**Website address:
<http://sheriff.sbo.hampton.k12.va.us/>**