



ROANOKE CITY SHERIFF'S OFFICE 2015-2016 ANNUAL REPORT

Mission Statement

As a diverse, professional law enforcement agency, we will serve and protect every person within the City of Roanoke through quality court, correctional, law enforcement and customer-focused services.



Contents

A Message from Sheriff Tim A. Allen	4-5
Organizational Chart of the Roanoke City Sheriff's Office	6
Administrative Division	7
Jail Division	8
Courts Division	9
Tactical Team	10
D.A.R.E.	11
Trusty Program/Inmate Work Crews	12
Support Services Division	13-14
Jail Renovation Projects	15-16
Professional Standards Unit	17-19
Community Service Events	20-21

On the cover: Members of the Roanoke City Sheriff's Office participate in a multitude of community service projects throughout the 2015-2016 fiscal year.

Message from Sheriff Tim A. Allen

Dear Citizens of Roanoke City,

Thank you; I am honored to serve you as your sheriff. I am exceptionally proud of the dedicated men and women of the Roanoke City Sheriff's Office who strive each day to provide professional and efficient law enforcement services to the residents of and visitors to our city. On behalf of all the members of the Sheriff's Office—sworn, civilian and vendors—I proudly submit our 2015-2016 Annual Report. My hope is that you find this report to be a source of information that will present points of interest and explain what we do and the challenges we face.

During the 2015-2016 fiscal year, the Sheriff's Office saw a major retirement wave of senior employees. Although we will miss their knowledge and service, this created many opportunities to establish new leadership within our department.

As a way to combat staff deficiencies, we created a Recruiter's position, placing Deputy Teresa Benson in this role. The primary mission of this position is to aggressively seek out avenues to find viable new staff. Additionally, the recruiter assists with the background investigation process and community relations efforts.

I believe it takes the whole community working together to address crime and keep our community safe. We are proud to collaborate

with many community stakeholders.

As a progressive public safety agency, we continue to reach out to the community by supporting its needs.

Through our Master Deputy program and our newly developed Deputy Sheriff II program, we created a Community Service component that is responsible for serving in this capacity. During this fiscal year we logged hundreds of community service hours: H.E.A.T. VIN etching events, neighborhood group meetings, church events, reading with elementary school students, Tug for Tots, our D.A.R.E. Golf Tournament, National Night Out, public self-defense trainings, our Four Paws Friday collaboration with Angels of Assisi, the annual Mental Health Walk, Shred-A-Thon, monthly TRIAD meetings, youth gun safety forums, the You and the Law program, YALE Group, Veterans Coalition, and partnership with the GTO (Growth Through Opportunity) Program, just to name a few.

Since I took office in January 2014, each member of the Sheriff's Office has been asked to be more responsive to the needs of individuals in our community. I have asked them to find solutions and solve problems as quickly and efficiently as possible, given cur-

rent resources. I am pleased with our personnel and their work towards our goals. The only reason we continue to be successful is because of our dedicated staff. I could not ask for a better team.

Although I am thankful for many things this year, I am most thankful for the men and women who serve us each day. I am grateful that we work together with our community, strengthening the bonds between public safety and the citizens we serve.

As always, I appreciate you taking the time to review our publication and, again, I hope you find this Annual Report to be informative and enlightening.

