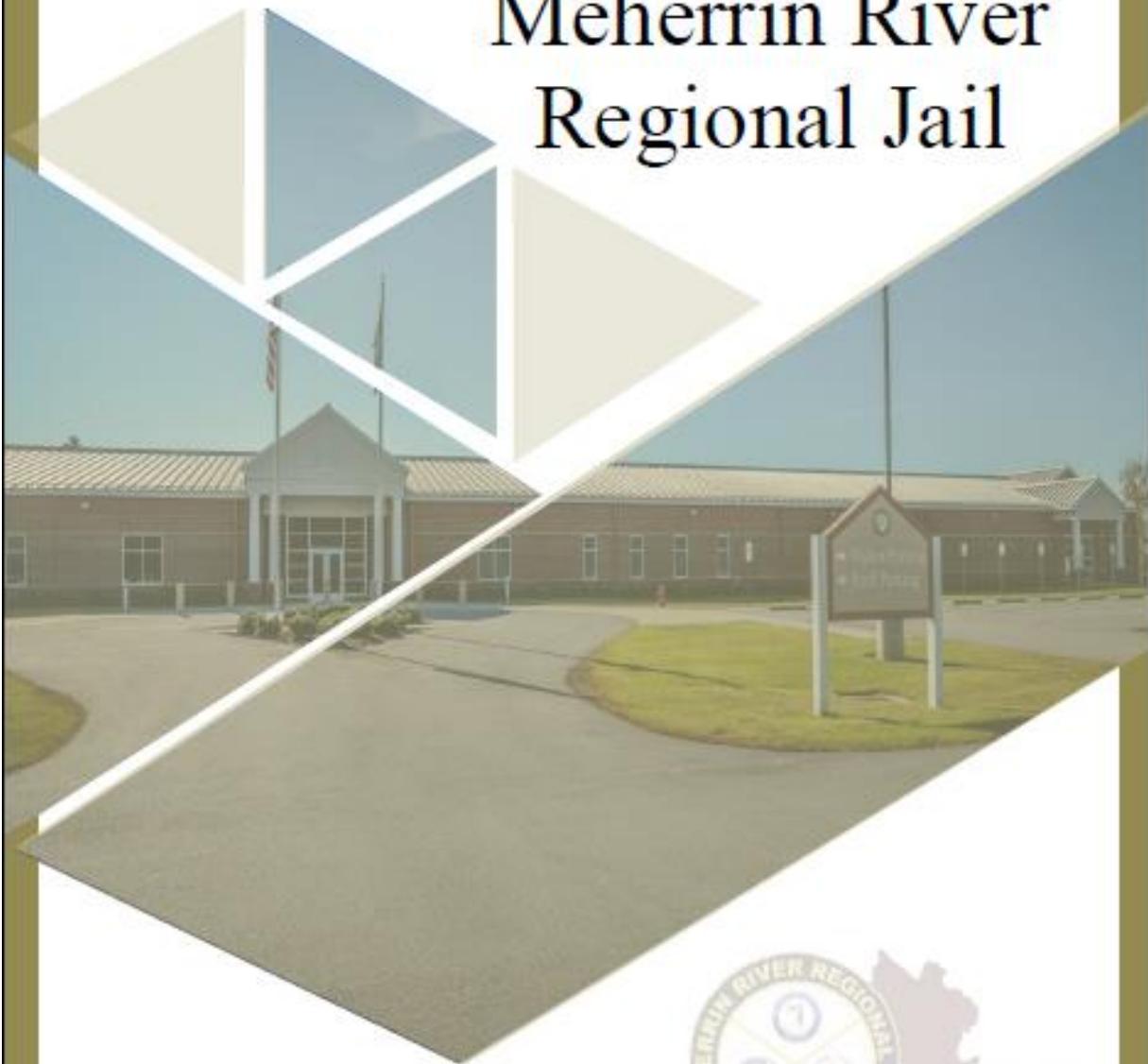
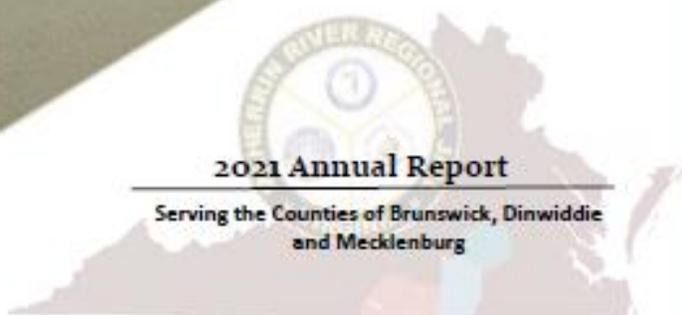


# Meherrin River Regional Jail



**2021 Annual Report**

Serving the Counties of Brunswick, Dinwiddie  
and Mecklenburg



This cover was printed on 110 pound, acid-free, cardstock paper. The final cover image was designed by Sgt. Monique Buford, Transportation Sergeant, of the Meherrin River Regional Jail (MRRJ).

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# **MEHERRIN RIVER REGIONAL JAIL**

## **2021 ANNUAL REPORT**

A letter from the Superintendent:

In addition to continuing to maintain 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 eighth year as well as received the “Distinguished Budget Presentation Award” for the sixth 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 \$268,304 in savings as a result. Our “Just Like Home” meal program continued to grow and revenues increased 50% over the past year. In addition, we negotiated a new contract with GTL as a result of the Request for Proposal process. As a result, our minimal annual guarantee doubled and many value-added services, such as software to assist with automated rounds, tablets for the offenders, mail scanning and a body scanner for the Intake division were secured.

