



2014 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

ADMINISTRATIVE ASSISTANT

Ms. GLORIA KIMBALL



MESSAGE FROM THE CHIEF

The annual report is a collaborative effort among the Division staff to highlight our accomplishments in 2014. 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.

The Division of Capitol Police held a formal ceremony on June 11, 2014 in the Old House Chamber of the Virginia State Capitol recognizing our second state accreditation award. This certification was based on an intensive three day review in March of the agency by Virginia Law Enforcement Professional Standards Commission (VLEPSC) assessors. The assessment and resulting unanimous approval by the Commission's Executive Board on May 15, 2014 were the final steps in the Division's previous four year effort to maintain our accredited status. The assessment team found no standards that required minor or major remediation. The Division became the first state agency to achieve a 100% compliance rating with all 190 professional standards set forth by the VLEPSC. The 2nd accreditation award confirms that Virginia's government officials, state employees, citizens of the Commonwealth and its visitors at the seat of government may have confidence that the Division of Capitol Police is among the finest in the Commonwealth of Virginia and the United States.

The VLEPSC Executive Board, which is comprised of six active Sheriffs and six active Chiefs of Police, establishes professional standards and administers the accreditation process by which Virginia law enforcement agencies can be systematically measured, evaluated, and updated in the areas of Administration, Operations, Personnel and Training.

I was honored to have been appointed in 2014 to serve as one of the six active Police Chiefs on the VLEPSC Executive Board.

The Division would like to thank the members of the Legislative Support Commission for their unwavering support and guidance. This year's report is dedicated to the memory of Henry W. Hall, who faithfully and unselfishly served as the Division's IT coordinator. He will be truly missed. 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*

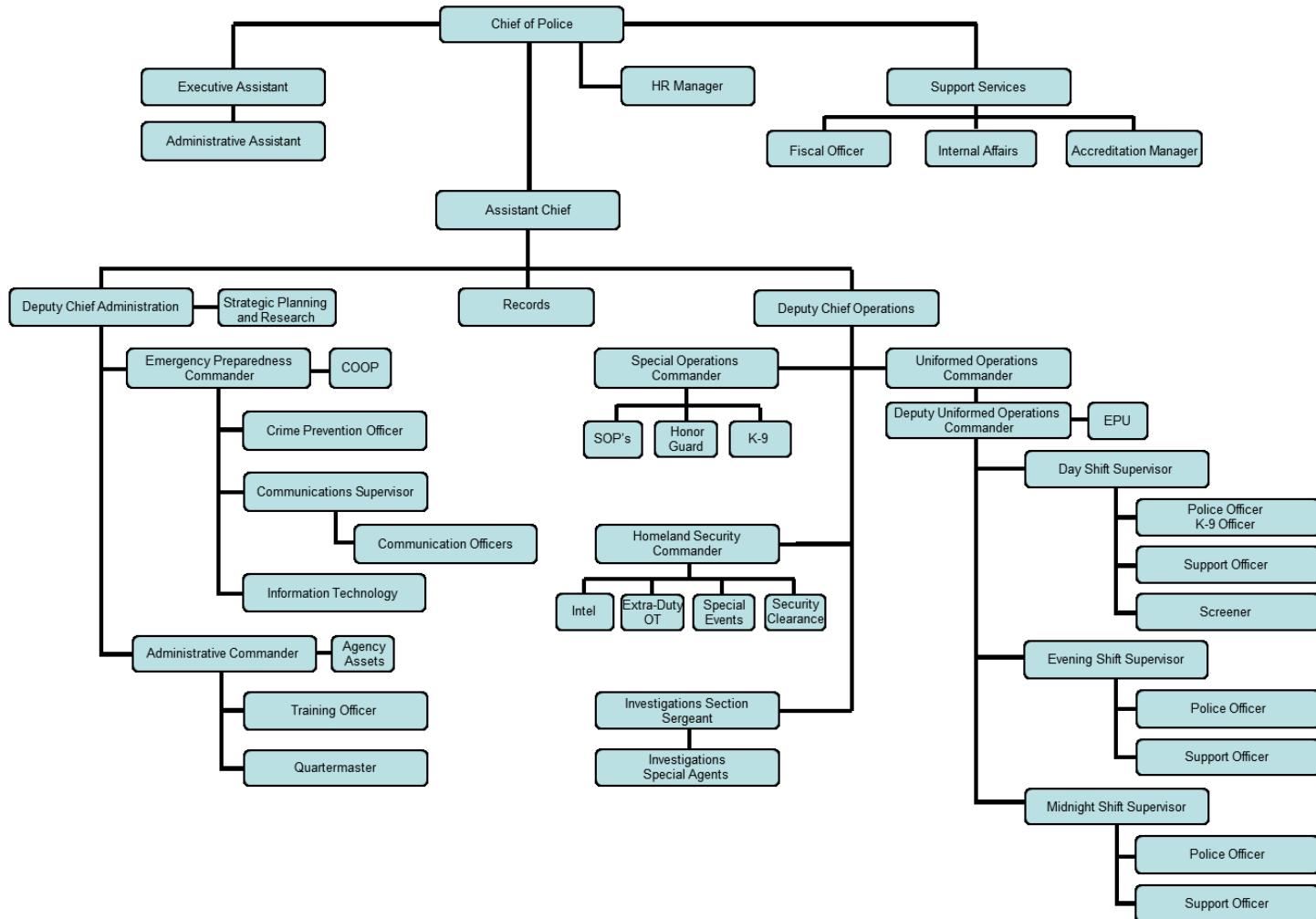
*The Duty to Protect
An Honor to Serve*

THE DIVISION OF
CAPITOL POLICE
 COMMONWEALTH OF VIRGINIA



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

ORGANIZATIONAL CHART





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.



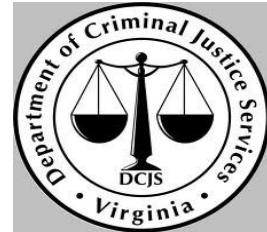
Quartermaster

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.
- All sworn patrol officers completed a rigorous 3-day training session and are certified in NHTSA Standardized Field Sobriety testing.
- 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, simunitions training, and practical exercises with role players.
- All sworn officers participated in active shooter training and practical exercises inside the State Capitol Building.
- All sworn officers completed annual training in Selected Acts of the General Assembly and Blood borne pathogens.
- All new patrol officers and security screeners completed a 3-hour screening class conducted by the TSA.
- Conducted annual firearms qualifications, as well as low-light and plain clothes training, and qualifications for the bike and EPU units.
- Conducted monthly open range days to allow officers to improve their shooting skills.
- Coordinated the following external training:
 - Supervisory
 - Virginia FBI NAA First Line Supervisors School
 - FBI National Academy Annual Training Conference





- Institute for Leadership in Changing Times (ILCT)
- Police Officer
 - Crater Criminal Justice Academy (CCJA)
 - Rappahannock Regional Criminal Justice Academy (RRCJA).
 - Virginia Crime Prevention Association (VCPA).
 - 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
 - Initial & Recertification
 - Breath Operator
 - Initial & Recertification
 - VCIN Operator certification/recertification
 - Level A – 13
 - Level B – 1
 - Level C - 20
 - 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
 - Surrounding Law Enforcement Agencies
- Coordinated and co-sponsored training with external training entities:
 - DaPro Systems – MobileFR Field Reporting System
 - ICOP





Recommendations

- Expand Division bicycle program to include in-house International Police Mountain Bike Association (IPMBA) classes, 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, as well as First Aid/CPR instructors.
- Expand the use of the Quizdom system during in-house roll-call and classroom training.
- Expand the Division's use of the Commonwealth of Virginia Knowledge Center.

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 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 Division and its members planned and participated in the Inauguration of Governor Terence Richard "Terry" McAuliffe, the 72nd Governor of the Commonwealth of Virginia on January 11. Members of the Emergency Preparedness section worked tirelessly to ensure that the event's Unified Command Center was properly equipped and established. They also played critical roles during the event by staffing the Unified Command Center and the Division's Communications Center.



The Emergency Preparedness Section registered the Division in the Statewide Tornado Drill that was held on March 11. Members of the section helped to facilitate the shelter-in-place procedures that are recommended by FEMA and the Virginia Department of Emergency Management.



Members of the Emergency Preparedness Section participated in the Richmond City Health District's in-person review on March 13 of the District's Mass Dispensing/Vaccination plans by representatives from the Centers for Disease Control and Prevention (CDC). The review went well and the Division continues to work with the Health District to accomplish its needs.

