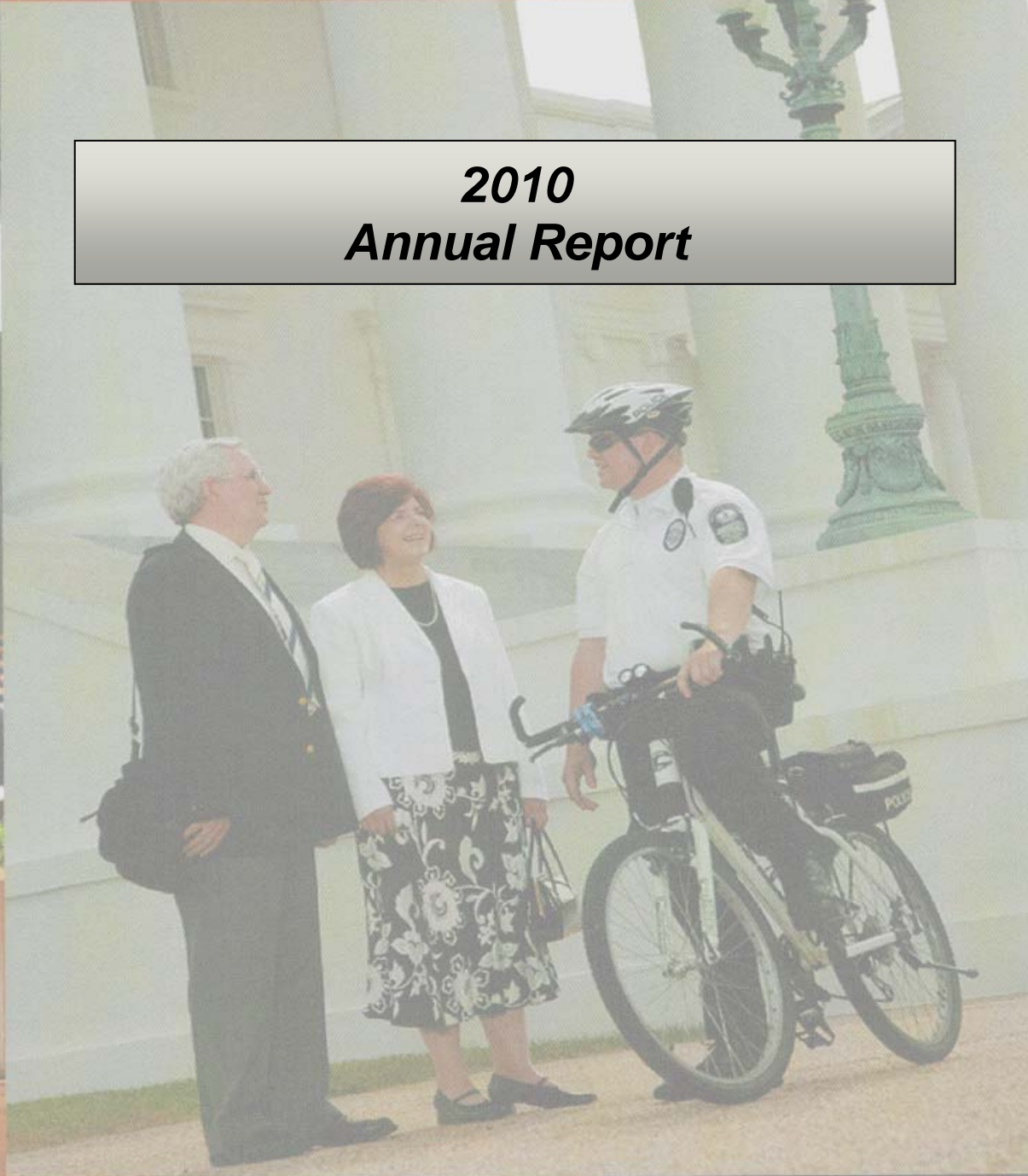




THE DIVISION OF **CAPITOL POLICE** COMMONWEALTH OF VIRGINIA

www.dcp.virginia.gov

2010 Annual Report



The Duty to Protect. An Honor to Serve.



DIVISION OF CAPITOL POLICE ADMINISTRATION

CHIEF OF POLICE

COLONEL KIMBERLY S. LETTNER

ASSISTANT CHIEF OF POLICE

MAJOR ANTHONY STEVEN PIKE

DEPUTY CHIEF OF ADMINISTRATION

CAPTAIN RAYMOND J. GOODLOE

DEPUTY CHIEF OF OPERATIONS

CAPTAIN RANDALL E. HOWARD

HUMAN RESOURCES MANAGER

Ms. STEPHANIE DILLON

EXECUTIVE ASSISTANT TO THE CHIEF

Ms. JULIE REDDEN

MESSAGE FROM THE CHIEF



Unlike municipal and local police departments, the Division of Capitol Police has but only one residence to serve and protect in our jurisdiction here in metropolitan Richmond – the Governor’s Mansion. But our responsibilities go beyond protecting the nation’s oldest occupied governor’s mansion in the United States. We are also proud to serve Virginia’s state officials represented in our Legislative, Executive, and Judicial branches of state government, our over 7,000 state employees working daily for the citizens of Virginia, and our 100,000 annual visitors to our state Capitol and surrounding properties. It is with great pride and with a highly professional staff of police officers, security officers, and

administrative staff that we carry out our duties daily in a manner consistent with our core values of Devotion, Professionalism, and Character.

We celebrated many accomplishments in 2010. Highlights of these accomplishments include: the inauguration on January 16, 2010, of the 71st Governor of Virginia, the Honorable Robert Francis McDonnell. Many hours were devoted by the Division and its public safety partners to ensure the safety of the First Family, government officials, citizens, and guests. The Division utilized its newest technology allowing for the most extensive security coverage to date for a gubernatorial inauguration.