Over this past fiscal year, we applied and received grant funding to help with our response to the pandemic. We were awarded \$71,179 through two different grants.

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 assisted Brunswick County with the packaging of personal protective equipment for their citizens. In addition, we assisted our Academy in providing instructors for the Jail Basic Academies held throughout the year as well as opened our facility to their students to complete their cell search portion of their training.

Moving forward, the Jail plans to initiate and develop a workable plan between the Community Services Board and the local hospital in regards to establishing protocol and procedures for offenders needing inpatient mental health treatment. In addition, we hope to establish a partnership with Southside Virginia Community College to allow for offenders to gain college credits and/or certifications.

I continue to be proud to be part of such a great organization but words cannot begin to express my appreciation and admiration at this time for those that have remained dedicated and committed to see us through these unprecedented times.

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

Major Cliff Allen  
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**

## **Finance**

The Meherrin River Regional Jail's Finance Department consists of a Director of Finance, a Human Resource Analyst, an Accountant, an Account Clerk 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.

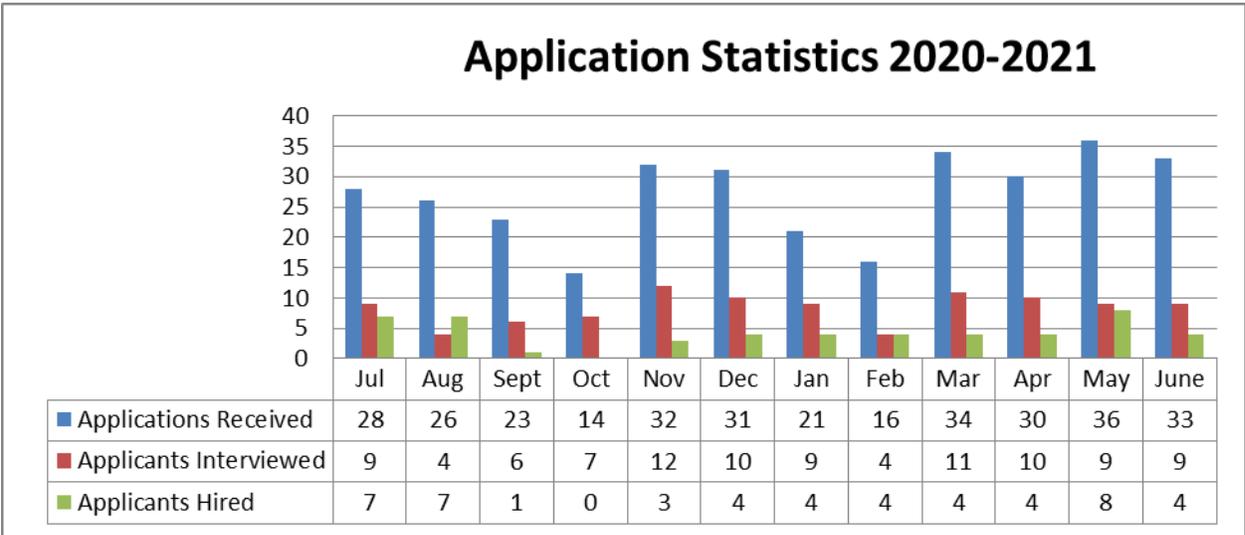
The Finance Director oversees the daily operations of the Finance Department by supervising and assisting the Human Resource Analyst, Accountant, Account Clerk, and Secretary with their various responsibilities. One of the most important responsibilities of the Finance Director is development of the 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 Annual Comprehensive Financial Report, 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 Accountant is primarily responsible for processing all payments received from offender trust accounts at the Alberta Facility and processing operational payments received for both facilities. Other duties of the Accountant include recording daily financial transactions, procurement, and budget functions.

The Account Clerk is primarily responsible for processing the day to day transactions of offender trust accounts, including billings, at the Alberta Facility. This position is also responsible for processing accounts payable for both facilities.

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. This position also serves as the Records Retention Coordinator for the Jail.



