

Roanoke Sheriff's Office

OLIVER W. HILL JUSTICE CENTER

315



ANNUAL REPORT

2020-2021

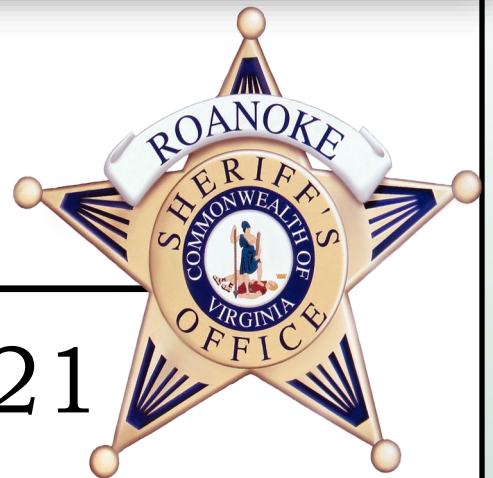


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OUR MISSION

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.



Message from Sheriff Bell

During the course of Fiscal Year 2020-2021, Sheriff Tim Allen resigned with one year left in his term. As the current Chief Deputy, I stepped into the role of Sheriff for the City of Roanoke until the next official election. Having served the Roanoke Sheriff's Office for over 28 years, I knew this title would not be an easy promotion. The role of Sheriff is more than just a name on the front door. Sheriff not only represents the residents of their elected jurisdiction, they represent the employees that work for them, as well as the incarcerated individuals that rely on them while housed in their facility. I could not be more proud of the way the department has shaped itself while I have been in office. Together, we have enhanced the career development program to include new ranks and a new starting salary; we have continued to improve on making the Roanoke City Jail a safer and more secure facility while upgrading technology to benefit both our inmates and staff; and, community outreach and education thrives, even with the restrictions of Covid-19.

Public safety, law enforcement and corrections are ever changing in today's world. Whether it is a global pandemic, changes in favorable opinions of this work or policies and procedures that need adapting to accommodate challenges presented daily, the men and women who serve the Roanoke Sheriff's Office have shown nothing but respect and professionalism. With staffing

shortages being at an all-time low, the daily operations of the Roanoke Sheriff's Office continued. In the 2021 Annual Report, you will see just how each division progressively contributed to the successes of the past year. Despite the struggles of previous years, I am proud of the hard work and dedication of this department and the support the community continues to give us.

I will officially retire from the Roanoke Sheriff's Office as of January 1, 2022. I am humbled and grateful to have worked for a department and City as great as Roanoke for almost 30 years. To the men and women who worked alongside of me all these years, you are truly some of the best. You are loyal, dedicated and brave. I am excited to see how the department will grow in the upcoming years knowing that the leadership and dedication to City of Roanoke will continue to be a focus and core value of the Roanoke City Sheriff's Office.

Thank you to everyone who has celebrated me in this journey. I am proud to present to you the Roanoke Sheriff's Office 2020-2021 Annual Report.

Sheriff David K. Bell





RSO Command Staff



Major Mark Sweetenberg
Chief Deputy



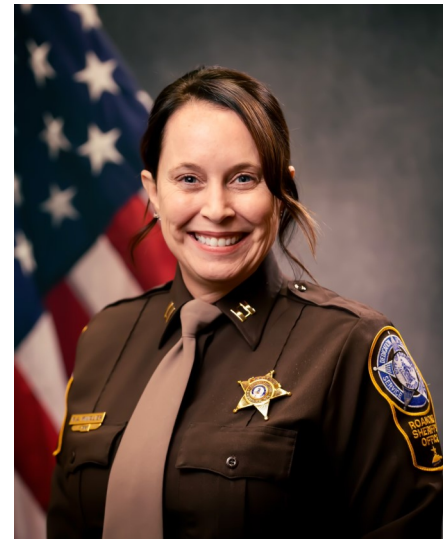
Major James Ferguson
Assistant Chief Deputy