The Division received Virginia Law Enforcement Professional Standards Commission (VLEPSC) accreditation on March 11, 2010. The Division proved compliance with the 187 standards developed by the Virginia law enforcement community and certified by VLEPSC. A tremendous amount of time, research and work was undertaken within every level of the organization in achieving this success.

In September, the Police Officer Career Development Program was implemented with the creation of Police Officer II, Senior Police Officer, and Master Police Officer positions for those officers who meet established criteria based on: performance, discipline, education, attendance, tenure, and specialty participation.

We also achieved significant progress toward the recommendations contained in the *2009 Annual Report*. Twenty-two recommendations were implemented, two are pending completion, one is pending the budget outlook, and two will not be implemented.

And lastly, I have been proud to serve since January 2007, the highly-devoted professionals that comprise the Division of Capitol Police. We have accomplished much and served our mission well during this time. As I retire on July 1, 2011, I wish the Division many more successes and accomplishments as they continue the Division’s mission to provide *progressive law enforcement and security services* to *Virginia’s government officials, employees, citizens of the Commonwealth, and its visitors*.



MISSION STATEMENT

To provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth, and its visitors.

VISION STATEMENT

Leading the nation since 1618 in securing, protecting and serving the seat of government and its people.

DIVISION OF CAPITOL POLICE VALUES

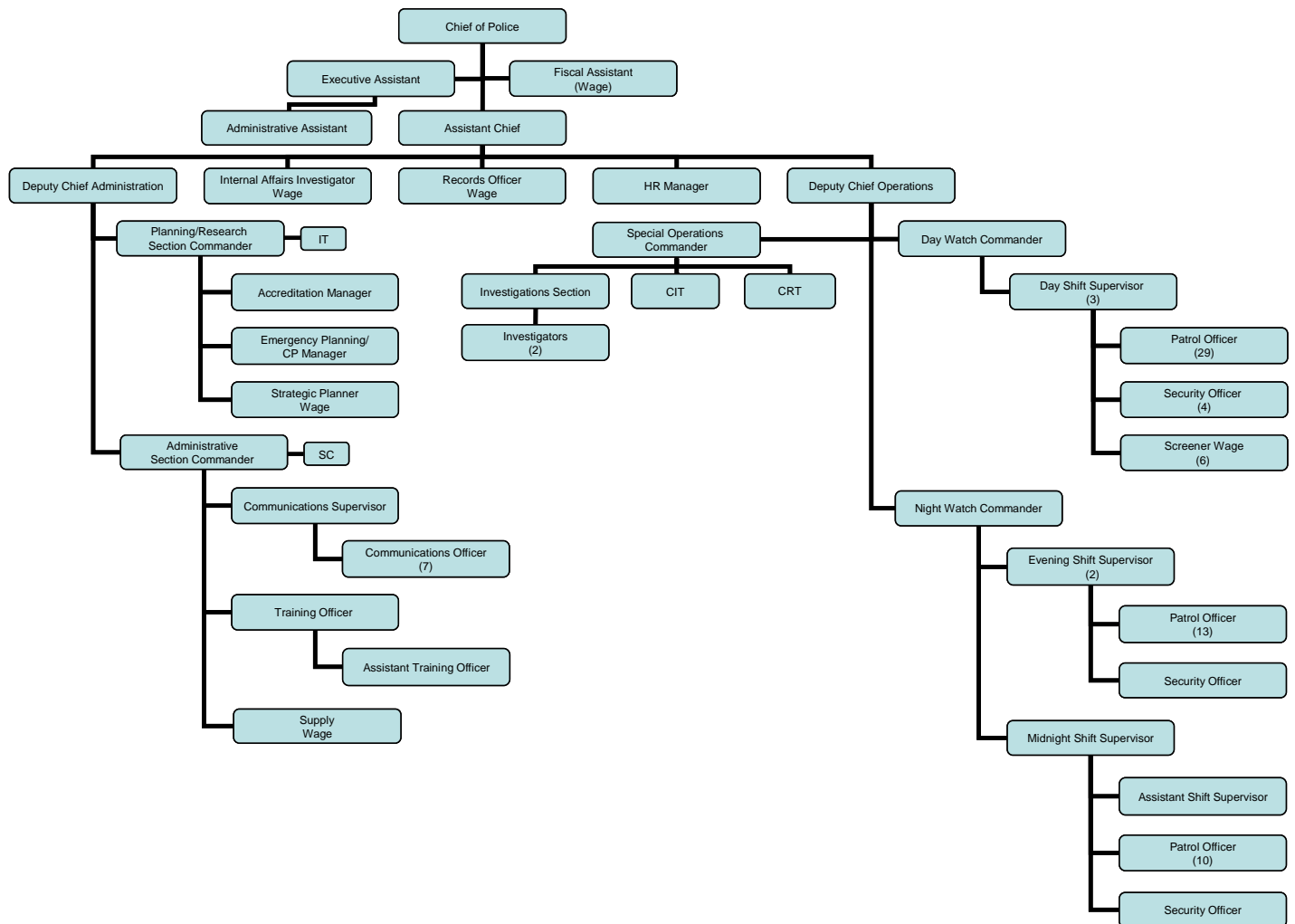
D evotion	<ul style="list-style-type: none">▪ Take pride in ourselves and DCP's mission▪ Responsible and accountable for our actions and our work▪ Show initiative, work hard and always exceed expectations
C haracter	<ul style="list-style-type: none">▪ Ethical, honest and fair in all that we do▪ Trustworthy, reliable and dependable with each others and those we serve▪ Team players that support each other and demonstrate a positive attitude
P rofessionalism	<ul style="list-style-type: none">▪ Project a positive image▪ Knowledgeable and competent in what is required to excel▪ Personable, tactful and forthcoming with information



A Duty to Protect. An Honor to Serve



ORGANIZATIONAL CHART





The mission of the Administration Division is to ensure that the Operations Division has operational support, training, tools, and resources needed to provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth and its visitors.