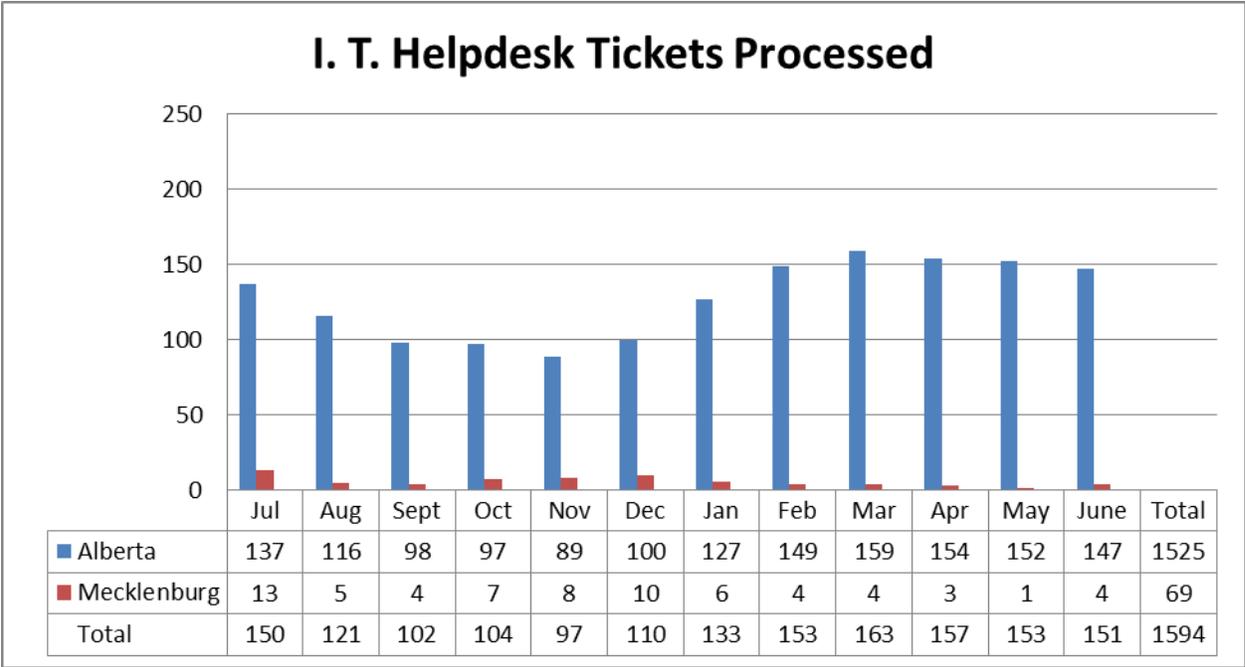
## Information Technology

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, inmate telephones, visitation equipment, copiers, and inmate cable TV. The IT Department also ensures that inmate 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 contracted Inmate Phone Technician, all of whom support both facilities. The main goal of the department is to ensure 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 began using WebEx for virtual presence / video conference solution in light of COVID. We have used this to host several Board Meetings while under State of Emergency as well as RFP proposal meetings. We also purchased two WebEx Collaboration Boards to facilitate our chaplain and life skills programs for our inmate population. This solution allows the counselors and chaplains to continue working with the offenders without having to enter the building during the pandemic.

We also upgraded our staff telephone system to a VOIP system. This new system brought in updated and current technology, allows for more advanced features, as well as a dedicated conference call line.



## 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 inmates 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 2020-2021, 2 officers successfully completed the DCJS Basic Jailors Academy. The decrease in the number of graduating students was due to the CVCJA cancelling BJA Classes because of the COVID-19 Pandemic.

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 added supplemental topics added during annual qualifications, our staff has exceeded DCJS requirements. Currently the Training Department is performing all In-Service Training that is available online, to be completed in that manner. MRRJ has set up the Muster Room and Training Room to allow for “social distancing.” This helps keep the possibility of exposure to COVID-19 to a minimum as well as decrease the amount of time officers are away from their duties.

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.

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.

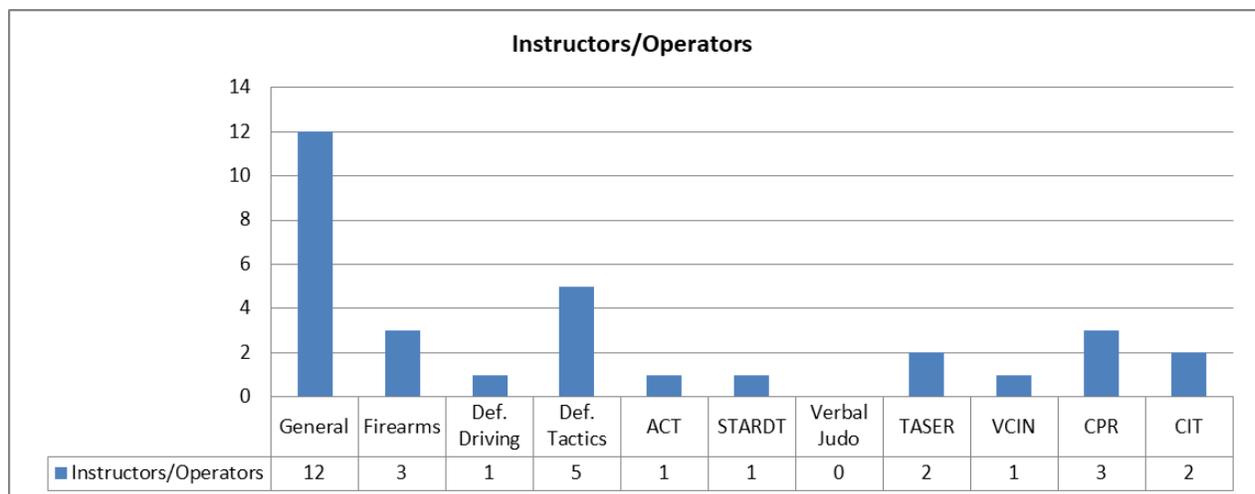
Effective instructors play a vital role to the Training Department; the department benefits from its 12 General Instructors, 3 Firearms Instructors, 1 Defensive Driving Instructors, 5 Defensive Tactics Instructors, 1 Advanced Control Tactics Instructors, 1 Stonewall Tactical Adaptive Response Defensive Tactics Instructors, 0 Verbal Judo Instructor, 2 TASER Instructors, 1 VCIN Instructor, 3 American Health & Safety Institute First Aid / CPR Instructors and 2 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 42 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 facility” 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.

Annual Training is conducted for Suicide Awareness as well as utilizing the “Cut-Down Tool” in emergency situations if an offender has attempted suicide.



## 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 123 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. 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 Technician who has the goal of ensuring the Jail is audit ready at all times.