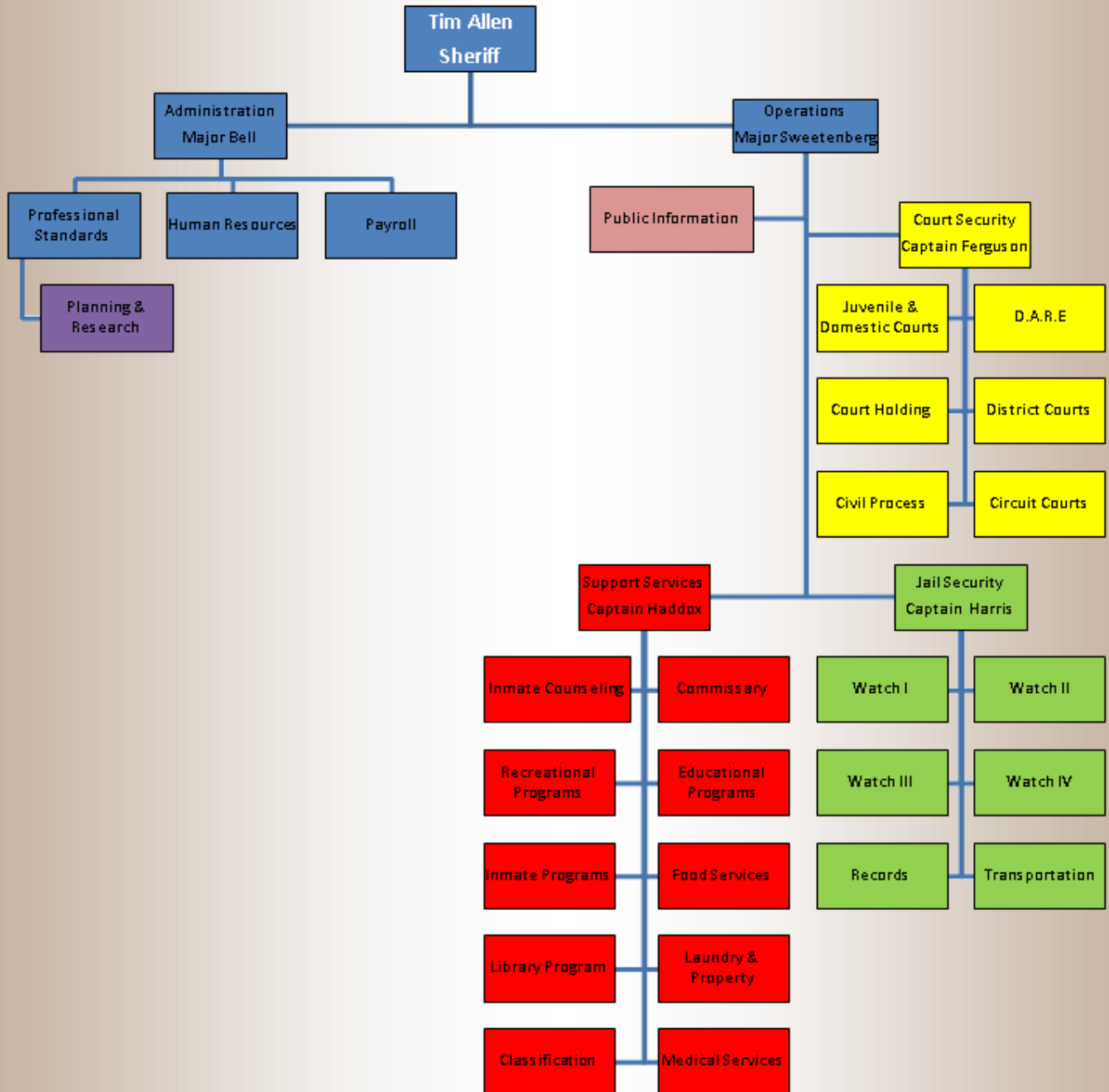
Thank you,

T. A. Allen

Sheriff Tim Allen



Organizational Chart



Administrative Division

The Roanoke City Sheriff's Office could not provide the services that help maintain the safety of our community without the dedicated men and women who serve the office of the sheriff. On a daily basis they are putting their lives at risk for the safety of the community. Sheriff Allen's top priority is providing a clean and secure environment that reflects the professional standards of the Roanoke City Sheriff's Office. Sheriff Allen's efforts are formed in part by the yearly budget.

Major David Bell reported: The Roanoke City Sheriff's Office had a combined total adopted budget of \$18,589,356.39 for the operation of the Sheriff's Office and Jail. This total reflects an amount of \$3,095,627.00 which was allocated for the operation of the Sheriff's Office. The additional \$15,493,729.39 was budgeted for the operation of the Roanoke City Jail.

The expenditures for the Roanoke City Sheriff's Office totaled \$3,095,626.51, which indicated a budget surplus in the amount of forty-nine cents. Expenditures for the operation of the Roanoke City Jail totaled \$15,493,726.30, which indicated a budget surplus in the amount of \$3.09. The combined expenditures for the Sheriff's Office and Jail totaled \$18,589,352.81, with a total surplus of \$3.58.

