



# 2013 ANNUAL REPORT





**DIVISION OF CAPITOL POLICE  
ADMINISTRATION**

**CHIEF OF POLICE**

**COLONEL ANTHONY S. PIKE**

**ASSISTANT CHIEF OF POLICE**

**MAJOR MARK J. SYKES**

**DEPUTY CHIEF OF OPERATIONS**

**CAPTAIN RAYMOND J. GOODLOE III**

**DEPUTY CHIEF OF ADMINISTRATION**

**CAPTAIN RANDALL E. HOWARD**

**HUMAN RESOURCE MANAGER**

**MS. STEPHANIE DILLON**

**EXECUTIVE ASSISTANT TO THE CHIEF**

**MS. JULIE REDDEN**



### **MESSAGE FROM THE CHIEF**

I am pleased to provide you with the Division of Capitol Police Annual Report for 2013. The annual report is a collaborative effort among the Division staff to highlight our accomplishments in 2013. The Division of Capitol Police pledges to continue our tradition of service and professionalism to our government officials, state employees, citizens, and visitors to our historic community. The Division of Capitol Police is a progressive agency that will always strive to maintain excellence and professionalism in the performance of our public safety mission. I believe our continued accomplishments are deep-rooted in our core values of devotion, character, and professionalism. Capitol Police personnel spent many hours in coordination with our public safety partners for the 2014 Gubernatorial Inauguration. As in previous Gubernatorial Inaugurations, the Division has served as the primary public safety agency at the seat of government. I would like to acknowledge Capitol Police Captain Raymond J. Goodloe III for the long hours he devoted to this complex planning initiative. I am proud the Division continues to be a V3 certified organization committed to hiring veterans who have sacrificed so much to protect this great nation. The Division continues to implement initiatives as outlined in the Division strategic plan to improve professionalism and better serve our stakeholders. The Division would like to thank the members of the Legislative Support Commission for their unwavering support and guidance. Finally, I want to personally thank each employee of the Division for their loyalty, dedication, and tireless efforts while serving the citizens of the Commonwealth of Virginia.

**COLONEL ANTHONY S. PIKE**  
**CHIEF OF POLICE**





## **VISION STATEMENT**

*Leading the nation since 1618 in securing, protecting and serving the seat of government and its people.*

## **MISSION STATEMENT**

*To provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth, and its visitors.*

## **CORE VALUES**

*Devotion  
Character  
Professionalism*

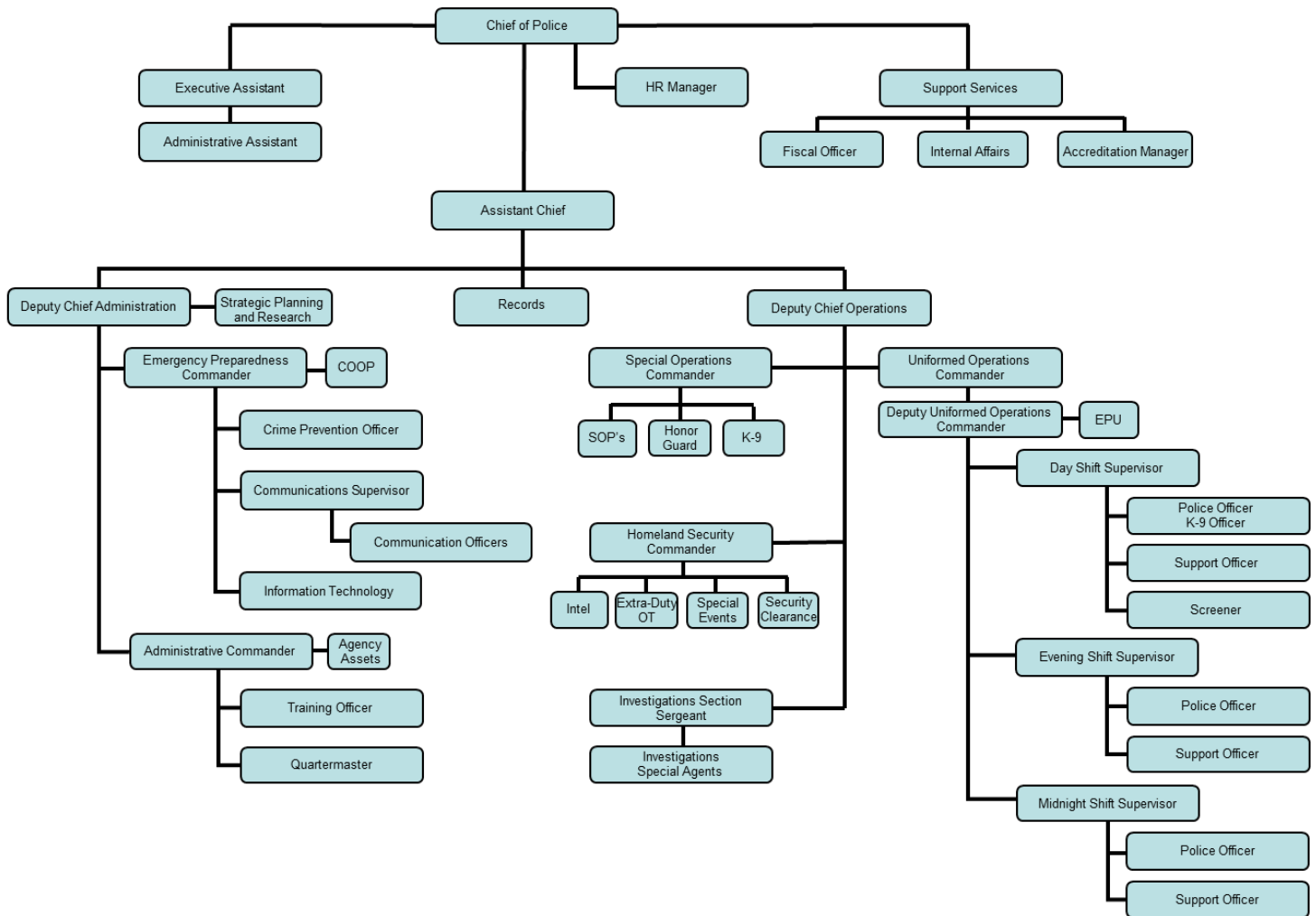
*The Duty to Protect  
An Honor to Serve*



## ORGANIZATIONAL CHART

### Division of Capitol Police

June 1, 2014





## **ADMINISTRATION DIVISION**

The mission of the Administration Division is to ensure that the Operations Division has the operational support, training, tools, and resources needed to provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth and its visitors.

The Administration Division is commanded by a Captain who reports directly to the Assistant Chief of Police, and is comprised of two sections: the Emergency Preparedness section and Administrative section. The Emergency Preparedness section includes Emergency Communications, Emergency Planning/Crime Prevention, the Virginia State Capitol Alert Network and the coordination of the Information Systems and Technology. The Administrative section includes Training, Supply, and Agency Asset Management.

In addition to their established administrative responsibilities, Administrative Division personnel supplement Operations Division personnel during General Assembly sessions and other special events as required.

### **ADMINISTRATIVE SECTION**

#### **Training**

The Training Unit coordinates, develops and/or delivers a wide range of training opportunities for sworn and civilian personnel for the Division to obtain the necessary knowledge, skills, and abilities to perform their duties in an acceptable and professional manner. To achieve this, the training unit operates the Division's academy utilizing its state-of-the-art training room, maintains a working liaison between the Division and the staff of the Department of Criminal Justice Services (DCJS), Crater Regional Criminal Justice Academy, VCU Police Academy and other training organizations, both public and private.



#### **Quartermaster**

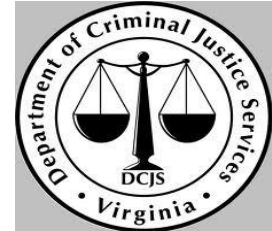
The duties of the quartermaster include managing the warehouse to ensure efficient operations as it relates to receiving, stocking and distributing inventory for the Division. This position ensures proper quality controls are applied to inventory, ensures the inventory is secure, accurate and



issued in accordance with State and Division Policy. The Quartermaster also maintains and updates databases in order to track inventory.

### **Accomplishments**

- A Division safety committee was established to meet quarterly, with the Administrative Lieutenant serving as the committee chairman and the Division Safety Officer.
- Inventoried the agency supply/storage rooms and provided numerous surplus items to the Department of General Services (DGS) Surplus Warehouse.
- All agency assets have been moved from spreadsheets to computerized inventory (FileOnQ).
- Continue to provide proofs of compliance from the Administrative & Training Section for accreditation compliance.
- Participated in the Division's Continuity of Operations Plan development.
- Coordinated training with vendor to provide computer classes for DCP personnel.
- Provided basic law enforcement training to nine new recruit officers and four new certified police officers, including orientation and training in Division policy, security screening, dignitary protection, and active shooter.
- Developed a selection process and SOP to create a dignitary protection section/detail for the Division.
- Developed and conducted 2 supervisor in-service schools covering topics such as the DISC assessment, suspicious packages, dignitary protection, immigration issues, Peer Support Program, critical incident management, supervising a multi-generational workforce, and risk management.
- All sworn officers attended a 2-day tactical in-service school that included a 4-hour ASHI First Aid/AED re-certification class, a 4-hour active shooter class and 8 hours of tactical live fire training, shoothouse/simulations training, and practical exercises with role players.
- All sworn officers completed annual training in Selected Acts of the General Assembly and Blood borne pathogens.
- All supervisors completed a 2-hour Bio-hazard training tour of the state lab.
- All officers completed a 2-hour sexual assault panel training class.
- All patrol officers and security screeners completed a 3-hour screening class conducted by the TSA.
- Coordinated the following external training:
  - Supervisory