## **Security Division**

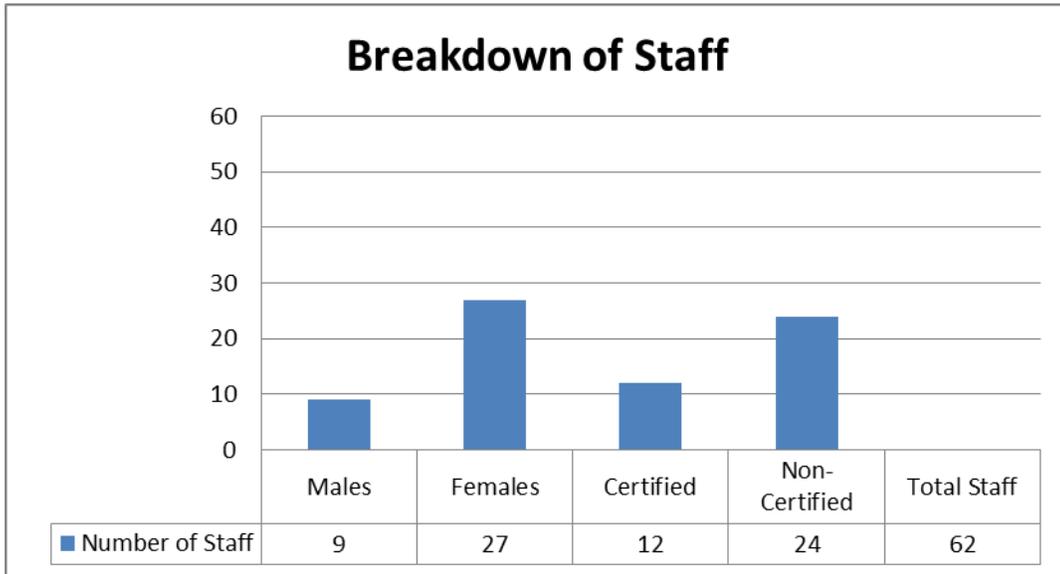


Sgt. William (Billy) Newman began his career in corrections in February 2004 with the Mecklenburg County Sheriff's Office in being appointed as a Jail Deputy. He graduated from the Central Virginia Criminal Justice Academy in December 2004. Sgt. Newman remained with Mecklenburg County until the Meherrin River Regional Jail opened in July 2012. He continued his career and completed the OIC (Officer in Charge) program and was appointed OIC on Day A Shift at the Alberta facility in November 2020. In February 2021 he was awarded Employee of the Quarter for his outstanding performance, service and dedication to the Jail. During the 1<sup>st</sup> Quarter of 2021, he was promoted to Sergeant of Day A Shift in Alberta. Sgt. Newman strives to make sound decisions that are in the best interest of the facility and looks forward to continuing his career with Meherrin River Regional Jail.

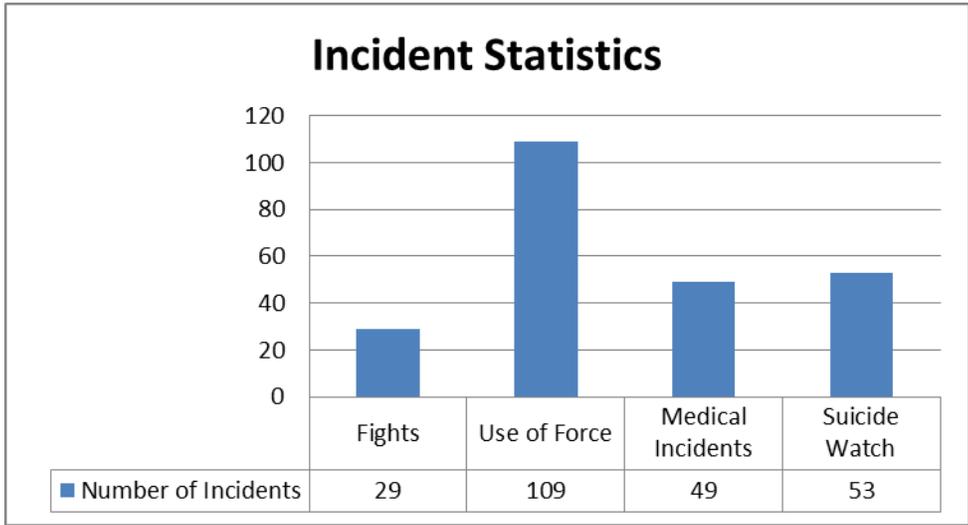
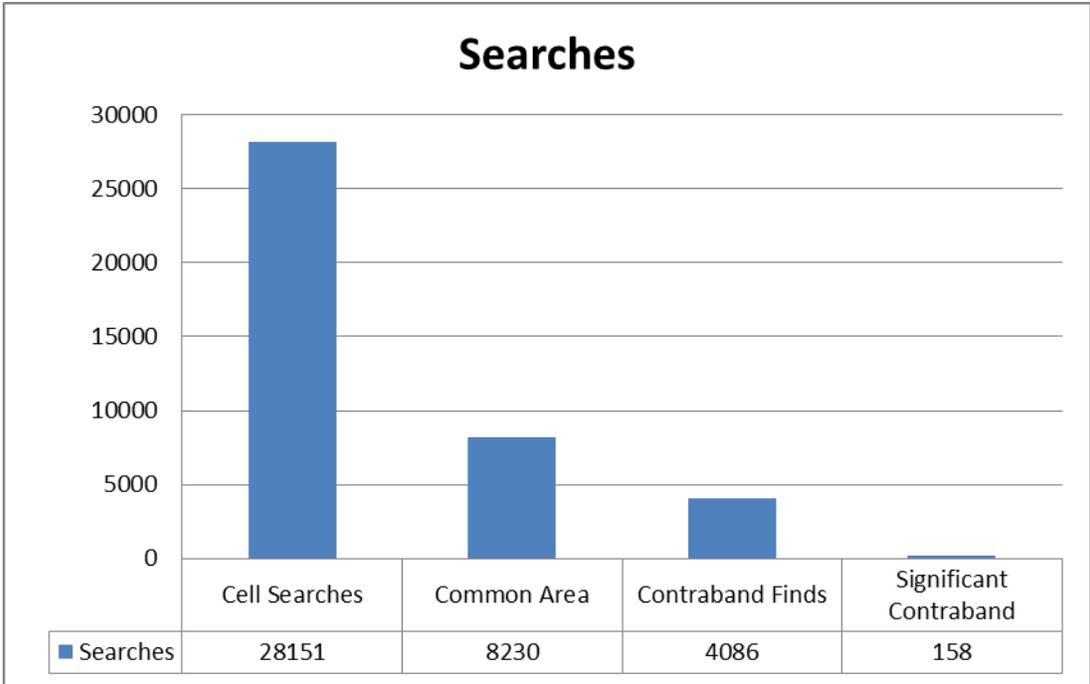
### **Alberta Facility**

