

FY
2011/2012



**ANNUAL
REPORT**

VIRGINIA BEACH SHERIFF'S OFFICE

KEN STOLLE
SHERIFF/HIGH CONSTABLE
www.vbso.net

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Sheriff's Message

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

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

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

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

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

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

Sincerely,



Kenneth W. Stolle
Sheriff/High Constable



Sheriff's Office Profile

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

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

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

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

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

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

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

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



Sheriff's Office Fiscal Year Highlights

SAFETY AND SECURITY

The safety and security of the Virginia Beach Correctional Center is a top priority for the personnel of the Sheriff's Office as they operate the largest jail in Virginia. Under the dictates of safety and security, all regulations of the Correctional Center are designed to promote efficiency, cooperation and safety. In FY2011/2012, the Correctional Center recorded approximately 25,561 commitments and 25,435 releases.

Security Housing Unit (SHU)

In order to enhance the safety and security of the Correctional Center, Sheriff Stolle created the Security Housing Unit (SHU) to house inmates who pose a high security threat or are serious institutional rule offenders. The unit houses offenders who have displayed predatory or unmanageable behavior, as well as those who have been found guilty of major institutional offenses. Inmates housed in the SHU for violating institutional rules may temporarily lose all privileges, to include outside recreation, use of the telephone, television, and the ability to order canteen and CareMart items. SHU inmates are fully restrained anytime they come out of their cell, including when they are escorted to court, visitation panels, and showers.

At the inception of the SHU, there were approximately three to four assaults occurring per week. Additionally, the number of assaults increased 14% from the same time period in the previous year. At the conclusion of this fiscal year, assaults on deputies declined by approximately 50%.

Criminal Intelligence Unit (CIU)

The Criminal Intelligence Unit (CIU) was created to further strengthen the safety and security of the Correctional Center. The primary mission of the CIU is to protect and ensure the safety of staff members and detainees within the Virginia Beach Correctional Center and Court facilities. This is accomplished by gathering intelligence relating to potential or actual criminal activity within the Correctional Center, processing and analyzing that intelligence, and then disseminating pertinent information to the appropriate divisions within the Sheriff's Office.

Furthermore, the CIU plays a critical role in the management of inmate behavior. The CIU staff maintains and processes all violations of institutional rules and conducts board hearings for major offenses. The unit's behavior modification plan, which focuses on staff and inmate safety,

has resulted in a marked reduction in the amount of major rule violations in the Correctional Center.

Equally important is the sharing of information with other law enforcement agencies at the local, state and federal levels. Intelligence that is gathered in the Correctional Center is frequently shared with these agencies and has resulted in the successful criminal prosecution of numerous suspects, both inside and outside the Correctional Center.

CIU staff members investigate, screen cases with the Commonwealth Attorney's Office when appropriate, and testify in court to obtain many of these convictions. Additionally, they frequently assist other members of the department in prosecuting various criminal cases. Since the inception of the CIU in 2010, **a total of 205** convictions have been obtained as a direct result of actions taken by Virginia Beach Sheriff's Office staff members from every division.

FINANCIAL REPORT

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

MENTAL HEALTH PARTNERSHIP

Mental Health Inmates

The Virginia Beach Correctional Center is one of the largest mental health providers in Virginia. Typically of most jails, the Virginia Beach Correctional Center has seen an increase of inmates who have significant mental illness in the past 10 years. Housing these inmates in general population has proven to be problematic, particularly for inmates whose reality base was not intact. Until February of 2012, seriously mentally ill inmates, along with those who presented a danger to staff and other inmates were housed in isolation cells and single barred cells with camera views.

While the isolation cells met the standards for safety, they were constructed of concrete and cement block, with a mattress on the floor. Each cell had a sink/toilet fixture and a central shower was located off of the block hallway. The cells had a tray slot in the door, as well as a window that was covered by a metal hinged door. Inmates did not have visual contact with the other inmates of the block, nor was there access to television. There was no common area for

eating or other activities. Most of the inmates housed in the cells were not able to function in a general population area, due to behavior, hygiene and impulse control issues. The isolation cells also served as housing for male inmates deemed to be suicide risks; female suicide watches were housed in another block with single barred cells and camera observation.

Mental Health Pod

February 2012 marked the beginning of a new approach to housing inmates currently assigned to medical isolation cells. A housing pod was made available to use as the new medical isolation area, and was deemed the Mental Health Pod. The new housing area has two tiers of 13 cells each, a central commons area with tables, a television and an adjacent indoor recreation room. The cells in the pod have solid sliding doors with a large window, with most of the cells having a view of the television.

Once the inmates housed in the Medical Isolation area were relocated into the pod area, there was a marked improvement in the overall milieu. The block was quieter, with inmates often standing at the window, watching television or talking to other inmates. There was a notable lack of urine and trash thrown out of the cells; inmate's agitation and yelling was also greatly reduced. Inmates were brought out of the cells for showers, medical appointments and visits with fewer disruptive episodes than typically occurred in the Medical Isolation area.

Along with the transfer of inmates to the mental health pod, the Mental Health staff offices were relocated to an area adjacent to the pod. A specialized treatment approach was developed and implemented and the pod inmates were educated about the treatment design. The Sheriff's Office designated a classification officer to work with the Mental Health staff regarding the housing of inmates in the block, and provided guidance in establishing procedural instructions for the pod.

Inmates housed in the pod were assigned one of three behavioral levels, according to their ability to cooperate with jail policy and their social skills. "Green" level inmates are allowed out of their cells for the majority of the day; they have free access to showers, rec yard and television. Green inmates are required to pass daily cell inspection, remain compliant with medications, and cooperate with security and mental health staff. Additionally, Green inmates agreed to cooperate with the other pod inmates, and were given some basic education in dealing with interpersonal conflicts. Green status inmates must remain free from major rule infractions in order to maintain that behavioral level.

