

VIRGINIA BEACH SHERIFF'S OFFICE

FY 2012/2013

Annual Report

Sheriff/High Constable Kenneth W. Stolle



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Sheriff's Message

The Virginia Beach Sheriff's Office is dedicated to providing the highest level of public safety services to the citizens of Virginia Beach. As an integral part of a city that has been rated the safest city in the Commonwealth for its size, we are committed to maintaining a safe and secure community for all.

As your Sheriff, I affirm that we will continue the proud tradition of providing the stellar quality of law enforcement services that our citizens have come to expect.



With a staff of over 500 dedicated and well-trained personnel, safety and security will remain foremost on our list of priorities. We will continue our commitment of providing a safety net to the mentally ill as we remain one of the largest mental health providers in Virginia. We will remain innovative and creative in our endeavor to increase revenues in order to off-set tax payer contributions without compromising safety or security.

And through our Drug Abuse Resistance Education (D.A.R.E.) Unit, we will continue educating our youth on the dangers of drugs, violence and gangs while providing valuable information through community lectures and displays on topics related to child safety and the role of law enforcement in the community.

This Annual Report contains information on our operations, statistics and agency highlights, as well as a glimpse of our many accomplishments throughout the fiscal year.

Please contact me at (757) 385-4073 if you have questions, comments, or suggestions on how we can continue to improve our service to you.

Sincerely,

A handwritten signature in black ink that reads "K Stolle".

Kenneth W. Stolle
Sheriff/High Constable



OFFICE OF THE SHERIFF

CITY OF VIRGINIA BEACH



MISSION STATEMENT

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, we will fulfill our mission statement with:

Commitment

We will stand firm in our commitment to the community. Paramount is the safety and security of all persons in our care and custody, and those persons for whom we serve.

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 prejudice or 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.

Sheriff's Office Profile

Virginia Beach, an area of 307 square miles, is located off interstate 264 approximately 100 miles south of Richmond, our state capital. Virginia Beach is a Hampton Roads City with a strong military presence, serving Naval Air Station Oceana, Dam Neck Fleet Combat Training Center, Little Creek Amphibious Base, Fort Story and various other military support centers.

Prior to 1607, this land area, known today as Virginia Beach, was inhabited by the Chesepioc Native Americans. In 1607, a group of Englishmen landed at Cape Henry where they erected a cross and laid claim to this area. The formerly named County of Princess Anne was formed from the eastern section of the Lower Norfolk County in 1961. In 1963, Princess Anne County merged with the community of Virginia Beach to become the City of Virginia Beach.

The Office of the Sheriff dates back to around 1645 where in Lower Norfolk County, Captain John Sisby held this honorable office. The Colonial Sheriff performed many functions, to include levying fines, collecting debts and taxes, executing warrants and writs, summoning juries, transporting and housing prisoners for trial, and overseeing elections all for a population of about 1,000 people.

Today's Sheriff has many more responsibilities including overseeing a staff of more than 500 employees. The community has grown considerably since colonial times with a current population of approximately 438,000 people.

The City of Virginia Beach encompasses over 38 miles of beaches; over 4,000 acres in neighborhood parks, community parks, district parks, and other open spaces; 16 different access sites to the various bays, creeks, and rivers in the area; and drawing approximately 2.75 million overnight visitors citywide.

Having one of the most aggressive and successful intergovernmental relations program of any jurisdiction in Virginia, City leaders work on a daily basis with Congressional Delegation, General Assembly Delegation, and administrators at the regional, state, and federal level to promote city efforts.

An integral part of the Virginia Beach City government encompasses the efforts of Sheriff Kenneth W. Stolle and the Virginia Beach Sheriff's Office. The Sheriff is elected by the citizens of Virginia Beach and has an obligation to efficiently and effectively enforce the laws of the Commonwealth. He directs all Sheriff's Office duties and has final authority in matters of policy, operations and discipline.

Running one of the largest Sheriff's Offices in Virginia, Sheriff Stolle ensures the Office continues to fulfill its Mission Statement while exploring new ways to better serve the community and enhance the departmental Goals and Objectives. Since assuming Office on January 1, 2010, Sheriff Stolle has continued to equip employees with the latest in technology and tools, training and the knowledge to provide a greater service to the community.



Sheriff's Office Fiscal Year Highlights

FINANCIAL REPORT

The Sheriff's Office is funded through a combination of State, Local and Federal revenues. State and Federal revenues are tied to the number of inmates while local funds are currently provided for the Intake/Release section, the D.A.R.E. Program, inmate medical and food contracts, deputies salary supplements and overall jail support. In-depth financial information for the Sheriff's Office can be found in the Departmental Performance Report in Appendix A.

MENTAL HEALTH PROCESS STUDY UPDATE

Carol Hepburn, M.A., QMHP

Conmed Healthcare, Mental Health Services

In the past 14 months that the mental health pod has been opened, various issues were identified that improved with modification to schedules and operational rules in the pod.

In January 2013, a full-time LCSW was added to the mental health staff. With this addition, the mental health team is able to provide more individualized attention to the pod inmates. It is anticipated that within the next year, educational groups will be initiated.

In March 2013, the concept of the mental health pod was also initiated in the jail's female housing floor. A smaller cell block with individual cells, and a common area was identified and those inmates requiring mental health housing were assigned to the block. The same three-level system was initiated. It is expected that the block will eventually accommodate 10 - 12 inmates.

Overall Summary:

- Since the Mental Health pod has been introduced, there has been a notable decrease in the number of assaults on deputies within the jail. Information provided by jail administration indicates that prior to the mental health pod, 80% of assaults on deputies were by persons with mental illness. Since the pod has begun, the number of assaults on deputies has decreased by 50%.
- Compliance with psychotropic medication has increased to current level of 95% overall.
- Uses of force by security staff on mentally ill inmates has decreased by 50%
- Overall milieu of the mental health pod is a calm environment that promotes social interaction, adherence to rules, and cooperation with security and medical staff.
- Inmates who have been housed in the pod are better equipped when released to deal with daily social and practical demands.



EMERGENCY PREPAREDNESS, PLANNING AND RESPONSE

Encompassing an average daily population of 1400 pre-trial and post-conviction inmates, lessons learned from Hurricanes Katrina, Isabel, Irene, Sandy and others prompted Sheriff Stolle and his leadership team to review and evaluate current Emergency Plans and Procedures, with a heightened emphasis on the provision of critical services.