The Administration Division is commanded by a captain who reports directly to the assistant chief of police. The Division is comprised of two sections: the Planning and Research section and the Administrative section. The Planning and Research section is comprised of Accreditation, Emergency Planning/Crime Prevention, Strategic Planning, and the coordination of the Information Systems and Technology for the agency. The Administrative section is comprised of Communications, Training, Supply, and the Capitol complex security clearance process.

In addition to their established administrative responsibilities, Administrative Division personnel supplement Operations Division personnel during General Assembly sessions and other special events as required.

Planning and Research Section

Emergency Planning and Crime Prevention

The Emergency Planning and Crime Prevention unit consists of officers who are certified crime prevention specialists. This unit is charged with providing crime prevention services/information to state agencies and employees, assisting other organizations with developing crime prevention plans and strategies, promoting the reduction of crime within Capitol Police jurisdiction, and conducting critical infra-structure and security assessments. The unit also assists other state agencies with coordinating, developing and implementing policies on operational issues as related to all-hazards preparedness, emergency evacuation and continuity of state government.



Accreditation

The Accreditation unit monitors, reviews, and recommends revisions to agency operations, policies, and procedures to ensure compliance with the 187 standards developed by the Virginia law enforcement community and certified by VLEPSC and to improve and facilitate the use of these policies by Capitol police personnel. The accreditation staff also serves as technical advisors to other police agencies by serving as accreditation assessors, and they represent the Division at meetings of the VLEPSC Commission and police accreditation coalitions.



Information Systems and Technology

The Research and Planning section commander serves as the Division's liaison with the Division of Legislative Automated Systems, and is responsible for the design, development, and maintenance of the Capitol Police website. The commander also provides on-site information systems and technology support for agency computers and serves as the IT Liaison between the Capitol police and other state agencies.

Planning and Research Accomplishments

- The Division website (www.dcp.virginia.gov) was maintained and improved throughout the year. Improvements included:
 - Updating links for the Virginia General Assembly;
 - Adding additional links for promotions, Officer-of-the-Month awards, and Crime Stopper's information;
 - Updating of contractor security identification processes; and,
 - General maintenance issues.



- The Division was awarded a 2010 State Homeland Security Program Grant in the amount of \$225,000. This grant will be used to purchase a stand-alone emergency notification system for the Capitol District. The new system will be known as the Virginia State Capitol Alert Network (VSCAN).
- A SWAN policy was drafted and implemented between the Chief of Police, State Coordinator of Emergency Management and the Assistant to the Governor for Commonwealth Preparedness.
- Received House Joint Resolution 384 commending the work of the Capitol Security Work Team and those who assisted them with their efforts.
- The Planning and Research section coordinated the development of the Division's first strategic plan. The plan was created after evaluating the results of interviews, focus groups and internal and external surveys. The plan includes a vision statement and core values, and identifies five goal areas:
 - 1) To be a well managed organization;
 - 2) To provide an exceptional and diverse workforce;
 - 3) To provide safety and security of facilities and protection of people;
 - 4) To be ambassadors of the Commonwealth; and,
 - 5) To provide an environment of preparedness.

The plan is now in the implementation phase, with teams working toward the development of over 30 initiatives.

- Technology in the Division's training room was utilized to facilitate the unified command center for the 2010 Gubernatorial Inauguration of Governor Bob McDonnell. Unified command was able to actively monitor events within and around Capitol Square in real-time.
- The Division transitioned email systems to improve efficiency.
- A comprehensive review of Division phone lines resulted in an annual savings of \$13,680.
- The Division upgraded twenty-three computers and laptop docking stations.
- The Division contracted with CrimeReports.com to provide its stakeholders and visitors crime-mapping capabilities. This system provides up-to-date, accurate, and agency controlled information that is ad and spam free. Citizens have free access and can sign up for email alerts based upon defined crime types.
- The Division obtained accreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). The Division received House Joint Resolution 293 commending their achievement of gaining accreditation status.

- The Accreditation Manager was appointed Vice-President of the Commonwealth Coalition on Accreditation (CCOA), a group of state law enforcement agency accreditation managers who meet on a regular basis to support the efforts of Virginia law enforcement agencies seeking or renewing state accreditation status.
- Division accreditation team members served on several onsite mock assessments for other agencies and assisted with one basic assessor's training course.
- The Crime Prevention unit responded to thirty-six (36) crime prevention calls for service. These calls consisted of a combination of crime prevention classes and presentations, facility and residential security assessments, and crime prevention consultations. The Crime Prevention unit completed security assessments for the Virginia Court of Appeals, Department of Education, Richmond Department of Health, Library of Virginia and the Attorney General. The Crime Prevention unit also published an updated *Capitol District Emergency Planning Manual*.
- Developed and implemented a Memorandum of Understanding for Central Station monitoring of duress, intrusion detection, and fire alarm systems of state facilities by Division of Capitol Police.
- Assisted the Operations section with the planning and implementation of Standing Operating Procedures for the Library of Virginia and State Corporation Commission.
- Designated employees received Department of Homeland Security Secret Clearance.

Recommendations

- Provide additional information systems training for all Division employees.
- Purchase and install a Division KeyWatcher system to maintain agency keys, access cards and specific types of mobile technology.
- Purchase of software application (Standards) to transfer accreditation files to electronic proofs of compliance to decrease and save on filing and resource efforts.

