

# Annual Report

# 2013

Continuing to be a part of,  
not apart from, the community



**HANOVER COUNTY  
SHERIFF'S OFFICE**  
Colonel David R. Hines, Sheriff



## Annual Report - 2013

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# Table of Contents

Letter from the Sheriff.....	2
Vision and Mission Statement .....	4
About the Hanover County Sheriff's Office.....	5
Executive Staff Chart.....	6
Administrative Services Chart.....	7
Accreditation .....	7
Outside Awards/Budget and Planning/Court Services .....	8
Crime Prevention .....	9
Criminal Intelligence Unit .....	10
Crime Management Initiative/Fleet Management/IT.....	11
Purchasing and Payroll .....	12
Personnel/Awards .....	13
Records Unit .....	14
Training Unit .....	15
Academy.....	16
Volunteers .....	17
Volunteer Academies .....	19
Explorers .....	21
Crime Rates .....	22
Uniform Patrol Operations.....	23
Safe Streets Unit .....	24
Youth Services Unit.....	25
Special Teams .....	26
Animal Control.....	32
Investigative Operations .....	33
Vice/Narcotics Unit.....	34
Street Crimes Unit .....	36
Professional Standards and Risk Management .....	38
Retirement and New Faces .....	39
Community Involvement.....	40
National Night Out .....	41
Citizens Advisory Board .....	42
Hanover County Sheriff's Office Foundation.....	43
2013 Photos .....	44

## Annual Report - 2013

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### **Letter from Colonel David R. Hines**

The annual report is a great opportunity for me to share with you some of the accomplishments and achievements of the Hanover County Sheriff's Office. As your Sheriff, service to the community and public safety are my highest goals and are reflective in the actions of the Sheriff's Office. The employees of the Hanover County Sheriff's Office work hard to achieve these goals and build positive and professional relationships with our Hanover citizens. Sometimes the nature of our work is challenging, but history has shown that, by working together, no obstacle or challenge has been too great to overcome.



Over the years, the Sheriff's Office has gained the trust and respect of our citizens and we are extremely fortunate to continue receiving the cooperation and support we have come to expect and enjoy. Likewise, our citizens expect and deserve a professional law enforcement agency. Our mission and core values strive to provide the most professional and comprehensive law enforcement services to Hanover County and do so with the most frugal and cost efficient services possible.

Our deputies serve the public by emphasizing problem-solving initiatives to solve issues while involving citizens of all ages as a vital resource in achieving this goal. Our patrol deputies are highly visible 24 hours a day during the three patrol shifts and, by design, represent the majority of our field staffing at 72%. Our investigative personnel represent 20% of our staff, 4% are support staff and only 4% are administrative staff. We can accomplish this community-committed staffing formula due to the quality of character and professional standards of both our officers and supervisory personnel.

The Sheriff's Office also makes it a priority to talk and partner with our residents and businesses in order to be a part of the community. Over the past two decades, partnerships, community policing and problem-solving skills have served to maintain our low crime rate and high clearance rate and, as a result, we are able to achieve this goal and foster partnerships unique to our Hanover community.

## Annual Report - 2013

---

By any standard, 2013 can be considered a very busy, yet productive year for the Sheriff's Office. Responding to the increased demands to maintain the great community where we live, work and play was at the forefront. To keep pace, we continued to collaborate with community partners and also use tactical analysis in deployment of resources to address crime trends and problems, with an emphasis on proactive policing.

We continued to explore grant opportunities to increase effectiveness and efficiency in responding to community needs. As a result, we were awarded grant funding from the U.S. Department of Homeland Security. In addition, we were recipients of asset forfeiture funds provided by the State Attorney General's Office. Both funding sources directly impact the needs of our citizens; however, fiscal demands continue to be a challenge in providing future staffing and resource needs.

As in years past, we have forged ahead to meet the challenges that accompanied Hanover County's growing population. Protecting our citizens and businesses while holding offenders accountable for their crimes continues to impact the ever-increasing demands placed on staffing and resources. Proper staffing and resources are needed in order to maintain our excellent standards of community service and provide for the safety of our law enforcement personnel.

Ultimately, our Annual Report has two main purposes:

- 1) To report on Sheriff's Office activity
- 2) To report the success of our community partnerships

I hope that we are successful in conveying our message. It is an honor to serve as your Sheriff. There is no better place on earth to raise a family, work, go to school, or play than Hanover County. If we commit to work together, we can maintain the high values and low crime rate we continue to enjoy. Together we can make a difference.

Sincerely,



Colonel David R. Hines, Sheriff

# Annual Report - 2013

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## **VISION**

*To make Hanover County an environment where crime cannot flourish.*

## **MISSION STATEMENT**

*Continuing the partnership with our community, we, the members of the Sheriff's Office, promise to provide all citizens with the highest degree of protection for their lives and property and to develop community responsibility directed at reducing crime and enhancing safety through problem solving tactics.*

## **VALUES THAT GUIDE OUR ACTIONS**

### **COMMITMENT**

To the proactive prevention of crime in our county by achieving a close working association with all citizens and businesses in eliminating the opportunities for crime and serving as the catalyst for solving problems, thereby reducing fear within the community.

### **PROFESSIONALISM**

In our response to the needs of the citizens and community, professionalism is achieved through training, education, commitment, and acting within the rule of law.

### **COMPASSION**

In our response to victims and others in need. We care about the needs of our community and strive to understand and appreciate the point of view of each citizen and merchant by treating everyone with fairness, respect and sincerity.

### **HONOR**

As it is displayed in the integrity of our employees, the trust we place in each other, and the respect we earn from and give to our citizens.

### **ACCOUNTABILITY**

As we hold ourselves to the highest standards of conduct in performing our service to the community, embracing the ideals of our Constitution and a democratic society.

## **OUR MOTTO**

***CONTINUING TO BE A PART OF, NOT APART FROM, THE COMMUNITY***

# Annual Report - 2013

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## General Information about the Sheriff's Office

The Hanover County Sheriff's Office has been guarding the safety of our community since 1720, making us one of the oldest law enforcement agencies in the nation.

The Hanover County Sheriff's Office is the principal provider of law enforcement for the County of Hanover. The Sheriff's Office also provides court room security and civil processes through our Court Services Unit. These services are provided to a population of just over 100,000 citizens who reside within the 472 square miles of the county.

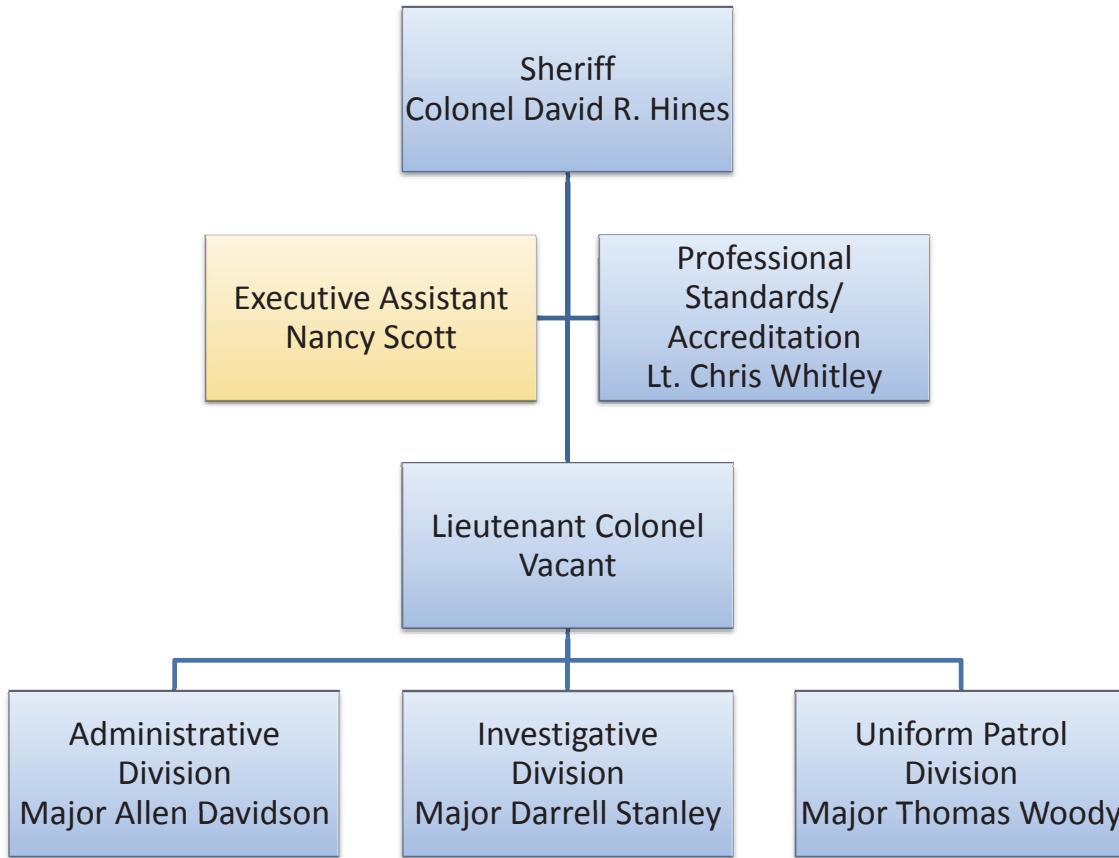
The Hanover Sheriff's Office is internationally accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and state accredited by the Virginia Law Enforcement

and Professional Standards Commission (VLEPSC). The Sheriff's Office partners with and maintains membership in many professional organizations, among them the FBI National Academy Associates (FBINAA), Professional Executive Leadership School (PELS), Virginia Association of Chiefs of Police (VACP), International Association of Chiefs of Police (IACP), National Sheriff's Association (NSA), the Virginia Sheriff's Association (VSA), and the National Organization of Black Law Enforcement Executives (NOBLE). Under the leadership of Colonel David R. Hines, the Sheriff's Office continues to be one of the most respected and professional law enforcement agencies in the Commonwealth and the nation.