Inmates unable to tolerate lengthy social interaction but are otherwise stable and cooperative were assigned to a "Yellow" status. Yellow inmates are allowed out of their cells (as a group) for 3-4 hours per day, during which they can shower, use rec yard, play games or watch television.

Inmates who are not stabilized, unable to handle normal social interaction or are otherwise acting out were placed on “Red” status. Red status inmates remain secured in their cells for the majority of the day, with showers and rec yard use allowed for 1-2 hours per day. Red status inmates are often housed alone, due to mental health or behavioral issues. Red inmates can have visual and verbal interaction with the other inmates who are out in the commons area if they choose to do so.

Since the housing change was implemented, the number and frequency of negative interactions with inmates has decreased. Inmates have an incentive to maintain a higher privilege status, with Yellow and Red inmates being able to observe what can be obtained if they are able to regulate behaviors.

There was noted to be fewer uses of force, fewer major rule violations, and fewer altercations between inmates. The cleanliness (including odor) within the block is noticeably improved, as well and inmates take responsibility for maintaining the area.

Prior to the closure of the Medical Isolation area and implementation of the mental health pod, 90% of assaults on deputies occurred with mental health inmates. From February 2011 through September 2011, there were 23 documented Use of Force incidents involving inmates housed in the Medical Isolation area. During the same period in 2012, there were 7 documented Use of Force incidents involving inmates housed in the Mental Health pod.

Currently, approximately 250 inmates incarcerated at the Virginia Beach Correctional Center are taking psych medications with approximately 50 inmates housed in Mental Health Housing.

Pink and Blue Rooms



As stated previously, the medical isolation cells also served as housing for male inmates deemed to be suicide risks; female suicide watches were housed in another block with single barred cells and camera observation. The Mental Health Pod concept also spawned the innovative idea of the Pink and Blue Rooms. These rooms are small dormitory style cell blocks with approximately 4 to 6 beds in each room. The walls in the rooms are painted to match their name.

Inmates housed in the pink and blue rooms are those experiencing drug withdrawals, those exhibiting symptoms that need medical observation or those exhibiting suicidal tendencies. Female inmates are housed in the pink room while male inmates are housed in the blue room.



The concept of the pink and blue rooms centers upon direct observation. Under the premise of direct observation, deputies visually observe the inmates housed in the pink and blue rooms, while remaining in close proximity. Direct observation provides immediate response to crisis situations.

Since the pink and blue rooms opened, there have been suicide attempts, however, there have been no serious suicide attempts nor completed suicides.

Mental Health Training

The Virginia Beach Sheriff's Office is an integral part of the City of Virginia Beach Crisis Intervention Team (CIT). The program arose out of a Virginia Department of Criminal Justice Services Grant in 2008. VBSO has been a full and contributing partner of the Virginia Beach CIT Leadership Team since its inception in 2008.

The Virginia Beach Leadership Team is compiled of the Virginia Beach Mental Health Services, Virginia Beach Police Department and us. Since initiation we have been fortunate to have the Virginia Beach Psychiatric Center and many Interfaith Groups participate with us in the effort.

The CIT goal is to improve the effectiveness of Virginia Beach Police and Sheriff's Deputies response to situations involving persons who are mentally ill or under the influence of intoxicants, including those who pose a danger to themselves or others. CIT Trained Officers are trained to interact with these persons to resolve matters safely and when appropriate in misdemeanor matters, without arrest.

Officers are trained to recognize symptoms and to communicate with these persons effectively using proven techniques. They are further informed about community resources that are an option to arrest when safe and appropriate. These options are intended to help the person resolve or treat their illness and thus benefit the community by reducing the demand on resources.

CIT Training for Virginia Beach Sheriff's Office Deputies expounds on the traditional type of training for Patrol Officers. Because we work amongst the general public like patrol officers as well as within the unique environment of correctional facilities, the VBSO enhanced training to include correctional operations. Our training program has been requested and shared with other agencies in Virginia. The VBSO CIT Program, along with newly dedicated accommodations within the Virginia Beach Correctional Center has improved the living and treatment conditions of mentally ill confined here by the courts.

CIT Training involves: classroom presentations by certified CIT instructors, mental health professionals, mentally ill patients in recovery, mental illness simulation training enabling students to imagine the perceived environment of the mentally ill, rigorous practical training designed to reproduce real world interactions with various types of disturbed individuals.

In FY 2012 the Virginia Beach Sheriff's Office Trained:

- 20 deputies to full certification level enabling them to seek CIT Instructor Certification.
- An additional 198 VBSO Staff were CIT Trained in FY 2012. All deputies from Lieutenant on down are required to attend CIT Training.

To date, the Virginia Beach Sheriff's Office has trained:

- 80 deputies to full certification level enabling them to seek CIT Instructor Certification.
- 33 deputies have been certified as CIT Instructors. They regularly participate in training new CIT Officers outside the VBSO and well as within.
- 334 total VBSO Staff have been CIT Trained. All deputies from Lieutenant on down are required to attend CIT Training. The department has 15 in this category yet to train to attain 100%.

VOLUNTEER SERVICE

Sheriff's Office Work Force Program

The Sheriff's Office Work Force Program provides inmates with the opportunity for skill and self-development. The program provides public service at minimal to no cost to the taxpaying citizens of Virginia Beach. Such services include, but are not limited to, roadside litter pick-up, landscape maintenance and general maintenance. Participation in the program is voluntary and inmates must meet established criteria to participate in the program. With an average of 35 inmates volunteering **45,200 hours** of service in FY 2011/2012, the Sheriff's Office Work Force Program saved the City of Virginia Beach and the taxpayers approximately **\$452,000**.

