
Annual Report 2014

Radford Sheriff's Office



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Introduction

It is my pleasure to present to you the Radford City Sheriff's Office Annual Report for 2014. I am pleased to provide you with this overview of the operations, accomplishments, and future goals of your sheriff's office.

My tenth year serving the citizens of Radford as your sheriff has been very eventful on a variety of levels. First, I am humbled that the citizens of Radford would place their faith and trust in me by electing me to another term as sheriff. This is a responsibility that I do not take lightly, and I will endeavor to carry out the responsibilities of my office with the utmost of integrity.



Over the past year, we had a couple of staff changes. First, our part-time deputy, Jim Sasser, decided to hang up his spurs and retire. Jim retired as a captain from the Radford Police Department in 2002 and came to work with the Radford Sheriff's Office in 2005. On behalf of citizens of Radford, I want to thank him for devoting over 35 years to making the city a safe place to live and work.

Ms. Nancy "Shonna" Williams, our administrative staff specialist and accreditation manager resigned to take a position in court services. Shonna was the voice of the Radford Sheriff's Office for the Good Morning Radford program seniors. She was also the force behind one of my most significant accomplishments since becoming your sheriff, obtaining accreditation through the Virginia Law Enforcement Professional Standards Commission. I want to extend my appreciation her for the excellent work that she did in all areas during her six years with the Radford Sheriff's Office.

Of course I am pleased that we were able to hire Ashley Wilson to serve as our new administrative staff specialist and accreditation manager. Ashley has hit the ground running when it comes to coordinating our community programs and she is quickly mastering her duties as the accreditation manager.

Even with the changes, the one thing that has remained constant is the dedicated and professional manner that the our staff has continued to perform. We have had to maximize our use of resources and make smarter choices in all areas of our operation. Despite budgetary constraints, we have managed to achieved our goals and we continue to strive towards making Radford a better community.

It is my honor to continue our efforts to serve our city as we endeavor to achieve our focus of responsibility, community and security. My staff and I are committed to the service of the City of Radford and you - our neighbors and friends.

With kindest regards,

A handwritten signature in black ink, appearing to read 'Mark Armentrout', written in a cursive style.

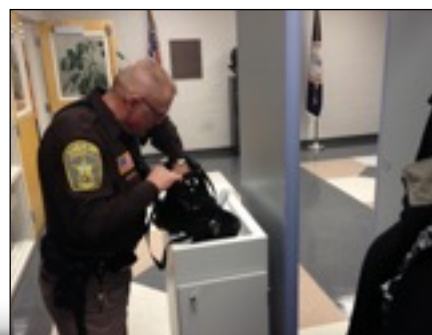
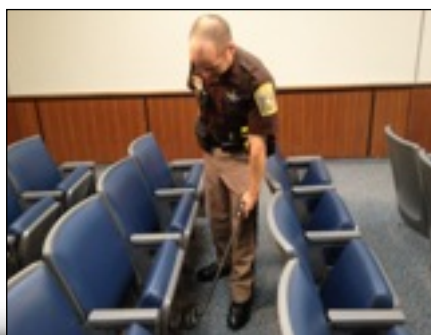
Mark Armentrout
Sheriff

Core Functions

The Radford City Sheriff's office is a criminal justice agency with three core duties. First, we provide security to the courts and the associated support facilities. Second, we are responsible for the service of all legal papers issued by the courts. Finally, we must insure the secure transportation of persons in custody to include inmates of local correctional facilities and persons in custody under mental health orders.

Court Security

There are three types of court that are conducted each week in Radford: Juvenile and Domestic Relations Court, General District Court and Circuit Court. We are responsible for the safety and security of the judges, lawyers, jury members, witnesses, victims, defendants and spectators in each of these courts.



Training is critical and our deputies have attended both basic training courses and advanced courses. Deputy Dwayne Owens completed the U.S. Marshal's courtroom security school in Glencoe, GA. Our goal is to have our entire staff attend this course but seats are limited and the marshals train deputies from throughout the United States.

