



# ANNUAL REPORT FY2013/2014

*"A Year of Great Accomplishments and New Beginnings"*

OFFICE OF THE SHERIFF  
CITY OF VIRGINIA BEACH  
**Kenneth W. Stolle**  
Sheriff/High Constable



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## Message from the Sheriff

2014 brings to end my first term in office and begins my second term as Sheriff of the City of Virginia Beach. I want to express my appreciation to the public for entrusting me with the Sheriff's Office of Virginia Beach and being the only elected law enforcement officer in the City of Virginia Beach.



I also want to thank Council for the support they have provided over the first term of my office. But most importantly I want to thank the deputies, the supervisors, and the civilian staff at the Virginia Beach Sheriff's Office. It is through their efforts that we are able to provide the security to the community that we work so diligently to provide.

In 2010, I started my first term as Sheriff and I inherited an outstanding organization from Sheriff Paul Lanteigne. It has been our challenge over the last four years to improve upon an already outstanding organization. I believe this we have accomplished.

First, we initiated a secured housing unit to control the truly worst-of-the-worst of our community. Second, we initiated an intelligence unit to provide the deputies with the day-to-day intelligence needed to be safe and more effective in the execution of their duties. Moreover, we continue to work with agencies across the state to provide law enforcement with the information they need to be successful in their job. Third, we created a pod specifically for the mentally ill and we also created suicide prevention rooms for both male and female, commonly referred to as the pink and blue rooms. Fourth, we created detox rooms where a nine-day detox protocol is initiated on all inmates that may have alcohol addiction problems.

As a result of these efforts, the jail is safer for deputies and safer for inmates. The mentally ill inmates are for the first time being treated in a manner which increases their medication compliance and their safety. But there still remains a lot to be accomplished.

This year we will start a re-entry program and we are working with the state of Virginia and the City of Virginia Beach to make this as effective as possible to prevent the return of many of the inmates to the correctional environment. In addition to the restructuring of the jail operations, we have made many changes to the day-to-day operations of the deputies and the appearance of the deputies. We went from a brown uniform to a blue uniform to be more recognizable as a law enforcement community and at the same time saving the City of Virginia Beach tens of thousands of dollars a year.

We initiated a commissary canteen program in which we increased our revenues from about \$200,000 a year to almost \$2,000,000 a year. This is money that goes directly to the bottom line operation of the jail and reduces the cost to the citizens of Virginia Beach for the operation of the jail. We have also put inmates to work in gardening and growing their own fruits and vegetables as well as cutting the grass for the citizens of Virginia Beach.

The gardening and farming efforts have reduced food costs by using the products that are raised by the inmates in lieu of the additional items that need to be purchased to feed the inmates. We have increased our efforts to put inmates to work by cutting grass around the City of Virginia Beach and other services such as hurricane/storm cleanup and graffiti abatement efforts. This program earns about \$600,000 per year and additionally offsets the contributions that the citizens of the City of Virginia Beach have to make for the operation of the jail.

We have made great strides in the Virginia Beach Sheriff's Office to improve the safety and efficiency of our organization and the safety that we provide to the community.

In summary we have made the jail safer, more secure, less expensive, and more efficient and more productive for the citizens of the City of Virginia Beach. This is only a beginning; it is not an end. We look forward to working with the City Council and the citizens of the City of Virginia Beach as we move forward in the future.



Kenneth "Ken" W. Stolle  
Sheriff/High Constable



## OFFICE OF THE SHERIFF CITY OF VIRGINIA BEACH



### MISSION STATEMENT

The mission of the Virginia Beach Sheriff's Office is to provide for the public safety of the citizens of Virginia Beach through the efficient and professional operations of the Sheriff's Office as provided for in the Constitution and the Code of Virginia.

### ORGANIZATIONAL VALUES

Through teamwork and in partnership with the community, the shared values to which we as an organization must inspire include:

- Commitment:** We will stand firm in our commitment as the safety and security of all persons in our care and custody and those persons for whom we serve are paramount.
- Integrity:** We will earn and maintain the trust of our citizens by being personally and professionally accountable to the highest ethical and moral standards. We will conduct ourselves above reproach, mindful of the constitutional rights of all to liberty, equality, and justice, with the courage to uphold these convictions, free from prejudices and bias.
- Compassion:** We will be responsive and empathetic to the welfare of all persons and each other. We will treat everyone with dignity, respect, and understanding.
- Professionalism:** We will provide quality service through motivated, dedicated and well-trained employees. Our actions, attitudes and appearance will demonstrate self-discipline, attention to duty and service to our community.



## Services of the Sheriff's Office



The services provided by the Sheriff's Office are divided into two primary divisions:

*The Operations Division includes:*

### **Correctional Operations**

Provides for the care and custody of persons admitted in the Virginia Beach Correctional Center. The functions include safety and security, providing food and medical care during incarceration and access to educational and work opportunities.

**Central Booking (Intake/Release)** Processes all arrestees for all law enforcement agencies utilizing the Virginia Beach Correctional Center. This involves fingerprinting and photographing of each arrestee. This is a contract between the City and the Sheriff's Office and is 100% locally funded.

### **Inmate Services**

Provides additional services to inmates financed by inmate fees. These services include GED classes, substance abuse counseling, and provisions of Alcoholics and Narcotics Anonymous.

### **Intelligence Unit**

Investigates and prosecutes any criminal misconduct or law/rule violation committed by those persons incarcerated within the Virginia Beach Correctional Center.

### **Special Projects**

Provides contract and project management.

*The Support Division includes:*

### **Court Support/Civil Process**

Provides security and order in the various Virginia Beach Courts and processes and serves civil documents received from the courts.

### **Transportation**

Provides transportation of juvenile and adult offenders to and from court as well as local and state correctional facilities

### **Training**

Provides staff training to include initial and on-going in-service training.

### **Drug Abuse Resistance Education (D.A.R.E.) Program**

Provides drug and gang education and education on the potential danger related to strangers.

### **Administration**

Provides human resources and financial administration for the Office as well as program development.

### **Information Technology (IT)**

Provides technology based services to the Office.

### **Emergency Planning/Accreditation**

Oversees Sheriff's Office emergency operations; maintains compliance with state accreditation standards, develops and implements Office Policies & Procedures; Conducts grant research.

### **Public Information Office (PIO)**

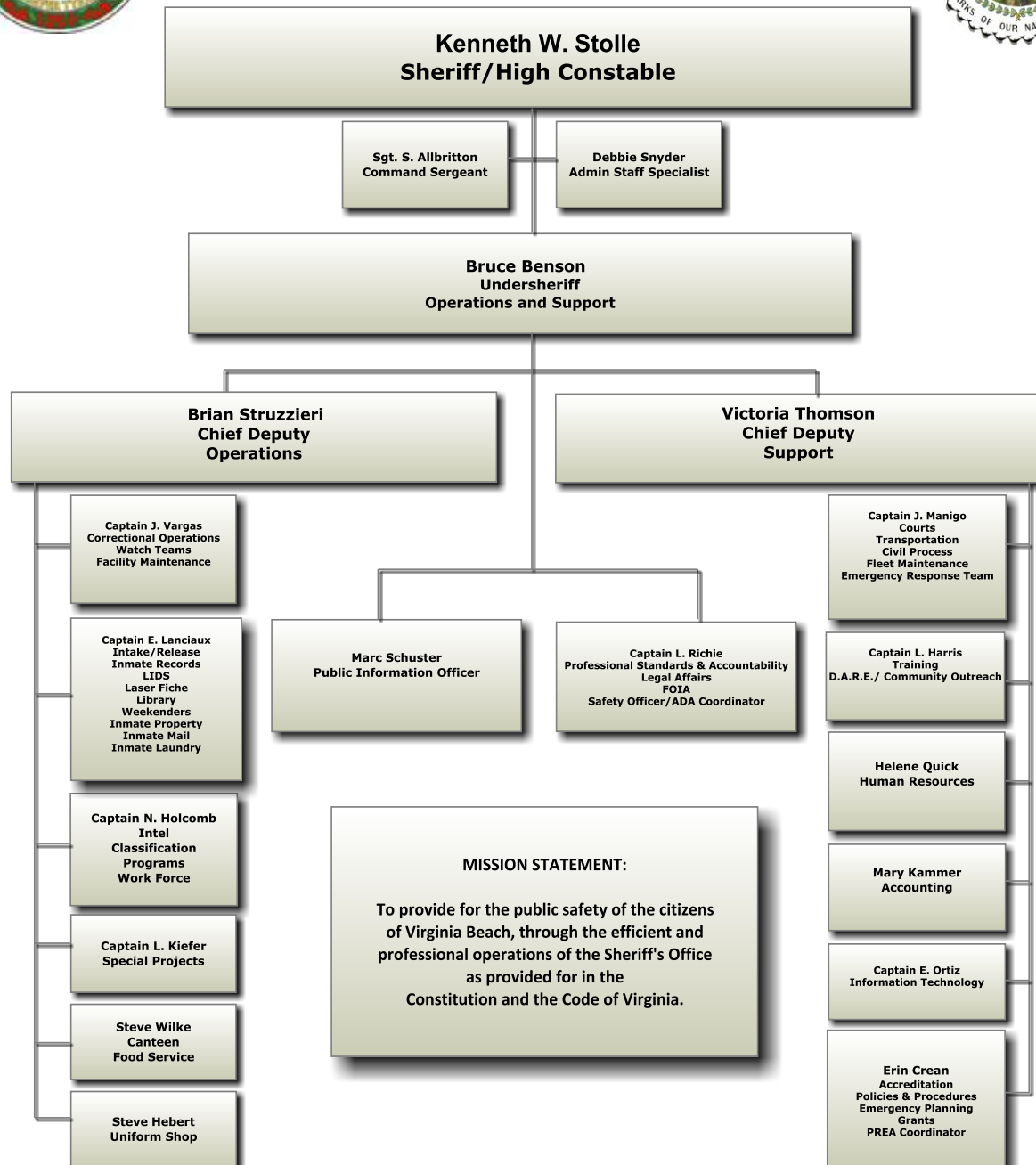
Handles all requests from the public and the media.