The Emergency Preparedness Commander assisted the Accreditation Manager in the Division's Re-accreditation Assessment by setting up the Division's Static Display in House Room # 3 and providing a Division walk through.



The Emergency Preparedness Commander attended the 255th Session of the FBI National Academy from April 6 to June 13, 2014. The FBI National Academy is a professional development course for U.S. and international law enforcement leaders. It serves to improve the administration of justice in police departments and agencies at home and abroad and to raise law enforcement standards, knowledge, and cooperation worldwide. Sessions of approximately 220 officers take undergraduate and/or graduate courses at the FBI campus in Quantico, Virginia. Classes are offered in the following areas: law, behavioral

science, forensic science, understanding terrorism/terrorist mindsets, leadership, communication, and health/fitness. Officers participate in a wide range of leadership and specialized training, where they share ideas, techniques, and experiences with each other, creating lifelong partnerships that transcend state and national borders.

The Division successfully planned and implemented its third Open House in House and Senate Rooms 3 in the underground extension of the State Capitol on October 16. The Division enjoyed a great turnout and plans to hold another Open House in 2015.



The Emergency Preparedness Commander and members of the Division worked together to redesign the Division's Capitol Police Flag. The Flag was redesigned to draw from the Capitol Police's rich history. The outer border around the flag is red fringe and the red color is derived from the original color of the cape that the Capitol Guard wore at Jamestown. The grey and blue are symbolic of colors now worn on our uniforms today. The date at the bottom of the flag identifies when the Capitol Police was first established in 1618.

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

The flag is also displayed with four streamers that represent the periods that Capitol Police were at Jamestown, Williamsburg, and Richmond. The fourth streamer represents the Division's state accreditation achievement.



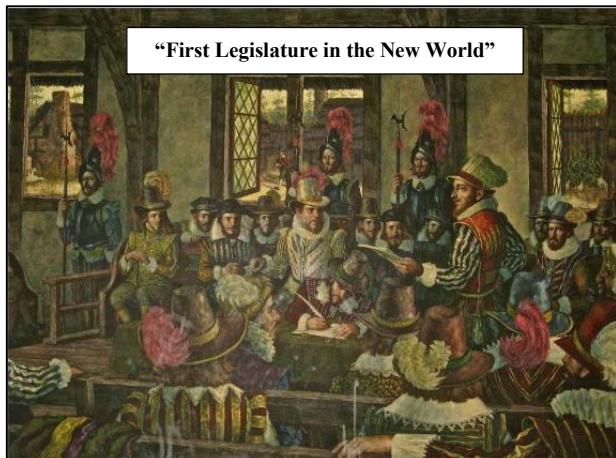
- GOVERNOR'S GUARD~JAMESTOWN
- VIRGINIA STATE GARRISON REGIMENT~WILLIAMSBURG
- PUBLIC GUARD~RICHMOND
- VIRGINIA LAW ENFORCEMENT PROFESSIONAL STANDARDS COMMISSION ACCREDITED

The flag pole was affixed with a new topper that is representative of the halberd that the Capitol Guard would have carried at Jamestown in 1619. The painting below is located near the entrance to the House of Delegates Chamber in the Virginia State Capitol. In 1968 the Jamestown Foundation commissioned a painting of the First General Assembly meeting in the New World. In the picture the Capitol Guard stationed along the back wall can been seen holding halberds.



Several FBI NA graduates from the Division attended the FBI NAA State Conference October 19 – 22 in Hampton Virginia. During the conference members were provided a detail overview of the 2009 Fort Hood Shooting and Investigation, the Boston Marathon Bombing and several other key topics.

The Division met with the Department of General Services (DGS) and a DGS contractor to discuss the evaluation of the camera systems and x-ray equipment in and around the Capitol District. The DGS contractor was hired to evaluate the entire camera system and its installation, maintenance, and equipment. The DGS contractor provided a comprehensive evaluation which included recommendations and cost expectations. The plan and cost figures were presented to several groups for funding, but a funding source has not been identified as of yet.



- **Information Technology**

Computer systems throughout the Division continued to be upgraded to Windows 7 and the scheduled replacement of computer systems were performed. Server upgrades were performed on the Divisions Quartermaster System, FileOnQ.



The IT Coordinator and several members of the Division evaluated multiple time accounting systems and were unsuccessful in finding a workable solution that met all of the Division's needs. The Division of Legislative Automated Systems advised the Capitol Police that they were evaluating the use of a time accounting system called TimeAttend by Replicon. Several other Legislative agencies were considering it as well and after careful consideration Capitol Police decided to join the group. The rollout and testing of the system is scheduled for April of 2015.

- **Crime Prevention Section**

The Crime Prevention Section and Crime Prevention Certified staff within the Division responded to multiple crime prevention calls for service. These calls consisted of a combination of crime prevention classes and presentations.



The Crime Prevention Section organized and setup the Capitol Police display at the General Assembly Building during the 2014 Legislation Session.



The Crime Prevention section participated in VDOT's Central Office Safety Day Activities on October 8 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.

Sergeant Chanda Cross, an active member in the Division's Crime Prevention Program, introduced the idea of a 12 Months of Awareness Campaign. This campaign focuses on specific Crime Prevention topics each month and provides attendees insight into current topics and helpful resources. The Division's Communications Supervisor, also the Division's

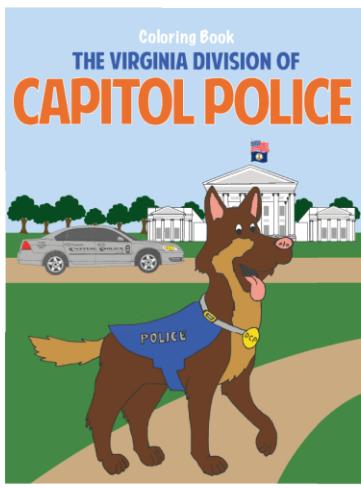


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Virginia State Capitol Alert Network (VSCAN) Administrator, attends each session to help increase the knowledge and awareness of the VSCAN.



Members of the Emergency Preparedness Section met with members of St. Paul's Church to assist them with evacuation planning.

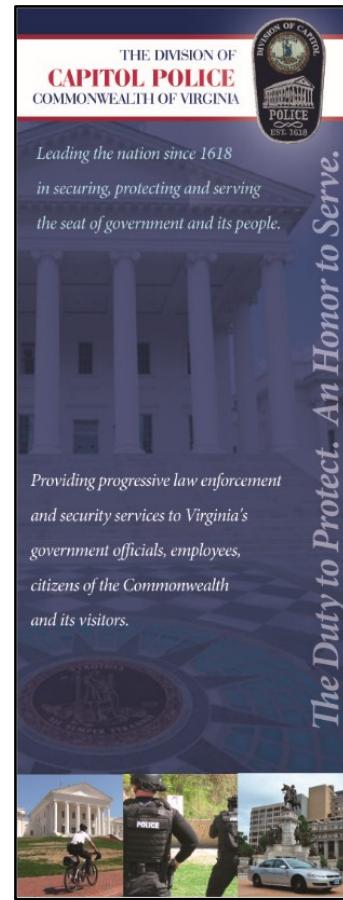
The Crime Prevention Sergeant was assigned with the task of coordinating the Justice's Retreat in Abingdon, Virginia from August 15th through August 19th.

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

The Communications Supervisor completed the Division's first official Communications Manual. This manual provides an overview on the systems and processes within the Communications Center. The Communications Center received upgrades to the computer monitors and computers that are used for the systems within Communications. In addition, a software upgrade to the alarm monitoring software that is used to monitor alarms in the Capitol District was finalized.

Training and continuing education is very important to the Division and helps us all to provide progressive law enforcement and security services to the Capitol District. All of the Communications Officers assisted with Active Shooter Scenario Training where they performed their role as a communication officer during an active shooter scenario. All Communications Officers received CPR training. The Division's Communications Supervisor and a Communications Officer attended the Virginia Association of Public Safety Communications Officials (APCO) Conference in Roanoke, Virginia where they both were able to attend training class specific to communications in Law Enforcement. Communications Officers also participated in numerous training sessions designed to enhance and build their skills.





The following are some of the classes taken over the past year:

- Developing Emotional Intelligence
- Active Shooter Response
- Handling Angry Callers
- Managing Multiple Priorities, Projects, and Deadlines
- Bullet Proof Leadership
- Business Etiquette
- How to Deliver Presentations with Ease and Confidence
- Mistake-Free Grammar and Proofreading

Virginia State Police conducted an audit of the Division's use of the Virginia Criminal Information Network (VCIN) and found no 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) and Records Management System (RMS).