- Virginia FBI NAA First Line Supervisors School
- FBI National Academy Annual Training Conference
- Professional Executive Leadership School (PELS)
- Institute for Leadership in Changing Times (ILCT)
- Freedom of Information Act Council (FOIA)
- VCU Performance Management Group
  - Experienced Supervisors Institute (ESI)
- Police Officer
  - Crater Criminal Justice Academy (CCJA)
  - Rappahannock Regional Criminal Justice Academy (RRCJA).
  - Virginia Crime Prevention Association (VCPA).
  - Virginia Center for Policing Innovation (VCPI).
  - Chesterfield County Police Department training academy.
  - Richmond Police Department outdoor range for CRT training.
- Coordinated and/or conducted the following instructor certification/recertification:
  - NHTSA Standardized Field Sobriety Testing (SFST) Instructor certification.
  - Driver Instructor recertification
  - Firearms Instructor recertification
  - Radar Instructor recertification
  - General instructor
    - Certification
    - Recertification
  - Field Training Officer (FTO)
    - Certification
  - VCIN Instructor
    - Recertification
  - Breath Operator
    - Recertification
  - VCIN Operator certification/recertification
    - Level A – 1
    - Level B – 6
    - Level C - 16
    - VCIN Instructor/Level A Recertification - 1
- Coordinated requests from external agencies for Division instructors:
  - Firearms
    - Crater Criminal Justice Academy
  - Driver training
    - Crater Criminal Justice Academy
  - Anti-Terrorism Awareness
    - Crater Criminal Justice Academy
    - Central Virginia Training Academy
    - Surrounding Law Enforcement Agencies
- Coordinated and co-sponsored training with external training entities:







- New Horizons
  - Windows 2010 Excel Level 1
- DaPro Systems
  - MobileFR Field Reporting System
- ICOP

### **Recommendations**

- Expand Division bicycle program to include in-house International Police Mountain Bike Association (IPMBA) instructor certification, bicycle maintenance training and annual fitness test.
- Continue to certify all new patrol officers as Emergency Medical Technicians (B).
- Work to reduce training related injuries by 10 percent.
- Purchase vouchers from vendors to allow continued education/training on computer programs.
- Support, provide, and solicit training through the Division's technological capabilities for our training room to include external agencies.
- Continue to create a training cadre of a selected group of Division DCJS general and specialty (driver, firearms, defensive tactics) instructors.

## **EMERGENCY PREPAREDNESS SECTION**

### **Crime Prevention**

The Emergency Preparedness Commander and Sergeant are certified Crime Prevention Specialists. Together, they are charged with providing crime prevention services and information to state agencies and employees, assisting other organizations with developing crime prevention plans and strategies, promoting the reduction of crime within Capitol Police jurisdiction, and conducting critical infra-structure and security assessments.

The section also assists other state agencies with coordinating, developing and implementing policies on operational issues as related to all-hazards preparedness, emergency evacuation and continuity of state government.



### **Communications**

The Communications Section, led by the Section's Communication's Supervisor, provides twenty-four hour coverage in the Division's state-of-the-art Communications Center. The center is the hub of citizen/police contact receiving all incoming complaints and reports of crime.



Communications personnel operate radio and computer equipment to dispatch police services within the Division's jurisdiction and are responsible for entering all law enforcement activities into the Computer Aided Dispatch (CAD) system. Communications personnel are responsible for Central Station monitoring of alarm systems for designated state offices and have the capability to monitor over 500 video cameras within and around the Capitol District.



### Information Technology

The Division's Emergency Preparedness Commander and IT Coordinator provide first-line technical support to end users and systems to maintain operational capabilities. They perform upgrades, diagnosis, repairs and maintenance on end user systems in hardware and software, and provide end user education and guidance. They also coordinate equipment purchases, repairs and/or service calls with approved vendors, and assist network administrators with managing the network, troubleshooting network hardware/software problems, network security and backup of crucial data. They manage and update the Division's website to include, writing, editing and assisting with creation of an imaginative and engaging web presence. They also provide assistance in developing content for printed communication materials and presentations.





## Accomplishments

### ▪ Emergency Preparedness Commander

The Emergency Preparedness Commander and members of the Division successfully planned and implemented its second Open House in House and Senate Rooms 3 in the underground extension of the State Capitol. The Division enjoyed a great turnout and plans to hold another Open House in 2014.

The Emergency Preparedness Commander served on the following work groups while representing the Division: the Capitol Security Work Group, Evacuation Sub-Committee Work Group, the Homeland Security Working Group, and the Inauguration Public Safety Working Group.

The Emergency Preparedness Commander and members of this section worked throughout the year on a Capitol Square Rehearsal of Concept (ROC) Exercise. This exercise was schedule to occur in 2012, but Hurricane Sandy caused it to be postponed to 2013. The ROC Exercise was conducted and as a result of it a series of After Action items followed for all parties involved.



The Emergency Preparedness Commander worked with the Protective Security Advisor from DHS and members of the Office of Veterans Affairs and Homeland Security to complete Enhanced Critical Infrastructure Protection Assessments. He also worked with DHS and members of the West Virginia National Guard to create a Computer Based Assessment Tool (CBAT) covering ten (10) facilities and the tunnel system.

The Emergency Preparedness Commander and members of the Division worked with the Department of General Services and Virginia State Police to make recommendations for the Transition Office for the newly elected Governor, Lieutenant Governor and Attorney General.

The Emergency Preparedness Commander traveled to Emmetsburg, Maryland with the City of Richmond to participate in an IEMC (Integrated Emergency Management Course) Community Specific Course (E930) at the Emergency Management Institute (EMI), Emmitsburg, Maryland.







The Emergency Preparedness Commander and members of the Division, Virginia State Police, Department of General Services, Richmond Police, and Richmond Ambulance Authority participated in an Inauguration Tabletop Exercise to help in the planning and preparedness leading up to the 2014 Gubernatorial Inauguration.

The Emergency Preparedness and Homeland Security Commanders performed a Residential Assessment of the New Elected Attorney General House and provided a series of recommendations for consideration.

The Emergency Preparedness Commander worked with members of DGS, the City of Richmond and Johnson Controls, Inc. to recommend a method of surveillance for the Lee Monument to detect and deter vandalism and thief. Lack of budgetary resources prevented the project from moving forward.



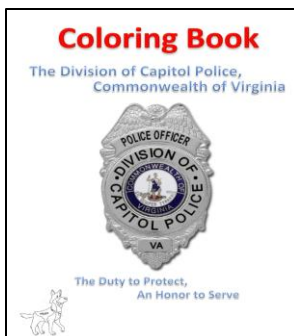
Members of the Emergency Preparedness Section attended multiple conferences and training sessions throughout the year, to include: 34th Annual Statewide Crime Prevention Conference and the DaPro 2013 Spring Workshop.

#### ■ Crime Prevention Section

The Crime Prevention Section responded to multiple crime prevention calls for service. These calls consisted of a combination of crime prevention classes and presentations, facility security assessments, and crime prevention consultations.

The Crime Prevention Section participated in the State Preparedness Day Expo by setting up a table and handing out crime prevention materials.

The Crime Prevention section participated in VDOT's Central Office Safety Day Activities by setting up a table and handing out crime prevention materials.



The Crime Prevention Section provided a Safety and Crime Prevention presentation for House and Senate Employees and Pages.

The Crime Prevention Section organized and setup the Capitol Police display at the General Assembly Building during the 2013 Legislation Session.



The Section provided a presentation for the Department of Criminal Justices Services on Safety and Panic Alarm Training which included Response to Active Shooter.

The Crime Prevention Section organized the Division's participation in Tornado Preparedness Day in Virginia. Response materials, alerts through the Virginia State Capitol Alert Network, and guidance were provided to members of the Division and the Capitol District.

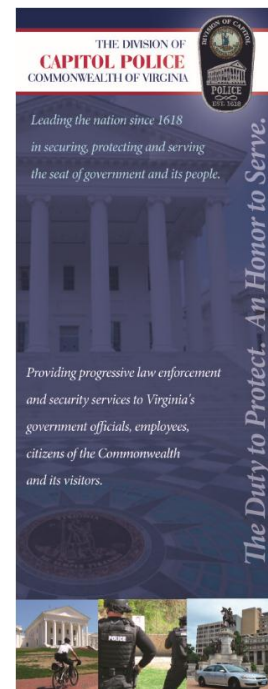
The Crime Prevention Section organized the Division's participation in the Great Southeast Shakeout. An event designed to educate and practice responses to earthquakes. Response materials, alerts through the Virginia State Capitol Alert Network, and guidance were provided to members of the Division and the Capitol District.

- **Communications Section**

All Communications Officers received First Aid training became certified in Crisis Intervention.

Communications Officers participated in numerous Fred Pryor training sessions designed to increase, sharpen and hone their verbal, written and cognitive skills. The following are some of the classes taken over the past year:

- Customer Service Success
- Goal Setting in the Workplace
- Mistake Free Grammar and Proofreading
- Communication Skills for Women
- Manage Multiple Priorities
- Exceptional Business Writing
- How to Communicate with Tact and Professionalism
- Are You Really Listening?
- 1 to 1: Customer Service Success
- Assertive Verbal Skills Getting Started
- Great Grammar and Painless Proofreading



Virginia State Police conducted an audit of the Virginia Criminal Information Network (VCIN) of which was successful without any critical errors.

The Division was selected by DaPro to participate as an Alpha Agency in the development of an upgraded Computer Aided Dispatch program (CAD).