Administrative Section

Communications

The Communications section provides twenty-four hour coverage in the Division's state-of-the-art Communications Center. The center is the hub of citizen/police contact receiving all incoming complaints and reports of crime. Communications personnel operate radio and computer equipment to dispatch police services within the Division's jurisdiction and are responsible for entering all law enforcement activities into the Computer Aided Dispatch (CAD) system. Communications personnel monitor 13 duress alarms for designated state offices and have the capability to monitor select video camera systems for the Capitol complex.



Training



The training unit coordinates, develops and/or delivers a wide range of training opportunities for sworn and civilian personnel for the Division to obtain the necessary knowledge, skills, and abilities, to perform their duties in an acceptable and professional manner. To achieve this, the training unit operates the Division's academy utilizing its state-of-the-art training room, maintains a working liaison between the Division and the staff of the Department of Criminal Justice Services (DCJS), Crater

Regional Criminal Justice Academy, VCU Police Academy and other training organizations, both public and private.

Quartermaster

The duties of the quartermaster include procurement, maintenance, issuance, and inventory of Division uniform items, equipment, and supplies.

Security Clearance

The Administrative section commander reviews applications for security clearance approval to ensure compliance with established criteria, federal and state law, and serves as the Division's liaison with the Virginia Department of General Services (DGS) for the issuance of credentials for approved applicants. The section commander also prepares all security clearance denial appeals for the review of the Chief of Police.

Administrative Section Accomplishments

- Provided training to Operations staff on various systems in the Communications Center.
- Provided on-going training to all communications officers for SWAN (State Wide Alerting Network) notifications.
- Participated in the Regional Preparedness Advisory Committee for Interoperability (RPAC1) and User Agency Requirements Committee (UARC) meetings.
- Completed the Criminal Justice Information Services (CJIS) annual security policy audit.
- Completed the Law Enforcement Information Exchange (LInX) system annual audit.
- Developed and revised procedures for the Administrative Section for accreditation compliance.
- Participated in the Division's Continuity of Operations Plan development.
- Increased training with vendor to provide computer classes for DCP personnel.
- Completed observation skills training at the Virginia Museum of Fine Arts for sworn personnel.
- Provided basic law enforcement training to four new recruit officers and three new certified police officers, including orientation and training in Division policy, security screening, dignitary protection, and active shooter.
- Completed required training for three new security officers.

- Completed a police bicycle pre-training assessment program.
- Developed and conducted in-service schools covering topics such as gangs, Islam, precision driving (including practical driving courses), critical incidents, crowd control and crisis intervention. All sworn officers' CPR certification was upgraded to CPR Professional level. Officers attended an 8-hour policy review class which covered new and revised administrative and operations policies.
- Developed and conducted the first DCP supervisor development in-service program, covering topics such as domestic violence, ethics, cultural diversity, immigration, early warning system, computer skills, FLSA, performance management, stress management, administrative investigations, media relations, risk management, sexual misconduct, effective communication and the Freedom of Information Act..
- Coordinated the following external training:
 - Supervisory
 - Law Enforcement Suicide Train the Trainer
 - F.B.I.N.A.A. First Line Supervisors School
 - Professional Executive Leadership School (PELS)
 - ICS 300
 - Virginia Museum of Fine Arts
 - Police Officer
 - Virginia Museum of Fine Arts
 - Virginia Commonwealth University Police Academy.
 - Crater Criminal Justice Academy (CCJA)
 - Rappahannock Regional Criminal Justice Academy (RRCJA).
 - Virginia Crime Prevention Association (VCPA).
 - Virginia Center for Policing Innovation (VCPI).
 - Chesterfield County Police Department training academy.
 - Communications Officer
 - PowerPhone "Protecting Law Enforcement Responders" course
 - PowerPhone Total Response (CACH system)
- Coordinated and/or conducted the following instructor certification/recertification:
 - Defensive tactics instructor recertification – 1
 - Driver instructor recertification - 2
 - Field Training Officer (FTO) certification - 2
 - Firearms Instructor
 - Certification - 1



- Recertification – 3
 - First Aid/CPR/Pro/AED Instructor upgrade – 5
 - General instructor recertification – 10
 - Breath Operator
 - Certifications – 1
 - Recertification -3
- Coordinated requests from external agencies for Division instructors:
 - Defensive tactics
 - Crater Criminal Justice Academy
 - VCU Police Academy
 - Driver training
 - Crater Criminal Justice Academy
 - Richmond Sheriffs Department
 - Anti-Terrorism Awareness
 - Crater Criminal Justice Academy
 - Central Virginia Training Academy
 - Surrounding Law Enforcement Agencies
 - Okaloosa County Florida
- Coordinated and co-sponsored training with external training entities:
 - New Horizons
 - Windows XP
 - Windows 2003 Word Level 1
 - PowerPhone
 - “Protecting Law Enforcement Responders” course
 - “Total Response” (CACH system)
 - Training Force USA
 - “Proven Supervisory Practices for Criminal Justice Leaders”
- Developed Request for Proposal for uniform clothing.
- Conducted 3,650 security clearance criminal history checks:
 - 228 security clearance applications were denied
 - 11 written appeals were reviewed

Recommendations

- Upgrade the DaProSystems CAD for interoperability with Richmond and VCU police.
- Purchase an inventory control software product, including barcode scanning, for tracking of agency inventory.