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 **15** housing units, with the total facility holding an average of **397** offenders. The Security Division manages this community with Officers assigned to units, Officers patrolling units, and **1** Sergeant, and **1** Lieutenant supervising the security team. Each shift maintains Officers, **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 **27** female Officers. Our staffing at this time is **36** Officers with an authorized strength of **78** Officers. Currently we have **12** Officers that are certified and **24** awaiting certification through the academy.

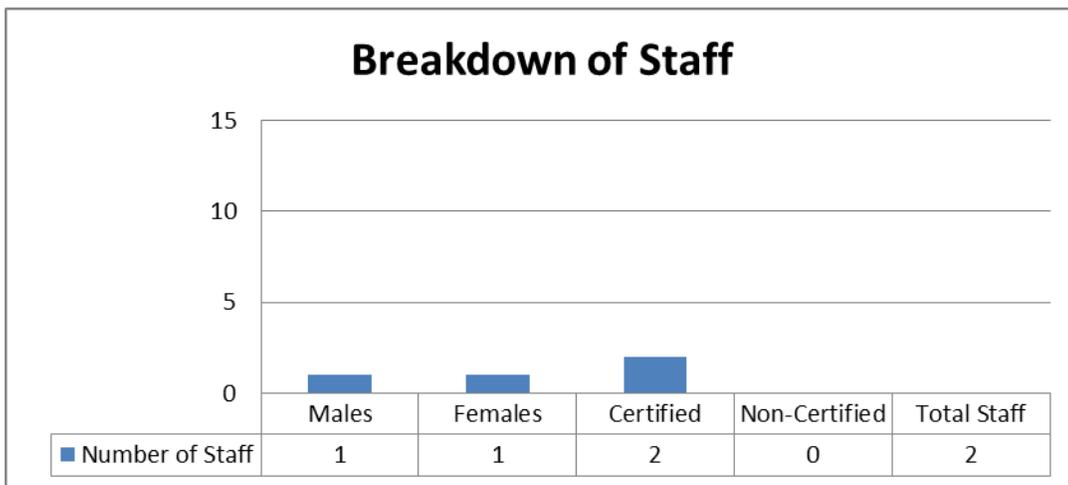


Performing these duties involves continuous searching, controlling, policing, guiding and providing structure to the unstructured. From July 1, 2020 to June 30, 2021, the Officers of the Meherrin River Regional Jail successfully conducted **28,151** cell searches and **8,230** common area searches. Of these searches, **4,086** netted nuisance contraband items. These searches also netted **158** significant contraband items such as drugs, lighters, cigarettes, etc. In the policing of the units, there were **29** fights, **109** uses of force, and **49** recorded medical incidents. We initiated **53** suicide watches during this year. We have had a very successful year with **0** major disturbances and/or forced escapes.