Auxiliary Deputy Program

The Auxiliary Deputy Program is comprised of dedicated individuals that volunteer their time providing a law enforcement presence at a variety of community events such as, but not limited to, charity fundraisers and school activities. The Auxiliary Deputies also supplement daily operational needs in various Commands within the Sheriff's Office. The duties the Auxiliary Deputies perform are commensurate with the training they receive. In FY 2011/2012, the Auxiliary Deputies worked in excess of **2,200 hours** equating to an approximate labor cost savings to the Sheriff's Office of **\$39,219**.

Sheriff's Office Inmate Trustee Program

The Sheriff's Office Trustee Program is another opportunity providing skill and self-development for the inmates. The Trustee program allows inmates to interface with staff in a positive manner. Participation in the program is voluntary and inmates must meet the established criteria in order to participate in the program. In FY 2011/2012, the inmate trustees provided **432,000 hours** of service equating to approximately **\$4,320,000.00** in labor cost savings to the Sheriff's Office.

Student Internships

The Sheriff continues his support of our local educational institutions by opening our doors to various high school and college interns. The interns volunteer in a variety of administrative positions while acquiring job skills and knowledge that will advance their career ambitions and goals. In FY 2011/2012, the interns dedicated approximately **801 hours** equating to a combined worth of approximately **\$9,605.64**.

Chaplain Volunteers

Numerous volunteers supplement the Good News Jail & Prison Ministry Chaplain and must meet established criteria to participate as volunteers. In FY2011/2012 these volunteers dedicated approximately **8,912 hours** of service equating to a combined worth of **\$112,720.24** for the fiscal year.

Website – www.vbso.net

Information such as the Annual Report, Civil Process Enforcement, Community Relations, Correctional Center information and many other resources can be found on the Virginia Beach Sheriff's Office website.

Social Media

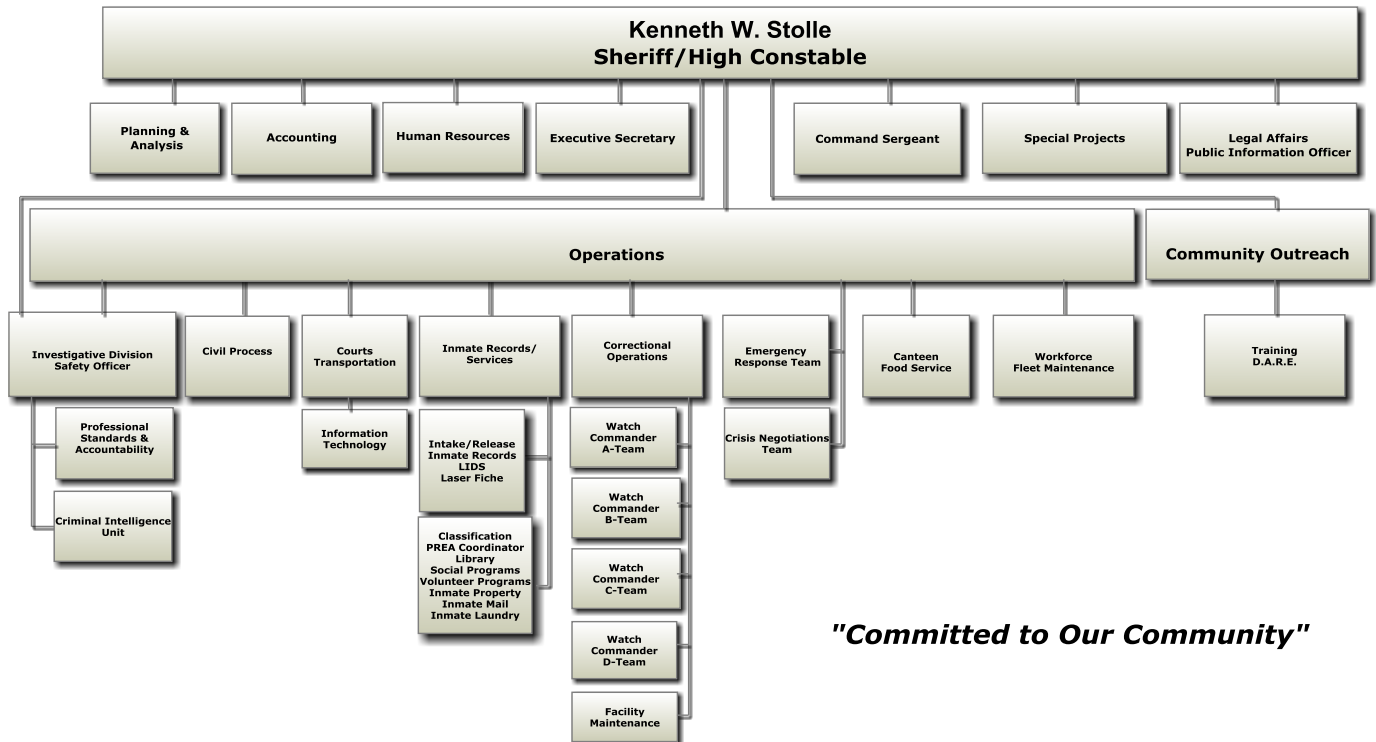
The Virginia Beach Sheriff's Office can now be followed on Facebook (VBSheriff) and Twitter (Twitter.com/vbso).



Sheriff's Office Structure and Organization



VIRGINIA BEACH SHERIFF'S OFFICE ORGANIZATIONAL CHART



"Committed to Our Community"

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

Sheriff's Staff

Planning & Analysis is responsible for overseeing and maintaining the Sheriff's Office Accreditation. The division also has the responsibility of updating and revising Sheriff's Office Policies & Procedures, the administration of grants, and serves as the Sheriff's Office Emergency Management Liaison.

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

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

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

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

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

Legal Affairs - The Legal Affairs Office processes and monitors all legal cases involving the Sheriff's Office and Sheriff's Office employees.