# OFFICE OF THE SHERIFF

CITY OF VIRGINIA BEACH

## ORGANIZATIONAL CHART



Revised 05/29/2014

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***Fiscal Year Cost Savings to the City of Virginia Beach  
and to the Tax Payers***

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**Uniform Change**

The Change from the traditional “Sheriff’s brown” uniform to the blue uniform resulted in a cost savings to the City of Virginia Beach of approximately **\$61,046 annually**. The retired “Sheriff’s Brown” uniforms were donated to the Disabled American Veterans.

**Inmate Canteen**

This program has been in existence for years; however, FY 2011-12 was the first year that the Sheriff’s Office performed these functions without the use of an external contract. As a result of bringing this function in-house, the Sheriff’s Office will retain 100% of the revenue generated from canteen sales. Net revenue generated by this program allows the Sheriff’s Office to fund jail operations limiting the need of additional city funds. **Inmate Canteen total gross sales for FY2013/14 were approximately \$811,460.**

**Care Mart and Fresh Favorites**

The public can purchase items online through the Sheriff’s Office controlled “Care Mart” and have items delivered to the inmates. Or through the “Fresh Favorites” program, the public may order freshly cooked meals and have them delivered to the inmates. **Care Mart and Fresh Favorites total gross sales for FY2013/14 were approximately \$1,384,905.**



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## ***Fiscal Year Cost Savings to the City of Virginia Beach and to the Tax Payers***

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### **Inmate Work Force “Team Orange” Volunteer Hours**

With an average of 35 inmates volunteering **210,120 hours** of service, the Sheriff’s Office Work Force Program saved the City of Virginia Beach and the taxpayers approximately **\$2,200,200.00**.



The Sheriff’s Office Work Force Program provides inmates with the opportunity for skill and self-development. The program provides public service at minimal to no cost to the taxpaying citizens of Virginia Beach. Such services include, but are not limited to, roadside litter pick-up, landscape maintenance and general maintenance. Participation in the program is voluntary and inmates must meet established criteria to participate in the program.

### **Inmate Trustee Program**

The inmate trustees provided **461,520 hours** of service equating to approximately **\$4,615,120.00** in labor cost savings to the Sheriff’s Office.

The Sheriff’s Office Trustee Program is another opportunity providing skill and self-development for the inmates. The Trustee program allows inmates to interface with staff in a positive manner. Participation in the program is voluntary and inmates must meet the established criteria in order to participate in the program.

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## *Change of Uniform Ceremony*

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Pictured Above: (Background) Off-going Watch Team wearing Class "B" sheriff's brown uniform with Watch Team Lieutenant, Alvie Culandring wearing his Class "A" sheriff's brown uniform. (Foreground) Deputies and Sheriff Stolle wearing Class "A" blue uniforms

On August 12, 2013, the Sheriff's Office officially retired the traditional "Sheriff's brown" uniform and began donning the new blue uniforms.

The change was precipitated by several factors among which included the received notification from the uniform supplier that the color Sheriff's brown will become a limited color option in the future. This notification meant cost estimate increases to the Sheriff's Office budget.

The Sheriff's Office responded by formulating a uniform committee chaired by Sergeant Donna Milner-Adams and Lieutenant Joseph Bartolomeo, Jr. to evaluate available uniform options.

The uniform committee was able to explore a wide range of alternatives given the 2005 amendment to the Code of Virginia allowing Sheriff's Offices across the state the ability to choose the color of uniforms worn by sworn personnel.

## **BROWN TO BLUE**

*"My number one  
priority behind  
providing for the  
safety and security  
of our City is finding  
ways to save  
money."*

*Sheriff Ken Stolle*



After numerous months of research and with an anticipated cost savings of \$61,046 annually to the City, the decision was made to move forward with the uniform change.

The transition from brown to blue also prompted a change in the Sheriff's Office patch. However, remaining constant is the five point star that has traditionally represented the Sheriff's Office badge over the decades.



**Pictured Above: Lieutenant Alvie Culanding and Lieutenant Kathy Vargas salute during the ceremony as the Sheriff's Brown is retired and the Blue Uniform is adopted.**



**Pictured Above: (Left to Right) Sergeant Donna Milner-Adams wearing the new Class "B" uniform; Sheriff Ken Stolle wearing the Class "A" Dress Uniform; Lieutenant Joseph Bartolomeo, Jr. wearing the new Class "A" uniform.**



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## ***Department of Corrections (DOC) Inspection – 100%***

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From October 2-4, 2013, the Virginia Beach Correctional Center had its three (3) year audit conducted by the Virginia Department of Corrections (DOC). The audit included:

- Inspection of one hundred and twenty six (126) file folders containing proof of compliance with the standards of the Virginia Administrative Codes that applies to jails and lock-ups.
- Interviews with various staff members and inmates.
- A tour of the Jail, Kitchens, and Medical Department by DOC inspectors and inspectors from the Virginia Beach Health Department.

At the conclusion of the inspection, the correctional center achieved a score of 100%. The inspectors found no deficiencies related to the correctional center, its operations, or the procedures of our contracted medical, food service, or commissary providers. Both the DOC and Health Inspectors noted the cleanliness of the jail, both inside and outside of the inmate housing units. The success of this inspection came as a result of hard work by the entire Corrections staff. The professionalism and dedication of our staff was evident during this inspection and the inspectors were impressed with our procedures, as well as the overall appearance of the facility.





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## Accreditation

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With an overall assessment of 100% compliance, the Virginia Beach Sheriff's Office received its third accreditation award from the Virginia Law Enforcement Professional Standards Commission (VLEPSC) in October 2013.

The reaccreditation process takes place every four years, and incorporates a thorough

review of written materials, interviews, and site visits conducted by the Virginia Law Enforcement Accreditation Coalition (VALEAC) on-site assessment team.

During the reaccreditation process, all Sheriff's Office policies and procedures, administration, operations, training, and personnel structure and processes were examined for compliance with the 190 VALEAC standards equating to approximately 747 proofs of compliance each year for the four year term.

In a letter to the accreditation team, Sheriff Stolle stated, *"The process of preparing for Reaccreditation has inspired us to recommit ourselves to the standards of excellence we strive for on a daily basis. We continue to grow throughout this process, and the process has served to make us an even stronger organization...Not only does accreditation afford us the opportunity to set and reach attainable goals, but it ensures the future growth and professionalism of our staff and organization".*

The Virginia Beach Sheriff's Office achieved its initial accreditation in 2005 and is scheduled to undergo its next reaccreditation process in 2017.

***Pictured Above: Brian K. Roberts, Vice Chairman of VLEPSC/Sheriff of Brunswick County, VA with Sheriff/High Constable Ken Stolle at the formal presentation of the Accreditation Certificate.***

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## ***Law Enforcement “Option 6” Academy***

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*“We will provide quality service through motivated, dedicated and well-trained employees. Our actions, attitudes and appearance will demonstrate self-discipline, attention to duty and service to our community.”*

*(VBSO Organizational Value, Professionalism)*

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In May of 2012, the Sheriff’s Office Basic Academy was certified by the Department of Criminal Justice Services (DCJS) as a full Law Enforcement Basic Academy. Since then, the Sheriff’s Office Training Academy staff has worked effortlessly towards launching its first Law Enforcement “Option 6” Academy, providing certified deputies with an additional twelve weeks of classroom and hands-on instruction in all facets of law enforcement.