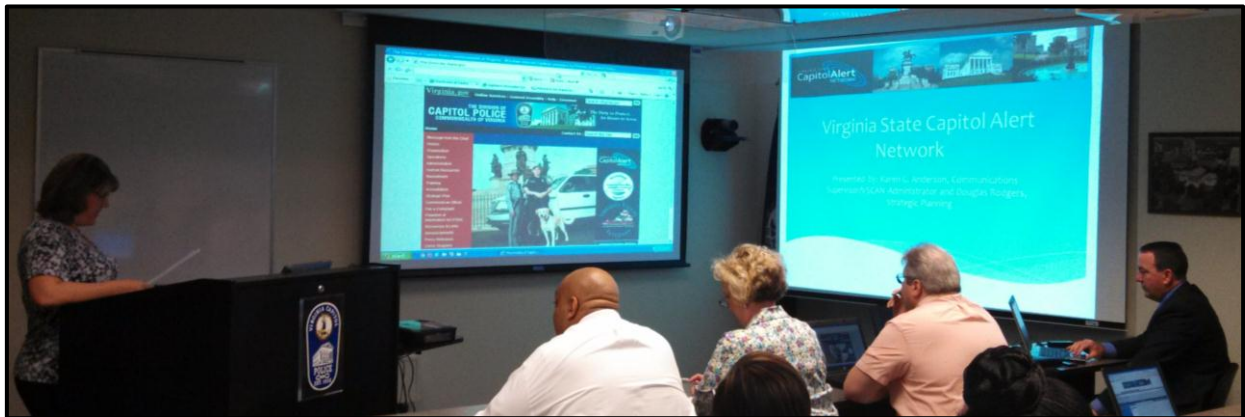




The Division worked with the City of Richmond and the Virginia State Police to Re-band Division Radios. This project was a part of the city's transition to a new radio system. The re-banding of the radios allowed for program updates and reorganization of the channel templates in both the Division's mobile (car radios) and handheld radios.

The Virginia State Capitol Alert Network (VSCAN), purchased under a 2010 State Homeland Security Program Grant, was launched during 2011. This grant enabled the Division to expand the number of members receiving emergency communications within and around the Capitol District. The VSCAN system expanded the number of employees that were in the system to approximately 2,806 personnel during 2013. This number continues to grow as more people become aware of it. The VSCAN Manager held multiple Manager training sessions to provide more agencies with access to the VSCAN system. In 2014 the Division will be looking to make enhancements to our notification system that will improve the notification experience.

### VSCAN Managers Training



VSCAN System Summary	
Total users	2,806
Total managers	112
Total admins	14
Total groups	285
Alerts sent in 2013	6195
Alerts sent in last 365 days	11,154
Alerts sent to e-mail accounts in last 365 days	383,273
Alerts sent to pagers in last 365 days	971
Alerts sent to Cell phones in last 365 days	184,383
Alerts sent to Voice - Office Phone in last 365 days	543
Alerts sent to Voice - Mobile Phone in last 365 days	18
Alerts sent to Voice - Home Phone in last 365 days	180





- **Technology Achievements**

The Division website ([www.dcp.virginia.gov](http://www.dcp.virginia.gov)) was maintained and improved throughout the year. Improvements/changes included:

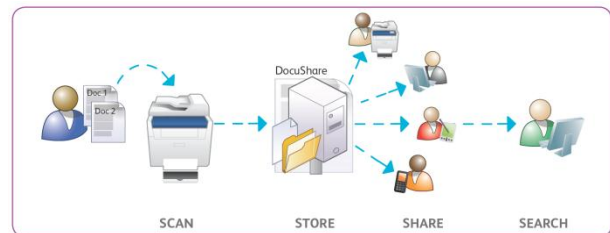
- The news feed was regularly updated to reflect Employee of the Month honorees and other significant activities;
- The Division recruitment video was featured on the Recruitment page;
- The Virginia Values Veterans logo and webpage link continued to be featured on the Division home page and the Recruitment page;
- The Strategic Plan page was updated to reflect changing circumstances;
- A Freedom of Information (FOIA) page link continued to be featured on the home page; and,
- Dated material and broken links were removed.

Dual LCD projectors in the Division's training room facilitate a unified command center for monitoring planned and unplanned events.

The Division updated training room laptops with additional memory and an operating system upgrade to 64-bit Windows 7.

Computer hardware for security camera monitoring was regularly used by Administrative, Investigative and Patrol staff to enhance security and police patrolling for Capitol Square and other locations.

The Division continued to utilize the leased Xerox color copier with enhanced scanning and document management abilities to facilitate electronic documents and to further reduce the number of standalone printers.

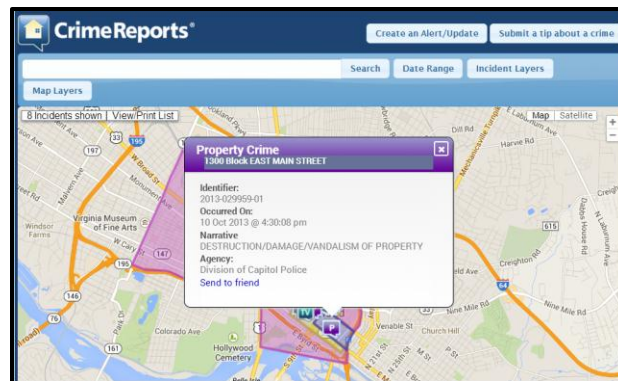


The new ID Card system implemented in 2012 for the Division provides all active and retired with a state-of-the art identification card.

Several body-worn video camera systems were evaluated for potential police duty use.

An officers' workroom with network and email access was setup in the General Assembly Building.

The Division continues to utilize CrimeReports.com to provide its stakeholders and visitors crime-mapping capabilities. This system provides up-to-date, accurate, and agency controlled information that is ad and spam free. Citizens have free access and can sign up for email alerts based upon defined crime types.