- **Virginia State Capitol Alert Network**



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. In 2013, enhancements to the current system were researched, which led to the procurement of a new company to support VSCAN in 2014. Some of the new enhancements include mobile applications, polling features, and confirmation of receipt. The Division went live with the new system vendor August 1, 2014. Enrollment in VSCAN increased from approximately 2,000 to over 4,500. The Division continues to evaluate how to share VSCAN information and educate state employees and stakeholders in the Capitol area. Future plans include utilizing VSCAN to make notifications as needed during the 2015 Bike Races that are being held in and around the Capitol District.

VSCAN System Summary	
Total users	4,617
Total authorized senders	13
Total administrators	6
Total groups	108
Alerts sent in 2014 (July-December)	32



▪ Technology Achievements

The Division website (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 page was updated to reflect the new physical fitness standards.
- The 12 Months of Awareness logo was added to the homepage and it was linked to the Crime Prevention page.
- The Crime Prevention page was updated as information changed.
- Information was added to the Resources page as it became available.

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 during special events.



Computer systems and monitors within the Communications Center were upgraded to further increase the effective and efficient utilization of systems. Each Computer-Aided Dispatch position received larger upgraded monitors and the Supervisory Station desktop computer was replaced with a laptop docking station to increase the Center's Continuity of Operations process.

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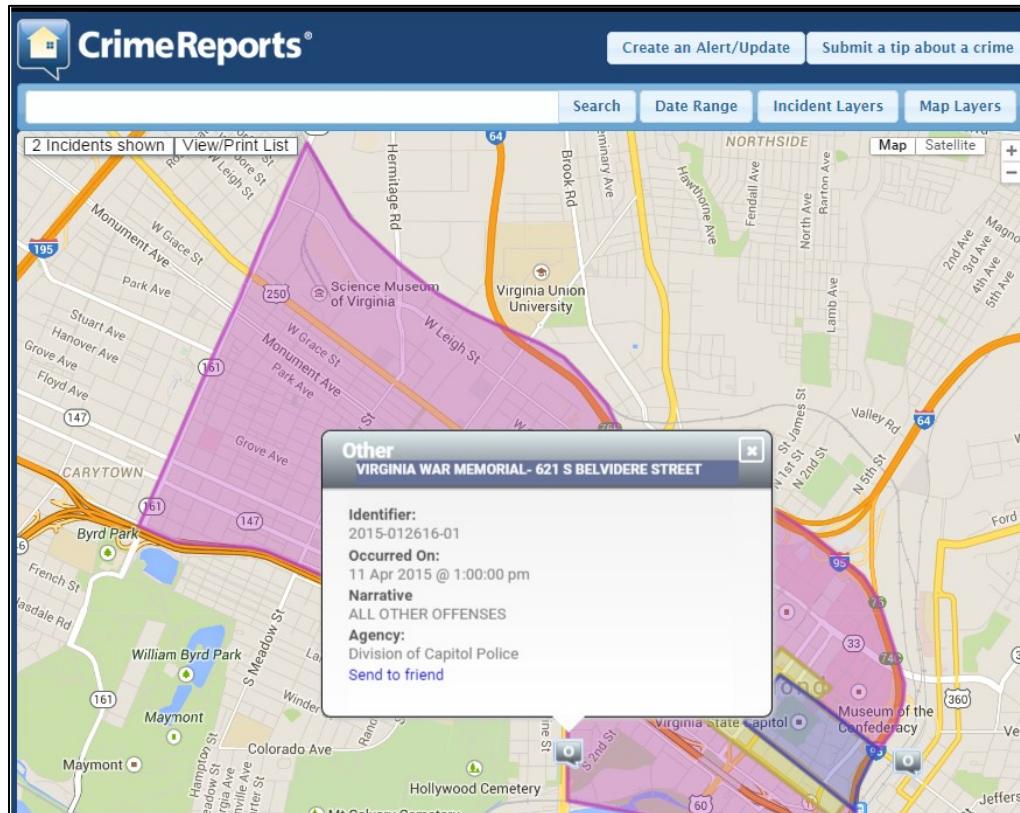
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The Division continued to utilize the leased Xerox color copier with enhanced scanning and document management abilities to facilitate electronic documents and to further reduce the number of standalone printers.

Several body-worn video camera systems were purchased and setup for utilization. The Division purchased and issued two body-worn Taser Axon Flex and two VIEVU LE3 cameras to select officers for field testing so that staff can utilize and evaluate the purchase of additional units within the Division.



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.



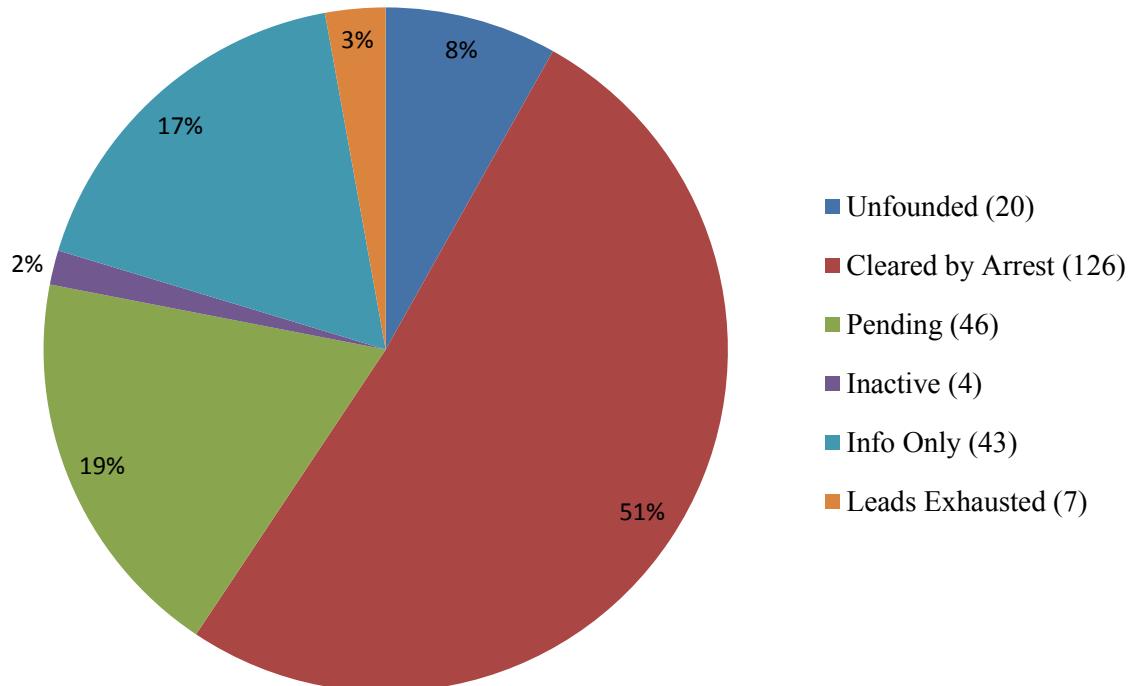


Recommendations

- 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.
- Continue 12 Months of Awareness Campaign Sessions with State employees with a goal of increasing attendance.
- Continue replacement of computers with laptop docking stations to ensure mobile continuity.
- Continue working 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.
- 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.