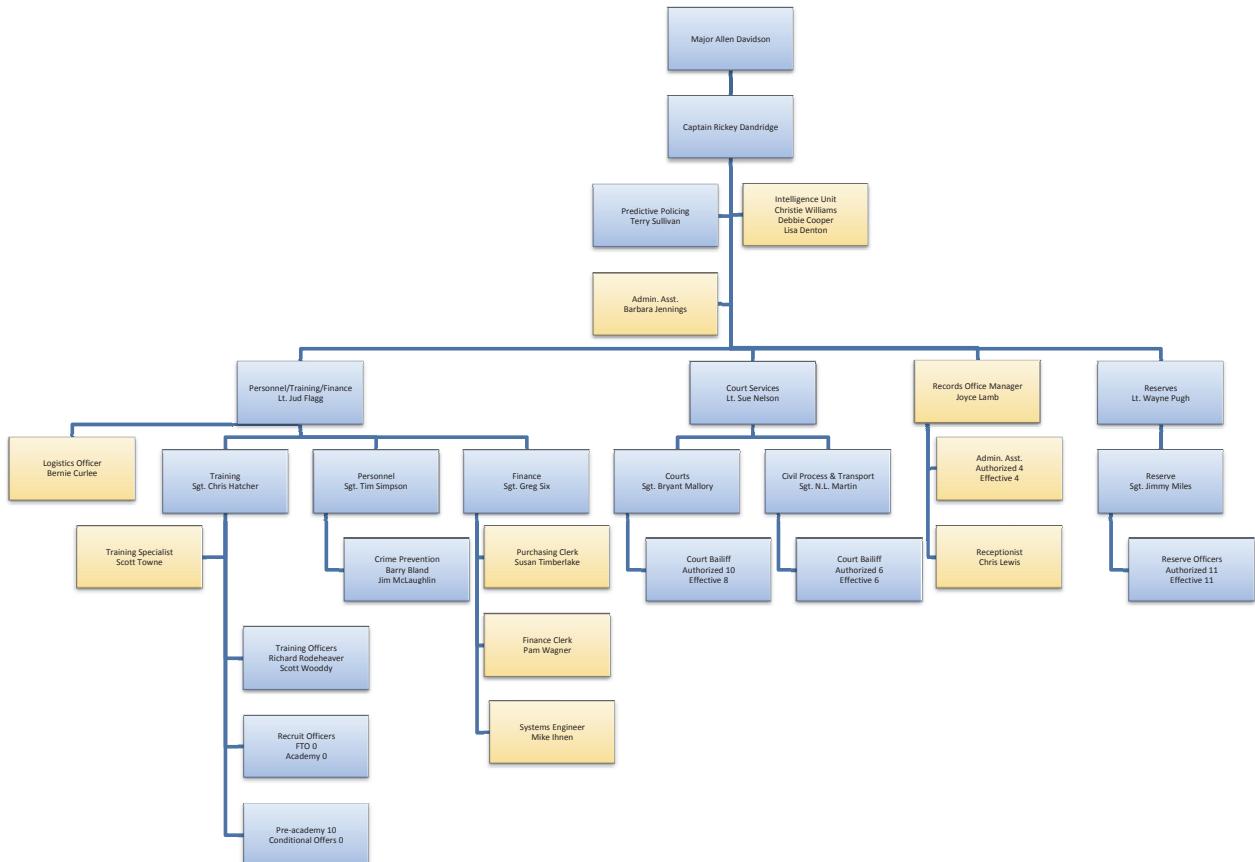
## Executive Staff



Colonel David R. Hines, Major R. Allen Davidson (Administrative Services), Major Thomas M. Woody (Uniform Operations), and Major Darrell A. Stanley (Investigative Operations) along with Lieutenant

Christopher R. Whitley (Professional Standards and Risk Management) and Mrs. Nancy B. Scott (Executive Assistant to the Sheriff) make up the Executive Staff.

# **Administrative Services**



## **Accreditation**

For the past 15 years, the Sheriff's Office has been a fully accredited agency. We are one of only two agencies in the state to maintain the distinct honor of being both state and internationally accredited. State accreditation by the Virginia Law Enforcement Professional Standards Commission (VLEPSC) occurs every four years. International accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA) occurs every three years and, in 2012, the Sheriff's Office was inspected and reaccredited utilizing the

Gold Standard. The achievement of the Gold Standard of Excellence separates those law enforcement agencies who simply meet reaccreditation standards from those who exceed accreditation standards. I am proud to say that, after much work and commitment to our citizens by our local businesses, community leaders, volunteers, and every employee of the Sheriff's Office, together we were presented with the prestigious Gold Standard Accreditation with Excellence Award in 2012.

# Annual Report - 2013

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## Outside Agency Awards and Recognitions

**Lifesaving Awards** – The VACP/VPCS recognized Deputies Jason Bonifacio, C. Adams Clarke, Thomas Hauck, and Steven Newsome on August 27, 2013 for “actions that put the officer in harm’s way in an attempt to save the life of another individual.”

**Valor Awards** – The Richmond Retail Merchants Association recognized Deputies Jason Bonifacio and Thomas Hauck for their courageous actions on November 1, 2013.

**Spirit of Volunteerism Award/Spirit of Team** – The Motorist Assistance Unit was recognized by Hanover County on May 7, 2013 for their service to the community.

**National Night Out** - National Association of Town Watch recognized Hanover County’s outstanding participation in “America’s Night Out against Crime.” The Sheriff’s Office placed 24<sup>th</sup> in the nation in Category 2 jurisdictions with 100,000-299,000 residents.

## Budget and Planning

Our budget methodology is to approach each budget with a long-range view and not allow ourselves to get trapped in a “one-year-and-done” mentality. We have established a budget process that serves our citizens well. We identify the issues, address the problems, and craft strong solutions.

Through operational and administrative planning, the Budget and Planning Sergeant manages the agency’s budget and maintains a continuous five-year plan for the Sheriff. Additionally, the Sergeant oversees the Purchasing, Payroll, and Information Technology sections.

## Court Services

The Court Services Unit provides essential security functions to maintain order and to provide for the personal safety and security of judicial personnel, jurors, attorneys, and the public in courtrooms and adjacent areas. Our deputies are responsible for the care, control, and movement of juries during jury trial and for providing security to all three Hanover courts: Circuit, General District, and Juvenile and Domestic Relations. Circuit Court has added another court every Monday and Tuesday. J&D Relations has added another court on

Tuesdays—even months three days and odd months two days.

The Court Services Unit is also responsible for civil process with respect to the service of process, enforcement of court orders, legal papers, documents and the execution of judgments. The unit serves all civil processes, including DMV notices, bills of complaint, detinue actions, and levies and other notices. It is also responsible for the transportation of prisoners to and from court, jails, and surrounding jurisdictions.

# Annual Report - 2013

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In 2013 the unit served 26,288 papers and conducted 1,715 transports of adults and juveniles to assorted facilities. The unit spent 3,396 hours on transports and traveled 108,880 miles. Total number of evictions for 2013 was 146.

The Court Services Unit has four recruits in the academy, and also has four court aides

that will begin working the doors in February 2014.

The Court Services Unit continues to maintain good working relationships with all three judges who preside over the courts in Hanover County as well as with other law enforcement agencies and correctional facilities.

## Crime Prevention

The Crime Prevention Unit provided programs to citizens of all ages in the areas of crime prevention and safety in 2013.

This unit is responsible for the Neighborhood Watch Program, which is made up of 134 participating neighborhoods. The Business Watch Program, involving in excess of 391 local businesses, is also the responsibility of the Crime Prevention Unit.

In 2013, the unit also worked closely with local banks, such as the Hanover Bankers' Fraud Group, and with the apartment complexes through the Hanover Housing Coalition. The unit was responsible for making public service announcements throughout the year on topics of safety and area crime trends along with presenting 212 presentations/displays on crime prevention. A total of 788 children were fingerprinted with the help of McGruff and the Explorers.

The unit conducted 55 security assessments based on Crime Prevention Through Environmental Design (CPTED) for schools, businesses, churches, and residences within the county. The Crime Prevention



Specialists conduct security assessments every year at all 25 Hanover County schools to assess not only their security, but their safety while students, staff, and visitors are arriving, attending and leaving schools. Throughout the year, the unit also coordinated many ride-alongs for citizens who wished to ride with patrol deputies.

The unit continues to manage the Chaplain Program. Working closely with the Patrol Division, they coordinate the Adopt-A-Senior Program, in which 24 seniors participated in 2013. The unit conducts the 11-week Senior Citizens Police Academy during the spring and manages Explorer Post 606 for youths between the ages of 14 and 20 who have an interest in a future law enforcement career.

## Annual Report - 2013

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The unit also organizes the annual National Night Out activities. National Night Out is a nationwide annual event in its 25<sup>th</sup> year where the Sheriff's Office partners with Target as a corporate sponsor as well as all of our Neighborhood Watch groups to spread the word about crime prevention. McGruff comes out to the events in the neighborhoods (ice cream socials, cookouts, pool parties, etc.) to thank the communities for organizing their neighborhoods to help "fight" crime by being observant and proactive and by reporting any suspicious activity in their neighborhoods. This in turn

helps promote continued partnerships with the Sheriff's Office and the citizens to be pro-active against crime. Please join us this year for National Night Out on the first Tuesday in August.

Other 2013 programs in which the unit participated included:

- ❖ Shred-It Events
- ❖ Delivery of Thanksgiving turkey dinners through the assistance of the Mechanicsville Rotary Club
- ❖ Christmas Luncheon with the Hanover branch of the AARP and Hanover/Ashland TRIAD
- ❖ WWBT Channel 12 appearances
- ❖ Tomato Festival
- ❖ Cub/Boy/Girl Scout tours and events
- ❖ The Ashland Strawberry Festival (fingerprinting with the Ashland Masonic Lodge)
- ❖ The Train Day in Ashland
- ❖ Attended several grand openings of new businesses in Hanover County
- ❖ Assisted in coordinating and presenting at the Faith Summit

### Criminal Intelligence Unit

The Criminal Intelligence Unit, which was previously a part of the Investigative Division, now falls under Administrative Division. The unit provides vital support for all members of the agency. The Criminal Intelligence Unit is responsible for gathering, analyzing and disseminating intelligence for the purposes of identifying, investigating, arresting and prosecuting individuals who commit crimes in Hanover County. Along with weekly and monthly

crime reports, the members of this unit play a key role in developing agency crime initiatives while handling daily requests from sworn officers to compile flyers and intelligence packets. This unit is proactively involved with regional and national intelligence networks in order to identify emerging crime trends that may impact our community.

