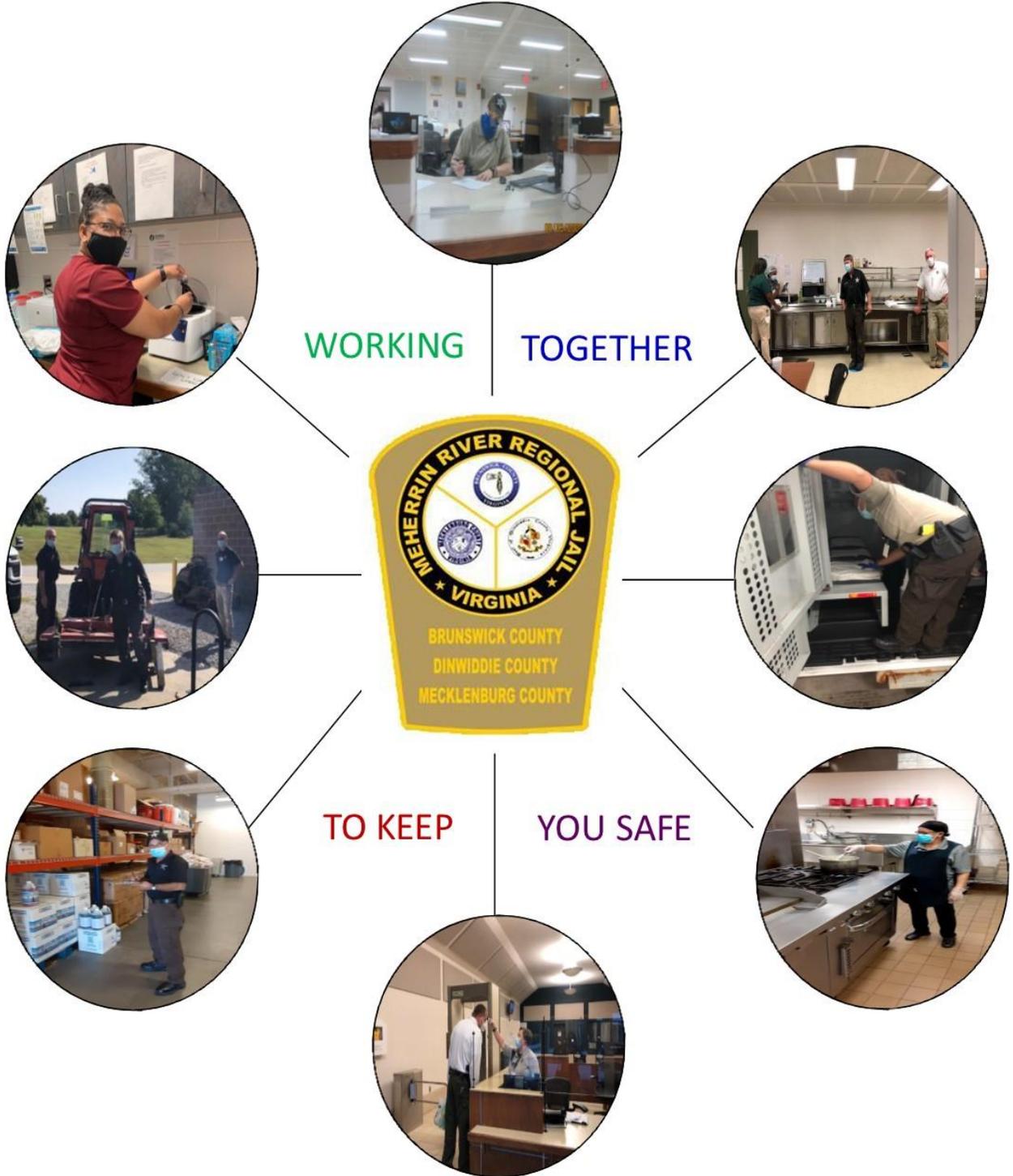


# MEHERRIN RIVER REGIONAL JAIL 2020 ANNUAL REPORT



This cover was printed on 110 pound, acid-free, cardstock paper. The final cover image was designed by Shelley Slaughter, Executive Secretary, of the Meherrin River Regional Jail (MRRJ).

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# MEHERRIN RIVER REGIONAL JAIL

## 2020 ANNUAL REPORT

A letter from the Superintendent:

It seems over the past year we have mainly been dealing with COVID-19 even though its impact has affected us only over a few months. I think we all would agree it has felt like more than a year, more like a lifetime. During this pandemic we have analyzed vast amounts of data to share with courts, state officials and/or reporting entities. A tremendous amount of effort has been made to coordinate with the local Commonwealth Attorneys, Courts and facilities such as DOC to facilitate the release of eligible non-violent offenders with less than 90 days remaining on their sentences, eligible medically high risk offenders, weekenders, work release offenders and eligible pre-trial offenders. The release of these offenders was to aid us in reducing the Jail population and reduce the amount of movement in and out of the facility. I take pride in these efforts because our facility was ahead of any request and/or recommendation from the State to compile this type of data.

In addition, we dissected every facet of our operations in order to reduce and/or eliminate risk and exposure to our staff and our offenders. Changes were implemented throughout our facility to include movement, reclassifications and establishing extensive cleaning protocols. We quickly revised our operational protocols to suspend all programs such as any group classes held for the offenders, work force, work release and visitation. We reviewed each housing unit's capacity as well as the total number of offenders assigned to each unit and addressed accordingly. If we had the ability to utilize three dorm style units to have 10 or fewer offenders assigned to each, then we made such changes. We analyzed the larger units as well and implemented the use of four different quadrants, rather than them being used solely as top tier and bottom tier. By utilizing the four quadrant approach we were able to drastically reduce the number of offenders out in the dayrooms at one time. Social distancing markers were placed on the floors to ensure offenders practiced social distancing while waiting in line for pill call.

A total reorganization of the Jail was needed in order to designate an entire housing unit for suspected or confirmed COVID-19 cases. We reassigned two entire housing units for such cases, one for males and one for females. Any new intakes and any offender returning to our facility from court or a medical appointment are kept under a 14 day quarantine period in Intake, Classification or Transportation. Medical makes multiple rounds per day to include temperature checks on all offenders under the routine intake quarantine period. We worked and continue to work diligently with other jails, both local and regional facilities, to postpone any transfers into our facility. We also coordinated and tracked all urgent and emergent medical appointments that could not be rescheduled.

We implemented many safeguards for our staff as well. Screening of all employees was implemented to check all staff arriving for duty for temperatures and inquire of any other

symptoms related to COVID-19. Meetings are held regularly with the Command Staff to ensure we communicate frequently to all staff. We are continuously updating staff and offenders on the latest in regards to the virus and sending reminders to social distance, wash hands, and use proper cough etiquette. Signage is posted throughout our facility illustrating the proper PPE to use in different situations and how to properly wear and remove PPE, how to properly wash hands, etc. Positions that typically supervised work release, work force or worked the lobby and visitation were utilized as a power shift. These staff members assisted during the day with the additional cleaning procedures and supervised the trustees that were cleaning in the different areas and are to be utilized if we experience staff shortages on shift in regards to COVID-19. All staff was issued two different types of masks along with the CDC's guidelines on how to disinfect for reuse, when to throw away and information on how to make their own cloth type mask, if needed.

Remote access was established for all employees that could work remotely. This in itself was a huge task – change inevitably leads to uncertainty, questions and stress from all those it impacts. A tremendous amount of effort went into each position in order to maintain separation of controls. Our efforts were to have as many employees working remotely as we possibly could and then alter or reduce the work schedule of others in order to limit exposure.

Despite this unforeseen catastrophic event in all of our lives, to include work and personal, we have been able to maintain operations and all of our responsibilities during these unprecedented times.

In addition to all of our efforts in response to COVID-19, many accomplishments were realized within Meherrin River Regional Jail Authority. The Jail received the “Certificate of Achievement for Excellence in Financial Reporting” for the seventh year as well as received the “Distinguished Budget Presentation Award” for the fifth year. We continued to provide a safe, secure and sanitary facility for staff and offenders while maintaining cost saving measures in our operation. In our efforts to maintain costs, we evaluated different divisions and contracts and realized over \$220,000 in savings as a result. In addition, we negotiated housing for Middle North Carolina US Marshal offenders. This is in addition to our existing contracts with Eastern North Carolina and Eastern Virginia. We collected an additional \$195,000 in revenues from this new contract.

Over this past fiscal year, we developed and implemented the Supervisor Training course for our newly promoted supervisors as well as the Medication Assistance Treatment (MAT) program with the collaboration of the Community Services Board (CSB) and our healthcare provider, MEDIKO.

The staff of Meherrin River Regional Jail Authority works hard each year to give back to the communities and offer assistance to our local agencies. Over the course of the past year the charitable and community based outreach activities have helped make the facility shine amongst the citizens of our user jurisdictions. In addition to participating in such events as The Fraternal Order of Police, South Hill Lodge #51, serving Mecklenburg and Brunswick Counties, “Cops and Kids” program, and donating items to families in need during the holidays, we participated in

several job fairs as well as Career Day for Bluestone Middle School. In addition, we assisted the State Compensation Board with the update of the LIDS Quick Reference Guide, a reference material used by all LIDS staff in the State of Virginia.

Moving forward, the Jail plans to implement the use of kiosks and tablets throughout the facility. Kiosks will help to improve the accountability of offender requests and reduce operational costs as well as alleviate potential visitation equipment concerns. In addition, we plan to implement a ServSafe program for our offenders assigned and working in the in-house kitchen operations.

I am proud to be a part of this organization and work with all those who now more than ever have proven their dedication and commitment to our facility. I am not sure we can truly fathom the additional weight of the additional stress added to our already stressful environment and the impacts to line staff, not only at work but within their personal lives as well.

Sincerely,

*Crystal L. Willett*

Superintendent Crystal L. Willett

# Vision, Mission, & Core Values

## **Vision Statement**

It is the vision of the Meherrin River Regional Jail to be stewards of our community with the highest regard to integrity and excellence. To promote positive growth for both the staff and the offenders entrusted to our care, to be proactive, seeking innovative correctional and rehabilitative practices that hold offenders accountable, and to assist offenders in becoming productive law-abiding citizens.

## **Mission Statement**

The Meherrin River Regional Jail shall promote the safety and protection of the citizens within Brunswick, Dinwiddie and Mecklenburg counties by safely securing criminal offenders at the confines of our facilities. We shall strive to maintain programs and various opportunities for offenders to improve their character and morale to reduce recidivism statistics within our surrounding communities. We further strive to effectively and evenhandedly respect each offender in efforts for rehabilitation and education of skills to assist him/her upon reentry into society. Our entire staff is dedicated to the safety and security of each offender during the period of incarceration adhering to all policies and procedures of the Meherrin River Regional Jail.

## **Core Values**

- Public Safety:** Protect the public, staff and offenders through the highest degree of professional performance at all times
- Integrity:** Promote a jail environment that is consistent with human dignity and one that is free from personal prejudices and discrimination
- Fairness:** Treat all employees, the public and offenders with fairness, honesty, consideration and dignity while recognizing diversity
- Commitment:** Operate the regional jail in an efficient and cost effective manner without jeopardizing the Jail's mission
- Professionalism:** Exhibit the highest degree of ethical behavior, professional excellence, quality and competence in all that we do

## Facility Overview

Crystal L. Willett  
Superintendent

Major Brent Wright  
Deputy Superintendent

The Meherrin River Regional Jail has two facilities. The main facility is located in Alberta and the satellite facility is located in Boydton.

The Alberta Facility is comprised of 156,643 square feet with a total of 697 beds, consisting of 596 general-purpose beds, a 32 bed work release center, a 6 bed medical housing unit, a 12 bed center for offender intake, a 12 bed center for transport offenders, a 5 bed center for offender classification, and 34 special management cells. In addition to the housing units, the jail has an administrative section, central control section, general library, law library, kitchen, laundry and separate training room for staff. The housing unit design of the jail provides 5 female units. This allows for separate housing for protective custody, administrative segregation, disciplinary problem offenders, female work release offenders and general population female offenders. There are 9 general population units for the male offenders and 1 male work release unit.

The Alberta Facility's medical housing unit has 4 examination rooms, a dental laboratory, 3 individual cells and a 3 bed medical ward for offenders who require special medical attention. Two of the cells are designated to house offenders with highly contagious conditions.

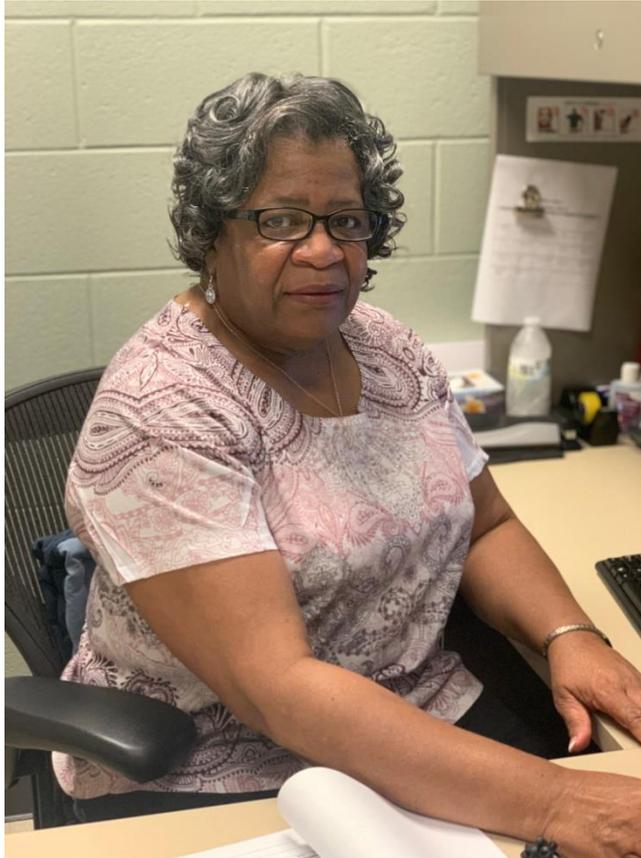
The satellite facility in Boydton is comprised of 40,095 square feet with a total of 115 beds, consisting of 76 general-purpose beds, a 24 bed work release center, a 4 bed medical housing unit, a 7 bed center for offender intake, and 4 special management cells. In addition to the housing units, the jail has an administrative section, central control section, general library, law library, kitchen, laundry and separate training room for staff. The housing unit design of the jail provides 1 female unit, for female work release offenders. There are 7 general population units for male offenders and 1 male work release unit.

The Boydton Facility's medical housing unit has 1 examination room, 1 individual cell and a 3 bed medical ward for offenders who require special medical attention.

The operational design of both facilities is state-of-the-art. Both facilities have numerous electronic systems throughout the facility, including a computerized Digital Optical Fingerprint Capture Machine (Cross Match Live Scan System), a Video Visitation System which also allows for Internet Visits, a computerized Jail Management System for booking, tracking and release of offenders and a sophisticated Computer Network System.

All doors throughout Meherrin River Regional Jail have electronic locks and are controlled and operated by an officer assigned to Central Control. This officer controls access to all areas of the jail via cameras and intercoms. It is impossible for a person to enter or move throughout the facility without the knowledge of the officer in Central Control.

## Administration



Virgie A. DeBerry is the highlighted employee for the Administration Department and was awarded the Virginia Association of Regional Jail Civilian Employee of the Year award for 2019. She is a Greenville County, Virginia native and joined the Meherrin River Regional Jail family in July 2018 as Administrative Coordinator. Prior employments include twenty-one years of corrections experience with Armor Correctional Healthcare Inc., The GEO Group, Inc., and Corrections Corporation of America and thirty years of continuous employment with GTE South, Verizon and Contel of Virginia telephone companies. She attributes the many years of her successful working career to a variation of training and experiences in administrative and supervisory positions to include Human Resources Manager, Business Manager, Facilitator, Trainer and Customer Relations Specialist.

Mrs. DeBerry's formal education includes a High School Diploma, Bachelor and Master Degree of Religious Education, Doctoral Degree (Religious Education), Licensed Minister and Certificates in various educational studies. She has received several honors and awards including GEO Appreciation Award, GEO Employee of the Year, Inter-Denominational Bible Institute, Inc. Award of the Year and ABWA Business Woman of the Year. She is an experienced licensed minister volunteering at MRRJ, ministering to the female offenders and several assigned religious positions at her Church.

Mrs. DeBerry strives to be reliable, accept responsibility, and is a hardworking individual who is willing to be trained and obtain essential skills needed to perform at the highest level. She possesses work ethics that include professionalism, being a team player, integrity, self-control, compassion, and shares with others. Her aim is to acknowledge and respect each one in their respectful position.