The additional training will reinforce the deputies’ proficiency in current certifications. Additionally, the training will increase proficiency by equipping the deputies with added levels of knowledge, skills and discretionary capabilities.

The overall goal of the Law Enforcement “Option 6” Academy is to ensure continued delivery of the highest level of public safety services to the citizens of Virginia Beach. Whether the service is that which is provided through Civil Process, the Courthouse or Courtrooms, the Correctional Center or whether it is through services provided within the community, it is the level of services the citizens have come to expect from the Sheriff’s Office.

The Sheriff’s Office will commence its first Law Enforcement “Option 6” Academy in August 2014. Upon successful completion of the twelve weeks of instruction, the deputies must successfully pass a state comprehensive exam followed by an additional 100 hours of field training. Upon meeting all DCJS mandates, the deputies will earn full law enforcement certification.

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## ***Formation of K-9 Unit***

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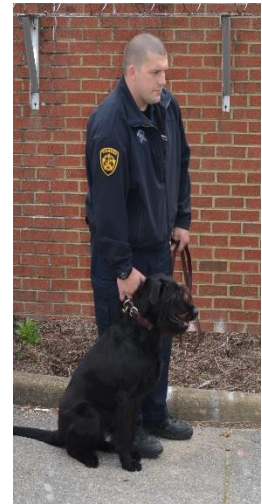
The Sheriff's Office acquired two K-9's during this fiscal year and is in the process of formulating and implementing a K-9 Unit. The K-9 Unit will consist of two canines and a dedicated handler for each canine.



**K9 ROXIE**

Joining the Virginia Beach Sheriff's Office staff is K-9 Roxie. K-9 Roxie is a female Labrador Schnauzer mix certified in explosives detection. She was donated to the Virginia Beach Sheriff's Office from the US Navy.

Also joining the Virginia Beach Sheriff's Office staff is K-9 Candy. K-9 Candy is a female German Sheppard purchased through a grant. She is in the process of being trained in Narcotics detection to include courier detection work.



**K9 CANDY**

The decision to add K-9's to the Sheriff's Office operations was predicated upon the desire to expand existing alternatives that will allow deputies to remain proactive in response to situations verses a reactive response. The K-9 Units will serve an additional search tool in the provision for the public safety of the citizens of Virginia Beach, Sheriff's Office personnel, occupants and guests of the Virginia Beach Correctional Center and the Virginia Beach Judicial Complex.

The Sheriff's Office will utilize the Explosives and Narcotics K-9 Units to conduct random searches within its service area. Searches are paramount to safety and security and already occur on a daily basis as a pivotal part of daily operations. The implementation of K-9 Units is projected to increase the efficiency and effectiveness of operations by reducing the amount of personnel and the amount of time it takes to accomplish a search task without compromising safety or security.

The Explosives K-9 Unit is scheduled to deploy in July 2014. A date for the deployment of the Narcotics K-9 Unit is to be determined later in FY 2014/15.

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## ***Re-Entry Program – Combatting Recidivism***

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The Virginia Beach Sheriff's Office will implement a Reentry Program with the goal of combatting recidivism beginning in early FY 2014/15.

Providing for the safety of the community and discharging the public trust carries more than simply locking an inmate behind bars. It involves a proactive approach to incarceration that includes the opportunity for the inmates to gain the knowledge and skills needed to successfully integrate back into the community upon release rather than relapsing into criminal behavior. Relapsing involves repeating the cycle of crime that resulted in the inmate's arrest, incarceration and conviction.

Many inmates face numerous challenges upon release to include, but not limited to the possibility of no home in which to go; no job in which to return; limited employment opportunities; family relationships that may or may not exist as they once were; little or no access to assistance with substance abuse problems or mental health treatment and difficulty in maintaining the terms of release due to various reasons.

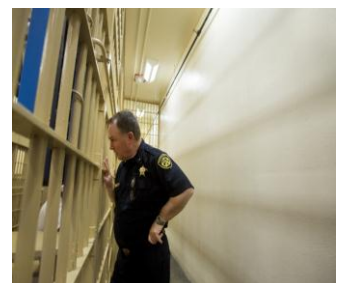
The top five charges of the inmate population during the fiscal year were:

- Violation of Probation – Felony
- Drunk in Public – Local
- Failure to Appear – Misdemeanor
- Simple Assault on Family Member – Misdemeanor
- Grand Larceny \$200 or more, not from person - Felony

Reflecting on the overall incarcerated population in Virginia Beach, the average daily population of the Virginia Beach Correctional Center throughout the fiscal year was 1,442 inmates daily. The cost of housing an inmate is currently \$69.00 per day/per inmate or \$23,360 per year/per inmate. Additionally, 80% of the inmate population of the Virginia Beach Correctional Center has committed a crime either directly or indirectly related to drugs and/or substance abuse.

*"During one of my rounds through the jail, an inmate asked me if he could stay in jail because he had nowhere to go upon release. He did not want to leave jail. I had to tell him no, we could not let him stay. Unfortunately, the inmate committed another crime while still incarcerated so he could stay in jail."*

*Sheriff Ken Stolle*





Moreover, the Sheriff's Office Medical Contractor treated an average of approximately 1,030 sick call inmates monthly. That equates to over 12,000 inmates that sought medical treatment during the fiscal year. Although the average daily population was 1,442 inmates daily, the total admits committed to jail during the fiscal year was 16,102 and the total releases from jail were 16,035.

Further statistics associated with the inmate population reveal that:

- Approximately 11,873 prescriptions for psychotropic medications were written for approximately 4,916 inmates taking psychotropic medications for mental health and physical health issues.
- Approximately 1,339 prescriptions for narcotic medications were written for approximately 349 inmates requiring narcotic medication for physical health issues;
- Approximately 646 inmates required specific housing and specific care for detoxification from alcohol;
- Approximately 214 inmates required specific housing and specific care for detoxification from drugs; and,
- Approximately 126 inmates required a greater level of care for detoxification from both alcohol and drugs where they were placed on 24 hour direct observation for their safety.

Upon time served, these inmates will be released back into society. Although a percentage of the inmate population is actively engaged in the Substance Abuse and Narcotics Abuse programs while incarcerated, the chances of recidivism are heightened without viable and sustainable options upon release. Recidivism is a public safety issue that requires attention as it contributes to higher crime rates resulting in high costs to the tax paying citizens of the community.

The Sheriff's Office is currently in the process of partnering with volunteers from the community to assist with the formulation and implementation of the Reentry Program. These partnerships will provide information and instruction to the inmates that will assist them in making the transition from incarceration to the community with the goal of becoming productive citizens for the remainder of their lives and without repeating the cycle of incarceration.

The Reentry Program is scheduled for implementation in September 2014.

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## ***Mental Health***


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With an increased statewide focus on the provision of prompt and efficient mental health services, it is the goal of the Mental Health Team to continue to find innovative and effective methods to serve incarcerated mentally ill inmates. During the fiscal year, the mental health team has completed:

- 8,403 individual inmate visits;
- Over 500 evaluations of potentially suicidal inmates;
- Facilitated 47 admissions to state forensic hospitals;
- Coordinated continued treatment services with various outside private providers;
- Provided family education and ongoing updates;
- Continued to build effective working relationships with local hospitals, treatment facilities and providers, educating them about the mental health services available within the correctional center;
- Medication compliance among mental health inmates remains consistently high at 96%.

The mental health team continues to work in close coordination with the City of Virginia Beach Community Services Board (CSB) Adult Correctional Services to provide a smooth transition for those inmates who receive mental health services through the CSB. Through this coordination, medications and treatment records are provided quickly, lessening the chance of missed medication dosages and treatment disruption.

The Virginia Beach Correctional Center Mental Health Team is committed to providing quality care to the patient inmates that it serves. The team will continue to identify areas of concern affecting the mental health population and work together with administration to create an atmosphere that is conducive to the needs of this population.



*“I would like to address the needs of mental health inmates by helping them to receive services that they desperately need while incarcerated with a follow up program once they are released from jail.”*

**Sheriff Ken Stolle**



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## ***Emergency Planning and Preparedness***

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Thorough preparation and planning is a necessity when it comes to the incarcerated population. This is a population who cannot evacuate on their own and who's welfare during and after a disaster depends upon Sheriff's Office and City personnel. Given this, throughout the fiscal year, the Virginia Beach Sheriff's Office and the City of Virginia Beach remained steadfast in their collaborative efforts of planning and preparing for the continuation of critical services to the Virginia Beach Correctional Center during an emergency situation.