Vigilance in planning and preparation is essential as the Virginia Beach Correctional Center will shelter-in-place during a disaster and hence must remain operational 24/7 despite the threat facing the City of Virginia Beach. The City is regularly faced with threats from hurricanes and coastal flooding events as it is situated along the shores of the Atlantic Ocean and Chesapeake Bay.

In March 2013, the Sheriff's Office conducted a multi-agency Workshop structured after the Homeland Security Exercise and Evaluation Program (HSEEP) at the Virginia Beach Law Enforcement Training Academy (LETA). Facilitated by members of the City's Office of Emergency Management, the exercise focused on reviewing emergency preparedness and planning issues significant to the Sheriff's Office by providing an opportunity for city departments to strengthen coordination and collaboration with Sheriff's Office personnel through a discussion-based exercise.



The activities were broken into three modules; 1) Planning and Preparedness, 2) Response, and 3) Recovery to address the four phases of emergency management. The participants were provided three basic scenarios to consider as they moved through the discussion and reviewed

plans and procedures. Overall, the workshop was very successful and among the first of its kind in the Commonwealth. The ability of the Sheriff's Office to operate and deal with emergencies in its facility was complemented by looking at the challenges of large scale events and asking how responders would meet the unique challenges this facility poses.

Stakeholder's who participated in the exercise included members of the City of Virginia Beach Public Utilities, Public Works Building Maintenance, Facilities Management and Fleet Management, Media Communications, City Attorney's Office, Department of Human Services, Virginia Beach Police Department, Virginia Beach Fire Department, Emergency Communications and Citizens Services (ECCS 911/311), Occupational Health Services, Conmed, Cox Communications, the Military, Virginia Department of Emergency Management (VDEM) and the Hampton Roads Planning District Commission (HRPDC).

The role of the Sheriff's Office in helping to accomplish the overall emergency management mission of the City does not only rest within the confines of the Virginia Beach Correctional Center, but extends within the community. The Sheriff's Office supports many city-wide operations to include, but not limited to:

- Providing for the safety and security of the Emergency Shelters and the Medically Friendly Shelter;
- Providing for the safety and security of the Emergency Operations Center (EOC) upon activation;
- Providing additional resource support to fellow City Public Safety Agencies; and
- The Work Force inmates ("Team Orange") assist the Landscape Management Division of the Department of Parks and Recreation with various pre and post storm tasks.

Earlier this year, the Sheriff's Office was recognized by military personnel for their dedicated response to the FA-18 Hornet jet crash into Mayfair Mews Apartments located on Birdneck Road, Virginia Beach in April 2012. Deputies were among the first responders on-scene during the initial response and continued to provide security at the incident sight during the recovery phase of the incident. Miraculously, no one was killed as a result of the crash.

The picture below depicts Captain Paul Gronemeyer, the Commodore of Strike Fighter Wing Atlantic, presenting Sheriff Stolle with a gun barrel from the FA-18 Hornet that crashed. The presentation was in appreciation for the dedicated response of the Sheriff's Office during this harrowing incident.



The inscription on the plaque reads:

"This is an M1-A1 20mm gun barrel from the VFA-106, F/A-18D Hornet that crashed into the Mayfair Mews Apartment complex in Virginia Beach on April 6, 2012 at 12:05PM.

It is with great honor that Commander, Strike Fighter Wing Atlantic, and Commander, Strike Fighter Squadron One Zero Six, present this token of appreciation to the men and women of the Virginia Beach Sheriff's Department who stand alongside us in the protection of this great nation. Their efforts in response to the crash and their steadfast devotion to duty ensured there were no fatalities or serious injuries as a result of this catastrophic incident."

VOLUNTEER SERVICE

Sheriff's Office Work Force Program

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. With an average of 35 inmates volunteering **210,120 hours** of service in FY 2012/2013, the Sheriff's Office Work Force Program saved the City of Virginia Beach and the taxpayers approximately **\$2,101,200.00**.

Auxiliary Deputy Program

The Auxiliary Deputy Program is comprised of dedicated individuals that volunteer their time providing a law enforcement presence at a variety of community events such as, but not limited to, charity fundraisers and school activities. The Auxiliary Deputies also supplement daily operational needs in various Commands within the Sheriff's Office. The duties the Auxiliary Deputies perform are commensurate with the training they receive. In FY 2012/2013, the Auxiliary Deputies dedicated approximately **2,093 hours** of service equating to an approximate labor cost savings to the Sheriff's Office of **\$36,719.00**.

Sheriff's Office Inmate Trustee Program

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. In FY 2012/2013, 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.

Student Internships

The Sheriff continues his support of our local educational institutions by opening our doors to various high school and college interns. The interns volunteer in a variety of administrative positions while acquiring job skills and knowledge that will advance their career ambitions and goals. In FY 2012/2013, the interns dedicated approximately **515 hours** of service equating to a combined worth of approximately **\$6,180.00**.