## **Finance**

The Meherrin River Regional Jail's Finance Department consists of a Director of Finance, a Human Resource Analyst, two Account Clerks, and a Secretary. This department is responsible for the Jail's annual budget, procurement, financial transactions and reporting, and the recruitment, screening, and hiring of all Meherrin River Regional Jail employees.

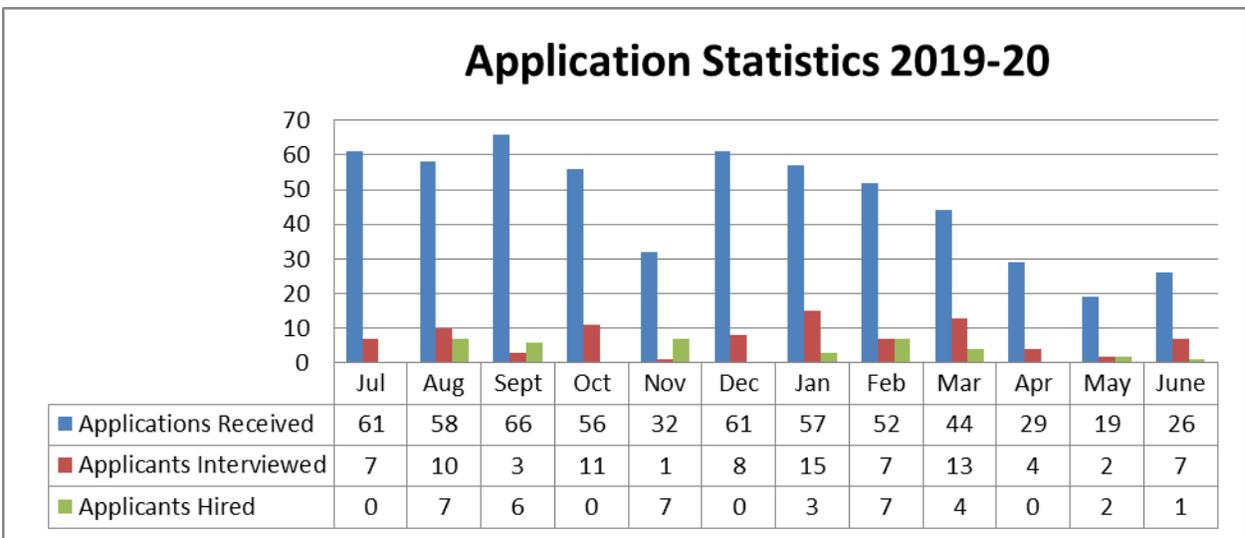
The Finance Director oversees the daily operations of the Finance Department by supervising and assisting the Human Resource Analyst, Account Clerks, and Secretary with their various responsibilities. One of the most important responsibilities of the Finance Director is development of the Jail's annual budget. The budget affects every division within the Jail and each division depends on the Finance Director to include the funding required for its daily operations in the Jail's budget. Other responsibilities of the Finance Director include assisting the Jail's auditors with the annual external audit of the Jail's financial records, preparing the Comprehensive Annual Financial Report (CAFR), purchasing and procurement of jail resources, development and review of financial policies, preparing monthly financial reports, as well as presenting financial updates to Board Members at quarterly Board Meetings.

The Human Resource Analyst is primarily responsible for the Payroll and Human Resource functions of the Jail. Payroll duties of the Human Resource Analyst include maintaining accurate personnel records; processing semi-monthly payroll for all employees at both facilities; tracking employee overtime, leave balances, and merit and benchmark increases; and processing the Jail's monthly salary reimbursement submissions to the Virginia Compensation Board. Human Resource duties include scheduling interviews; making employment offers; conducting new employee orientations; processing performance evaluations; administering employee health and benefit plans; processing new hire and separation paperwork; and keeping staff aware of changes in the Family and Medical Leave Act, the Americans with Disabilities Act, Unemployment Compensation laws, and all labor and employment laws.

The Account Clerks are primarily responsible for processing the day to day transactions of offender trust accounts, including billings and payments received, at the Alberta Facility. They are also responsible for recording the daily financial transactions of the Jail including processing payments received and accounts payable for both facilities, as well as assisting with human resources, procurement, and budget functions and serving as the Records Retention Coordinator for the Jail.

The Secretary is primarily responsible for processing the day to day transactions of offender trust accounts, including billings and payments received; and various other administrative duties at the Mecklenburg Facility.

During FY20, we established the Jail’s employee benefits website. This allows all employees to personally manage all of their insurance benefits in one centralized location. All employees make their selections and/or changes through the system and will be able to continually monitor their benefits. Through this system HR is able to download data to BenefitFirst from our accounting system, BAI, and upload all the changes rather than manually keying each entry. This makes administering benefits much more efficient.

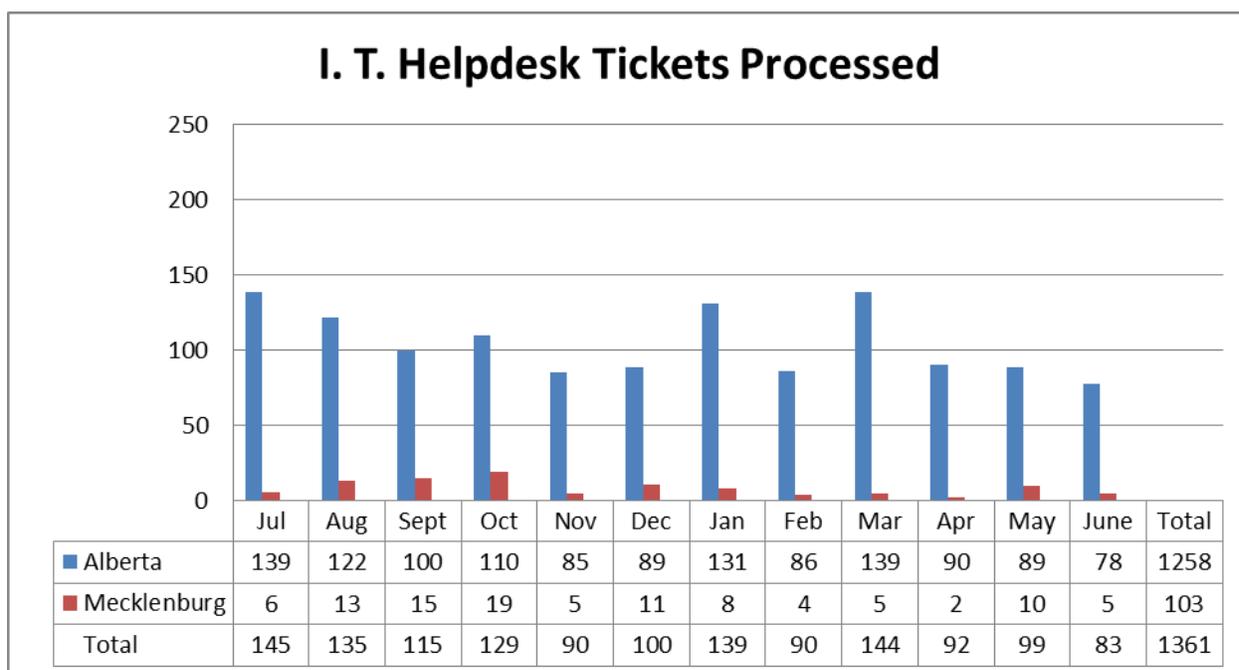


## Information Technology

The Information Technology (IT) Department at Meherrin River Regional Jail maintains all information technology-related systems for both the Alberta and Mecklenburg facilities. The department is responsible for all of the computer-related equipment, network and servers, offender management system, staff telephone and voice mail, offender telephones, visitation equipment, copiers, and offender cable TV. The IT Department also ensures that offender information is passed between the various systems for continuity.

The IT Department is staffed with one IT Director and one full-time IT Technician, and one part time Offender Phone Technician, all of whom support both facilities. The main goal of the department is to insure that our users have the technology needed to carry out their duties and to support the overall goals of the Jail in a cost-effective manner.

Over the past year, the IT Department upgraded the operating systems on its servers to Server 2019 and is retiring/decommissioning Server 2008 servers. We also implemented end-user security awareness training to help educate users to email phishing scams, social engineering threats, as well as malware attacks. There are also periodic email phishing tests sent to users.



## Training

The Training Department is operated under the supervision of the Training Lieutenant and the Administrative Investigator. The Training Department is responsible for scheduling and conducting classes that benefit the facility staff and ensure compliance with the Virginia Department of Criminal Justice Services (DCJS) and the ACA requirements.

New employees are placed in an extensive “on-the-job-training” (OJT) program, which is broken into two phases. The first phase of the program requires each new officer to complete forty (40) hours of training, which is conducted through classroom lecture and simulated exercises under the guidance of DCJS certified instructors. The second phase consists of actual on post “real world training” in which the new officer first “shadows” an experienced Field Training Officer (FTO) and then operates the unit under the supervision of the FTO. This training takes approximately 14 days to complete and is highly beneficial, not only to the new officers, but also to the experienced staff and the offenders in the facility as it produces a more competent and consistent officer. The OJT/FTO program is in addition to the 448 hours of academy training new staff will undergo in their first year of employment. During Fiscal Year 2019-2020, 8 officers successfully completed the DCJS Basic Jailors Academy.

Due to the COVID-19 pandemic several scheduled Academy Classes were cancelled. Prior to the pandemic, employees would have to successfully complete the DCJS Academy within 1 year of their hire date. DCJS has granted “extensions” for employees to complete the academy.

Certified staff are required to complete 24 DCJS hours every two years. The Training Department ensures this is completed by scheduling and conducting In-Service Training. To accomplish this, the Training Department first looks at the needs of the facility and then develops and performs revisions to lesson plans to ensure up to date information is taught to the staff. Through our partnership with the Crater Criminal Justice Academy specialized training is provided to staff as needed. With the continuing use of roll call training and supplemental topics added during annual qualifications, our staff has exceeded DCJS requirements. Currently, the Training Department is requiring all In-Service Training that is available online to be completed in that manner.

The Training Department also ensures that civilian staff having regular or daily contact with offenders receives forty (40) hours of training yearly. This year the civilian training program has consisted of self-study courses and classroom training which allows for greater flexibility to accommodate the varying civilian schedules. The Training Department has also continued the “school tour program” which has allowed for positive publicity in the community for MRRJ. During this period, 9 students toured the Jail and learned about the daily functions and the possibility of a career.

In addition to providing instruction, the Training Department is a source of information for the Jail staff. Through the availability of a library of videos and books, staff has the opportunity to further their knowledge beyond the scheduled topics of instruction. The Training Department

maintains communication with the American Correctional Association, the Virginia Department of Corrections, the Virginia Department of Criminal Justice Services, and the National Institute of Corrections, and has a mutually beneficial training relationship with the Brunswick, Dinwiddie, and Mecklenburg Sheriff's Offices, Lawrenceville Police Department, South Hill Police Department, Virginia State Police, and Crater Criminal Justice Academy, which allows for a greater scope of training for our staff.

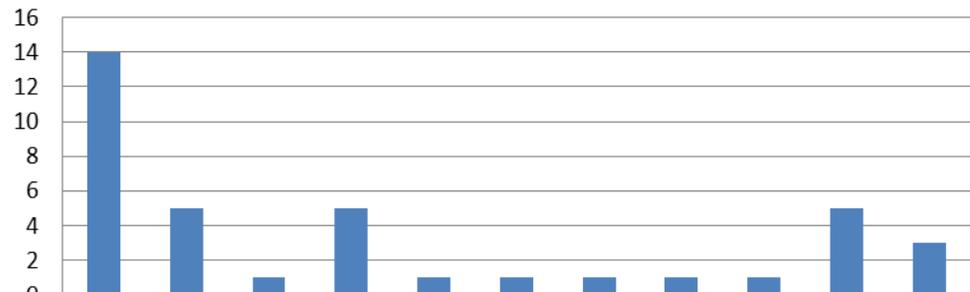
Effective instructors play a vital role to the Training Department; the department benefits from its 14 General Instructors, 5 Firearms Instructors, 1 Defensive Driving Instructors, 5 Defensive Tactics Instructors, 1 Advanced Control Tactics Instructors, 1 Stonewall Tactical Adaptive Response Defensive Tactics Instructors, 1 Verbal Judo Instructor, 2 TASER Instructors, 2 VCIN Instructors, 5 American Health & Safety Institute First Aid / CPR Instructors and 3 Crisis Intervention Team Instructors. The Training Department is currently seeking additional officers that meet the qualifications to become DCJS Instructors. The increased number of instructors will not only assist at MRRJ but will also assist at Crater Criminal Justice Academy. The Training Department is always looking for qualified officers that have expressed an interest in becoming an instructor and when the Training Department feels an individual would be an asset to MRRJ that officer is recruited and encouraged to become an instructor.

To assist in effective facility operations, the Training Department has ensured the continued certification of 38 VCIN operators.

Over the next year, the Training Department will continue to provide advanced training using state of the art equipment. The gun range has been very valuable in allowing the firearms instructors to work with officers that need additional training for qualifications. Realistic training is completed using firearms training simulation and role playing scenarios which allows the officers to experience "real life" situations. The state of the art "firearms training facility" is a great asset to all personnel that utilize it. The "firearms training facility" allows instructors to train officers in a setting where split second decisions have to be made in a training environment, and assists officers when faced with a high stress situation. The firearms training center gives officers confidence in what they have been taught and allows MRRJ to build on the officer's fundamental skills and decision making. Over the next year, the annual MRRJ in-service will remain at 8 hour sessions. This will allow for the report writing, training videos as well as adding some of the techniques from defensive tactics. We will also review and discuss Use of Force and IPC skills.

Over the past year all staff was trained in Suicide Prevention and the proper technique for utilizing the J Hook Rescue Tool. The training for this specialized tool consisted of the officer properly demonstrating knowledge and use of the cut down tool.

### Instructors/Operators



■ Instructors/Operators	General	Firearms	Def. Driving	Def. Tactics	ACT	STARD T	Verbal Judo	TASER	VCIN	CPR	CIT
	14	5	1	5	1	1	1	1	1	5	3

## **Safety & Standards**

The Safety and Standards Department is responsible for ensuring the Jail is in compliance with all internal and external audits. All departments contribute significantly to the audits that we undergo annually and/or every three years. These audits consist of the following:

- PREA with a total of 45 standards
- DOC with a total of 89 standards
- LHS with total of 41 standards
- Federal United States Marshall's Audit.

In addition, the Safety and Standards Officer is to ensure the safety and security of the Jail which includes staff and offenders. The Safety and Standards Officer serves as the PREA Compliance Manager for Meherrin River Regional Jail. The Safety and Standards Officer works very closely with the Captain of Security, who is the PREA Coordinator and with the Administrative Investigator, who serves as the PREA Investigator for the Jail. The Safety and Standards Department has to ensure that all employees, volunteers and contractors undergo a thorough background check prior to being allowed to come inside the Jail to work, or participate in any programs to include Religion, and GED Classes. Meherrin River Regional Jail has a ZERO TOLERANCE for all forms of sexual abuse and sexual harassment against staff and/or offenders.

The Jail must comply with all Federal, State and Local Laws pertaining to the statutes concerning prisons and Jails, OSHA Regulations, Fire Codes, Key Control, Fire Extinguisher and Emergency Lighting. The Safety and Standards Officer assists in conducting all audits in Alberta and Mecklenburg. Audits are to help the Jail to become the best that we can be, to be number one, and rise above the rest. With that being said, there are times when we have to implement corrective and preventive actions due to audit findings. These actions only make us better.

The Safety and Standards Department is staffed with one Safety and Standards Officer who has the goal of ensuring the Jail is audit ready at all times.

## Security Division



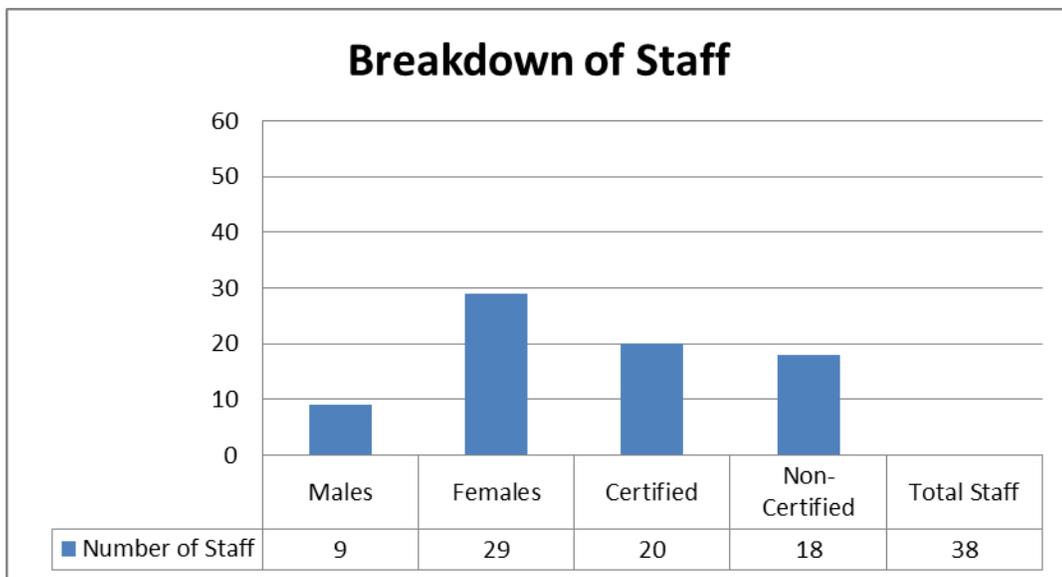
Lieutenant Rodney Brown is the Highlighted Supervisor for the Security Division. Lt. Brown is an 8 year veteran at the Meherrin River Regional Jail. He is one of the first officers to be employed at this facility. Before becoming an Officer at MRRJ, he devoted many years of experience to the Textile Industry.