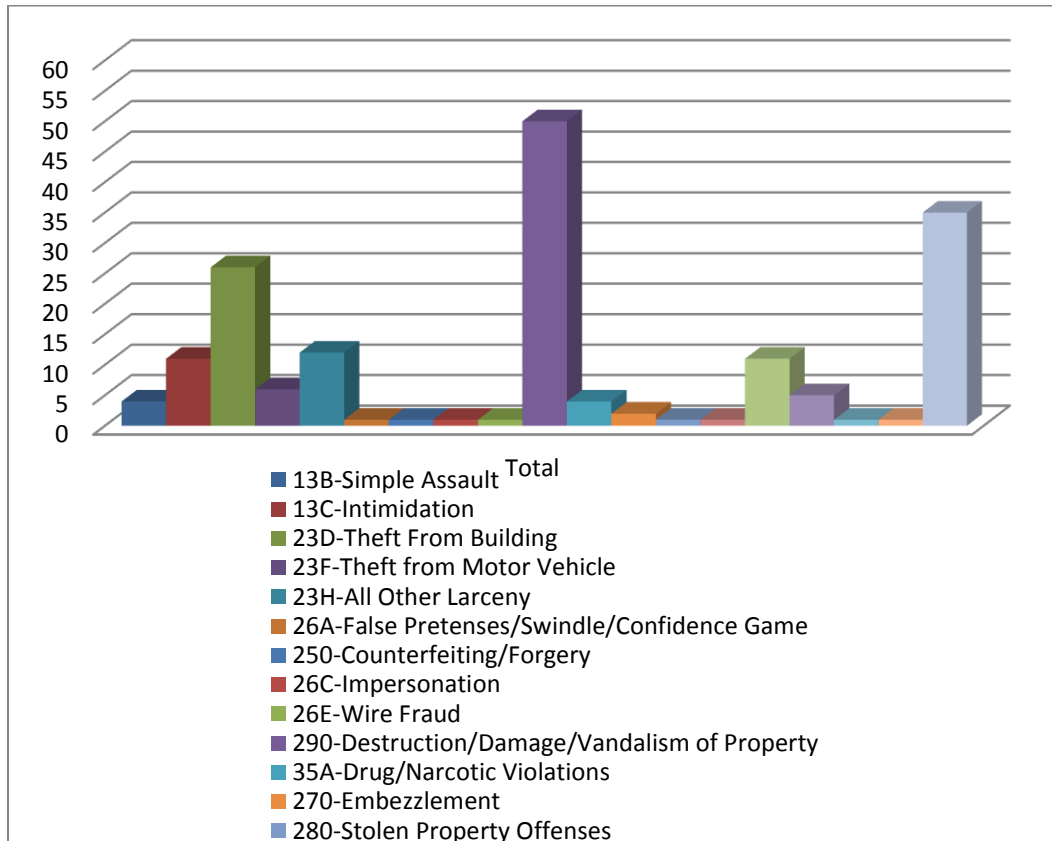


## **Recommendations**

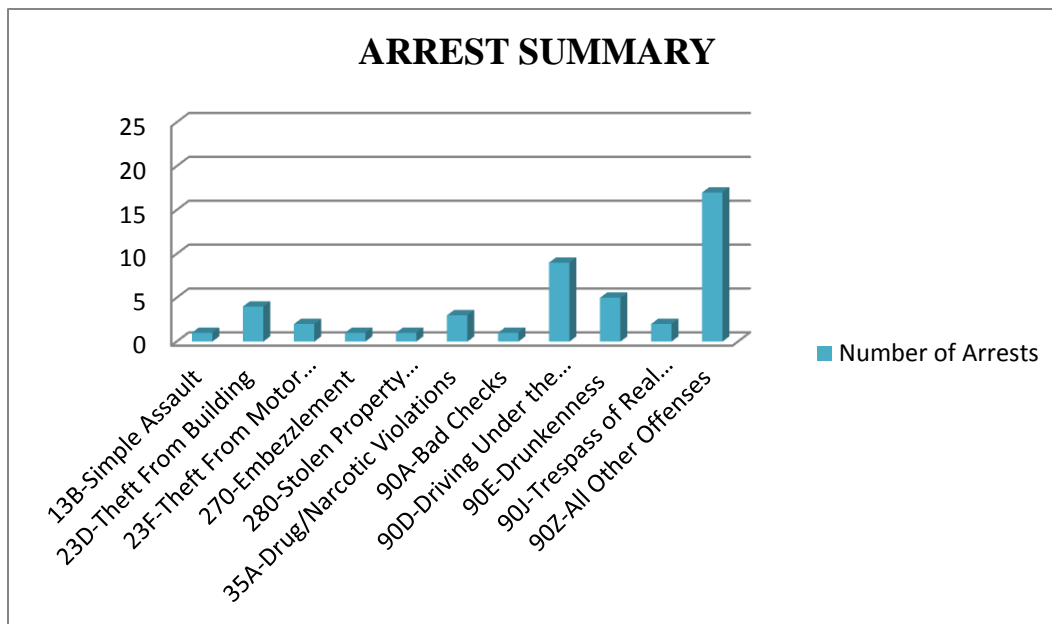
- Submit recommendations for a Career Development Program for Communications Officers.
- Create and implement a standardized training program for the Communications Officers to enhance their skills and knowledge through in-service training.
- Increase crime prevention meetings with State employees with a goal of reducing thefts by 10 percent.
- Develop quarterly crime prevention tips to be distributed to building floor wardens with a goal of reducing thefts by 10 percent.
- Continue replacement of computers with laptop docking stations to ensure mobile continuity.
- Consider further expansion of the use of computer tablets and similar mobility expansions.
- Acquire and outfit a Tactical Operations Trailer to enhance the Division's Continuity of Operations Plan.
- Work to enhance membership within the VSCAN system.
- Begin planning for the adoption of Office 2013 as the office productivity suite and Windows 8 as the client computer operating system.
- Test and plan for the replacement of paper forms by utilizing computer tablets in patrol situations.
- Explore and plan to move to electronic documents wherever possible, consistent with best practices.
- Evaluate and make recommendations for upgrading the Division's conference room.
- Establish a full-time position to manage and monitor a Division Facebook and Twitter page (and other social media) and serve as the Division Public Information Officer.



## OFFENSE SUMMARY



## ARREST SUMMARY







## OFFENSE SUMMARY

Offense	Total
13B-Simple Assault	4
13C-Intimidation	11
23D-Theft From Building	26
23F-Theft from Motor Vehicle	6
23H-All Other Larceny	12
26A-False Pretenses/Swindle/Confidence Game	1
250-Counterfeiting/Forgery	1
26C-Impersonation	1
26E-Wire Fraud	1
290-Destruction/Damage/Vandalism of Property	50
35A-Drug/Narcotic Violations	4
270-Embezzlement	2
280-Stolen Property Offenses	1
90C-Disorderly Conduct	1
90D-Driving Under the Influence	11
90E-Drunkenness	5
90G-Liquor Law Violations	1
90J-Trespass of Real Property	1
90Z-All Other Offenses	35
<b>Total:</b>	<b>174</b>

## ARREST SUMMARY

Charge Type	Number of Arrests
13B-Simple Assault	1
23D-Theft From Building	4
23F-Theft From Motor Vehicle	2
270-Embezzlement	1
280-Stolen Property Offenses	1
35A-Drug/Narcotic Violations	3
90A-Bad Checks	1
90D-Driving Under the Influence	9
90E-Drunkenness	5
90J-Trespass of Real Property	2
90Z-All Other Offenses	17
<b>Total:</b>	<b>46</b>

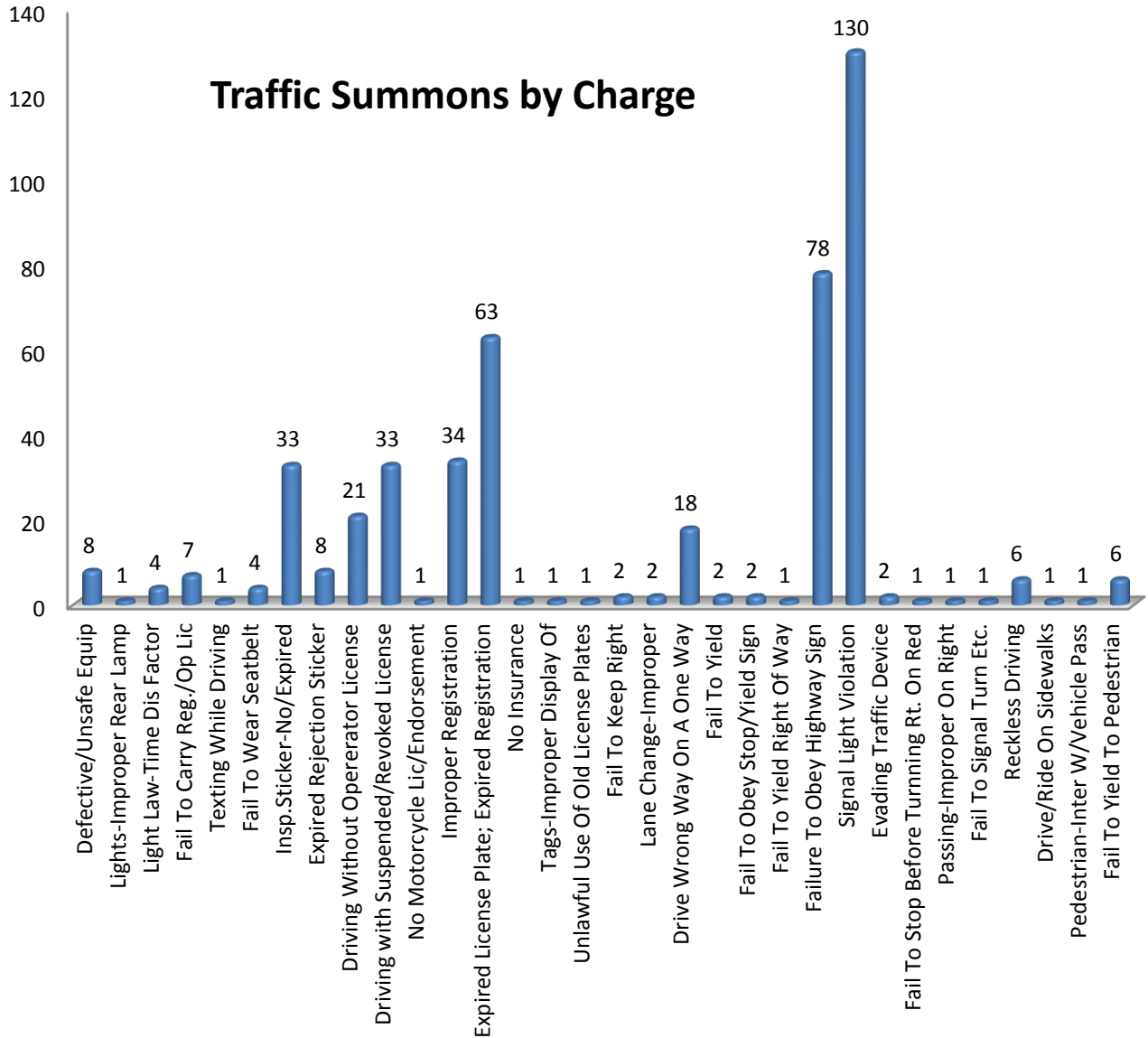


## Traffic Summons by Charge (1/1/2013-12/31/2013)

Description	Warrants
Defective/Unsafe Equip	8
Lights-Improper Rear Lamp	1
Light Law-Time Display Factor	4
Fail To Carry Registration/Operator License	7
Texting While Driving	1
Fail To Wear Seatbelt	4
Inspection Sticker-No/Expired	33
Expired Rejection Sticker	8
Driving Without Operator License	21
Driving with Suspended/Revoked License	33
No Motorcycle License/Endorsement	1
Improper Registration	34
Expired License Plate; Expired Registration	63
No Insurance	1
Tags-Improper Display Of	1
Unlawful Use Of Old License Plates	1
Fail To Keep Right	2
Lane Change-Improper	2
Drive Wrong Way On A One Way	18
Fail To Yield	2
Fail To Obey Stop/Yield Sign	2
Fail To Yield Right Of Way	1
Failure To Obey Highway Sign	78
Signal Light Violation	130
Evading Traffic Device	2
Fail To Stop Before Turning Right On Red	1
Passing-Improper On Right	1
Fail To Signal Turn Etc.	1
Reckless Driving	6
Drive/Ride On Sidewalks	1
Pedestrian-Intersection W/Vehicle Pass	1
Fail To Yield To Pedestrian	6
<b>TOTAL TRAFFIC SUMMONS:</b>	<b>477</b>



## Traffic Summons by Charge







### **CALL SUMMARY 2013**

Citizen Contact	205
Suspicious Person	158
Suspicious Vehicle	50
Unattended Vehicle	38
Disabled Vehicle	88
Traffic Stop	939
Assault	5
Threatening Communications	22
Suspicious Package	17
Silent 911	61
Trespass	5
Larceny (Grand, Petit)	51
Damaged Property, State	60
Damaged Property, Personal	11
Computer Offense	1
Vehicle Accident, State	28
Vehicle Accident, Personal	30
Vehicle Accident, Hit and Run	6
Intelligence	46
K-9 Service DCP	912
K-9 Service (Non-DCP)	76
Harassing Communications	19
Suspicious Incident	62
Disorderly Conduct	19
Courtroom Security Sweep	123
Crime Prevention Service	5
Health / Safety Check	42
Rally / Protest	32
Animal Control	2



Domestic	8
Executive Protection	99
Security Assessment	2
Special Assignment	224
Assist Other Jurisdiction	179
Lost / Found Property	44
Missing Person	1
Driving Under the Influence (DUI)	11
Drunk in Public	5
Urinating in Public	3
Criminal Warrant, Service	11
Alarm, Duress	22
Alarm, Fire	68
Alarm, Intrusion	47
Alarm, Glass	30
Building / Property Checks	30220
1st Service Request	296
Security Management Request	122
Medical	74
Open / Unlock Door	137
Parking Complaint	201
<b>Total Calls:</b>	<b>37,917</b>



## **OPERATIONS DIVISION**



The mission of the Operations Division is to provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth and its visitors. This is accomplished by providing twenty-four hour full-service law enforcement and security services to the Governor of Virginia and his family; Lieutenant Governor; Attorney General; members of the Virginia General Assembly; Virginia Supreme Court Justices; Court of Appeals Judges; 7,000 state employees; over 100,000 annual visitors to the

Capitol Complex; and numerous special events. These services are delivered through vehicle patrol, bicycle patrol, foot patrol, static posts, traffic law enforcement, traffic crash investigations, criminal investigations, dignitary protection, K-9 patrols, parking enforcement, and crowd control for various events.