Public Information Officer –The Public Information Office handles all requests from the public and media in the form of questions, comments and concerns regarding the Sheriff's Office. Information is disseminated through email, telephone, interviews, photographs and press releases. The Public Information Office also coordinates a variety of events within the community both sponsored through Sheriff's Office employees as well as community organizations. A listing of Sheriff's Office community involvement events are listed in Appendices C.

Operations

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

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

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

The **Information & Technology** Division provides the highest quality technology-based services, in the most cost-effective manner to facilitate the Sheriff's Office mission. They provide effective technology support for audio/visual, computer, multimedia, video and web based applications and services to all areas of the Sheriff's Office.

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

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

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

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

Community Outreach

The **Training Division** is responsible for staff training to include initial and continuing in-service Training. A facet of the Training Division is the Sheriff's Office Honor Guard. The Virginia Beach Sheriff's Office Honor Guard is a group of deputies who volunteer to represent the Sheriff's Office. They train regularly to maintain their skill levels and must maintain an exceptional level of personal and uniform appearance. The Honor Guard represents the Office locally, statewide and nationally. Most events are prescheduled with numerous events coming on short notice. In some cases, the person they are honoring is deceased and/or a close friend. Regardless, they must maintain a professional and emotionless manner throughout.

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

APPENDIX A

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

Sheriff and Corrections - Departmental Performance Report

Sheriff and Corrections						
<p>The mission of the Sheriff's Department is assuming responsibility for the care and custody of persons placed in the Virginia Beach Correctional Center by the Courts. This includes the initial booking of the individual, providing food and medical care during their incarceration, and access to educational and work opportunities. This Department is also responsible for courtroom security and serving civil documents. In addition, the Department also works with elementary School children to teach them how to avoid many of the problems associated with drug use. The Department is dedicated to the efficient and effective provision of Sheriff's services to our community. The commitment of the Department focuses on competent, expeditious, and courteous services that enhance citizen safety while providing value for their tax dollar. For example, the Sheriff's Work Force saves the citizens thousands of dollars each year by providing services that would otherwise have been paid for through tax revenues.</p>						
Objective/Performance Measure	Unit	Annual Target	Actual 2009	Actual 2010	Est. 2011	Proj. FY 2012
Customer						
Maintain Incarceration Facilities to House Inmates						
Cost per Inmate per Day	\$	62	60	62	63	63
Inmate Population	#	1,277.0	1,536.0	1,375.0	1,450.0	1,450.0
Inmates over State Department of Corrections Certified Capacity	#	581.0	634.0	473.0	548.0	548.0
Safety/Security for Judiciary and Public						
Number of Persons Screened for Release	#	29,000.0	29,090.0	30,648.0	31,261.0	31,261.0
Services to Community through Inmate Labor						
Estimated Dollar Value of Inmate Time	\$	530,000	554,938	530,450	530,450	530,450

Major Changes

In total, the Department of Sheriff and Corrections decreased \$1,706,283 between FY 2010-11 and FY 2011-12. The budget for this department was prepared based on the latest information available at the time regarding the State budget. Currently, it appears that the Adopted FY 2011-12 State budget does not have many significant changes when compared to the FY 2010-11 State budget. The City and Sheriff's Department will continue to analyze the State budget and determine if there are any significant changes that will require adjustments to the Sheriff's Department Budget.

Change	Impact
Fund Balance Usage	<ul style="list-style-type: none">The Sheriff's Department anticipates using \$1,112,109 in fund balance from its Special Revenue Fund and Inmate Services Fund to offset previous fiscal year's State revenue reductions, support a previous pay raise advanced by the department from December 2008 to July 2008 which was later unfunded by the State budget. Since the use of fund balance is not a long-term sustainable approach, the Sheriff's Department will need to identify additional revenue sources or budget savings in future years.
State Compensation Board un-funded 11 positions in FY 10-11	<ul style="list-style-type: none">The State did not restore these 11 FTEs that were unfunded during FY 2010-11 in the FY 2011-12 budget and as a result these positions were eliminated in the FY 2011-12 proposed Sheriff's Department Operating Budget.These positions included 10 Deputy Sheriffs and 1 Public Safety Analyst. (All Vacant)

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

Departmental Overview

The Sheriff's Department is funded through a combination of State, Local and Federal revenues. State and Federal revenues are tied to the number of inmates. Local funds are currently provided for Central Booking, the DARE program, inmate medical and food contracts, Deputy Sheriff's salary supplements and overall jail support. The services provided by the Department of Sheriff and Corrections are divided into two primary divisions:

The Community Services Division includes:

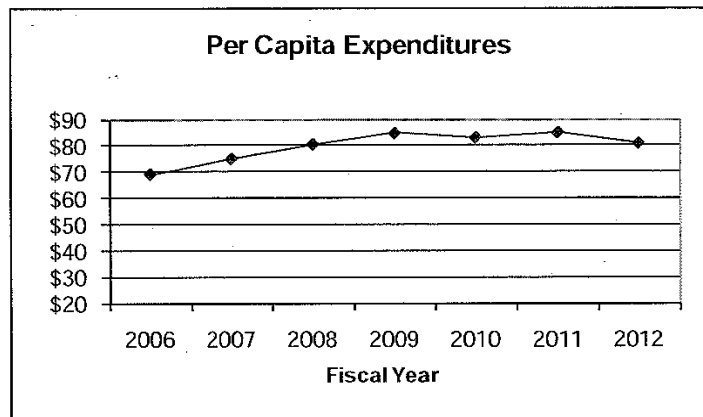
- **Administration** - Provides personnel, training and financial administration for the Department as well as program development.
- **Court Support** - Provides security and order in the various Virginia Beach Courts, and processes and serves civil documents.
- **Work Force Services** - Utilizes inmate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

The Correctional Services Division includes:

- **Correctional Operations** - Provides for the care and custody of persons placed in the Virginia Beach Correctional Center. The functions include safety and security, providing food and medical care during incarceration, and access to educational and work opportunities.
- **Central Booking** - Processes all arrestees for all law enforcement agencies utilizing the Virginia Beach Correctional Center. This involves fingerprinting and photographing of each arrestee. This is a contract between the City and department and is 100% locally funded.
- **Inmate Services** - Provides additional services to inmates financed by inmate fees. These services include GED classes, substance abuse counseling, and provision of Alcoholics and Narcotics Anonymous.