The Sheriff's Office received salary reimbursement funding from the Commonwealth of Virginia totaling \$7,144,434.10. Additionally, the Sheriff's Office collected over 2.6 million dollars in revenue throughout the fiscal year. This amount is reflective of the housing of federal prisoners, prisoners from other localities, inmate fees, and etc. Therefore, as a result of these funding mechanisms, the City of Roanoke provided approximately \$8,632,484.24 of local funds to supplement the combined operation.



Above: Sheriff Allen meets with members of his Administrative team

Jail Division

It is the goal or purpose of the Roanoke City Jail “to protect the community, to carry out judgments imposed by the courts, and to provide a safe and humane environment for those committed to our custody.” Our deputies work to accomplish this goal on a daily basis.



Above: Sheriff Allen joins his team during a weekly inspection of the jail facility

Captain Frank Harris, Jail Division Commander, with the assistance of Lieutenant Jessie Roberts, Assistant Division Commander, oversees four shifts of 28 deputies, each including a lieutenant watch commander and two sergeant assistant watch commanders. For each Watch the com-

manders are as follows: Watch I, Lieutenant Jeff Ervine; Watch II, Lieutenant Terry Martin; Watch III, Lieutenant Jeff Lanning; Watch IV, Lieutenant John Williams.

For Fiscal Year 2015-2016, 8,933 arrestees were booked into the Roanoke City Jail. The average daily population was 555.

The Transportation Unit is comprised of four deputies led by Sergeant Richard DeHaven. Together, they transported 18,028 inmates and logged 171,159 miles. In addition, 732 TDO's were served.

Jail Records is comprised of six deputies, overseen by Sergeant Angela Traynham.



Above: Stephanie Tito, RN/HSA, checks on inmate door sheets during a jail inspection

Court Services Division

Captain James Ferguson leads the Court Services Division. Captain Ferguson is assisted by Lieutenant Jeff Jenkins and four sergeants: Sgt. Darrick Jones and Sgt. Brian McDaniel (Courts), Sgt. Nick Sharp (Civil Process) and Sgt. Mike Hewitt (DARE).

For fiscal year 2015-2016, Roanoke City Sheriff's Office and Court Services operated on a budget of \$3,095,627.00. Expenditures for the year totaled \$3,095,626.51.

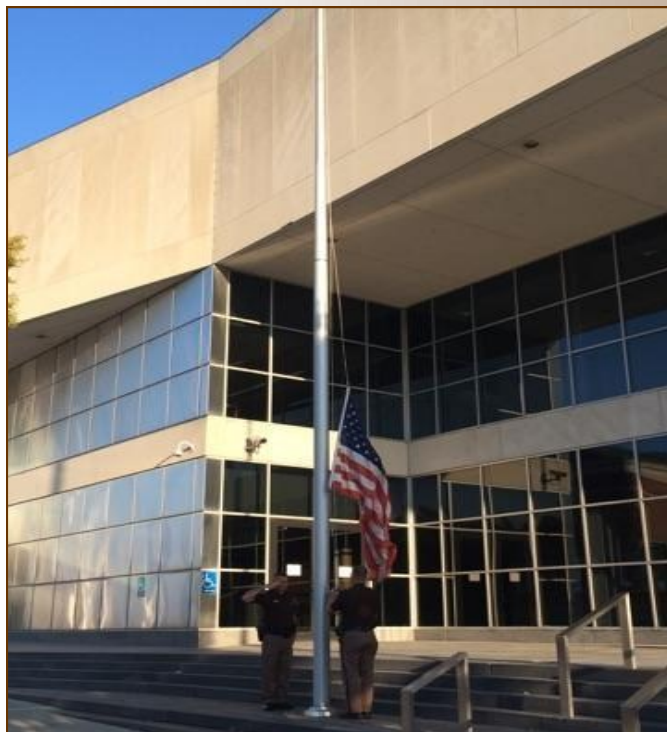
This division provides professional, customer-focused law enforcement services to secure the courtrooms of General District Court, Circuit Court and Juvenile and Domestic Relations Court. The Civil Process unit provides proper and legal execution on all court orders, civil process, warrants, criminal and civil subpoenas, and other judicial documents in a professional and timely fashion. The D.A.R.E. program provides educational and awareness opportunities to the youth and other community members in Roanoke City.