OPERATIONS DIVISION

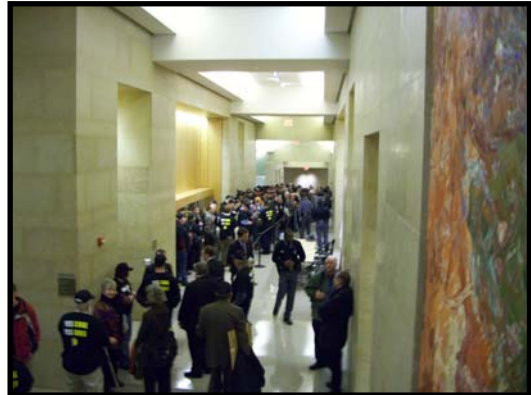
The mission of the Operations Division is to provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth and its visitors. This is accomplished by providing twenty-four hour full-service law enforcement and security services to the Governor of Virginia and his family; Lieutenant Governor; Attorney



General; members of the Virginia General Assembly; Virginia Supreme Court Justices; Court of Appeals Judges; 7,000 state employees; over 100,000 annual visitors to the Capitol Complex; and numerous special events. These services are delivered through vehicle patrol, bicycle patrol, foot patrol, static posts, traffic law enforcement, traffic crash investigations, criminal investigations, dignitary protection, K-9 patrols, parking enforcement, and crowd control for various events.

The Operations Division is commanded by a captain who reports directly to the assistant chief of police. The Division is comprised of three sections: Day Watch, Night Watch, and Special Operations. The Special Operations Section is comprised of the Investigations Section, the Critical Incident Team and the Crowd Response Team.

Beginning in the Fall of 2009 and continuing until January 16, 2010, the Division coordinated multi-agency security planning for the 71st Inauguration of the Governor of Virginia. The planning process involved coordinating and hosting numerous planning meetings with the following agencies: Virginia State Police, Richmond Police, Richmond Fire Department, Richmond Ambulance Authority, Richmond Office of Emergency Management, Virginia Department of Emergency Management, Virginia Army National Guard, Department of General Services, House of Delegates, Senate and Governor's Office.



Day Watch

Day Watch Accomplishments

- Developed and implemented operations plans for ten (10) major special events.
- Provided law enforcement services through staffing/monitoring of 58 rallies/events on Capitol Square.
- Provided police services for two (2) movies filmed in and around the Capitol.
- Coordinated the implementation of new security procedures and contract security staffing for the State Corporation Commission.
- Developed and/or revised four (4) Standing Operating Procedures (SOPs) for operational areas of responsibility.
 - Bike Patrol
 - Library of Virginia
 - Patrick Henry Building
 - Relief Patrol
- Projects Completed:
 - Crowd Response Team inventory
- Reports/Special Plans/Manuals Completed:
 - Inauguration of Governor Robert F. McDonnell Operations Plan
 - Inauguration After-Action Report
 - 2010 General Assembly Operations Plan
 - 2010 General Assembly After-Action Report
 - Collected required proofs of compliance for accreditation

Night Watch

Night Watch Accomplishments

- Developed and implemented operations plan for seven (7) special events.
- Developed and/or revised four (4) Standing Operating Procedures (SOPs) for operational areas of responsibility.
 - Governor's Mansion
 - Attorney General Office
 - Virginia War Memorial
 - Supreme Court of Virginia

- Projects Completed:
 - Coordinated Division's General Assembly Building display.
 - Provides Accreditation CIT Static Display
- Reports/Special Plans/Manual
 - Executive Protection Unit (EPU) Manual (Draft)
 - Critical Incident Team (CIT) Manual

Recommendations

- Installation of cameras in public committee rooms in the General Assembly Building and the Capitol Building.
- Purchase computer software to allow automation of time record keeping.
- Continue to expand the Crowd Response Team (CRT).

Special Operations

The position of Special Operations Lieutenant was established in August of 2010. Special Operations Lieutenant is responsible for managing the day-to-day operations of the Investigations Section; administrative oversight and coordination of the Critical Incident Team and the Crowd Response Team; development of the Division's operations plans for special events and rallies; Homeland Security Intelligence collection, dissemination, and coordination, and supervision of the Division employee assigned to the Joint Terrorism Task Force (JTTF).

Recommendations

- Purchase event-planning software.

Investigations

The Investigations Section conducts criminal investigations and/or coordinates criminal investigations with the patrol units assigned to each shift and provides intelligence to the agency regarding threats, protests, suspicious individuals, and suspicious incidents. The Investigations Section works collaboratively with Federal, State, and local law enforcement agencies; and with security companies in and around the Capitol District.

Investigations Accomplishments

Criminal Cases closed by arrest:

▪ 2010-000484	Capitol Square	Vandalism Arrest (F)
▪ 2010-002932	Virginia State Library	Peeping Tom Arrest (M)
▪ 2009-009379	Tyler Building	Grand Larceny Arrest (F)
▪ 2010-003150	VEC	Abduction/Simple Assault (F,M)
▪ 2010-004453	VEC	Abduction (F)
▪ 2010-004758	VEC	Simple Assault (M)
▪ 2009-008269	Madison Bldg.	Threatening Communications (F)
▪ 2010-006446	PHB	Grand Larceny (F)
▪ 2010-008675	900 E. Main St	Threatening Communications (F)
▪ 2010-011889	Virginia State Library	Indecent Exposure (M)
▪ 2009-011375	PHB	Threatening Communications (F)
▪ 2010-012844	Powers Taylor	Assault (F)
▪ 2010-015310	Court of Appeals	Harassing Communication (M)
▪ 2010-016550	VSL	Assault (F)
▪ 2010-018215	WCC	Grand Larceny (F)
▪ 2010-018436	VDH	Grand Larceny/Fraud (F/M)
▪ 2010-008674	Main St Center	Embezzlement (F-Warrant on File)

(F = Felony, M = Misdemeanor)

Investigation Case Disposition:

- 52 Cases investigated and labeled Inactive
- 43 Cases investigated and labeled Unfounded
- 24 Cases investigated and Closed By Exception
- 8 Cases pending
- 8 Warrants currently on file

Evidence/Found Property

- Maintained evidence, found property and property for safe keeping.
- A check for \$39.54 maintained in Found Property was delivered to the Division of Unclaimed Property at the Virginia Department of Treasury. No Tangible Property was delivered.
- Annual evidence and property room audit was conducted.