Captain Monica Perkins
Jail Security



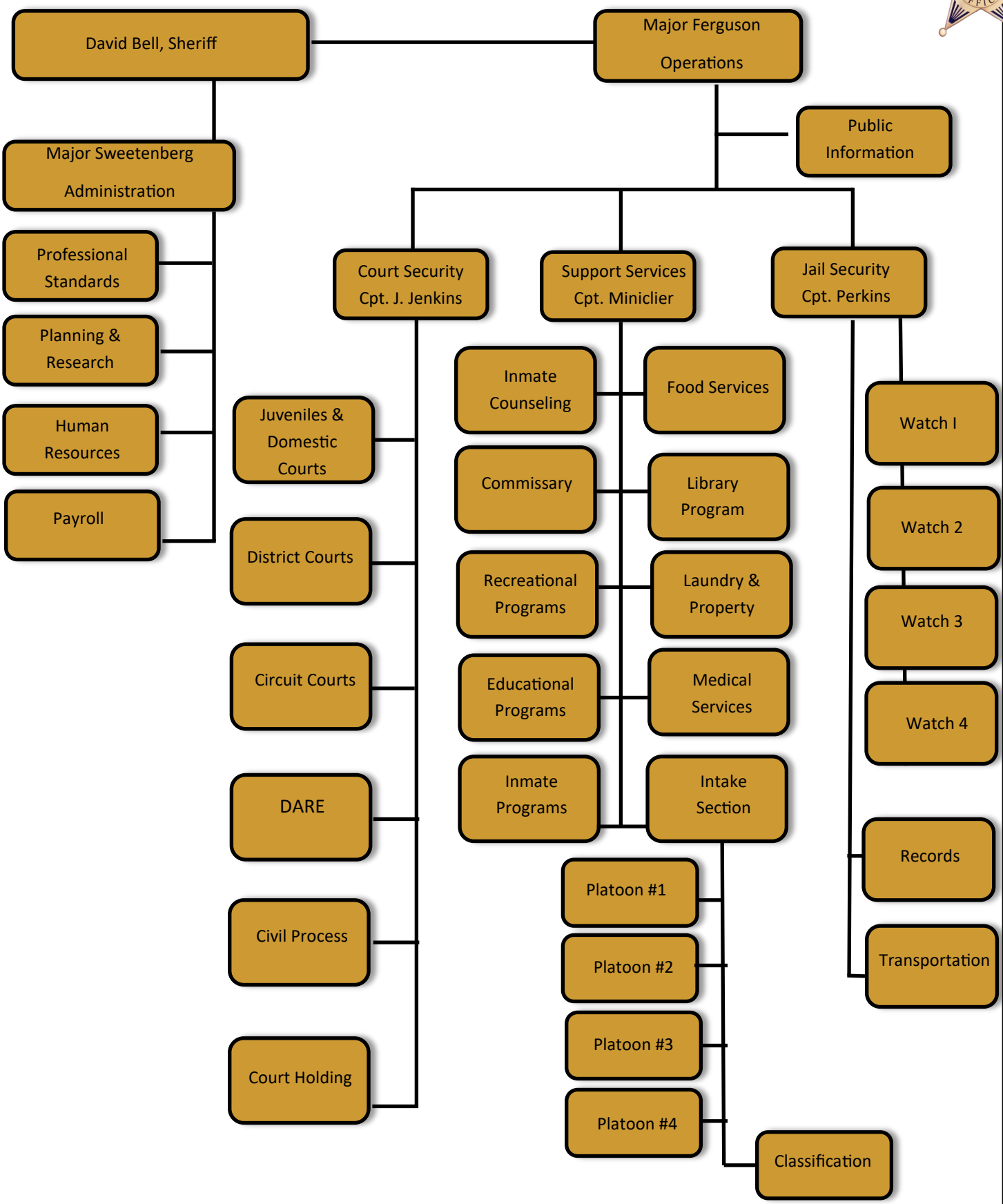
Captain Jeff Jenkins
Court Security



Captain Kimberly Miniclier
Support Services



Organizational Chart





ADMINISTRATION DIVISION

Sheriff Bell's top priority is providing a clean and secure environment that reflects the professional standards of the Roanoke City Sheriff's Office.

Sheriff Bell's efforts are formed in part by the yearly budget. The Roanoke City Sheriff's Office had a combined total adopted budget of \$18,617,617.92 for the operation of the Sheriff's Office and Jail. This total reflects an amount of \$2,970,697.50 which was allocated for the operation of the Sheriff's Office. The additional \$15,646,620.42 was budgeted for the operation of the Roanoke City Jail.

The expenditures for the Roanoke City Sheriff's Office totaled \$2,970,693.48 which indicated a budget surplus of \$4.02. Expenditures for the operation of the Roanoke City Jail totaled \$15,646,390.67, which left a surplus of \$229.75 from the adopted budget for this unit. The combined expenditures for the Sheriff's Office and Jail totaled \$18,617,084.15 with a total overall budget surplus of \$233.77.