The emergency planning and preparedness efforts during the fiscal year were an extension of the multi-agency workshop conducted in FY2012/13. Conducted were two studies important to the continuity of operations:

### **Emergency Power Study**

The City of Virginia Beach Department of Public Works contracted with PACE Collaborative P.C., to provide electrical engineering services to survey and evaluate the emergency power system in the Virginia Beach Correctional Center. The emergency power system provides uninterrupted power for each of the electrical services to the Correctional Center during a power outage.

### **Emergency Water Study**

The City of Virginia Beach Department of Public Utilities contracted with Michael Baker Jr., Inc. to conduct a feasibility study for an emergency water supply at the Virginia Beach Correctional Center. The emergency water supply would be used to continue water service to the Correctional Center in the event of a loss of public water supply in the City's water distribution system.

*The Virginia Beach  
Correctional Center is a  
shelter-in-place facility.*

*The successful  
execution of sheltering  
in place requires  
comprehensive, on-  
going planning,  
training, and  
preparedness.*



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## ***Emergency Planning and Preparedness***

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### **Joint Exercise Training**

The Virginia Beach Sheriff's Office, Virginia Beach Fire Department, and the City of Virginia Beach Office of Emergency Management partnered together in a training exercise held at the Virginia Beach Correctional Center in August of 2013.

With the assistance of the Emergency Communications & Citizen's Services (ECCS) E911 Dispatchers, a "real-world" response was utilized as the exercise was based upon the use of a well-designed scenario to improve response capabilities of participating agencies.



The goal of the joint exercise was to activate and evaluate response plans and capabilities of the Sheriff's Office and the Fire Department as they pertain to a fire/hazardous material release within the Virginia Beach Correctional Center.

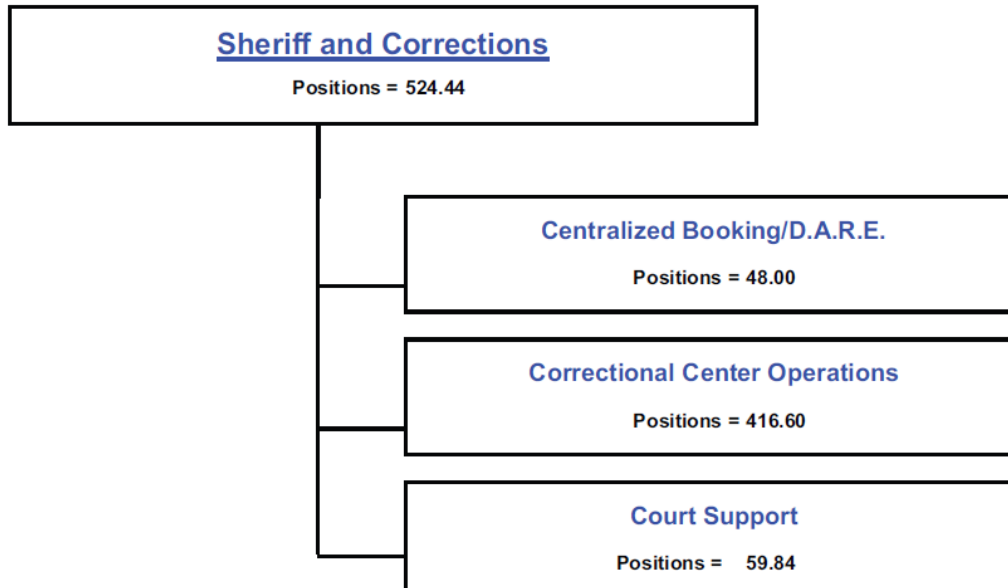
The simulated exercise began as a fire alarm that quickly escalated into a Hazardous Material (HazMat) release incident. The scenario incorporated the simulation of inmates who were incapacitated due to a hazardous chemical exposure thus requiring immediate medical attention. The Fire Department established an active wet decontamination station for all participants exposed to the hot zone.

The Correctional Center's Medical Contractor, ConMed Inc., also activated and evaluated their emergency response plans as they established a triage area to assess and treat the inmates that were incapacitated.

***All role players were off-duty deputies of the Sheriff's Office. Actual inmates were not utilized as participants in the exercise.***

## **APPENDIX A**

**Sheriff and Corrections - Office Financial Performance Report**  
**Compiled by City of Virginia Beach Management Services and the City of Virginia Beach**  
**Office of the Sheriff**



### ***Sheriff and Corrections***

The Sheriff's Office is funded through a combination of local, state and federal revenues. State and federal revenues are tied to the number of inmates. Local funds are currently provided for Central Booking, the DARE program, inmate medical and food contracts, Deputy Sheriff's salary supplements and overall jail support.

The mission of the Sheriff's Office is assuming responsibility for the care and custody of persons placed in the Virginia Beach Correctional Center by the Courts. This includes the initial booking of the individual, providing food and medical care during their incarceration as well as access to educational and work opportunities. The Office is also responsible for courtroom security and serving civil documents. In addition, the Sheriff's Office also works with elementary school children, through the Drug Abuse Resistance Education (D.A.R.E.) program, to teach them how to avoid many of the problems associated with drug use.

The Sheriff's Office is dedicated to providing for the public safety of the citizens of Virginia Beach through the efficient and professional operations of the Sheriff's Office as provided for in the Constitution and the Code of Virginia.

| Objective/Performance Measure                                   | Unit | Annual Target | Actual 2011 | Actual 2012 | Est. 2013   | Proj. FY 2014 |
|---|------|---------------|-------------|-------------|-------------|---------------|
| <b>Community</b>  |      |               |             |             |             |               |
| <b>Maintain professional and adequately trained workforce</b>   |      |               |             |             |             |               |
| Mandated training hours completed at LETA                       | #    | 20,250.0      | 20,255.0    | 30,029.0    | 30,000.0    | 30,000.0      |
| New applicants tested by Human Resources                        | #    | 200.0         | 269.0       | 275.0       | 300.0       | 300.0         |
| Number of Inmate programs handled through Accounting            | #    | 1.0           | 2.0         | 4.0         | 4.0         | 4.0           |
| <b>Customer</b>   |      |               |             |             |             |               |
| <b>Maintain Incarceration Facilities to House Inmates</b>       |      |               |             |             |             |               |
| Cost per Inmate per Day   | \$   | 63            | 63          | 64          | 64          | 64            |
| Inmate Population   | #    | 1,780.0       | 1,440.0     | 1,475.0     | 1,450.0     | 1,400.0       |
| Inmates over State Department of Corrections Certified Capacity | #    | 921.0         | 581.0       | 616.0       | 591.0       | 541.0         |
| Number of Arrestees Processed                                   | #    | 30,648.0      | 31,261.0    | 28,504.0    | 28,000.0    | 28,000.0      |
| <b>Serve Legal Documents</b>                                    |      |               |             |             |             |               |
| Court Papers Served   | #    | 125,000.0     | 175,198.0   | 160,051.0   | 165,000.0   | 165,000.0     |
| <b>Services to Community through Inmate Labor</b>               |      |               |             |             |             |               |
| Hours of Inmate Labor Utilized                                  | #    | 928,427.0     | 943,160.0   | 955,000.0   | 1,000,000.0 | 1,000,000.0   |
| <b>Learning &amp; Growth</b>                                    |      |               |             |             |             |               |
| <b>Teach D.A.R.E. to Elementary Students in VBCPS</b>           |      |               |             |             |             |               |
| Number of Schools Serviced by DARE                              | #    | 64.0          | 64.0        | 64.0        | 64.0        | 64.0          |

### **City Council Amendment**

On May 14, 2013, City Council voted to amend the City Manager's Proposed FY 2013-14 Budget by providing an additional 1.66% pay raise. This pay raise is in addition to the 1.34% included in the City Manager's proposed operating budget to offset employee's 1% self-contribution into Virginia Retirement System (VRS). Estimated revenue from the State for the purpose of a pay raise is increased by \$147,657 and the transfer from the General Fund is increased by \$248,192. Overall, the Sheriff's Office operating budget increased \$431,849.

## **Major Changes**

In total, the Office of the Sheriff and Corrections operating budget decreased by \$515,241 between FY 2012-13 and FY 2013-14. While the approved State budget includes additional State revenue for the purpose of a pay raise, the estimate of these revenues has yet to be determined by the State Compensation Board (SCB). Once known, the city will work with the Sheriff's Office to include these revenues in the Sheriff's Office FY 2013-14 operating budget. Please note that these revenues will be insufficient to provide the full 3% salary increase to SCB recognized positions due to the City supplements. Additionally, these state funds do not include increases for 100% City positions in the Sheriff's Office. City positions within the sheriff's Office receive City pay raises.