Threatening Communications/Suspicious Individuals/Suspicious Incidents

- The Investigations Section handled numerous investigations involving threatening communications, suspicious individuals, and suspicious incidents. During the course of the investigations, when necessary, the Virginia Fusion Center, Virginia State Police, Federal Bureau of Investigations, United States Secret Service, and other state and local agencies were contacted to obtain or disseminate information.

Investigative Intern

- DCP implemented the investigative intern program. The intern is transferred from the Operations Division and serves a minimum of 3 months in the Investigations Section.

Fingerprinting

- Numerous fingerprints for employees of DGS, Consolidated Lab, Department of Agriculture and other state agencies were processed.

Crime Stoppers

- The Investigations Section participated in Crime Stoppers of Metro Richmond to disseminate information to assist in the investigation of criminal activity and coordinated with the Planning and Research Section for publication of information on the DCP web page.

Accreditation

- The Investigation Section assisted the Accreditation Section in the gathering of proofs of compliance for evidence and property, policies, and records.

Records

- Assisted the records manager with the collection and tracking of reports.

Department of Forensic Science

- An investigator graduated from the Virginia Forensic Science Academy.

Special Assignments

- The Investigations Section, along with the DCP K-9 section, conducted several progressive operations to eradicate and prevent drug and sex crimes in the Capitol district.

Recommendations:

- Establish retrieval procedures for camera recording systems.

Critical Incident Team

In January 2009 the Division established a Critical Incident Team. The purpose of the team is to provide the Capitol Complex with a quick response to any critical incident or event which would require an immediate tactical deployment. The team is comprised of sworn members from various operational areas of the Division, commanded by a lieutenant. The Special Operations lieutenant is responsible for the administrative coordination of the Critical Incident Team. When not in training or deployed for special or critical events, the team members perform their normally assigned duties.



Crowd Response Team

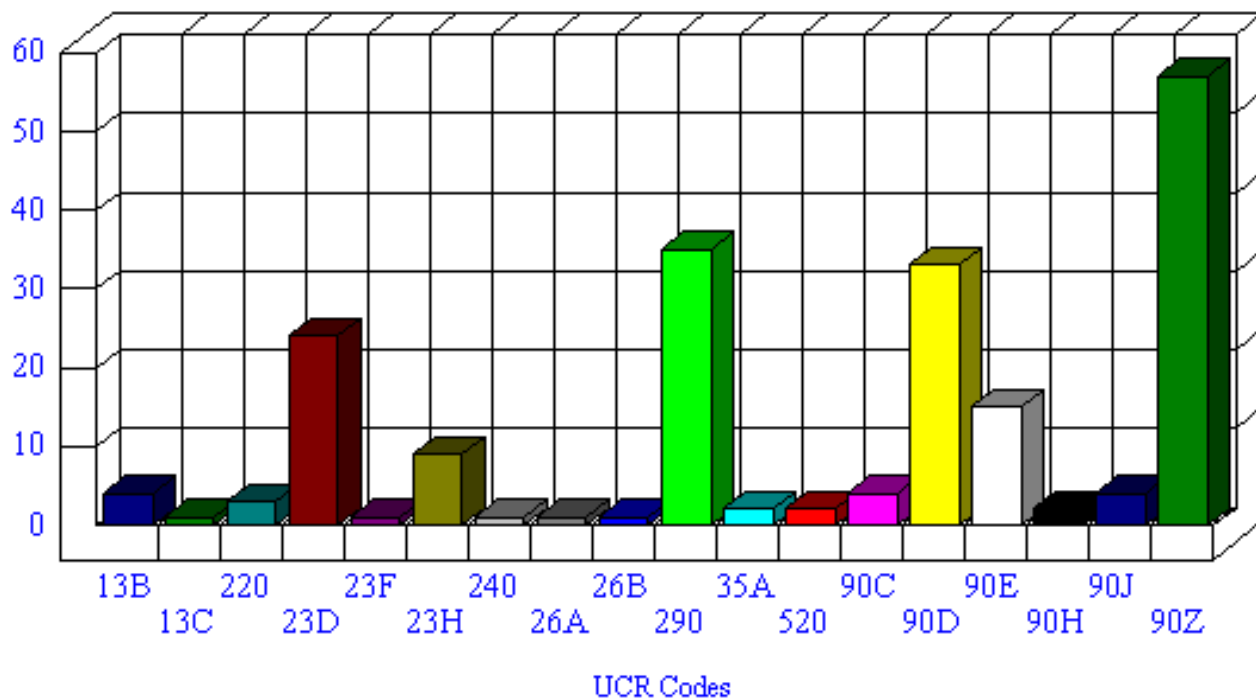
The Crowd Response Team is comprised of sworn members from various operational areas of the Division, commanded by a lieutenant. The Special Operations lieutenant is responsible for the administrative coordination of the Crowd Response Team. Members receive specialized training in the Field Force concept for riot and civil disturbance control.

Recommendations

- Continue training partnership with Richmond Police Department's Crowd Management Team (CMT).