Chaplain Volunteers

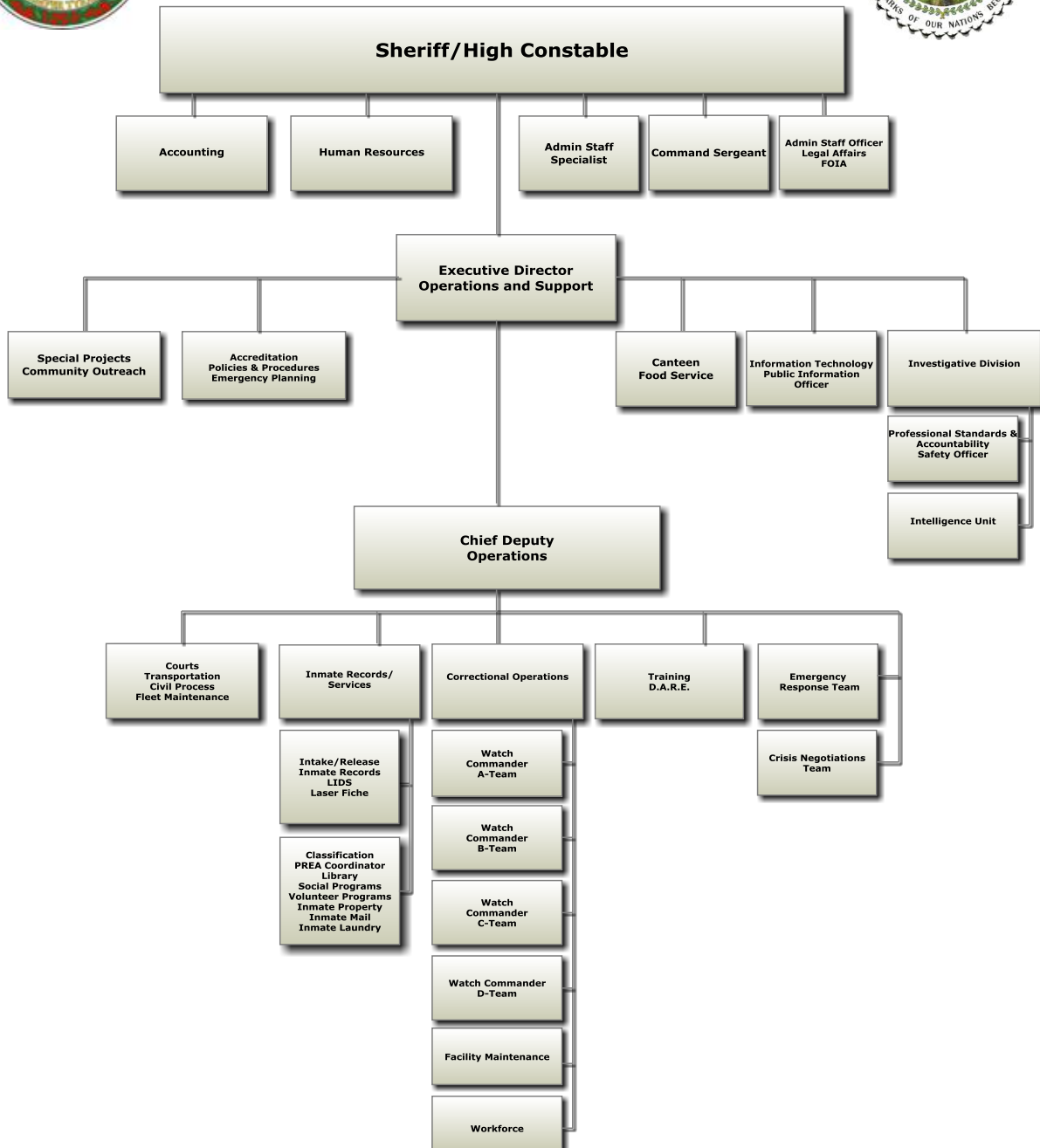
Numerous volunteers supplement the Good News Jail & Prison Ministry Chaplain and must meet established criteria to participate as volunteers. In FY2012/2013 these volunteers dedicated approximately **9,298 hours** of service equating to a combined worth of approximately **\$113,894.00** for the fiscal year.



OFFICE OF THE SHERIFF

CITY OF VIRGINIA BEACH

ORGANIZATIONAL CHART



The organizational structure of the Sheriff's Office is expounded below in the brief synopsis of the Sheriff's Staff, the Operations and Support Division and the Operations Division. Agency Statistics are recorded in Appendix B.

Sheriff's Staff

Accounting Division is responsible for developing, administering and monitoring Sheriff's Office annual operating & CIP budgets; managing maintenance of accounting ledgers, records and files to provide operational and capital cost accounting; managing the Sheriff's Office 149 & 150 Special Revenue Funds; and directing administration of payroll and maintenance contracts.

Human Resource Division is responsible for the hiring process as well as maintaining files for active and inactive appointees. The Human Resource Division also screens all contract workers and volunteers who enter the correctional center, processes new applications, completes background checks, and conducts extensive testing. Once an employee has been selected, the Human Resource Division is responsible for arranging and maintaining all benefits and ensuring that all employee information is up-to-date and properly maintained in the city and state computer systems.

The **Administrative Staff Specialist** manages the Executive Administration area to include communication within the Administration, development of financial transactions and executive reports, organization development, Sheriff's Office special functions, performance management and public employee relations.

The **Command Sergeant** is a valuable asset that stimulates free-flowing communications and ensures the highest standards of professionalism are upheld at all levels within the chain of command. The Command Sergeant strengthens the chain of command by keeping the Sheriff via the Chief Deputy aware of existing or potential situations as well as procedures and practices that affect the mission, readiness, welfare, and morale of all deputies in the Sheriff's Office.

Administrative Staff Officer - The Administrative Staff Officer is a Captain who processes and monitors all legal cases involving the Sheriff's Office and Sheriff's Office employees.

Operations and Support

Special Projects is responsible for monitoring contracts between outside vendors and the Virginia Beach Sheriff's Office. The Special Projects Office also conducts research on,

coordinates and implements special projects for the Sheriff and shares the responsibility of grant administration with the Office of Accreditation and Emergency Planning.

The **Office of Accreditation and Emergency Planning** is responsible for overseeing and maintaining the Sheriff's Office Accreditation with the Virginia Law Enforcement Professional Standards Commission (VLEPSC). The division also has the responsibility of formulating and implementation Sheriff's Office Policies & Procedures as approved by the sheriff, the administration of grants, and emergency planning and preparation efforts for the Sheriff's Office.

Canteen/Food Service is a service provided by the Sheriff's Office to the inmates allowing them to have access to an in-house variety store that sells necessities such as t-shirts, under clothes and shaving gear to candy and other snacks. The CareMart program is a facet of Canteen. The CareMart program allows family and friends to send preselected gift packages to inmates incarcerated in the Virginia Beach Correctional Center online, for any occasion, using their credit or debit card. Food service is provided to the inmates three times per day. Two meals are served on the weekends and holidays. Inmates are provided a well-balanced meal with sufficient calories as recommended by the American Medical Association. Food is never used as punishment. Those inmates assigned to strenuous work programs are afforded additional nutrition.

The **Information & Technology Division** provides the highest quality technology-based services, in the most cost-effective manner to facilitate the Sheriff's Office mission. They provide effective technology support for audio/visual, computer, multimedia, video and web based applications and services to all areas of the Sheriff's Office. An integral part of Information Technology is Public Information. The Public Information Officer (PIO) handles all requests from the public and media in the form of questions, comments and concerns regarding the Sheriff's Office. Information is disseminated through email, telephone, interviews, photographs and press releases. The PIO also coordinates a variety of events within the community both sponsored through Sheriff's Office employees as well as community organizations. A listing of community involvement events are listed in Appendix C.