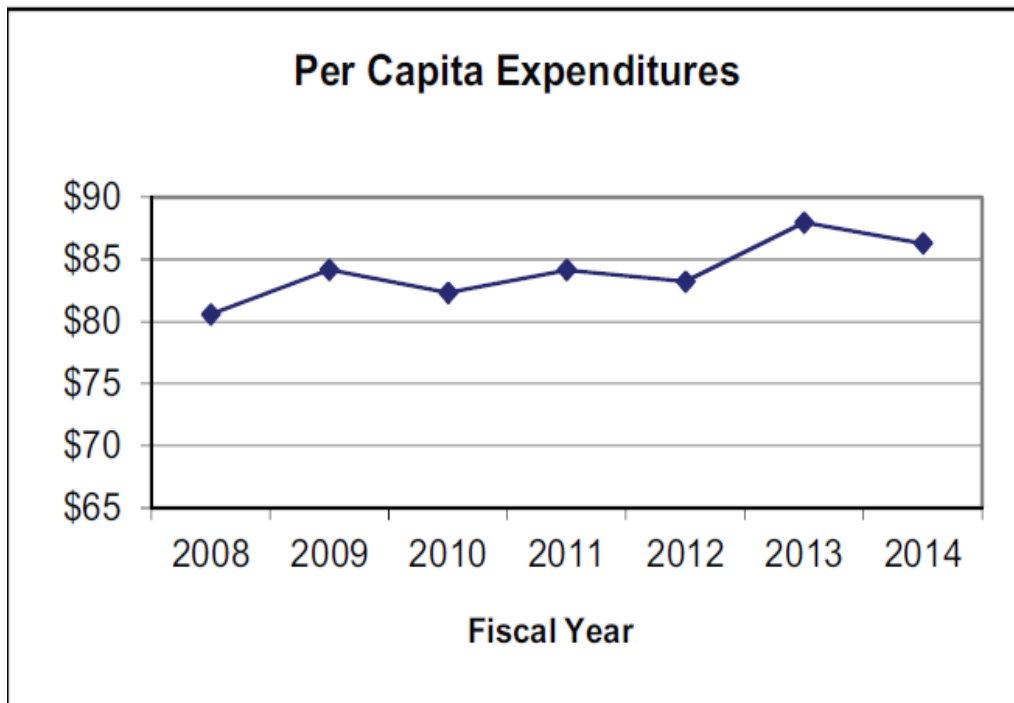
| Change                                 | Impact   |
|--|--|
| Conversion from brown uniforms to blue | <ul style="list-style-type: none"><li>• The General Fund Transfer to the Sheriff's Special Revenue fund increased by \$300,000 to convert the Sheriff's Office uniforms from brown to blue. This amount is the estimated amount to complete the uniform conversion with the initial \$357,000 being funded through the use of Sheriff's Office fund balance in FY 2012-13.</li><li>• State Code changed allowing Sheriff's uniform color and styles to be selected at the discretion of the Sheriff.</li><li>• Several Sheriff Offices across the State are moving from brown to blue uniforms. As a result, suppliers are keeping less brown uniform materials on hand increasing the cost of brown uniforms.</li></ul> |
| Use of Fund Balance                    | <ul style="list-style-type: none"><li>• The Sheriff's Office FY 2013-14 Operating budget includes the use of \$1,314,990 in fund balance. Without the use of fund balance to support operations, the Sheriff's Office would be required to make substantial cuts in services that would likely reduce personnel. Using the City of Virginia Beach FY 2012-13 Comprehensive Annual Financial Report (CAFR) and taking into account the planned use of Sheriff Office Fund balance, the Sheriff's Office is anticipated to have a remaining balance of \$604,000.</li></ul>  |



## **Trends and Issues**

### **Historical Per Capita Expenditures**

When reviewing the historical per capita expenditures of the Sheriff's Office, it would appear that the Office has not been affected much by the downturn in the economy;



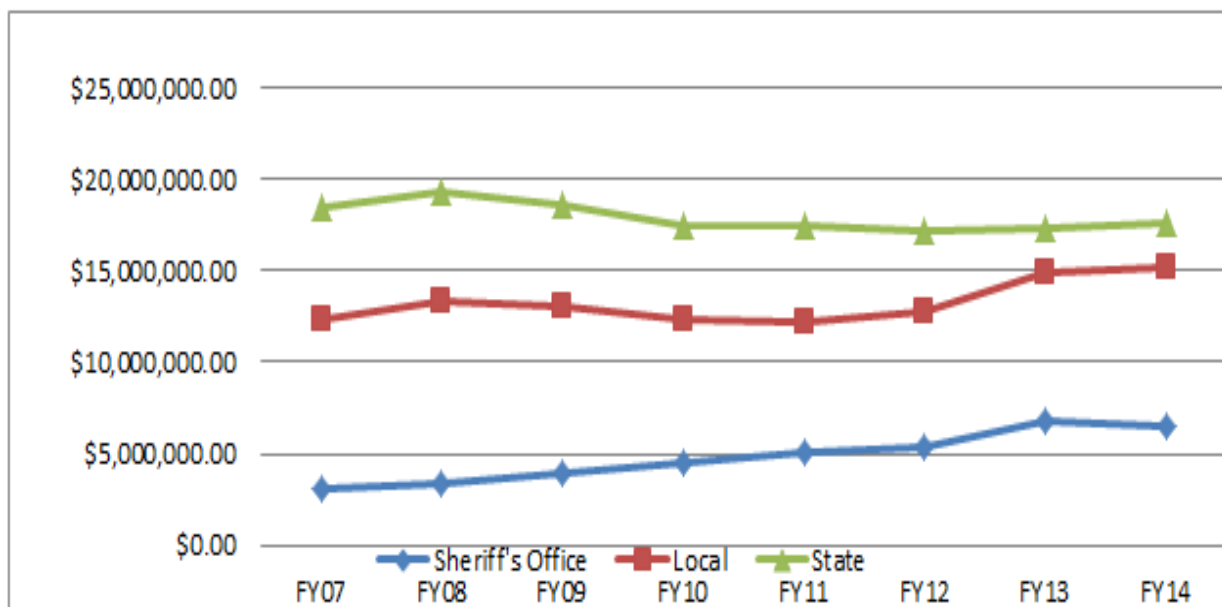
however, the Sheriff's Office operates through special revenue funds and has been afforded the unique opportunity to use the Office's fund balance to soften reductions from both the city and state. Although not a long term sustainable budgeting solution to shrinking revenues, the use of fund balance has allowed the Sheriff's Office to manage state and local reduction in funding.

For example, in FY 2010-11, the State Compensation Board eliminated 11 Full Time Employee (FTE) positions in the Sheriff's Office's budget. Using fund balance to temporarily fund these positions allowed for the Sheriff's Office to manage the elimination of these positions through attrition as opposed to eliminating 11 currently filled FTEs. In FY 2012-13, Office expenditures are increased primarily due to increase in Virginia Retirement System, life insurance and health insurance cost. The city absorbed the full cost of these increases and increased the transfer from the General Fund to the Sheriff's Special Revenue Fund by \$1.5 million in FY 2012-13. In FY 2013-14, the Sheriff's overall expenditures are

decreasing as a result of reductions made to operating accounts. These reductions are associated with an overall reduction in federal revenue. Last year the Sheriff's Office estimated a high level of federal revenue in anticipation of federal inmates and in doing so increased their expenditures associated with the care of these inmates. The projection of federal inmates is lower for FY 2013-14 and as a result the expenses of caring for these inmates were reduced.

### Revenue Sources

In recent years, state revenue supporting the Sheriff's Office operations has continually declined. State revenue supports just under 45% of the Offices' budget. Between FY 2009-10 and FY 2010-11, the General Assembly reduced revenue from the state to the Sheriff's Office by over \$2 million. A decreasing inmate population resulted in the inmate per diem reimbursements revenue estimates to decrease by \$150,721. Once the State Compensation Board provides revenue estimates, the Sheriff's Office FY 2013-14 State revenue estimates will increase; however, revenues will not return to their pre-recessionary level.



Local revenue includes city supplements to entry level Sheriff Deputy's salaries at two pay ranges below an entry level Police Officer, as well as providing funding for medical and food to inmates. The city also contracts with the Sheriff's Office to operate Central Booking and various inmate services for mowing and maintenance. Additionally, local revenue is used to support the operation of the DARE program within the Sheriff's Office. Local revenue is 55% of the total revenue in FY 2013-14 for the Office (including fund balance usage).

The Sheriff's Office collects over \$4 million in local revenue for fees generated through programs such as work force services, inmate telephone fees, Court Security, Care Mart, Fresh Favorites and Inmate Canteen Fund.

Historically, Sheriff's Office employees received compensation time in lieu of pay for overtime worked. Since FY 2009-10, the Sheriff's Office lost funding from the Compensation Board for 18 Deputy Sheriff positions. The reduction of these positions resulted in a heavier reliance on overtime. To reduce the growing amount of compensation time, the Sheriff's Office began paying for overtime. In FY 2012-13, City Council increased the General Fund transfer to the Sheriff's Office by \$800,000 to fund overtime pay.