CAPITOL POLICE IBR OFFENSES 01/01/10 - 12/31/10





2010 Offenses:

Code/Description

13B	Simple Assault	4
13C	Intimidation	1
220	Burglary/Breaking & Entering	3
23D	Theft from Building	24
23F	Theft from Motor Vehicle	1
23H	All Other Larceny	9
240	Motor Vehicle Theft	1
26A	False Pretenses	1
26B	Credit Card Fraud	1
290	Destruction/Damage/Vandalism of Property	35
35A	Drug/Narcotic Violations	2
520	Weapon Law Violations	2
90C	Disorderly Conduct	4
90D	Driving Under the Influence	33
90E	Drunkenness	15
90H	Peeping Tom	2
90J	Trespass of Real Property	4
90Z	All Other Offenses	57

Total Offenses Reported	199
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2010 Arrests:

Code/Description

13B	Simple Assault	1
23H	All Other Larceny	1
240	Motor Vehicle Theft	1
35A	Drug/Narcotic Violations	2
520	Weapon Law Violations	1
90C	Disorderly Conduct	2
90D	Driving Under the Influence	33
90E	Drunkenness	11
90J	Trespass of Real Property	3
90Z	All Other Offenses	10

Total Arrests Reported	65
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2010 CALL SUMMARY

Citizen Contact	216
Suspicious Person	182
Suspicious Vehicle	40
Unattended Vehicle	26
Disabled Vehicle	59
Traffic Stop	1136
Sexual Assault	1
Robbery	1
Assault	5
Assault, felony	1
Threatening Communication	28
Threat, Elected Official	2
Suspicious Package	21
Silent 911	38
Computer Offense	1
Trespass	3
Burglary	2
Larceny	19
Larceny, grand	6
Larceny, petit	10
Stolen Vehicle	1
Fraud	2
Damaged Property	28
Damaged Property, state	16
Damaged Property, personal	14
Threat, general	1
Miscellaneous	487
Vehicle Accident	28
Vehicle Accident, state	6
Vehicle Accident, personal	27
Vehicle Accident, hit & run	2
Suspicious Substance	9
K-9 Service, DCP	411
K-9 Service, non-DCP	45
Harassing Communications	7
Employee Dismissal	12
Suspicious Incident	27
Unoccupied Vehicle	2
Nuisance Offense	124



Disorderly Conduct	12
Crime Prevention Service	30
Health/Safety Check	45
Rally/Protest	32
Informational Report	11
Domestic	4
Executive Protection	45
Special Operations	6
Security Assessment	6
Expired/No Security Clearance	2
Special Assignment	14
Assist Other Jurisdiction	145
Lost/Found Property	25
Citizen Assist	69
Driving Under the Influence	33
Drunk in Public	15
Urinating in Public	10
Criminal Warrant Service	9
Subpoena Service	2
Alarm	123
Alarm, duress	27
Alarm, fire	58
Alarm, intrusion	61
Alarm, glass	28
Building/Property Checks	16310
Security Breach	1
Medical Call	75
Parking Complaint	191
2010 TOTAL CALLS	20,425

*CALL TYPES IN **BOLD** WERE DISCONTINUED EFFECTIVE MARCH 1, 2010.

CALL TYPES IN **RED WENT INTO EFFECT MARCH 1, 2010.

Financial Services Section

The Financial Services Section is staffed by a wage employee. The goals and objectives of this position are to review, in a timely manner, the agency's financial transactions posted in the Commonwealth Accounting and Reporting System (CARS) and to ensure that the amounts are accurate and posted to the proper object codes. Details in support of each transaction are obtained and posted to the agency's internal records. The internal records are then reconciled back to CARS to ensure both are in agreement. The position creates the internal records each year using Excel that consist of detailed object code ledger sheets along with a linked summary. Also, the position maintains files containing the necessary documentation in support of these transactions. The position creates an annual budget by allocating appropriations to the expenditure object codes in CARS based on analysis of historical spending and future spending requirements and performs periodic projections to ensure adequate funding exists to meet agency needs and that over-expenditure for the agency will not occur. If unexpended balances (surplus) exist, the position meets with executive management to determine how these funds may be used to provide needed supplies, services and equipment for ongoing operations as well as ease the financial burden in subsequent years through the prepayment of ongoing expenses such as leases, maintenance, training, etc. Additionally, this position evaluates and recommends the need for written policies and procedures, and either creates or revises existing procedures, as appropriate to provide accountability for all financial activity and to support an adequate internal control environment. This task also includes the analysis of the procurement and invoice process in order to ensure the most timely, accurate and efficient procedures are in place to allow for sound decision making. This position also performs any and all special finance/accounting related projects as required (e.g. budget reduction scenarios, etc).

Records Management Section

The Records Management Section is staffed by a wage employee. The goals and objectives of this position are to coordinate and respond to Freedom of Information Act requests; manage criminal, non-criminal and juvenile records; and to manage the Division's compliance with the Library of Virginia's Records Retention policies.

Records Management Accomplishments

- Freedom of Information Act (FOIA) Records

In 2009, files for this project were automated and organized by calendar year. This process continues. Automated files include: 1) a master spreadsheet, 2) individual responses to FOIA requests, and 3) the DCP Request Form DCP-087, which provides a comprehensive history of each request – date request was received, method of receipt, received by whom, contact information, etc., as well as the response. For calendar year 2010, the Division of Capitol Police received 27 FOIA requests, an increase of 11 requests from 2009. Sixteen requests were for criminal records; 11 were for non-criminal records. Due to an increased

interest by the public for easier access to police records, the Division anticipates an increase in requests for criminal and non-criminal records.

The FOIA records have been identified on the Division's draft retention schedule as Series # 961-012029. The retention period for these records indicates that FOIA records can be retained for three (3) years, and then destroyed. This schedule retention and disposition is consistent with the Archives Division of The Library of Virginia (LVA). For records that are over three (3) years old, a Certificate of Destruction form (RM-3) is completed and forwarded to the LVA. Copies of RM-3s are retained by the Division's Records Officer.

- Records: Criminal, Non-Criminal, and Juvenile

Spreadsheets for the 2008, 2009, and 2010 criminal and non-criminal records were prepared and automated with access restricted to Division supervisors. These spreadsheets continue to be updated daily. Each spreadsheet reflects the Call for Service (CFS) number, date of incident, date report was taken, event description, officer, victim, complainant, case status, and date report is Inactive, Closed Services, or Closed by Arrest. The incident reports for the 2008, 2009, 2010, and 2011 criminal and non-criminal records are filed by month and are maintained by the Records Officer.