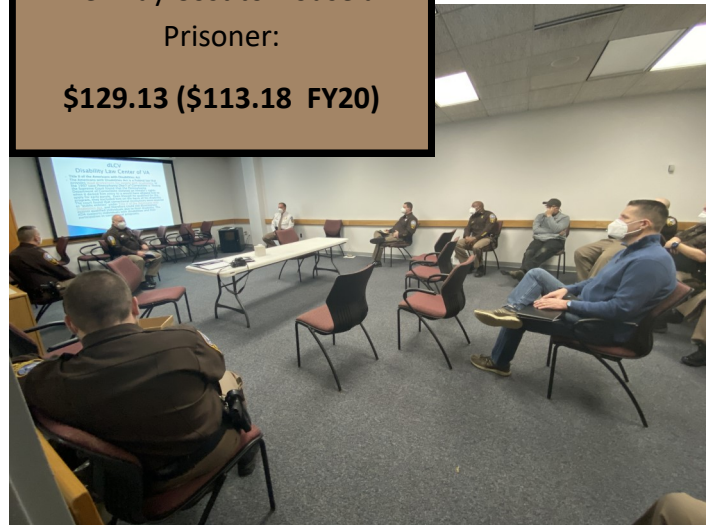
The Sheriff's Office received salary reimbursement funding from the Commonwealth of Virginia totaling \$7,897,423.00 In addition, the Sheriff's

Office collected over 2.6 million dollars in revenue throughout the fiscal year. All totaled, \$10,008,932.63 in revenue was received by the Sheriff's Office to help offset the entire operating budget. 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 \$8,608,151.52 of local funds to supplement the combined operation.

The primary purpose of the Jail is to provide inmate housing for local and state responsible inmates.

Per Day Cost to City of Roanoke to House a Prisoner:
\$59.71 (\$53.29 FY20)

Per Day Cost to House a Prisoner:
\$129.13 (\$113.18 FY20)





SUPPORT SERVICES DIVISION

The Support Services Division is commanded by Captain Kim Miniclier and Lieutenant John Williams, Assistant Division Commander. This division administers: Kitchen, Laundry, Medical & Mental Health, Education, Counseling, Chaplains, Inmate Work Crews, Maintenance, Recreation, Classification, Intake and Inmate Work Programs.

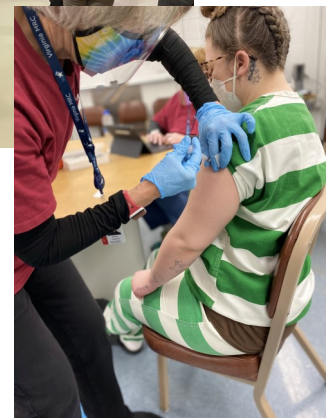
The Sheriff's Office contracted their **Food Services**. An inmate kitchen crew prepares and distributes three hot meals a day to all inmates in the Roanoke City Jail (RCJ). Meals include special diets (sick, diabetic, food allergies, religious dietary restrictions). Inmate Kitchen Trustees are inspected daily to ensure they have the highest standard in grooming and full compliance with rules.

Meals served: 444,570

Medical Services are provided in the RCJ around the clock by a contracted medical company, NaphCare. The Health Services Administrator oversees physicians, physician's assistants, nurses, mental health profes-

sionals and medical assistants.

Inmates are seen by medical staff upon arrival at our facility and receive a complete physical within 14 days. RCJ has medical restrictive housing for inmates who are too ill to be with general population. A pharmacy and clinic are on-site. If there is a medical need that cannot be fulfilled by NaphCare, then the inmate will be referred to an offsite specialist for further treatment. NaphCare performed 6,750 clinical visits and 428 dental visits this fiscal year. In March of 2021, the first inmate COVID 19 vaccine clinic was held. 196 inmates received a vaccine in FY 2021.