As a part of the FY 2013-14 State Budget, the State provided additional \$75,725 for the Master Deputy Program. Enrollment of additional employees into this program was restricted by the 2010 General Assembly. Deputies not funded in the program prior to January 1, 2020 were no longer recognized by the State for participation. The Sheriff's Office continues this program and funded new enrollments through the use of fund balance. Increased State funding will reduce the use of Sheriff's Office fund balance supporting this program.

### Sheriff and Corrections - Departmental Resource Summary

|   | FY 2012<br>Actual | FY 2013<br>Adjusted | FY 2014<br>Adopted | Variance<br>from FY 2013 |
|---|-------------------|---------------------|--------------------|--------------------------|
| <b><u>Program Summary</u></b>                               |                   |                     |                    |                          |
| <b><u>149 Sheriff's Department Special Revenue Fund</u></b> |                   |                     |                    |                          |
| <b><u>Expenditures</u></b>                                  |                   |                     |                    |                          |
| Sheriff's Office  | 2,047,919         | 2,330,685           | 2,110,581          | (220,104)                |
| Court Support Services                                      | 3,272,629         | 3,348,215           | 3,243,442          | (104,773)                |
| Correctional Operations                                     | 26,688,771        | 28,466,225          | 28,696,989         | 230,764                  |
| Centralized Booking   | 1,887,071         | 2,135,839           | 2,082,095          | (53,744)                 |
| D.A.R.E. - Sheriff  | 693,810           | 761,419             | 747,240            | (14,179)                 |
| Sheriff's Workforce   | 820,450           | 851,622             | 934,103            | 82,481                   |
| Inmate Services   | 1,098,715         | (5,479)             | 25,500             | 30,979                   |
| Inmate Services   | 0                 | 1,298,196           | 1,262,223          | (35,973)                 |
| Law Enforcement Training                                    | 77,660            | 149,443             | 150,600            | 1,157                    |
| Transfer to Other Funds                                     | 146,147           | 24,551              | 24,551             | 0                        |
| Total Expenditures  | 36,733,172        | 39,360,716          | 39,277,324         | (83,392)                 |
| <b><u>Revenues</u></b>                                      |                   |                     |                    |                          |
| Fees  | 4,495,895         | 4,450,011           | 4,919,758          | 469,747                  |
| State   | 17,175,183        | 17,608,339          | 17,605,275         | (3,064)                  |
| Federal   | 578,762           | 1,149,750           | 229,950            | (919,800)                |
| Transfers   | 13,030,489        | 14,896,783          | 15,207,351         | 310,568                  |
| Fund Balance  | 0                 | 1,255,833           | 1,314,990          | 59,157                   |
| Total Revenues  | 35,280,329        | 39,360,716          | 39,277,324         | (83,392)                 |
| General City Support  | 1,452,843         | 0                   | 0                  | 0                        |
| <hr/>   |                   |                     |                    |                          |
| Total Department Expenditure                                | 36,733,172        | 39,360,716          | 39,277,324         | (83,392)                 |
| Total Department Revenue                                    | 35,280,329        | 39,360,716          | 39,277,324         | (83,392)                 |
| Total General City Support                                  | 1,452,843         | 0                   | 0                  | 0                        |

### **Position Summary by Program**

#### **149 Sheriff's Department Special Revenue Fund**

|                          |        |        |        |       |
|--------------------------|--------|--------|--------|-------|
| Sheriff's Office         | 24.43  | 25.43  | 22.43  | -3.00 |
| Court Support Services   | 60.84  | 61.84  | 59.84  | -2.00 |
| Correctional Operations  | 352.60 | 354.60 | 358.60 | 4.00  |
| Centralized Booking      | 37.00  | 37.00  | 37.00  | 0.00  |
| D.A.R.E. - Sheriff       | 11.00  | 11.00  | 11.00  | 0.00  |
| Sheriff's Workforce      | 12.00  | 10.00  | 11.00  | 1.00  |
| Inmate Services          | 20.74  | 0.00   | 0.00   | 0.00  |
| Inmate Services          | 0.00   | 23.57  | 23.57  | 0.00  |
| Law Enforcement Training | 1.00   | 1.00   | 1.00   | 0.00  |
| Total                    | 519.61 | 524.44 | 524.44 | 0.00  |
| Total Position Summary   | 519.61 | 524.44 | 524.44 | 0.00  |

### **Resource Summary Notes**

\$1,452,843 of FY 2011-12 General City Support shows a use of fund balance.

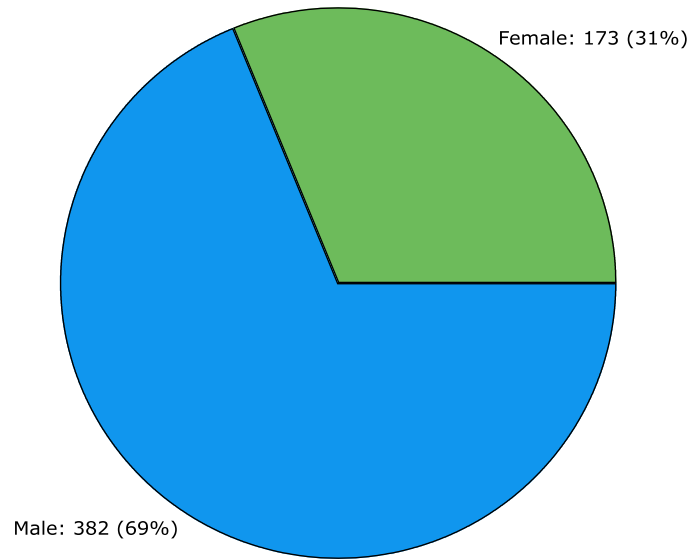
## APPENDIX B

### Office Personnel Demographics and Divisional Statistics

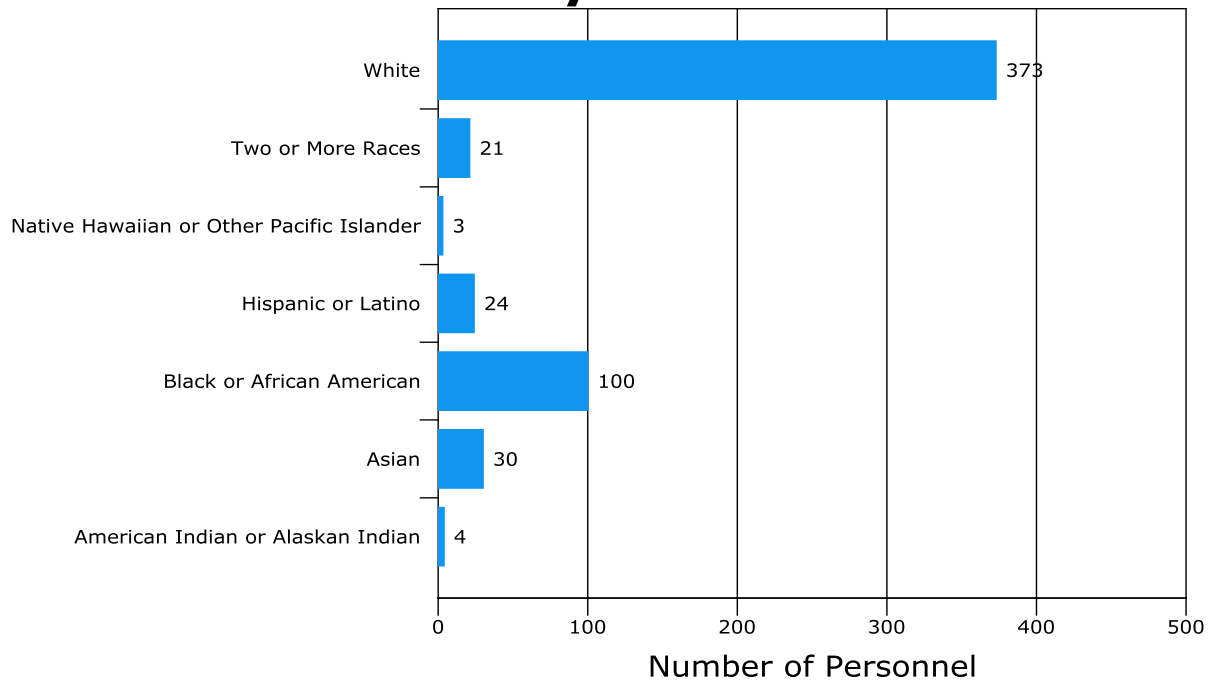
The City of Virginia Beach Office of the Sheriff values diversity and seeks qualified applicants from diverse backgrounds. The Office of the Sheriff does not discriminate on the basis of race, color, creed, sexual orientation, gender identity, religion, national or ethnic origin, disability, veteran status or any other legally protected class status in the administration of its programs, services and activities.