# Annual Report - 2013

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## **Crime Management Initiative**

The Hanover County Sheriff's Office Crime Management Initiative (CMI) is an information-sharing initiative instituted in 2005. Command and field level supervisors meet every two weeks to share intelligence and strategies related to contemporary community issues and crime trends. The creation of each one-hour meeting agenda

is a collaborative effort of the three divisional captains.

A core component of this meeting is the analysis of data using activity and probability reports designed to identify high activity areas, crime trends, intelligence lead policing and crime forecasting methodology.

## **Fleet Management**

The process of acquiring, equipping and maintaining Sheriff's Office vehicles is an essential but costly function within the agency. Management of the fleet is a 24/7 operation that requires constant oversight. A part-time Logistical Support Specialist along with the assistance of two volunteers coordinates many of the day-to-day operations of the fleet. The fleet falls under the command of the Administrative Division and is supervised by the Support Services Lieutenant.

In 2012 the Sheriff's Office began deployment of the new Police Interceptor as

a replacement to the Crown Victoria. During 2013 this transition has continued as we move towards total deployment for the Patrol Division. The Police Interceptor AWD vehicles have proven to be a valuable asset during periods of inclement weather. As we move forward, the replacement of existing Crown Victorias with the Police Interceptor will be based on many factors to include vehicle year, mileage, maintenance history, overall condition and assignment. We will continue to monitor our fleet and associated equipment to ensure that we are using all of our resources to their fullest potential.

## **Information Technology**

The Information Technology Unit is composed of one civilian systems engineer. The unit is responsible for research, development, and implementation of the Sheriff's Office information systems. The systems engineer creates and manages databases and ensures the security of electronically stored information. This unit provides technical support for our network computers as well as for our mobile data terminals.

In 2013, the unit was responsible for the following:

- ❖ Continued integration of SharePoint into Sheriff's Office operations
- ❖ Overseeing the installation of a wireless county network system in the Vaughan-Bradley Building.
- ❖ Coordinating the expansion of wireless county network services at

# Annual Report - 2013

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- the Sheriff's Office firing range facility
- ❖ Coordinating the installation of a cellular phone repeater in our garage facility to enable our Mobile Command Center to remain connected to the county network during periods of inactivity
- ❖ Maintaining a volunteer database to better track all of our volunteer statistics
- ❖ Modification of the departmental list database to better keep up with our updated personnel information
- ❖ The continued development of the new IBR and submission process for online submission
- ❖ Verizon cellphone transition from Sprint
- ❖ Continued replacement of existing Xerox copiers with Ricoh copiers that have printing and scanning capability, saving money on toner and making scanning more accessible to everyone
- ❖ Overseeing the testing and evaluation of a viable Mobile Data Terminal option

## Purchasing and Payroll

Purchasing and Payroll are part of the Support Services Unit. While each has a separate function, the two non-sworn members are trained to perform the basic duties of the other in the event one of them is absent.

These two functions support the various service objective needs of personnel by making acquisitions, supporting allocation of the Sheriff's Office available resources, processing financial transactions, and providing information and analysis as a basis for decision making.

The Administrative Assistant for Purchasing is responsible for the procurement and inventory of agency property and equipment. This includes meeting with vendors, accepting bids, receiving shipments and maintaining the property room. Perhaps most importantly, the Purchasing Account Clerk helps to keep all

sworn officers uniformed and properly equipped to perform their duties.

The Administrative Assistant for Finance is responsible for entering payroll information twice a month for the Sheriff's Office. She also manages the payroll documentation needed for new hires, separations, payroll deductions, career development and personnel changes. While using an automated system, she accounts for all leave including vacation, sick, family, military and overtime. She processes all invoices/POs received weekly, all restitution payments, Freedom of Information Act payments and manages donations made to the DARE, Project Lifesaver and Explorer programs. The Finance Assistant processes the State Compensation Board budget on a yearly basis and reports out on dollars eligible for reimbursement to the county. Lastly, she meets with county and state auditors as needed.

# Annual Report - 2013

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## Personnel

Under the leadership of the Support Services Lieutenant, the Personnel Sergeant and an administrative assistant are responsible for a number of functions. Beginning with recruitment, this unit facilitates the application process, testing, oral interviews and the background investigations of potential employees. The unit is responsible for maintaining medical records, employee evaluations, random drug screens, workers' compensation records, performance evaluations, secondary employment, promotions, career development, awards ceremonies, internship program, and the marquee information center. All of these functions must be done in compliance with federal labor standards.

In 2013, the Personnel Unit received 260 employment applications for sworn positions

and facilitated one sworn hiring process, eventually hiring ten officers. One civilian (Animal Control) process was also held during the year in which 31 applications were received. Of those applicants, two civilians were hired. Also, eight college students participated in the internship program.

In 2013, the Personnel Unit participated in three college career fairs, including Virginia Commonwealth University (VCU), Virginia State University (VSU), and Virginia Union University (VUU), as well as a career fair at Hanover High School on Martin Luther King Day and an additional high school career fair. The Sheriff's Office has continued in its efforts to recruit minority applicants by attending these job fairs and promoting the department through employment opportunities and internships.

## Sheriff's Office Awards

An annual awards ceremony is held in March, followed by a reception at the Hanover Tavern graciously sponsored by the Hanover Association of Businesses and

Chamber of Commerce (HABCC) and community supporters. Below are the names of those individuals recognized for their accomplishments in 2013:

**Officer of the Year:** Deputy David Parrish

**Rookie of the Year:** Deputy Seth Mahler

**Reserve Officer of the Year:** Deputy Nicholas Pugh

**Animal Control Officer of the Year:** ACO Brandon Miles

**Explorer of the Year:** Explorer Bryan Sparks

**Volunteer of the Year:** Ms. Rebecca Baldwin

## Silver Star:

Deputy Jason Bonifacio  
Deputy C. Adams Clarke  
Deputy Thomas Hauck  
Deputy Steven Newsome

Deputy Kevin Ayres

# Annual Report - 2013

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## **Excellent Service:**

Deputy Thomas Claytor	Investigator Chris Davis
Investigator David Klisz	Investigator Kevin LaPlaga

## **Meritorious Service:**

Investigator Wendy Bailey	Investigator Hazen Dunfee	Deputy Steve Tomlinson
Deputy Rose Pittman	Deputy Leslie Trexler	
Major Tom Woody Investigator Hunter Omohundro	Lieutenant Rusty Hale Ms. Nancy Scott	Lieutenant Kerri Freis

## **Unit Citation:**

### **Safe Streets Unit**

Sergeant Drew Darby	Deputy Bud Healy	Deputy David Parrish
Deputy Travis Six	Deputy Michael Tilley	

### **Vice/Narcotics Unit**

Sergeant Kent Mullen	Investigator Tyler Cary	Investigator Steve DiLoreto
Investigator Matt Gay	Investigator Matt Gowin	Investigator Jonathan Jones
Investigator Keith Parknow	Investigator Zac Stellwag	Investigator Chris Stem

## **Certificate of Citizen Recognition:**

Jennifer Quinn	Nicholas Coleman	Chandler Cummins
Mallory Sinsabaugh	Marshall Ingram	Tuyvih Phan
Tyler Sinsabaugh		

## **Excellent Service to Law Enforcement:**

Scott Huzek	Clay Light	Thomas McKittrick
Sgt. D. Allan Miles	Barry Shalowitz	Ryan Bumgarner
Jason White	Nancy Boyer (AARP)	April Adams (EVB)
Michele Hottle (EVB)	Terry Alexander (Triad)	
Hanover Association of Businesses and Chamber of Commerce (HABCC)		

## **Records Unit**

The Records Unit is considered the administrative hub of the Sheriff's Office. It includes an Office Manager and five administrative assistants. The Records Unit handles all the incident reports, field interview reports, accident reports, warrants, summonses and civil papers.

These are processed and electronically entered into the records management system. One administrative assistant works in the reception area, handling incoming calls and visitors. The Records Manager also serves as the Evidence Manager and has the responsibility of ensuring the proper

## Annual Report - 2013

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recording, handling, storage and destruction of all agency evidentiary property. The evidence room is subject to regular audits and inspections in order to protect the integrity of the evidence. All audits and inspections have been successful.

In 2013 the unit processed over 3,500 evidence items, 22,512 civil papers, 4,217 Incident Based Reports, 1,338 Accident Reports, 8,666 Uniform Summonses, 1,963 warrants, 1,446 Field Interview Cards, 2,304 Jury Summonses, and 4,217 arrest documents. In July 2013, the Records Unit passed the audit conducting by the Hanover County Internal Auditing Department.

On July 1, 2013, the Incident Based Report committee rolled out new Incident Report

form. The new form is more user-friendly, allows for expanding areas to capture evidence and vehicles, allows the narrative page to be expanded and has multiple drop down menus for easier entry of data. On this date we also went live with the submission of all incident reports on the Sheriff's Office SharePoint site. This site is also used for the electronic review of the report. The Records Department is also in the process of going paperless. Entry of the majority of our data is now accomplished with the use of dual monitors on the desks. In 2014 we hope to use the LaserFische program to computerize our achieved records.

### **Training Unit**

The Training Unit is composed of officers who possess skill sets from various backgrounds of experience in law enforcement. All members are responsible for ensuring all personnel receive the necessary in-service training to maintain their certifications, while also providing instruction on specialized topics. A Learning Management System is managed by the

Training Unit and has been a great resource for administering several in-service topics on-line. Additionally, the Training Unit is responsible for the full operation of the recruit academy hosted by The Hanover Sheriff's Office. The Hanover Sheriff's Office Range is maintained by the Training Unit and those duties include, but are not limited to, grounds maintenance and overseeing the operation of the firing range.



In 2013, the Training Unit provided the logistics for an executive and first responder class taught by The National Center for Missing and Exploited Children. The Training Unit provided specialized training to sworn personnel on how to respond to an active shooter situation. Additionally, the Youth Services Unit was equipped with new

## Annual Report - 2013

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ballistic shields for use in the schools to which they are assigned. Youth Services officers also received additional hours of scenario-based training on the use of the new shields and active shooter scenarios. The Training Unit instructed a Patrol Rifle Basic School in 2013 and deployed additional patrol rifles in the Uniform Patrol Division as well as the Court Services Unit. The Training Unit conducted over 400 hours of in-service training and 250 hours of instruction throughout 2013.