Lt. Brown's employment with MRRJ has given him the opportunity to experience a new career. During his time at MRRJ, he has held positions as an Officer, Officer In Charge (OIC), Sergeant and at the present time, Lieutenant. Training in each of these positions has prepared him to obtain skills needed to perform his daily duties.

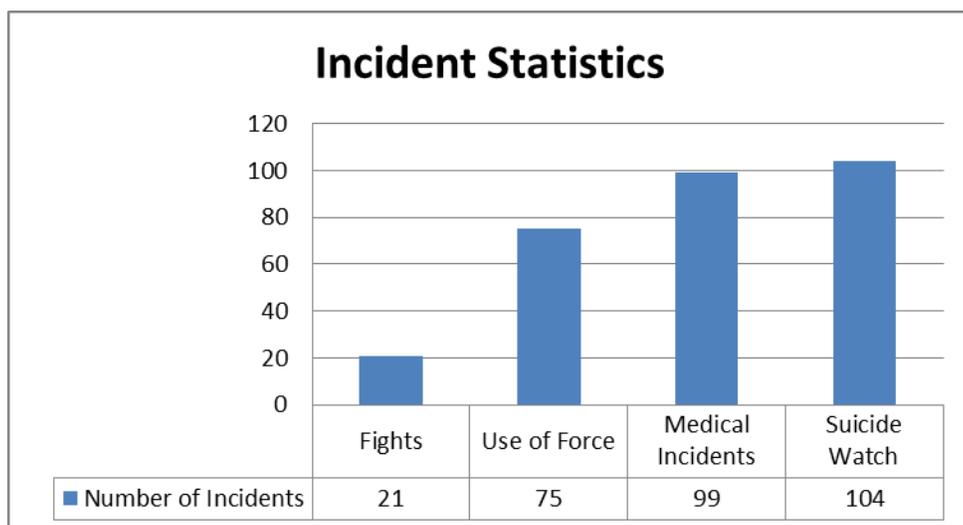
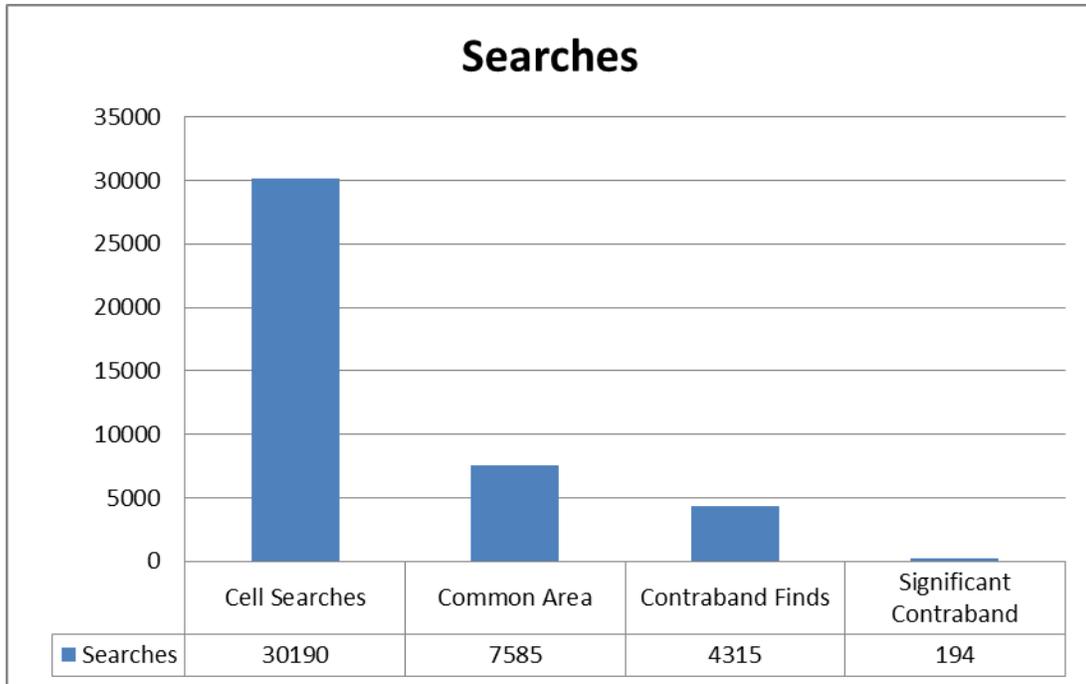
Lt. Brown is an employee that takes pride in his work. His professionalism is carried out in his daily performance. He looks forward to being a continued asset to the Meherrin River Regional Jail and his MRRJ Family.

## Alberta Facility

The Security Division is responsible for the health, safety, security and welfare of the offenders incarcerated at the Meherrin River Regional Jail. We are the police officers of this internal community. It is our mission to ensure public safety by keeping those individuals incarcerated under law, separate from society and protecting those incarcerated from each other. We have **16** housing units, with the total facility holding an average of **381** offenders. The Security Division manages this community with Officers assigned to units, **2** Officers patrolling units, **1** Sergeant, and **1** Lieutenant supervising the security team. The Day Shifts consist of **20** Officers, **1** Sergeant and **1** Lieutenant. The Night Shifts maintain **19** Officers with **1** Sergeant and **1** Lieutenant. There are **4** teams operating on 12 hour shifts from 0600-1800 hrs. and 1800-0600 hrs. Each team reports 30 minutes prior to the start of the shift for a formal briefing and training period. The rotation schedule of the shifts is a motivating factor for the staff. We currently have **9** male Officers and **29** female Officers. Our staffing at this time is **38** Officers with an authorized strength of **78** Officers. Currently we have **20** Officers that are certified and **18** awaiting certification through the academy.

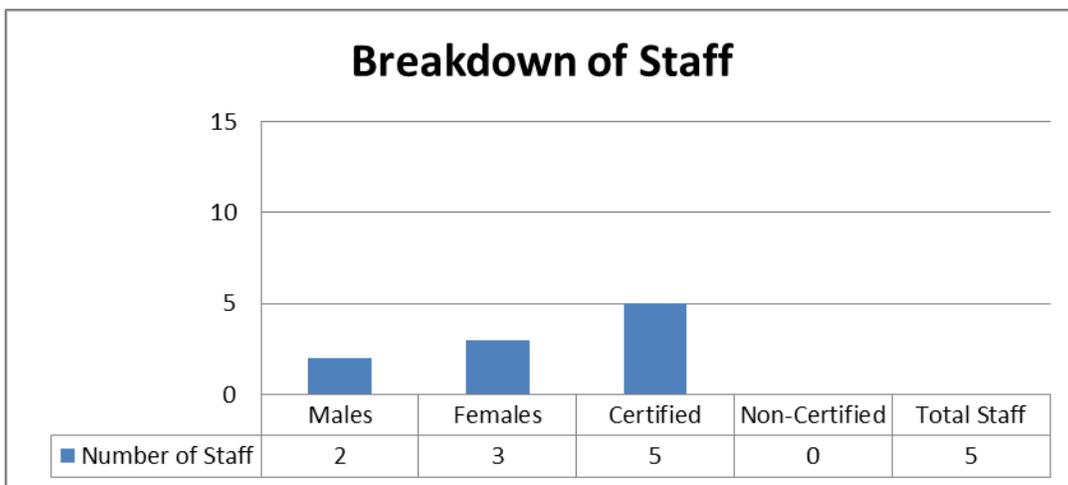


Performing these duties involves continuous searching, controlling, policing, guiding and providing structure to the unstructured. From July 1, 2019 to June 30, 2020, the Officers of the Meherrin River Regional Jail successfully conducted **30,190** cell searches and **7,585** common area searches. Of these searches, **4,315** netted nuisance contraband items. These searches also netted **194** significant contraband items such as drugs, lighters, cigarettes, etc. In the policing of the units, there were **21** fights, **13** assaults on staff members, **75** uses of force, and **99** recorded medical incidents. We initiated **104** suicide watches during this year. We have had a very successful year with **0** major disturbances and/or forced escapes.

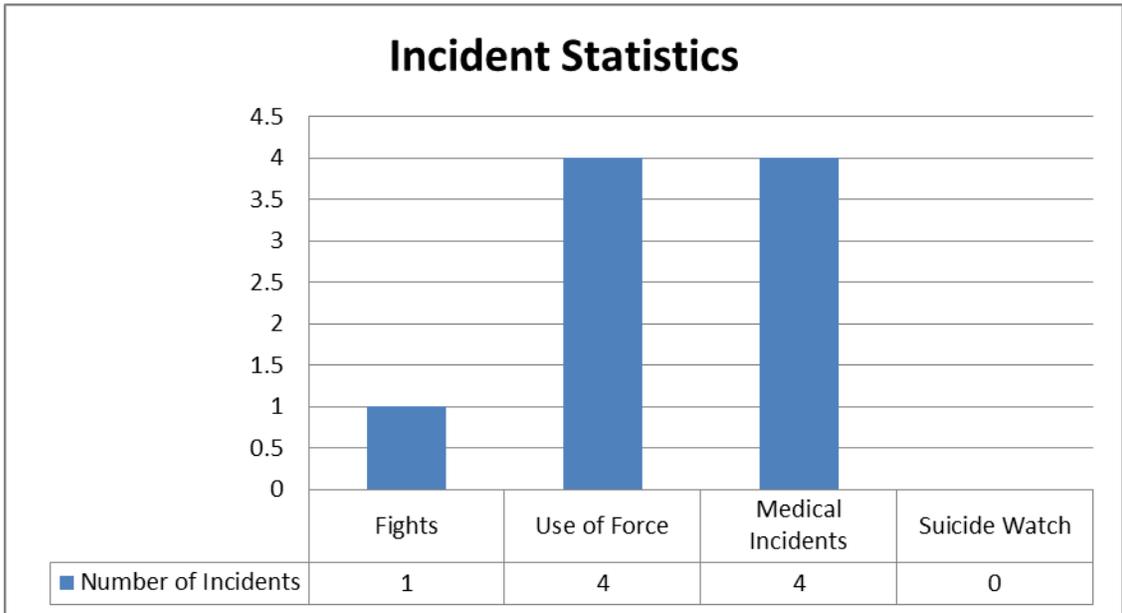
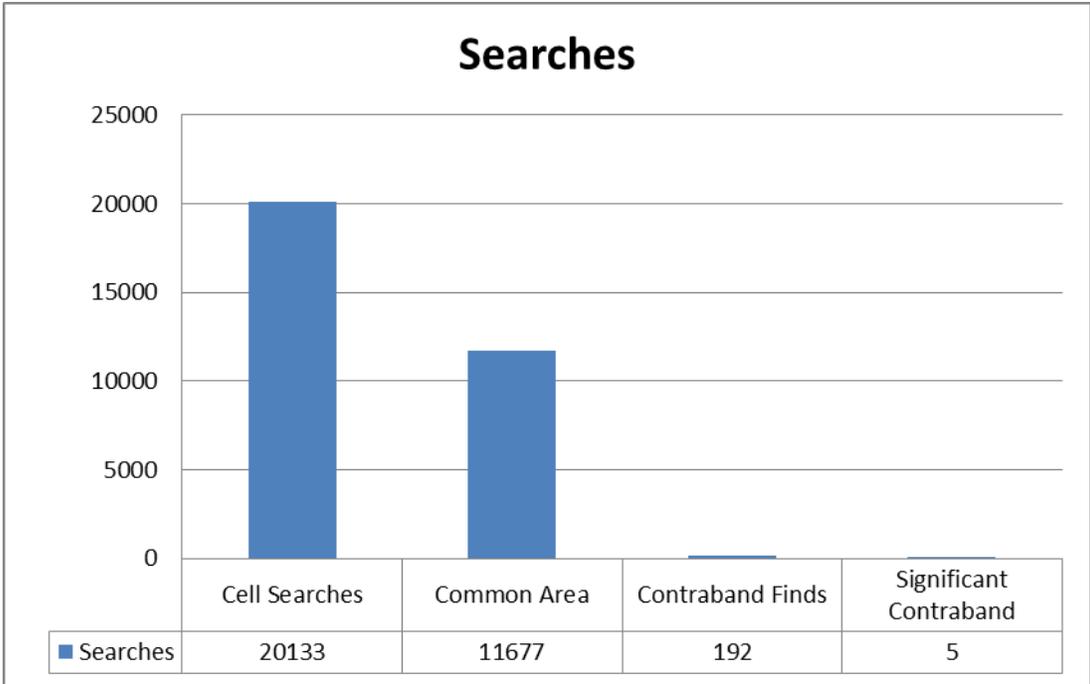


## Mecklenburg Facility

The Security Division is responsible for the health, safety, security and welfare of the offenders incarcerated at the satellite facility for Meherrin River Regional Jail located in Boydton. We are the police officers of this internal community. It is our mission to ensure public safety by keeping those individuals incarcerated under law, separate from society and protecting those incarcerated from each other. This facility began housing offenders February 17, 2013. We have **6** housing units and **2** Work Release units, with the total facility holding an average of **19** offenders. The Security Division manages this community with **1** Officer assigned to B & C unit and **1** Officer assigned to D & E unit, while a Roving Officer covers F & G units as well as Intake and Segregation. One Sergeant supervises the security team. The Day Shifts consist of **3** Officers and **1** Sergeant. The Night Shifts maintain **3** Officers with **1** Sergeant. There are **4** teams operating on 12 hour shifts from 0600-1800 hrs. and 1800-0600 hrs. Each team reports 30 minutes prior to the start of the shift for a formal briefing and training period. The rotation schedule of the shifts is a motivating factor for the staff. We currently have **2** male Officers and **3** female Officers. Our staffing at this time is **5** Officers with an authorized strength of **12** Officers. Currently we have **5** Officers that are certified that received certification through the academy.



Performing these duties involves continuous searching, controlling, policing, guiding and providing structure to the unstructured. From July 1, 2019 to June 30, 2020 the Officers of the Meherrin River Regional Jail satellite facility successfully conducted **20,133** cell searches and **11,677** common area searches. Of these searches, **192** netted nuisance contraband items. These searches we had **5** significant contraband items. In the policing of the units, there was **1** fight, **0** assaults on staff members, **4** uses of force, and **4** recorded medical incidents. We had **0** suicide watches during this year. We have had a very successful year with **0** major disturbances and/or forced escapes.



## Support Services



Officer Kimberly Burnette is the Highlighted Employee for Support Services. She is an eight year veteran at Meherrin River Regional Jail. She attended Mecklenburg County Public Schools and Phillips Junior College in Raleigh, NC where she majored in Business Administration. Kimberly is married to her husband Terry of 17 years and they have two children, Tiaja and Jacari.

Kimberly started her career as an Officer in 2007 with the Department of Corrections. She was hired in April of 2012 at Meherrin River Regional Jail and worked as an Intake Officer. In October of 2012 she was assigned the position of Mailroom Officer and currently still maintains this position.

Kimberly is a highly trained officer who can assist in multiple posts within the Jail. Her work ethic is extraordinary and any task given to her she will complete it to the best of her ability. Kimberly is also a member of the training committee for Virginia Association of Regional Jails and Peer Support at Meherrin River Regional Jail.

## **Programs**

The Meherrin River Regional Jail offers several programs for the offenders at MRRJ. The Programs Department continuously seeks new programs and services to provide for the offenders here, as well as focusing on improving our existing programs.

We provide the offenders access to bible study, the law library, the general library, special education programs, anger management, life skills and substance abuse classes. Offenders are also offered the opportunity to participate in the GED program. In order to participate in the GED program, the offender must not currently have a GED or Diploma and they must be sentenced to serve one year or more. If these requirements are met, they will be T.A.B.E. tested and the T.A.B.E. score will determine if the offender will be eligible to participate in the GED program.

