

Pamunkey Regional Jail



2012 - 2013

Annual Report

This cover was printed on 20 pound, bond copy paper. The final cover image was selected from several submissions, and was designed by Lieutenant Brian Hughes, the Lieutenant of Support Services of the Pamunkey Regional Jail.

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PAMUNKEY REGIONAL JAIL

2013 ANNUAL REPORT

A letter from the Superintendent:

As I present the 2013 Annual Report for the Pamunkey Regional Jail, I am reminded that while our communities are not out of the economic woods, Virginia and particularly this region are making good strides towards a recovery built on a foundation of sound fiscal practices.

This past fiscal year through hard work and proper planning, the Pamunkey Regional was fortunate to be in a position to return \$314,855 to the localities we serve. This return helped reduce or eliminate the locality debt service owed, and thereby contributed to a reduction of the financial burden of the jurisdictions. My staff and I have also worked diligently to ensure that we stay within our means. That includes the installation of automatic light timers in non-critical areas and employing water conservation measures, as well as having frank discussions of what is truly needed to operate the jail in a safe and secure manner. As a result, not counting the funds returned to the localities, the facility ended the fiscal year with a budget surplus of \$808,088.

We have also continued to “do more with less” by continuing to hold eight officer positions vacant, despite the burden that it places on those that have been asked to perform additional responsibilities. I would like to take this opportunity to thank the Jail Authority Board Members for all the leadership and support they provided this past year.

With that said, I am a firm believer that tough times make for great opportunities - opportunities to make hard decisions that will serve us well when times get better. That is the approach I have been taking as the jail's Superintendent.

It brings me great pride to see the officers and staff of the jail step up to fully address the issues that we face. As you read this report, I trust you will agree that the Pamunkey Regional Jail is squarely meeting our challenges head on, and laying the groundwork for our future success.

Sincerely,

Colonel James. C. Willett, CJM
Superintendent

Vision, Mission, & Core Values

Vision Statement

It is the vision of the Pamunkey Regional Jail to be an organization that has a strong value system that recognizes the inherent worth of all human beings, respects and recognizes the needs of the community, and holds the belief that, if they choose, offenders can change their lives.

Mission Statement

The Pamunkey Regional Jail shall provide the highest level of safety and security for our community. We shall strive to exceed national correctional standards while continuously providing exceptional services and resources for the community, law enforcement, and the judicial system. Through integrity, dedication, and teamwork, we shall provide an environment of professional development that promotes respect, cooperation, and ethical excellence.

Core Values

Safety –	Operate in a safe and efficient manner, for yourself, your team, the facility and the community
Service –	Cultivate excellent relationships with our member localities, and our community
Respect –	Treat all individuals with consideration and thoughtfulness
Integrity –	Demonstrate positive values in the way you act and the way you insist others behave
Initiative –	Always ready, willing, and able to pull together to face new challenges
Innovation –	Adapt to change; work with it, not against it
Knowledge –	Commit to enhancing job knowledge through training & experience

Facility Overview

The Pamunkey Regional Jail is comprised of 127,000 square feet, containing 14 housing units and a total housing capacity of 435 inmates. In addition to the housing units, the jail has a medical infirmary, administrative section, central control section, general library, law library, kitchen, barbershop, laundry and separate training rooms for staff and inmates.

The housing unit design of the jail provides one female unit, which is divided into 3 sections. This allows for separate housing for protective custody, administrative segregation, disciplinary problem inmates, new committals, and female work release inmates in addition to the general population female inmates. In addition to the general population units for the male inmates, there is also a designated housing unit for special management inmates. This housing unit allows inmates to be housed separately for purposes of protective custody, administrative segregation and disciplinary status.

The Pamunkey Regional Jail's medical infirmary has 2 examination rooms, a dental laboratory and 6 individual cells for inmates who require special medical attention. Two of the cells are designed to house inmates with highly contagious conditions.

The operational design of the jail is state-of-the-art. It has numerous electronic systems throughout the facility, including an *Inter-Office Communications Link*, a computerized *Digital Optical Fingerprint Capture Machine (Cross Match Live Scan System)*, and a computerized *Video Imaging System* for booking, tracking and release of inmates and a sophisticated Computer Network System.

All doors throughout Pamunkey Regional Jail have electronic locks and are controlled and operated by an Officer assigned to Central Control. This officer controls access to all areas of the jail via cameras and intercoms. It is impossible for a person to enter or move throughout the facility without the knowledge of the officer in Central Control.

The Annual Report highlights various employees from every department. These talented individuals, highlighted on the sectional dividers throughout this document, contribute on a daily basis to the overall success of the Pamunkey Regional Jail.

Administration



Cindy Dykes is the highlighted employee for the Administration Section. Cindy has over 18 years combined experience with customer service, accounting and secretarial fields. She began her career with Hanover County in 1995 as an Accounting Clerk with the Hanover County Purchasing Department. In 1997, she then joined the Hanover County Public Utilities Department as a Senior Customer Service Agent. In March of 2004, Cindy assumed the role of secretary at the Pamunkey Regional Jail. She was quickly promoted to the position of Executive Secretary in August, 2004.

During her employment with Hanover County, Ms. Dykes earned her Customer Service Academy certificate with the Community College Workforce Alliance. In May, 2005 she graduated from J. Sargeant Reynolds Community College with her Associates Degree in Business Management and Administration. In May of 2010, Ms. Dykes completed the Administrative Professional Program with the Community College Workforce Alliance.

Cindy is responsible for taking and transcribing dictation for meetings and investigations, composing documents, reports and correspondence for the facility, making purchases for the jail, assisting with the application process and handles specific functions of the Inmate Trust Fund. She also serves as an assistant to the Accounting Department when needed to process accounts payable.

Administration Division

Colonel J. C. Willett, CJM
Superintendent

Major M. N. White, CJM
Deputy Superintendent

Captain K. D. Hopkins
Captain of Administration

Sergeant K. L. Hurd
Standards and Accreditation

Administrative Personnel

F. Keith Spicer, CPA, Accounting Manager
Nancy Roberts, Accountant
Sarah Dunn, Account Clerk III
Kim Stephens, Personnel Analyst
Kevin Texter, Information Technology
Cindy Dykes, Executive Secretary

Maintenance Department

Troy Tyree, Maintenance Supervisor
John Agostino, Maintenance Officer
Paul Duke, Maintenance Officer

Personnel

The Pamunkey Regional Jail Personnel Department consists of an Accounting Manager, a Personnel Analyst, an Accountant, and an Account Clerk III. This department is responsible for the recruitment, screening, and hiring of all Pamunkey Regional Jail staff. To accomplish this, they schedule interviews and polygraph examinations, perform background investigations, monitor and correct applicant testing, make employment offers and conduct new employee orientations.

The Accounting Manager oversees the daily operations of the Personnel Department by supervising and assisting each with their various responsibilities. Specific functions of this department include, maintaining accurate records of each employee's personnel file, Workman's Compensation records and Employee of the Quarter/Year appointments. In addition, the department is responsible for processing performance evaluations for the entire staff and processing semi-monthly payroll. This includes overtime, leave balances, merit and benchmark increases, internal postings, promotions/demotions, and new hire/separation paperwork. There are also various position status and personnel update sheets that are accurately maintained each month. In addition, the department is responsible for other functions such as billings, accounts payable, budgeting and financial reporting and analysis. This includes the monthly billings of inmates housed for various jurisdictions, processing of payments, and preparation of the Jail's annual budget and comprehensive annual financial report.

The Career Development Program that was developed in previous years has been a success. At the present time, there are three officers at the Officer First Class level.

Personnel (Continued)

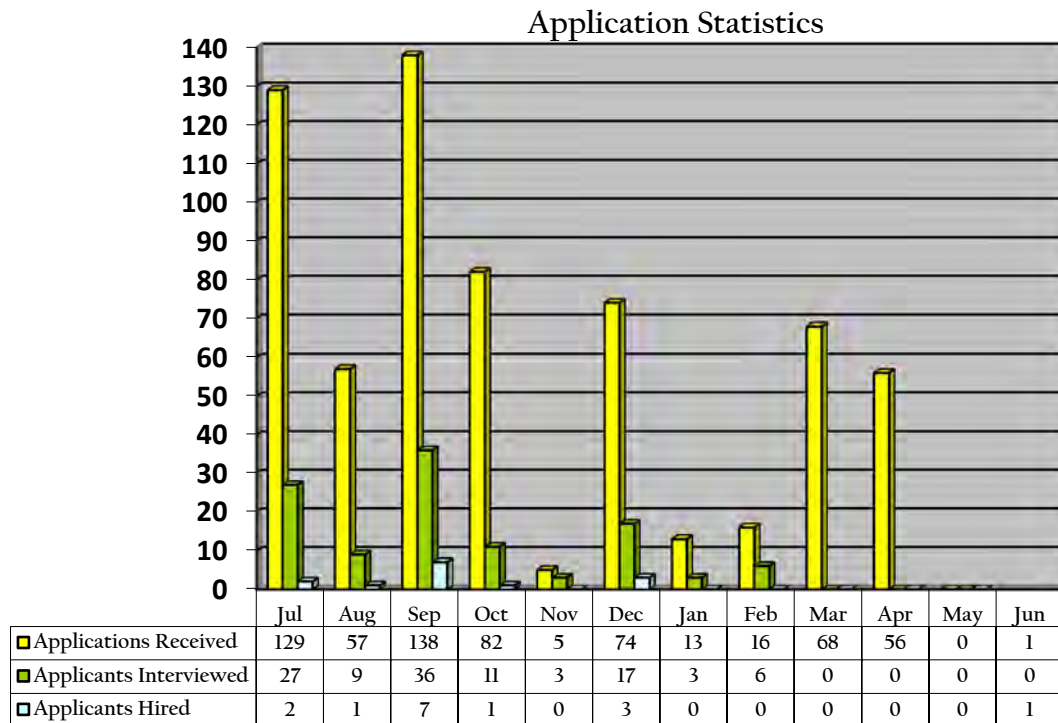
The Personnel Analyst serves as a liaison for Hanover County in the administration of health plans, benefits packages and payroll information entry. This involves keeping staff aware of any changes in the Family and Medical Leave Act, the Americans with Disabilities Act, Unemployment Compensation Laws and all Labor and Employment Laws applicable to the operation of this facility. In addition, the Personnel Analyst enters and deletes any payroll information required, executes conditional offers of employment and performs extensive orientations for new hires. The orientation includes a review of the benefits offered and the opportunity to enroll in the many benefits offered by the jail. The Personnel Analyst is also responsible for updating and revising the jail's web based applicant tracking system.

The Pamunkey Regional Jail staff participated in a Christmas charity project for 2012. This program is called "Adopt-A-Family", which is a way to provide gifts and support to three (3) families in Ashland, Hanover and Caroline Counties.

The jail has also been a supporter of the Law Enforcement Torch Run to benefit the Virginia Special Olympics. This past year staff raised money by assisting with fund raising events at Richmond Harley Davidson.

These events were a great way to bring out the best in our staff and to have positive interaction with the community they serve.

In addition, each spring the Pamunkey Regional Jail holds an Officer Appreciation week to thank our employees for their hard work and dedication.



Systems Administration

The computerized system here at Pamunkey Regional Jail is monitored and maintained by the Systems Administration Department, which ensures the safety and security of all employees, visitors and inmates who enter the facility.

This department is also responsible for the maintenance of the Simplex touch-screen security control system. The facility doors, locks, cameras, and intercoms are controlled by this touch screen system, which helps to track the movement of all inmates incarcerated in the facility. The implementation of Digital Video Recorders (DVR's) allowed this department to record the daily activities of the inmates, and eliminated the use of VCR's. The Systems Engineer is responsible for maintaining the staff and inmate phone system and is the person to contact regarding technology issues dealing with the facility.



Maintenance Department

The goal of the Maintenance Department is to provide a safe, secure and comfortable environment for all visitors, staff, and inmates. This was once again, a very productive year for the department. The duties include, involved troubleshooting and complex maintenance work on building and kitchen equipment, conduct weekly facility inspections and maintain a preventive Maintenance Program. We guarantee that all building fire inspections are complete, and our fire suppression system is at peak performance should we encounter an emergency. This is done with minimal outside support from contractors. It is the responsibility of the department to monitor and control all chemicals and equipment used for daily housekeeping throughout the facility, including our laundry area. The Maintenance Department ensures that all Federal, State, and Local regulations are met, and maintained. It is our responsibility to plan, coordinate, and evaluate our schedules on a daily basis, to maintain operations of the facility at 100%. The Maintenance Department takes pride in not having any cells out of service, and once again, through determination, dedication, and desire to go the extra mile, we have met that goal.

This department's staff consists of Maintenance Supervisor, Troy Tyree, and two Maintenance Officers, Paul Duke, and John Agostino. These 3 certified officers are on duty five days a week, with at least one staff member on call for emergencies 24/7. These certifications allow these officers to assist other departments when they are short staffed, or when additional support is needed to maintain facility safety and security. The Supervisor also carries a certification in HVAC, Plumbing, and Electrical. The skill level within this division allows for 95% of all building related issues to be handled in house, saving the facility, not only the cost of contracting, but also, the downtime normally associated with calling in outside contractors. The Maintenance Department continues to strive for complete building operations without the need for outside contractors.