The Training Unit assists with supplementing the Patrol Division during inclement weather. These duties range from deploying barricades for road closures to ensuring patrol officers are fully equipped with the necessary flares/cones and operating chain saws to remove trees blocking roadways. The Training Unit is always available during emergency events to meet additional demands when the need arises for additional resources or personnel to ensure the safety of all citizens in Hanover County.

### Academy

The Hanover County Sheriff's Office Law Enforcement Academy (LE Basic #13-01) began on January 28, 2013, and concluded

with the graduation ceremony on June 28, 2013. Fifteen recruits graduated from the academy:

Kevin L. Ayres  
Jeremy C. Futrell  
Michael V. Horner – *Top Overall Achievement Award*  
Geoffrey M. Hutton  
Van L. Jenkins  
Krystal R. Kellum  
Kevin W. Light  
Kevin J. Martin – *Top Academic Achievement Award,  
Physical Fitness Award  
V. Stuart Cook Achievement Award*  
Troy W. Payne  
Michael B. Richardson  
Jeremy N. Williams – *Top Skills Award*  
Stewart M. Meredith III (New Kent County Sheriff's Office)  
Erich P. Hoepner (Goochland County Sheriff's Office)  
Ryan C. Leabough (Goochland County Sheriff's Office)  
Tristan G. Brown (Caroline County Sheriff's Office)



LE Basic #13-01

# Annual Report - 2013

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## Volunteers

Former President George W. Bush said:

*"Though government has an important role to play in meeting the many challenges that remain before us, we are coming to understand that no organization, including government, will fully succeed without the active participation of each of us. Volunteers are vital to enabling this country to live up to the true promise of its heritage."*

This quote holds very true, and our volunteers are essential to fulfilling the mission of the Sheriff's Office.

### *Areas of volunteer participation:*

- ❖ Reserve Officer Program
- ❖ Citizens Courtesy Patrol
- ❖ Motorist Assistance Program
- ❖ Volunteer Chaplain Program
- ❖ Administrative assistance
- ❖ Records
- ❖ Fleet
- ❖ Logistical support
- ❖ Academy role playing
- ❖ Foreign language interpretation
- ❖ Special events such as, but not limited to, academy graduation, awards ceremony, and memorial breakfast

### *Reserve Officer Program:*

The Reserve Officer Program is made up of Hanover citizens who volunteer their services to the Sheriff's Office. These individuals must adhere to the same stringent hiring process and training that is required of full-time officers. Each officer in the program, upon graduation from the academy, is a sworn law enforcement officer. The unit comprises one reserve lieutenant, one reserve sergeant and 11 reserve officers.

As such, since 2008, the Hanover County Sheriff's Office has been a member of the Volunteers in Police Service (VIPS) program. The program was established by the USA Freedom Corps and the U.S. Department of Justice. The response to our volunteer program has been stellar, and the program now includes more than 160 volunteers. In 2013, these citizens contributed over 8,300 hours of volunteer service, calculating into approximately \$205,214 of taxpayer savings.

The Reserve Officers supplement the patrol division and are supervised by a Lieutenant and a Sergeant. In 2013, the reserve officers recorded 3,490 hours of service. In addition to working patrol, Reserve Officers were also given special assignments such as the following:

- ❖ NASCAR Races
- ❖ July 4<sup>th</sup> Beaverdam Parade
- ❖ Mechanicsville Christmas Parade
- ❖ Ashland Christmas Parade

# Annual Report - 2013

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## *Citizens Courtesy Patrol:*

Before our involvement in the VIPS program, the Sheriff's Office formed the Citizens Courtesy Patrol. Citizens Courtesy Patrol is a community-based initiative involving specially-trained volunteers to work with the Sheriff's Office providing additional eyes and ears in the community. For the last 11 years, this program has placed graduates of our Citizens Police

Academy into Hanover's retail sectors during the holiday shopping season. Wearing yellow safety vests and armed with mobile phones (and sometimes hot chocolate!), these citizens serve as extra eyes and ears and help to instill holiday shoppers with a feeling of safety. The Citizens Courtesy Patrol logged over 364 hours during the 2013 holiday season.

## *Motorist Assistance Program:*

The Motorist Assistance Program began its fourth year of operation in 2013. This program was designed to assist with traffic direction and property checks and to provide aid to disabled motorists, which are functions normally performed by uniform patrol. This program serves to enable those officers to focus more on calls for service, criminal activity and directed patrols. In addition to successfully completing the

Citizens Police Academy, the volunteer members of the Motorist Assistance Unit are required to attend 24 hours of specialized training. The program consists of 38 trained volunteers who logged 2290 hours in 2013.

In 2013, the Motorist Assist Unit received Hanover County's Spirit of Volunteerism – Spirit of Team Award.

## *Volunteer Chaplain Program:*

As long as there is crime or disaster, there will be law enforcement officers and a host of first responders tasked with an effective



response. Occasionally, these men and women will need additional support to handle overwhelming emotions which are hazards of the job, both for the citizens they serve as well as themselves.

Community service agencies across the nation have used the expertise and wisdom of clergy serving as chaplains. Traditionally, a local clergy person would be appointed to handle emergencies within the agency, to help with personnel and family issues and support responses to the needs of the community. Chaplains have also fulfilled traditional and ceremonial roles such as

## Annual Report - 2013

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giving invocation at law enforcement functions or weddings and funerals for employees.

As our world becomes more complex, facing the problems of life has become dramatically more difficult. What used to be a straightforward clear path to follow in life is becoming cluttered with economic and environmental concerns and the daily challenges imposed upon our personal values and beliefs. The pressures of living in a complicated world affect us all. Many people can become emotionally and spiritually crippled when they find what used to "work" in life is no longer effective in coping with the pressures of a modern day society. Today, people who are under stress or have experienced loss or tragedy tend to look to public service agencies for answers and services that will help with resolution and healing.

Our agency is very fortunate to have 12 chaplains who have answered this call. They provide a ministry presence to the Sheriff's Office and the community at large. With our mission of "continuing to be a part of, not apart from, the community," we have

developed a strong partnership between our agency and the faith community.

Our chaplains help foster this relationship and are playing a key role in the development of a "Church Watch" program, similar to neighborhood watch, which will be launched in 2014. Church Watch is a partnership process designed to enhance communication and relationships through the formal structure of the local church.

The volunteer chaplains continue to serve as non-sworn members of the Sheriff's Office who participate in ride-alongs with deputies and are available on an on-call basis to offer support in the following areas:

- ❖ Death notifications
- ❖ Suicides/attempts
- ❖ Domestic violence situations
- ❖ Major injury accidents
- ❖ Natural disasters
- ❖ Guidance and counsel to persons in crisis in the community
- ❖ Spiritual Support of Sheriff's Office employees and their families

### **Volunteer Academies**

#### *Citizens Police Academy (CPA):*

The Citizens Police Academy provides an opportunity for our citizens to learn more about how the Hanover County Sheriff's Office operates. The Academy runs once a year, usually in the fall, and is a great opportunity to see how the Sheriff's Office operates and the policing challenges our community faces. Participants in each

session commit to meeting for three hours one night per week for 11 weeks to learn about each aspect of the Sheriff's Office.

The purpose of the Citizens Police Academy is to continually develop positive relations between the Sheriff's Office and community through education. The goals are to create

## Annual Report - 2013

a growing nucleus of responsible, well-informed citizens who have the potential to positively influence community partnerships. Citizens will gain an appreciation of the problems and challenges facing law enforcement and have an opportunity to offer comments and ideas regarding solutions.

The Citizens Police Academy began in 1995. To date, 705 individuals have successfully completed the CPA. Many of these alumni have joined the Sheriff's Office family by volunteering efforts in the areas of Courtesy Patrol, the Motorist Assistance program, and role playing, among others.



The 25<sup>th</sup> session of the CPA was held in the fall of 2013 with 35 participants who successfully completed the course and graduated. Successful completion of the CPA allowed these individuals to become eligible to participate in the department's volunteer program.

### *Senior Citizens Police Academy (SCPA):*

The Senior Citizens Police Academy is a daytime academy designed specifically for seniors. Similar to the Sheriff's Office Citizens Police Academy, the SCPA is also a three hour a week, 11-week course; however, the SCPA meets weekly until noon at a chosen location in the county. The location varies each year in an effort to accommodate seniors in all areas of the

county. In 2013 the Sheriff's Office held its sixth SCPA at the Vaughan-Bradley Building.

Our seniors provide a level of experience and community involvement characteristic of the attributes and values which make Hanover a great place to work and live. Their involvement contributes directly to our desire as a professional law enforcement agency to always be a part of, and not apart from, the community.



134 seniors have successfully completed the academy and graduated. The seventh annual SCPA is scheduled for the spring of 2014 and will be held at the Mechanicsville branch library.

## Annual Report - 2013

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### *Youth Citizens Police Academy (YCPA):*



Each June, the Sheriff's Office offers a Youth Academy for our county's rising 9th through 12th graders. The week-long academy takes place at the Sheriff's Office headquarters, the Sheriff's Office firing range, and other off-site locations.

The Youth Academy is designed to give young people the opportunity to learn about the Hanover Sheriff's Office and its

operations and to demonstrate the benefits of law enforcement and community partnerships. It also gives the Sheriff's Office an opportunity to interact with youth and solicit their feedback and ideas through discussion of relevant issues. It is the intention of the Sheriff's Office to provide students with knowledge and understanding of the functions and responsibilities of law enforcement in Hanover County and the beginning development of leadership skills that will help prepare them for the future. Participation in the YCPA can lead to interest in our Explorer Program and law enforcement as a career. Sixteen participants successfully completed the 10<sup>th</sup> session of the YCPA in 2013. Overall, 145 students have successfully graduated from the YCPA.

### *Explorers:*

The Explorer Program, created in 1990, is available for youths between the ages of 14 and 20 who have an interest in a future law enforcement career.

In 2013, Hanover Explorer Post 606 participated in National Night Out, the Tomato Festival, and the NASCAR races. During their spring break, Explorers took a field trip to the Insurance Institute for Highway Safety to observe a vehicle crash test. Explorer Bryan Sparks is recognized by the Sheriff's Office as the Explorer of the Year for 2013.

Although they did not participate in competitions during 2013, they continue to train for the competitions at the National Explorer Conference in 2014.