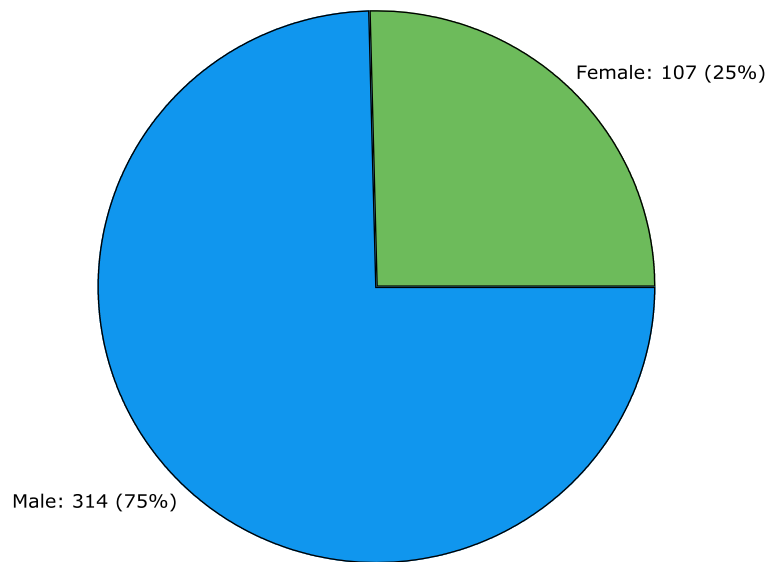
## Total Sheriff's Office Personnel by Gender



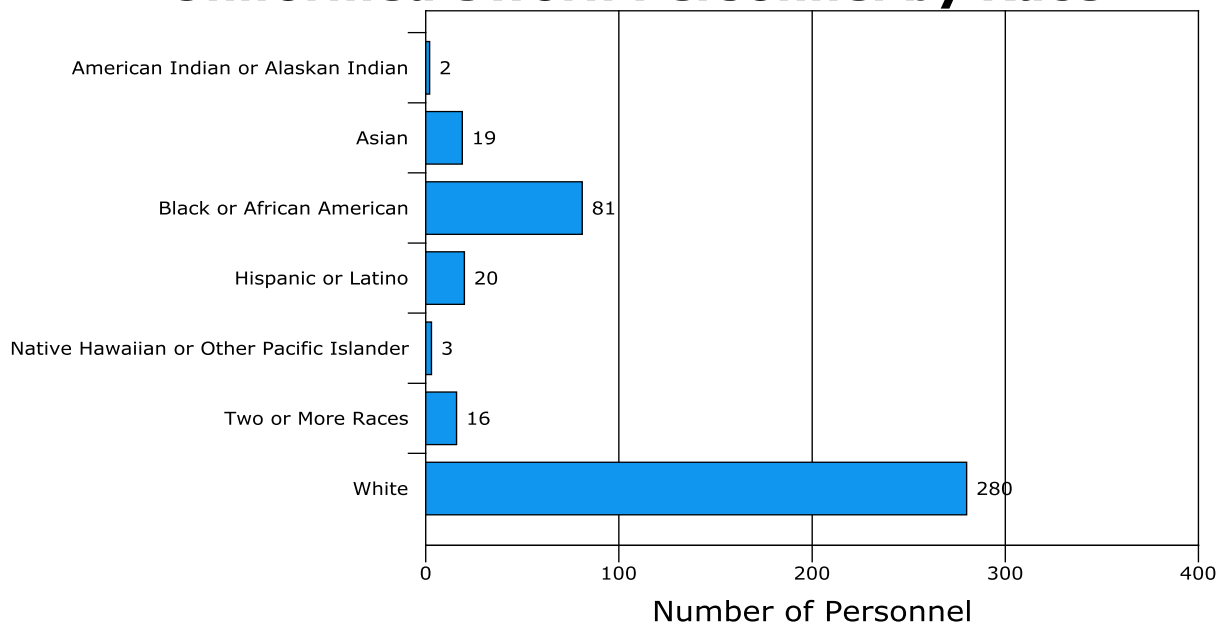
## Total Sheriff's Office Personnel by Race