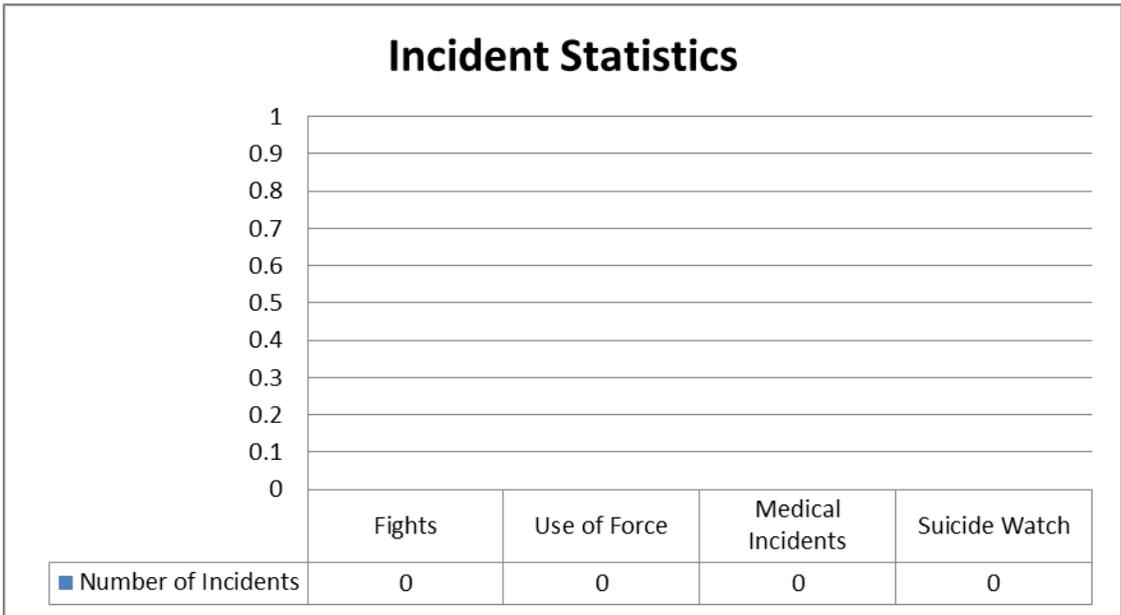
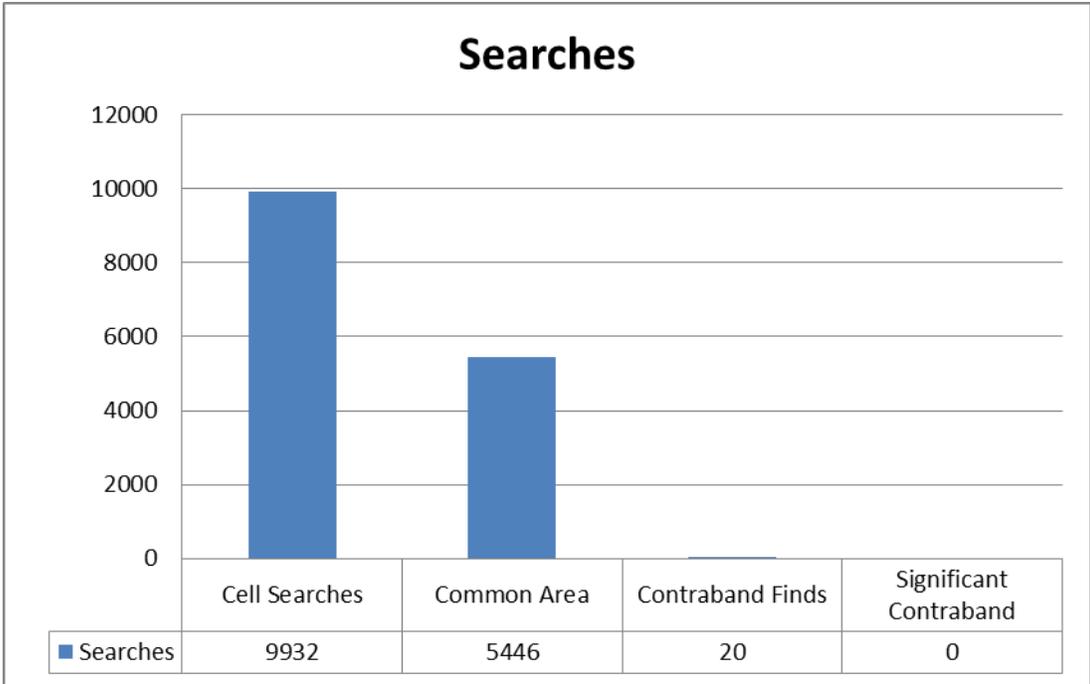


## Mecklenburg Facility

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. Due to the COVID-19 Pandemic, this facility has been temporarily closed as of January 1, 2021. The facility has **6** housing units and **2** Work Release units, with the total facility holding an average of **12** 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. Each shift maintains Officers and **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 **1** male Officer and **1** female Officer assigned to the Mecklenburg Facility. At this time we have **2** Officers with an authorized strength of **12** Officers. Currently we have **2** 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, 2020 to June 30, 2021 the Officers of the Meherrin River Regional Jail satellite facility successfully conducted **9,932** cell searches and **5,446** common area searches. Of these searches, **20** netted nuisance contraband items. These searches we had **0** significant contraband items. In the policing of the units, there were **0** fights, **0** uses of force, and **0** 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**

## **Programs**

The Meherrin River Regional Jail offers several programs for the offenders at MRRJ. Due to the on-going COVID-19 Pandemic some are temporarily suspended. The Programs Department continuously seeks inventive ways to offer programs and services to provide for the offenders. In the last few months we started utilizing the WEBEX video system to allow availability to some programs for offenders via no in-person contact from facilitators.

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. Of these programs, we currently still offer the law library, anger management, life skills, substance abuse, and Chaplain Services. All other classes are temporarily suspended due to COVID-19.

In addition, we partner with Capital Area Partnership Uplifting People (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. We are fortunate to be utilizing the WEBEX format to allow the offenders the opportunity to participate in this program.

All offenders incarcerated at Meherrin River Regional Jail are eligible to participate in the Substance Abuse and Anger Management Program. We are fortunate enough to provide this as it is provided by the same facilitators as the Life Skills Programs. 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.

Since the use of a non-contact video class room, a total of 385 offenders participated in these programs for this fiscal year. As of March 2021, some programs are up and running but some are still cancelled temporarily due to the uncertainty of the un-predictive COVID-19 Pandemic.

### **Religious Services**

As of March 2021 we have a new Chaplain, Mr. Joey Hanel. Services are up and running using WEBEX. Chaplain Hanel has also started a Religious Addiction Program called "Celebrate Recovery Inside". Celebrate Recovery Inside at Meherrin River Regional Jail is an extension of the Celebrate Recovery Ministry, a program founded by John and Cheryl Baker of Saddleback Valley Community Church in Lake Forest, California, that encourages fellowship and celebrates Christ's healing power in the lives of people as they work their way along the road to recovery. Lives are changed as experiences, strengths, and hopes are shared with one another. In addition, individuals become willing to accept God's grace and forgiveness in solving life's problems.