The 24 explorers contributed approximately 1208 man hours by directing traffic, wearing costumes, assisting with child fingerprinting, handing out information, role playing for the law enforcement academy, and providing any other assistance requested.



# Annual Report - 2013

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## Crime Rates

The crime rate is defined as representing the number of citizens victimized by a crime per every 100,000 citizens. The crime rate for 2013 in Hanover County was 1,072. This is a 1.6% increase from the previous year. The Hanover Sheriff's Office participates in a Uniform Crime Reporting (UCR) process which is a nationwide, statistical effort of more than 17,000 city, county, and state law enforcement agencies reporting data on crimes brought to their attention. These index crimes include willful homicide, forcible rape, robbery, burglary, aggravated assault, larceny over \$50.00, motor vehicle theft and arson.

In 2013, the county experienced one homicide. This is a decrease of three homicides in comparison to 2012. We saw no change in reported rapes from 2012 with both years having 7 reported. We saw a decrease in robberies from 17 incidents in 2012 to 10 incidents in 2013. Nine of these cases were cleared, and one is still under investigation.

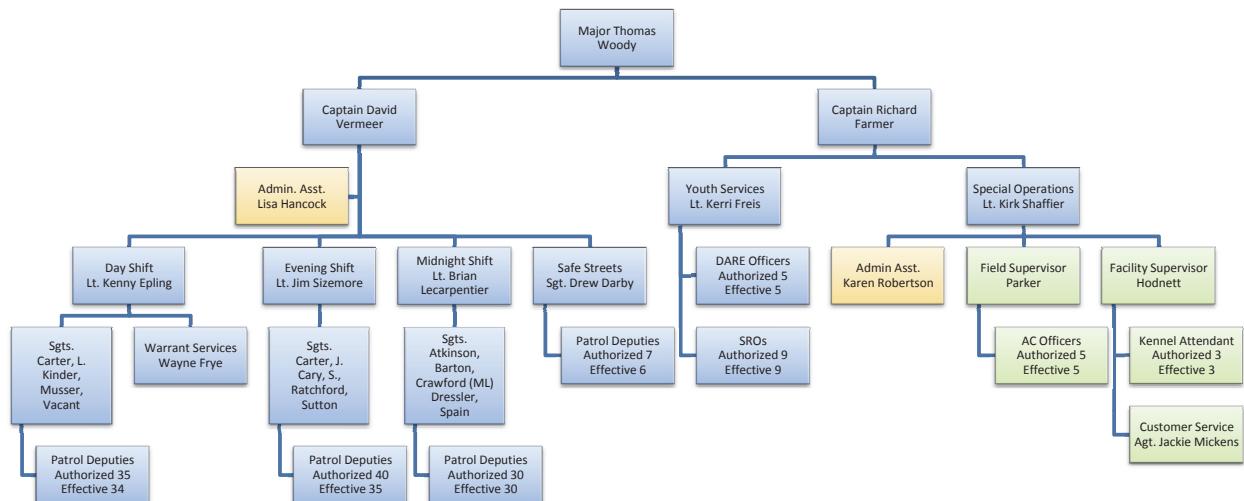
Aggravated assaults increased by 19.10%. This is an increase from 47 reported incidents in 2012 to 56 incidents in 2013. Property crimes (larceny and burglary) in Hanover increased by 3.6%; however, burglary alone decreased by 12.2%. Motor vehicle theft reports decreased by 15.9%, and there were five reported arsons in 2013.

The overall clearance rate for all reportable offenses was 68.9%, a slight increase from 65.5% reported in 2013. The national average clearance rate is approximately 33%.

Because of the relationship the Sheriff's Office has with the community, it is often the citizen who provides an important detail or information that leads to a case being cleared or resolved. The clearance rates can be attributed to the hard work and dedication of the men and women of the Sheriff's Office and the support of the community.



# Uniform Patrol Operations



The Uniform Patrol Operations Division is the most visible entity of the Sheriff's Office. Uniform Patrol Operations consists of three patrol shifts (Day, Evening, Midnight), the

Safe Streets Unit, Youth Services Unit, and a Warrant Officer. Uniform Patrol Operations is the largest division within the agency.

## Patrol

The men and women of the Uniform Patrol Operations Division perform many critical functions to support the vision of the Hanover County Sheriff's Office and represent approximately 72% of sworn staffing. Officers in the division respond and are accessible to our community every minute of every day and are committed to providing the best protection for our citizens' safety and property. In 2013, the Uniform Patrol Operations Division continued its goals and objectives to protect lives and property by proactively working to make Hanover County an environment where crime will not flourish.

In 2013, members in the division were able to achieve many of their organizational goals and objectives in their attempt to meet the vision of our agency. Members of the Uniform Patrol Division responded to 44,291 incidents requiring 65,797 officer responses. This number represents an approximate five percent (5%) increase over 2012 figures. Additionally, when officers were not assigned to calls for service, they were able to initiate over 45,474 calls during this 12-month period.

With the tragedy in Sandy Hook as well as other high profile criminal events in 2012, the Hanover County Sheriff's Office Patrol Division increased its efforts in the areas of

## Annual Report - 2013

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school safety and security. In 2012, the Patrol Division conducted approximately 428 school visits. In 2013, this number increased to approximately 5,315. These visits were conducted throughout the school year in an effort to increase visibility in and around our elementary, middle and high schools. In addition to these efforts, the patrol division participated in department-wide training meant to enhance our response to armed intruders and others who mean to harm our citizens.

2013 saw an increase in the number of reportable accidents for the first time since 2007. After several years of decline, the number of accidents investigated by patrol personnel increased 7% from 1,252 in 2012 to 1,340 in 2013. While still lower than 2007 levels (1425), this is a major cause for concern as our community resumes its economic growth. Likewise, the number of persons killed on Hanover's roadways increased from eight (8) in 2012 to eleven (11) in 2013. From a long-term perspective, this is the first increase in fatality accidents since 2007. Overall, reportable IBR Offenses were up 5.5%; however, many increases were the result of increased enforcement. For instance, shoplifting was up 18.6% and is directly

correlated to an increased awareness/effort to combat theft by our retail business partners.

One goal of the Sheriff's Office was to increase high visibility patrols in an effort to combat the rising regional robbery and burglary trends. In 2013, we experienced a 12.2% decrease in burglaries as well as a 41.2% decrease in robberies.

The achievement of these goals is not only attributed to the hard work of the patrol personnel of the Sheriff's Office, it is a direct result of the teamwork exhibited between the divisions of the Sheriff's Office and its partners in the community. Patrol officers work with our Crime Prevention Unit to attend community meetings and work to address issues raised and answer questions. We work around and in the schools with our Youth Services Unit in order to help provide the safest environment possible for our students and educators, and we coordinate with our investigative units to enhance our ability to respond proactively to crime trends. Most importantly, through a myriad of programs and initiatives, we work to build relationships with our citizens and businesses to protect the community and provide for a good quality of life.

### **Safe Streets Unit**

In force since 2008, the Safe Streets Unit is a high-visibility uniformed patrol unit that concentrates on deterring and detecting criminal behavior.

Enforcement of traffic violations is not a primary goal of the Safe Streets Unit.

However, traffic violations are used as a means to have contact with motorists, create visibility that deters criminal behavior, and to conduct criminal interdictions where needed. Although Safe Streets experienced a decrease in the number of traffic stops by -12% and traffic summonses written by -

# Annual Report - 2013

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18%, as compared to 2012, the unit reported a +48% increase in vehicle searches (466), a +95% increase in IBRs

(242), and a +82% increase in overall traffic/criminal-related arrests (2,151).

## Youth Services Unit

Youth Services Unit consists of School Resource Officers, D.A.R.E. Officers, and one Lieutenant who supervises the unit.

### *School Resource Officers (SROs):*

The School Resource section has an officer assigned to each of the four high schools and four middle schools in the county. Additionally, one school resource officer is assigned to cover both The Georgetown School (Alternative Education Center) and The Hanover Center for Trades and Technology. The student populations at the middle and high middle schools range from 904 students to 1,577 students, and each school employs from 71-115 faculty and staff members. The student, faculty

and staff populations total approximately 11,000 and represent nearly 11% of the county population.

The school resource officers have completed many educational programs during the school year at their respective schools. *Virginia Rules*, which is sponsored by the Attorney General's Office, is taught in 8<sup>th</sup> grade civics classes. This program includes 17 different lesson plans that can be adapted to particular needs in a school's environment. The school resource officers in the high schools often teach in the Driver's Education Program regarding traffic laws and safe driving practices, and they provide instruction on criminal law in government classes.

The SROs participated in many community-related programs outside the normal school day. The SROs also facilitated the Youth Citizen Police Academy during the summer.



Congressman Eric Cantor visiting The Hanover Center for Trades and Technology in September 2013

## Annual Report - 2013

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### *D.A.R.E.:*

The D.A.R.E. Program includes five uniformed officers, with the D.A.R.E. curriculum being taught to 5<sup>th</sup> grade students. The D.A.R.E. Program is taught at each of the 15 public elementary schools as well as at two private schools. In addition, the officers teach D.A.R.E. curriculum programs entitled "Visitations" in grades kindergarten through 4<sup>th</sup>. The 1<sup>st</sup> and 2<sup>nd</sup> grade curriculum describes the danger to children presented by strangers. The 3<sup>rd</sup> and 4<sup>th</sup> grade curriculum helps orient the students to the D.A.R.E. program.

During the 2012-13 school year, the D.A.R.E. officers taught 686 classes at the

5<sup>th</sup> grade level and made 1,140 visitations to the other grade levels. At the conclusion of the program, the D.A.R.E. officers conducted graduation ceremonies for all the students who had successfully completed the program over the year and distributed awards for best D.A.R.E. posters and essays.

During the summer of 2013, YSU members assisted the Patrol Division, the Personnel & Training Unit, the Court Services Unit, the Youth Citizens Police Academy, and Parks and Recreation's Summer Program.

### **Special Teams**

#### *Bike Team:*

All members of the Bike Team are required to successfully complete a 40-hour comprehensive basic law enforcement bicycle patrol training and certification program. The Bike Team provides a versatile means of patrolling certain communities in Hanover County and assists in furthering the community policing and crime prevention efforts of this office. Bicycle operations provide for a better exchange of information between the Sheriff's Office and our citizens because the officers are more accessible and approachable on bicycles than in motor vehicles.