It is critical to develop and adhere to sound policies and procedures. Our policies are reviewed regularly to insure that we are adhering to the best practices of our profession. We monitor current events in the news to see if we can learn something new and then adapt our policies or practices to new threats.

We have also participated in a courtroom security assessment conducted by the Virginia Center for Policing Innovations. Over the past year, we have made several modifications to the physical structure of the Municipal Building in an effort to enhance the security of the courts and city offices. Two new doors were added to the building, one of the District Court

Clerk's office windows was closed and building ingress and egress patterns were modified to improve service and enhance security.

Searching is one of our first lines of defense. We conduct searches of courtrooms, holding cells, judges chambers, hallways, bathrooms, trash receptacles, benches, seating areas, lobbies, exterior areas, patrol cars and offices before and after all court proceedings or prisoner transports. In some cases we have utilized a police dog to conduct sweep searches as well. Finally, all of the people who have business before the court are required to walk through the metal detector.

Civil Process

The purpose of civil process is to give notice to a person so as to enable that person to respond to the proceedings before the court. Usually, notice is furnished by delivering a set of court documents to the person to be served.

There are three general methods of disposing of a civil process. The first, personal service, is the preferred method. It means the paper was actually personally handed to the person and we explained what it means



However, it is not always possible to serve the paper on the person named on the process so sometimes we utilize a substitute service. The process may be delivered to the person in charge which means the paper was given to the person found in charge of place of business and we explain what it means. Some processes permit the delivery to be made to a family member. This means the paper may be hand delivered to a family that is over 16 years old provided that we explain what it means.

However, if the first two types of service, we may be forced to post the process. The process paper is posted on the front door or whatever door appears to be the main entrance. Of

course, there is no explanation of what the paper means when it is served in this manner but the person served can call the clerk of court if they have questions.

The final form of process disposition is to return it to the originating court marked not found. Not found means that we were not able to find the person to whom the paper was issued. The paper may also be marked not found not inhabitant of my bailiwick which means the person indicated or address indicated is not in Radford City.

Our office serves approximately 10,000 individual civil process papers per year.

Regardless of the disposition, the status of each paper is tracked using the RMS software system.

Inmate Transportation

Annually we perform approximately 600 inmate transports of some type or another. Prisoner transports can be from anywhere in the state or country. We must move inmates from jails in other jurisdictions to our holding cells.

As a member of the New River Valley Regional Jail, inmates that are incarcerated at the jail



are transported the Radford Sheriff's Office to attend court by jail transportation officers.

The inmates are delivered to the custody of the sheriff's office and we must move them through public corridors to their assigned courts.

We employ the use of a variety of tools to control the inmates that are in our custody. They include handcuffs, waist belts, shackles, Tasers, shock belts and OC spray. These tools are necessary to maintain complete control of an inmate.

Law Enforcement

Our deputies can perform all of the functions that police officers perform, from traffic enforcement to criminal arrests. However, we are blessed to have an excellent relationship with the police department.

Although we may sometimes initiate a given law enforcement matter, we usually hand off all of these matters to the police department and only assist them as necessary.

We are pleased to be able to take an active roll in ensure the safety of our citizens during events such as Quadfest or the Christmas parade. Deputies also assist with funeral escorts and conduct regular security checks at local businesses.

Accomplishments

Significant Accomplishments FY 2013

Maintained accreditation through the Virginia Law Enforcement Professional Standards Commission.

Obtained an \$11,071 Byrne One-Time Equipment grant to replace our analog radios with digital radios to comply with federal mandates.