MRRJ is currently providing an 8 Week Course to equip offenders through weekly instruction, support and accountability. These are vital elements needed to begin recovering and conquering life altering issues. This 8 Week Course introduces offenders to only part of what is offered through the program, but it provides offenders with a healthy foundation to grow beyond their hurts, habits and hang-ups. One major benefit of this introductory course is that it provides offenders with the proper support needed to transition back into the community. Upon completion of the 8 Week Course the offenders receive a "Certificate" and a "Celebrate Recovery Inside Study Bible," as well as a list of resources upon request. Celebrate Recovery Inside at Meherrin River Regional Jail has the potential to produce upstanding citizens in our communities.

As of March 2021 we have had 405 participants in this program. This class is held in a class room setting via video and COVID guideline restrictions are in place. Chaplain Hanel also arranges video visits with offenders requesting chaplain visits.

### **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 teachers from the Brunswick County Public Schools that provide these services to the offenders. Due to the COVID-19 Pandemic, we have not had any offenders participate in this program this fiscal year.

### **Library Services**

The general library is temporarily suspended at this time due to the COVID-19 Pandemic. Meherrin River Regional Jail is looking in to ways to have this back up and running in a safe manner the near future. 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. Offenders at the Alberta Facility 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. The Law library is utilized by offenders requesting through request forms and is put in place for the offender to use.

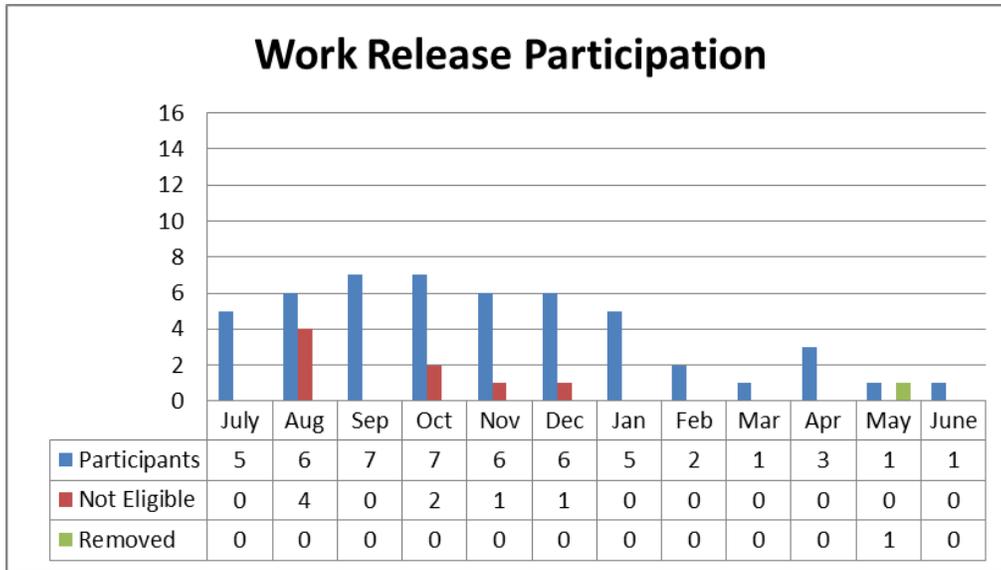
### **Clerical Services**

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 \$22,130 from offenders participating in the program to help offset the costs of their incarceration. During 2020-2021 there was 1 offender removed from the program for disciplinary violations.



### Work Force

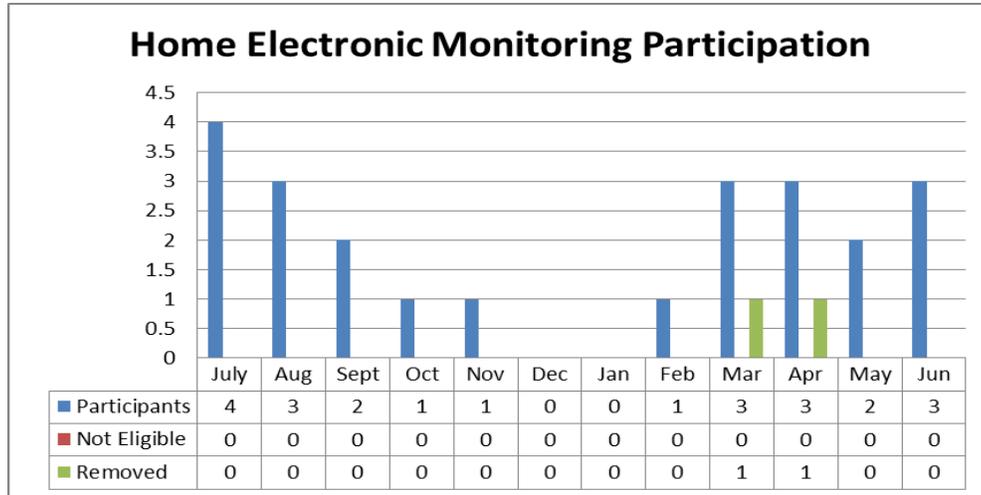
The Meherrin River Regional Jail has seventeen offenders designated and approved to work for the localities of Brunswick, Dinwiddie and Mecklenburg. These minimum security offenders maintain the counties' grounds and provide assistance on special jobs that require extra manpower.