Individuals arrive at RCJ with a wide



range of educational levels, some are unable to read or write, while others are just shy of a completing their high school education. **Educational Programs** are offered to every inmate, regardless of previous educational experience or learning level. Mr. Ron Marsh administers Special Education through Roanoke City Public Schools. GED services are also offered to our inmates under the supervision of Ms. Jennifer Hollingsworth-Austin. 378 inmates in fiscal year 2021 requested educational services. During the year, a few new beneficial programs were added for inmates. A creative writing class, drawing and personal finance classes are provided by Ms. Austin. These classes are offered to inmates and last from 4-6 weeks. In the trial year, this program has shown to be successful in assisting the inmate's creativity in different areas. **The Library Program** at the Roanoke City Jail provides the opportunity for inmates to learn, grow and imagine through literary doorways. Ms. Jennifer Kolesar, Jail Librarian, organizes and stores the books donated to the RCJ. Ms. Kolesar delivers books by a mobile cart to every inmate housing unit at least

once a week. During the 2020-2021 fiscal year 9,990 books were delivered to inmates. In addition, 152 inmates took advantage of the Law Library program.

Recreation is provided at the jail via two indoor gyms, two outdoor gyms and cardio rooms. Deputies Matthew Tomblin and Anthony Sowder facilitate the recreation program which includes basketball, calisthenics, aerobics and volleyball. Due to COVID-19 protocols, inmates did not have access to our indoor recreation facilities.

Inmate Programs are supported by community volunteers managed by the Jail Counselor, Ms. Kim Lindsey. These programs include ALPHA (therapeutic substance abuse treatment for men and women), Alcoholics Anonymous (men and women), Father's First (provided by TAP), faith-based Anger Management offerings, Pre-Release Counseling, a Chaplaincy program, and Bible Study. Within the 2021-2020, due to COVID precautions, all in person programming was suspended to keep the staff and inmate population safe.

Inmates also benefit from the **DMV Connect** program. DMV "connection teams" issue identification cards



bringing necessary equipment to RCJ. ID cards are mailed from a secure central location to RCJ and kept in the inmate's property until they are released. 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. Due to the restrictions of COVID-19, DMV was not able to assist the inmates with obtaining IDs during the 2020-2021 Fiscal Year.

Under **the Discharge Planner Program**, members of Blue Ridge Behavioral Healthcare meet individually with inmates. Each participating inmate has met with a Blue Ridge Behavioral Health 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. The Discharge Planner Program aims to help inmates return to the community with the resources they need to access treatment and medications.

The Intake Unit is comprised of the Classification Unit and Crisis Stabilization Unit. This unit is supervised by Lieutenant John

Earls. Four sergeants, along with their platoon and a daylight Master Deputy assess every inmate's custody and program needs upon booking. Inmates are photographed, fingerprinted and a record is created. Inmates are asked a series of questions which include physical and mental health history, including a mental health assessment by several staff members. If the inmate is able to be classified, they are next interviewed by the Classification Unit. This unit includes 4 sergeants, one of which is the Mental Health Coordinator.

The classification process is used to categorize and house inmates. This process begins with an initial interview to determine security level and housing. Classification is also responsible for inmate hearings, both disciplinary and administrative. In the previous fiscal year, Classification held 407 disciplinary hearings and 136 administrative hearings.

If an inmate has special mental health needs or displays suicidal tendencies, the Crisis Stabilization Housing Unit may be where they are housed temporarily.

The Mental Health Unit opened in April 2018 in response to the need to provide a safer and more therapeutic environment for inmates with mental health needs. The Mental Health Unit is overseen by the Intake Lieutenant, Mental Health Coordinator, and the Intake Platoons. Intake Specialists, who have received specialized mental health training, are responsible for monitoring those inmates housed in the Mental Health Unit. The Mental Health Unit is comprised of three housing areas: the Crisis Pod, Mental Health Restrictive Housing, and the Therapeutic Pod. The Crisis Pod (3H) is a direct supervision pod where inmates placed on suicide watch are continuously monitored. The Mental Health Restrictive Housing Pod (3G) houses inmates with Serious Mental Illnesses (SMI) who are not able to be housed in general population. In the Therapeutic Pod (1B) inmates have daily group therapy sessions with Community Partners and Jail Medical Employees. Upon commitment to jail Intake Specialists and Medical Staff ask individuals a series of questions related to their medical and mental health histories. During the past 12 months

4,056 Mental Health Screenings were completed on intake. Through screenings at intake and observations by both security and medical staff 175 individuals were identified as being at risk and placed on Suicide Watch during the past 12 months. There were 7 suicide attempts during the past 12 months where both security and medical staff quickly intervened. Jail Medical Staff have continued assessing and counseling inmates with Mental Health needs throughout the COVID-19 pandemic. Blue Ridge Behavioral Health was awarded a grant position for Forensic Discharge Planning and they began coming into the facility to assist inmate with discharge planning in January 2021. From January 1, 2021 through March 31, 2021 BRBH have assisted 22 inmates with discharge planning. As we transition back to normal operations the Therapeutic Pod program will be reinstated in hopes to educate the inmate population and reduce incarceration recidivism.