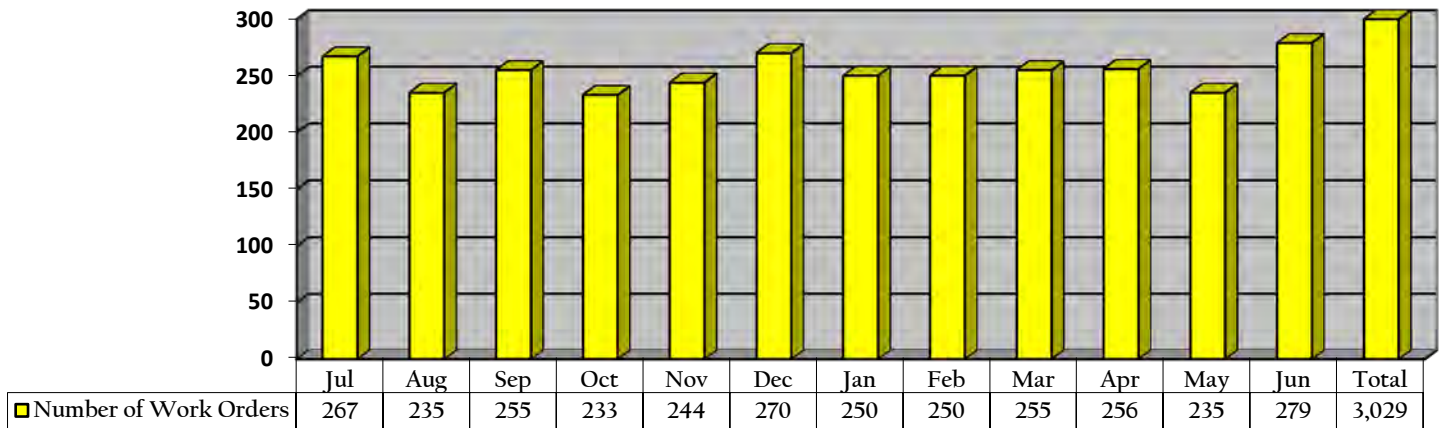
Maintenance Department (Continued)

The Maintenance Department has had a very productive year. As the graph will show, the Maintenance Department received over 3,000 work orders and maintained 100% completion with no backlogs. Along with the daily routine maintenance, the team has installed a new freezer for our kitchen. We have continued our upgrading of our showers throughout the facility to meet the high standards that must be maintained for ACA certification. The indoor rec. yards have had a LED face lift. This is just one area of lighting that we continue to improve on. All the work is being done in house, eliminating any need for outside contractors. Again, we are fortunate to have the knowledge to handle most any building related situation. Because of a joint effort among staff, new high efficient T-5, LED lighting, and few ideas implemented from an energy audit, our facility saw a decline in our electrical cost over the last 12 months of the fiscal year. This is all accomplished while maintaining compliance with State, local and federal building safety codes.

This upcoming year, The Maintenance Department will embark upon new challenges and seek innovative ways to continuously maintain our facility's equipment. The department continues to receive 100% score from our ACA inspection team, while maintaining a proactive approach, not only to this department, but to all departments within this facility.

The Maintenance Department completed 3,029 work orders this fiscal year. As the facility continues to age, the Maintenance Department continues to increase its efforts to stay ahead of the rising challenge.

Work Orders Processed



Local Inmate Data System (LIDS)

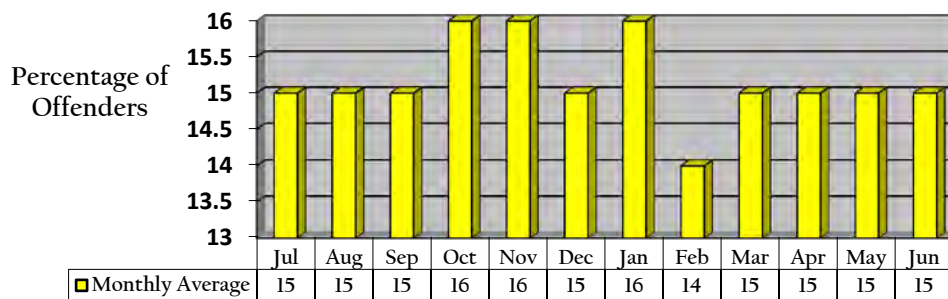
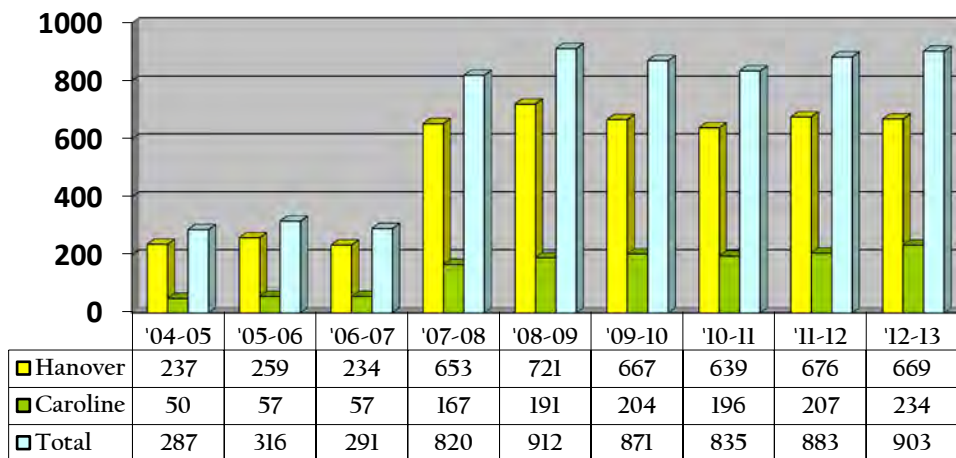
The primary goal of the LIDS Technician is to input and maintain inmate records on a daily basis ensuring accuracy and integrity of data. Each inmate record is reviewed to ensure the correct inmate admission, release and court data is submitted accurately to the State Compensation Board of Virginia. Per Diem payments are paid to the facility based on the information uploaded to the state on a daily basis.

Once a month, the LIDS Technician is responsible for reconciling all jail time served days for each locality that Pamunkey Regional Jail serves. Once any inconsistencies and errors are corrected, the total number of day are certified and approved in LIDS and submitted to the Compensation Board for approval.

Every two years, the jail is audited by the State Compensation Board to ensure the facility is in compliance with the guidelines established by the Compensation Board.

Inmates Housed for Localities

Inmate Population



Accreditation



The Pamunkey Regional Jail is audited on a yearly basis by the Virginia Department of Corrections, the Bureau of Immigration and Customs Enforcement, and the United States Marshals Service to ensure the staff receives proper training, the facility is secure and clean and the inmates are treated fairly.

Since the opening of this facility in March, 1998, we have received 100% compliance on these yearly audits.

In June, 2001, in an attempt to reach a higher level of excellence, the Pamunkey Regional Jail entered into a contract with the American Correctional Association (ACA) to obtain its jail accreditation. After a rigorous eighteen months of development and information gathering, Pamunkey Regional Jail received a 96.8% rating on its first ACA accreditation in 2003.

In January, 2009, the jail completed the American Correctional Association 4th Edition Performance Based Standards & Outcome Measures and received a score of 99.7% on its third re-accreditation.

In January, 2012, the Pamunkey Regional Jail completed the American Correctional Association 4th Edition Performance Based Standards & Outcome Measures and received its fourth re-accreditation with the outstanding score of 100%.

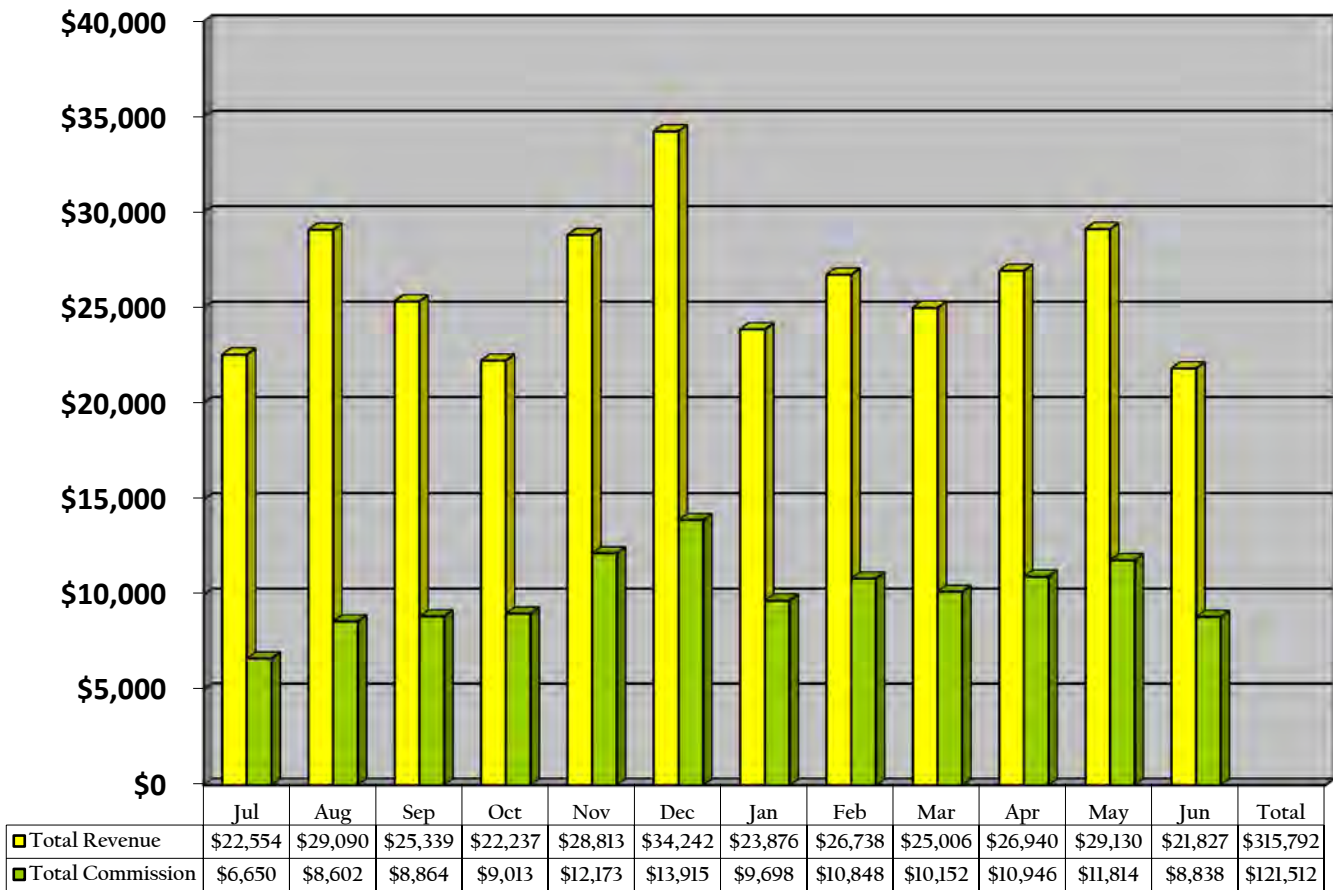
To be accredited by the ACA, a jail must be in compliance with 100% mandatory standards and at least 90% of the non-mandatory standards. This process involves 62 mandatory expected practices and 322 non-mandatory expected practices for a total of 384. Pamunkey Regional Jail staff members and civilians are proud to maintain the accreditation compliance in all areas of day to day operations.

There are 102 jail and detention facilities in the State of Virginia. The Pamunkey Regional Jail is proud to be on the fully accredited list by the American Correctional Association. Only 12 facilities in Virginia are currently on this list.

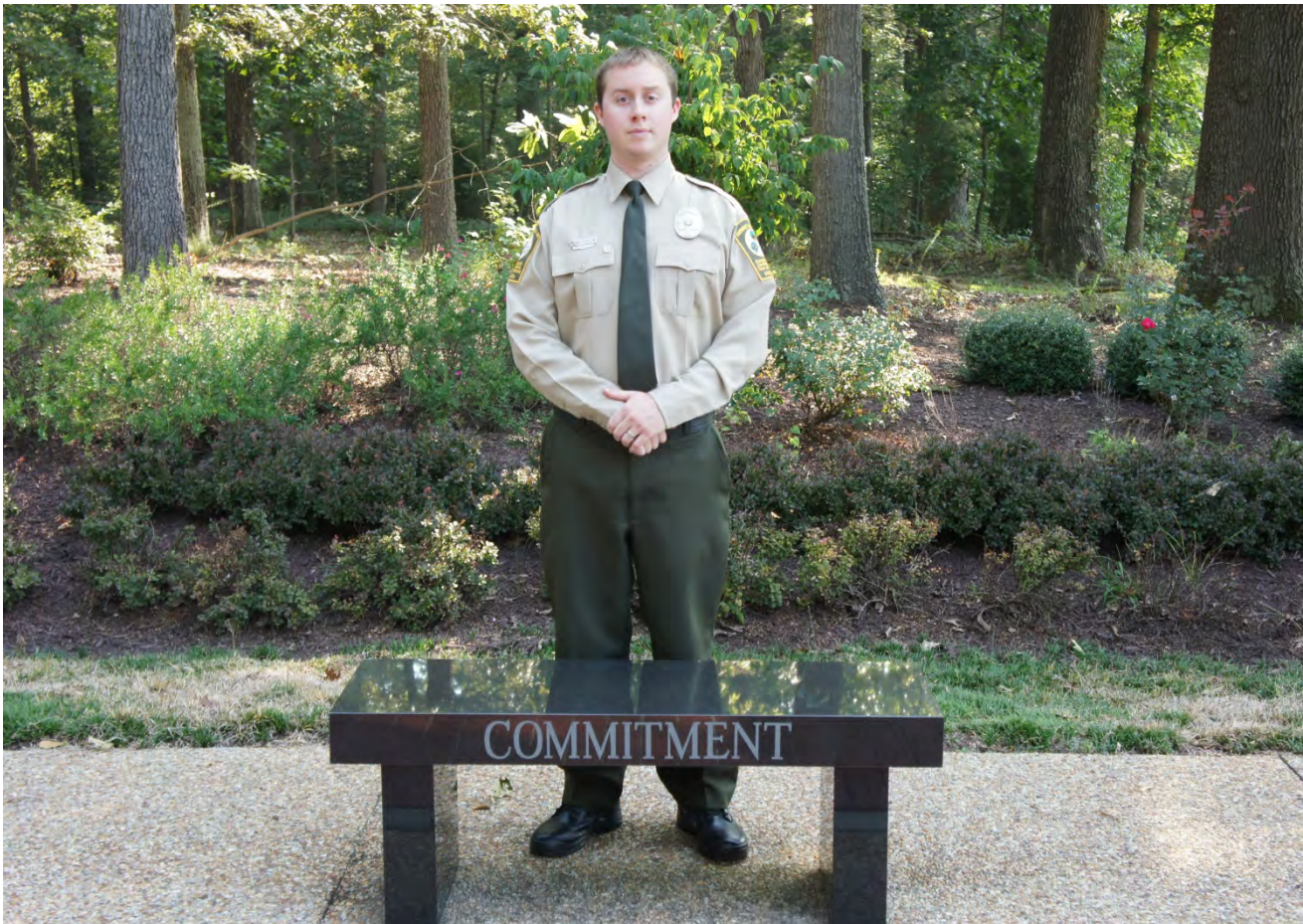
Commissary

During the 2012-2013 fiscal year, Keefe Commissary provided all commissary services to the inmate population. When inmates are booked into the facility, any cash they have in their possession is taken by the booking officer and deposited into an account to be used during the inmate's incarceration. Once a week, inmates are allowed to purchase items from the jail commissary such as personal hygiene necessities, snacks, and clothing. All jail services such as medical appointments, haircuts, and notary signatures are also deducted weekly from the inmate's account. There is a lobby kiosk located in the visitation lobby, a local phone number and website that family and friends may use for depositing money for inmates to use when purchasing commissary. The revenue generated from the sale of commissary is used to purchase items such as books, computers, and recreational equipment that benefit the inmate population. During this fiscal year, \$315,792 Total Revenue and \$121,512 Total Commission was collected.