Roanoke Sheriff's deputies screened 237,857 individuals at the two security stations of the courthouse, preventing the introduction of weapons, explosives and other contraband into the facility. There were no incidents of weapons introduced

into the courts.

Civil Process deputies served over 82,000 civil, criminal and other warrants in the community. Included in this number are 1,606 evictions, 215 property pick-ups, 188 levies and 25 capias.

The Courts Services Division strives to provide the courthouse with the highest level of security for members of the community, judges, and courthouse staff.



Above: Deputies raise the flag each morning in front of the Roanoke City Courthouse

Tactical Team

The Roanoke City Sheriff's Office's Tactical Team is a highly trained, specialized response unit. The purpose of the Tactical Team is to provide support with expertise in the use of tactics for emergency situations to the members of the Sheriff's Office and other agencies. The Tactical Team is equipped to respond to high risk situations that may arise in the Jail, Courthouse, or within the community.

On October 25, 2016 the Tactical Team was called to respond to an active shooter incident at FreightCar America. Fourteen members of the Tactical Team, plus two medics, were on scene to assist the Roanoke City Police Department as they searched and secured the facility.

On February 19, 2016 the Tactical Team assisted as instructors for an "Extreme Medi-

cine School" hosted by an area medical facility. The school hosts medical students from around the world as they learn emergency medical skills in a variety of extreme environments such as mountain climbing, spelunking, hiking, and skiing. The Tactical Team instructed the portion of the school concerning SWAT medics. The team instructed the students as they learned basic SWAT tactics and movements. They also instructed students on basic firearms safety and skills. The students learned how doctors and medics can be imbedded in tactical teams to provide quality medical care during emergencies.

Sheriff Allen commends the courage and dedication of the men and women who serve on the Roanoke City Sheriff's Office's Tactical Team.

Below: Members of the Tactical Team participate in "Extreme Medicine School"



Above: Members of the Tactical Team respond to an active shooter incident at FreightCar America



D.A.R.E.



Deputies from the Roanoke City Sheriff's Office teach the Drug Abuse Resistance and Education (D.A.R.E.) program in Roanoke City's 17 elementary schools. The ten week D.A.R.E. curriculum is presented to fifth grade students. Teaching children to resist drugs and violence is the foundation of the program. Participants are required to complete assignments and write an essay.

Roanoke City Sheriff's Office deputies present a positive law enforcement role model to our students. During the 2015-2016 fiscal year, deputies spent 209 hours counseling 591 students and 74 hours conferring with 179 parents., totaling 770 persons for 283 hours. The total number of Elementary School stu-

dents in fifth and sixth grade that completed the D.A.R.E. program was 1,046. Five-thousand one hundred thirty-one students from Kindergarten through fourth grade received visitation lessons from D.A.R.E. officers. There were 36 group presentations and workshops.

These deputies not only educate our youth, they also maintain a safe and secure environment in our city's schools. Deputies responded to 386 incidents for the 2015-2016 fiscal year.

D.A.R.E.

Trusty Program/Inmate Work Crews

In the **Trusty Program**, inmates perform daily duties within the jail. Areas of service include the kitchen, property/laundry, maintenance, paint crew, and janitorial. The Trusty Program provides the inmates with an opportunity to develop a strong work ethic and to gain or sharpen work skills during the period of incarceration.

Inmate Work Crews are managed by Sergeant Stacey Peters. The Roanoke City Jail typically maintains two male and one female work crew. For 2015-2016 work crews performed a total of 10,048 man hours. This includes 1,088 jobs benefiting the City of Roanoke, 108 jobs benefiting non-profit organizations, and an average of 170 city owned vehicles per month being washed by inmates. Deputies Linda Jones, David Lester and Jeremy Bailey oversee the outside work crews and Deputy Matthew Belcher handles the car wash.



***Above:** Inmate work crews performing community service benefiting the City of Roanoke*

Support Services Division

The Support Services Division is commanded by Captain Kim Haddox. This division administers: Kitchen, Laundry, Medical, Education, Counseling, Chaplains, Inmate Work Crews, Maintenance, Recreation, Classification, and Inmate Work Programs.