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 enhance work skills during the period of incarceration. Throughout fiscal year 2021, there were 231 inmate trustees that made up both indoor and outdoor work crew details. **Inmate Work Crews** are managed by Sergeant Stacey Peters. The Roanoke City Jail typically maintains three male and one female work crew. For 2020-2021 work crews performed thousands of man hours. This includes 1,198 jobs benefiting the City of Roanoke and non-profit organizations. These tasks include snow removal, grass and lawn maintenance of city owned property and trash removal. With the COVID-19 pandemic requiring extensive cleaning protocols, the inmate trustee crews assisted in a considerable amount of cleaning, both of their own living quarters, as well as common areas of the jail.



The City of Roanoke Wash House is also overseen by the Inmate work crews. Deputy Jeremy Bailey supervises his crew of 3-4 inmates to keep the city fleet clean and maintained properly. In FY 2021, 2,246 City of Roanoke cars were washed by the inmates at the Wash House.



Many of the jail renovations are handled by the Support Services Division in conjunction with the City of Roanoke maintenance team, as well as other outside vendors. Throughout FY 2021, there were many projects that were necessary to maintain the safety and security of the facility. Some of the larger projects are listed below:

- The installation of the new annex elevator travel cable
- Captain Miniclier's office remodel
- The installation of new carpet in the Sheriff's Office area
- New Court parking signs
- The new generator was set
- The new refrigeration unit was installed on the front walk in cooler
- There was a new water heater installed
- The installation of the new taser charging stations
- Microwaves in some housing units



JAIL RENOVATIONS



JAIL SECURITY DIVISION

The Security Division is managed by Captain Monica Perkins, Jail Division Commander, with the assistance of Lieutenant Nikki Jenkins, Assistant Division Commander, oversees four shifts of approximately 26 deputies/ Control Room Operators (CROs), each including a lieutenant watch commander, a sergeant assistant watch commander. The platoon leaders are as follows: Watch I, Lieutenant David Powers; Watch II, Lieutenant Terry Martin; Watch III, Lieutenant Tommy Boone; Watch IV, Lieutenant James Goens. These shifts are responsible for making security rounds with frequent searching and periodic counts of inmates. They maintain proper order and decorum, while assisting inmates with access to programs and services. Civilian CROs assist the deputies on shift by monitoring inmate movement, watching cameras and observing restrictive housing while operating the gates and doors for the entire facility.

The Transportation Unit is comprised of four deputies led by Sergeants Philip Monk and David Lester.

Transportation deputies are responsible for transporting inmates to and from other correctional facilities, medical appointments and mental health facilities throughout the Commonwealth of Virginia. They are also responsible for extraditions, when necessary. These deputies served 574 Temporary Detention Orders (TDOs), some of which are 3 to 4 hours away. Together, they transported 15,839 inmates and logged 153,578 miles.

Critical to the operation of the Roanoke City Jail is the maintenance of records for all inmates currently held or recently released. Jail Records is comprised of four deputies, overseen by Sergeant Kevin Compter. The Inmate Records Section provides quality assurance so that inmates are lawfully detained and released from custody. They also calculate time credit for inmates, based on court orders, in accordance with state and federal law and agency policy. Other responsibilities of the Security Division include Inmate Accounts and LIDS.



COURT SECURITY DIVISION

Captain Jeffrey Jenkins leads the Court Security Division. He is assisted by Lieutenant Brandon Young and four sergeants: Sergeant Detria Muse (Courts), Sergeant Jeffrey Jones (Courts), Sergeant Benjamin Eanes (Civil Process) and Sergeant Mike Hewitt (DARE).

This division provides professional, customer-focused law enforcement services to secure the courtrooms of Circuit Court, General District 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.

Roanoke Sheriff's deputies screened 163,285 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. Legally owned weapons were either sent back to the owner's vehicles or were disposed of prior to entry into the courthouse.

City of Roanoke citizens also have the option to use lockers, at both bailiff stations, to store their belongings in free of charge.

Civil Process deputies served 81,148 civil, criminal and other warrants in the community. Included in this number are 341 evictions, 70 property pick-ups and 7 levies. Due to the COVID-19 pandemic, numbers are lower than previous years.