Commissary Sales



Security



Officer Robert Futrell is the highlighted employee for the Security Division. He is a native of King William, VA who graduated from King William High School in 2005. Following high school, Officer Futrell began a career in golf course maintenance as a golf course assistant superintendent. While working in golf course maintenance, he pursued and was awarded his Associate's Degree in Business from Rappahannock Community College. Following college, Officer Futrell married and settled in King William County. In 2010, after five years in golf course maintenance, Officer Futrell was welcomed into the Pamunkey Regional Jail family.

Since that time, he has been nothing but an outstanding employee! Every day he strives to set an example for the rest of the staff to follow. He comes to work with an up-beat attitude, willing to do whatever is necessary to make the facility the safest environment possible. Officer Futrell is an Officer that will go above and beyond what is asked of him just so he can help the rest of his shift have an easier day. He will voluntarily sacrifice his break times to do something for another officer. Officer Futrell always puts his shift's needs before his own, constantly asking what he can do for others.

Currently, Officer Futrell is continuing his education by pursuing a Bachelor's Degree in Business from Liberty University. Officer Futrell and his family carry a high regard for public safety, as both he and his wife are actively serving in Criminal Justice.

Security Division

Captain M. A. Claveau
Security Division Commander

Security Personnel

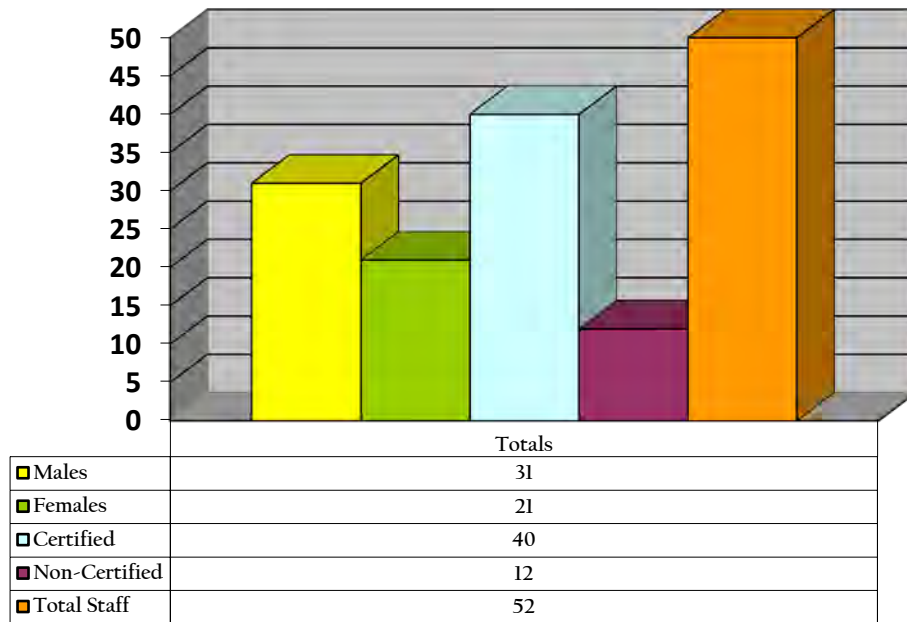
Lieutenant S. Cook	Lieutenant Cordeiro	Lieutenant C. Boyle	Lieutenant R. Gill
Sergeant H. Hochfelder	Sergeant R. Dority	Sergeant T. Hackett	Sergeant J. Winfree
Officer M. Brooks	Officer T. Albert	Officer M. Bigger	Officer S. Curtis
Officer A. Davis	Officer J. Armstrong	Officer A. Brown	Officer J. Dalton
Officer R. Futrell	Officer D. Banks	Officer D. Carter	Officer A. Duval
Officer S. Haag	Officer M. Bunch	Officer J. Creps	Officer B. Hudnall
Officer B. Justice	Officer B. Burgess	Officer J. Dula	Officer S. Johnson
Officer B. Martin	Officer E. Emelianov	Officer E. Kasky	Officer S. Joseph
Officer J. Moody	Officer S. Gray	Officer M. Konvicka	Officer G. Madison
Officer D. Oakley	Officer T. Jefferson	Officer S. Lemmonds	Officer T. Mould
Officer M. Reinhart	Officer B. Pleasants	Officer B. Martini	Officer P. Parrish
Officer J. Saunders	Officer L. Shelton	Officer J. Mitchell	Officer B. Smith
Officer N. Stith	Officer J. Sletten	Officer R. Payne	Officer S. Thweatt
Officer T. White	Officer C. Uerz	Officer C. Snook	Officer J. Turner
		Officer J. Waters	Officer R. White

Security

The Security Division is responsible for the health, safety, security and welfare of the inmates incarcerated at the Pamunkey Regional Jail. We are the police officers of this internal community. It is our mission to ensure public safety by keeping those individual incarcerated under law separate from society and protecting those incarcerated from each other. We have 14 housing units, with a total facility holding an average of 440 inmates. The Security Division manages this community with 8 Officers assigned to units, 2 Officers patrolling units, 1 Sergeant, and 1 Lieutenant supervising the security team. The Day shift Teams consists of 13 Officers, 1 Sergeant and 1 Lieutenant. The Night Shifts maintain 14 Officers with 1 Sergeant and 1 Lieutenant. There are 4 teams operating on 12 hour shifts from 0600-1800 hrs. and 1800-0600 hrs. Each team reports 30 minutes prior to the start of the shift for a formal briefing and training period. The rotation schedule of the shifts is a motivating factor for the staff. We currently have 31 male Officers and 21 female Officers. Our staffing at this time is 52 Officers with an authorized strength of 54 Officers. Currently we have 40 Officers that are certified and 12 awaiting certification through the academy. We currently have 4 Officers scheduled to attend the September 2013 academy. Our number of certified Officers is down from the previous year. This is due to personnel achieving other LE goals and natural turn over. This is still relatively high for certified Officers and it continues to reflect in the performance of the facility, which is the best in the state.

Security (Continued)

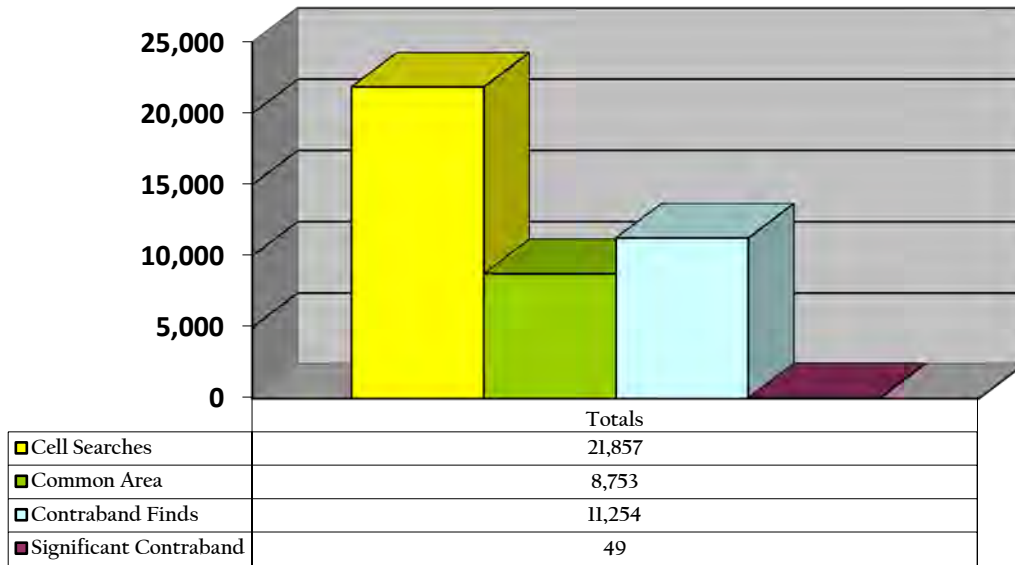
Breakdown of Staff



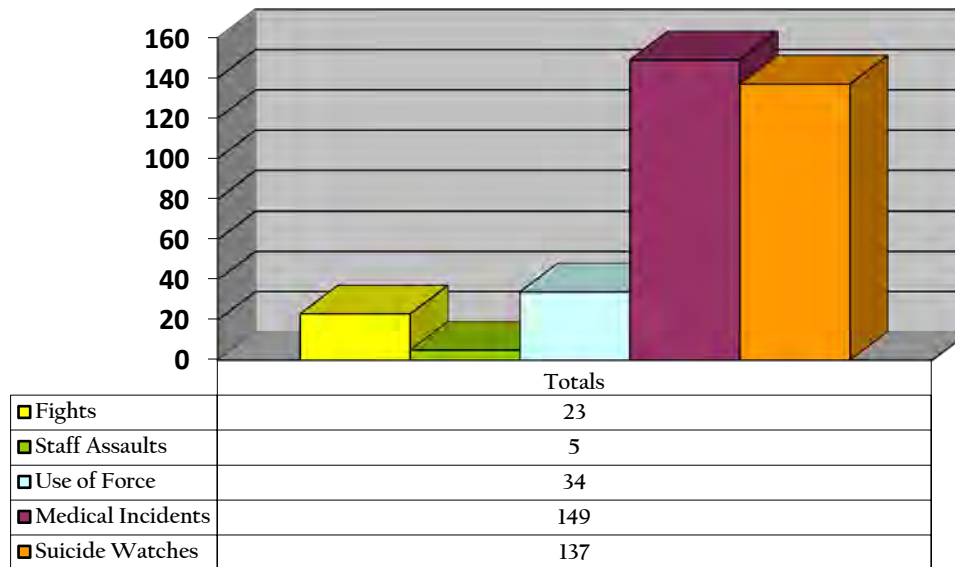
Performing these duties involves continuous searching, controlling, policing, guiding and providing structure to the unstructured. During the fiscal year 2012-2013, the Officers of the Pamunkey Regional Jail successfully conducted **21,857** cell searches and **8,753** common area searches (an increase of 17% more than last year). Of these searches, **11,254** netted Nuisance contraband items (an increase of 0.2% more than last year). These searches also netted **49** significant contraband items such as drugs, lighters, cigarettes, etc. In the policing of the units, there were **23** fights (inmate on inmate) (a decrease of 36% less than last year), **5** assaults on staff members (a decrease of 37.5% less than last year), **34** uses of force (a decrease of 54% less than last year), and **149** recorded medical incidents (a decrease of 14% less than last year). We initiated **137** suicide watches during this year (an increase of 67% more than last year). We experienced a good decrease in the number of inmate fights and assaults on staff actually dropped. Uses of force incidents increased in comparison to last year but medical incidents were down slightly. We have had a very successful year with 0 major disturbances and/or forced escapes.

Security (Continued)

Searches



Incident Statistics



Intake/Booking

Intake Personnel

Sgt. M. Bennett
Ofc. M. Berumez
Ofc. J. Gray

Sgt. C. Spangler
Ofc. J. Allen
Ofc. W. Brown

Sgt. A. Garthaffner
Ofc. D. Miller
Ofc. J. Peterson

Sgt. D. Snead
Ofc. J. Carlino
Ofc. J. Edwards



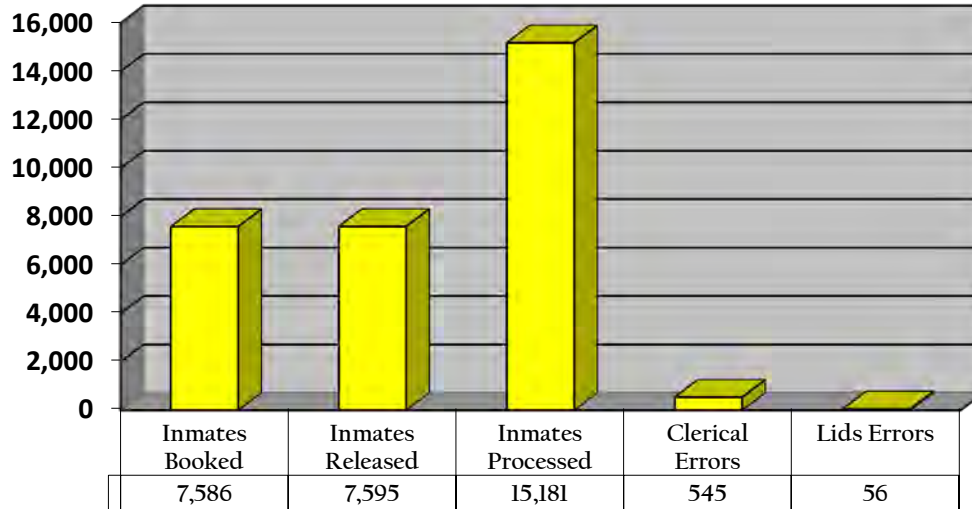
The Intake Process is the foundation for the prisoner's incarceration. The process begins when a subject is accepted into the Pamunkey Regional Jail. The Intake Officers review and ensure all committal documents are accurate prior to accepting custody from the arresting officer. Once custody has been accepted, the intake officer conducts a pat down search for weapons or contraband, collect the personal property of the individual being incarcerated, and inventory the property. The officer then generates a computer record on the individual by entering all pertinent charges, personal information, medical history, identifying scars, marks or tattoo's.

This information and the accuracy are vital to aide other LE agencies as well as for the financials of the facility. Mistakes in this area can cost the facility money and place us in a liable state. Intake officers are averaging an error rate below .01%. The errors that do get through are picked up in our double check system, so that the facility has an almost non-existent error rate. Out of 15,181 inmate jackets processed, intake officers only had 545 clerical errors and 56 LIDS errors, in which all were corrected for 100% compliance.

Intake/Booking (Continued)

The Intake Officers are responsible for fingerprinting each person arrested. Fingerprints are transferred electronically via the Cross Match Fingerprint capture station to the Virginia State Police Department for processing. The Cross Match fingerprint machine enables the Intake Officer to retrieve clearer and more accurate fingerprints. If the individual has an outstanding warrant, the State Police will notify Pamunkey Regional Jail within minutes of receiving the fingerprint cards so the appropriate action can be taken. Another advantage is the capability to store fingerprints of all individuals printed. This is a tremendous help to local law enforcement agencies who are conducting investigations and may need fingerprints of a certain individual.