The **Investigative Division** consists of the Professional Standards & Accountability Office and the Criminal Intelligence Unit (CIU). The Professional Standards & Accountability Office is a fact finding body created to provide the Sheriff and/or his designee with information to evaluate the effectiveness and efficiency of the day to day operations of the Sheriff's Office. The Criminal Intelligence Unit was created to prevent, address, and prosecute any criminal misconduct or law/rule violations committed by those incarcerated within the Virginia Beach Correctional Center.

Operations

The **Court Support/Transportation Division** is responsible for the safety and security of the Virginia Beach Judicial Complex to include protection of all judges, safety of all inmates in the custody of Court Deputies and security of all courtrooms. Further responsibilities include ensuring that all inmates are transported to the courts from the Correctional Center and returned in a safe and timely manner, in accordance with established transport procedures, as well as the fulfillment of the Sheriff's Office statewide mission of transporting inmates to the Department of Corrections.

The **Civil Process Division** is responsible for the serving of court papers issued from all Virginia State courts and those processes issued from other states, being served in the City of Virginia Beach. Civil Process is tasked with executing warrants, evictions, repossessions, levies, and sheriff sales.

Inmate Services & Records (ISR) provides support to the entire inmate population, from commitment to release, through Intake, Classification, Corrections, Property, Library, Laundry, and Release. The ISR Division also oversees all inmate programs to include the Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) for inmates who battle substance abuse problems; Educational Program (GED) ; the Jail Education Program (JEP) which offers an educational program for inmates under the age of twenty-two (22) who qualify for special education services under the Individuals with Disabilities Education Act (IDEA) and the Life Empowerment Program (LEP) which offers inmates a three-phase, biblically-based opportunity to improve their basic life skills.

Correctional Operations is comprised of four Watch Teams and is where the bulk of the deputies are assigned, and where the majority of the inmates are supervised. The Watch Teams are responsible for the supervision and direction of the inmates. They are also responsible for the safe and secure operation of the correctional center twenty-four hours a day.

Also under the command and control of Correctional Operation is the Work Force Division. The Work Force Division is an important function essential to the city, the inmates, and the Sheriff's Office. The opportunity to be released from confinement is a privilege. Work Force gives the inmates the opportunity to help support the community, provide them with something positive to build their self-esteem, as well as job skills. Work Force also enhances the inmate's ability to function in a structured environment. This work saves the city a substantial amount of money each year, clearly enhances the community, and provides a valuable public service

The **Training Division** is responsible for staff training to include initial and continuing in-service Training. A facet of the Training Division is the Sheriff's Office Honor Guard. The Virginia Beach

Sheriff's Office Honor Guard is a group of deputies who volunteer to represent the Sheriff's Office. They train regularly to maintain their skill levels and must maintain an exceptional level of personal and uniform appearance. The Honor Guard represents the Office locally, statewide and nationally. Most events are prescheduled with numerous events coming on short notice. In some cases, the person they are honoring is deceased and/or a close friend. Regardless, they must maintain a professional and emotionless manner throughout.

The **D.A.R.E. Unit** (Drug Abuse and Resistance Education) teaches Drug Abuse Resistance Education to public, private and parochial schools in Virginia Beach at the elementary and middle school levels. The program is managed in 67 Virginia Beach Schools. The Virginia Beach Sheriff's Office DARE Unit also maintains membership with **S.A.L.T.** (Senior's and Law Enforcement Working Together). With one deputy sitting on the board, the mission of the SALT organization is keeping senior citizens informed of new and ever changing tactics criminals are using to harm and/or swindle them. Additionally, SALT offers suggestions to seniors on how to defend themselves against such tactics.

Website – www.vbso.net

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.

Social Media

The Virginia Beach Sheriff's Office can now be followed on Facebook (VBSheriff) and Twitter (Twitter.com/vbso).

APPENDIX A

Compiled by City of Virginia Beach Management Services and the Virginia Beach Sheriff's Office

Sheriff and Corrections - Departmental Performance Report

Sheriff and Corrections						
<p>The mission of the Sheriff's Department 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, and access to educational and work opportunities. This Department is also responsible for courtroom security and serving civil documents. In addition, the Department also works with elementary School children to teach them how to avoid many of the problems associated with drug use. The Department is dedicated to the efficient and effective provision of Sheriff's services to our community. The commitment of the Department focuses on competent, expeditious, and courteous services that enhance citizen safety while providing value for their tax dollar. For example, the Sheriff's Work Force saves the citizens thousands of dollars each year by providing services that would otherwise have been paid for through tax revenues.</p>						
Objective/Performance Measure	Unit	Annual Target	Actual 2010	Actual 2011	Est. 2012	Proj. FY 2013
Community						
Maintain professional and adequately trained workforce						
Mandated training hours completed at LETA	#	4,500.0	4,724.0	4,724.0	4,750.0	4,750.0
New applicants tested by Human Resources	#	1.0	1.0	4.0	4.0	4.0
Number of Inmate programs handled through Accounting	#	200.0	250.0	269.0	275.0	275.0
Customer						
Enhance Inmate services while reducing operational cost						
Projected Inmate Fees Collected	\$	0	0	123,762	570,000	638,675
Maintain Incarceration Facilities to House Inmates						
Cost per Inmate per Day	\$	63	63	64	64	64
Inmate Population	#	1,780.0	1,375.0	1,450.0	1,400.0	1,400.0
Inmates over State Department of Corrections Certified Capacity	#	900.0	495.0	570.0	520.0	520.0
Number of Arrestees Processed	#	30,648.0	31,261.0	35,000.0	35,000.0	35,000.0
Serve Legal Documents						
Court Papers Served	#	125,000.0	161,400.0	175,198.0	165,000.0	165,000.0
Services to Community through Inmate Labor						
Hours of Inmate Labor Utilized	#	928,427.0	943,160.0	955,000.0	1,000,000.0	1,000,000.0
Learning & Growth						
Teach D.A.R.E. to Elementary Students in VBCPS						
Number of Schools Serviced by DARE	#	64.0	64.0	64.0	64.0	64.0

Major Changes

In total, the department of Sheriff and Corrections operating budget increased \$1,443,840 and had a net decrease of 3.17 FTEs between FY 2011-12 and FY 2012-13. The budget for this department was prepared based on the latest information available at the time regarding the state budget. The city and Sheriff's department will continue to analyze the state budget and determine if there are any significant changes that will require adjustments to the Sheriff's department budget.