The Operations Division is commanded by the Deputy Chief of Operations, a Captain who reports directly to the Assistant Chief of Police. The Operations Division is comprised of three sections: Uniformed Operations, Special Operations and Homeland Security.

In June 2013 the Division coordinated the initial Gubernatorial Inauguration Public Safety Planning meeting to begin the planning process for the public safety component of the 2014 Gubernatorial Inauguration. The planning meeting was attended by representatives from the Virginia State Police, Fusion Center, Richmond Police Department, Department of General Services, Virginia Department of Emergency Management, Richmond Fire Department and Office of Emergency Management, Richmond Ambulance Authority and the Virginia Army National Guard. Multiple planning meetings were held throughout the fall which included the Department of Homeland Security, United States Secret Service, United States Marshal's Service, Federal Bureau of Investigations, Richmond Joint Terrorism Task Force, and Office of the Secretary of Public Safety. The planning process for the 2014 Inauguration began with the After-Action Review from the 2010 Gubernatorial Inauguration of Governor Robert F. McDonnell.

### **UNIFORMED OPERATIONS SECTION**

The Uniformed Operations Section is commanded by the Uniformed Operations Commander and is comprised of three shifts: Day Shift (8:00 am to 4:00 pm), Evening Shift (4:00 pm to midnight) and Midnight Shift (midnight to 8:00 am). Each shift is supervised by Sergeants. The shifts include a combination of police officers, security officers, K-9 officers and security screeners.



## **Accomplishments**

- Developed and implemented nine (9) special projects.
  - Assisted with the Division's Open House.
  - Established a First Sergeant's position to assist the Uniform Operations Commander.
  - Obtained new vehicles for operations patrol officers and supervisors.
  - Worked with Richmond Traffic Engineering for signage and also the placement of a new crosswalk at 12<sup>th</sup> and Bank Streets.
  - 2013 General Assembly After-Action Plan
  - Worked special assignments at the intersection of 14<sup>th</sup> and Bank Streets for pedestrian crossings.
  - Upgraded the Division's Executive Protection Unit.
  - Purchased a dedicated vehicle for the Executive Protection Unit.
  - Worked special assignment at the intersection of 10<sup>th</sup> and Bank for pedestrian crossings and special traffic enforcement.
- Assisted the Special Operations Lieutenant with developing and implementing operations plans for twenty five (25) major special events.
- Provided law enforcement services through staffing/monitoring of 42 rallies/events on Capitol Square.
- Completed thirteen (13) administrative investigations.
- Completed four (4) Division vehicle damage reports.
- Reports/Special Plans/Manuals Completed:
  - 2012 General Assembly Operations Plan
  - Collected required proofs of compliance for accreditation
- Field-trained eight (8) new officers.
- Completed zero (0) use of force investigations.
- Completed three (3) pursuit investigations.



## **Recommendations**

- Install cameras in public committee rooms in the General Assembly Building and the Capitol Building.
- Work on a better system for report approval.





- Continue to expand training for active shooter and high risk situations.
- Obtain necessary long rifles (M-4) for patrol operations.
- Purchase computer software to allow automation of time-sheets.
- Increase selective patrols to reduce thefts by 10 percent.

### **SPECIAL OPERATIONS SECTION**

The Special Operations Commander is responsible for administrative oversight and coordination of the Critical Incident Team, Crowd Response Team, Honor Guard Team, and Canine Team; development of the Division's Operations Plans for special events and rallies; development, review and revision of Standing Operating Procedures for DCP assigned buildings; and, coordination of the Division's off-duty overtime assignments.

#### **Critical Incident Team (CIT)**

The purpose of the Critical Incident Team is to provide the Capitol Complex with a rapid response to any critical incident or event which would require an immediate tactical deployment. The team is comprised of sworn members from various operational areas of the Division, and is commanded by a Lieutenant. The Special Operations Commander is responsible for the administrative coordination of the Critical Incident Team. When not involved in training or deployed for special or critical events, the team members perform their normal duties.



#### **Crowd Response Team (CRT)**

The Crowd Response Team is comprised of sworn members from various operational areas of the Division, commanded by a Lieutenant. Each squad is supervised by a Sergeant. The Special Operations Commander is responsible for the administrative coordination of the Crowd Response Team. Members receive specialized training in the Field Force concept for riot and civil disturbance control.

The Crowd Response Team conducts joint training throughout the year with Richmond Police Crowd Management Team (CMT). The training teaches officers how to deal with riots, unlawful protests, and large unruly crowds. The training consists of classroom and practical field exercises. As part of the training, officers must navigate the Richmond Police Department's SWAT Obstacle Course, run a 1½ mile course through the woods with approximately 10 obstacle challenges along the way. The officers work together to ensure each officer successfully completes each obstacle and engages in team building exercises and agency collaboration.

The CRT, in conjunction with the Richmond Police CMT, conducted field training exercises on the various riot formations and executing formation movements against mock riot conditions, including crowd formation exercises with RPD mounted units and the use of live Chemical



Agents (gas) for the purpose of providing officers with event simulated training as it would occur in a real riot situation. Officers receive familiarization training with gas delivery systems, donning gas mask during live chemical agent deployment of CS Gas and practices Officer Rescue under the above conditions. Officers trained in arrest techniques, shield retention, removal of sit-down protesters, and officer rescue techniques. RPD “cut teams” provided demonstrations on how to properly cut plastic pipe way from protesters’ hands and arms as well as how to cut pipe with protesters hands and arms incased in cement. Richmond mounted square used their horses to provide field training exercises in movement drills, rescue down officer drills, and crowd shielding. The overall training provided CRT a solid foundation to work with in the event that they are deployed to disperse an unruly crowd.

### Honor Guard



The Division’s Honor Guard was established in October of 1999. The Honor Guard is comprised of volunteer officers whose goal is to present a positive, professional and formal ceremonial image of the Division during special events. These events may include, but are not limited to: parades, law enforcement graduations, Opening ceremony for the Virginia General Assembly, posting or presenting colors at formal ceremonies, and representing the Division at the funerals of dignitaries or public safety professionals killed in the line of duty.



## Canine Teams



Officer Alexander and K-9 Atos are currently assigned as a K-9 team. K-9 Atos is a five year old Brindle German Shepherd from Marburg, Germany. Atos' primary purpose is explosives/firearm detection. Atos has served with the Division of Capitol Police since July, 2011. He is currently certified under the Virginia Police Work Dog Association. Atos serves the Commonwealth by performing the following detection services: Counter-Terrorism prevention, Bomb Threat Response, pro-active security sweeps, evidence searches, demonstrations, and assisting law enforcement agencies in the Metro-Richmond area. During 2013, Atos completed 220 K-9 utilizations which included 17 outside agency utilizations. Special assignments have included protective detail sweeps for former Governor Bob McDonnell, current Governor Terry McAuliffe, Virginia's Attorney General, and members of the Virginia House of Delegates and Senate of Virginia. Atos has also conducted demonstrations for Senate Pages and security sweeps for various central Virginia schools.

Officer Chaulklin and K-9 Cheno were assigned as an explosive/weapon detection team for the Division of Capitol Police prior to his retirement. K-9 Cheno is an eleven-year old Belgian Shepherd (Malinois). He was certified by the Virginia Police Work Dog Association. Cheno retired from the Division of Capitol Police in March of 2013. Prior to retirement in 2013, Cheno performed a total of 139 utilization services. Cheno performed 102 pro-active sweeps, 29 Division of Capitol Police and state agency requests for K-9 services, 1 gun search on state property, 1 bomb threat, 4 school weapon searches, and 5 miscellaneous requests from other police agencies. In addition, the above totals include 1 canine demonstration.



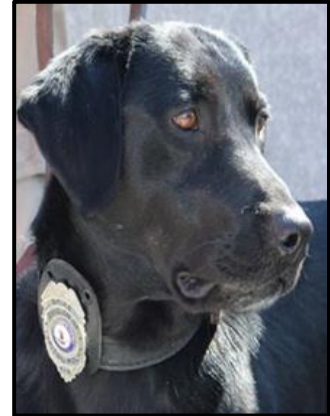
Officer Chaulkin and K-9 Gunner are currently assigned as an explosive/weapon detection team for the Division of Capitol Police. K-9 Gunner is a two year old Belgium Shepherd (Malinois). Gunner began his career with the Division of Capitol Police in April 2013 after Cheno's retirement. He is certified by the Virginia Police Work Dog Association. Gunner's utilizations for the year of 2013 include a total of 331 K-9 utilizations. Gunner performed 184 pro-active sweeps, 4 bomb threats, 8 school weapon searches, 78 Division of Capitol Police and other state agency request for services, and 36 miscellaneous request from other police jurisdictions. In addition, Gunner performed 10 K-9 demonstrations. Other significant utilization's for 2013 include K-9 sweeps for Capitol Square rallies, Washington Redskins training facility, Richmond Marathon Race, and the NASCAR race at Richmond International Raceway.





Gunner also assisted other jurisdiction with weapon calls, VIP sweeps, and major events involving state property. In addition, K-9 Gunner works with a local area special needs school, where he performs demonstrations and interacts with special needs children.