In 2013, the Bike Team was used for routine patrol of neighborhoods and



apartment complexes, the Bell Creek/Mechanicsville Turnpike area, the Tomato Festival, the Mechanicsville Christmas Parade, and during the Holiday Patrol season. The team also received 268 hours of training during the year. Currently, there are two sergeants and eight deputies on the Bike Team.

## Annual Report - 2013

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### *Canine Unit:*

The Canine Unit is assigned to Uniform Patrol Operations. Each Canine team has extensive training in multiple patrol techniques to include tracking, apprehension, article search, and building searches. Each team is certified annually through the Virginia Police Work Dog Association. The Canine teams attend in-service training twice per month to maintain their proficiency in all areas of certification.



Currently the Sheriff's Office maintains two handler/K-9 teams. Both current teams are bloodhound teams. One of these teams was not in service during 2013 due to the on-going training of a new canine.

The unit has been utilized in many different situations to include locating lost children, article searches for criminal evidence, tracking wanted suspects, and other high-risk occurrences. The Canine Unit assists other local law enforcement agencies upon request. In 2013, the unit was deployed 39 times with an average response time of 30.1 minutes. The K-9 officers were on duty for 20 of those deployments and had to be called out for the remaining 19. The unit received 376 hours of training in 2013. Throughout the year, the Canine Unit also participated in numerous demonstrations throughout the county for its citizens.

### *High Risk Entry Team:*

The High Risk Entry Team consists of 14 sworn members from all areas of the Sheriff's Office. This assignment is a secondary duty to their primary assignment. There are also three medics attached to the High Risk Entry Team from Hanover Fire/EMS. During 2013, the High Risk Entry Team conducted a Metro Basic SWAT School for 26 new SWAT operators from 7 different jurisdictions. This training was crucial to the professional development of these officers and provided a good foundation to build upon as they move

forward with their tactical careers. All team members received specialized training in various aspects of high risk law



## Annual Report - 2013

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enforcement operations to include the following: high risk search/arrest warrants, hostage rescue, barricaded operations, vehicle takedowns, open area tracking, and tactical firearms training.

Members of this team display a high level of dedication to the Sheriff's Office and the citizens of Hanover County. Members of

this team attend bi-monthly training in order to maintain their proficiency and capabilities. The team attended approximately 2,880 hours of training collectively in 2013. The High Risk Entry Team stands ready to respond to any type of emergency and is a life-saving resource for the Hanover County Sheriff's Office.

### *Honor/Color Guard:*

The Honor Guard is a highly visible unit consisting of six sworn members and one sergeant. It continues to be rated as one of the top law enforcement guard units in the area. The unit sets a high standard of integrity, service, appearance and professional demeanor. In 2013, their services included participation in these events:

- ❖ Sheriff's Office Memorial Breakfast
- ❖ Sheriff's Office Award Ceremony
- ❖ Trooper Walker Funeral
- ❖ Hanover Emergency Communications Center Award Ceremony
- ❖ Correctional Accreditation Manager's Association Opening Ceremony
- ❖ Retail Merchants Association Valor Award Ceremony
- ❖ Tomato Festival Opening Ceremony
- ❖ Special Olympics Opening Ceremonies
- ❖ Mechanicsville Football Opening Ceremony

- ❖ DCJS Back to Schools Workshop at RIR
- ❖ Promotional Ceremony
- ❖ Academy Graduation
- ❖ Ducks Unlimited event at Bass Pro®
- ❖ Lee-Davis High School Marching Band Competition Opening Ceremony
- ❖ Virginia War Memorial Massing of the Colors
- ❖ Richmond Squirrels First Responder Night
- ❖ Annual Candlelight & Ribbon Tying Ceremony (in remembrance of homicide victims)
- ❖ Ashland Christmas Parade



# Annual Report - 2013

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## *Crisis Negotiation:*

The Hanover County Sheriff's Office responds daily to emergency situations, and most are quickly resolved. However, in the event a critical incident requires the need for focused communications and negotiation, the Sheriff's Office selects and trains several sworn personnel to respond effectively to any hostage or barricade scenario. Team members attend in-house training, regional and national courses and seminars. The members also instruct their peers on topics such as active listening and managing suicidal subjects.

## *Mobile Command Center:*

The MCC is utilized for major incidents and special events. In 2013, the MCC consisted of six team members commanded by a Lieutenant and a Sergeant. The MCC was utilized in 2013 for:

- ❖ NASCAR Races – Fall and Spring Races
- ❖ Hanover Tomato Festival
- ❖ Police Academies – Citizens, Senior Citizens, Youth
- ❖ National Night Out
- ❖ Training Purposes

## *Motor Carrier Unit:*

The Motor Carrier Unit addresses motor carrier issues that occur within Hanover County. The MCU conducts inspections on, but not limited to, tractor permits, weight limits, log books, specifications and placards. The MCU investigates complaints that have been reported to the Sheriff's

In addition to the seven sworn members on the team, led by a lieutenant, there is one representative from Hanover Mental Health. The team works closely with the High Risk Entry Team in safely resolving critical incidents. Both units working together have been highly effective. This team maintains an assortment of communication equipment and a mobile communication vehicle to conduct their tasks.



Office. During 2013, the MCU investigated six complaints and four crashes involving commercial motor vehicles. Both members participated in two regional inspection checkpoints. Each team member must conduct 32 inspections annually to maintain their certification.

## Annual Report - 2013

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### *Search and Rescue:*

The Search and Rescue Team is a specialized unit composed of 15 members and two sergeants who are trained and outfitted to handle search and rescue situations in a safe, organized, and methodical method. Search & Rescue team members have been trained by the Virginia Department of Emergency Management (VDEM) to conduct searches for the elderly, young children, or mentally ill persons who are missing. These searches are conducted with Hanover Fire/EMS, organized dog search teams, and citizen volunteers, all of whom respond wherever and whenever they are needed to search for persons who are lost, missing, stranded or injured. The

team members will provide their technical expertise during searches and resulting rescues. They are trained and equipped to work day or night, in any kind of weather, and in any kind of terrain, including urban, suburban or back country.

If someone gets lost or is missing, the Search and Rescue Team has the skills and abilities to conduct a systematic ground search, lead volunteers in search tasks and the extrication of an individual once they have been located. This team can make the difference between a citizen being found alive and one who is not.

### *Tactical Field Force:*

The Tactical Field Force has 42 members from the patrol division. During 2013, the team conducted two training days focusing on crowd control and civil disturbances. There were no activations of the team during 2013.

During 2013 the Tactical Field Force purchased new equipment with a Homeland Security grant. The entire team received

new shields as the old ones were deteriorating after numerous years of service. All team members were also supplied with new gas masks and filters from the same grant. Supervisors and team leaders were supplied with new voice amplifiers for their gas masks to assist with team communication during a civil disturbance.

### *Traffic Safety Unit:*

The sergeant and six officers who make up the Traffic Safety Unit have received specialized training in the area of crash investigation and reconstruction to include speed analysis, crash data retrieval, and

computer-assisted measuring and diagramming of crash scenes.

The TSU also analyzes crash data to determine the causes of crashes at the top ten intersections throughout the county and provides data to the Virginia Department of

## Annual Report - 2013

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Transportation (VDOT), the Division of Motor Vehicles (DMV), and the Sheriff's Transportation Safety Board. The data is used for enforcement purposes by the Patrol Division and for future roadway improvements planned by Hanover County and VDOT.

The TSU was activated 24 times and investigated eleven fatal crashes involving eleven deaths during 2013. Activations

decreased by three as compared with 2012, but the number of fatal crashes rose slightly as compared to the previous four years.

The TSU also provided training in traffic-related areas such as crash investigation, traffic enforcement code, and traffic direction to academy recruits, school employees, the Citizen's Police Academy, and other community groups and business as requested.

### *Underwater Forensic Dive Team:*

The Underwater Forensic Dive Team was established in the spring of 1999. Its mission is to locate, recover, and preserve evidence from an underwater environment during the course of a criminal investigation. The sergeant and five officers are certified through the Professional Association of Diving Instructors or a similar organization and receive training and certifications up to the level of Master Underwater Criminal Investigator.

Hanover County is the only local law enforcement agency in the Metro Richmond area to possess an underwater criminal investigation unit. The unit received 313 hours of training in 2013. The team

participated in National Night Out event by giving demonstrations at the Rutland and Pebble Creek subdivision pools.



# Annual Report - 2013

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## ANIMAL CONTROL



In February 2012, the Sheriff's Office was asked by County Administration to assist with the operational and administrative aspects of the Animal Control Department.

Hanover County Animal Control has two operations, the first being the Animal Pound and the second being Animal Control. The pound facility handles housing for all captured, found, or seized animals in Hanover County. It currently is capable of housing 70 dogs in separate kennels and 33 cats in separate cages. The pound facility is staffed with three kennel attendants and one supervisor. There is also one customer service agent as well as an administrative assistant. Animal Control Field Operations is staffed with five animal control officers

and one field supervisor. Both of the operations are directly supervised by Chief Jeffrey S. Parker.

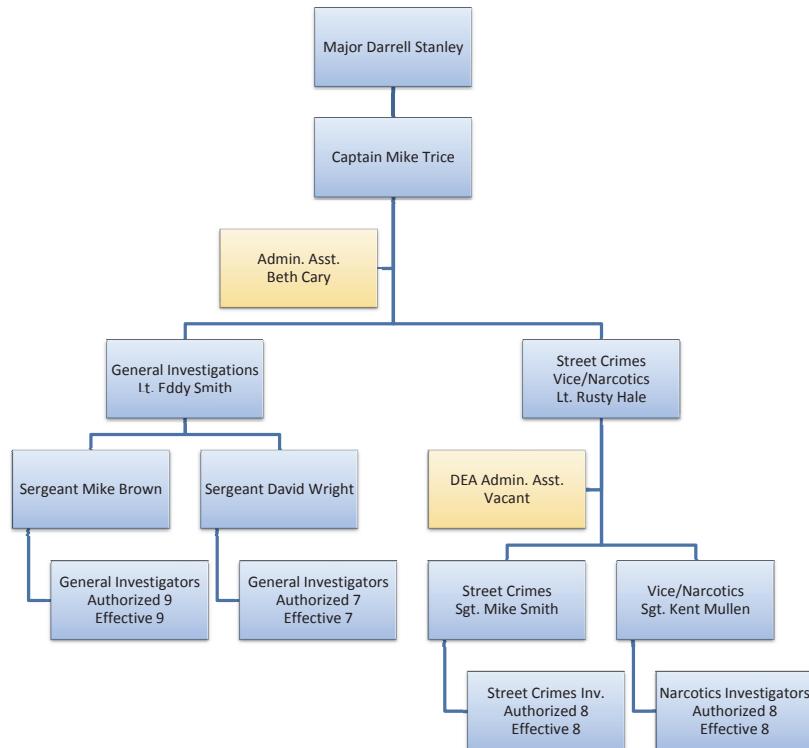
The total number of calls for service handled by animal control officers for the calendar year 2013 was 9,638. There were 2,523 animals taken in by the pound in 2013. Of those animals, 884 were adopted out or transferred to another agency.