Initial intake is the most critical time of incarceration and requires the Officers to be professional at all times to ensure the safety of newly committed individuals. It is during this time an individual who may have thoughts of suicide or self-mutilation will act. The Intake Officers must be able to spot potential hazards and act immediately. During this fiscal year, the Intake Officers booked in 7,586 inmates; which was an increase of 17% more than last year. They also processed for release, 7,595 individuals without serious incident to officer or inmate. This was an increase of 19% more inmates than last year. A total of 15,181 inmates were processed by intake in this fiscal year, for a total increase of 18% compared to last year.



Emergency Response Team



The Pamunkey Regional Jail Emergency Response Team had another very successful year. The team continues to be streamlined due to budget cuts. Because the team is smaller, they have taken up more dynamic tactics. The team has also taken on 4 new members this year after losing several members. The team currently consists of 1 commander, 1 assistant commander, 1 team leader and 7 members. The team continues to maintain its 96 hours of training a year. This has definitely allowed every team member to learn and become very proficient with all of the necessary skills to safely handle any **High Risk** inmate or emergency situation.

Each of our training sessions is extremely intense and physically challenging. We train with specialty equipment that includes Specialty Impact Munitions, Pepper Ball System, Electronic Capture Shield, Electronic Batons, Taser, Flash bangs, Stinger Grenades, and Oleoresin Capsicum (O.C). The Emergency Response Team trains for transporting High Risk inmates, conducting cell extractions, and quelling major disturbances in the safest manner possible. In 2012–2013, the ERT Team conducted 14 **High Risk** transports outside of the facility. These transports consisted of inmates that had known escape plans, highly assaultive inmates and gang related death threats. Through hard work and being proactive, the facility has been fortunate and not had a major disturbance. Although we have not experienced any type of riot situation, the ERT Team trains continuously for that day.

Operations & Support Services



Food Service Assistant Jennifer Farmer has 10 years of experience in the field of food services. She began her career in 2003 working for Subway, and in 2005 was promoted to manage the Patterson Avenue location. In June of 2008, Jennifer came to work at the Pamunkey Regional Jail as a contracted food service employee.

When the contract ended in 2009, and the facility assumed food service operations in-house, Jennifer competitively interviewed and became a jail employee. Currently, Food Service Assistant Farmer is assigned to the Operations & Support Division of the jail. She has been successful with several assigned special projects, and she regularly assists the Food Service Director with bulk food ordering, receiving & inventory, and ensuring the safety of inmates and staff as they work in the kitchen.

Jennifer is married to an officer at the Pamunkey Regional Jail and they have one son. They currently reside in King William County.

Operations & Support Services Division

Captain N. J. Webel, CJM
Operations & Support Services Division Commander

Operations

Lieutenant L. B. Pryor

Sgt. T. Waddy, Records & Classification
M. Gooch, Records
B. Branch, Records
Ofc. A. Henley, Classification
Ofc. D. Kyser, Classification
Ofc. T. Gurgess, Mailroom
Ofc. M. Devaughn, Work Force / Work Release

Sgt. T. Berry, Transportation
Ofc. M. Grant, Transportation
Ofc. J. Farmer, Transportation
Ofc. S. Fleischer, Transportation
Ofc. J. Walker, Transportation
Ofc. A. Williams, Transportation
Ofc. H. Overton, Transportation

Support Services

Lieutenant B. P. Hughes

Sgt. K. Toliver, Training
Ofc. T. Eckert, Training
Ofc. I. Hamn, Programs
Ofc. K. Harvey Visitation
Ofc. S. Hubbard, Visitation

Food Service

S. Nino, Food Service Director

L. Mickelson, Food Service Assistant
V. Devkota, Food Service Assistant
J. Farmer, Food Service Assistant
T. Hardy, Food Service Assistant

Classification

The primary goal of the Classification Section is to assign each new inmate to a custody level based on their current charges, criminal history, and medical condition. Once classified, inmates are placed either in Minimum, Medium, or Maximum custody.

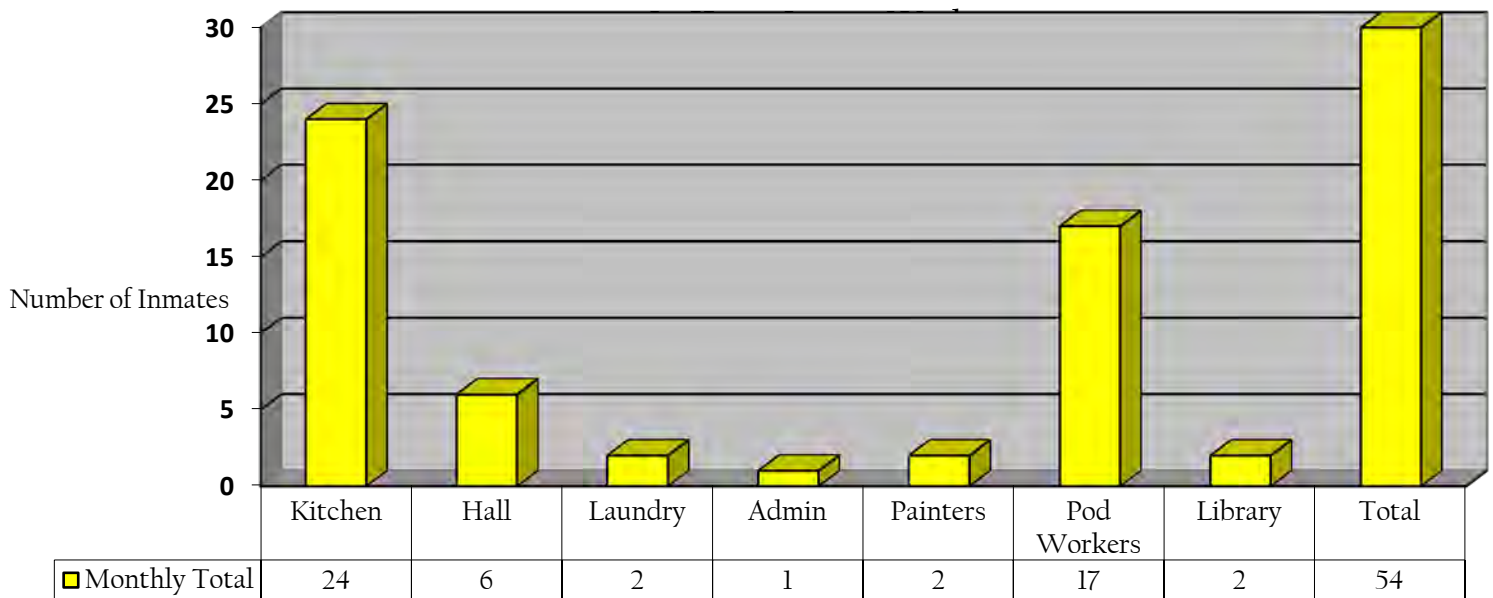
Before moving an inmate into general population, the Classification Officer is responsible for ensuring that all inmates have been tested and cleared of having tuberculosis. Once the inmate has been cleared by our medical department, the Classification Officer then determines where inmates will be housed based on an interview conducted within the first 72 hours of the inmate's arrival at the facility. Every sixty (60) days, inmates are re-classified to determine if their custody level can be changed to a higher or lower level.



Classification (Continued)

The Classification Section also works closely with Security and Support Services to provide inmate workers within the facility. Inmate workers are responsible for maintaining cleanliness throughout the facility in accordance with guidelines established by the Department of Corrections and the American Correctional Association. Inmate workers are placed in their positions based on feedback provided by security and various other departments, as well as their previous work experience. During the 2012-2013 fiscal year, there were a total of **54** inmate workers assigned on a monthly basis throughout the facility.

In-House Inmate Workers



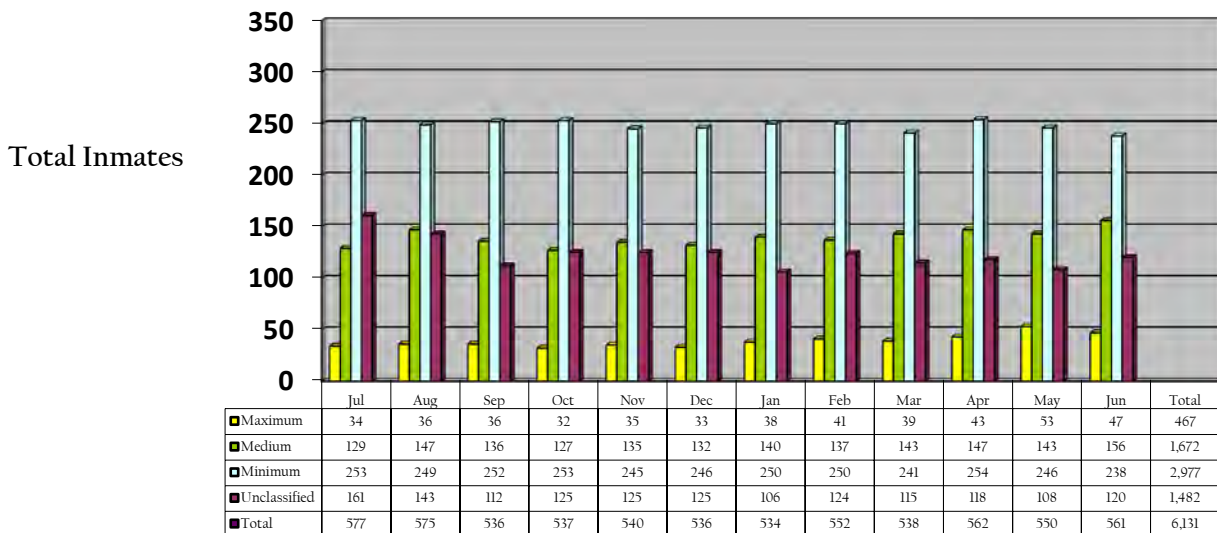
Classification (Continued)

The Pamunkey Regional Jail classifies inmates based on three separate custody levels. Inmates who have committed non-violent offenses are placed in the least restrictive level, which is minimum custody. Inmates who have violent criminal histories and are currently incarcerated on violent offenses will be placed in the most restrictive level, which is maximum custody. Only inmates who are classified at the minimum or medium level of custody are eligible to become workers. The criminal history of the inmate will determine if they can become a worker inside or outside of the facility. Custody levels are determined by using a point scale system developed by The National Institute of Corrections. This system has proven to be widely successful in the classifying of inmates.

Pamunkey Regional Jail has policies and procedures in place to determine whether an inmate with behavioral, medical, or mental health issues has needs that are to be addressed. After the initial interview has been completed by the classification and medical staff, housing of each individual is determined based upon their recommendations. Inmates who could possibly be dysfunctional in general population because of medical or mental health issues are placed in protective custody. These inmates are closely monitored by the security staff and receive weekly assessments by the classification and medical staff to ensure their safety and determine if they may become eligible to be housed in general population.

This past fiscal year from the period of July 1, 2012 thru June 30, 2013, 5,116 inmates were classified. Of that number of inmates classified, 2,977 were minimum custody, 1,672 were medium custody, and 467 were maximum custody. There was also an additional 1,482 inmates processed into the facility but were not classified because they were released on bond, court order, or transferred to another jurisdiction.

Classification Statistics by Level of Security



Records

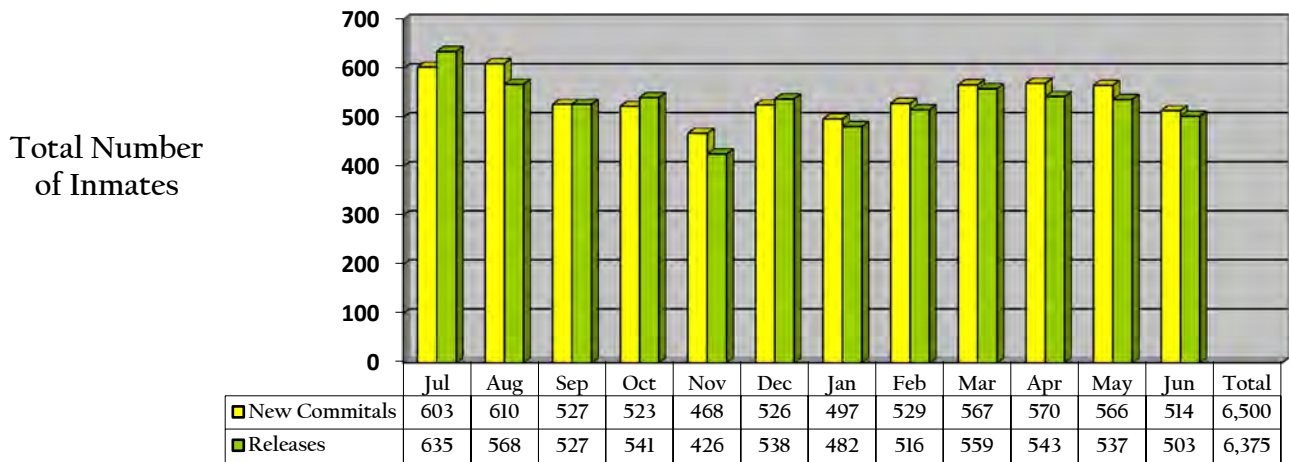
One of the most important sections in the jail is the Records Department. This department is responsible for entering all dispositions received from the courts, which determines if an inmate is eligible for release. The Records Department ensures that all court appointments are documented in the jail's computer system which ensures the inmate is present in the appropriate court on the correct date and time. This section of the facility also works closely with surrounding jurisdictions to make sure transport orders are received for court appearances and time for credit spent at other facilities is calculated during time computation.

The Records Department also reviews all booking information on newly committed inmates to ensure all charge and bond information is correct and that all necessary paperwork is in the folder before an inmate is released from the facility. This past fiscal year between the months of July 1, 2012 thru June 30, 2013, the Records Department processed 12,875 inmate folders. Of those folders, 6,500 were new committals into the facility, and 6,375 were inmates released from the facility.