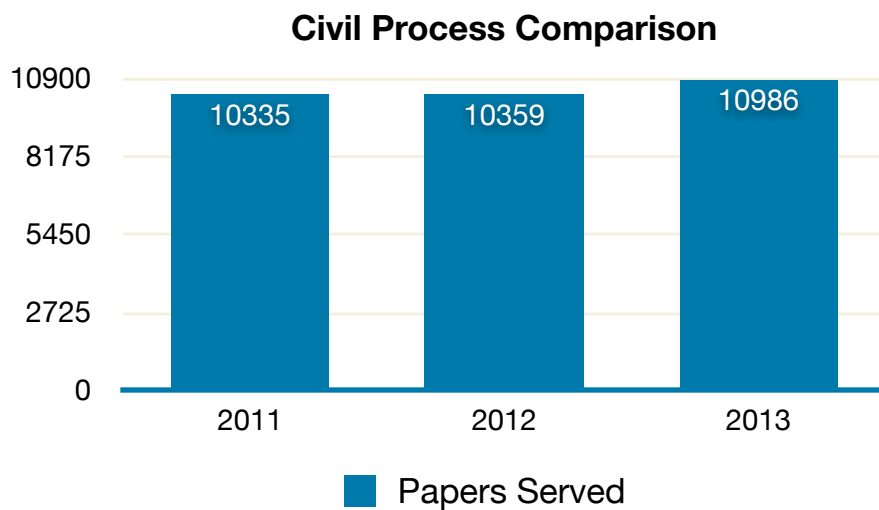
Installed and implemented a “talk-around” radio channel to improve communication between deputies performing courtroom security duties.

Revised and implemented an Emergency Preparedness Plan for the Municipal Building and Courts. The plan addressed emergency responses to natural and man made emergencies.



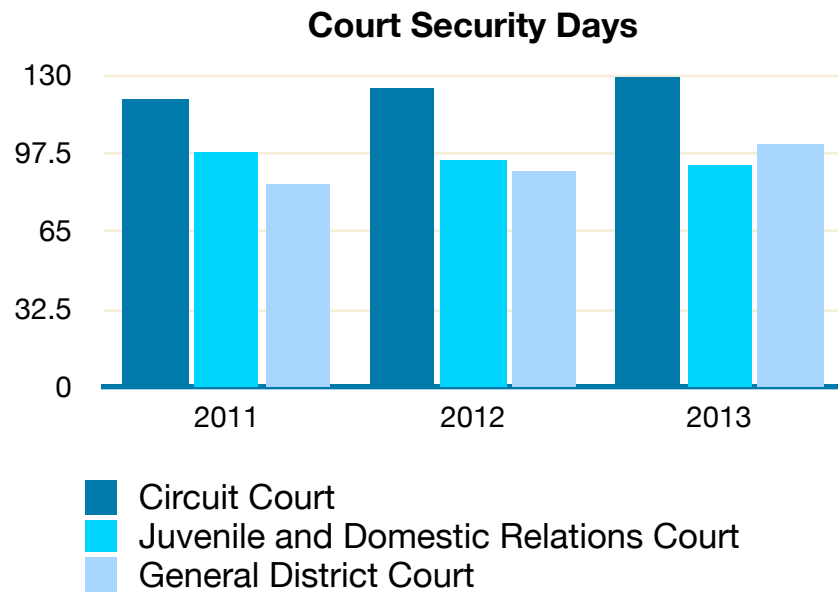
Civil Process Served

	2011	2012	2013
Civil Subpoenas Received	5012	5004	5550
Jury Summons Received	195	215	208
Criminal Warrants Received	27	25	18
DMV Notices Received	0	0	0
Levies Received	0	0	0
Other Civil Process Received	5101	5115	5210
Total	10335	10359	10986