Food Services are provided by CBM. The kitchen staff, with the assistance of jail trustees, prepare three meals daily. General Manager Kim Jackson reported that 661,890 meals were served in the 2015-2016 fiscal year.



Above: The Medical Department at the Roanoke City Jail

Medical Services are provided in the Roanoke City Jail by CCS (Correct Care Solutions) and are overseen by Stephanie Tito, RN/HSA (Health Services Administrator). CCS performed 14,674 clinical visits and 607 dental visits this fiscal year.

Educational Programs are available to

all inmates housed in the jail. Mr. Byron Phillips administers Special Education. One hundred ninety-nine inmates under the age of 22 were interviewed for Special Education assistance. Of these, 28 inmates were identified with Special Education needs, and 8 went on to accept Special Education services. The GED program is administered by Ms. Sue Lee. GED class enrollment reached 245.

The Library Program at the Roanoke City Jail is run by Kim Lindsey, Jail Librarian. During the 2015-2016 fiscal year 9,726 books were delivered to inmates and 298 inmates took advantage of the Law Library.

Recreation is provided at the jail via two indoor gyms, two outdoor gyms, and two weight rooms. Deputies Jeff Jones and Mark Kemp facilitate the recreation program which has historically included basketball, calisthenics, aerobics and weight training. Recreation programs and facilities were utilized by 6,872 inmates.

Inmate Programs are supported by 91 active volunteers that are managed by Alan Collins, Jail Counselor. These include ALPHA (therapeutic substance abuse treatment for men and women), Alcoholics Anonymous (men and women), Fathers First (parenting and life skills, provided by TAP), faith-based Anger Management offerings, Pre-Release Counseling, a Chaplaincy program, and Bible

Study. One-hundred ninety-eight inmates participated in weekly drug and alcohol counseling, 337 participated in the ALPHA program, 134 participated in rehabilitative and life skills programs, 4,953 accepted individual counseling, and 612 engaged in religious programs.



Above: DMV Employees set up for a DMV Connect session at the Roanoke City Jail

Inmates also benefit from the **DMV Connect** program. DMV “connection teams” issue identification cards by carrying customized cases that contain a laptop, signature pad, and camera to correctional facilities. ID cards are mailed from a secure central location to the appropriate correctional facility. Identification is necessary to secure jobs, open bank accounts, enter public buildings, and apply for benefits. This has been an important program for the Roanoke City Sheriff’s Office to help promote successful reentry. In the 2015-2016 fiscal year, 14 Virginia ID cards were issued to inmates via DMV Connect.

The Discharge Planner Program, first introduced in the 2013-2014 fiscal year, continues to thrive. Under this program, members of Blue Ridge Behavioral Healthcare have met individually with 196 unduplicated inmates in the 2015-2016 fiscal year. Each participating inmate has met with a Blue Ridge Behavioral staff member for a minimum of 1 and a maximum of 3 sessions. During these sessions, inmates were provided with information regarding community resources such as housing and employment. A total of 254 sessions were held in the 2015-2016 fiscal year.

The Discharge Planner Program aims to help inmates return to the community with the resources they need to access mental health treatment, substance abuse treatment and mental health medications.

Jail Renovation Projects

During the 2015-2016 fiscal year the Jail Annex steps were refinished and the entire Second Floor of the Jail had new flooring installed. A bathroom was installed in the laundry area, and a new floor was put down in the visitor elevator.



***Above and Left:** Various phases of the jail's Second Floor abatement process*

On This Page: Various phases of the visitor elevator floor replacement and laundry bathroom installation



Professional Standards Unit

The Professional Standards Unit, commanded by Lieutenant Brian Geiser, oversees the functioning of Training, Internal Affairs, Applicant Background Investigations, Recruitment, Accreditation, enforcement of the Prison Rape Elimination Act (PREA), Fleet Management and Planning and Research.

Training does not end with graduation from the academy; it is an ongoing process. Sergeant Nicole Butterworth supervised the training of Sheriff's Office deputies during the 2015-2016 fiscal year, covering over 250 sworn and civilian positions. All sworn employees are required by the American Correctional Association (ACA) to receive at least 40 hours of additional training each year. This requirement is met through a combination of off-site training and online study modules which cover a variety of law enforcement, corrections, leadership, and various community-based topics.