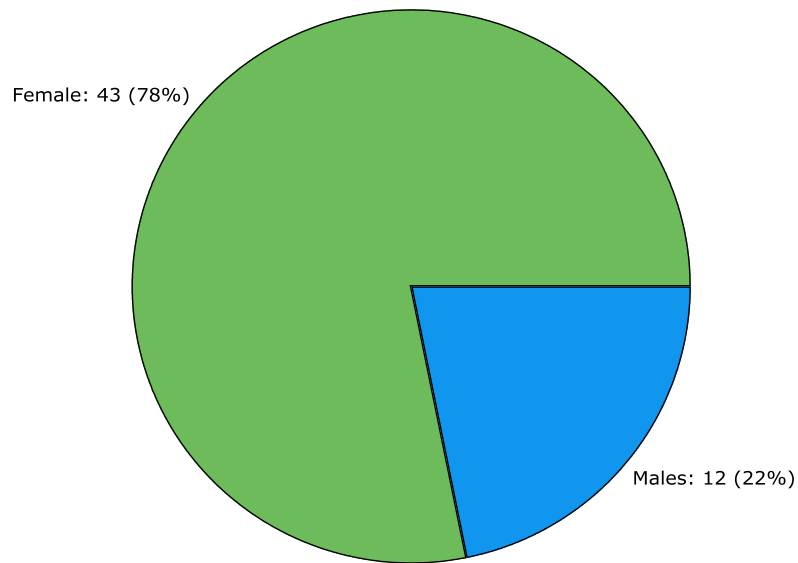
## Uniformed Sworn Personnel by Gender



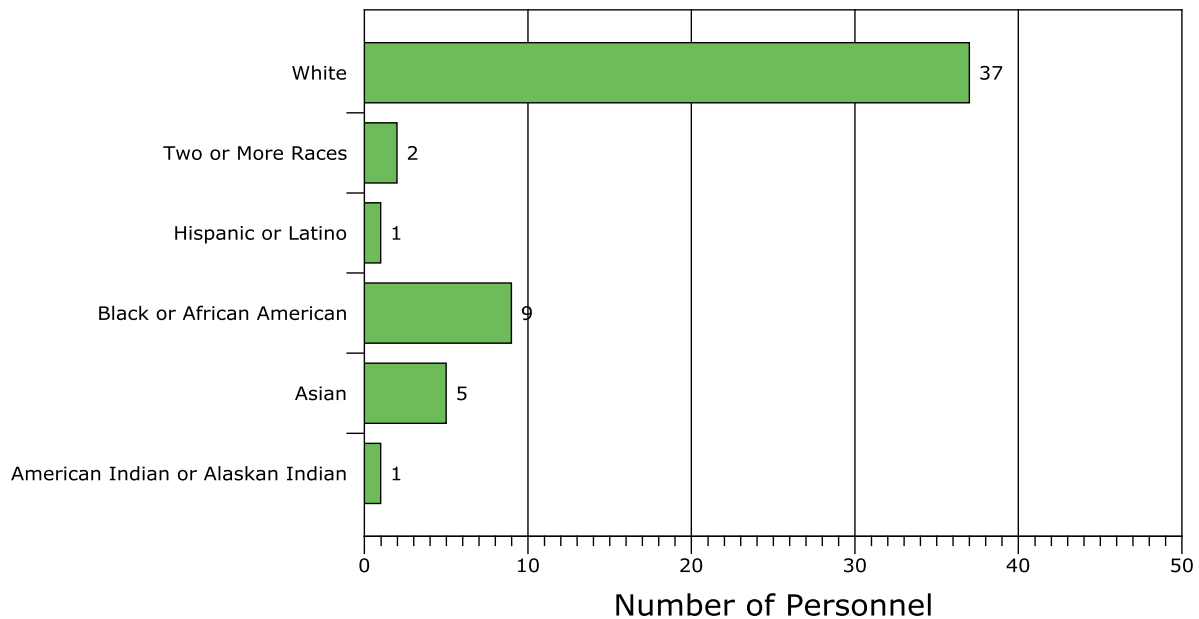
## Uniformed Sworn Personnel by Race



## Full Time Civilian Personnel by Gender

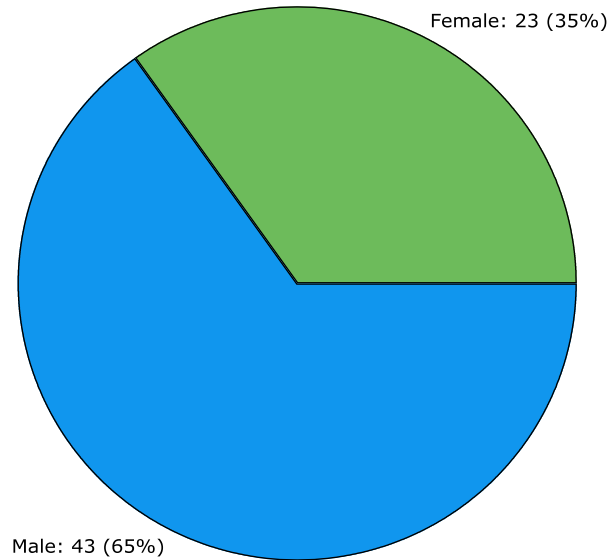


## Full Time Civilian Personnel by Race

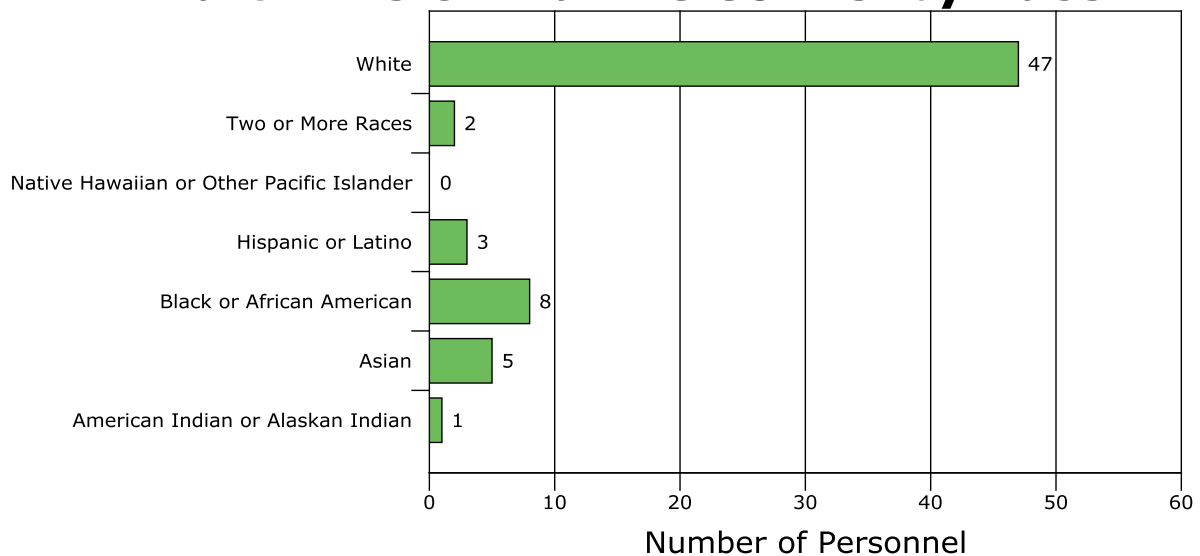




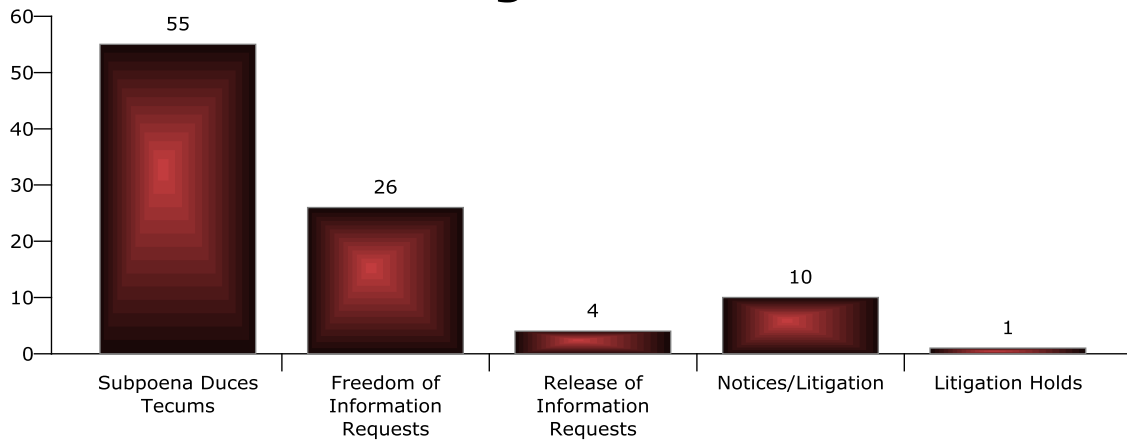
## Part Time Civilian Personnel by Gender



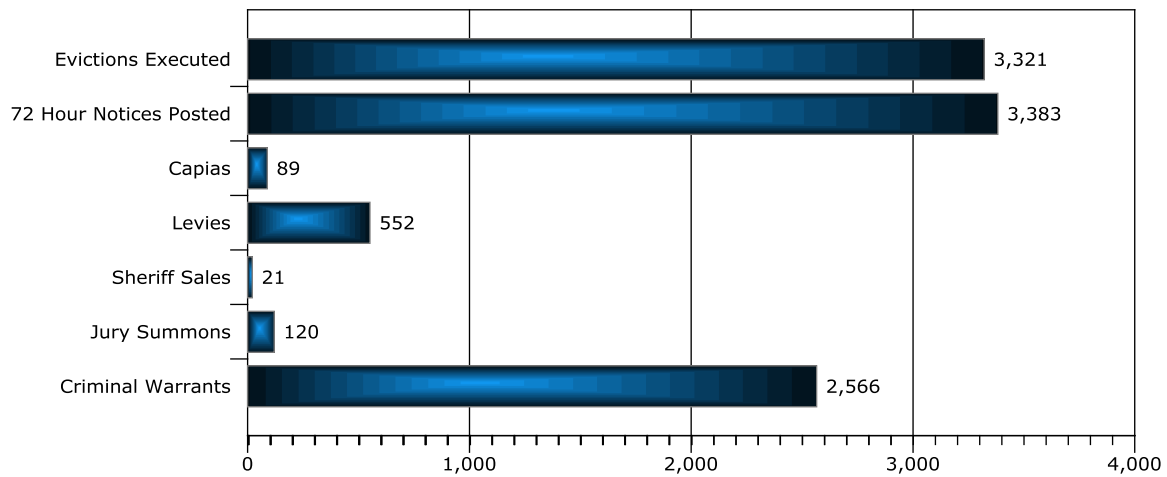
## Part Time Civilian Personnel by Race



## Legal Cases



## Processes Served



## APPENDIX C

### Community Support

The Sheriff's Office maintains a strong commitment to community projects and events where every member of the Office contributes to the Community Relations function.



Below are a few of the many outreach opportunities of which employees have participated during FY 2013/14:

- Special Olympics Virginia Polar Plunge
- Special Olympics Virginia Law Enforcement Torch Run
- Special Olympics Tip-A-Cop
- Virginia Beach City Public Schools Official for a Day Program
- March of Dimes March for Babies
- Muscular Dystrophy Association Lock-In
- Law Enforcement United
- Pungo Strawberry Festival
- Kellam High School Celebrate Life
- Hooked on Fishing, Not on Drugs
- Red, White, and Blue Youth Fishing Experience
- Ducks Unlimited
- Autism Buddies
- Autism Awareness Run
- Marion Manor Retirement Community Seniors' Prom
- Relay for Life
- Neptune Festival
- Out of the Darkness Walk
- National Night Out in Virginia Beach
- United Way Day of Caring
- Kempsville Meadows' Opening Day of School
- Seatack Elementary Mentoring Program
- City of Virginia Beach Veterans' Day Parade
- Food Bank of Southeastern Virginia's Mayflower Marathon
- Fraternal Order of Police's Shop with a Cop
- Salvation Army's Christmas Stockings Program
- American Red Cross Quarterly Blood Drives
- J&A Racing Virginia is for Lovers 14K
- J&A Racing Shamrock Marathon
- J&A Racing Wicked 10K
- J&A Racing Surf-n-Santa 10-Miler
- City of Virginia Beach Senior Class Docent Tours
- Virginia Beach Crime Solvers Pig Pickin'
- Kellam High School Ring Dance
- Eastern LawFit Challenge
- National LawFit Challenge



Virginia Beach Sheriff's Office  
2501 James Madison Blvd.  
Virginia Beach, VA 23456  
(757)385-4551

Information such as the Annual Report, Civil Process Enforcement, Community Relations, Correctional Center information and many other resources can be found on the Virginia Beach Sheriff's Office website at [www.vbso.net](http://www.vbso.net)

### **Social Media**

The Virginia Beach Sheriff's Office can be followed on Facebook (VBSheriff).