Officer Laura Holmes and K-9 Spike are currently assigned as a K-9 team. K-9 Spike is a five year old black Labrador retriever. Spike is a former United States Marine Corps Military Working Dog and served two tours in Afghanistan as an explosives detection K-9. Spike is currently certified by the Virginia Police Work Dog Association and has served with the Division of Capitol Police for one year. Spike's K-9 activities for 2013 include a total of 342 utilizations. Spike completed 260 proactive sweeps, 49 state agency requests for K-9 service and 33 requests from outside police agencies. These utilizations include 3 bomb threats, 2 canine demonstrations, 3 school sweeps and 5 criminal activity related weapons searches. Significant events for 2013 include sweeps for a 10K race at the War Memorial, the River Rock festival at Brown's Island, several VCU school graduations, a movie being filmed in Capitol square, the Governor Elect offices at Old City Hall and sweeps for the newly opened Washington Redskins Training Facility.



### Accomplishments



- Performed eight (8) K-9 kennel and vehicle inspections.
- Developed and implemented two (2) special projects.
- Honor Guard Team participated in nine (9) Honor Guard events.
- Projects Completed:
  - Developed an Annual Report
  - CRT Equipment Inventory
  - Vehicle Equipment Inventory
  - Budget Request
- Developed and implemented operations plans for ten (10) major special events.
- Provided law enforcement services through staffing/monitoring of forty-two (42) rallies/events on Capitol Square and one (1) event at the Lee Monument.
- Reports/Special Plans/Manuals Completed:
  - Develop a Special Operations Plan for the 2013 Inauguration of Governor McAuliffe
  - Canine Manual
  - 2013 Transition Office Standing Operating Procedures
  - 2014 General Assembly Operations Plan
  - Collected required proofs of compliance for accreditation





### **Recommendations**

- Assign a supervisor to coordinate EMT training, maintain EMT certifications, and oversee DCP EMT program. This person should be an EMT.
- DCP to purchase software to track work hours each cycle.
- Master police officers to serve as FTO's and provide field training and post training to new officers.
- Division to implement a plan to transition to a paperless Office with the goal to reduce cost and inefficiency and risk associated with paper.

### **HOMELAND SECURITY SECTION**

The Homeland Security Section is commanded by the Homeland Security Commander (Lieutenant), and includes the Security Clearance Section. The Homeland Security Commander is also responsible for intelligence collection, dissemination, and coordination, special event planning, coordination of extra duty overtime, and serves as the Division Transportation Officer.

### **Security Clearances**

The Security Clearance Analyst reviews applications for security clearance approval to ensure compliance with established criteria, federal and state law, and serves as the Division's liaison with the Virginia Department of General Services (DGS) for the issuance of credentials for approved applicants. The Security Clearance Analyst also prepares all security clearance denial appeals for review by the Chief of Police. During 2013, approximately 3,511 security clearances were processed; 3,225 were approved; 207 were denied; 61 were incomplete; 24 were appealed; and 14 applicants were wanted.

### **Accomplishments**

- Conducted background investigations for four police applicants and one communications officer.
- Security Clearance Analyst provided information to patrol officers on denied and wanted security clearance requests.
- Completed 7 Operations Plans.
- Overtime staffing for 2 movies, Washington Redskins Training Camp, State Corporation Commission, Library of Virginia, Virginia War Memorial, and the Virginia State Capitol.
- Security presentation to the Senate Legislative aides.
- Assisted with security presentations to the House Legislative aides and the Department of Criminal Justice Services.
- Assisted with one residential security assessment.
- Planning for pre and post 2014 Inaugural events.



- Goal Champion on the Strategic Plan Implementation Team.

## **INVESTIGATIONS SECTION**

### **Accomplishments**

**Total Arrest by Investigation Section: 5 Felonies (F) / 4 Misdemeanors (M)**

• 2013-000749	Jefferson Building	Petit Larceny	1(M)
• 2013-007471	Workers Compensation	Threat to Burn	2 (F)
• 2013-014175	Virginia State Library	Grand larceny	1 (F)
• 2013-015331	Central garage(Fleet)	Petit Larceny	1(M)
• 2013-017783	State Lot #22	Grand Larceny	1 (F)
• 2013-023468	Central Garage (Fleet)	Petit Larceny	1(M)
• 2013-020429	Monroe Building	Petit Larceny	1(F)
• 2013-019583	Monroe Building	Petit larceny	1(M)

### **Grand Jury Indictments:**

- 8 Felony indictments were obtained
- 2 Misdemeanor indictments were obtained

### **Temporary Detention Orders:**

- 1 TDO

### **Investigation Case Disposition Breakdown:**

- 8 Cases Closed by Arrest
- 15 Cases investigated and labeled Inactive
- 27 Cases investigated and labeled Unfounded
- 27 Cases investigated and Closed By Exception
- 9 2013 Cases are still Active
- 1 Case Active from 1991 / 1 Case Active from 2001
- 1 Warrant currently on file by Investigations



### **Criminal Warrants**

- The Investigations Section had 7 Felony Warrants dismissed by Court Order. The warrants had been issued between 2003 and 2004.
- The Investigations Section ended the year with 1 warrant on file and 2 misdemeanor indictments.

### **Subpoenas**

The Investigations Section obtained and served 14 Grand Jury Subpoenas.

### **Special Agents**

There are currently 2 Special Agents assigned to the Investigations Section and serve under the Investigations Sergeant.

### **Evidence/Found Property**

- Maintained evidence, found property and property for safe keeping.
- A total of \$3,641.00 in Found Property was delivered to the Division of Unclaimed Property at the Virginia Department of Treasury. No tangible property was turned over.
- Per the Code of Virginia and Division Policy, 16 Firearms were destroyed.
- Per the Code of Virginia and Division Policy, 52 pieces of evidence were removed from the evidence room and either returned to owner, destroyed or placed to file.
- Annual evidence and property room audit was conducted. All items held by the Division was properly stored and inventoried.

### **Special Assignments**

- Investigators were used for special plain clothed assignments.
- The Investigations Section participated in the Division's 2013 Open House. A display was created explaining the responsibility of the section, cases investigated and equipment used to work a crime scene. Visitors were also shown how the section develops latent prints and collects imprint evidence.



### **Threatening Communications/Suspicious Individuals/Suspicious Incidents**

- The Investigative Sergeant created a new “threat protocol” that will be followed by the Division as it relates to threatening communications, suspicious individuals, suspicious incidents and serious crimes that occur within our jurisdiction.
- The Investigations Section conducted numerous investigations involving threatening communications, suspicious individuals, and suspicious incidents. During the course of the investigations, when necessary, the Virginia Fusion Center, Virginia State Police, Federal Bureau of Investigation, United States Secret Service, and other state and local agencies were contacted to obtain or disseminate information.

### **Fingerprinting**

- Numerous fingerprints for employees of the Department of General Services, and other state agencies, were processed.

### **Crime Stoppers**

- The Investigations Section participated in “Crime Stoppers” of Metro Richmond to disseminate information to assist in the investigation of criminal activity and coordinated with the Planning and Research Section for publication of information on the Division’s web page.

### **Accreditation**

- The Investigations Section assisted the Accreditation Section in the gathering proofs of compliance for evidence, property, policies and records.

### **Records**

- The Investigations Section assisted the Records Manager with the collection and tracking of all reports.

### **Background Investigations**

- The Investigations Section conducted several background investigations for Division of Capitol Police Applicants.

### **Section Training**

- Response to Sexual Assault training





- Identity Theft training
- Cyber Intrusion
- Infragard
- Computer Forensics
- FBI Interview and Interrogation
- The new Special Agent received training in: Interview and Interrogation, Basic Crime Scene Investigations and Basic Crime Scene Photography. The Special Agent also received training for Search and Seizure and Search Warrants.

### **Recommendations**

- Continue to grow and receive more training in the area of cybercrimes, criminal profiling and response to sexual assaults.
- Investigators work a flexible schedule in order to allow them to more adequately adapt to the demands of their assignments.



## **OFFICE OF THE CHIEF OF POLICE**

### **Financial Services**

The Financial Services Section is staffed by one wage employee. The goals and objectives of this position are to create an annual operating plan by allocating appropriations to the expenditure object codes in CARS based on analysis of both historical and future spending requirements as well as discussion and input received from members of the DCP executive staff. Once the operating plan is approved the position must review, in a timely manner, the agency's financial transactions posted in the Commonwealth Accounting and Reporting System (CARS) and ensure that the amounts are accurate, posted to the proper object codes and have adequate properly approved documentation in support of the transaction. To promote adequate internal control, all transactions for the procurement of services, goods and equipment in excess of a stipulated amount must be approved by the Fiscal Manager prior to the expenditure of funds. Missing documentation is obtained as well as further descriptive information, if needed. Reports are obtained from the Department of Account's (DOA) system known as "Reportline". The detail reports in this group are reconciled to the summary reports to ensure accuracy. The details of each transaction are then posted to the agency's internal system. The monthly and YTD transactions per the internal system are then reconciled back to CARS to ensure both are in agreement. The internal system is developed using Excel spreadsheets that consist of detailed object code ledger sheets that automatically calculate year-to-date expenditures as well as fund balance for each object code. This information is automatically carried forward to a report showing the data in summary format. The position also maintains files containing the necessary documentation in support of these transactions as part of the financial requirements for accreditation. The position performs periodic expenditure projections to ensure adequate funding exists to meet agency needs and that over-expenditure for the agency will not occur. If unexpended balances (surplus) exist, the position meets with executive management to determine how these funds may be used to provide needed services, goods and equipment for ongoing operations as well as ease the financial burden in subsequent years through the prepayment of ongoing expenses such as leases, maintenance, training, etc. The preparation of transactions using DPB's Performance Budgeting (PB) system is also a responsibility of this position. This includes the entry for the initial operating plan as well as adjustments for central account distributions, receipt of grant funds, etc. The reconciliation of all initial appropriations and allotments as well as subsequent changes for use in funding agency expenses is performed by this position. Additionally, this position evaluates and recommends the need for written policies and procedures, and either creates or revises existing procedures, as appropriate, to provide accountability for all financial activity and to support an adequate internal control environment. This task also includes the analysis of the procurement and invoice process in order to ensure that timely, accurate and efficient procedures are in place to allow for sound decision making. Lastly, this position also performs any and all special finance/accounting related projects as required (e.g. budget reduction scenarios, preparation of decision packages, etc.).