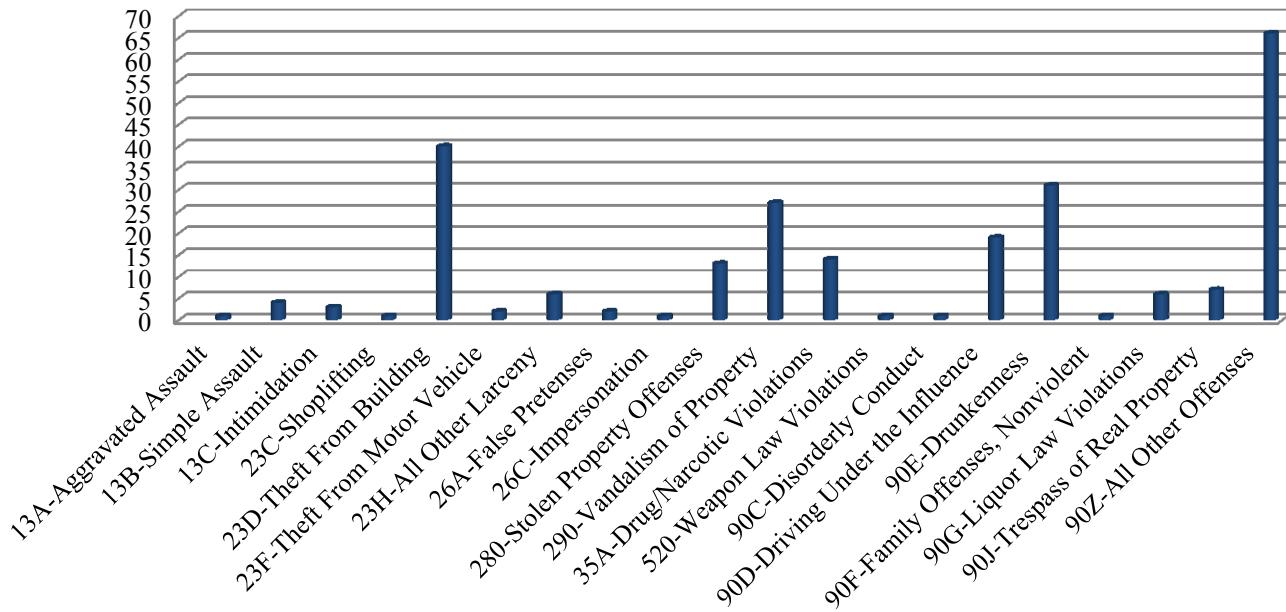
STATISTICS

Status of All Offenses





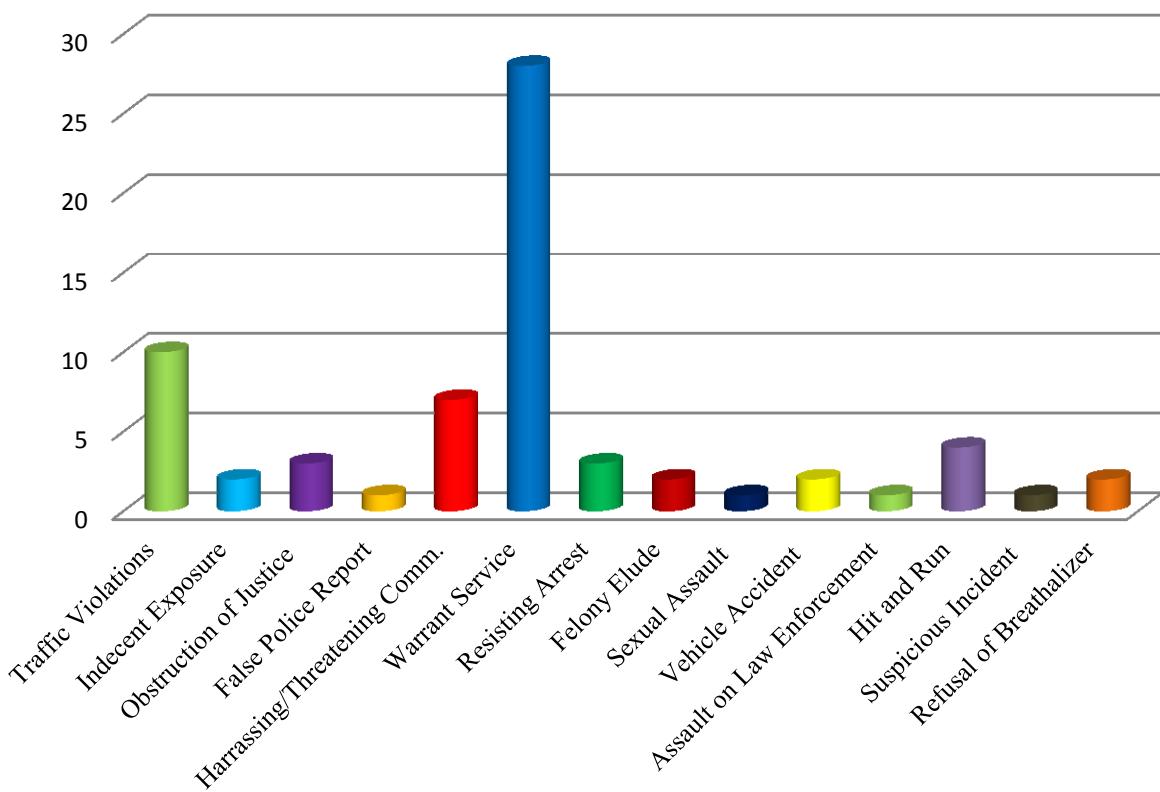
OFFENSE SUMMARY



Offense	Total:
13A-Aggravated Assault	01
13B-Simple Assault	04
13C-Intimidation	03
23C-Shoplifting	01
23D-Theft From Building	40
23F-Theft From Motor Vehicle	02
23H-All Other Larceny	06
26A-False Pretenses/Swindle/Confidence Game	02
26C-Impersonation	01
280-Stolen Property Offenses	13
290-Destruction/Damage/Vandalism of Property	27
35A-Drug/Narcotic Violations	14
520-Weapon Law Violations	01
90C-Disorderly Conduct	01
90D-Driving Under the Influence	19
90E-Drunkenness	31
90F-Family Offenses, Nonviolent	01
90G-Liquor Law Violations	06
90J-Trespass of Real Property	07
90Z-All Other Offenses	66
TOTAL OFFENSES:	246



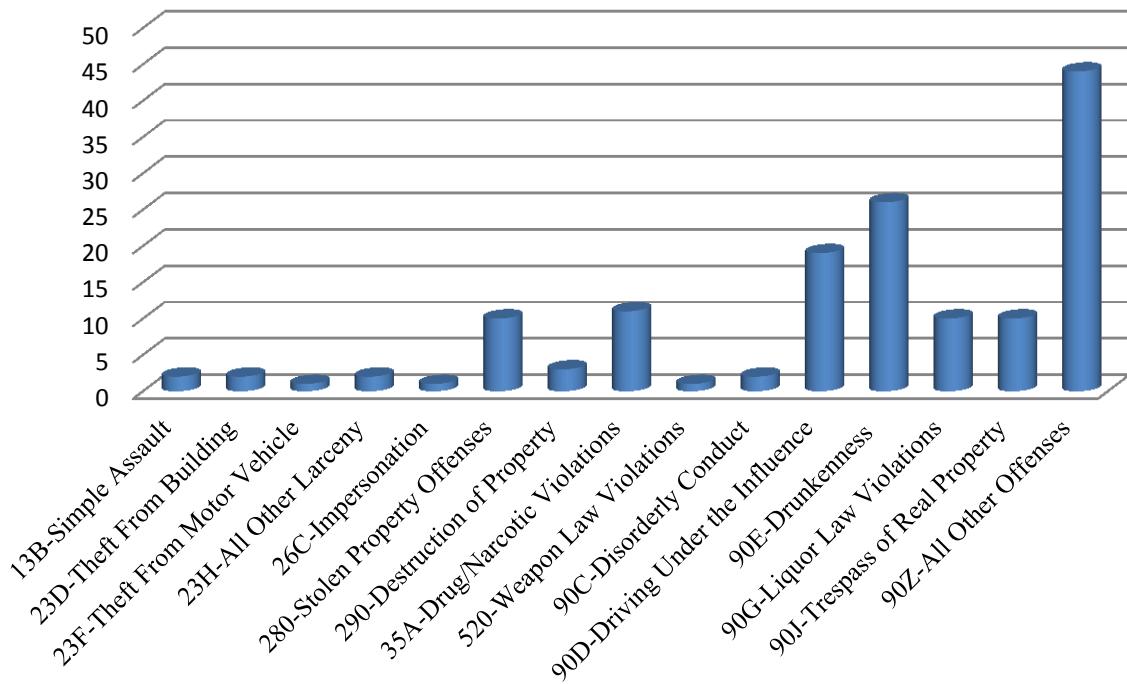
90Z - All Other Offenses



Offense	Total:
Traffic Violations	10
Indecent Exposure	2
Obstruction of Justice	3
False Police Report	1
Harassing/Threatening Comm.	6
Warrant Service	28
Resisting Arrest	3
Felony Elude	2
Sexual Assault	1
Vehicle Accident	2
Assault on Law Enforcement	1
Hit and Run	4
Suspicious Incident	1
Refusal of Breathalyzer	2
TOTAL OFFENSES:	66