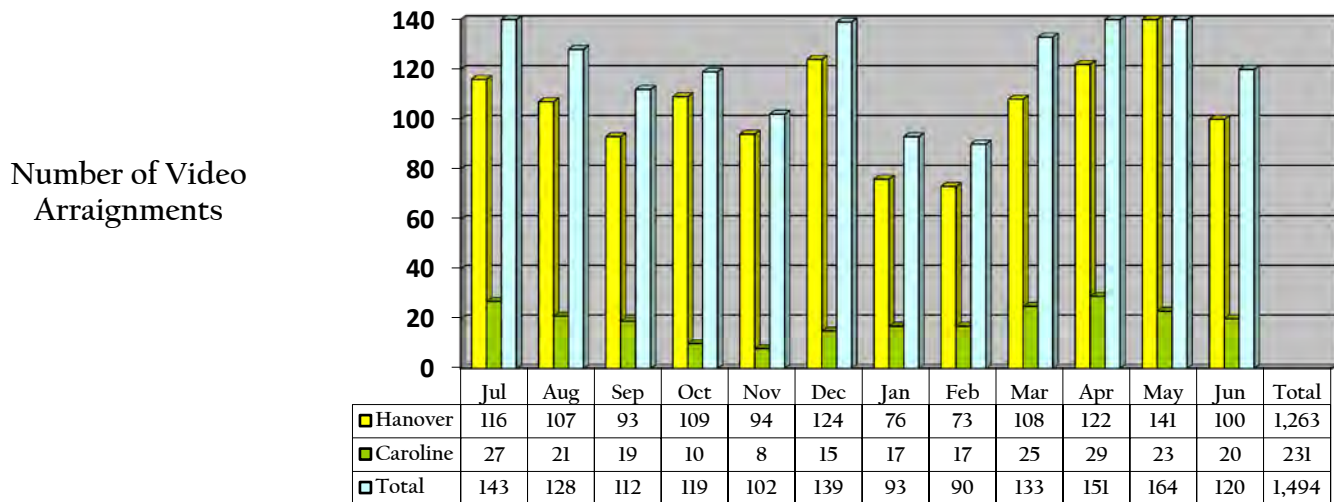


Records (Continued)

Inmate Files Processed



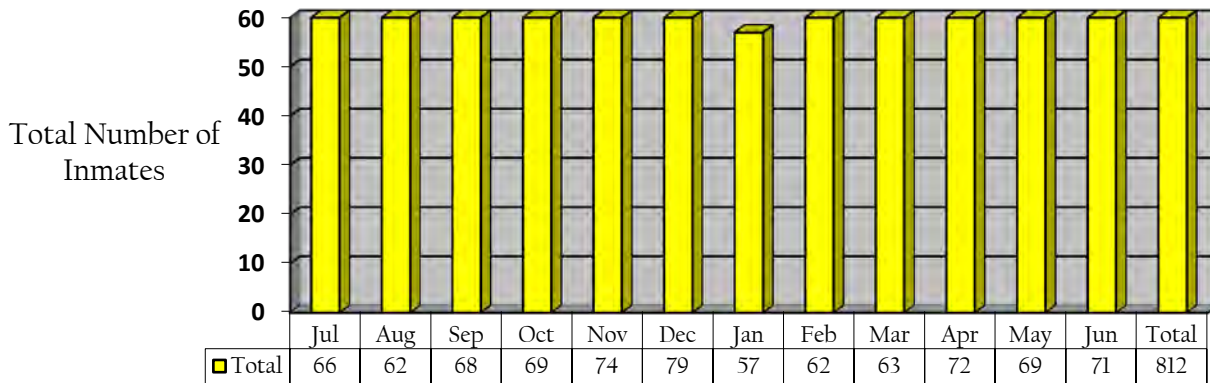
Video Arraignments Conducted



Video arraignments are monitored by the Records Department Monday thru Friday for inmates who are not required to be physically present in court. During the arraignment, the judge reviews the facts of the case and determines if the individual is eligible for bond. Video arraignments are conducted with Hanover and Caroline County Courts, and other jurisdictions that have the appropriate equipment. This past fiscal year there were a total of 1,217 video arraignments conducted on behalf of the Hanover and Caroline courts.

Records (Continued)

Department of Corrections Out of Compliance Inmates



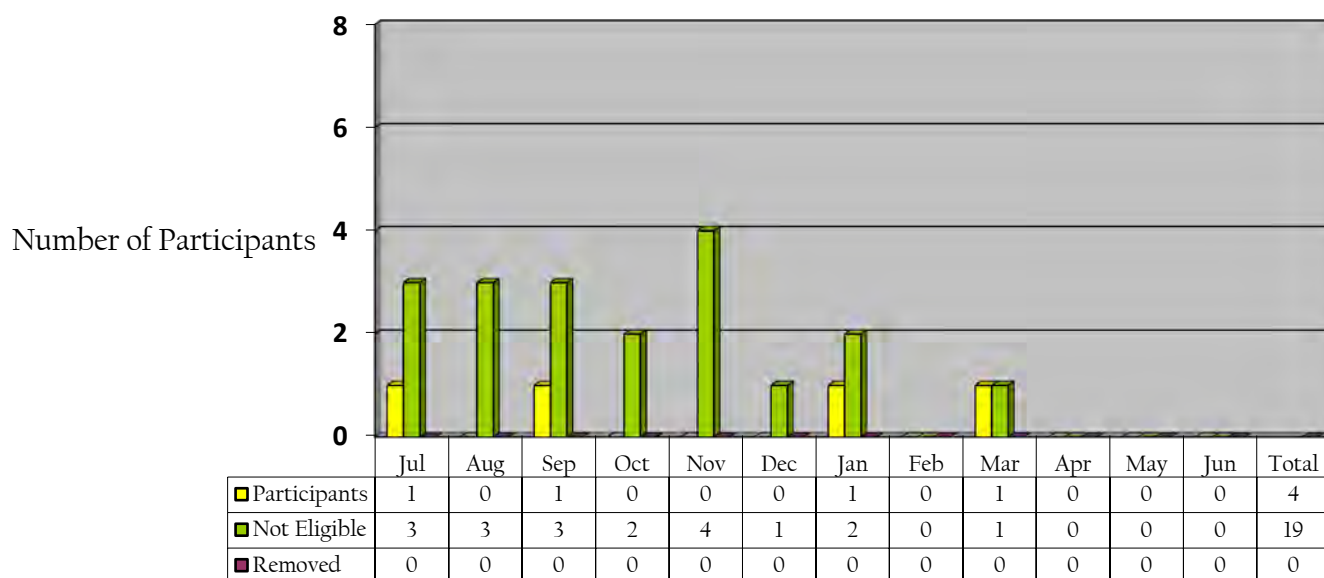
The Records Department is also responsible for keeping track of inmates who serve their time on the weekends. A “weekender” is someone who serves their incarceration Friday thru Sunday because of a work or school schedule. The Records Department keeps track of the days served so that the inmate is released on the correct day and time. Working closely with the Department of Corrections is crucial to the Records Department because it ensures that inmates are transferred to a state correctional facility in a timely manner based on the length of an inmate’s sentence and the severity of their charges. Inmates who remain at the facility sixty (60) days after being sentenced by the courts are considered to be “Out of Compliance”. This past fiscal year, there were 812 inmates housed here at Pamunkey Regional Jail in an “Out of Compliance” status.

Work Release

The Pamunkey Regional Jail offers a wide array of programs to offenders housed within the facility. An example of these programs is the Inmate Work Release Program. The facility has designated two (2) housing units for offenders placed on the Work Release program. Housing Unit 'B' has the capability of housing up to sixteen (16) male participants, and Housing Unit 'J' has the ability to house up to eight (8) female participants. Before an offender is placed on the program they are thoroughly screened for eligibility. The Work Release Officer checks the offender's current sentence and the severity of the charges, and forwards his/her findings through the chain of command for approval. If the offender has been declared eligible for the program a check of their criminal history, a drug screening, and full time employment verification is conducted prior to entrance into the program.

The goal of the Work Release program is to prepare inmates for their release back into the community and helps to reinforce and maintain good work habits. During this fiscal year, 4 inmates participated in the Work Release program. The facility collected a total of \$6,526 from inmates participating in the program to help offset the costs of their incarceration. Also during this fiscal year there were 19 inmates who applied for Work Release but were deemed ineligible for the program based on their criminal history and the severity of their charges. During 2012-2013, there were no inmates was removed from the program for disciplinary violations.

Work Release Participation



Work Force

The Pamunkey Regional Jail has a sixteen-bed (16) unit designated and approved for inmates who wish to work on public property owned, leased or operated by the county. These minimum-security inmates maintain the facility grounds and provide assistance on special jail projects.

The jail entered into a cooperative agreement with Hanover County, which allows county employees to pick up inmates who wish to work and learn valuable skills, which can be applied in the job market upon release. During the period of July 1, 2012 through June 30, 2013, 10,056 man-hours were provided to Hanover County by Work Force inmates. Using The Federal minimum wage of \$7.25 per hour, these inmates saved the County \$72,906 in labor costs.



Transportation

The Transportation Section of the Pamunkey Regional Jail consists of 1 (one) Sergeant, and 6 (six) Officers. The Transportation Section provides safe and secure transportation of inmates to and from the Hanover and Caroline County courts, the Virginia Department of Corrections (D.O.C), the United States Marshals Office (U.S.M.), local and regional jails, and medical facilities i.e. Memorial Regional Medical Center, University of Virginia and Medical College of Virginia / V.C.U. Medical Center as deemed necessary.

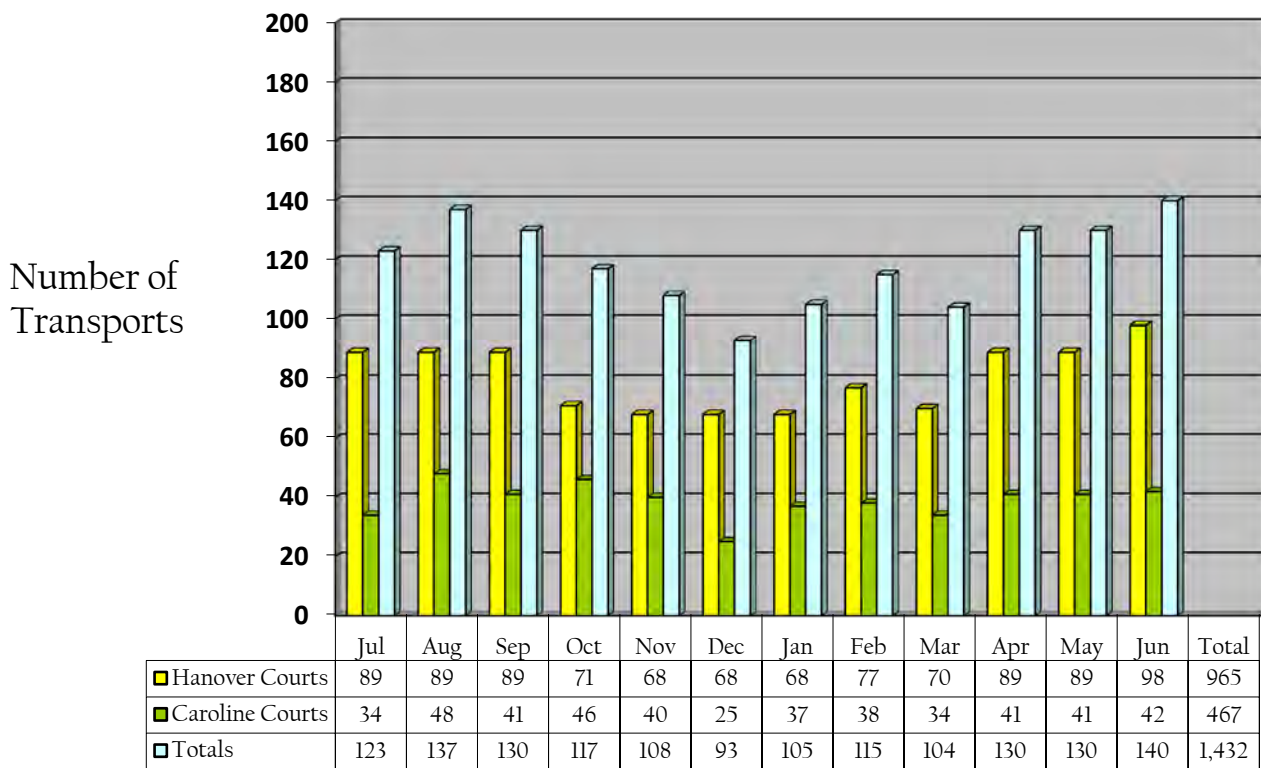
The primary goal of the Transportation Section is to provide safe and secure transportation to and from the aforementioned facilities. Personnel assigned to the Transportation Section receive specialized training in the use of firearms, defensive tactics, personal searches, high-risk transports and personal / public protection.



Transportation (Continued)

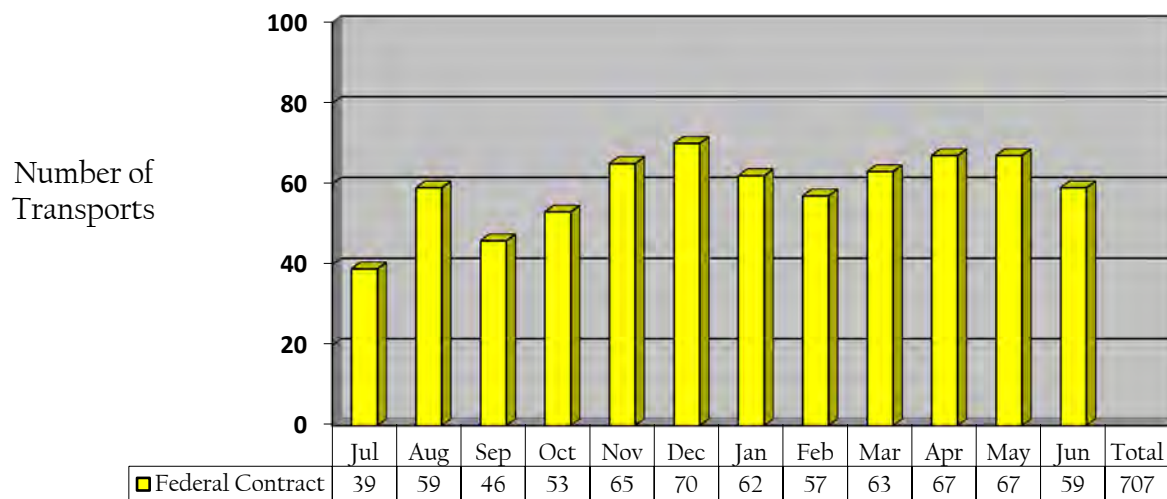
During this fiscal year the Transportation Section completed **965** transports to Hanover and **467** to Caroline for a total of **1,432** transports to local courts. Also conducted were **707** transports to Federal Court for the U.S. Marshals, **145** Medical Transports, **30** Department of Corrections turnovers, and **58** transports to various other agencies, for a grand total of **2,372** transports conducted without incident.