In addition, we partner with CAPUP to address the successful re-entry and de-institutionalization of felons in the Commonwealth of Virginia. A representative with CAPUP comes on-site with our offenders who are scheduled to be released and provides them with an assessment and information they will need when returning to the community.

The Programs Officer oversees and coordinates all programs and clerical services offered to the offender population.

### **Life Skills Programs & Substance Abuse and Anger Management Programs**

Offenders participate in group sessions for Life Skills Programs which last 6 weeks and receive a certificate upon completion of the program. Employment, credit history, credit cards, budgeting, resume writing, and information on education and college are all items discussed to prepare offenders for their release back into the community.

All offenders incarcerated at Meherrin River Regional Jail are eligible to participate in the Substance Abuse and Anger Management Program. This program is designed to provide education and support to offenders with drug, alcohol addictions and anger issues. All of the facilitators for these groups have counseling experience and/or specific training.

A total of 244 offenders participated in these programs for this fiscal year. As of March 2020, all programs are cancelled temporarily due to the COVID-19 Pandemic.

### **Religious Services**

Unfortunately, we have not had a Chaplain here at the facility for several months but we are currently seeking and accepting applications.

## **Special Education**

Any offender between the ages of 18-21 with special education needs who wishes to further their education is placed in this state mandated program. We have state certified teachers that volunteer their one-on-one time with Meherrin River Regional Jail. So far we have assessed 8 offenders and have 1 offender participating in the special education program.

## **Library Services**

The general library is available to all offenders on a weekly basis. At this time, the Alberta Facility's library contains over 3,500 books and the Mecklenburg Facility contains over 633 books. New books are added as they are donated monthly. Some of the topics include, but are not limited to suspense, romance, thriller, action, adventure, religious, and science fiction. Our library program is still growing and accepting donations. As of June 30, 2019, 2,809 books have been checked out of the Alberta Facility library and 616 out of the Mecklenburg Facility library. Offenders at the Alberta Facility also receive The Brunswick Times Gazette, Time Magazine, Sports Illustrated Magazine and Good Housekeeping Magazine; offenders at the Mecklenburg Facility receive the Mecklenburg Sun, Time Magazine and Sports Illustrated Magazine on a weekly basis.

In addition, the law library services are provided to the offenders at both facilities who wish to research legal matters pertaining to their case. The law library contains the Lexus Nexus software installed on a desktop computer for offenders to research their legal matters. So far, our law library has been utilized 201 times at the Alberta Facility and 1 times at the Mecklenburg Facility.

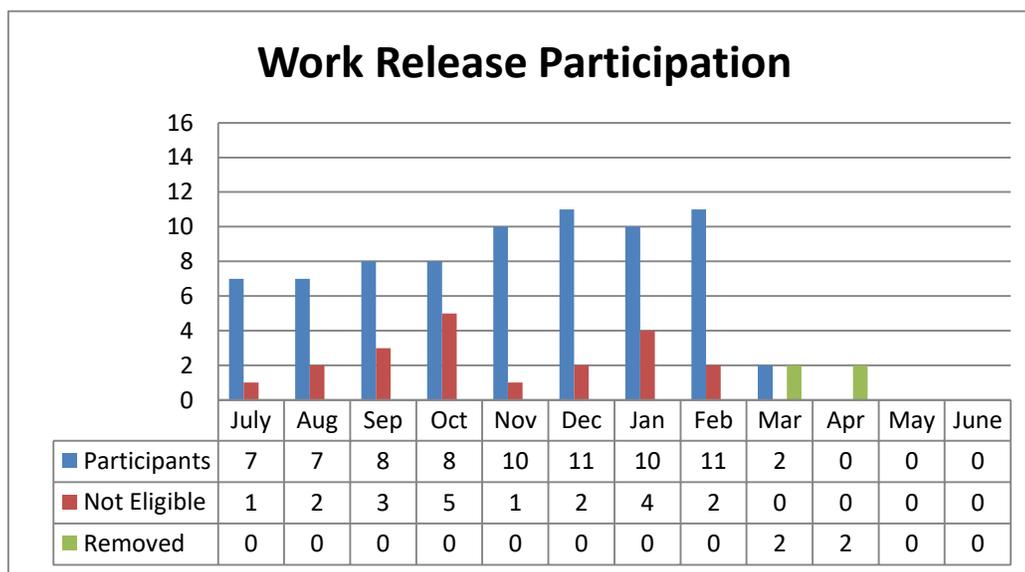
## **Clerical Services**

Meherrin River Regional Jail offers clerical services to all MRRJ offenders. These services include notarizing, photocopying of legal material, and providing legal forms to offenders.

## Work Release

The Meherrin River Regional Jail offers alternate programs to offenders housed within the facility. An example of this type of program is the Work Release Program. The Facility has designated two (2) housing units for offenders placed on the Work Release Program. Housing Unit “WR1” has the capability of housing up to sixteen (16) male participants, and Housing Unit “WR2” has the ability to house up to sixteen (16) female participants. MRRJ Mecklenburg has two (2) designated housing units for offenders placed on the Work Release Program. Housing Unit “WR1” has the capability of housing up to twenty (20) male participants, and Housing Unit “WR2” has the ability to house up to four (4) female participants. Before an offender is placed on the program they are thoroughly screened for eligibility. If the paperwork from the sentencing court notes “Work Release”, the Work Release Officer checks the offender’s current sentence and severity of the charges, and forwards his/her findings through the chain of command for approval. If the offender has been declared eligible for the program, a check of their criminal history, a drug screening, and full time employment verification is conducted prior to entrance into the program.

The goal of the Work Release program is to prepare offenders for their release back into the community, helps to reinforce and maintain good work habits, and allows them to continue to provide for their family and/or work to pay fees. During the fiscal year the facility collected \$33,610 from offenders participating in the program to help offset the costs of their incarceration. During 2019-2020 there were 4 offenders removed from the program for disciplinary violations.



## Work Force

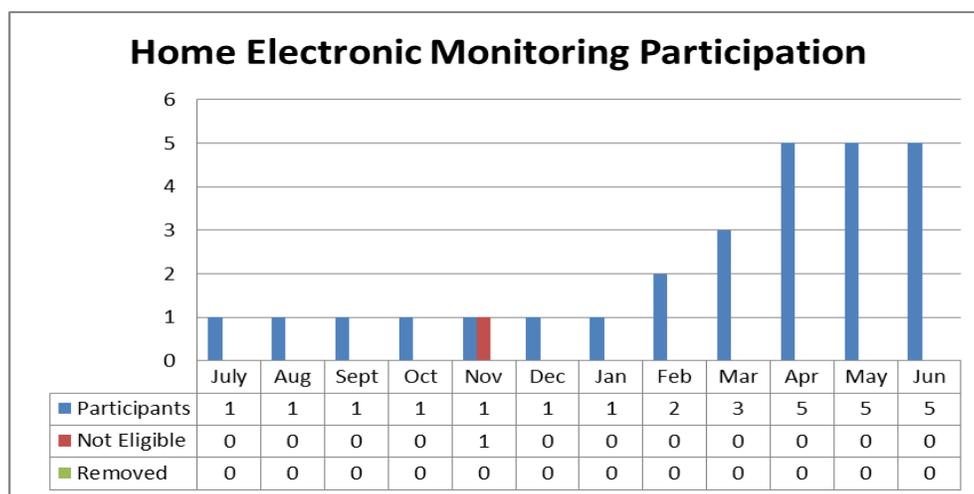
The Meherrin River Regional Jail has twenty offenders designated and approved to work for the localities of Brunswick, Dinwiddie and Mecklenburg. These minimum security offenders maintain the counties' grounds and provide assistance on special jobs that require extra manpower.

The three jurisdictions allow Brunswick, Dinwiddie and Mecklenburg to pick up the offenders Monday through Friday. The selected offenders do not receive any monetary compensation for their work, although they can receive good time off of their jail sentence if they qualify. The Jail also has Officers designated to supervise work force crews to maintain the grounds at both facilities, the gun range, pick up litter within all 3 jurisdictions, and assist with special projects.

## Home Electronic Monitoring Participation

The Meherrin River Regional Jail offers alternate programs to offenders housed within the facility. An example of this type of program is the Home Electronic Monitoring Program (HEM). MRRJ has an agreement with 3M Electronic Monitoring that provides a tamper-proof ankle bracelet that is monitored through a Global Positioning System (GPS) unit. Before an offender is placed on the program they are thoroughly screened for eligibility. If the paperwork from the sentencing court notes "Home Electronic Monitoring", the HEM Officer checks the offender's current sentence and severity of the charges, conducts a check of their criminal history, and forwards his/her findings through the chain of command for approval. If the offender has been declared eligible for the program, a drug screening and employment verification is conducted prior to entrance into the program.

The goal of the Home Electronic Monitoring program is to help reinforce and maintain good work habits. During the fiscal year, 5 offenders participated in the HEM program. The facility collected \$8,395 from offenders participating in the program to help offset costs of their incarceration.



## Visitation



**Family/Friends Visitation**



**Offender Visitation**

Meherrin River Regional Jail encourages each offender to maintain contact with their family and friends through bi-weekly visits. Visitation is allowed Monday through Friday, and is scheduled between two and seven days in advance by the visitor using the visitation scheduling system. Each offender is given two thirty minute visits each week with additional visits allowed to be scheduled for a small fee. There can only be one on-site visit per day. The visits can last from thirty minutes to one hour depending on the visitor's living distance from the facility.

Family and friends will visit with the offender via video conference from the Visitation Center located in the Lobby of each facility. When the visit begins, the offender and visitors will be connected by computer where they can see and talk to each other. For convenience, the visitors may visit at either the main facility in Alberta or the satellite facility in Mecklenburg for on-site video visits with offenders at either facility.

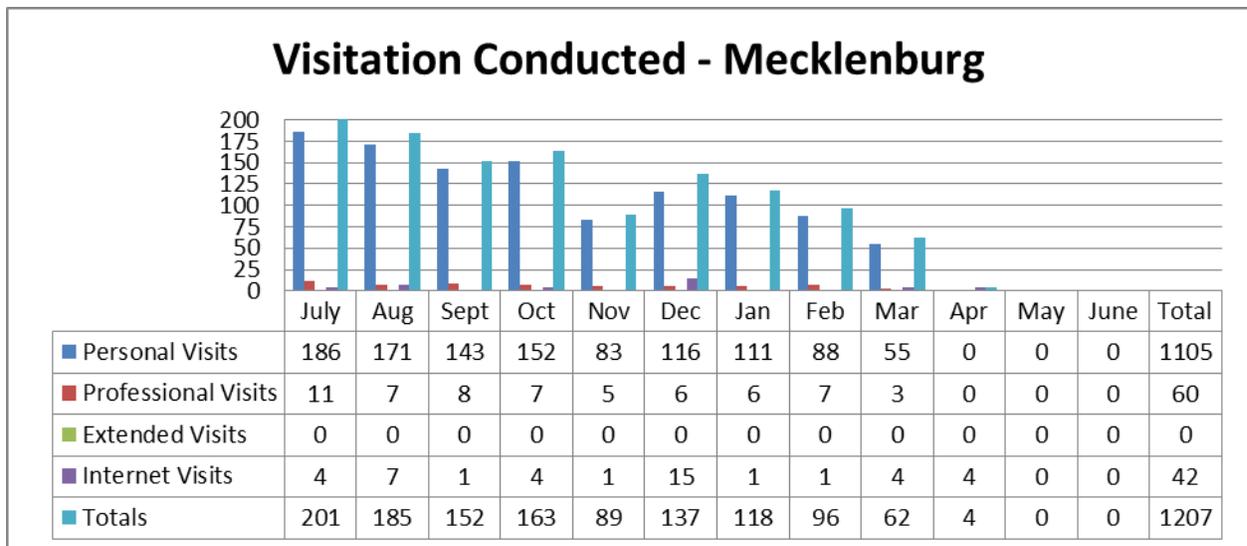
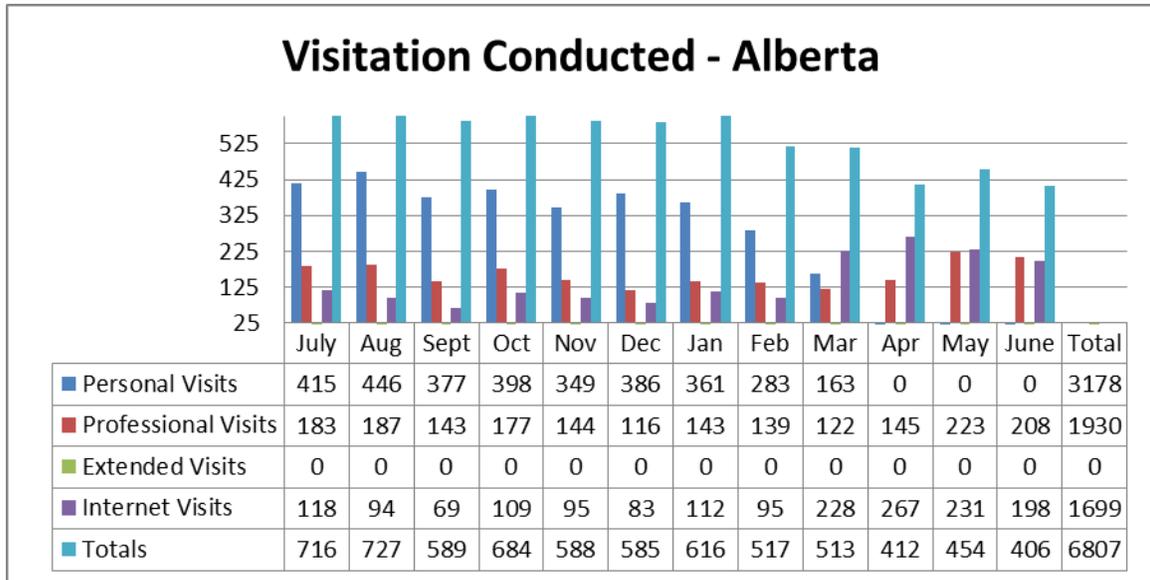
Only attorneys and law enforcement personnel are allowed direct contact visits with offenders. Attorney visits have to be scheduled with the visitation officer and are held in rooms that provide attorney-client privacy.

Meherrin River Regional Jail also offers internet-based visitation. This is a paid service offered to family, friends, and attorneys to visit with the offender from the comfort of their home or office. Children can also visit without being exposed to the harsh reality of a jail setting. MRRJ allows one internet visit per day with up to five internet visits per week for each offender from family and friends. Internet Visitation is a great solution for those who have extended distances to travel to the facility. We have had visits from as far away as California. The Internet Visitation service is also available on Android-based devices as well.

During the period of July 1, 2019 thru June 30, 2020, there were 6,807 visitors recorded at the Alberta Facility and 1,207 visitors at the Mecklenburg Facility. Of those visits, 3,178 were visits from family and friends, 1,930 were from attorneys and 1,699 were internet visits at the Alberta

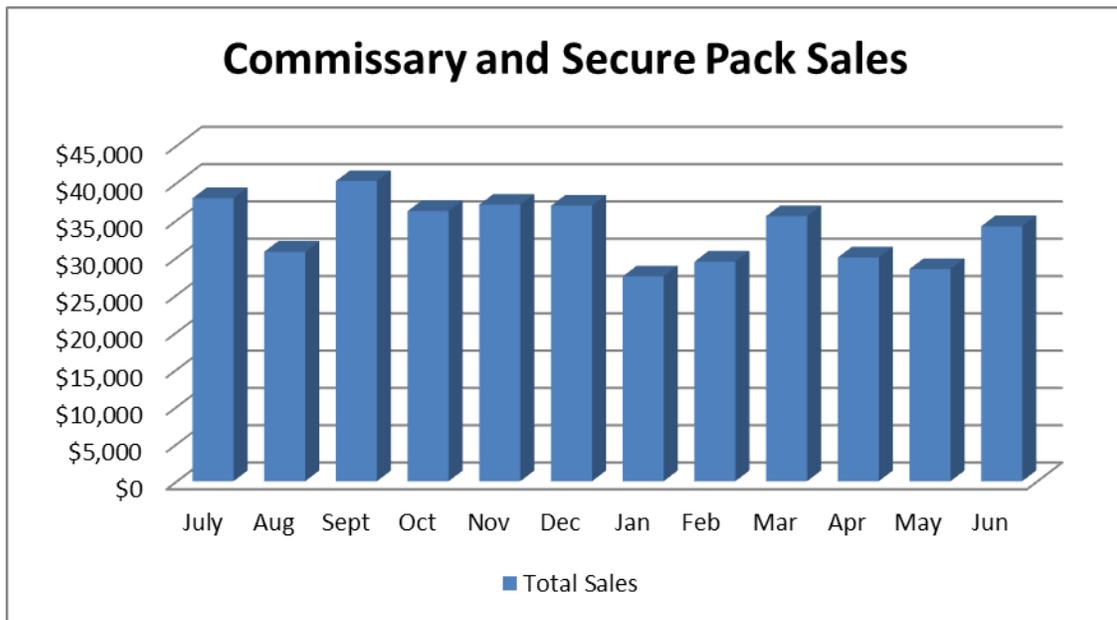
Facility and 1,105 were visits from family and friends, 60 were from attorneys and 42 were internet visits at the Mecklenburg Facility.