This fiscal year, 15 deputies graduated from the Basic Jailor, Court Security and Civil Process academy. Four additional employees completed the Basic Law Enforcement academy. Twenty-nine employees completed their 40 hour Law Enforcement In-Service training blocks, and 41 employees completed their Jail Security/Court Security/Civil Process training blocks. Sworn and civilian staff combined completed over 9,277 hours of online training modules.

Below: Some of the new deputy sheriffs sworn in during the 2015-2016 fiscal year



The department welcomed three new instructors who graduated from General Instructor school and went on to specialize as Defensive Tactics instructors. Sgt. Butterworth spent 6 weeks at the firearms range, re-certifying almost 200 sworn staff members, and an additional two weeks re-certifying retirees.

Accreditation was received by the Roanoke City Jail from the American Correctional Association (ACA) during the 2016-2016 fiscal year.

On March 15-16, 2016, the Roanoke City Jail was inspected by Wayne Solomon, DOC Inspector. Over the course of two days, Mr. Solomon toured the facility, spoke with staff members and inmates, and reviewed documentation. The Roanoke City Jail was found to be 100% compliant with the Life, Health and Safety standards as prescribed by the

Department of Corrections.

The Prison Rape Elimination Act (PREA)

was passed on September 4, 2003 by both houses of Congress and was subsequently signed into law by President George W. Bush.

The purpose of PREA was to provide information, resources and education to prevent, detect and respond to allegations of sexual abuse and harassment of incarcerated individuals, either by staff or other inmates. This act mandated a “zero tolerance” policy for federal, state, and local facilities through a national set of standards that were released in May 2012. The Roanoke City Sheriff’s Office was audited in August of 2014. The auditor felt that not only did the Roanoke City Sheriff’s Office meet the expectations of PREA standards, but exceeded many as well.

Sheriff’s Office staff receive annual refresher training on how to prevent, detect, and respond to allegations of sexual abuse and harassment, according to the PREA standards. Any further information regarding compliance with PREA standards can be found on the Roanoke City Sheriff’s Office’s website.

Planning and Research is handled by Deputy Frank Porter. The Planning and Research Officer has three main responsibilities: coordinating with the Department of Technology to research new technology and upgrades to hardware and applications, maintenance of accounts used to cover expenditures required for both inmates and staff, and the generation of reports such as the Jail Cost report, Census, In-Custody Death Report, and

reports for the Virginia State Compensation Board.

During the 2015-2016 fiscal year, the Planning and Research Department:

- Installed a major update to our Jail Management System. This brought new tools to our staff, allowing more accurate data capturing, a new dashboard, new search utilities, and over 300 new reports.
- Installed Watch Guard in-car video into our Transportation vehicles. This provided our deputies with a tool to document what they encounter while in the field.
- Began testing Watch Guard Body Cams. We were supplied with two body cams to test for in-field use as a backup to our security systems.
- Completed an upgrade to our Video Security System. We added more cameras to our security system, reducing blind spots to further protect our staff and those confined to the facility.
- Created three new offices in the Roanoke City Jail. To further supply staff with the tools to do their jobs, we transformed unused areas into new offices. This in turn allows a secure, more comfortable work area for visiting officers, vendors, and other City of Roanoke employees that help to assist in our daily operations.

- Set up and activated home visitation. This is a more secure and convenient way for citizens to visit with those held in the Roanoke City Jail.
- Migrated to cloud-based email. This is a more secure way to access email, and also greatly increased our storage, allowing for a more productive work flow.
- Pearson Vue GED testing went live

Our **Background Investigation** sergeant, Kim Ashford, and Deputy Teresa Benson, **Recruitment**, reported a total of 65 events attended (both recruitment and community), 30 new deputy sheriffs hired, and over 400 people contacted during recruitment efforts for the 2015-2016 fiscal year.



Above and Left: Deputy Teresa Benson and Lt. Brian Geiser set up for a recruitment event in the Roanoke City Market



Community Service

The men and women of the Roanoke City Sheriff's Office are proud of their ongoing involvement in the community.