Transports for Local Agencies

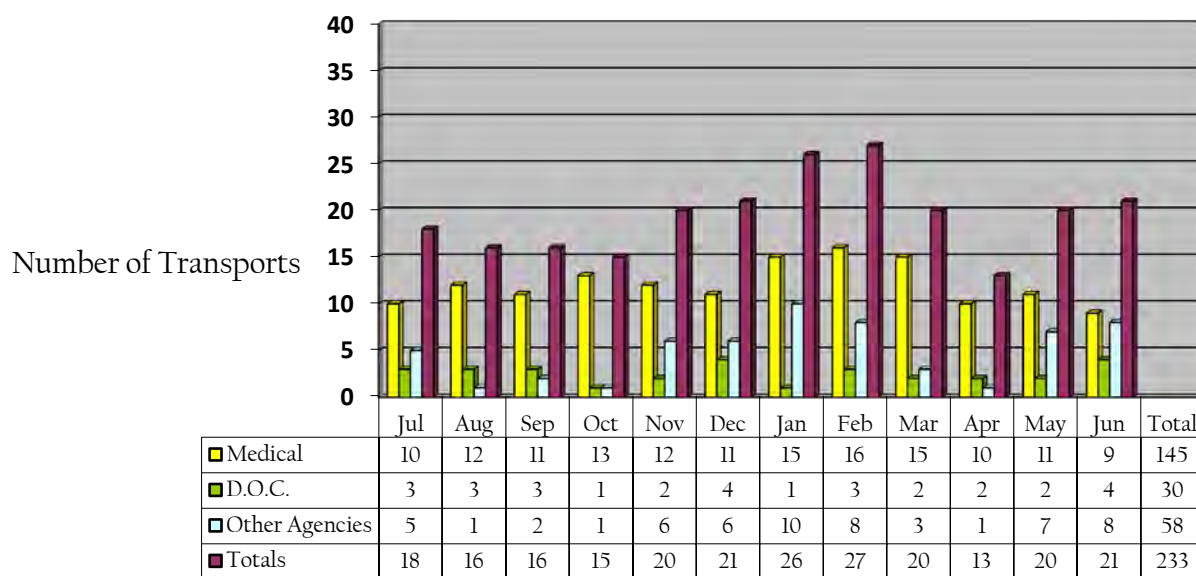


Transportation (Continued)

Transports for Contract Agencies



Transports for Medical, DOC, and Other Agencies



Inmate Programs

The Pamunkey Regional Jail continues to offer a variety of programs and services to inmates who wish to seek help or further educate themselves. The Programs Department continuously seeks new programs and services to provide for the inmate population as well as concentrate on improving existing programs.

Through partnerships with the Gospel Jail Ministry, Hanover County Department of Adult Education, Department of Special Education, Hanover County Public Library, and the Hanover Community Services Board, a varied curriculum of programs are offered to help resolve problems and seek additional education.

The Programs Officer oversees the daily operation and coordination of all programs, serves as the liaison for the Bureau of Immigrations and Customs Enforcement detainees, and provides notary services.



Inmate Programs (Continued)

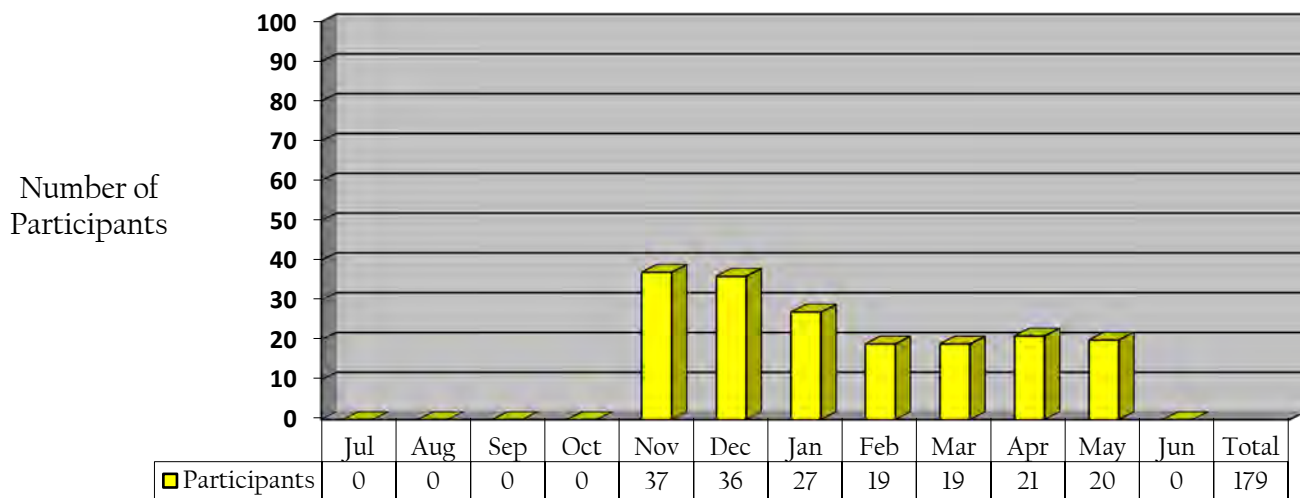
G.E.D. Preparation / Career Readiness Certificate

The Programs Department continues to offer several different programs to inmates who wish to further their education. The GED program is aimed at providing inmates with basic reading,

writing, and math skills, and prepares inmates for obtaining their GED. GED testing is conducted here at the facility through the Hanover Adult Education Center. During their enrollment, inmates are expected to attend daily classes in lecture format, complete educational programs on the computer, self-study and complete instructor issued homework. During the last year, **179** inmates participated in the program and **5** obtained their GED.

The Career Readiness Certificate is an assessment based program in which inmates undergo testing related to reading, applied math, and locating information through the Work-Keys skills assessment system. Inmates can earn a Bronze, Silver, or Gold level certificate based on their test performance in each subject area. This is a valuable certificate for inmates when they are released because it helps potential employers determine if the recipient possesses the skills needed to effectively perform the job.

Education Participation



Computer Training

Computer training classes are offered on a weekly basis teaching skills levels from beginner to intermediate. Inmates who are classified as beginners learn keyboarding skills through individualized software and assistance from the instructor. Inmates who are classified on the intermediate level work on assignments such as resume writing, graphics, and various other assignments provided by the instructor.

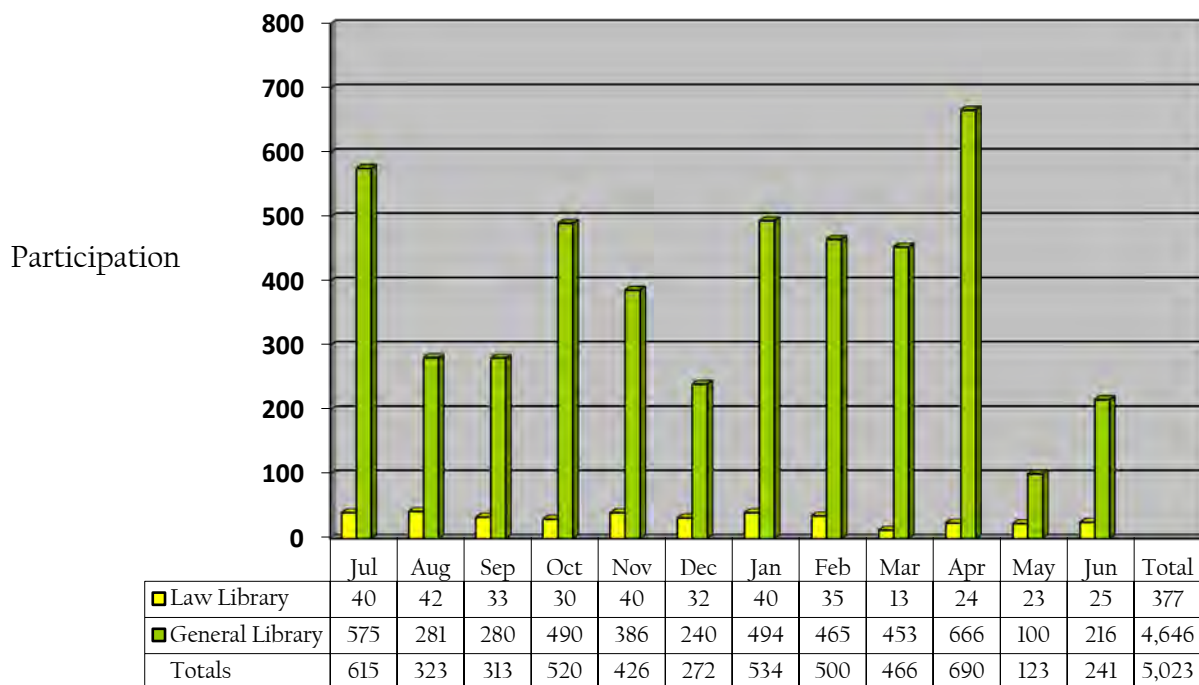
Inmate Programs (Continued)

Library Services

Law library services are provided to the inmate population who wish to research legal matters pertaining to their case. The law library contains State and Federal law books and related legal materials. Inmates being held for the Department of Homeland Security are provided with specific research material. This fiscal year, the law library was utilized **377** times.

Inmates are offered general library services weekly, this fiscal year the library was utilized **4,646** times. The library contains over 3,000 books and is updated on a frequent basis. A wide selection of topics ranging from suspense novels to romance novels are offered and books in Spanish, Chinese, and French are available for non-English speakers. Newspapers such as USA Today are distributed daily and magazines such as Newsweek, Essence, Rolling Stone, and First are available weekly. Total combined inmate usage of both the law library and the regular library was **5,023**.

Library Usage



Inmate Programs (Continued)

Special Education

Any inmate between the ages of 18-22 with special educational needs who wish to further their education is placed in this state mandated program. A state certified, full-time teacher works with participating inmate students on an individual basis or in a classroom setting.

Offender Aid and Restoration (O.A.R.) Services

OAR provides pre-release services to inmates at Pamunkey Regional Jail such as Alcoholic Anonymous/Narcotic Anonymous, Productive Citizenship, and employment assistance. Three days per week, an on-site counselor meets in a group setting or individually with inmates to assist with locating transportation, housing resources, and job readiness in preparation for inmates return as a responsible member of the community.

Life Skills Program

Throughout the year on a rotating basis, O.A.R. offers a variety of different programs. Inmates participate in group sessions which last about 8-10 weeks and receive a certificate upon completion of the program. Programs such as Anger Management help inmates deal with emotional issues and Productive Citizenship helps to prepare inmates for their release back into the community.

Money Management

Money Management is based on the MoneySmart course and has been adapted to fit the jail environment. This course is designed to help participants develop their understanding of and comfort with financial concepts and help them make better financial decisions in their daily lives. Topics covered include basic banking, budgeting, types of credit and the credit rating system, risks of using non-mainstream financial services (i.e. payday loans, rent-to-own, and check cashing), predatory lending, how to protect yourself from fraud, ID theft, and insurance. Lessons are augmented with instructor lecture, worksheets, group activities, class discussion, and guest speakers.

Clerical Services Program

Pamunkey Regional Jail offers clerical services such as notarizing, photocopying of legal material, and providing applications/legal forms to all inmates.

Inmate Programs (Continued)

Religious Services

Chaplain services are provided on a daily basis at Pamunkey Regional Jail by the Gospel Jail Ministry. Members of all denominations are provided with support and religious materials. Bible study groups are held weekly inside the units and church services are conducted on Saturdays. Muslim services are also offered for inmates who practice that denomination. Affiliated pastors of many other denominations are also available to inmates who seek spiritual guidance.

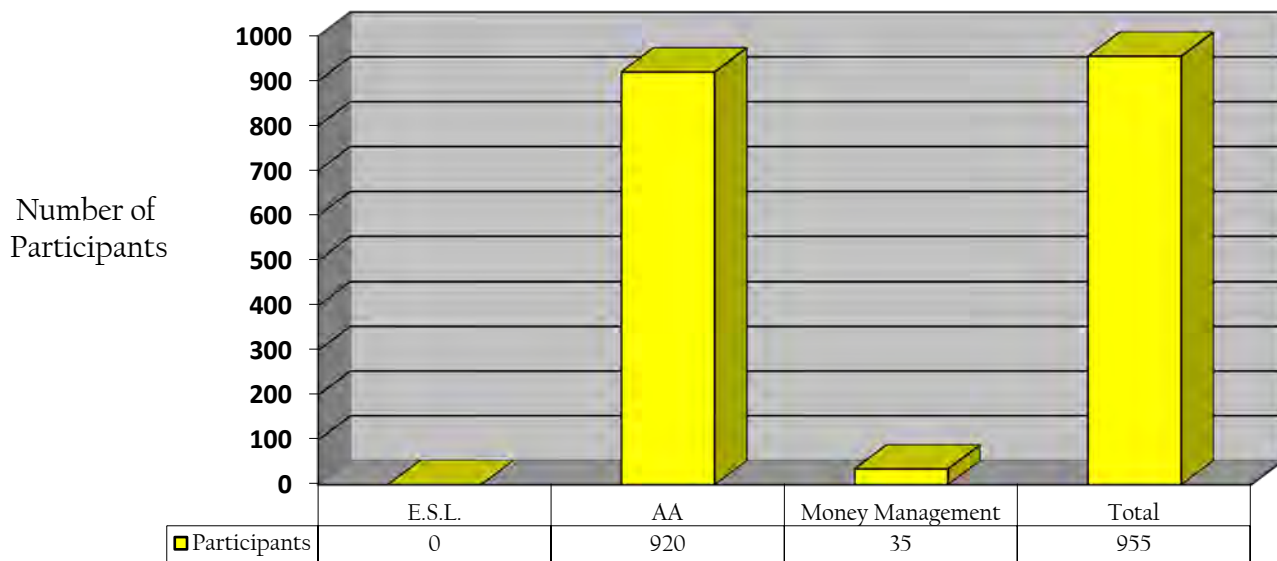


Inmate Programs (Continued)

Substance Abuse Programs

All inmates incarcerated at Pamunkey Regional Jail are eligible to participate in the substance abuse program. This program is designed to provide education and support to inmates with drug and/or alcohol addictions. Alcoholics Anonymous is a self-help support group offered twice a week with 920 inmates participating this fiscal year. All of the facilitators for these groups have counseling experience and/or specific training. Total inmate participation in group programs was 955 for this fiscal year.