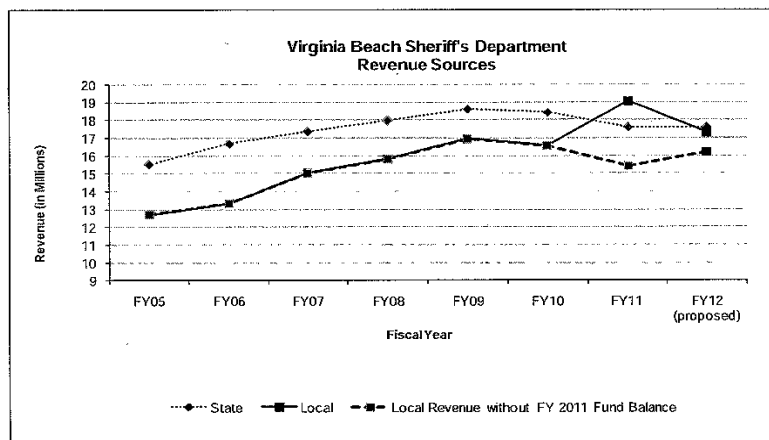
Trends and Issues

- When reviewing the historical per capita expenditures of the Sheriff's Department, it would appear that the Department has not been affected by the downturn in the economy; however, the Sheriff's Department operates through Special Revenues funds and has been afforded the unique opportunity to use departmental fund balance to soften reductions from both the City and State. Although not a long term sustainable budgeting solution to shrinking revenues, the use of fund balance has allowed the Sheriff's Department to manage State and Local reductions in funding. For example, in FY 2010-11, the State Compensation Board eliminated 11 FTEs in the Sheriff Department's budget. Using fund balance to temporarily fund these positions allowed for the Sheriff's Department to manage the elimination of these positions through attrition as opposed to cutting 11 filled FTEs. The Sheriff's Department expenditures declined in FY 2009-10 due to a one-time use of fund balance in the previous fiscal year to purchase equipment and supplies. In FY 2010-11, departmental expenditures increased slightly due to the use of fund balance to provide support for a Courthouse Security grant. In FY 2011-12, the Sheriff's Department expenditures per capita have declined and is similar to the per capita expenditure level of FY 2008. In FY 2011-12, the Sheriff's Department has eliminated 11 unfunded State Compensation Board FTEs, and reduced the planned use of fund balance. In addition to eliminating these unfunded State positions, the Sheriff's Department also reduced nearly \$500,000 in budgeted expenditures associated with the contracts for inmate's food and medical services.



- State revenue continues to remain the largest proportion of funding provided to support the Sheriff's Department at 50%. Between FY 2009-10 and FY 2010-11, the General Assembly reduced revenue from State to the Sheriff's Department by over \$2 million. Currently, it appears that State revenue coming to the City of Virginia Beach's Sheriff Department will remain flat to the level received in FY 2010-11.

- Federal revenue is based solely on the number of Federal prisoners per day which is less than 1% of total revenue for the department.



- Local revenue includes City supplements to entry level Sheriff Deputy salaries at two pay ranges below an entry level Police Officer as well as providing funding for medical and food to inmates. The City also contracts with the Sheriff's Department to operate the Central Booking Program and various inmate services for mowing and maintenance. Additionally, local revenue is used to support the operation of the DARE program within the Sheriff's Department. Local revenue is 49% of the total revenue in FY 2011-12 (including fund balance usage). The department collects over \$3 million in local revenue for fees generated through programs such as work force services, inmate telephone fees and court security. During FY 2010-11, the Sheriff's Department assumed full responsibility of Inmate Canteen Services as well as began two new programs (Caremart and Fresh Favorites). Between these three programs, the Sheriff's Department could generate as much as an additional \$1.5 million dollars in local revenue.

- Inmate Canteen - This program has been in existence for years; however, FY 2011-12 will be the first full year that the Sheriff's Department performs these functions without the use of an external contract. Previously the Sheriff's Department contracted this function out and kept a small percentage of the revenue collected from items sold on the canteen cart. As a result of bringing this function in-house, the Sheriff's Department will retain 100% of the revenue generated from canteen sales.
- Caremart and Fresh Favorites - These programs are new and are aimed to provide additional conveniences to the public and people who wish to purchase items for individuals incarcerated. People who wish to do so may purchase items online through the Sheriff controlled "Caremart" and have items delivered to confined individuals. Or through the "Fresh Favorites" program, the public may order freshly cooked meals and have them delivered to incarcerated individuals.
- The General Assembly added budget language in FY 2011-12 which limit the Compensation Board's retirement reimbursement cap for constitutional officers and their employees at no more than the FY 2010-11 state employee rate of 2.13%. Beginning in July 2011, the reimbursement rate will be 2.08% at a maximum and remain so through March 2012; however, beginning April 2012 through June 2012 the maximum rate will move up to 2.13%. The City of Virginia Beach must pay the difference between this State Compensation Board reimbursable rate and the current VRS rate 17.58%.
- The General Assembly reduced \$1.7 million in funding for the cost of the Virginia Risk Management liability insurance and surety bond premiums paid by the Compensation Board. These payments are made on behalf of Constitutional Officers and Regional Jails. The Compensation Board currently pays this premium and recovers 50% of the cost from localities; however, beginning in FY 2011-12 the State Compensation Board will begin recovering 100% of this cost from localities. This will result in just under \$95,000 being withheld from the Sheriff's Department State Compensation Board reimbursement in FY 11-12.