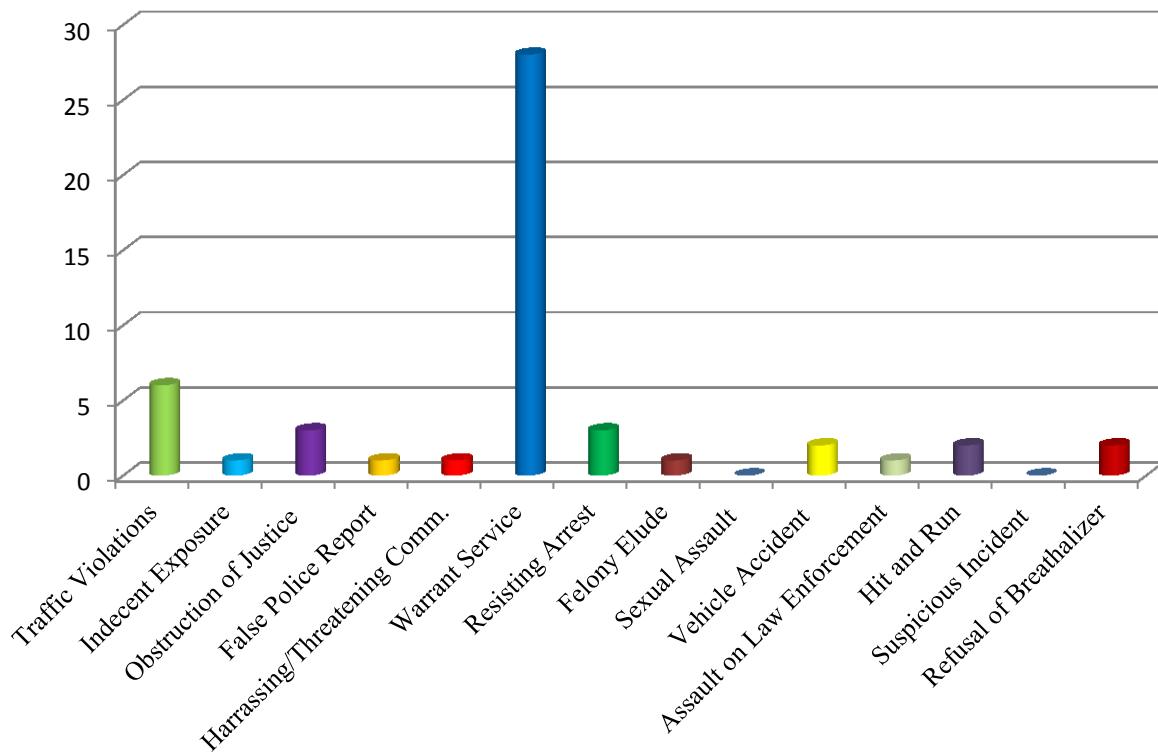
ARREST SUMMARY



Offense	Total:
13B-Simple Assault	2
23D-Theft From Building	2
23F-Theft From Motor Vehicle	1
23H-All Other Larceny	2
26C-Impersonation	1
280-Stolen Property Offenses	10
290-Destruction of Property	3
35A-Drug/Narcotic Violations	11
520-Weapon Law Violations	1
90C-Disorderly Conduct	2
90D-Driving Under the Influence	19
90E-Drunkenness	26
90G-Liquor Law Violations	10
90J-Trespass of Real Property	10
90Z-All Other Offenses	51
TOTAL ARRESTS:	151



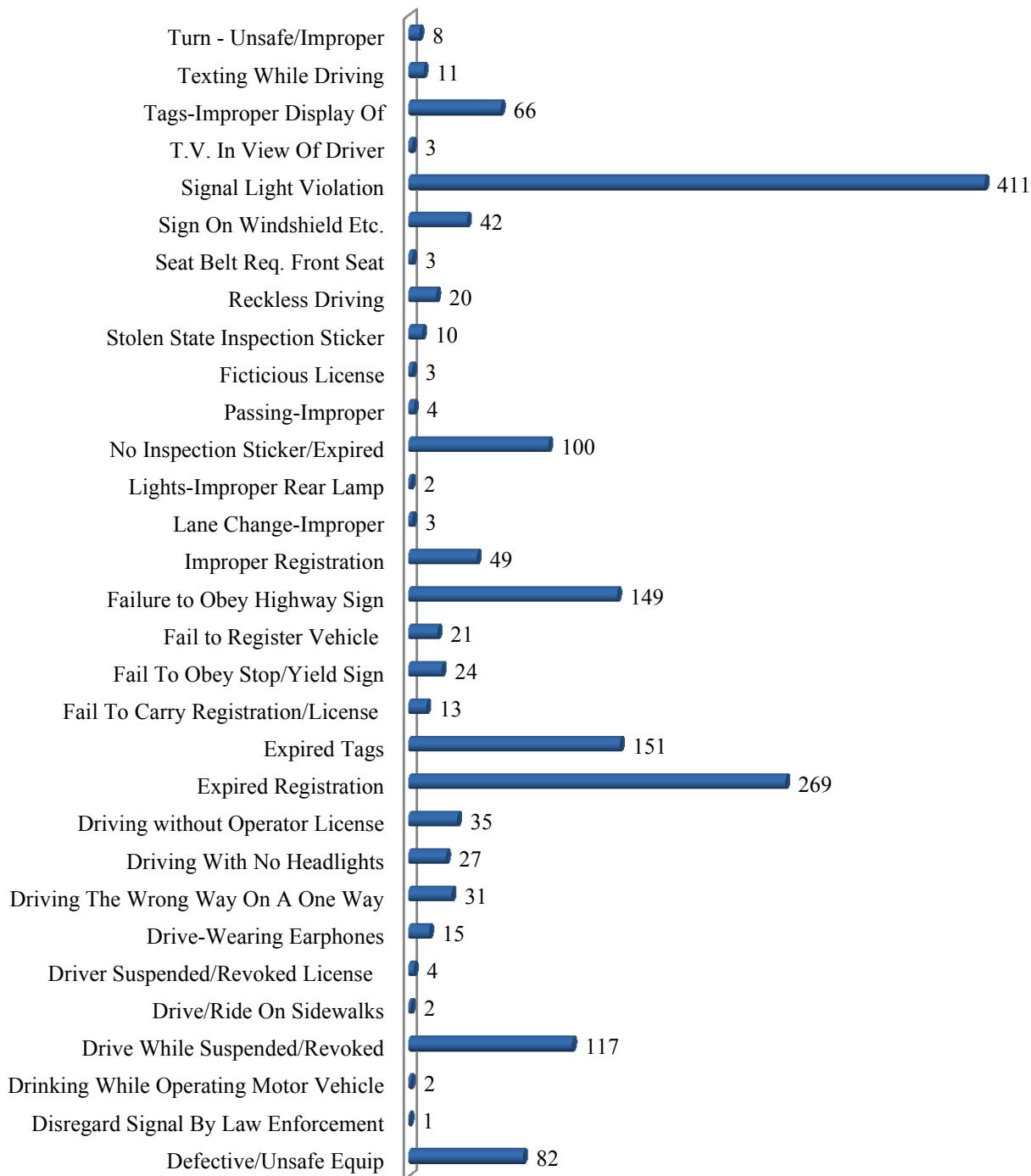
90Z - Arrests for All Other Offenses



Offense	Total:
Traffic Violations	6
Indecent Exposure	1
Obstruction of Justice	3
False Police Report	1
Harassing/Threatening Comm.	1
Warrant Service	28
Resisting Arrest	3
Felony Elude	1
Sexual Assault	0
Vehicle Accident	2
Assault on Law Enforcement	1
Hit and Run	2
Suspicious Incident	0
Refusal of Breathalyzer	2
TOTAL ARRESTS:	51



TRAFFIC SUMMONSES BY CHARGE





Traffic Summons by Charge

Description	Summons
Defective/Unsafe Equip	82
Disregard Signal By Law Enforcement	1
Drinking While Operating Motor Vehicle	2
Drive While Suspended/Revoked	117
Drive/Ride On Sidewalks	2
Driver Suspended/Revoked License	4
Drive-Wearing Earphones	15
Driving The Wrong Way On A One Way	31
Driving With No Headlights	27
Driving without Operator License	35
Expired Registration	269
Expired Tags	151
Fail To Carry Registration/Operators License	13
Fail To Obey Stop/Yield Sign	24
Fail to Register Vehicle	21
Failure to Obey Highway Sign	149
Improper Registration	49
Lane Change-Improper	3
Lights-Improper Rear Lamp	2
No Inspection Sticker/Expired	100
Passing-Improper	4
Fictitious License	3
Stolen State Inspection Sticker	10
Reckless Driving	20
Seat Belt Req. Front Seat	3
Sign On Windshield Etc.	42
Signal Light Violation	411
T.V. In View Of Driver	3
Tags-Improper Display Of	66
Texting While Driving	11
Turn - Unsafe/Improper	8
TOTAL TRAFFIC SUMMONSES:	1699