In years prior, the Sheriff's department operated in the Sheriff's department Special Revenue Fund and the Inmate Services Special Revenue Fund. Beginning in FY 2012-13 the Sheriff's department will consolidate these funds and only operate through the use of the Sheriff's department Special Revenue Fund. There is no reduction in services as a result of this accounting change. Merging these special revenue funds will also result in merging the respective fund balances within each fund.

Change	Impact
Fund Balance Usage	<ul style="list-style-type: none">In FY 2012-13, the Sheriff's department budget includes the use of \$1,255,833 in Special Revenue Fund Balance. This amount equates to 3% of the department's total revenue.Once appropriated in FY 2012-13, the Sheriff's department will have an estimated undesignated fund balance of \$2,421,963. The Sheriff's department is encouraged to continue efforts in reducing overall expenditures and increasing sustainable revenues sources.
State Compensation Board unfunded 7 Sheriff Deputy positions in FY 2012-13	<ul style="list-style-type: none">During the FY 2012-13 budget process, the State Compensation Board unfunded seven Sheriff Deputy positions.Since that time, the Governor has proposed the restoration of funding for these positions; however, the Sheriff's department has opted to reflect these positions as unfunded until legislative decisions are finalized.If these positions are funded by the state, additional state revenue will be estimated in the Sheriff department's operating budget. No additional city funds will be required.
Addition of part-time positions for Special Investigative Unit	<ul style="list-style-type: none">Positions were added midyear FY 2011-12 to the Sheriff's department for the purpose of creating a Special Investigative Unit.
Addition of part-time Account Clerk position	<ul style="list-style-type: none">This position will be responsible for preparing pay vouchers, collecting of supporting documentations, scanning, filing, verification of statement of accounts and attending to vendors follow up payments. Additional workload requests of the accounting division increased when the Sheriff's department took over the operation of the canteen and began the Caremart and Fresh Favorites programs.Funding this position will result in a estimated net increase of \$55,620 in Commissary Services revenue.
Addition of Public Safety Analyst II	<ul style="list-style-type: none">This position was eliminated by the State Compensation Board early in the FY 2011-12 budget process. Funding was later restored for this position; however, the Sheriff's department operating budget had already been adopted by City Council.This FTE and the estimated state revenue supporting this position are being restored in the Sheriff departments FY 2012-13 operating budget.

Additional information about program reductions is available in the Requested But Not Funded listing in the Appendices of the Executive Summary.

Departmental Overview

The Sheriff's department is funded through a combination of state, local 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 services provided by the department of Sheriff and Corrections are divided into two primary divisions:

The Community Services Division includes:

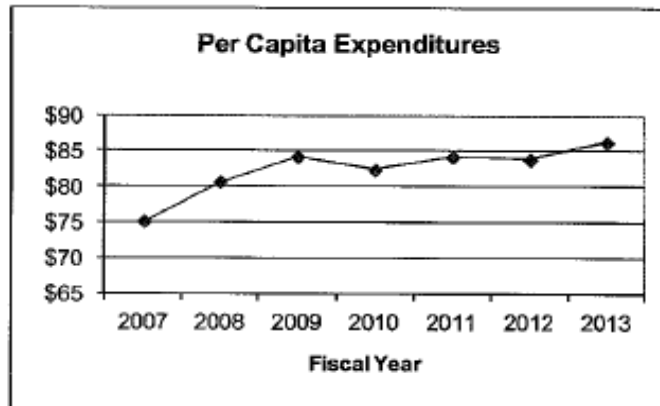
- **Administration** - Provides personnel, training and financial administration for the department as well as program development.
- **Court Support** - Provides security and order in the various Virginia Beach courts, and processes and serves civil documents.
- **Work Force Services** - Utilizes inmate labor to provide various services to the community at little cost, while providing inmates with the opportunity for skill and self development.
- **Drug Abuse and Resistance Education (D.A.R.E.) Program** - Provides drug education, stranger danger, and gun safety instruction by deputies to students.

The Correctional Services Division includes:

- **Correctional Operations** - Provides for the care and custody of persons placed 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** - 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 department 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 provision of Alcoholics and Narcotics Anonymous.

Trends and Issues

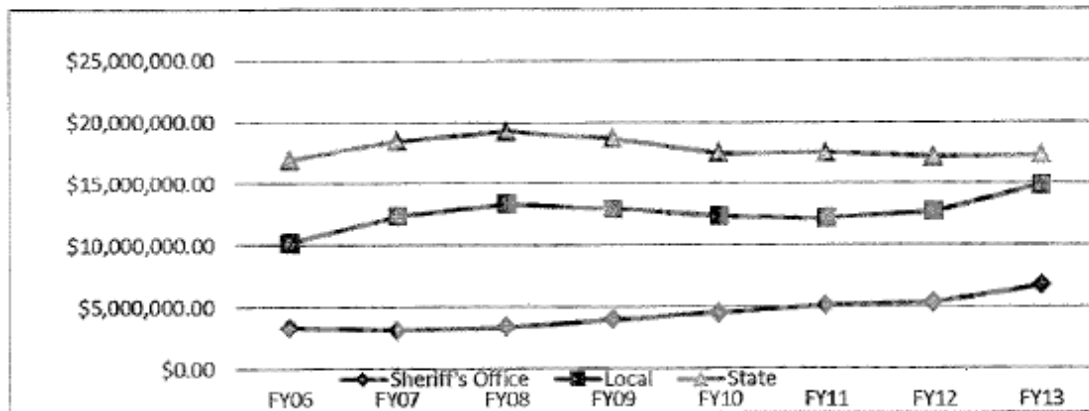
- When reviewing the historical per capita expenditures of the Sheriff's department, it would appear that the department has not been affected much by the downturn in the economy; however, the Sheriff's department operates through special revenue funds and has been afforded the unique opportunity to use departmental 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 department to manage state and local reductions in funding. For example, in FY 2010-11, the State Compensation Board eliminated 11 FTEs in the Sheriff department's budget. Using fund balance to temporarily fund these positions allowed for the Sheriff's department to manage the elimination of these positions through attrition as opposed to eliminating 11 filled FTEs. From FY 2006-07 to FY 2008-09, the Sheriff department's expenditure per capita increased primarily as a result of increased inmate food and medical contract costs. The Sheriff's department expenditures declined in FY 2009-10 due to a one-time use of fund balance in the previous fiscal year to purchase equipment and supplies. In FY 2010-11, departmental expenditures increased slightly due to the use of fund balance to provide support for a Courthouse Security grant. In FY 2011-12, the Sheriff's department expenditures decreased as a result of eliminating 11 unfunded State Compensation Board FTEs, and reducing use of fund balance. In FY 2012-13, department expenditures are increasing primarily due to increase 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 recent years, state revenue supporting the Sheriff's department operations has continually declined. State revenue supports just under 46% of the department's budget. Between FY 2009-10 and FY 2010-11, the General Assembly reduced revenue from the state to the Sheriff's department by over \$2 million. Currently, it is estimated that state revenue coming to the City of Virginia Beach Sheriff's department will be \$237,474 less than the amount received in FY 2011-12. This decrease is based on the assumption that funding for the seven unfunded State Deputy positions is not restored by the General Assembly.