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

SWAT/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.



The team trains for various scenarios making sure their skills are up to date at a minimum of 12 days a year. Unfortunately due to the pandemic, the team only had limited opportunity to train in FY 2021. The men and women who serve on the Tactical Team are commended for their courage and dedication to the Roanoke City Sheriff's Office.

DARE

Deputies from the Roanoke City Sheriff's Office teach the Drug Abuse Resistance 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. The DARE program is comprised of Sgt. Hewitt and eight deputies. During the 2021 fiscal year, 141 students completed the DARE 5th grade program. Deputies presented at 315 workshops and

presentations for other grade levels. These deputies spent hours counseling students working with parents.

These deputies not only educate our youth, they also maintain a safe and secure environment in our city's elementary schools. Deputies responded to 109 incidents for the 2020-2021 fiscal year.

FY 2021 was a challenging year for the DARE Officers as they took more responsibility as School Resource Officers (SRO) in the five local middle City Middle Schools. SRO's are certified law enforcement officer that are responsible for potential threats in the school, conducting drills with students and staff, and de-escalating aggression between students and between students and teachers.





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 begins with the deputy sheriff recruits receiving 11 weeks in Basic Jailor/Court Security and Civil Process training from Cardinal Criminal Justice Academy. The department had 16 graduates from the Jailor/Court Security and 5 from the Law Enforcement Academy. Further training is offered through the 21 week course of Basic Law Enforcement School. However, training does not end with graduation from the academy; it is an ongoing process. Sergeant Mirhet Sabanovic supervised the training of Sheriff's Office deputies in 2021, covering over 200 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.

All required employees completed their 40 hour In-Service training blocks. Sworn and civilian staff combined completed over 14,562 hours of training.

The department welcomed ten new instructors who graduated from General Instructor School. Sgt. Sabanovic spent 13 weeks at the firearms range, re-certifying all sworn staff members and retirees.

Accreditation is an ongoing process whereby polices and procedures are evaluated against established best practices and then an independent and authoritative body verifies compliance with that criteria. This department is overseen by the Accreditation Manager, Sgt. Jennifer Callahan. The Sheriff's Office has maintained their accreditation with National Commission on Correctional Health Care, Virginia Department of Corrections and Virginia Law Enforcement Professional Standards Commission. RSO was successfully



received their reaccreditation in both American Correctional Association (ACA) and the Prison Rape Elimination Act (PREA) during FY 2021. In addition, the Sheriff's Office participated in several city, state and internal audits throughout the past fiscal year. Accreditation helps us assess our facility's strengths and weakness, identify goals, implement polices and procedures and establish guidelines for daily operations. Additionally accreditation increases community support, improves staff training and development, and achieve a higher level of staff professionalism and morale.

Planning and Research is managed by Deputy Frank Porter and Automation Coordinator, Dylan Jones. The Planning and Research office has three main responsibilities:

-Serving as Information Technology Project Managers: Coordinating with Department of Technology as we research new technology and upgrades to our hardware and applications. We budget, install, and train staff on all advancements.

-Application, Hardware, and Network Support: Troubleshoot and resolve all issues related to hardware

and software that, for either security or network configuration reasons, are considered to be the sole responsibility of the City of Roanoke Sheriff's Office. These systems include (but are not limited to): Smart Communication (Tablets and Kiosks), Avigilon Surveillance System, and the Cobra Banker system.

-Data Analyst: Compile data for various reports such as Jail Cost report, Census, In-Custody Death Report, Fixed Asset Inventory, Hardware Inventory, and COIN Budget Reports for various agencies to include but not limited to Virginia State Compensation Board, Bureau of Justice Statistics, and the City of Roanoke,

During 2020-2021 Planning and Research were responsible for many projects, some of them include:

- Added an Automation Coordinator position to assist the Planning and Research Deputy;
- Segregation Camera Installs—49 new cameras were installed specifically for the purpose of direct inmate cell supervision. This increases both safety and accountability for inmates and Deputy Sheriffs. Vendor Kegley Electric installed and mounted all



cameras as well as cabling to connect each camera to our servers. Once this was finished the cameras were all configured within our camera software and implemented into monitor viewing stations wherever necessary in our buildings to increase security. This was a great improvement in addition to the many cameras that have been replaced with better hardware as older cameras approach end of utility.