Group Participation



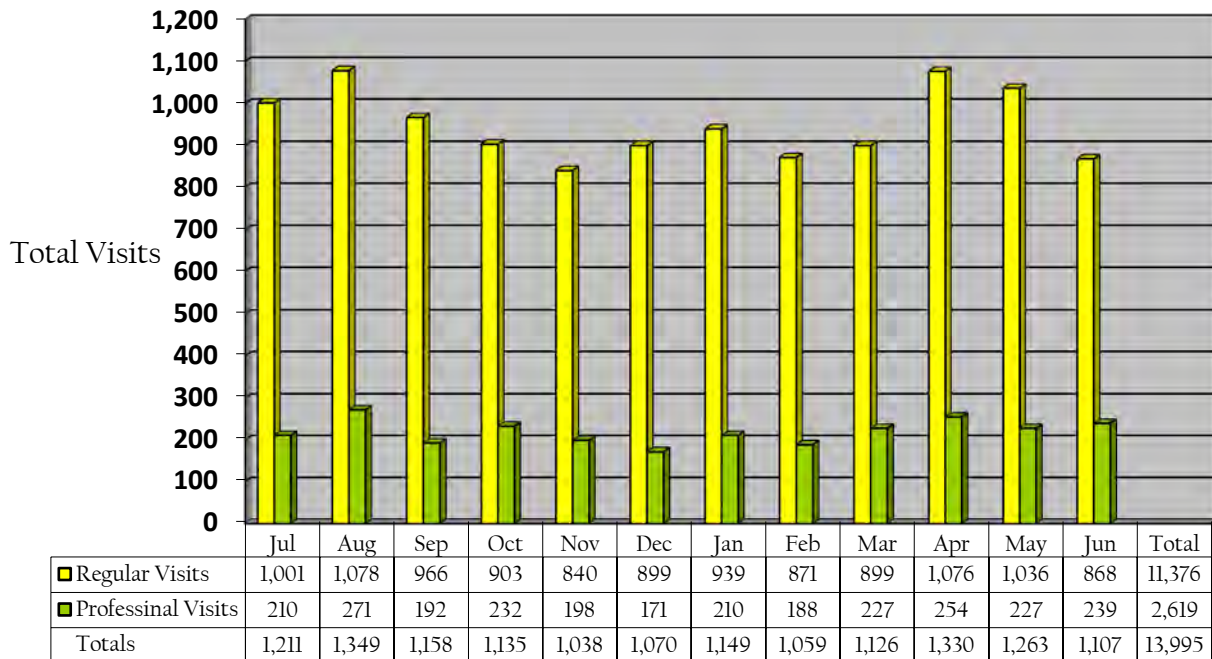
Inmate Visitation

Pamunkey Regional Jail encourages each inmate to maintain contact with their family and friends through bi-weekly visits. Visitation is allowed Monday through Friday, and is scheduled one week in advance by the inmate. Although an inmate can schedule two visits per week, they can only have one visit per day. The visits can last from thirty minutes to an hour depending on the visitor's living distance from the facility.

Pamunkey Regional Jail does not allow "contact visits" between family and friends. All visits are held in specialized areas which has a glass divider between the inmate and the visitor. Only attorneys and law enforcement personnel are allowed direct contact visits with inmates. Attorney visits have to be scheduled with the visitation officer and are held in rooms that provide attorney-client privacy, which is required by law.

During the period of July 1, 2012 thru June 30, 2013, there were **13,995** visitors recorded at our facility. Of those visits, **11,376** were visits from family and friends and **2,619** were from attorneys.

Visitation Conducted



Training

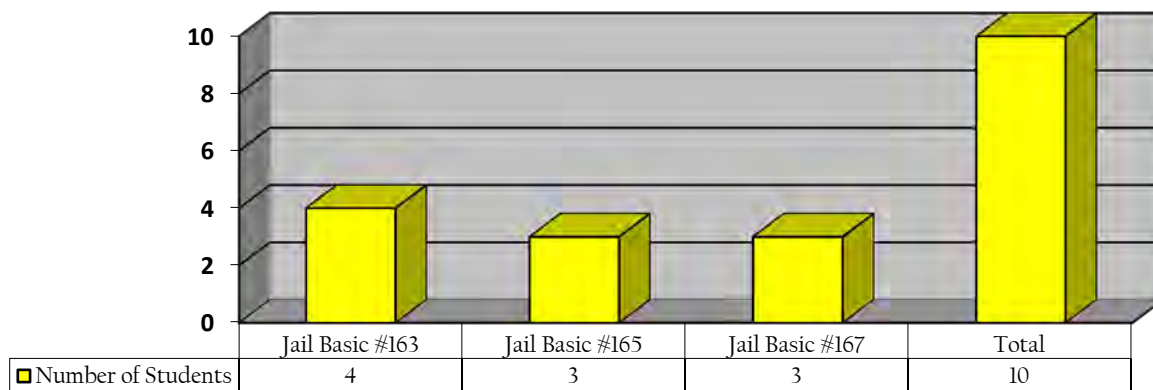
The Training Department is operated under the supervision of the Training Officer and the Training Sergeant. The Training Department is responsible for scheduling and conducting classes that benefit the facility staff and ensure compliance with DCJS and ACA requirements.

New employees are placed in an extensive “on-the-job-training” (OJT) program which is broken into two phases. The first phase of the program requires each new officer to complete forty (40) hours of training which is conducted through classroom lecture and simulated exercises under the guidance of DCJS certified instructors. The second phase consists of actual on post “real world training” in which the new officer first “shadows” an experienced Field Training Officer (FTO) and then operates the unit under the supervision of the FTO. This training takes approximately 45-60 days to complete and is highly beneficial not only to the new officers but also to the experienced staff and the inmates in the facility as it produces a more competent and consistent officer. The OJT/FTO program is supplemental to the 390 hours of academy training new staff will undergo in their first year of employment. During Fiscal Year 2012-2013, 10 officers attended and graduated the Jail Basic Academy.

Certified staff are required to complete 24 DCJS hours every two years and 40 ACA hours yearly. The Training Department ensures this is completed by scheduling and conducting in-service training. To accomplish this, the Training Department first looks at the needs of the facility and then develops and performs revisions to lesson plans to ensure up to date information is taught to the staff. Through our partnership with the Rappahannock Regional Criminal Justice Academy specialized training is provided to staff as needed. This year, with the continuing use of roll call training, our staff has exceeded both the DCJS and ACA hour requirements for training.

The Training Department also ensures that civilian staff, having regular or daily contact with inmates, receives forty (40) hours of training yearly. This year the civilian training program was continued consisting of self-study courses and classroom training which allows for greater flexibility to deal with the varying civilian schedules.

Number of Staff Graduated from the Academy



Training (Continued)

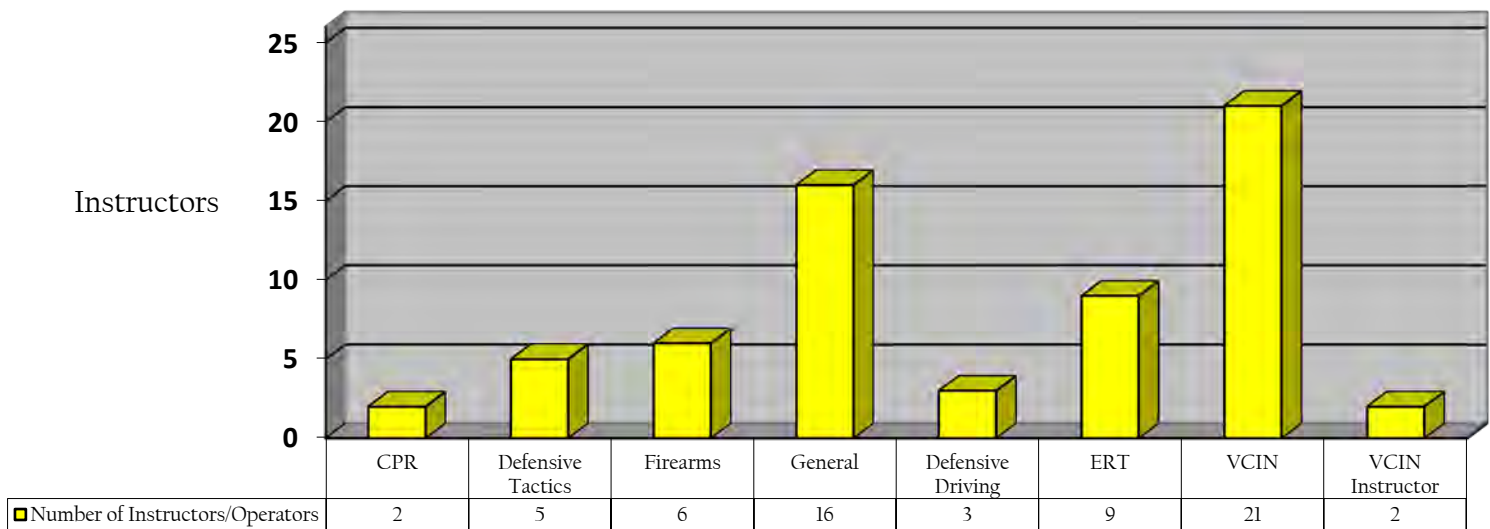
In addition to providing instruction, the Training Department is a source of information for the jail staff. Through the availability of a library of videos and books, staff has the opportunity to further their knowledge beyond the scheduled topics of instruction. The Training Department maintains communication with the American Correctional Association, the Virginia Department of Corrections, the Virginia Department of Criminal Justice Services, and the National Institute of Corrections and has a mutually beneficial training relationship with the Henrico County Sheriff's Office, Chesterfield County Sheriff's Office, the Rappahannock Regional Jail, and the United States Special Operations Group which allows for a greater scope of training for our staff.

Effective instructors play a vital role to the Training Department; the department benefits from its 16 General Instructors, 6 Firearms Instructors, 5 Defensive Tactics Instructors, 2 American Health & Safety Institute First Aid / CPR Instructors, and 2 VCIN Instructor. The certification of 1 new General Instructors, and 1 new Defensive Tactics Instructor has helped ensure that the Training Department maintains its pool of certified instructors.

To assist in effective facility operations the Training Department has ensured the continued certification of 21 VCIN operators, and has monitored a minimum of 8 hours a month of training for our 9 member Emergency Response Team (ERT). The ERT has received specialized training in the areas of firearms, less-than-lethal munitions, defensive tactics, cell extractions, and emergency response.

Over the next year the Training Department will continue to provide up to date training using state of the art equipment. Realistic training will be completed using firearms training simulation and role playing scenarios which will allow the officers to experience "real life" situations.

Number of Instructors/Operators



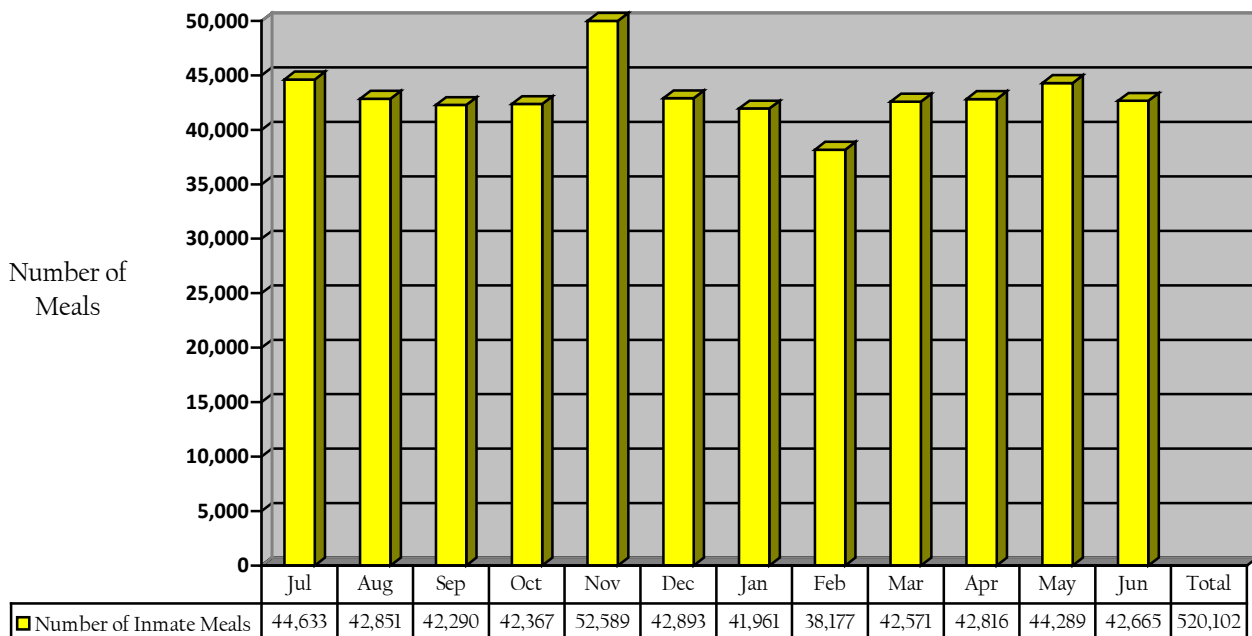
Food Service Department

On a daily basis, the Food Service Department prepares all inmate meals. All meals are prepared according to the guidelines set forth by the National Academy of Science and a registered dietician. Inmate meals are also monitored by the American Correctional Association to ensure they remain compliant with the daily guidelines. The Hanover Health Department routinely inspects the kitchen, all kitchen equipment, and storage areas on a semi-annual basis to ensure that the facility meets or exceeds all standards set forth by the health department.

During the 2012-2013 fiscal year, the Food Service Department prepared 520,102 inmate meals. On a quarterly basis, the inmate menu is reviewed and approved by the Superintendent in order to ensure that the inmate meal menu meets or exceeds nutritional guidelines.

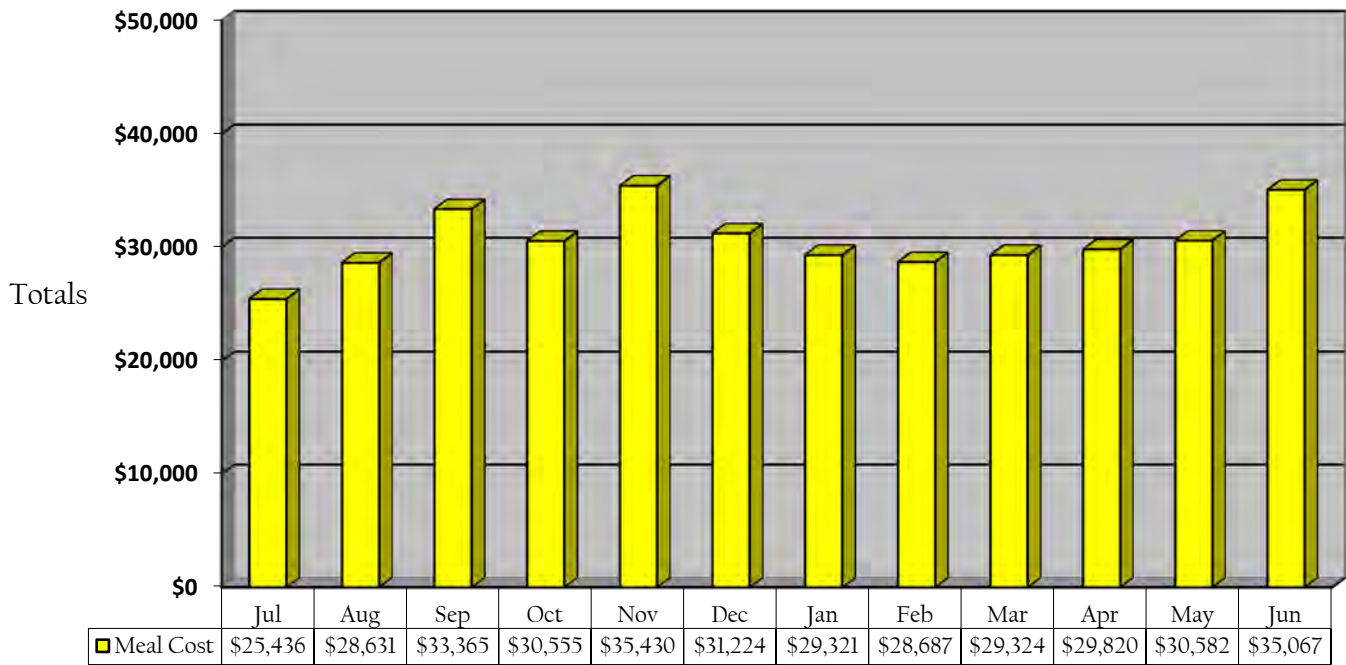
Under the guidance of the Food Service Director and her assistants, inmates volunteer to work in the kitchen because they earn good time credit for every month of work, which can reduce their overall sentence. Working in the kitchen also gives inmates the opportunity to learn skills such as cooking and proper cleaning techniques.