Due to the COVID-19 pandemic, beginning March 2020, all visits with family and friends are being held through the internet visitation. Attorneys are also able to visit their clients through internet visitation, however if they do not have the capability for internet visitation, they are able to come on-site. These visits are done in non-contact rooms and are cleaned before and after each visit.

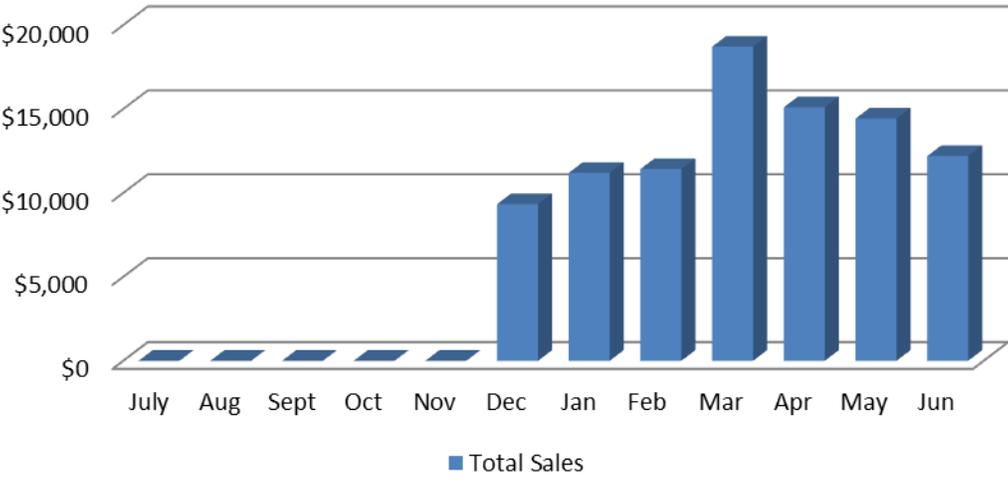


## Commissary

During the 2019-2020 fiscal year, Keefe Commissary provided all commissary and vending services to the offender population. When offenders are booked into the facility, any cash they have in their possession is taken by the booking officer, placed in the Kiosk and deposited on the offender's account to be used during the offender's incarceration. Once a week offenders are allowed to purchase items from the jail commissary such as personal hygiene necessities, snacks, and clothing. Family and friends can purchase a Secure Pack once a week that includes personal hygiene necessities and snacks from [www.meherrinpackages.com](http://www.meherrinpackages.com). A Jail ATM kiosk is located in the lobby so that family and friends may make a deposit for the offender to use when purchasing commissary. Family and friends may also visit [www.jailatm.com](http://www.jailatm.com) to make a deposit online using a credit card. The revenue generated from the sale of commissary is used to purchase items such as magazines, newspaper subscriptions, and recreational equipment that benefit the offender population.



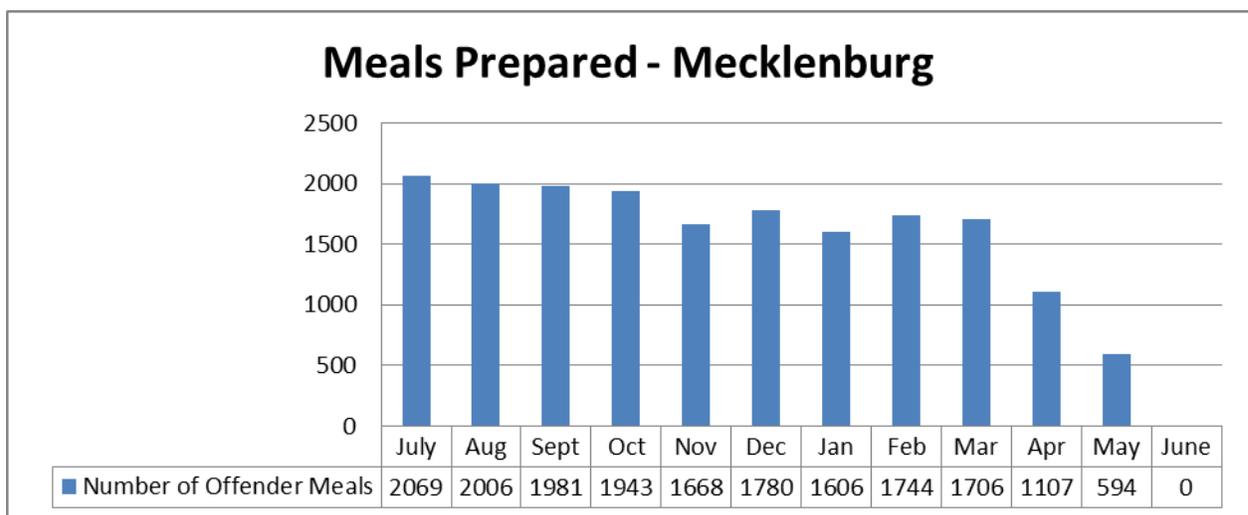
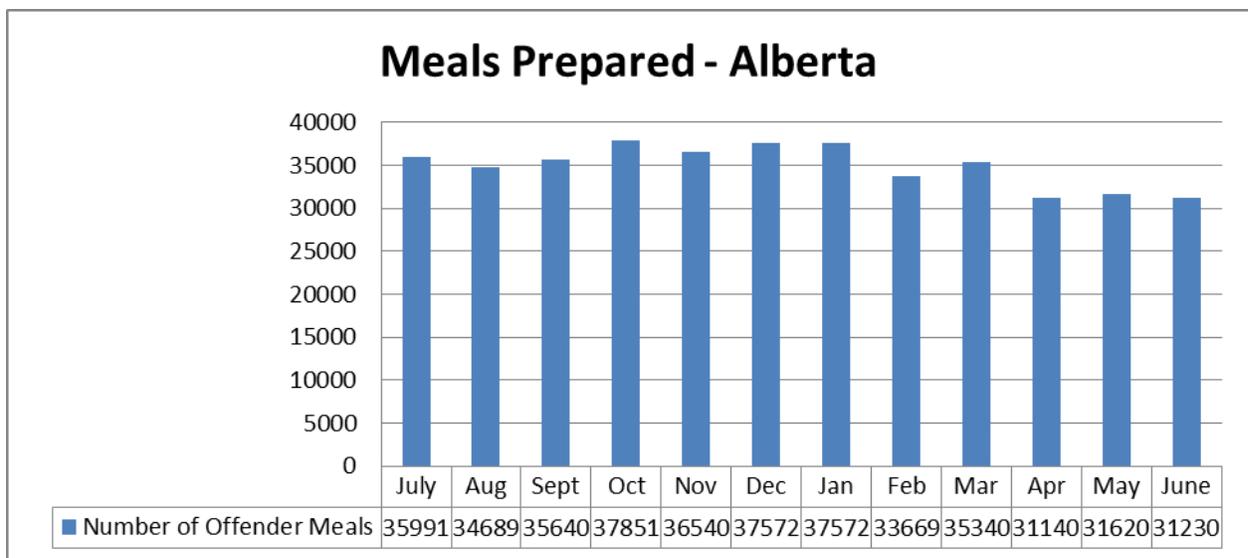
# Vending Sales

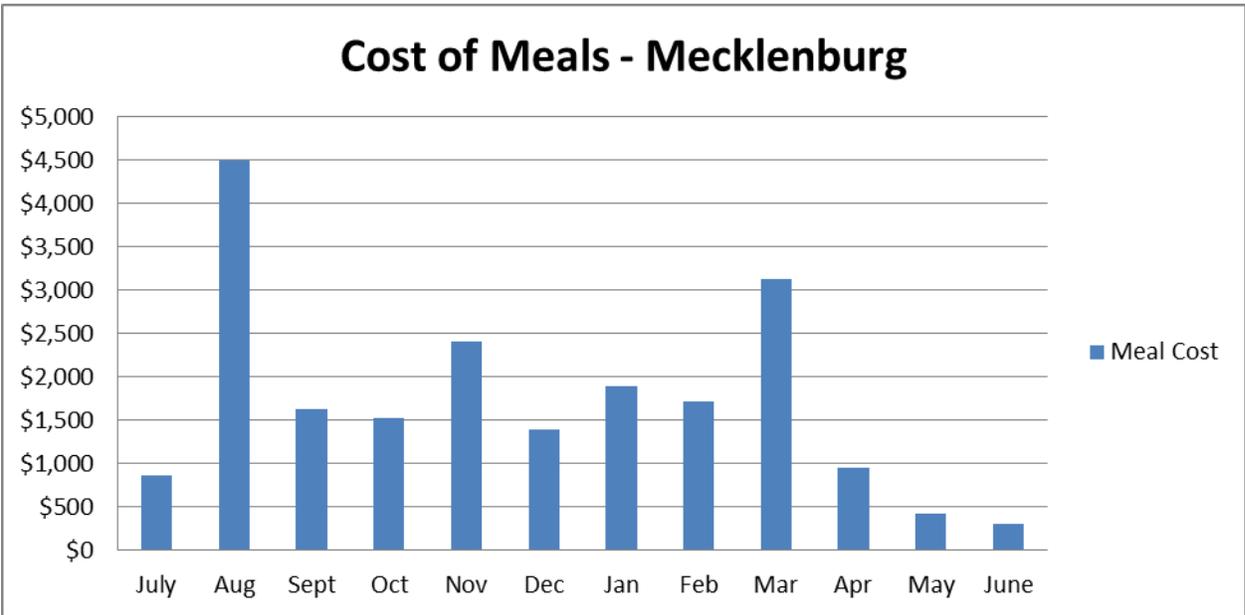
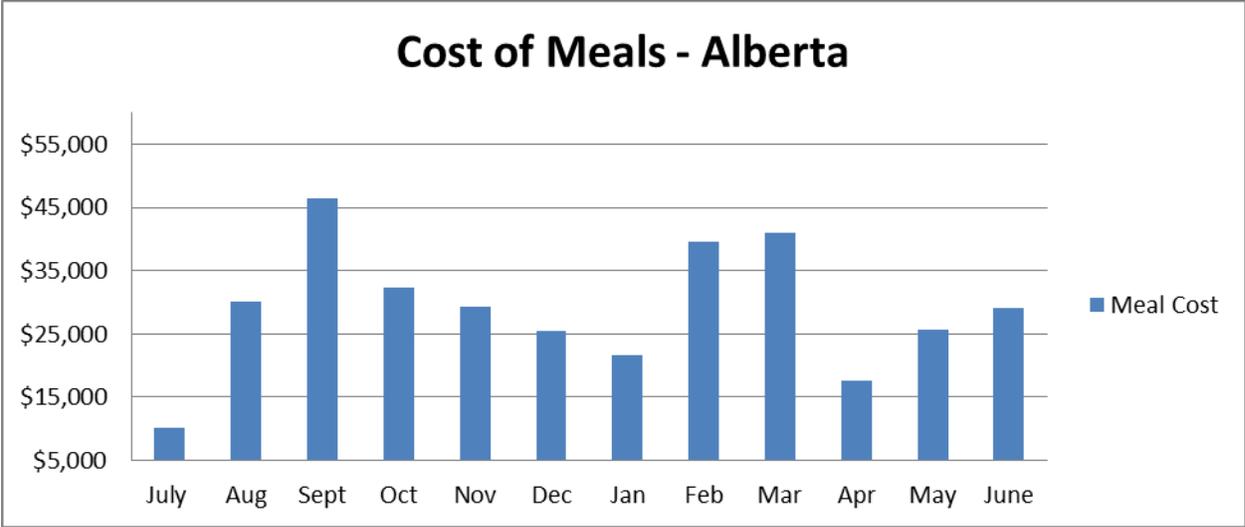


## Food Service Department

The Meherrin River Regional Jail prepares all meals according to the guidelines set forth by the National Academy of Science and a registered dietician. Offender meals are also monitored by the Department of Corrections to ensure they remain compliant with the daily guidelines. The Brunswick County Health Department routinely inspects the kitchen, all kitchen equipment, and storage areas on a semi-annual basis at the Alberta Facility and Mecklenburg County Health Department inspects the Mecklenburg Facility, to ensure that the facilities meet all standards set forth by the health department.

During July 1, 2019 to June 30, 2020, 418,854 offender meals were prepared for the Alberta Facility and 18,204 offender meals for the Mecklenburg Facility.





## **Operations**

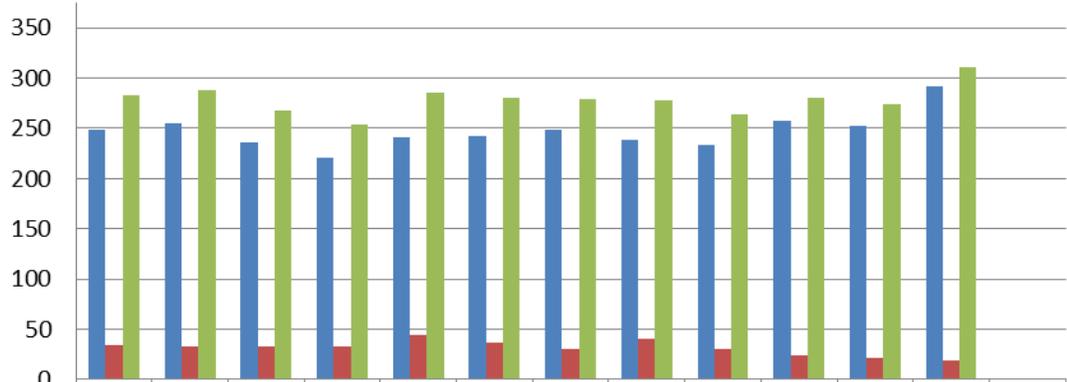
### **Maintenance Department**

The goal of the Maintenance Department is to provide a safe, secure, and comfortable environment for all visitors, staff, and offenders. The duties include troubleshooting and complex maintenance work on building and kitchen equipment, conducting facility inspections and maintaining a Preventive Maintenance Program at our two locations; our main site located in Alberta and our satellite facility located in Boydton, where they float between the two sites as needed. This is done with minimal outside support from contractors. The Maintenance Department ensures that all Federal, State and Local regulations are adhered to for American Correctional Associations (ACA) and Department of Corrections (DOC) regulations.

The department's staff consists of a Maintenance Director, an Assistant Maintenance Director and two (2) Maintenance Technicians all of which are on duty five days a week. At least one staff member is on-call for emergencies at all times. The Maintenance Director and Assistant Maintenance Director are certified Corrections Officers. Their certifications allow the Maintenance staff to assist other departments when they are short staffed or additional assistance is needed to maintain facility safety. The other two Maintenance Department employees are non-certified. They both have extensive backgrounds in maintenance, with experience in mechanical, plumbing and electrical work.

Also included in the Maintenance Department are one (1) Warehouse officer, one (1) Grounds officer and one (1) IT Technician. The Warehouse Officer and Grounds Officer are both Certified Officers and can assist other departments when they are short staffed. The Warehouse Officer's duties consist of maintaining the facilities inventory of supplies needed to operate, ordering supplies when needed both for staff and the offenders, unloading trucks and keeping a daily inventory of all supplies. The Grounds Officer's duties consist of maintaining the grounds at the Alberta facility and the Gun Range. This includes supervising the offender work force crew, keeping the landscape at both sites manicured and neat for the public and staff, painting, picking up trash, snow removal, and any other projects that may occur. The IT Technician is non-certified and is overseen by the Assistant Maintenance Director. The IT Technician's duties are to maintain the security electronics such as the camera systems at both facilities as well as assisting the IT Department when needed.