CALL SUMMARY

Citizen Contact	366
Suspicious Person	168
Suspicious Vehicle	65
Unattended Vehicle	35
Disabled Vehicle	121
Traffic Stop	2,812
Sexual Assault	1
Assault	6
Threatening Communications	13
Suspicious Package	12
Silent 911	51
Trespass	48
Extortion	1
Larceny (Grand, Petit)	49
Fraud	5
Damaged Property, State	37
Damaged Property, Personal	16
Vehicle Accident, State	10
Vehicle Accident, Personal	61
Vehicle Accident, Hit and Run	4
Intelligence	46
K-9 Service DCP	1,137
K-9 Service (Non-DCP)	68
Harassing Communications	12
Suspicious Incident	45
Disorderly Conduct	19
Courtroom Security Sweep	105
Crime Prevention Service	6
Health / Safety Check	67
Rally / Protest	49
Animal Control	1

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Domestic	7
Executive Protection	289
Security Assessment	1
Special Assignment	573
Assist Other Jurisdiction	189
Lost / Found Property	59
Missing Person	3
Driving Under the Influence (DUI)	18
Drunk in Public	30
Urinating in Public	7
Criminal Warrant, Service	25
Alarm, Duress	22
Alarm, Fire	82
Alarm, Intrusion	121
Alarm, Glass	46
Building / Property Checks	35,574
1st Service Request	273
Security Management Request	111
Medical	86
Open / Unlock Door	127
Parking Complaint	261
Total Calls:	43,340



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.

On January 11, 2014 the Division of Capitol Police participated in the inauguration of Governor Terrance R. "Terry" McAuliffe, Virginia's 72nd Governor. The inauguration was the culmination of more than six months of coordination and planning by the Division involving a dozen local, state and federal public safety agencies, as well as other state agencies. The inauguration was a success, in spite of the challenging weather conditions.

In addition to the 2014 Gubernatorial Inauguration, the Division also participated in several other high-profile events: the 2014 Virginia General Assembly, the Virginia Public Safety Memorial Dedication Ceremony, the American Idol Auditions, and the investiture of the newest Virginia Court of Appeals Judge Marla Decker.

UNIFORMED OPERATIONS SECTION



The Uniformed Operations Section is commanded by the Uniformed Operations Commander or Deputy UOC and is comprised of three shifts: Day Shift (7:00 am to 5:00 pm), Evening Shift (2:00 pm to midnight) and Midnight Shift (midnight to 10:00 am). Each shift is supervised by Sergeants. The shifts include a combination of police officers, security officers, K-9 officers and security screeners. In November 2014 the Operations Section transitioned to a 10 hour shift schedule, in order to provide additional officers during the Division's busiest times. The transition to 10 hour shifts also has the potential to save the Division more than \$180,000 per year in overtime costs.



Accomplishments

- Developed and implemented ten (10) special projects.
 - Assisted with the Division's Open House.
 - Worked the 2014 Gubernatorial Inauguration.
 - Established a ten-hour shift working schedule.
 - Obtained new vehicles for operations patrol officers and supervisors.
 - Completed the 2014 General Assembly After-Action Plan
 - Worked special assignments at the intersection of 14th and Bank Streets for pedestrian crossings.
 - Upgraded the Division's Executive Protection Unit to include the Supreme Court Justices.
 - Worked special assignments at the intersection of Governor and Bank Streets for pedestrian crossings.
 - Worked special assignments at the intersections of 10th and Bank for pedestrian crossings and special traffic enforcement.
- Assisted the Special Operations Lieutenant with developing and implementing operations plans for twenty four (24) major special events.
- Provided law enforcement services through staffing/monitoring of fifty-five (55) rallies/events on Capitol Square.
- Completed twenty three (23) Administrative Investigations.
- Completed zero (0) Division vehicle damage reports.
- Reports/Special Plans/Manuals Completed:
 - 2014 General Assembly Operations Plan
 - Collected required proofs of compliance for accreditation
- Assisted with the following Division Standing Operating Procedures Manuals:
 - Virginia War Memorial
 - Patrick Henry Building
 - Relief Patrol
 - Bicycle
 - State Corporation Commission
 - State Capitol
 - General Assembly Building
- Field-trained thirteen (13) new officers.
- Completed three (3) Use of Force investigations.
- Completed one (1) Pursuit Report.





Recommendations

- Install cameras in public committee rooms in the General Assembly Building and the Capitol Building.
- Purchase and issue body-worn cameras to all officers in order to provide accurate documentation of events.
- Equip all Division officers with TASERS.
- Work on a more efficient system for report approval.
- Purchase computer software to allow automation of time-sheets.
- Increase selective patrols to reduce larcenies by 10 percent.

SPECIAL OPERATIONS SECTION

The Special Operations Commander/Lieutenant is responsible for administrative oversight and coordination of the Honor Guard Team, Canine Teams, development of the Division's Operations Plans for special events and rallies, and development, review and revision of Standing Operating Procedures for DCP assigned buildings.

Accomplishments

- Performed twenty-four (24) K-9 kennel and vehicle inspections.
- Developed and implemented two (2) special projects.
- Projects Completed:
 - Developed an Annual Report
 - Crowd Response Team Equipment Inventory
 - Vehicle Equipment Inventory
 - Honor Guard Equipment Inventory
 - Coordinated all logistics in obtaining M-1 Garand Ceremonial Rifles donated to the Division by the U.S. Army Ceremonial Rifle Program
 - Provided Budget Requests
- Developed and implemented operations plans for two (2) major special events.
- Reports/Special Plans/Manuals Completed:
 - Developed new tactical Incident Action Plan
 - Revised the Canine Manual
 - Revised the Mansion Standing Operating Procedures
 - Revised the Patrick Henry Building Standing Operating Procedures
 - Revised the Supreme Court of Virginia Standing Operating Procedures
 - Developed the 2015 General Assembly Operations Plan
 - Collected required proofs of compliance for accreditation



Recommendations

- Assign a supervisor/EMT to coordinate EMT training, maintain EMT certifications, and oversee DCP EMT program.
- Purchase software to track and total officers' work hours each cycle.
- Master police officers to serve as Field Training Officers and provide field training and post training to new officers.
- Division to implement a plan to transition to a paperless office with the goal of reducing cost and inefficiency and risk associated with paper.
- Division to purchase and issue body-worn cameras to select officers in order to provide accurate documentation of events and interactions with the general public.

Honor Guard



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.



Accomplishments

- In 2014 the Division of Capitol Police Honor Guard Team participated in eleven (11) Honor Guard events, which included:
 - Opening Session of the Virginia House of Delegates
 - Crater Criminal Justice Academy Graduation
 - Judge Marla Decker's Investiture
 - Federal Law Enforcement Memorial Service
 - Governor McAuliffe's Transportation Press Conference
 - Virginia Law Enforcement Fallen Officers Memorial Service
 - Division of Capitol Police Promotional Ceremony

Canine Teams

The Division's canine teams respond to Capitol Police calls for service, as well as calls for service from other agencies in central Virginia. In 2014 the Division's Explosive Detection K-9 Teams consisted of three canines and three canine handlers.

Officer Alexander and K-9 Atos are currently assigned as an explosive/weapon detection team for the Division of Capitol Police. K-9 Atos is a six 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, proactive security sweeps, evidence searches, demonstrations, and assisting law enforcement agencies in the Metro-Richmond area. During 2014, Atos completed 238 K-9 utilizations which included 13 outside agency utilizations. Special assignments have included protective detail sweeps for Governor Terry McAuliffe, Virginia's Attorney General, and



members of the Virginia House of Delegates and Senate of Virginia, as well as the 2014 Gubernatorial Inauguration and related events. Atos has also conducted demonstrations and security sweeps for various Central Virginia Schools.