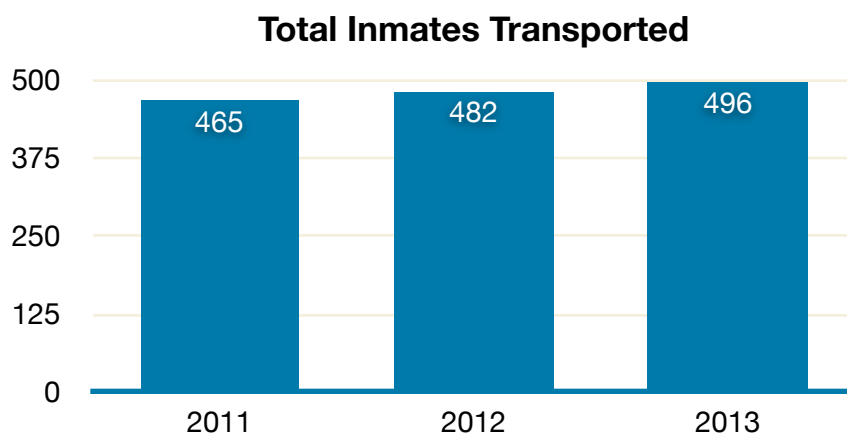
Courtroom Security

	2011	2012	2013
Circuit Court	120	125	129
Juvenile and Domestic Relations Court	98	95	93
General District Court	85	90	101
Total	303	310	323



Inmate Transports

	2011	2012	2013
Inmate Transports Other Courts	455	470	481
Mental Patient Trips Within Jurisdiction	0	0	8
Mental Patient Trips Other Jurisdiction	5	5	4
Extraditions Completed	5	7	3
Total	465	482	496



Community Programs

One of the cornerstones of Sheriff Armentrout's mission philosophy is community. He has instituted several programs that focus on making Radford a better community in which to live and do business.



Community Service

Sheriff Armentrout believes that the duties of a public servant involves more than just performing the core duties of his position. In an effort to improve our community, he and his staff undertake a variety of duties that fall outside the scope of their job descriptions. Staff personnel regularly participate in charitable events like Relay For Life and Shop With a Cop.

In addition, Sheriff Armentrout sits on the Boards of the New River Valley Regional Jail, the Radford Recreation Commission, the First New River Valley Credit Union, the New River Valley S.A.L.T. Committee (Chairman), the Radford TRIAD, the Radford City Safety Committee and the Bobcat Boosters.



Good Morning Radford

Radford's senior citizen population is growing rapidly. Sheriff Armentrout created the Good Morning Radford program to brighten their day, while also ensuring their well-being. Once a senior joins the program, a deputy or trained volunteer calls him or her each morning. These short friendly telephone calls ensure the senior is not experiencing health-related difficulties. If repeated calls go unanswered, a deputy is dispatched to their residence to check on them.

During the past year we have had an average of 16 seniors enrolled in our Good Morning Radford family and we have had numerous inquiries about the program. Allegheny Township, PA recently instituted its own Good Morning program which is modeled after ours.



TRIAD (Guardian Alert)

We are proud to sponsor the TRIAD program in Radford. The goal of TRIAD is to reduce the fear of crime and victimization among seniors by increasing awareness of scams and frauds targeting them, strengthening communication between the law enforcement and senior communities, and educating seniors on local and state resources that are available in their community. Our TRIAD group meets the second Wednesday of each month at the Radford Recreation Center.

In addition, a TRIAD grant provides Guardian Alerts to citizens in needs. The Guardian Alert system enables seniors to talk directly through a pendant to a 911 emergency operator at the push of a button. The system is a set - a base station which plugs into the phone jack - and a pendant which is worn by the user. The system can operate anywhere in and around the home - with the base station plugged into a phone jack in the central part of the home. We currently have 42 seniors who are enrolled and protected under this program.



Project Lifesaver

The Sheriff's Office, the Police Department and the Fire Department have joined forces to bring Project Lifesaver to Radford in an effort to assist families who are managing the care of a loved who suffers from Alzheimer's Disease, Down Syndrome, Autism or other mental disorders. Project Lifesaver International helps provide rapid response to save lives and reduce potential for serious injury for adults and children who wander as a result of these afflictions.