## **Records Management**

The Records Management Section is staffed by a wage employee. The goals and objectives of this position are to: coordinate and respond to Freedom of Information Act requests; manage criminal, non-criminal and juvenile records; and manage the Division's compliance with the Library of Virginia's Records Retention policies.

## **Accomplishments**

### ■ Freedom of Information Act (FOIA) Records

In 2009, records for this project were automated and organized by calendar year. This process continues. Automated files include: 1) a master spreadsheet, 2) individual responses to FOIA requests, and 3) the DCP Request Form DCP-087, which provides a comprehensive history of each request – date request was received, method of receipt, received by whom, contact information, etc., as well as the response. For calendar year 2013, the Division received 44 FOIA requests. Of the 44 requests, 34 were for non-criminal records; and 10 were for criminal records.

The retention period for FOIA records is three (3) years, after which time they can be destroyed. This schedule retention and disposition is consistent with the Archives Division of The Library of Virginia (LVA). For records that are over three (3) years old, a Certificate of Destruction form (RM-3) is completed and forwarded to the LVA. Copies of RM-3s are retained by the Division's Records Officer.

### ■ Records: Serious Offenses (Group A), Less Serious Offenses (Group B), and Juvenile

Spreadsheets for the 2008-2013 Group A (75-year retention) and Group B (25-year retention) records were prepared and automated with access restricted to Division supervisors. These spreadsheets are updated weekly. Each spreadsheet reflects the Call for Service (CFS) number, date of incident, event description, officer, victim, complainant, case status, e.g., Inactive, Closed by Arrest, Unfounded, Exceptional Clearance or Information, and date of last action taken. Additionally, the Division has implemented a master reports spreadsheet that includes reports received and under review for each shift. This spreadsheet is updated with access by Division supervisors as well as the Records Officer.

The incident reports for the 2008-2013 Group A and Group B records are filed by month/year and are maintained by the Records Officer. The juvenile reports are destroyed pursuant to the *Code of Virginia*, which is 23 years after the individual's birth date. Because Group B (Less Serious) records have a shelf life of 25 years from the month of last action taken, the records are destroyed after that time period has been completed.

### ■ Records Maintenance



The Division's records are retained at headquarters -- the Bank Street location. The records room houses records that are primarily inactive or closed. The Records Officer is in the process of purging reports on a regular basis based on the LVA retention schedule. This process involves organizing the records that are retained for 75 years (Groups A's) and the records retained for 25 years (Groups B's). To date, Group B reports for 1986-2001 have been purged.

The Records Officer is assisting staff to ensure the necessary forms are completed and destruction of records is performed pursuant to guidelines established by the Library of Virginia (LVA). Additionally, the Division staff continues to organize records in acid-free boxes that are no longer useful, identifying the series name and retention period on the box, and transferring these records to the records room for retention for storage until they can be destroyed.

#### ■ Records Retention Schedule

At the end of 2013, the Library of Virginia issued a revised retention schedule for law enforcement (General Schedule #GS-117). The most significant change in the revision is a change in the Group B records retention from 10 years to 25 years. Records currently stored are subject to the new schedule and all Group B records were relabeled accordingly. The Schedule also created a third category of Non-Serious Offenses with a retention period of 5 years.

The records retention schedule identifies the shelf life of an agency's records. Specific records can be retained permanently, transferred to the LVA, or disposed. For example, FOIA records have a shelf life of three (3) years, after which time they can be destroyed, while Management Reports: Historical Significance are retained permanently by the agency.

### **Recommendations**

- Transition files to digital imaging
- Consider moving records with a long retention period to storage at the Library of Virginia.

### **Human Resource Management**

Human Resource Management is comprised of one full-time employee who reports directly to the Assistant Chief. The Human Resources Manager is responsible for the following programs: recruitment and selection of employees; performance management; employee relations; workforce personnel data management; compensation, rewards, and benefits management; and training and development of employees.







## **Accomplishments**

- Recruitment
  - Police Officer – receive 359 applications
  - Mailed 125 online employment questionnaires (PHQ) to applicants
  - Tested 39 applicants
  - Interviewed 17 applicants July 31-August 1, 2013
  - Sent 13 applicants to background
  - Hired 4 candidates – Fall 2013 Basic Academy
  - Hired 2 candidates – already certified (September 2013)
  - Ordered 2 recruitment banner stands
  - DCP joined the Virginia Values Veterans (V3) Program
- Employee Recognition and Awards
  - Coordinated Service Awards for years of State service (5-30 years)
  - Developed certificates for “Officer of the Month”
  - Developed certificates for “Officer of the Year”
  - “Officer of the Year” announced and plaque awarded
  - Years of Service Plaque awarded to new Retirees
  - Coordinated Annual Employee Awards & Recognition Dinner (State Capitol)
- Promotional Ceremony
  - Coordinated promotional program May 2013 - Old House Chamber – State Capitol
  - Ordered promotional certificates (1) First Sergeant and (1) Sergeant
- Career Development Program
  - Compliance review conducted for current Police Officer II participants
  - Remaining 3 Police Officer II participants are adhering to program requirements
  - Three new Police Officer II participants added to program
  - Five new Senior Police Officers added to program
- Administrative Investigations
  - Set-up and maintenance of administrative folders

## **Recommendations**

- Continue partnership with Virginia Values Veterans Program



### **Internal Affairs**

The Internal Affairs Section consists of one wage employee who is responsible for investigating the most serious of employee misconduct allegations, or other investigations as assigned by the Chief of Police. Less serious allegations of employee misconduct are investigated by the employee's immediate supervisor. All allegations of employee misconduct are investigated. Seventeen cases were initiated and cleared during 2013. Nine complaints were initiated.

### **Accreditation**

Accreditation is the process whereby agencies evaluate policy and procedures against established criteria, and have compliance with that criterion verified by an independent and authoritative body. The criteria or standards are policy development guidelines that represent a level of quality service.

Virginia Law Enforcement Professional Standards Commission (VLEPSC) is comprised of The Virginia Sheriff's Association, the Virginia Association of Chiefs of Police (VACP) and the Virginia Department of Criminal Justice Service (DCJS). The Commission establishes professional standards and administers the accreditation process by which Virginia agencies can be systematically measured, evaluated, and updated.

The Division of Capitol Police underwent its original on-site assessment on January 3-6, 2010, complying with all 187 standards in the VLEPSC Program manual. The agency has completed term four (4) working towards reaccreditation status. The agency underwent two mock assessments to ensure compliance with all standards.

### **Accomplishments**

- The Accreditation Manager maintains a process to review all policies in a timely manner for the year.
- Conducted policy review during roll call, and created Quizdom tests to ensure personnel compliance of policies.
- Ensured the Division met all 187 accreditation standards, with a total of 713 areas of compliance as required by VLEPSC.
- Conducted several mock assessments, and participated in on-site assessments.
- Participated in the Division Open House, conducting the EZ Child ID System.
- Attended trainings and the annual conference endorsed by Virginia Law Enforcement Accreditation Coalition (VELAC).
- Conducted accreditation training for all new personnel.
- Conducted numerous crime prevention presentations to various stakeholders.



### **Recommendations**

- Increase working hours of the accreditation intern position.
- Strive for accreditation to become paperless.

### **Strategic Planning**

#### **Background**

During the Spring and Summer of 2010 the Division of Capitol Police underwent a strategic planning process with the assistance of a private consultant. The Direction Setting Team, which is comprised by the Chief, Assistant Chief, Administrative Captain, Operations Captain, the Human Resource Manager and the Plan Coordinator, developed five strategic goals defined by a total of 33 strategic initiatives. Goal Champions, whose task it is to promote, organize and incorporate the initiatives into Division policies and procedures, were identified by the Chief of Police and given the responsibility for implementation of the initiatives. The Goal Champions and the Plan Coordinator comprise the Implementation Team (IT.) One goal champion has been promoted and replaced during the last year.