## Work Orders Processed



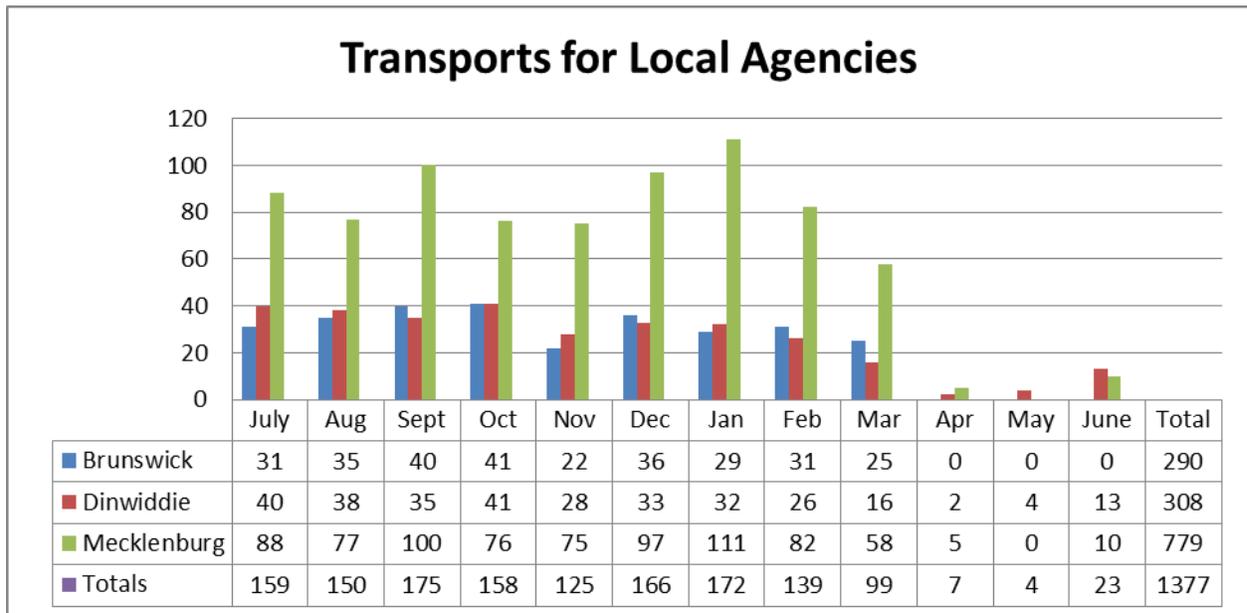
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
■ Alberta	249	255	236	221	241	243	249	238	234	257	253	292	2968
■ Mecklenburg	34	33	32	33	44	37	30	40	30	24	21	19	377
■ Total	283	288	268	254	285	280	279	278	264	281	274	311	3345

## Transportation

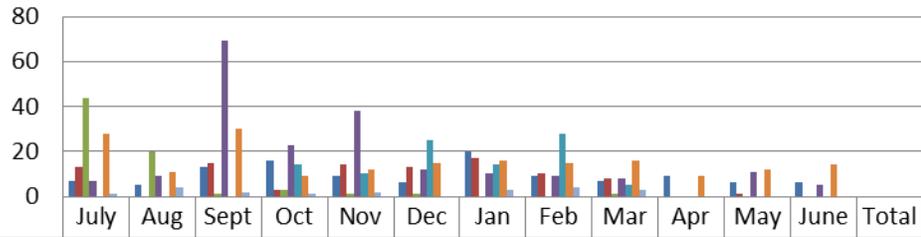
The Transportation Department of the Meherrin River Regional Jail consists of 1 Sergeant, and 6 officers. The Transportation Department provides safe and secure transportation of offenders to and from the Brunswick, Dinwiddie, and Mecklenburg County courts, Federal courts, the Virginia Department of Corrections (DOC), local and regional jails, and medical facilities; VCU Community Memorial Hospital located in South Hill, Virginia and Medical College of Virginia/VCU Medical Center located in Richmond Virginia, as deemed necessary.

The primary duty of the Transportation Department is to provide safe and secure transportation to and from the facilities. Personnel assigned to the Transportation Department receive specialized training in the use of firearms, defensive tactics, personal searches, high-risk transports and personal/public protection.

The COVID 19 pandemic had an effect on the number of transports from March 2020 until the end of June 2020. The courts did not have offenders transported due to the COVID 19 pandemic. The number of video arraignments for the courts has nearly tripled in that time frame (such as: Advisements, Bond Hearings, Court Trials and Sentencings) that would have been done at the Courthouse.



### Transports for Medical, Federal Court, DOC, Dinwiddie Lockup and Other Agencies



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
■ Medical	7	5	13	16	9	6	20	9	7	9	6	6	113
■ DOC	13	0	15	3	14	13	17	10	8	0	1	0	94
■ Federal Court VA	44	20	1	3	1	1	0	0	1	0	0	0	71
■ Federal Court NC Eastern	7	9	69	23	38	12	10	9	8	0	11	5	201
■ Federal Court NC Middle	0	0	0	14	10	25	14	28	5	0	0	0	96
■ Dinwiddie Lockup	28	11	30	9	12	15	16	15	16	9	12	14	187
■ Other Agencies	1	4	2	1	2	0	3	4	3	0	0	0	20
■ Total	100	49	130	69	86	72	80	75	48	18	30	25	782

## Classification



Officer Debra Newton is the Highlighted Employee for the Classification Division. She began her career in corrections in April 2012 with Meherrin River Regional Jail.

Officer Newton is a 1998 graduate of Brunswick Senior High School and currently resides in Brunswick County, VA. After graduation she pursued her education into Cosmetology and became a licensed Cosmetologist in the year 2000. From 2000 to 2008 she was employed at Body Accents in South Hill, VA as a Cosmetologist and Nail Technician. In 2008 the opportunity to further her career in a different direction came about and she was hired at Central State Hospital/Southside Virginia Training Center in Dinwiddie, VA as an Institutional Cosmetologist where she provided services for individuals with mental and physical disabilities. She was awarded Southside Virginia Training Center's Employee of the Quarter in 2011.

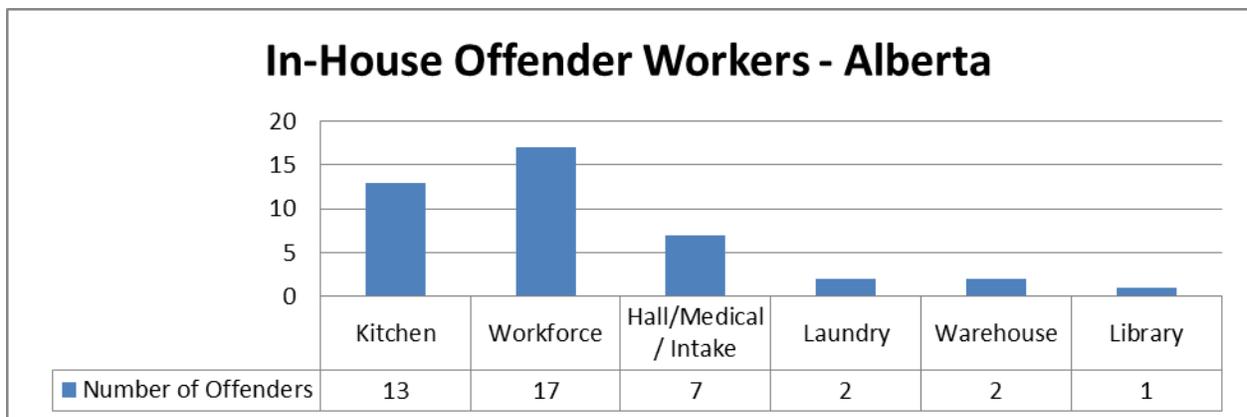
Since 2012, Officer Newton has been dedicated to her career at Meherrin River Regional Jail. She has been awarded Employee of the Quarter in 2014, 2017 and 2020. In 2017, Officer Newton successfully completed training and became Officer in Charge (OIC) on Day A shift. In September of 2018 she completed the course training of Jailor/Corrections Field Training Officer (FTO). Officer Newton joined the Classification Department in February 2019 as a Classification Officer. She has always held a strong work ethic, she is dependable, self-motivated and strives to give high quality performance in all aspects of her position.

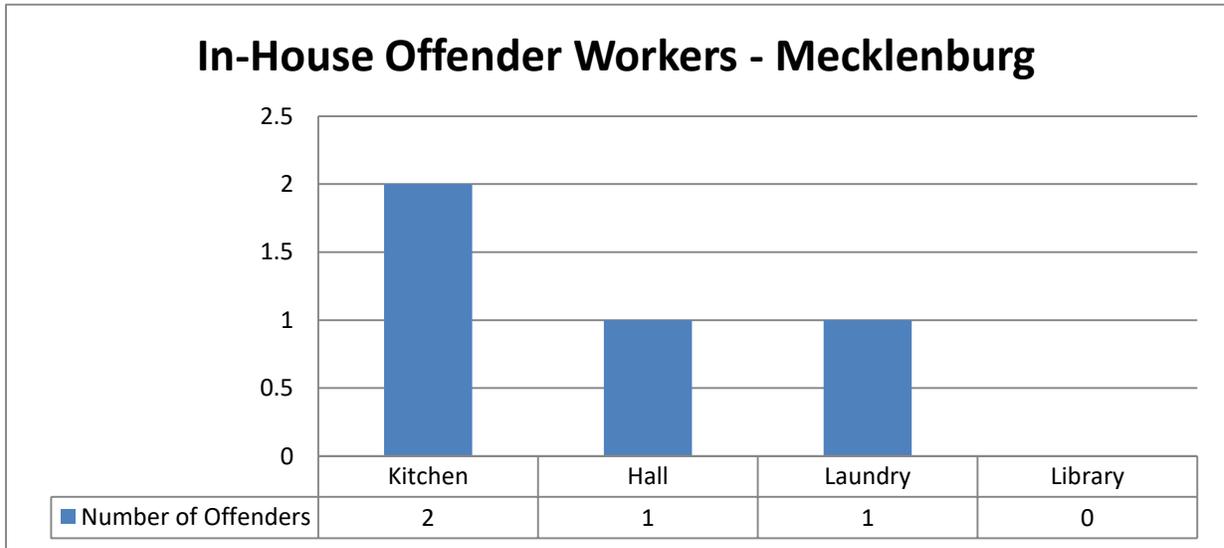
The primary goal of the Classification Section is to assign each new offender to a custody level based on their current charges, criminal history, and medical condition. Once classified, offenders are placed in minimum, medium, or maximum custody.

Before moving an offender into general population, the Classification Officer is responsible for ensuring that all offenders have been tested and cleared of having tuberculosis. Once the offender has been cleared by our medical department, the Classification Officer then determines where offenders will be housed based on an interview conducted within the first 72 hours of the offender’s arrival at the facility. Every ninety (90) days, offenders are re-classified to determine if their custody level should be changed to a higher or lower level.

The Classification Section also works closely with Security and Support Services to provide offender workers within the facility. Offender workers are responsible for maintaining cleanliness throughout the facility in accordance with guidelines established by the Department of Corrections and the American Correctional Association. Offender workers are placed in their positions based on feedback provided by security and various other departments, as well as their previous work experience. Starting in July 2019 thru June 2020, there were a total of 42 offender workers for Alberta and 4 offender workers for Mecklenburg assigned on a monthly basis throughout the facility for inside and outside work.

Beginning in March 2020, the Classification Officers explain the process for preventing COVID-19 in the facility to all offenders. All offenders are issued two masks and are informed to wear the mask at all times when outside of their cell. The offenders are encouraged to wash their hands and keep rooms clean at all times. The Classification Officer informs all offenders that they will be in a quarantine unit for 14 days due to COVID-19. During their quarantine time a nurse will come to the units twice a day to check temperatures and ask if they are having symptoms. The offender will stay in Intake, Transportation, or Classification for 7 days and once the 7 days are completed they will be relocated to K unit to finish their quarantine time. Once the time is completed the Classification Officer will meet back with the offender and assign them to a housing unit.



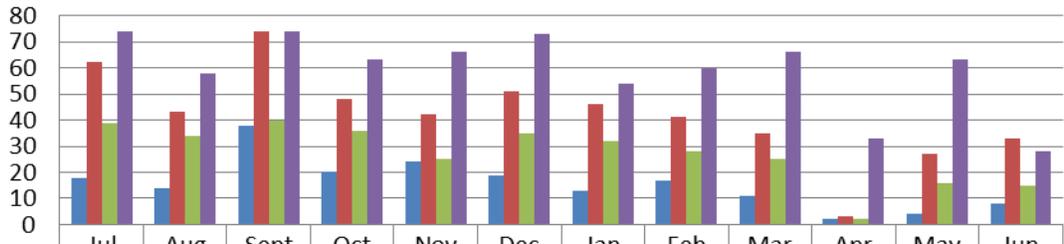


The Meherrin River Regional Jail classifies offenders based on three separate custody levels. Offenders who have committed non-violent offenses are placed in the least restrictive level, which is minimum custody. Offenders who have violent criminal histories and are currently incarcerated on violent offenses will be placed in the most restrictive level, which is maximum custody. Only offenders who are classified at the minimum or medium level of custody are eligible to become workers. The criminal history of the offender will determine if they can become a worker inside or outside of the facility. Custody levels are determined by using a point scale system developed by The National Institute of Corrections. This system has proven to be widely successful in the classifying of offenders.

Meherrin River Regional Jail has policies and procedures in place to determine whether an offender with behavioral, medical, or mental health issues has needs that are to be addressed. After the initial interview has been completed by classification and medical staff, the housing of each individual is determined based upon their recommendations. Offenders who could possibly be dysfunctional in general population because of medical or mental health issues are placed in protective custody. These offenders are closely monitored by the security staff and receive weekly assessments by classification and medical staff to ensure their safety and determine if they may become eligible to be housed in general population.

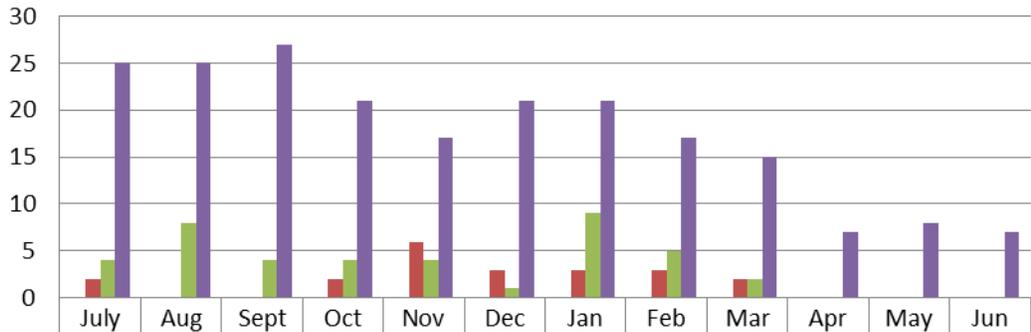
From July 1, 2019 through June 30, 2020, 1,732 offenders were classified at the Alberta Facility and 273 offenders were classified at the Mecklenburg Facility. Of that number of offenders classified in Alberta, 327 were minimum custody, 505 were medium custody and 188 were maximum custody. Of that number of offenders classified in Mecklenburg, 41 were minimum custody, 21 were medium custody and 0 were maximum custody. There were also an additional 923 offenders processed into the facilities that were not classified due to being released prior to seeing classification.

### Classification Statistics by Level of Security - Alberta



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Maximum	18	14	38	20	24	19	13	17	11	2	4	8
Medium	62	43	74	48	42	51	46	41	35	3	27	33
Minimum	39	34	40	36	25	35	32	28	25	2	16	15
Unclassified	74	58	74	63	66	73	54	60	66	33	63	28

### Classification Statistics by Level of Security - Mecklenburg



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Maximum	0	0	0	0	0	0	0	0	0	0	0	0
Medium	2	0	0	2	6	3	3	3	2	0	0	0
Minimum	4	8	4	4	4	1	9	5	2	0	0	0
Unclassified	25	25	27	21	17	21	21	17	15	7	8	7

## Records



Meherrin River Regional Jail has two Highlighted Employees from the Records Department.

A native of Brunswick County, Terry Thomas joined Meherrin River Regional Jail as a Records Clerk in June 2016. Prior to joining MRRJ, Terry worked as a retail executive for Stage Stores, Inc. for almost 40 years. Although coming to MRRJ with no prior experience in criminal justice or public safety environment, she caught on quickly as a member of the Records team. As evidence of this, Terry has received the MRRJ Civilian Employee of the Quarter award twice, and was nominated for the VARJ Civilian Employee of the Year Award.

Terry prides herself on her work ethic. She is reliable and trustworthy and accepts added responsibilities without hesitation or complaint. She is a team player and is always willing to step in and help in any way she can.

Terry always has a smile on her face and is happy to be a member of the MRRJ family. "I really like my job and couldn't ask for a better group of people to work with."