Council Amendment

On May 10, 2011, City Council voted to amend the City Manager's Proposed FY 2011-12 Budget to increase the estimated increase in Sheriff Department Federal Prisoner revenue by \$500,000 to provide a 2.5% pay raise to Sheriff Department employees. Appropriations totaling \$121,596 from the Sheriff's Department Special Revenue Fund Balance will support the operating cost of the Therapeutic Mental Health Substance Abuse program in the Department of Human Services.

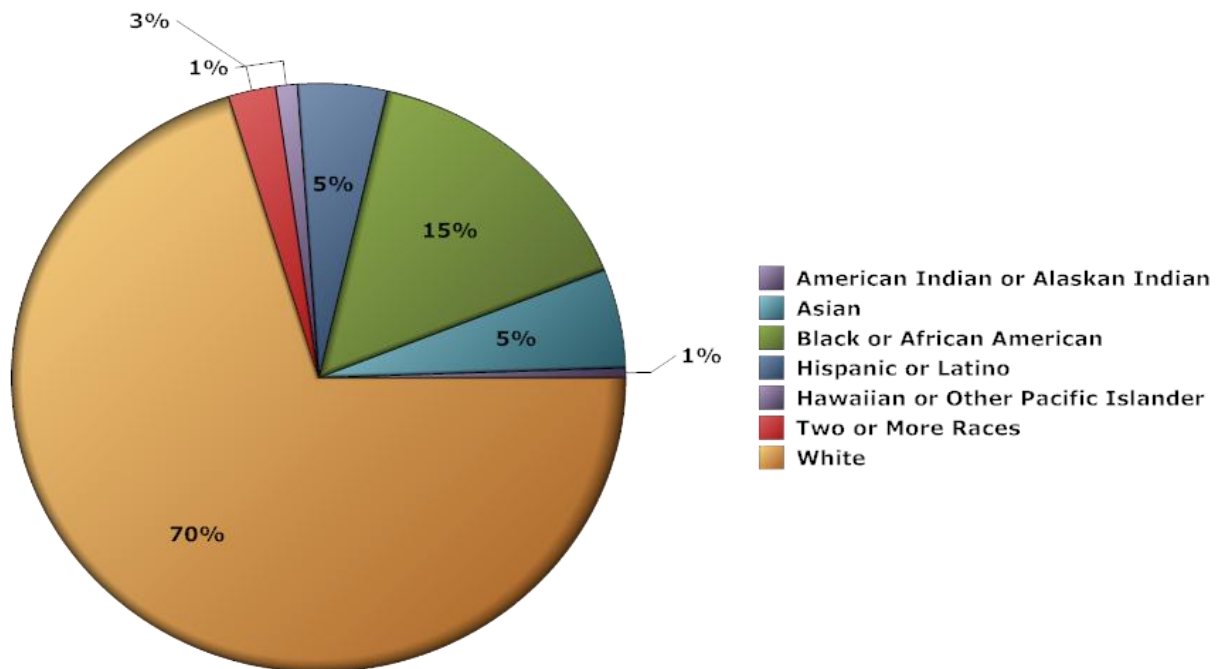


APPENDIX B

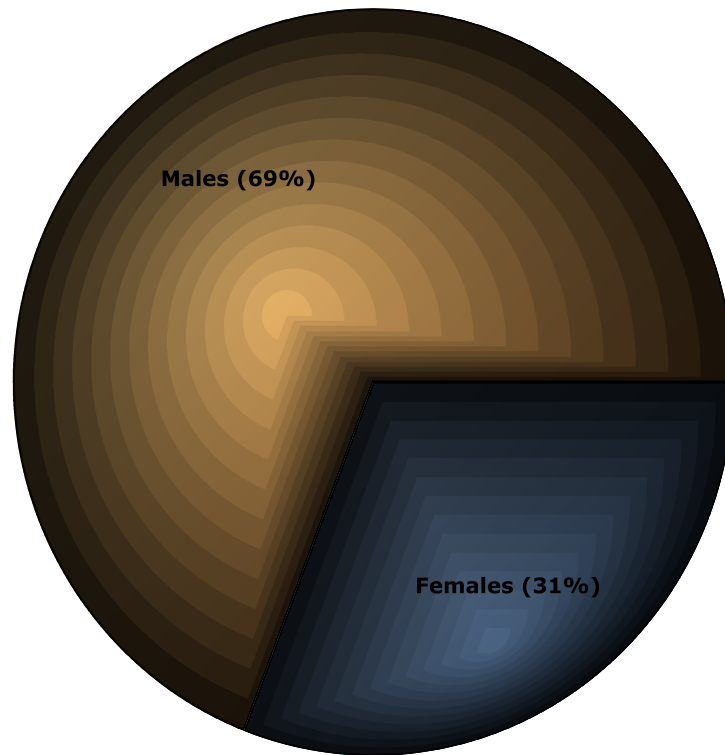
Sheriff's Office Statistics

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

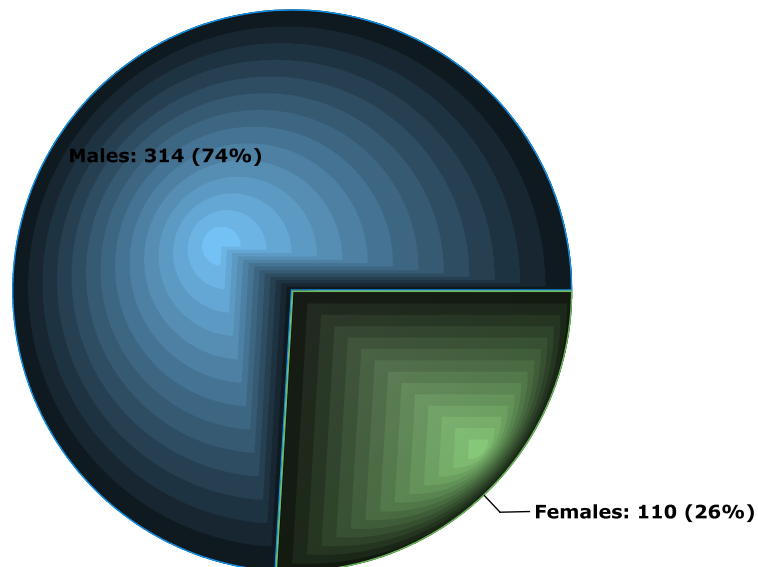
Total Personnel



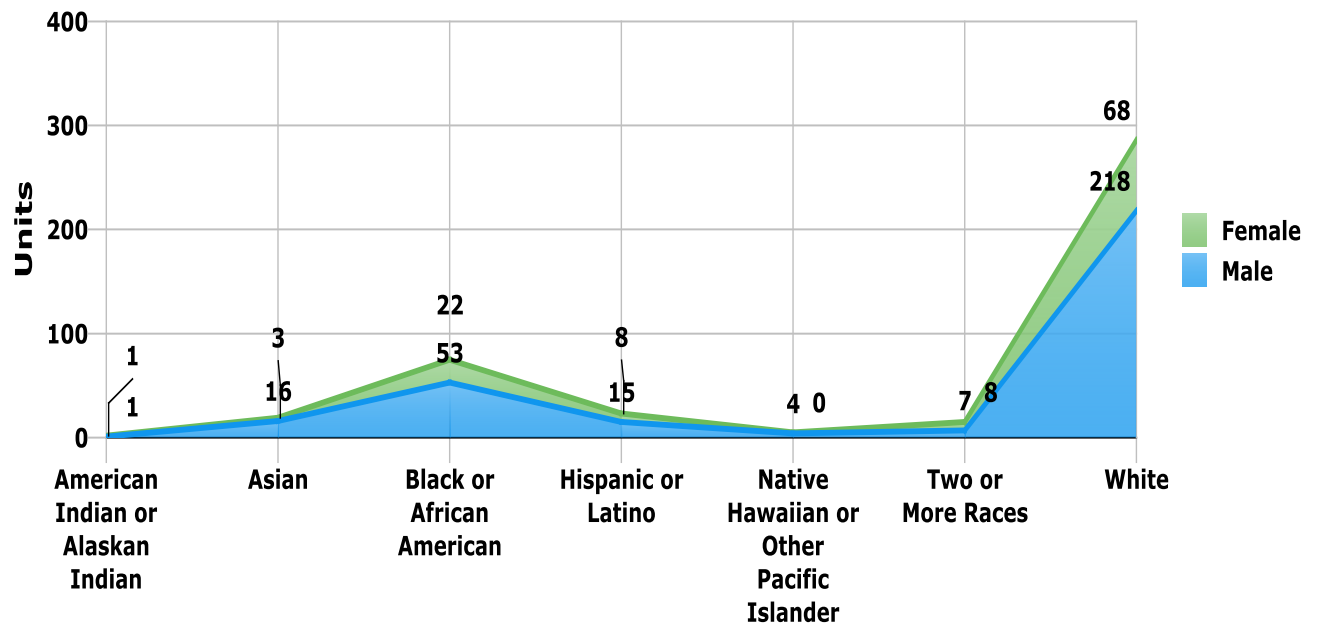
Total Personnel



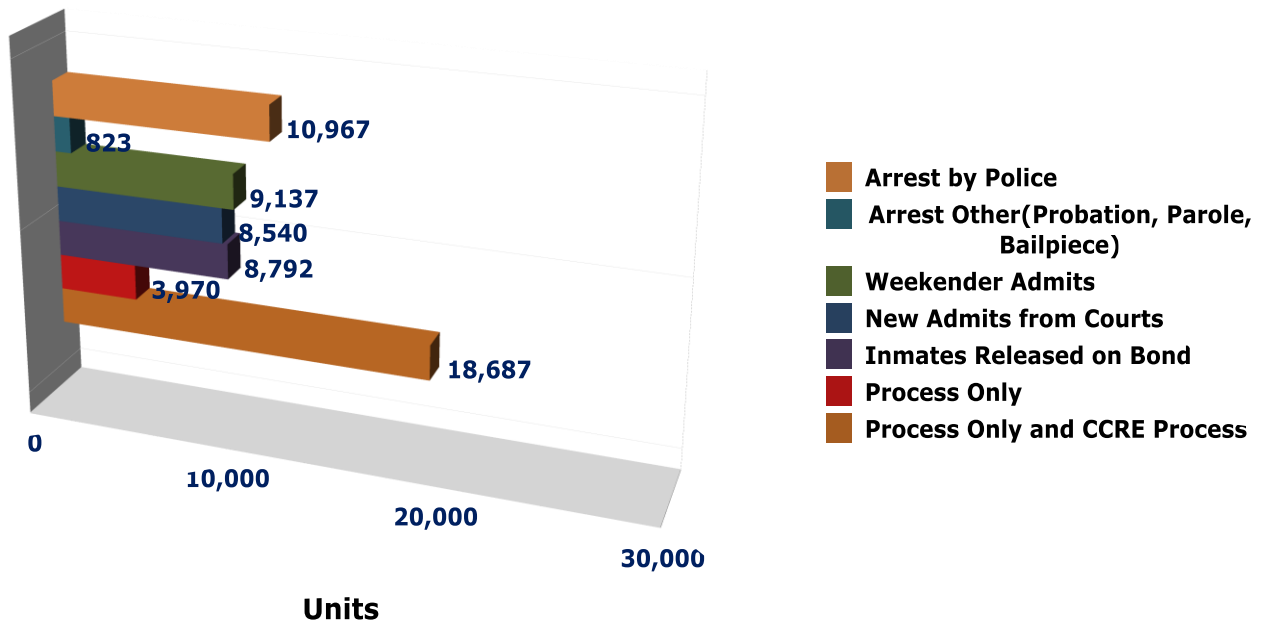
Uniformed Personnel (Full Time)