- Federal revenue is based solely on the number of federal prisoner per day. This revenue source represents nearly 3% of the departments total revenue collected.

Virginia Beach Sheriff's Office Revenue Sources



- Local revenue includes city supplements to entry level Sheriff Deputy 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 the Central Booking Program 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.
- Inmate Canteen – This program has been in existence for years, however, FY2011-12 was the first year that the Sheriff's Office performed these function 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. Although this program is fully implemented, a full year of actual revenue has not yet been realized. The department has a conservative revenue estimate of \$438K in FY2012-13. Net revenue generated by this program allows the Sheriff's Office to fund jail operations limiting the need of additional funds. In FY2012-13, the Sheriff's Office is utilizing these programmatic revenues to replace inmate kitchen equipment and inmate medical facility equipment.
- Caremart and Fresh Favorites – People can purchase items online through the Sheriff's controlled "Caremart" and have items delivered to confined individuals. Or through the "Fresh Favorites" program, the public may order freshly cooked meals and have them delivered to incarcerated individuals. Because of the delays in implementing these programs, a full year of actual revenue has not yet been realized. For this reason, the Sheriff's Office reflects a conservative revenue estimate of \$300k in FY2012-13.
- Historically, Sheriff's Office employees have not been paid overtime. Since FY 2009-10, the Sheriff Office lost funding from the Compensation Board for 18 Deputy Sheriff positions; however, inmate population has remained constant. This has generated a staffing shortfall and caused a significant account of compensated time being earned. A request for overtime funds was submitted; however, this request was not funded do to the lack of available resources.

Council Amendment

On May 8, 2012, City Council voted to increase the Sheriff's Office Operating Budget by \$800,000 to address overtime concerns. The State Compensation Board will not provide funding for overtime or compensation payouts.

Sheriff and Corrections - Departmental Resource Summary

	FY 2011 Actual	FY 2012 Adjusted	FY 2013 Adopted	Variance from FY 2012
<u>Program Summary</u>				
<u>149 Sheriff's Department Special Revenue Fund</u>				
<u>Expenditures</u>				
Sheriff's Office	1,930,167	2,180,641	2,331,515	150,874
Court Support Services	3,083,654	3,125,481	3,349,010	223,529
Correctional Operations	25,585,037	26,344,186	28,057,077	1,712,891
Centralized Booking	1,883,520	2,021,234	2,136,204	114,970
D.A.R.E. - Sheriff	651,468	738,845	762,517	23,672
Sheriff's Workforce	883,277	909,413	851,775	(57,638)
Inmate Services	688,710	1,105,437	1,298,196	192,759
Law Enforcement Training	117,333	145,147	149,526	4,379
Transfer to Other Funds	24,551	146,147	24,551	(121,596)
Total Expenditures	34,847,717	36,716,531	38,960,371	2,243,840
<u>Revenues</u>				
Fees	3,745,048	3,715,627	4,450,011	734,384
State	17,532,842	17,607,506	17,359,747	(247,759)
Federal	659,756	901,155	1,149,750	248,595
Transfers	11,822,545	12,458,538	14,745,030	2,286,492
Fund Balance	0	2,033,705	1,255,833	(777,872)
Total Revenues	33,760,191	36,716,531	38,960,371	2,243,840
General City Support	1,087,526	0	0	0
Total Department Expenditure	34,847,717	36,716,531	38,960,371	2,243,840
Total Department Revenue	33,760,191	36,716,531	38,960,371	2,243,840
Total General City Support	1,087,526	0	0	0