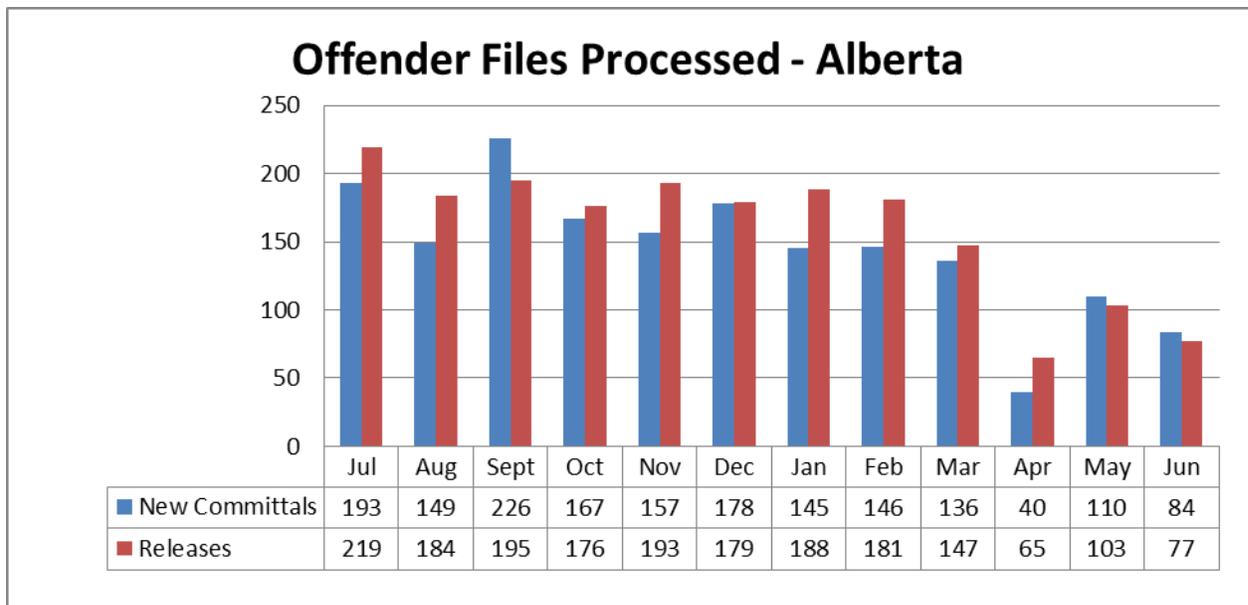
Jessica Lucy is a life-long resident of Brunswick County. She graduated from Brunswick Senior High School and completed an Associate’s Degree in Applied Sciences & Business Administration through Southside Virginia Community College. Jessica began her career with Meherrin River Regional Jail in November 2012 as the LIDS Technician. Prior to that, she worked as a Communications Officer for the Brunswick County Sheriff’s Office for several years.

As the Records Supervisor, Jessica oversees & manages the Records Department, where all legal paperwork associated with offender confinements is received & processed. She provides thorough training for all new Records employees and quarterly training for all Intake & Shift Command staff on Records paperwork and protocols. As the LIDS Technician, she is responsible for the integrity of all offender data reported to the Virginia Compensation Board.

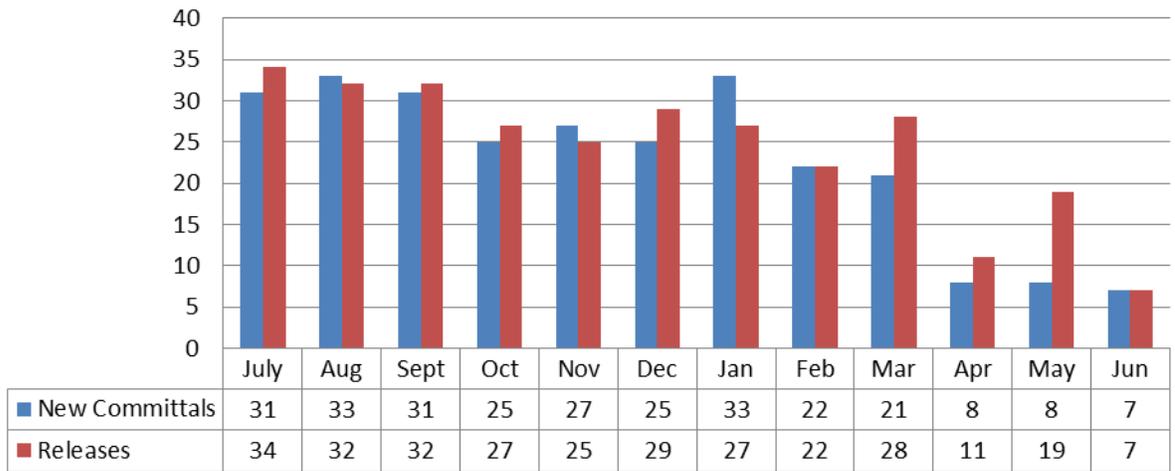
When not at work, Jessica enjoys spending time with her family, taking trips to the mountains as often as possible and watching Atlanta Braves baseball.

The Records Department is one of our most vital areas within the Jail. This department is responsible for processing all legal paperwork associated with offenders, including commitment orders & warrants issued by Magistrates and continuance orders and disposition notices received from the courts. Records is responsible for calculating the release date of offenders who have only misdemeanor sentences and/or felony sentences totaling less than one year. This section of the facility also works closely with surrounding jurisdictions to make sure transport orders are received for court appearances and time for credit spent at other facilities is calculated during time computation.

The Records Department reviews all booking information on newly committed offenders to ensure all charge and bond information is correct and that all necessary paperwork is in the folder before an offender is released from the facility. From July 1, 2019 through June 30, 2020 the Alberta Records Department processed 3,638 offender folders. Of those folders, 1,731 were new committals into the facility and 1,907 were offenders released from the facility. The Mecklenburg Records Department processed 564 offender folders. Of those folders, 271 were new committals into the facility and 293 were offenders released from the facility.

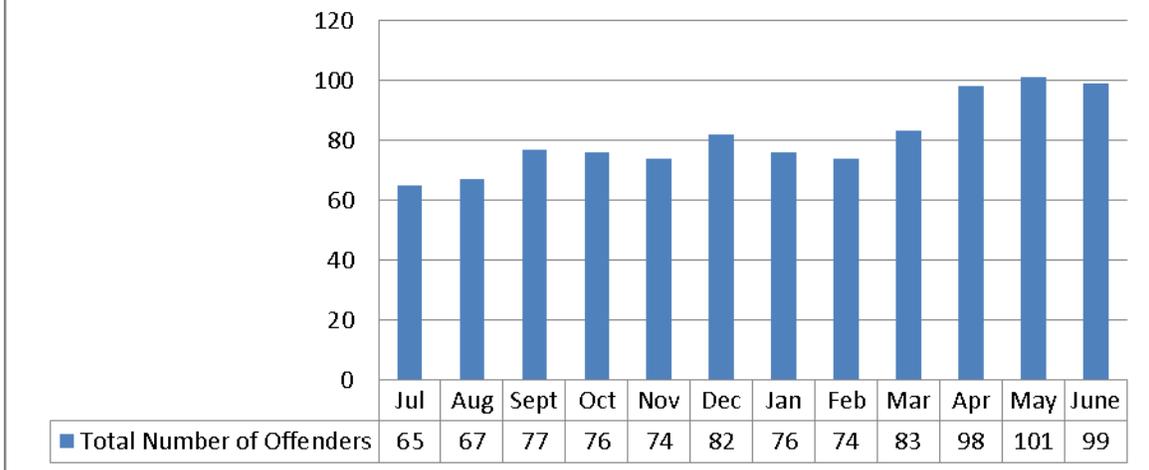


### Inmate Files Processed - Mecklenburg



The Records Department is also responsible for maintaining the weekender program. A “weekender” is someone who serves their incarceration Friday through Sunday because of a work or school schedule. The Records Department keeps track of the days served so that the offender is released on the correct day and time. Working closely with the Department of Corrections is crucial to the Records Department because it ensures that offenders are transferred to a state correctional facility in a timely manner based on the length of an offender’s sentence and the severity of their charges. DOC-responsible offenders who have not been transferred to a DOC facility sixty (60) days after being sentenced by the courts are considered to be “Out of Compliance”. This past fiscal year, there were 972 offenders housed here at Meherrin River Regional Jail in an “Out of Compliance” status.

### Department of Corrections Out Of Compliance Offenders



The Records Department saw several changes due to the COVID-19 Pandemic and they are listed below:

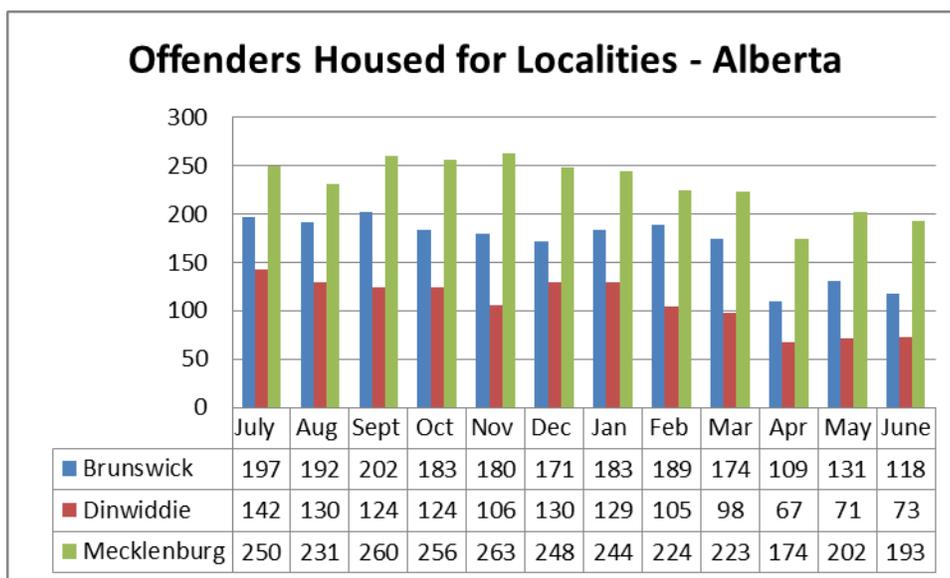
1. Commitments dropped drastically beginning in March of 2020. They have been slowly edging back towards “normal”, but the numbers are still remarkably lower than the same time frame in FY19.
2. Records now coordinates with our courts to have documents reviewed and signed by offenders due to the majority of court hearings still being done via video.
3. In the beginning of the COVID-19 pandemic, Records worked with our three Commonwealth’s Attorney’s offices to coordinate furloughs and other methods of release for medically high risk offenders and non-violent offenders who were eligible.
4. DOC put out their COVID-19 Early Release Plan (CERP) in May of 2020 and Records has worked to maintain data on all DOC-responsible offenders and their CERP status. When an eligible offender is identified their information is submitted to DOC who ultimately awards early release to offenders that they deem fit.
5. The weekender and delayed confinement program was closed from March – July due to COVID-19. Records coordinated with our Commonwealth’s Attorney’s offices and the courts to obtain furlough orders for all current and scheduled weekenders during this time.
6. During the height of the COVID-19 pandemic, Records coordinated with other jails to avoid transfers of offenders between jails. This resulted in MRRJ holding offenders for other jurisdictions as well as MRRJ-responsible offenders being held at other facilities.

## Local Inmate Data System (LIDS)

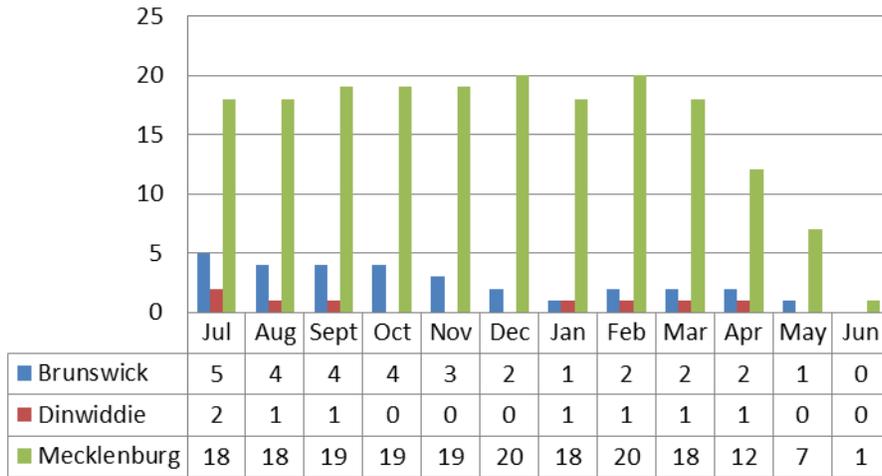
The primary goal of the LIDS Technician is to maintain the offender records on a daily basis. The LIDS Technician ensures the accuracy and integrity of all data entered into Meherrin River Regional Jail's Jail Management System and the Virginia Compensation Board's LIDS-CORIS system. Each offender record is reviewed to ensure that all data, including the commitment and/or release dates, demographic information, and court dispositions, is entered properly so this information can be submitted accurately to the Virginia Compensation Board. Per Diem payments are paid to the facility based on the information uploaded to the LIDS-CORIS system.

The LIDS Technician is responsible for the monthly reconciling of all detainees and their respective days served for each locality that Meherrin River Regional Jail serves. If any inconsistencies or errors are found, they are corrected and the total number of days is certified and approved within the LIDS-CORIS system, then submitted to the Virginia Compensation Board for approval.

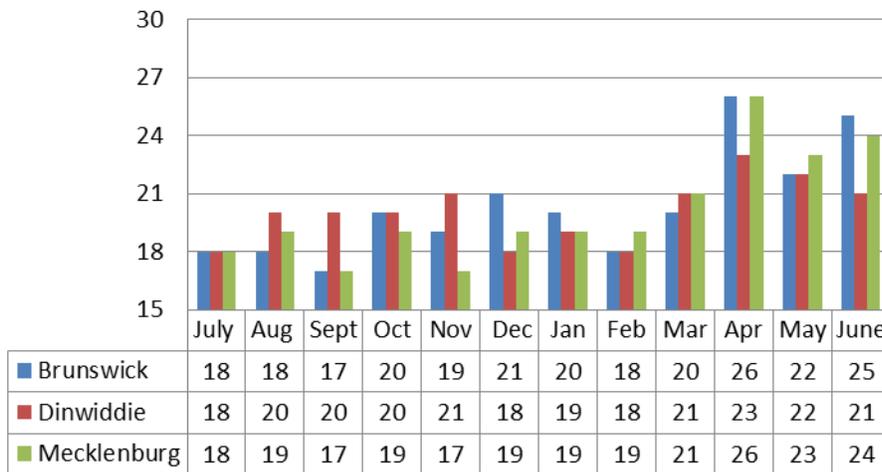
The Meherrin River Regional Jail is audited, at a minimum of every two years, by the Virginia Compensation Board to ensure that the facility is in compliance with the guidelines that the Board has established.



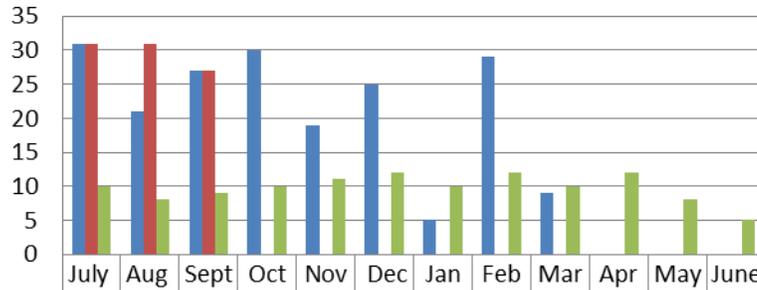
### Inmates Housed for Localities - Mecklenburg



### Average Length of Stay (by days) - Alberta



### Average Length of Stay (by days) - Mecklenburg



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
■ Brunswick	31	21	27	30	19	25	5	29	9	0	0	0
■ Dinwiddie	31	31	27	0	0	0	0	0	0	0	0	0
■ Mecklenburg	10	8	9	10	11	12	10	12	10	12	8	5

## **Intake/Booking**

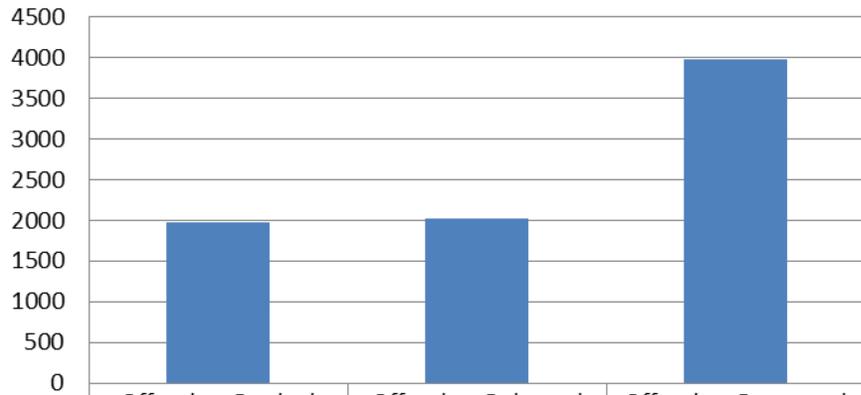
The Intake Process is the foundation for the offender's incarceration. The process begins when an offender is accepted into the Meherrin River Regional Jail. The Intake Officers review and ensure all committal documents are accurate prior to accepting custody from the arresting officer. Once custody has been accepted, the Intake Officer conducts a pat down search for weapons or contraband, collects the personal property of the individual being incarcerated, and inventories the property. The officers then generate a computer record of the individual by entering all pertinent charges, personal information, medical history, identifying scars, marks or tattoos.