Project Lifesaver provides equipment, training, certification and support to law enforcement, public safety organizations and community groups throughout the country and nation. There are over 1,150 participating agencies across the U.S., Canada, and Australia, and they have performed 2,317 searches in the last 11 years with no serious injuries or fatalities ever reported.

Project Lifesaver International provides in-depth training for law enforcement and other public safety agencies on the use of specialized electronic search and rescue equipment, technology and procedures, as well as teaching rescuers how to communicate with people afflicted with cognitive conditions, all of which are essential to the successful rescue of missing persons who wander or otherwise become lost. They certify search and rescue personnel and provide ongoing management to participating agencies.



Focus On Business

In today's economic times it is critical to build efficient working relationships, cut down on red tape, and stay in touch with your community, business partners, and government.

The goal of this new program is to assist the business community with their operations. Sheriff's Office personnel act as a liaison between businesses and the City of Radford. Deputies periodically visit local businesses to discuss any issues they may have whether it be compliments, concerns, ideas or an answer to a question. If necessary, Sheriff's Office personnel will contact whatever city agency needed to follow up on the issue.

The combined resources of the Radford Sheriff's Office, the City of Radford, the Chamber of Commerce work as a team to assist the merchants and improve the business atmosphere.



D.A.R.E. Officer

Sheriff Armentrout believes that the D.A.R.E. program has a positive influence on our children at a critical point in their development. Unfortunately, the Police Department lost its funding for the program.

In an effort to maintain this critical program, Sheriff Armentrout sent a deputy to D.A.R.E. training to become a certified instructor. The Sheriff's Office has assumed the responsibility for teaching D.A.R.E. in the elementary school and the cost of continuing the program will be absorbed by Sheriff's Office.



Accreditation

The Radford City Sheriff's Office was first accredited on August 10, 2006 under the leadership of Sheriff Armentrout. Accreditation was one of his original campaign promises because he felt strongly that it would help the office to become a more professional organization.

The Virginia Law Enforcement Professional Standards Commission is the accrediting body and we had to comply with 187 standards to pass muster. This includes 77 standards in the Administration section covering 25 topic areas; 67 standards in the Operations section covering 14 topic areas; 35 standards in the Personnel section covering 11 topic areas; and 8 standards in the Training section covering 4 topic areas.

Accreditation runs on a 4 year cycle and we completed our first reaccreditation on June 3, 2010. We are very proud of how our team pulled together to meet the challenge and we are working toward our next reaccreditation in August 2014.



Professional Development

Sheriff Armentrout is a firm believer in the concept of “professionalism through training.” This year, Deputy Owens was afforded the opportunity to attend the U. S. Marshal’s State and Local Court Security Seminar in Glynco, GA. This type of advanced training helps to prepare our staff to meet the challenges of performing their duties.

The entire sheriff’s office staff also attended recertification training in the use of the expandable baton, riot control, Taser, shotgun and handgun. In addition, all staff members have successfully completed annual bloodborne pathogen and legal updates training.

Some staff members attended Interagency Gang Consortium, Lawful Employment, Advanced Civil Process and numerous online training courses.



Goals For The Future

We are very proud of accomplishments during FY 2014, particularly given the fiscal challenges that our office and the city faced. We plan to continue to pursue a path of innovation and service to the community. Our goals & objectives for FY 2015 include the following:

- Continue to increase participation in the TRIAD program and offer an interesting slate of guest speakers.
- Continue to service the needs and look out for the welfare of the seniors in the Good Morning Radford program.
- Successfully complete VLEPSC re-accreditation.
- Continue to sponsor the D.A.R.E. program in the elementary schools.
- Seek out professional development opportunities for the staff that enhance their job performance and professionalism.



Thank You!

On behalf of the men and women of the Radford City Sheriff's Office, I want to thank you for permitting us to serve the citizens of Radford during the past year. We look forward to continuing our work in the coming year. If I can assist you in any way, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark R. Armentrout', written in a cursive style.

Mark R. Armentrout
Sheriff