Background Investigator, Sergeant Brian McDaniel reported that there were 22 new deputy sheriffs hired during FY 2021. In addition to deputy sheriff's 2 civilian staff were hired. Sgt. McDaniel is not only responsible for deputy sheriff background checks, he also investigates medical staff, contract employees, volunteers, civilian staff and interns.

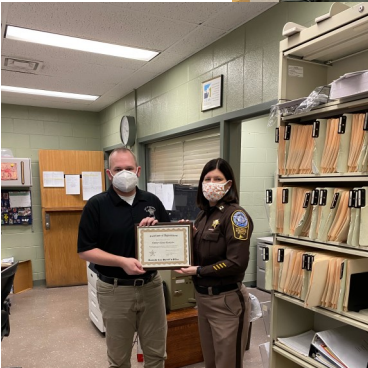
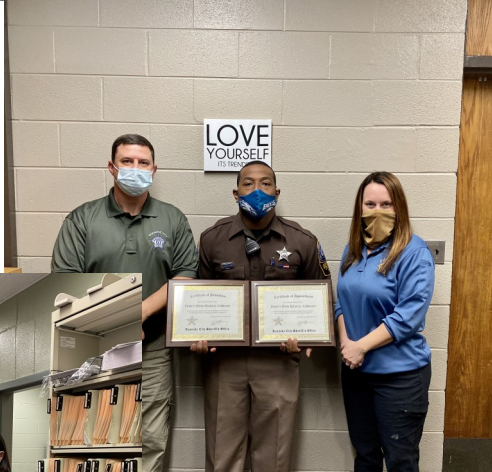
In support of our goal to attract and retain qualified employees, our department participated in various recruiting events throughout the fiscal year 2021.



The Sheriff's Office does not discriminate on the basis of race, color, sex, creed, religion, sexual orientation, national origin, age, disability, genetic information, veterans' status or disabled veterans' status.



STAFF ACHIEVEMENTS



Deputy Sheriff II

- Master Deputy C. Burke Deputy J. Carlisle
- Master Deputy R. Forrest Deputy A. Foster
- Master Deputy LeGrand Deputy C. Jarvis
- Deputy B. Jefferson Deputy C. Jackson
- Deputy M. King Deputy B. Baker
- Deputy M. Perry Deputy C. Boothe
- Deputy A. Wimberly Deputy J. Hubbard
- Deputy T. Tompkins Deputy N. Dillon
- Deputy J. Jennings

Master Deputy

- Deputy Dion LeGrand
- Deputy Linda Jones
- Deputy Chad Ransom
- Deputy Gary Wiggins
- Deputy Kevin Lester
- Deputy Ryan Forrest
- Deputy Frank Porter
- Deputy Steffany Vazquez



COMMUNITY RELATIONS

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 events. Fiscal Year 2021 looked a little different due to the COVID-19 restrictions for most gatherings.

However, Roanoke Sheriff's Office deputies were still able to participate and remain engaged in the community.

The Roanoke City Sheriff's Office continues to host the Roanoke City TRIAD in partnership with the Virginia Office of the Attorney General at Harmony Services. Unfortunately, normal TRIAD gatherings were halted due to restrictions of the COVID-19 pandemic, but there were opportunities to play BINGO with the residents at Harmony Services. TRIAD will continue to be a key focus of the Roanoke City Sheriff's Office.

The Roanoke Sheriff's Office maintains being a member agency of Project Lifesaver. This international initiative assists in tracking and rescuing clients who have developmental or cognitive

delays that give them a tendency to wander. There are currently 18 deputies and civilians certified in electronic search. Yearly training and recertification is required. Currently, there are 28 clients enrolled in the program. The Sheriff's Office participated in multiple successful searches throughout the 2020 fiscal year.

These are just a few of the community partnerships that the department participates in throughout the year. However, due to COVID-19 and all the precautionary measures taken in the City of Roanoke, the Sheriff's Office had to unfortunately miss out on some favorite events. We are looking forward to participating in these events in the future.

All of these community interactions, along with other things that happen within our department are shared through our social media accounts. Kristen Borak, Community Relations Specialist, manages all of the departments accounts. The Roanoke Sheriff's Office Facebook, Instagram,

and Twitter pages help the citizens interact with the deputies and employees. They are used to share information with the public. Within FY 2021 social media has grown for the department on all platforms, to even include a Linked In page.





ROANOKE CITY SHERIFF'S OFFICE

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