Uniformed Personnel (Full-Time)



Inmate Services & Records FY 2011/2012



The top five charges for FY2011/2012:

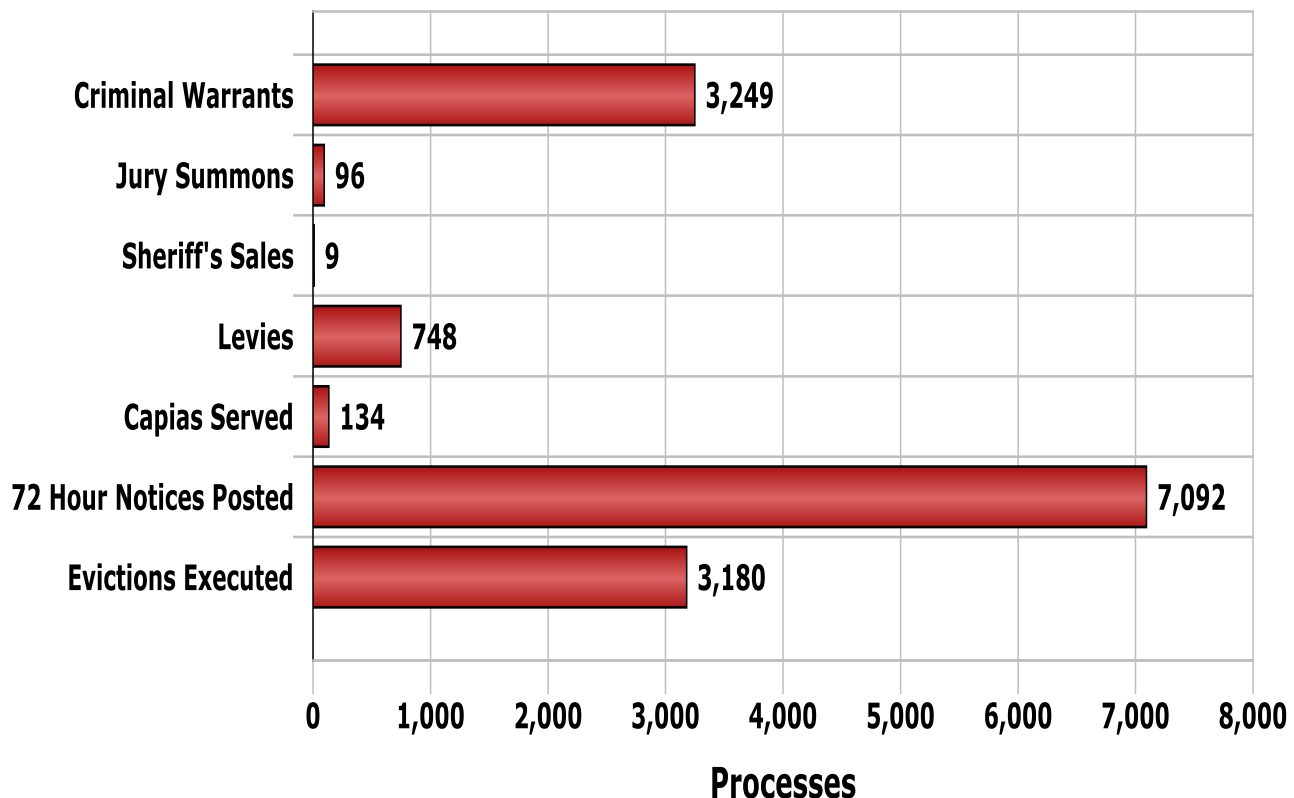
1. Probation Violation Felony
2. Drunk in Public, Profane Language
3. Grand Larceny—\$200 or more - Not From Person
4. Fail to Appear in Court for Misdemeanor Offense
5. Simple Assault against Family Member

Civil Process FY 2011/2012

Traveling approximately 151,266 miles in FY2011/2012, deputies assigned to the Civil Process Division delivered processes (court papers) issued from all Virginia State Courts and those processes issued from other states requiring service in the City of Virginia Beach.

The Civil Process Division received approximately 131,066 processes during the fiscal year and served approximately 160,051 processes which included approximately 53,656 subpoenas served. Also tasked with executing warrants, evictions, repossessions, levies and sheriff's sales, a reflection of the fiscal years indicates:

Civil Process Statistics



APPENDIX C



Sheriff's Office Special Projects & Community Support

The Sheriff's Office maintains a strong commitment to community service projects. The Virginia Beach Sheriff's Office is involved in dozens of community service projects where every member of the organization contributes to the Community Relations function. Below are a few examples of some of the outreach and volunteer programs:

- Special Olympics Virginia "Torch Run"
- Polar Plunge
- Official for a Day
- March of Dimes "March for Babies"
- Muscular Dystrophy Association
- Law Enforcement United
- Pungo Strawberry Festival
- Celebrate Life
- Docent Tours
- Hooked on Fishing Not on Drugs
- Red, White and Blue Youth Fishing Experience
- Ducks Unlimited
- Kempsville Meadows Opening Day of School
- Seatack Elementary School Mentoring Program
- Autism Awareness
- Senior Prom
- Relay for Life
- Neptune Festival
- National Night Out
- United Way Day of Caring
- Veterans Day Parade
- Mayflower Marathon
- Shop with a Cop
- Salvation Army's Christmas Stockings
- American Red Cross Blood Drive
- J&A Racing Local Events



“Committed to Our Community”

The Virginia Beach Sheriff’s Office is a recipient of the Patriotic Employer Award and the Virginia Beach Human Rights Commission Award.

The Virginia Beach Sheriff’s Office is also recognized as a Fit Friendly Employer and is consistently rated in of the “Best Places to Work” in Hampton Roads.