Officer Sean Chaulklin and K-9 Gunner are currently assigned as an explosive/weapon detection team for the Division of Capitol Police. K-9 Gunner is a three year old Belgium Shepherd (Malinois). Gunner began his career with the Division of Capitol Police in April 2013. He is certified under the Virginia Police Work Dog Association. Gunner's utilizations for the year of 2014 include a total of 520 K-9



utilizations. Gunner performed 349 pro-active sweeps, 115 Division of Capitol Police or other state agency request for services, 24 miscellaneous requests from other police jurisdictions, 3 bomb threats, and 5 K-9 demonstrations. Significant utilizations for 2014 include K-9 sweeps for the 2014 Gubernatorial Inauguration and related events, Capitol Square rallies and events, numerous weapon sweeps at area schools, and sweeps for the NASCAR race at the Richmond International Raceway. Gunner also assisted other jurisdictions with weapons calls, VIP sweeps, sweeps for the NCAA Bicycle Championships, Richmond Ukrops Monument 10K, and other major events involving federal, state, and local agencies.

Officer Laura Taylor and K-9 Spike served as a K-9 team with the Division of Capitol Police in 2014. Spike is a six 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 two years. Spike's K-9 activities for 2014 include a total of 502 utilizations. Spike completed 399 proactive sweeps, 78 state agency requests for K-9 service and 24 requests from outside police agencies. These utilizations include 2 bomb threats, 3 canine demonstrations, 9 school sweeps and 3 criminal activity related weapons searches and one suspicious incident. Significant events for 2014 include sweeps for Governor McAuliffe's inauguration, Ukrops Monument Avenue 10K, Richmond International Raceway and the Folk Festival of Richmond. K-9 sweeps were also provided for various VIP-related events and memorial services.



Accomplishments

- Completed 1,260 utilizations
- Conducted proactive sweeps for:
 - The 2014 Gubernatorial Inauguration and related events
 - The Ukrops Monument Avenue 10K
 - NASCAR at the Richmond International Raceway
 - The Richmond Folk Festival
 - The 2014 NCAA Bicycle Championship
- Responded to 61 requests for service from non-Division agencies

HOMELAND SECURITY SECTION

The Homeland Security Section is commanded by the Homeland Security Commander who holds the rank of 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 Agency 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 2014, approximately 3,060 security clearances were processed: 2,831 were approved, 172 were denied, 27 were incomplete, 21 were appealed, and 25 applicants were wanted.

Accomplishments

- Completed 16 special event Operations Plans.
- Served as a Goal Champion on the Strategic Plan Implementation Team.
- Final Strategic Plan Implementation Team report completed.
- Completed staffing plans for several events including 3 movies, American Idol Auditions, and Attorney General Mark Herring's Inaugural Gala at Center Stage.
- Overtime staffing for the State Corporation Commission, Library of Virginia, Virginia War Memorial, Science Museum of Virginia, and the Virginia State Capitol.
- Security Clearance Analyst provided information to patrol officers on denied security clearance requests and wanted persons.
- Recertification as a Crime Prevention Specialist by the Department of Criminal Justice Services.

INVESTIGATIONS SECTION

The Investigations Section conducts criminal investigations and/or coordinates criminal investigations with the patrol units assigned to each shift and provides intelligence to the agency regarding threats, protests, suspicious individuals, and suspicious incidents. The Investigations Section works collaboratively with Federal, State, and local law enforcement agencies, and with security companies in and around the Capitol District. During 2014, the Investigations Section consisted of one Special Agent and one Investigations Sergeant.

Accomplishments

Criminal Cases Closed by Arrest (F = Felony, M = Misdemeanor):

▪ 2013-019309	Department of Health	Embezzlement/Larceny	8(F)
▪ 2013-014175	Library of Virginia	Receive Stolen/Sell Stolen Property	2(F)
▪ 2014-004015	Pocahontas Building	Profane, Threatening Language	1(M)
▪ 2014-005116	Gravel Lot	Grand Larceny/Trespass	2(F)
▪ 2014-009177	Library of Virginia	Grand Larceny/Credit Card Theft	2(F)
▪ 2014-015913	Supreme Court	Petit Larceny	1(M)



■ 2014-020567	Library of Virginia	False Police Report	1(M)
■ 2014-030838	400 E Cary St	Petit Larceny	1(M)

Arrest Summary

- Grand Jury Indictments - 11
- Warrants Obtained - 10 (7-Felony/3 Misdemeanor)

Temporary Detention Orders - 1

Investigation Case Disposition

- 8 Cases Closed by Arrest
- 21 Cases investigated and labeled Inactive
- 27 Cases investigated and labeled Unfounded
- 40 Cases investigated and Closed By Exception
- 21 Cases Active from 2013
- 1 Case Active from 1991

Criminal Warrants

The Investigations Section ended the year with 4 warrants on file.

Search Warrants & Subpoenas

The Investigations Section obtained and served thirteen (13) Grand Jury Subpoenas; four (4) Search Warrants were obtained and served.

Evidence/Found Property

- Maintain evidence, found property and property for safe keeping.
- No Found Property was delivered to the Division of Unclaimed Property at the Virginia Department of Treasury. No Tangible Property was turned over.
- No firearms were destroyed.
- Per Code of Virginia and Division policy, 24 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 were properly stored and inventoried.

Special Assignments

- The Investigations Section worked multiple assignments for the 2014 Governor's Inauguration and related events.
- The new threat protocol was implemented for threats and serious crimes that occur within Division jurisdiction.



- Utilized for special plain clothed assignments.
- Capitol Security Work Group was established in order to assess crime and security issues as well as to share information affecting the Capitol District.
- Tracked crime in the Capitol District using a crime analysis map maintained by the section.

Fingerprinting

Fingerprints for employees of DGS and other state agencies were processed, as requested.

Crime Stoppers

The Investigations Section participated in the Crime Stoppers of Metro Richmond program, which disseminates information to assist in the investigation of criminal activity, and coordinated with the Crime Prevention Section for publication of information on the Division's web page.

Accreditation

The Investigations Section assists the Accreditation Manager in the gathering of proofs of compliance for evidence, property, policies and records and received excellent grades during the agency's Re-Accreditation.

Records

The Investigations Section assisted the records manager with the collection and tracking of reports.

Background Investigations

The Investigations Section conducted several background investigations for police applicants.

Section Training

- FBI Cyber Training
- Cyber Intrusion
- Infragard

Recommendations

- Add a 2nd Special Agent along with an intern to the section under the Sergeant.
- Have background checks conducted by officers on light duty and officers in the Division's Career Development Program.
- Have the Sergeant of Investigations title changed to "Special Agent In-Charge" to be more uniform.



OFFICE OF THE CHIEF OF POLICE

Financial Services

The Financial Services Section is staffed by two wage employees. The goals and objectives of this section 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 section 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 section also maintains files containing the necessary documentation in support of these transactions as part of the financial requirements for accreditation. The section 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 section 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 section. 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 section 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 2014, the Division received 50 FOIA requests. Of the 50 requests, 38 were for non-criminal records and 12 were for criminal records. The DCP-087 form was also revised so it can be used for tracking FOIA and non-FOIA report requests.

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. During 2014 the Library of Virginia initiated a review of the retention schedules with the goal of creating a schedule for State Criminal Justice Academies similar to the GS-29 schedule for local academies. The Division's Records Officer participated in the review committee for this project which is expected to be adopted in 2015.

▪ Records

Spreadsheets for the 2008-2014 Group A (75-year retention), Group B (25-year retention), and Non-Serious (5-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 2008-2014 Group A, Group B, and Non-Serious records are filed by month/year and are maintained by the Records Officer. The juvenile reports are retained separately and destroyed pursuant to the *Code of Virginia*, which is 23 years after the individual's birth date. All files are classified and retained based on the month of last action



taken using retention schedules approved by the Library of Virginia. All of the records are removed and destroyed with documentation 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 (Group A's), 25 years (Group B's), and 5 years (Non-Serious). To date, Group B reports prior to 1989 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 Division Records Officer authorized the use of this new category for Information Only and Unfounded reports.