Each year the department participates in a wide range of local parades, and the 2015-2016 fiscal year was no exception. Included in these events were the Armed Forces Parade at the Veterans Affairs Hospital, the Labor Day Parade, Veteran's Day Parade, St. Patrick's Day Parade and Dickens of a Christmas Parade.

Multiple deputies participate in the HEAT VIN etching events that occur throughout the spring and summer months. The June 2016 event, sponsored by the Roanoke City Sheriff's Office, took place in the Valley View Walmart parking lot.

The partnership between the Roanoke City Sheriff's Office and Angels of Assisi continues to thrive. Each week a deputy volunteers to have his or her picture taken with an animal in need of a home. These pictures are posted on social media in an effort to help spread the word and promote adoption.

This year the Roanoke City Sheriff's Office continued its participation in the GTO (Growth Through Opportunity) Cadets program, which began in 2014 through the Roanoke City Police Department. Young men and women taking part in this program have varying neurodevelopmental disabilities. Managed by job coaches, these cadets volunteer at the Sheriff's Office and other public safety facilities to develop life

skills, social skills, and job skills.

Charitable events also play a large role in the lives of members of the Roanoke City Sheriff's Office. The 11th Annual Charity Golf Tournament took place on May 14, 2016 at Ashley Plantation Golf Course. Proceeds from the event benefit students participating in D.A.R.E. October 1, 2016 the department held its second Community Shred Day to provide citizens with free, secure shredding services and help reduce the risk of identity theft.

Under the direction of Captain James Ferguson, deputies tugged their way to yet another first place victory on May 6, 2016 at the Tug for Tots event in support of CHIP of Roanoke Valley.

Once again this year, Sheriff's Office deputies participated in the Law Enforcement Torch Run, raising funds and awareness for the Special Olympics. Funds were likewise raised through participation in Special Olympics Car Shows and an annual Hot Dog Sale. Uniformed deputies were also present in support of Big Feet Meet and Little Feet Meet events.

Members of the Roanoke City Sheriff's Office became more deeply involved in local neighborhood groups during this fiscal year, volunteering to regularly attend meetings to strengthen ties in the community.

(continued on page 22)



Deputies participated in No Shave November



Volunteers assist at the June 2016 HEAT event



The RCSO Team prepares for another Tug For Tots



Marching in the St. Patrick's Day Parade



Annual Hot Dog Sale to benefit Special Olympics



Deputies support a local church festival

With participation in the No Shave November campaign, the Roanoke City Sheriff's office raised \$4,450 for cancer research and awareness.

Beginning in May 2016, the Roanoke City Sheriff's Office began hosting the Roanoke City TRIAD in partnership with the Office of the Attorney General. TRIAD is dedicated to improving the quality of life for senior community members by developing, expanding and implementing effective crime prevention and educational programs. TRIAD is a term that refers to the three national organizations that agreed that crime-related needs of senior citizens could be met by a cooperative effort. These three organizations include the American Association of Retired Persons (AARP), International Association of Chiefs of Police (IACP) and the National Sheriffs' Association (NSA). A cooperative agreement was signed by these groups in 1988.

Locally, TRIAD is an alliance between law enforcement and older Virginians with the goal of sharing information with a focus on reducing unwarranted fear of crime by increased awareness of scams and frauds that target them. The Roanoke TRIAD will strive to reduce the criminal victimization of senior citizens and enhance the relationship with law enforcement by delivering services to elderly persons through speaking engagements, community collaborations, and targeted trainings.

The Roanoke City TRIAD met six times in the 2015-2016 fiscal year at two different local libraries. The first three meetings were held at the Raleigh Court Library and the second

half at the Gainsboro Library. Topics that were discussed during these initial meetings were *Consumer Fraud and Exploitation of Senior Citizens, Firearms Safety, Identity Theft, Zoning and Code Enforcement, and Holiday Safety Tips*. The Roanoke City TRIAD presenters included Roanoke city Sheriff's Office deputies, Roanoke City Police Department representatives, the Office of the Attorney General, and Code Enforcement. There were a number of senior citizens who attended these presentations.

Support of our community will continue to be a key focus of the Roanoke City Sheriff's Office as we look forward to the next fiscal year.



Above: Sheriff's Office deputies gather at a local TRIAD meeting



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