Position Summary by Program

149 Sheriff's Department Special Revenue Fund

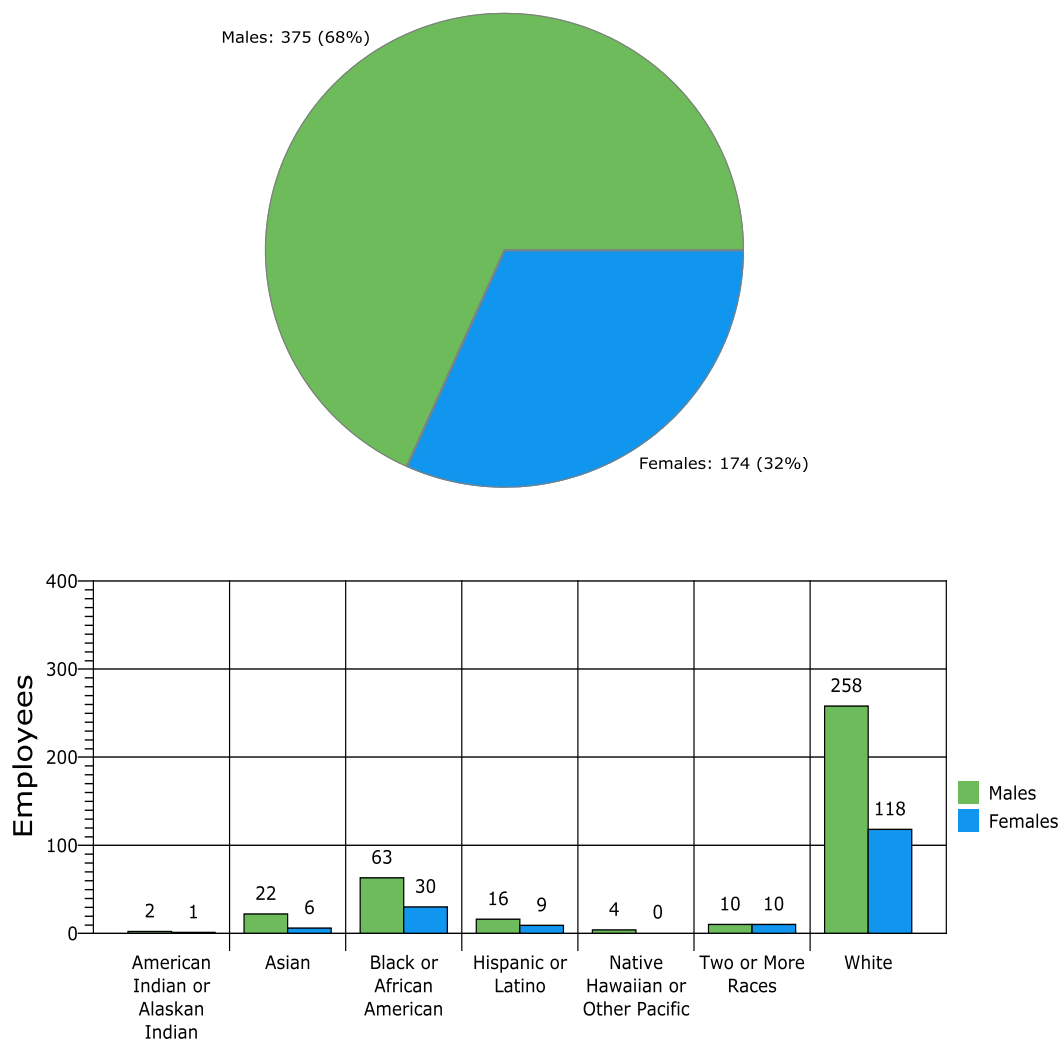
Sheriff's Office	23.43	24.43	25.43	1.00
Court Support Services	61.84	60.84	61.84	1.00
Correctional Operations	362.60	352.60	346.60	-6.00
Centralized Booking	37.00	37.00	37.00	0.00
D.A.R.E. - Sheriff	11.00	11.00	11.00	0.00
Sheriff's Workforce	13.00	12.00	10.00	-2.00
Inmate Services	20.74	20.74	23.57	2.83
Law Enforcement Training	1.00	1.00	1.00	0.00
Total	530.61	519.61	516.44	-3.17
Total Position Summary	530.61	519.61	516.44	-3.17

APPENDIX B

Office Statistics

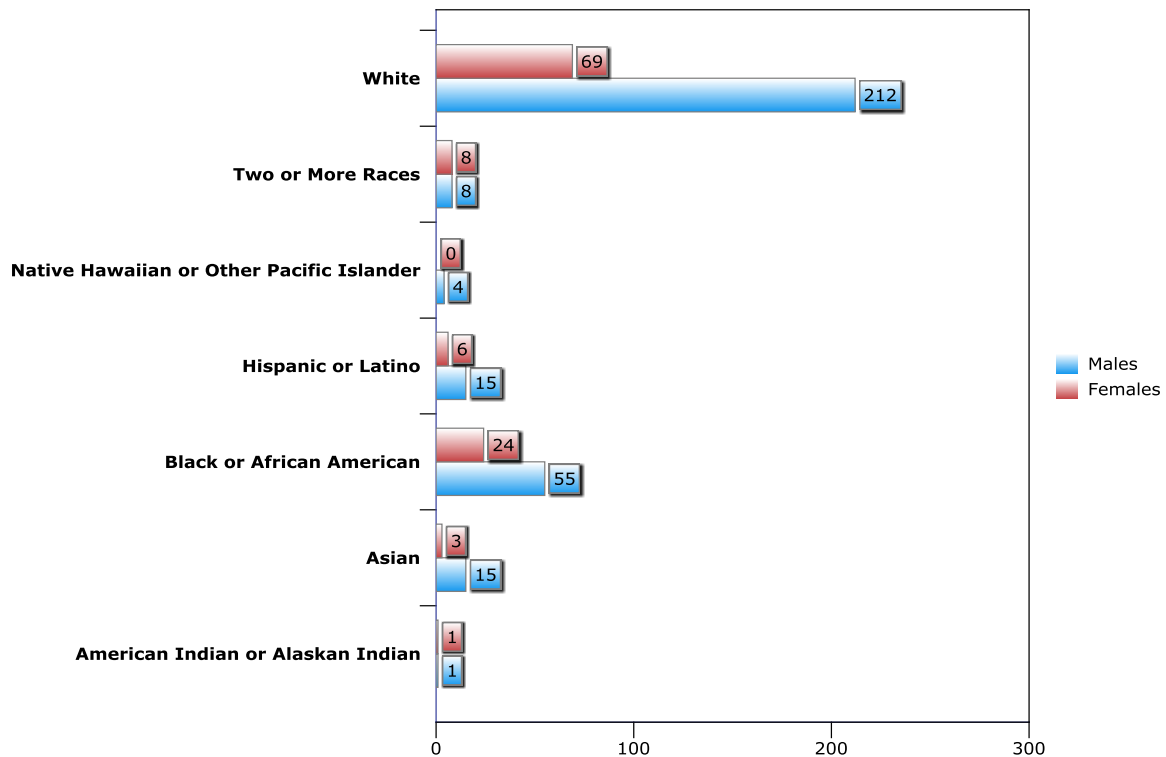
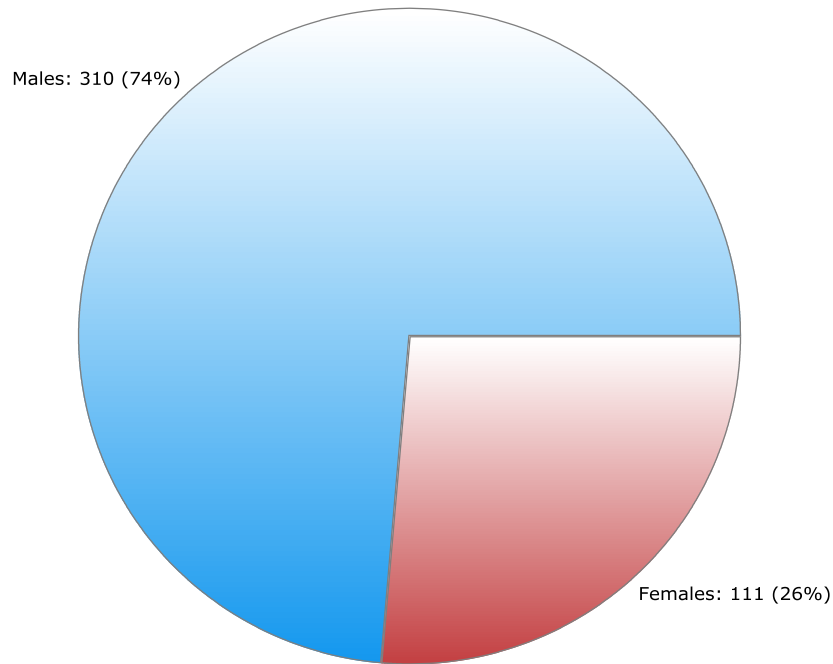
The Sheriff's Office employs a diversified staff of more than 500 uniformed and civilian personnel which assist the Office in accomplishing its daily operational tasks and organizational mission. The staff of the Sheriff's Office comprises a multiplicity of ethnic backgrounds as depicted in the charts and graphs below.