Meals Prepared



Food Service Department (Continued)

Cost of Meals



Medical



Officer Mines has over 15 years of experience in the field of corrections. She began her career in 1998 with Pamunkey Regional Jail. She has served in many capacities at the jail which include: Security, Intake Security Officer, Standards and Accreditation Officer, and Medical Officer.

Currently, Officer Mines is assigned as the Medical Department Officer. She is responsible for coordinating inmate movement in and out of the department. Most importantly, she ensures that all medical staff can perform their duties in a safe, respectful environment. Officer Mines goes over and beyond her general duties and assist both medical and security with an array of other duties that make both the Medical Department and the facility as a whole run more efficiently.

Officer Mines was Employee of the Year in 2007. In her spare time, Officer Mines likes to volunteer at the Hanover Habitat for Humanity. She also enjoys reading, sewing, and movies.

Medical Department

Sherry Rice, R.N., CCHP

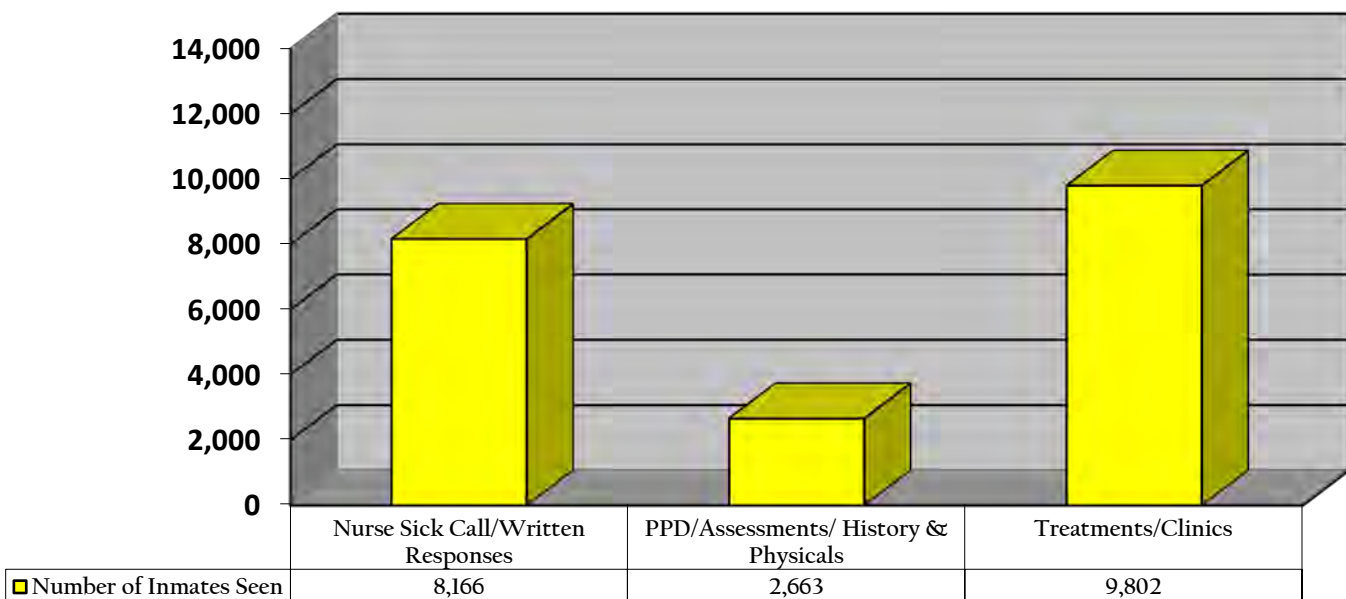
Medical Personnel

Cheryl Breder, EMT-B
Chuck Bise, LPN
Angelene Chelluck, LPN
Robert Fleming, EMT-B
Susan Napier, EMT-B
Jeanne Moore, EMT-P
Jeffery Pitts, EMT-B
Melinda Workman, EMT-B
Ruth Krebbs, Secretary
Doris Mines, Medical Officer

Medical Department

The Medical Department's primary mission is to provide quality health care to all inmates. Our services include not only general health care but also dental care and mental healthcare services. The Medical Department consists of one (1) Registered Nurse, one (2) Licensed Practical Nurse, four (5) Emergency Medical Technicians, two (1) Paramedics, a Medical Secretary and a Medical Officer.

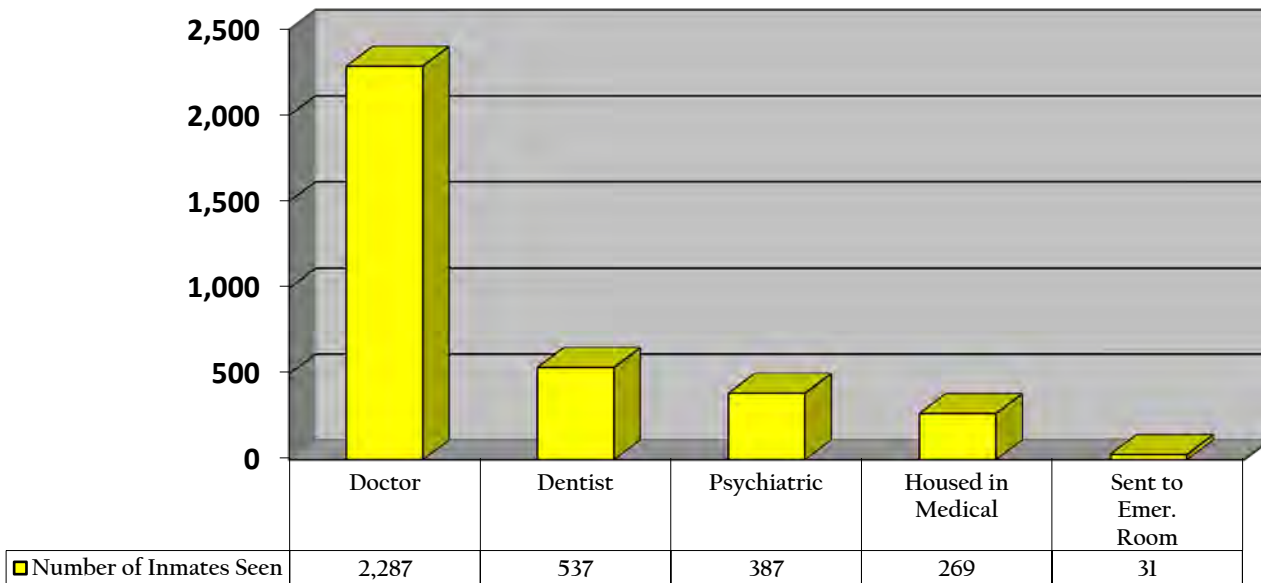
Daily operations include three (3) pill calls, sick calls, wound treatment clinics, blood pressure checks, and blood sugar checks as well as any emergencies that may occur. A Chronic Care Clinic and Women's Clinic is held on a monthly basis. The Medical Department also coordinates with local hospitals and clinics making arrangements for inmates to go to outside medical resources when their problems require treatments beyond the scope of the department's practice.



Medical Department (Continued)

The medical department continues to be a busy place. The number of sick call visits and written responses totaled 8,166. In addition, 2,663 PPD's / Assessments / History & Physicals were performed, as well as 9,802 treatments. We are seeing an ever-increasing inmate population with chronic health problems. In order to answer this demand we conduct Chronic Care Clinics on a monthly basis providing continual assessments, education, and support to those with such issues as Infectious Disease, Hypertension, Diabetes, and Psychiatric illness. Dr. Clifton Sheets and Physician's Assistant Peter Ober have seen over 2,287 inmates within the last year and addressed a wide array of illnesses. Once seen by the doctor, a plan of care is put in place which includes maintaining medication compliance, follow up care, and proper education.

Referrals for Further Treatment

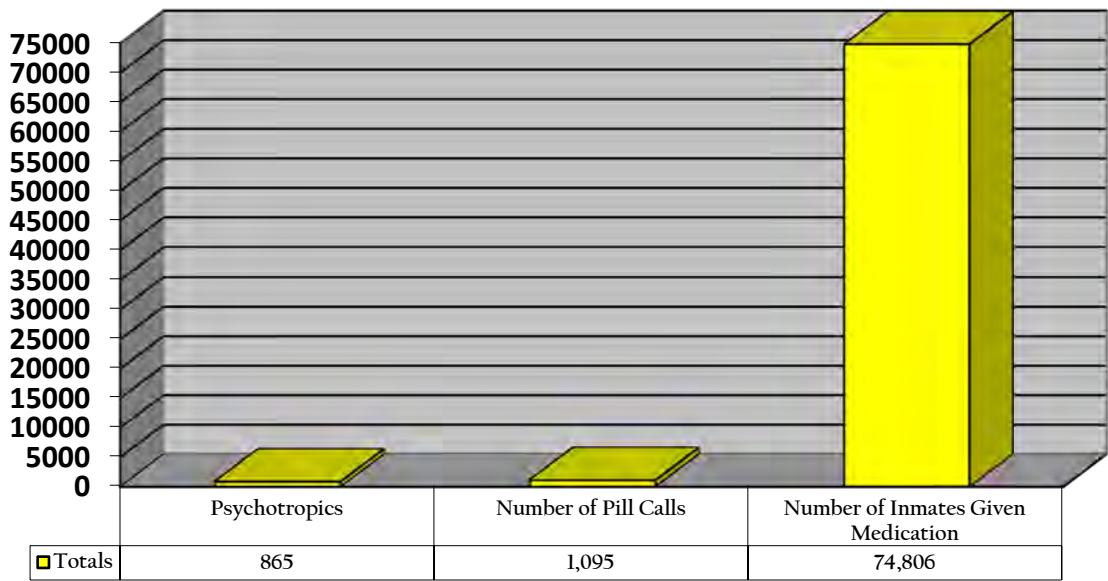


Upon the approval from the Superintendent and Dr. Sheets, the Medical Department offers a “Keep on Person” (KOP) medication program allowing responsible inmates with minor health problems to keep medications with them in their cells and take them on their own as needed. During the period of July 1, 2012 thru June 30, 2013, 74,806 doses of medication were dispensed, either through Pill Call or the KOP program. We hope that giving the inmate a little responsibility for their own healthcare will increase the likelihood of medication compliance once they are released.

The Medical Department continues to be a demanding, fast paced environment. The success of the department is a result of the dedicated teamwork of our skilled medical staff. The department sets very high goals and standards to provide the highest quality of medical care to our inmate population.

Medical Department (Continued)

Medication



Employee Recognition



The Pamunkey Regional Jail strives to recognize officers who have received special recognition for achievements, not only in jail operations, but also in various off-site activities.

This year, the facility continues to recognize the employees of the year, and those that have made the facility shine in the community. The following employees have demonstrated dedication to excellence, and true professionalism, reflecting greatly on the facility.

The facility commends these individuals for their accomplishments, and is certain they will continue to strive for excellence.

Employee of the Year



Officer Herbert Overton III was hired at Pamunkey Regional Jail on July 1, 2010. He began his career working the Security Division assigned to the Night "B" Shift. He learned quickly and became a very dependable officer that could be assigned to any post. Officer Overton often requested extra duties and responsibilities and always took the time to help the newer officers on the shift, and even volunteered to become an FTO. While working as an FTO Officer Overton went above and beyond what was expected of him to ensure that the Officers he was training got the best training he was able to provide. He became an Officer that even the Senior Officers on the shift looked up to.

During his normal duties while making rounds in one of our housing units, Officer Overton came upon a medical emergency. He radioed for assistance and began immediately to render First Aid. During the emergency, Officer Overton remained calm cool and collected and assisted the medical department until EMS arrived and transported the individual to the Emergency room. For his actions, Officer Overton received a Letter of Appreciation.

Officer Overton volunteered to become a member of the Pamunkey Regional Jail's ERT (Emergency Response Team). Officer Overton takes all he has learned from working on shift and the ERT and applies it to his everyday duties, which has made him the Officer that everyone can respect and emulate. Officer Overton is currently assigned to the Transportation Department where he continues to do an outstanding job. He arrives to work every day with a positive attitude and does his best to ensure that the transports are conducted in the safest possible manner. Due to Officer Overton's dedicated and professional service, he was selected as the Sworn Security Officer of the year for 2012.

Virginia Association of Regional Jails 2013 David L. Arnold Pistol Competition



The Pamunkey Regional jail has participated in the Virginia Association of Regional Jail's (VARJ) David L. Arnold Annual Pistol Competition for 9 years. At this competition, regional jails from all over Virginia compete with each other and demonstrate their firearm training and skills. Since PRJ has begun competing in this event, we have managed to place or win in one or more of the competing classes. In 2013, we showed that we will remain a force to be watched. Captain M. Claveau represented PRJ in the pistol tournament this year.

The competition offers four classes of competition: Master, A, B and C Classes. This year, Captain Claveau advanced to the finals in Master Class. When all was said and done in the finals, the results were as follows:

Master Class: Captain M. Claveau- 1st Place

This event, in conjunction with the conference, allows Officers and staff from all over the state to come together and share information and experience. In addition, there are training classes offered as well as lectures on the newest products to the industry. PRJ has benefitted greatly from this event as well as developed a respected reputation.