- Records

The Division's records have been centralized at headquarters -- the Bank Street location. With the addition of a full-time assistant, the organization of the Division's records will advance quicker. The records room will house records that are primarily inactive. The Division staff is in the process of purging existing records by eliminating records that are no longer necessary. The Records Officer is assisting staff to ensure the necessary forms are completed and destruction performed pursuant to guidelines established by the LVA. Additionally, staff is organizing records that are no longer useful in acid-free boxes, identifying the series name and retention period on the box, and transferring these records to the records room for retention for storage until they can be destroyed.

- Records Retention Schedule

The Records Officer continues to work with the LVA staff to implement a retention schedule for the Division. When approved, each series will be submitted to the Archives, LVA, for review pursuant to guidelines. The records retention schedule identifies the 'shelf life' of an agency's records. Specific records can be retained permanently, transferred to the LVA, or disposed. For example, FOIA records have a shelf life of 3 years, after which time they can be destroyed, while Management Reports: Historical Significance are retained permanently by the agency.

Recommendations

- Transition files to digital imaging.

Human Resource Management Section

Human Resource Management is comprised of one full-time employee who reports directly to the Assistant Chief. The Human Resources Manager is responsible for the following programs: recruitment and selection of employees; performance management; employee relations; workforce personnel data management; compensation, rewards, and benefits management; and training and development of employees.

Human Resource Management Accomplishments

- Recruitment
 - Police Officer - mailed 150 online PHQ employment questionnaires to police officer applicants.
 - Tested 17 police officer applicants (4 certified).
 - Hired 4 police officers (certified).
 - Security Officer - mailed 74 online PHQ employment questionnaires to security officer applicants.
 - Scheduled interviews, re-hired 1 security officer.
 - Established and recruited for Administrative Assistant position
 - Assistant Chief of Police – mailed 26 online PHQ employment questionnaires to assistant chief applicants.
 - Scheduled interviews, hired Assistant Chief December 2010
- Promotional Process
 - Coordinated and administered promotional process
 - Four Officers promoted
 - Coordinated Promotional Ceremony (Old House Chamber)
 - Coordinated Promotional Reception (Senate Room 3)
- Employee Recognition and Awards
 - Coordinated Service Awards for years of State service (5-30 years)
 - Developed certificates for “Officer of the Month”
 - Developed certificates for “Officer of the Year”
 - Years of Service Plaque awarded to new Retirees
 - Developed certificates for “Award of Excellence”
 - Coordinated Annual Employee Awards & Recognition Dinner (State Capitol)

- Career Development Program
 - 13 applications submitted
 - 11 tested
 - 10 successful candidates – Police Officer I – September 2010
- Administrative Investigations
 - Set-up and maintenance of administrative folders.

Recommendations

- Create a recruitment video to be placed on the Division's website.

Internal Affairs Section

The Internal Affairs Section consists of one wage employee who is responsible for investigating the most serious of employee misconduct allegations, or other investigations as assigned by the Chief of Police. Less serious allegations of employee misconduct are investigated by the employee's immediate supervisor. All allegations of employee misconduct are investigated. Eighteen cases were initiated and cleared during 2010. Eight complaints were initiated externally, while ten originated internally. Of those 18 cases, four were closed by resignation, seven were unfounded, and seven resulted in Sustained, Not Sustained, and/or Justified allegations (4 sustained, 2 not sustained, 1 justified).



Division of Capitol Police **Commonwealth of Virginia**

Law Enforcement Code of Ethics

Reprinted from the
Virginia Department of Criminal Justice Services

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice. I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whenever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution for criminals, I will enforce the law courteously and appropriately without fear or favor, malice of ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other law enforcement officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself to the highest moral and ethical standards in the performance of my chosen profession ... law enforcement.



**PROMOTIONAL CEREMONY
STATE CAPITOL
OLD HOUSE CHAMBER**



Lieutenant Thomas E. Hickey
Sergeant Anthony M. Gulotta
Sergeant Jesse T. Gilliam
Corporal James L. Cosby, Jr.





ANNUAL AWARDS AND RECOGNITION CEREMONY

SERVICE AWARDS

Twenty-Five Years

Chief Kimberly S. Lettner
Captain Raymond J. Goodloe, III
Captain Randall E. Howard
Lieutenant James Layne
Sergeant Dianne M. Dowdy
Sergeant Michael D. Mahoney

Fifteen Years

Sergeant Stuart A. Hall, Jr.

Ten Years

Sergeant Rebecca B. Herrera
Sergeant Edwin V. Pearce
Officer Donna L. Dailey

Five Years

Officer John T. Nicholson
Officer Francis M. Stevens
Officer Todd Wood

EMPLOYEE OF THE MONTH

Sergeant Nancy L. Goergner	January
Sergeant Paul J. Bassett	February
Corporal James L. Cosby, Jr.	March
Officer James L. Robinson	April
Officer D. Sean Chaulklin	May
Sergeant Jesse T. Gilliam	June
Officer Adam M. Stampfel	August
Officer John M. Jones	September



EMPLOYEE OF THE YEAR

Corporal Allen Norton

POLICE OFFICER I APPOINTMENTS

Officer Brian C. Alexander
Officer D. Sean Chaulklin
Officer John H. Collamore, IV
Corporal James L. Cosby, Jr.
Officer Woodrow W. Dowdy, III
Sergeant Jesse T. Gilliam
Officer Joseph M. Nichols
Officer John T. Nicholson
Officer James L. Robinson, Sr.
Officer Francis M. Stevens

AWARD OF EXCELLENCE HONOREES

Corporal James L. Cosby, Jr.
Robert Pridemore
Ernie O'Boyle

RETIREMENTS

Diane R. Roper
Major Kenny J. Harper





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