FY 2012/2013 Total Sheriff's Office Personnel

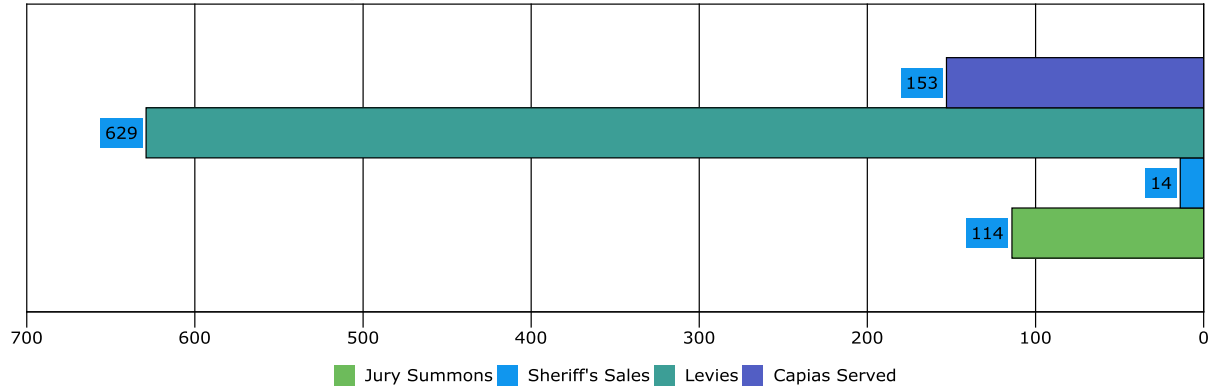


FY 2012/2013 Uniformed Sworn Personnel

Full Time

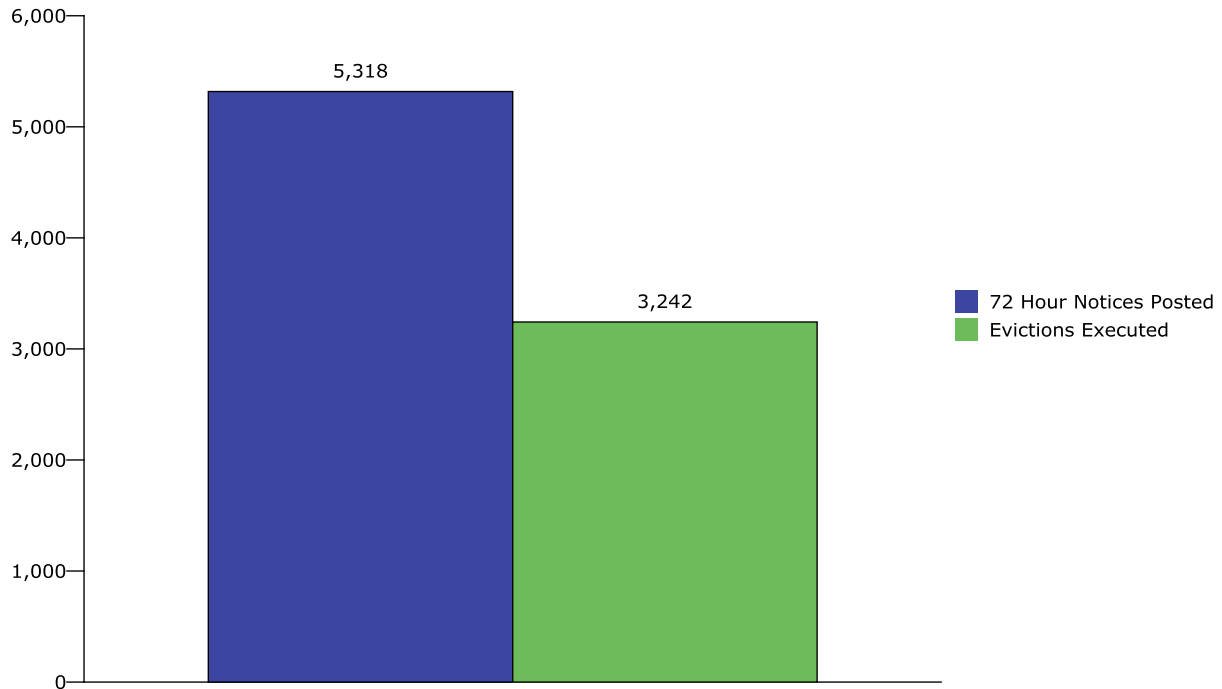


FY 2012/2013 Service of Process Statistics



During FY 2012/2013, the Civil Process Division delivered processes (court papers) issued from all Virginia State Courts and those processes issued from other states requiring service in the City of Virginia Beach. The Civil Process Division served approximately 126,352 processes to include the service of approximately 2,972 criminal warrants. The graphs on this page further reflect statistical data relevant to the division's other responsibilities of executing evictions, repossessions, levies and sheriff's sales.

Evictions Executed



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 2012/2013:

- 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
- 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 Drive
- 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'
- Promise Places Plane Pull
- Kellam High School Ring Dance
- Parkway Elementary School March Madness Basketball Game
- Virginia Beach United Methodist Church Kid's Closet
- Eastern LawFit Challenge
- National LawFit Challenge

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