The Intake Officers are responsible for fingerprinting each person arrested. Fingerprints are transferred electronically via Livescan to the Virginia State Police Department for processing. The Livescan computer enables the Intake Officer to retrieve clearer and more accurate fingerprints. If the individual has an outstanding warrant, the State Police will notify the Meherrin River Regional Jail within minutes, via the Virginia Criminal Information Network (VCIN), of receiving the fingerprints so the appropriate action can be taken. Another advantage is the capability to store fingerprints of all individuals printed. This is a tremendous help to local, as well as, national law enforcement agencies who are conducting investigations and may need fingerprints of a certain individual.

Initial intake is the most critical time of incarceration. It requires the Officers to be observant to all behaviors and actions of the newly committed individuals. It is during this time that it is most likely an individual may have thoughts of suicide or self-mutilation and will act upon these thoughts. The Intake Officers must be able to spot potential hazards and act immediately. During this fiscal year, the Intake Officers booked in 1,968 offenders at the Alberta Facility and 271 at the Mecklenburg Facility. They also processed for release, 2,015 individuals at the Alberta Facility and 293 at the Mecklenburg Facility without serious incident to officer or offender. A total of 4,547 offenders were processed by Intake in this fiscal year.

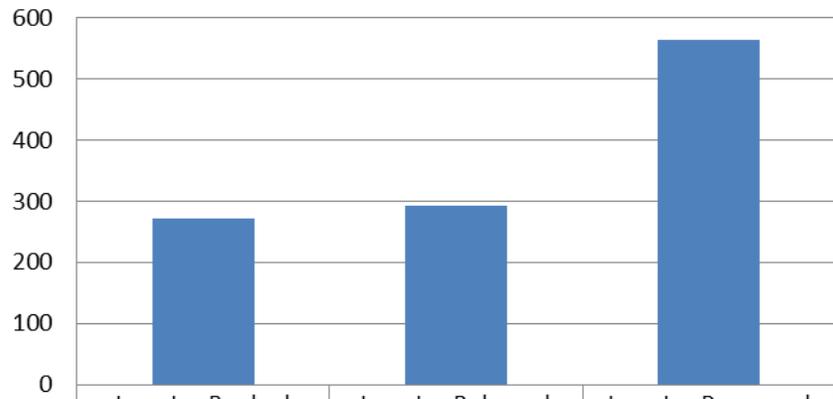
The number of bookings at Meherrin River Regional Jail went down drastically due to COVID-19 and the Governor's recommendation for magistrates and local law enforcement to reduce jail committals, the courts being closed and weekender/delayed confinements postponed. The number of bookings decreased 20% going from 2,422 offenders booked in the 2018-2019 year to 1,968 in the current year.

### Intake / Booking - Alberta



	Offenders Booked	Offenders Released	Offenders Processed
■ Offenders	1968	2015	3983

### Intake / Booking - Mecklenburg

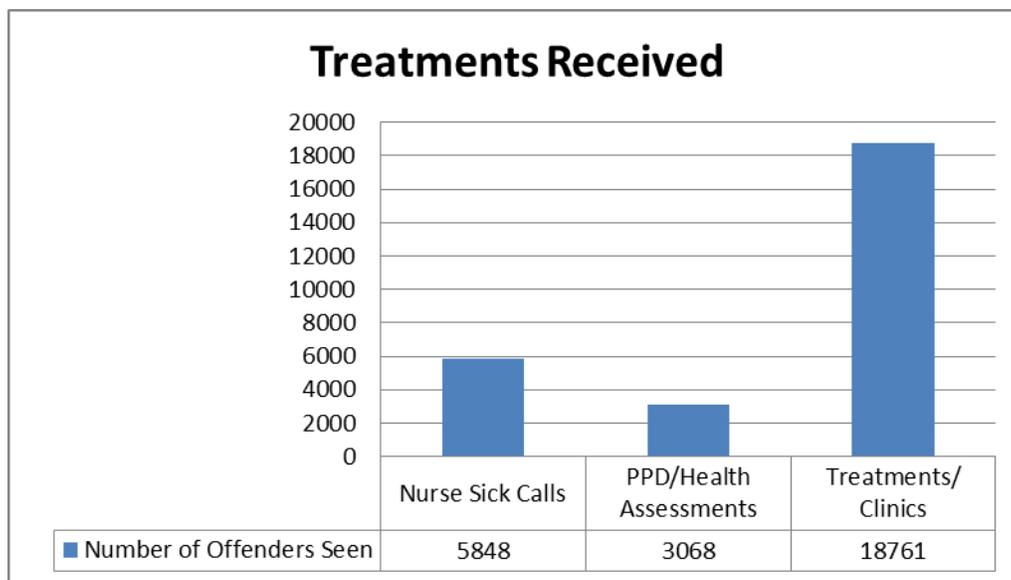


	Inmates Booked	Inmates Released	Inmates Processed
■ Inmates	271	293	564

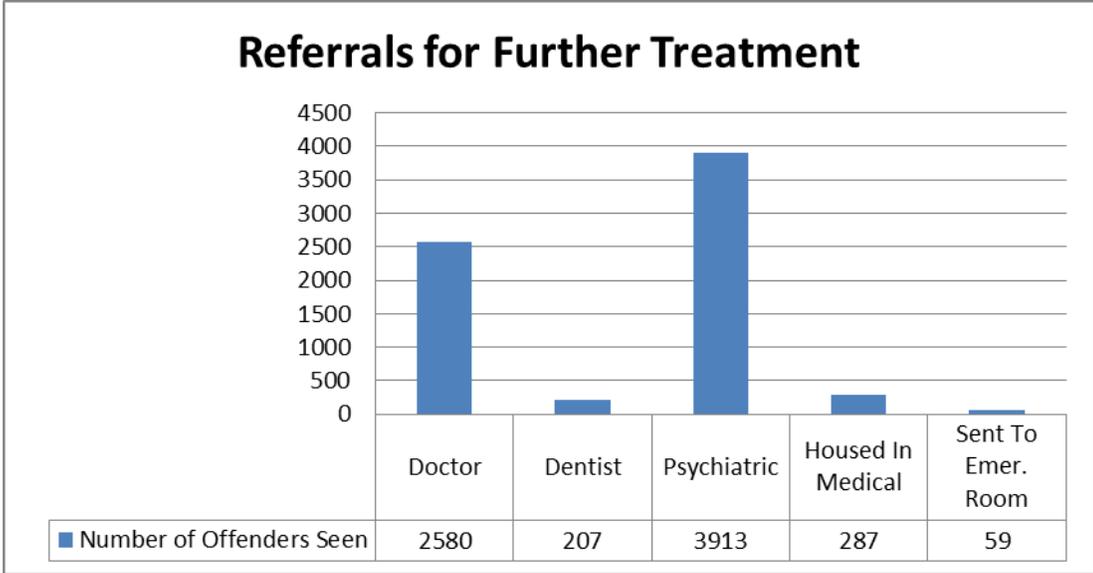
## Medical Department

Mediko's, the Jails contracted healthcare provider, primary mission is to provide quality health care to all offenders. Services include not only general health care but also dental care and mental healthcare services. The Medical Department consists of one (1) Physician, one (1) Nurse Practitioner one (1) Psychiatrist, one (1) Dentist, four (4) Registered Nurses, seven (7) Licensed Practical Nurses, one (1) Mental Health Professional, one (1) Administrative Coordinator and one (1) Medical Records Personnel.

Daily operations include two (2) pill calls, sick calls, wound treatment clinics, blood pressure checks, and blood sugar checks as well as emergencies that may occur. Mediko also coordinates with local hospitals and clinics making arrangements for offenders to go to outside medical resources when their problems require treatments beyond the scope of the department's practice. Mediko also educates offenders on options for Mental Health and Health Care follow ups when released from incarceration.

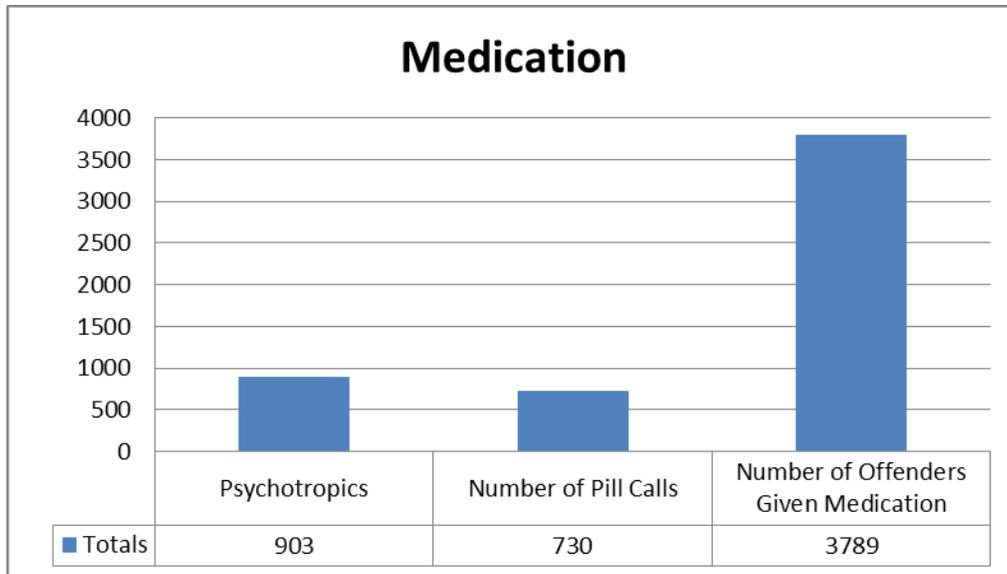


The Medical Department continues to be a busy place. The number of sick calls totaled **5,848**. In addition, **3,068** PPD'S (Purified Protein Derivative) / Health Assessments were performed, as well as **18,761** treatments / clinics. We are currently seeing offender population with chronic health problems. We are currently providing continual assessments, education, and support to those with such issues as Infectious Disease, Hypertension, Diabetes, and Psychiatric Illness. Dr. Kazlauskas and Nurse Practitioner Henning has had over **2,580** offender visits and addressed a wide array of illnesses. Once seen by the doctor, a plan of care is put in place which includes maintaining medication compliance, follow up care, and proper education.



Upon the approval from the Superintendent, Dr. Kazlauskas and Nurse Practitioner Henning, the Medical Department offers a “Keep on Person” (KOP) medication program allowing responsible offender with minor health problems to keep medications with them in their cells and take them on their own as needed. During the period of July 1, 2019 to June 30, 2020, **3,789** offenders were given medication, either through Pill Call or the KOP Program. We hope that giving the offender a little responsibility for their own healthcare will increase the likelihood of medication compliance once they are released.

The Medical Department continues to be a demanding, fast paced environment. The success of the department is a result of the dedicated teamwork of our skilled medical staff. The department sets very high goals and standards to provide the highest quality of medical care to our offender population.



Since the COVID-19 pandemic, MRRJ has implemented many operational protocols. All new arrestees are screened in the sally port to include temperature checks of the new arrestee and the arresting officer before entering the facility. Screening and temperature checks are performed on all staff daily in designated entrances. New offenders are quarantined in a single cell for 14 days before being moved to general population. All current offenders who leave the facility for medical appointments, court, etc. are quarantined in a single cell for 14 days upon their return to the facility. During the quarantine period, nursing staff makes 2 rounds daily to visually assess those offenders and complete a temperature check. Mental Health staff makes rounds 3 times per week to ensure offender's needs are being addressed.

## **Employee Recognition**

The Meherrin River Regional Jail strives to recognize supervisors and officers who have received special recognition for achievements, not only in jail operations, but also in various off-site activities.

This year, the facility continues to recognize these employees that have made the facility shine in the community. The following employees have demonstrated dedication to excellence, and true professionalism, reflecting greatly on the facility. The facility commends these individuals for their accomplishments and is certain they will continue to strive for excellence.

### **Employee of the Year**

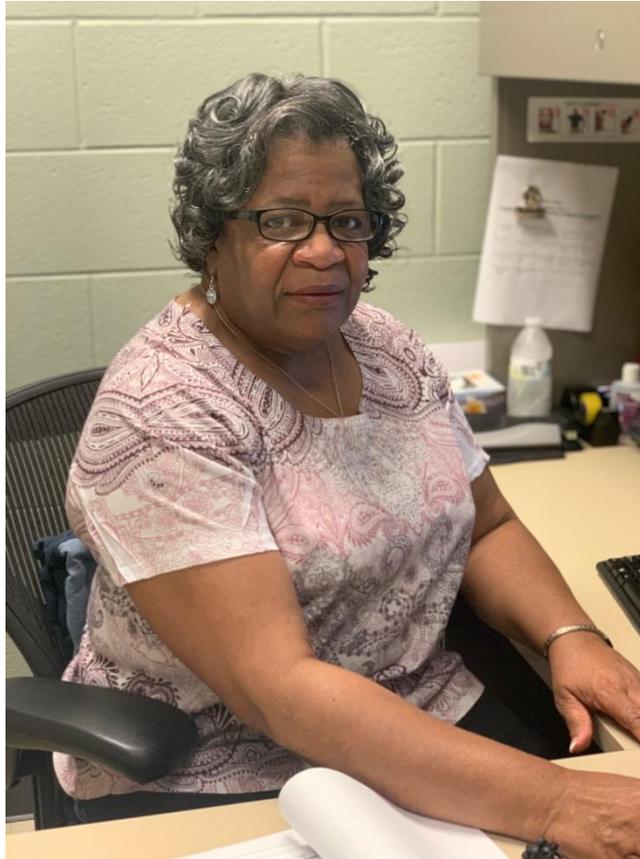


Officer Antwoine Moore was voted the Employee of the Year. Moore joined the Meherrin River Regional Jail team on the day the Jail first opened in July 2012. He was born in Richmond, Virginia, but was raised in Brunswick County, where he currently resides. He attended and graduated from Brunswick Senior High School in 2006. After completing high school, Officer Moore attended Texas Southern University to work in the field of elementary education. After completing a semester in 2007, Officer Moore returned to Brunswick County to help take care of his family and took on a labor job at Boars Head for the next 4 years.

Officer Moore was presented with the opportunity to better his life with a career in corrections and has worked with Meherrin River Regional Jail for 8 years and counting. He has become an outstanding Senior Officer to his fellow coworkers. Officer Moore has become part of the Peer Support Team, Crisis Intervention Team, and is also on the A Shift Advisory Team. He is a down to

earth person who believes that you must give respect to get respect and lives by this each and every day.

### **Virginia Association of Regional Jails Civilian Employee of the Year**



Ms. Virgie DeBerry was awarded the Virginia Association of Regional Jails Civilian Employee of the Year Award for 2019. She started when the jail opened on July 1, 2012 with our previous medical vendor as an Administrative Assistant. Ms. DeBerry assists the Medical Department by getting approvals from the doctors on-site for outside appointments and then scheduling all of the outside appointments. Often times, Ms. DeBerry has to call several offices until she can get our offenders seen. Ms. DeBerry is often told no by the outside providers but she does not give up until the offender is able to receive the requested treatment. Once the appointments are scheduled, Ms. DeBerry works very close with our Transportation Department to make sure the offenders can get to their appointments as scheduled. Ms. DeBerry maintains the personnel records for the Medical Department and keeps them current. Ms. DeBerry keeps a record of the credentials for all medical staff and goes above and beyond to make sure we stay in compliance and the records are up to date. Ms. Derry also assists with payroll for the Medical Department.

On July 1, 2018, Meherrin River Regional Jail hired Ms. DeBerry as our Administrative Coordinator for the Medical Department and she works day to day with our current medical vendor. In this role, Ms. DeBerry continues to fulfill the duties mentioned above and in addition receives all of

the bills from outside providers. Ms. DeBerry checks the bills, verifies the dates and services and submits those bills to our Accounting Department for payment. Over the past year, Ms. DeBerry has taken on a significant role coordinating Medicaid expansion for the Jail. This is huge for the Jail and the offenders. This program has been very successful with 147 applications submitted and over 100 offenders being approved. This is because of Ms. DeBerry's dedication to the facility.

Over the past few years Ms. DeBerry has volunteered her time once a week after her work day to conduct Bible study with the female offenders.

Ms. DeBerry is not only an amazing person but also an amazing employee. Ms. DeBerry is very humble and does not expect anything in return for her hard work and dedication to the facility. Ms. DeBerry comes to work each and every day with a positive attitude and is willing to help do anything that she can do to make operations run smooth.