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

- Explore transitioning 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 Chief of Police. 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 – received 309 applications.
 - Certified Police Officer – received 49 applications.
 - Mailed 49 online employment questionnaires (PHQ) to certified applicants.
 - Interviewed 6 applicants July 10, 2014.
 - Sent 5 applicants to background.
 - Hired 3 candidates – already certified (September 2014).
 - Police Officer – received 301 applications.
 - Mailed 100 online personal questionnaires (PHQ) to applicants.
 - Tested 32 applicants.
 - Interviewed 14 candidates January 30-31, 2014.
 - Sent 9 applicants to background.
 - Hired 2 candidates – already certified (March 2014).
 - Hired 4 candidates – Spring 2014 Basic Academy.
- Employee Recognition and Awards
 - Assisted with coordination of annual 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.
 - Assisted with coordination of Annual Employee Awards & Recognition Dinner (Pocahontas State Park).
- Promotional Ceremony
 - Coordinated promotional program September 2014 - Old House Chamber – State Capitol.
 - Ordered promotional certificates (1) Lieutenant and (6) Sergeants.
- Career Development Program
 - Remaining 2 Police Officer II participants are adhering to program requirements.
 - Two new Police Officer II participants added to program.
 - One new Senior Police Officer added to program.





- Administrative Investigations
 - Set-up and maintenance of administrative folders.
- Strategic Plan
 - Served as Goal Champion and member of both the Direction Setting Team and Implementation Team.

Recommendations

- Continue partnership with the 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. Twenty-six cases were initiated and cleared during 2014. Nine complaints were initiated internally.

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 second on-site assessment on March 24-26, 2014, complying with all 190 standards in the VLEPSC Program Manual. The agency has completed four terms working towards reaccreditation status. The agency underwent a total of three mock assessments to ensure compliance with all standards. The Division became the first state agency to achieve a 100% compliance rating with all 190 professional standards set forth by the VLEPSC.

Colonel Anthony S. Pike, Chief of the Division of Capitol Police noted, “The 2nd accreditation award confirms that Virginia's government officials, state employees, citizens of the Commonwealth and its visitors at the seat of government may have confidence that the Division of Capitol Police is among the finest in the Commonwealth of Virginia and the United States.”

Accomplishments

- Continue to maintain a continuous process to review all policies and create new policies as needed.
- Conducted policy review during roll call and created Quizdom tests to ensure personnel are in compliance with policies.
- Ensured the Division met all 190 accreditation standards, with a total of 747 areas of compliance as required by VLEPSC.
- Several mock assessments were conducted prior to the agency on site assessment.
- Received reaccreditation status from VLEPSC with 100% compliance.
- Participated in several mock and on-site assessments.
- Participated in a PowerDMS mock assessment.
- Attended VALEAC Conference and training.
- Earned certificate for senior assessor.
- Appointed to serve as chairperson for the training committee of VALEAC.
- Conducted accreditation training for all new personnel.
- Participated in the Division Open House.
- Utilized the EZ Child ID System during several events.
- Conducted training to sworn officers during in-service.
- Participated in numerous crime prevention presentations.

Recommendations

- Research and implement an electronic document management system for accreditation.
- Continue to develop and improve policies and procedures.



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 (DST), 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).

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)

Current Status

The responsibility for the DCP Strategic Plan going forward in 2014 was transferred to the Deputy Chief of Administration. Eleven (11) of the remaining twenty-three (23) initiatives were completed in 2014 (see chart).

DCP Strategic Planning Roadmap – Goal Champions				
Lt. McKee	Ms. Dillon	Sgt. Dowdy	S.O. Sparks	Lt. Hickey
Well Managed Organization 1.0	Exceptional and Diverse Workforce 2.0	Safety and Security Of Facilities and Protection of People 3.0	Ambassadors of the Commonwealth 4.0	Environment of Preparedness 5.0
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	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%	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	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	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 Collected and analyze complaint and commendation data to identify and respond to trends
Red = Completed				Updated 12/18/14



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.):

- Initiative 1.3** - Inventory and evaluate programs for results and respond appropriately.
- Initiative 1.5** - Continually evaluate compliance with mandated audits and inventories.
- Initiative 2.1** - Develop a skills database.
- Initiative 2.8** - Acknowledge participation in DCP's strategic planning process.
- Initiative 2.9** - Develop a recruitment plan to increase diversity.
- Initiative 3.1** - Develop alternative staffing to include a Police Auxiliary Program.
- Initiative 3.3** - Develop policies and procedures that ensure screening competency and consistency.
- Initiative 3.5** - Develop a "floor watch" program for each facility.
- Initiative 4.1** - Formalize a process to encourage Division related civic, public and community involvement.
- Initiative 5.1** - Identify issues that compromise our mission and initiate programs to mitigate.
- Initiative 5.2** - Identify specialized equipment: develop replacement schedules; upgrades as necessitated and provide proper training.

On December 18th, final reports on all eleven initiatives were presented to the Direction Setting Team, and approved. **Initiative 2.8** was completed at the Division's annual awards dinner, when the 5 Goal Champions were formally recognized and awarded for their hard work and dedication to the Division's strategic planning process.

Next Steps

At the December 18th meeting, the future of the Division's strategic plan was discussed, since the plan needs to reflect the Vision of the current Chief. Three (3) options were presented:

- Option #1 – Continue current plan with new Goal Champions and develop new initiatives.
- Option #2 – Continue current format but re-evaluate/develop new Vision and Mission statements, goals, initiatives and core values.
- Option #3 – Develop completely new plan using an outside consultant as facilitator.

It was decided that the Direction Setting Team would meet after the conclusion of the 2015 General Assembly to discuss these options and make a decision. Any of the three options would include another round of internal and external surveys. Many initiatives are on-going, and will continue regardless of the direction of the strategic plan.

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

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 Softball Team

**Division of
Heat
Capitol Police**

2014 Wednesday Night League Champions

Law Enforcement Torch Run



THE DIVISION OF
CAPITOL POLICE
COMMONWEALTH OF VIRGINIA



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

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.



2014 ANNUAL AWARDS

EMPLOYEE-OF-THE-MONTH

October – Officer Matthew D. Mulheim
November – Sergeant Todd D. Wood
December – Sergeant Chanda N. Cross
January – Officer Eugene L. Brown
February – Officer John M. Jones
March – Officer John T. Nicholson
April – Special Agent James L. Cosby
May – Officer Michael V. Austin
June - Sergeant Anthony M. Gulotta
July - Officer David C. Patterson
August – Sergeant Dianne M. Dowdy
September – Officer Reginald G. Reavis

EMPLOYEE-OF-THE-YEAR

Officer John M. Jones

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
John T. Nicholson – Senior Police Officer
Francis M. Stevens – Senior Police Officer
Michael B. Bresko – Police Officer II
Michael S. Kirkpatrick – Police Officer II

COMMUNITY SERVICE AWARD

Officer Arthur W. Clarke

RETIREMENTS

Sergeant Stuart A. Hall, Jr.
Sergeant Edwin V. Pearce

SERVICE AWARDS

Fifteen Years

Officer Michael B. Bresko
Officer Jerry J. Chandler, II
Officer Arthur W. Clarke
Officer Wayne A. Jones
First Sergeant James R. Seaton, Jr

Ten Years

Sergeant Phillip A. Blaschick
Officer Marcus Brigil
Sergeant Anthony M. Gulotta
Officer Allen D. Norton
Comm. Officer Valencia R. Wilson

Five Years

Sergeant Chanda N. Cross
Sergeant Michael H. Flick
Officer Reginald D. Hester
Officer Laura L. Taylor
Officer John M. Jones
Officer Raymond E. Peay

GOAL CHAMPIONS

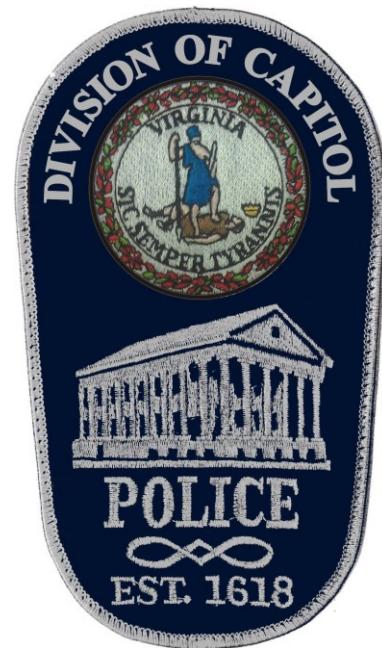
Sergeant Dianne M. Dowdy
Stephanie B. Dillon, HR Manager
Lieutenant Thomas E. Hickey
Lieutenant John T. McKee
Support Officer M. Jane Sparks

EMPLOYEE SUGGESTION PROGRAM

Sergeant Phillip A. Blaschick
Sergeant Matthew D. Ceto
Sergeant Joshua F. Duncan
Sergeant Michael H. Flick
Officer Angela C. Petry



*In Memory of Henry W. Hall, Jr.
1947-2014*



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CAPITOL POLICE
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23218**

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