Hanover County Animal Control facilitated four rabies clinics during the year 2013, during which 1,112 dogs and 341 cats were inoculated.

In 2013, the Sheriff's Office Personnel Unit conducted one hiring process for Animal Control, resulting in the hiring of two kennel attendants. The Personnel Unit also assisted the Animal Control employees with Human Resources matters in the same fashion the Unit assists the Sheriff's Office personnel.



# Investigative Operations

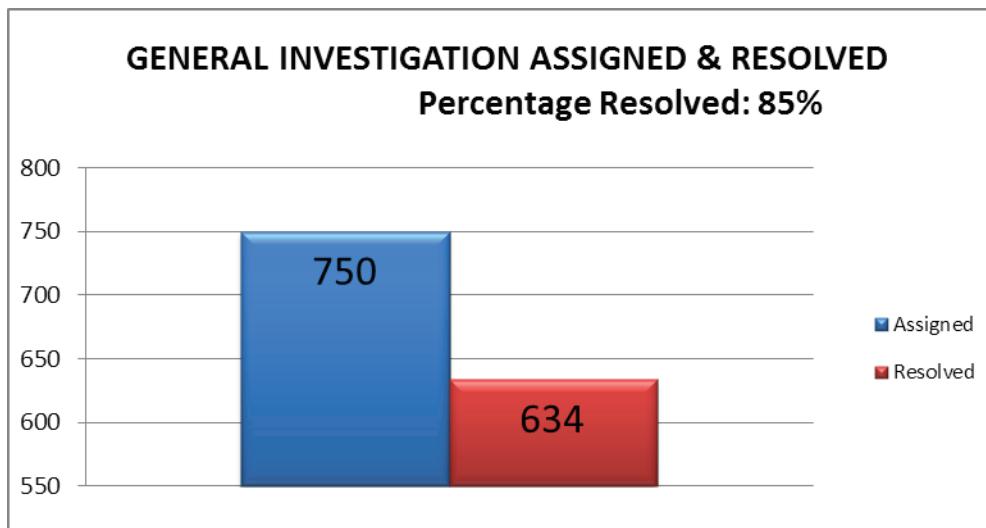


## General Investigations

The General Investigations Unit is part of the Investigative Division and has the primary responsibility of investigating all major property crimes and crimes against persons. Information sharing within the Sheriff's Office and with outside agencies is critical to the successful resolution of criminal investigations and is a priority for the entire Investigative Division. Incident reports are reviewed daily by a member of the General Investigations Unit, and pertinent information is shared with investigators at their morning briefing. A

unit representative attends the bi-weekly Sheriff's Office Crime Management Initiative (CMI) meetings and provides input for crime initiatives. A supervisor from the General Investigations Unit also attends monthly regional criminal intelligence meetings to facilitate the exchange of pertinent information with area agencies. The benefits of these collaborative efforts are reflected in an overall clearance rate of 85% in the General Investigative Unit in 2013; this is an increase of 11% from 2012.

## Annual Report - 2013



Although General Investigators can be assigned to work any type of case, many investigators receive advanced training and specialize in certain crimes. Some of their areas of specialization include:

- ❖ Forensics
- ❖ Computer Crime
- ❖ White Collar Crime
- ❖ Juvenile Crime
- ❖ Sex Crimes
- ❖ Crimes Against Children
- ❖ Domestic Violence

Additionally, with the advances in technology, child exploitation cases require specific expertise, training and computer software to resolve. As part of the Internet Crimes Against Children Taskforce and the FBI Child Exploitation Taskforce, three members of the General Investigations Unit have received advanced training in the investigation of child exploitation cases, to include the possession and manufacturing of child pornography.

### Vice/Narcotics Unit

The Vice/Narcotics Unit is included in the Investigative Division. The Vice/Narcotics Unit utilizes various investigative strategies and resources with the goal of identifying, arresting and prosecuting illegal narcotics

distributors who operate in Hanover County. Additionally, the Vice/Narcotics Unit investigates other vice-related criminal activity including prostitution, illegal gambling and cigarette smuggling.

#### *2013 Highlights for the Vice/Narcotics Unit:*

- Members of the unit identified a rising trend in heroin overdoses in the Richmond Metro area. The Vice/Narcotics Unit worked with other state and federal

agencies to combat the overdose problem. Multiple controlled buys of heroin were made and multiple search warrants were conducted. Several suspects were arrested

## Annual Report - 2013

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and indicted federally. Over \$370,000 in US currency was seized as a result of this investigation. It is believed all the currency was directly related to the illicit heroin trade.

- The unit investigated a group of individuals who were importing large amounts of marijuana into the Commonwealth of Virginia. This case was investigated jointly with Henrico County Police. As a result of this case, three individuals were arrested and about \$20,000 in US currency was seized.
- The Vice/Narcotics Unit, along with agents from the Virginia State Police and the Richmond Field Office of the ATF, initiated an investigation on a suspect transporting large quantities of cocaine into the Commonwealth of Virginia. This suspect, who is a Hanover County resident, was also discovered to be involved in the distribution of cocaine in the Richmond Metro area. A search warrant was obtained and executed at the suspect's residence which resulted in the seizure of approximately ¾ of a kilogram of cocaine. Eventually, the suspect was indicted federally, pleaded guilty and was sentenced to nine years in federal prison.
- The unit conducted three separate prostitution sting operations. These operations were jointly conducted along with agents from the Richmond Field Office of the FBI and investigators from the Ashland Police Department. The purpose of these operations was to combat human trafficking in the Richmond Metro area. These operations resulted in the arrest of multiple individuals for charges of

prostitution, pandering and aiding in prostitution.

- The unit continues to have two investigators assigned full time to the Richmond Field Office of the DEA. These Task Force Officers work directly with other local agencies and DEA agents to combat large scale drug traffickers in the Richmond Metro area.
- The unit developed information on two separate murder-for-hire plots. In the first case, a confidential source of information was developed by the unit and provided information on a suspect who resides in Henrico County and solicited him to murder a family member. The confidential source assisted Henrico Police in their investigation and as a result, they made an arrest in the case. In the second case the unit was asked to assist the Ashland Police Department and the Virginia State Police with an investigation that led to the identification of a suspect who was attempting to solicit someone to murder two individuals. A Hanover County investigator, acting in an undercover capacity, had multiple recorded phone conversations with the suspect. Subsequently, a face to face meeting took place in Petersburg where the suspect made arrangements to pay the undercover investigator to commit murder. Following the meeting, agents from the Virginia State Police arrested the suspect without incident.
- Hanover County received a grant from "Hanover Cares" to combat underage drinking as well as the sale of alcohol to individuals underage. The unit conducted compliance checks at local businesses that

# Annual Report - 2013

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sell alcohol on 19 separate dates, which resulted in 22 violations for sale of alcohol to a person under the age of 21.

- In our continuing efforts to keep the schools in Hanover County safe, the Vice/Narcotics Unit partnered with K9 units from Hanover County Fire/EMS, Virginia Capitol Police and the Virginia Department of Corrections to conduct bi-annual school sweep operations at each middle school and

## **Street Crimes Unit**

The Street Crimes Unit is a small unit composed of investigators that specialize in covert methods of gathering evidence for ongoing criminal investigations and responding to intelligence-driven crime trends with an emphasis on making "On-Scene" apprehensions. This unit works

### *2013 Highlights for the Street Crimes Unit:*

- Investigators from the Street Crimes Unit were tasked with conducting static surveillance at the Dominion Power Substation located in the 11000 block of Cedar Lane. The surveillance was conducted due to numerous, recent thefts of scrap metal and copper at this location. During one of the surveillance operations, investigators observed headlights from a suspicious vehicle in the area of the substation. The two occupants of the vehicle were subsequently interviewed by investigators from the General Investigative Unit and confessed to all of the larcenies that had taken place at the Substation. Both individuals were arrested and charged with the larcenies in question.

high school. The unit assists by standing by in case there are any positive alerts from the K9 units to indicate the presence of illegal drugs, firearms, or explosive material in the school buildings as well as inside vehicles parked in the parking lots of the schools. During the sweep operations, no arrests were made and no contraband was discovered.

collaboratively with surrounding jurisdictions on a regular basis to investigate offenders who frequently cross jurisdictional boundaries. Members of the Street Crimes Unit are trained in the use and deployment of covert surveillance equipment, camera systems and alarm systems.

- Investigators from the unit were called out to attempt to locate a wanted person who was identified as committing a robbery at a convenience store located in Mechanicsville at approximately 0515 hours. Investigators from the Street Crimes Unit began checking numerous addresses linked to the suspect. Later that same day, the suspect was observed arriving at his aunt's residence located just off Hungary Road in Henrico County. Investigators from the Street Crimes Unit quickly approached the suspect and he was taken into custody without incident.

- A call for service was received in regard to a suspicious situation in the 17500 block of Mountain Road. The complainant

## Annual Report - 2013

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advised that a suspicious individual driving a tan colored station wagon had pulled up behind her residence. When the complainant confronted the suspect, he cursed at her, jumped into the vehicle and sped away at a high rate of speed. Investigators from the Street Crimes Unit were in the area, located the suspect vehicle and initiated mobile surveillance on the vehicle. During the surveillance the suspicious individual was observed stealing scrap metal from locations in Louisa County as well as Hanover County. Eventually, investigators coordinated a traffic stop by Uniform Patrol officers in Montpelier. As a result of the traffic stop, numerous stolen items were located in the suspect vehicle and the driver/suspect was arrested. It was learned that this suspect was responsible for two Grand Larcenies of scrap metal at separate locations in Hanover County. Further investigation revealed that the driver was a heroin addict and was in possession of a small amount of heroin and other drug paraphernalia.