The five goals identified by the Direction Setting Team include:

1. To be a Well Managed Organization (5 initiatives)
2. To Employ an Exceptional and Diverse Workforce (11 initiatives)
3. To Provide Safety and Security of Facilities and Protection of People (6 initiatives)
4. To Be Ambassadors for the Commonwealth (6 initiatives)
5. To Provide and Environment of Preparedness (5 initiatives)



### DCP Strategic Planning Roadmap – Goal Champions

Lt. McKee

Well Managed  
Organization  
1.0

- 1.1 Improve three (3) administrative processes annually
  - Communications
  - Training
  - Scheduling
- 1.2 Solicit and act on employee suggestions
- 1.3 Inventory and evaluate programs for results and respond appropriately
- 1.4 Formalize a structure for implementing and monitoring DCP's strategic plan
- 1.5 Continually evaluate compliance with mandated audits and inventories

Red – Completed  
Blue – In Progress

Ms. Dillon

Exceptional and  
Diverse Workforce  
2.0

- 2.1 Develop a skills bank
- 2.2 Establish a mentorship program
- 2.3 Annually summarize exit interview information
- 2.4 Create a leadership development program to include technical and behavioral competencies
- 2.5 Align discretionary development opportunities with organizational need
- 2.6 Share knowledge obtained from external training
- 2.7 Evaluate training effectiveness
- 2.8 Acknowledge participation in DCP's strategic planning process
- 2.9 Develop a recruitment plan to increase diversity
- 2.10 Increase total compensation package
- 2.11 Reduce accrued leave liability by 5%

Sgt. Dowdy

Safety and Security  
Of Facilities and  
Protection of People  
3.0

- 3.1 Develop alternative staffing programs to include a Police Auxiliary Program
- 3.2 Employ new technology in DCP's crime analysis data process
- 3.3 Develop policies and procedures that ensure screening competency and consistency
- 3.4 Improve the existing process by establishing clear protocols for reporting and resolving security concerns
- 3.5 Develop a "floor watch" program for each facility
- 3.6 Expand the EMT program

S.O. Sparks

Ambassadors of the  
Commonwealth  
4.0

- 4.1. Formalize a process to encourage Division related civic / public / and community involvement
- (4.2 moved to 5.6)
- 4.3 Increase the visibility of DCP
- 4.4 Integrate values and behaviors into training and performance management tools (EWP)
- 4.5 Expand interpersonal skill development training
- 4.6 Provide employees with historical resources to enhance visitor interaction

Lt. Hickey

Environment of  
Preparedness  
5.0

- 5.1 Identify issues that compromise our mission and initiate programs to mitigate
- 5.2 Identify specialized equipment: develop replacement schedules; upgrades as necessitated and provide proper training
- 5.3 Capitalize on the employee skills bank
- 5.4. Establish written protocols and guidelines for dissemination of sensitive and/or confidential information
- 5.5. Increase and diversify emergency preparedness training
- 5.6 Collect and analyze complaint and commendation data to identify and respond to trends

### Current Status

As of this date ten (10) initiatives have been addressed and completed. The Champions are currently working on thirteen (13) additional initiatives.

In 2013, a new publication was created consisting of a single double sided card to update the information from the former brochure and to provide an easier means of distribution to the public.

Completed Initiatives (Initiatives that have been addressed and incorporated into the policies and/or procedures of the agency. Most initiatives call for ongoing maintenance and re-evaluation.)

- 1.1 Improve three administrative processes annually (ongoing)
- 1.2 Solicit and act on employee suggestions (ongoing)
- 1.4 Formalize a structure for implementing and monitoring DCP's strategic plan (complete)





- 2.1 Develop a skills bank (complete)
- 2.3 Annually summarize exit interview information
- 2.10 Increase total compensation package
- 2.11 Reduce accrued leave liability by 5% (complete)
- 3.4 Improve the existing process by establishing clear protocols for reporting and resolving security concerns (ongoing)
- 3.6 Expand the EMT program
- 4.6 Provide employees with historical resources to enhance citizen interaction (complete)

In-Development Initiatives (Those initiatives currently being addressed by the Goal Champions, often with the assistance of other members of the agency.)

- 1.3 Inventory and evaluate programs for results and respond appropriately
- 1.5. Continually evaluate compliance with mandated audits and inventories
- 2.6 Share knowledge obtained from external training
- 2.7 Evaluate training effectiveness
- 2.8 Acknowledge participation in DCP's strategic planning process
- 2.9 Develop a recruitment plan to increase diversity
- 3.1 Develop alternative staffing programs to include a Police Auxiliary Program
- 3.3 Develop policies and procedures that ensure screening competency and consistency
- 4.1. Formalize a process to encourage Division related civic, public and community involvement
- 4.3 Increase the visibility of DCP
- 5.1 Identify issues that compromise our mission and initiate programs to mitigate
- 5.2 Identify specialized equipment: develop replacement schedules; upgrades as necessitated and provide proper training
- 5.3 Capitalize on the employee skills bank

### **Next Steps**

The responsibility for the DCP Strategic Plan going forward in 2014 was transferred to the Deputy Chief of Administration.

The Implementation Team meets monthly to discuss progress on initiatives and the Direction Setting Team meets as needed to review the progress of the Strategic Plan, but usually at least quarterly. Formal progress reports were made to the DST on Initiatives 1.5 and 4.3. The minutes for each meeting were kept and distributed promptly.

# THE DIVISION OF CAPITOL POLICE COMMONWEALTH OF VIRGINIA



*The Duty to Protect.  
An Honor to Serve.*



## THE DIVISION OF CAPITOL POLICE COMMONWEALTH OF VIRGINIA

### STRATEGIC PLANNING ROADMAP

Strategic Planning attempts to identify the most significant issues that will confront an organization.

#### A MESSAGE FROM THE CHIEF

The Division of Capitol Police has taken a giant step into the future with the creation of our comprehensive strategic plan. Following closely on our 2010 accreditation by the Virginia Law Enforcement Professional Standards Commission, the Division identified specific goals, objectives, initiatives and measurements that will help guide our course and provide focus to our service to the Commonwealth and her citizens.

We utilized a highly participative and transparent process to identify goals that we believe are essential to our mission as an agency. In order to provide an unbiased evaluation of our service delivery, we solicited input from our stakeholders at all levels, internal and external, through surveys, interviews and focus groups. Information was gathered that provided insight into our strengths, weaknesses, opportunities and threats.

Implementation teams have been assigned to each of our five primary goals in order to define, plan, implement and measure initiatives and activities associated with incorporating the plan into the Division's daily performance.

The five primary goals each have a Goal Champion focusing on various initiatives designed to achieve those goals. These 33 initiatives are comprised in a Strategic Plan Roadmap included on the DCP website and can be found at:

[www.dcp.virginia.gov](http://www.dcp.virginia.gov)

Division of Capitol Police  
PO BOX 1138  
Richmond, Virginia 23218



### STRATEGIC PLAN

Strategic planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. It attempts to identify the most significant issues that will confront the organization. In order to determine the direction of the organization, it is necessary to understand its current position and the possible avenues through which it can pursue a particular course of action. Strategic planning looks at the long-term, which is how organizations survive and thrive.

The five primary goals of the strategic plan include:

- Well Managed Organization
- Exceptional and Diverse Workforce
- Safety and Security of Facilities and Protection of People
- Ambassadors of the Commonwealth
- Environment of Preparedness

The Division of Capitol Police strategic plan is an ongoing effort. Annual review and revision by the Direction Setting Team will ensure we perform our duties with new and challenging initiatives to meet new and challenging demands on our service delivery.

### MISSION, VISION, VALUES

#### Mission:

To provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth and its visitors

#### Vision:

Leading the nation since 1618 in securing, protecting and serving the seat of government and its people

Values: Devotion - Character - Professionalism

*The Duty to Protect. An Honor to Serve.*



### Other Division Activities



Division of  
**Heat**  
Capitol Police

## Red Robin Tip-A-Cop



## Pipe & Drum Corps







## Division of Capitol Police Commonwealth of Virginia

### **Law Enforcement Code of Ethics**

Reprinted from the  
Virginia Department of Criminal Justice Services

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice. I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whenever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution for criminals, I will enforce the law courteously and appropriately without fear or favor, malice of ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other law enforcement officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself to the highest moral and ethical standards in the performance of my chosen profession ... law enforcement.



## 2013 Annual Awards

### **EMPLOYEE-OF-THE-MONTH**

November – C/O Shafaira Washington  
January – Officer John M. Jones  
February – Sergeant Dianne M. Dowdy  
March – Officer Joshua F. Duncan  
April – Officer Matthew D. Ceto  
May – Officer Phillip A. Blaschick  
June - Officer Michael S. Kirkpatrick  
July - Officer Rahn A. Kersey  
August – Andrew R. Sentipal  
September – C/O Charonda M. Coles

### **RETIREMENTS**

Officer Rickie G. Dellinger  
Lieutenant C. Dawn Marshall  
Officer George R. Taylor, Jr.  
Officer John S. Wilde

### **EMPLOYEE-OF-THE-YEAR**

Sergeant Dianne M. Dowdy

### **PROMOTIONS**

Jesse T. Gilliam - Lieutenant  
James R. Seaton – First Sergeant  
Matthew D. Ceto - Sergeant  
Joshua F. Duncan - Sergeant  
Michael H. Flick - Sergeant

### **CAREER DEVELOPMENT**

Brian C. Alexander – Senior Police Officer  
D. Sean Chaulklin – Senior Police Officer  
Woodrow W. Dowdy – Senior Police Officer  
Joseph M. Nichols – Senior Police Officer  
Francis M. Stevens – Senior Police Officer  
Michael B. Bresko – Police Officer II  
Michael S. Kirkpatrick – Police Officer II  
Todd D. Wood – Police Officer II

### **SERVICE AWARDS**

#### **Thirty-Five Years**

Mrs. Nancy L. Goergner

#### **Twenty-Five Years**

Officer Michael V. Austin  
Colonel Anthony S. Pike

#### **Fifteen Years**

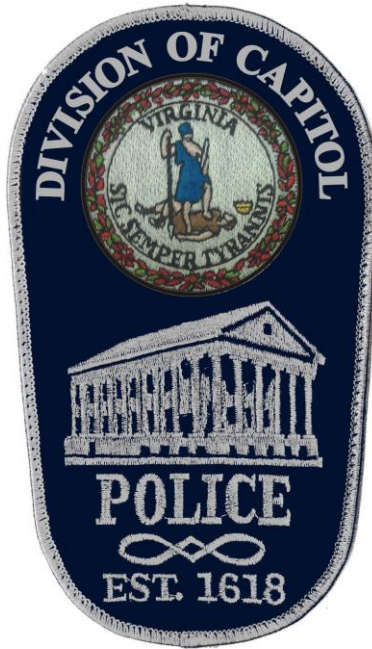
Officer Brian C. Alexander  
Officer Joseph M. Nichols  
Officer Kenneth J. Pugh

#### **Ten Years**

Lieutenant Jesse T. Gilliam  
C/O Jessica S. Howe

#### **Five Years**

Officer Rahn A. Kersey  
Officer Kyle R. Wax



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