- The Richmond Metro area experienced a series of armed robberies at McDonald's restaurants. During this time, several of these armed robberies occurred in Henrico County, Chesterfield County, New Kent County and the City of Petersburg. In response to this growing regional trend, the Street Crimes Unit deployed look-out alarm devices at all three of the McDonald's locations in Hanover County. Additionally, members of the Street Crimes Unit, Vice/Narcotics Unit and General Investigative Unit conducted static surveillance at several fast-food restaurants locations in Hanover County. During the

next two weeks, investigators from Hanover County, Henrico County and Chesterfield County worked tirelessly on developing any information on the identities of these armed robbery suspects. Subsequently, arrests were made on four suspects who were stopped in a vehicle in Chesterfield County just after a robbery was committed in Dinwiddie County. The suspects were charged with multiple felonies in regard to the armed robbery series. During the time of this crime spree in the Richmond Metro area, no armed robberies took place in Hanover County.

- In response to a robbery which took place at the Holiday Inn Express located in the Town of Ashland, investigators from the unit were called out to conduct surveillance on hotels located in the county. One day later, a black male suspect robbed the Lewistown Truck Stop. Soon, information was developed on a possible suspect who at one time resided in the Town of Ashland. The information was shared with our regional law enforcement partners, who were also investigating a series of similar robberies at hotels. Led by the Street Crimes Unit, a collaborative investigative effort was initiated. Working in conjunction with investigators and detectives from Town of Ashland Police, Chesterfield County Police and Henrico County Police, an unoccupied vehicle registered to the suspect was located near a hotel in the City of Richmond. Members of the Street Crimes Unit responded and conducted surveillance on the vehicle during the overnight hours. The next morning, members from the Henrico County Police SAF Unit relieved the members of the Street Crimes Unit and took

# Annual Report - 2013

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over the surveillance. A couple of hours later, the suspect was observed in the area by members of the Henrico County Police SAF Unit and he was taken into custody

without incident. The suspect was arrested and linked to several armed robberies in the Richmond Metro area.

## Professional Standards and Risk Management

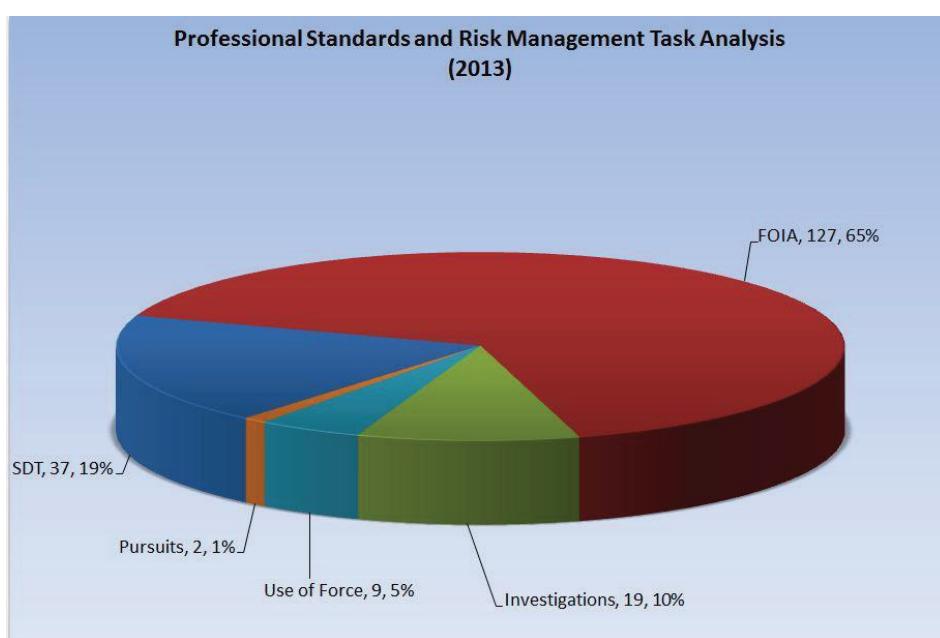
The Office of Professional Standards and Risk Management is staffed by one lieutenant who reports directly to the Sheriff. This office is primarily responsible for investigating external and internal complaints involving alleged officer misconduct, conducting inspections, and leading the agency's accreditation efforts.

In 2013, there were 217,406 documented citizen contacts agency-wide, which resulted in 5 externally generated citizen complaints. Of these, only 3 were deemed to have been founded complaints, 1 was unfounded, and 1 was withdrawn by the citizen. In addition, there were a total of 14 internally generated complaints, which were initiated

by Sheriff's Office supervision. Of these, all 14 were deemed to have been founded.

In addition, this office is responsible for reviewing all Use of Force and Vehicle Pursuit Reports in order to ensure policy compliance. During 2013, a total of 9 Use of Force Reports and 2 Vehicle Pursuit Reports were reviewed.

Lastly, this office is tasked with responding to all Freedom of Information Act (F.O.I.A.) requests and ensuring compliance with all Subpoena Duces Tecums received by the Sheriff's Office. In 2013, this office handled a total of 127 F.O.I.A. requests and 37 Subpoena Duces Tecums.



# Annual Report - 2013

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## Retirement

### *R. Scott Carter*

Scott Carter worked at Kings Dominion from 1976 - 1985 as a Special Police Officer for the park before leaving there in 1985. He graduated from Virginia Commonwealth University (VCU) in 1985 with a Bachelor of Science Degree with a major in Administration of Justice and Public Safety and a minor in Psychology. He joined the Hanover County Sheriff's Office in 1987 and worked his way through the Career Development Program before being promoted to Sergeant in September 1997. Scott was promoted to the rank of Lieutenant in 2007.

Throughout his career he has served in the Administrative, Investigative, and Patrol divisions of the Sheriff's Office. He was a member of the Street Crimes Unit, and has

served as leader of both the Bike Team and the Hostage Negotiation Team.

Most notably, Scott served as the agency coordinator of Special Olympics since 1991. With over 21 years' commitment in this endeavor, he also served on the Law Enforcement Torch Run's Executive Council, even carrying the torch in Greece in 2011. Lieutenant R. Scott Carter retired from the Hanover County Sheriff's Office in March 2013. We wish him the best of luck!



## New Faces

*The Sheriff's Office welcomed the following employees in 2013:*

Kevin Ayres  
Dylan Cole  
Samantha Cratch  
Jonathan Dalton  
James Elliott  
Jeremy Futrell  
Dante Hill  
Geoffrey Hutton  
Thomas Jenkins

Van Jenkins  
Krystal Kellum  
Christopher Kesler  
Joshua Kramer  
Annette LaPaglia-Oliver  
Kevin Light  
James Maney  
Kevin Martin  
John O'Connell

Claude Owens  
Troy Payne  
Victoria Powers  
Fredrick Shepperd  
Christopher Snook  
Matthew Stewart  
Joseph Strohman  
Jeremy Williams

## **Community Involvement**

### **Law Enforcement Torch Run Benefiting Special Olympics**

Since 1986 the Sheriff's Office has been a supporter of the Special Olympics. In 2013 the Sheriff's Office participated in the following events:



Law Enforcement Torch Run



Tip-A-Cop



Harley-Davidson Raffle



Polar Plunge

## Annual Report - 2013

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### National Night Out

The 30<sup>th</sup> annual celebration of National Night Out was held on Tuesday, August 6, 2013. The kick-off event was held at TARGET in Mechanicsville and approximately 400 people attended in spite of the clouds and rain. State and local officials were on hand to start the event. During the evening, there were 65 events scheduled in Hanover County, the most we have ever had. Sheriff's Deputies visited all the scheduled events countywide, and McGruff stopped in at 30 locations! Over 100 children had Child ID fingerprinting during National Night Out activities.

The Sheriff's Office submitted an application to the national awards committee and was



selected as a National Award Winner for its outstanding participation in the "30<sup>th</sup> Anniversary National Night Out" (NNO) crime, drug and violence prevention program out of the 16,124 communities from all 50 states, U.S. territories and military bases worldwide!



## Annual Report - 2013

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### Citizens Advisory Board

The Citizens Advisory Board, formed in 1994, consists of 20 citizens of various professions who act in an advisory capacity to the Sheriff on matters such as budget, public events, community affairs, and administrative planning. Their assistance is crucial in devising future comprehensive

planning concerning the growth of the Sheriff's Office in conjunction with the needs of the community. Two new members, Mr. David Fuller and Mr. Brutus Russell, were appointed to the Advisory Board in 2013.

				
Mr. Bob Bailie	Mr. Robert Barnette	Mr. Frank Bradley	Mr. John Cox	Ms. Brenda Eggleston
				
Mr. David Fuller	Mr. Charles Horner	Mr. Scott Huzek	Mr. William Jacobs	Mr. Jim Kickler
				
Mr. Buddy Klotz	Mr. Charlie Long	Ms. Anne McDougall	Mr. Tom McKittrick	Mr. Jim Mackenzie
				
Mr. Todd Rogers	Mr. Brutus Russell	Mr. John Wash	Mr. Bill Watkins	Mr. A.D. Whittaker

## Annual Report - 2013

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### **Hanover County Sheriff's Office Foundation**

In 2008, the Hanover County Sheriff's Office Foundation was established. The Foundation is a non-profit 501(c)(3) organization. It is managed by a Board of Directors, all of whom are volunteers, led by an Executive Committee. The Board is responsible for all aspects of the Foundation, to include making the determination for the distribution of funds, goods or services.

The Hanover County Sheriff's Office Foundation provides a resource for the Sheriff's Office where donations, goods or services can be received and disbursed for the benefit of the Office without the appearance of impropriety while furthering

the goal of providing for the safety and well-being of all citizens of Hanover County.

The Foundation makes disbursements to benefit the citizens of the County of Hanover with the objective of supporting and strengthening the services, operations, community relations, performance, facilities, education, morale, competence and professionalism of the Hanover County Sheriff's Office and its officers, employees and volunteers.

The Foundation sponsored a golf tournament in April 2013. The tournament was held at the Hanover Country Club to benefit the Foundation.



## Annual Report - 2013

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### 2013 Photos