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, 12 offenders participated in the HEM program. The facility collected \$7,130 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.

Typically, family and friends visit with the offender via video conference from the Visitation Center located in the Lobby of each facility. However, due to the COVID-19 pandemic, 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.

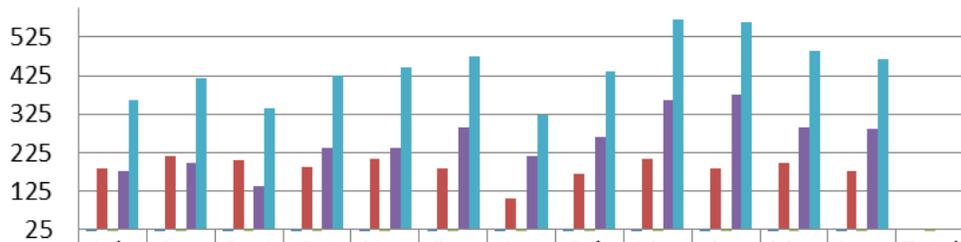
When the visit begins, the offender and visitors will be connected by computer where they can see and talk to each other. Once the Lobbies are able to open back up to the public, the visitors may visit at either the main facility in Alberta or the satellite facility in Mecklenburg for on-site video visits 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.

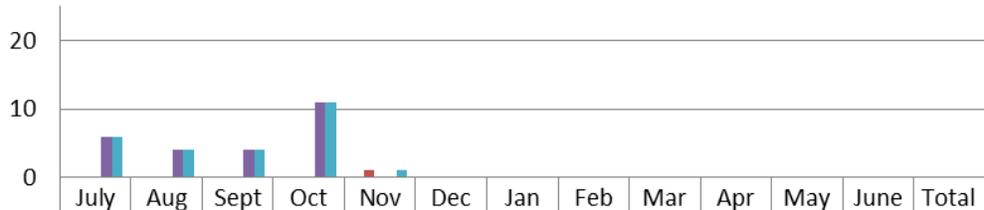
During the period of July 1, 2020 thru June 30, 2021, there were 5,315 visitors recorded at the Alberta Facility and 26 visitors at the Mecklenburg Facility. Of those visits, 2,236 were professional visits and 3,079 were internet visits at the Alberta Facility and 1 visit was a professional visit and 25 were internet visits at the Mecklenburg Facility. The visits at the Mecklenburg Facility decreased over the last year due to the fact that the facility was temporarily closed due to staffing shortages and COVID-19.

## Visitation Conducted - Alberta



|                     | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Total |
|---------------------|------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|-------|
| Personal Visits     | 0    | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     |
| Professional Visits | 185  | 217 | 204  | 188 | 209 | 186 | 106 | 169 | 209 | 186 | 199 | 178  | 2236  |
| Extended Visits     | 0    | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     |
| Internet Visits     | 178  | 200 | 137  | 237 | 239 | 290 | 215 | 266 | 362 | 376 | 291 | 288  | 3079  |
| Totals              | 363  | 417 | 341  | 425 | 448 | 476 | 321 | 435 | 571 | 562 | 490 | 466  | 5315  |

## Visitation Conducted - Mecklenburg

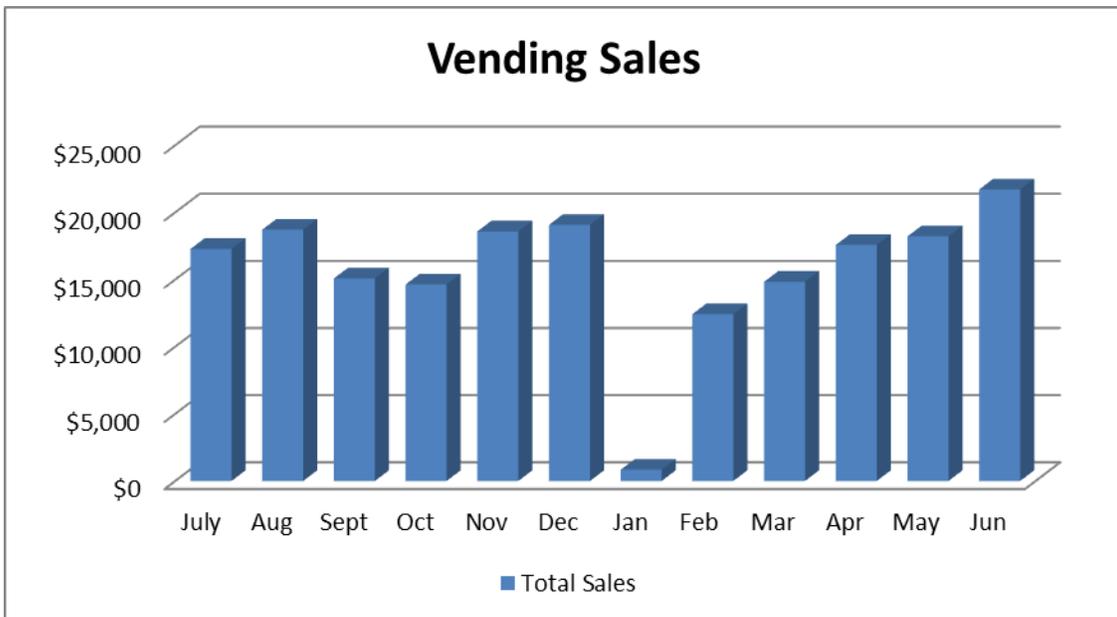
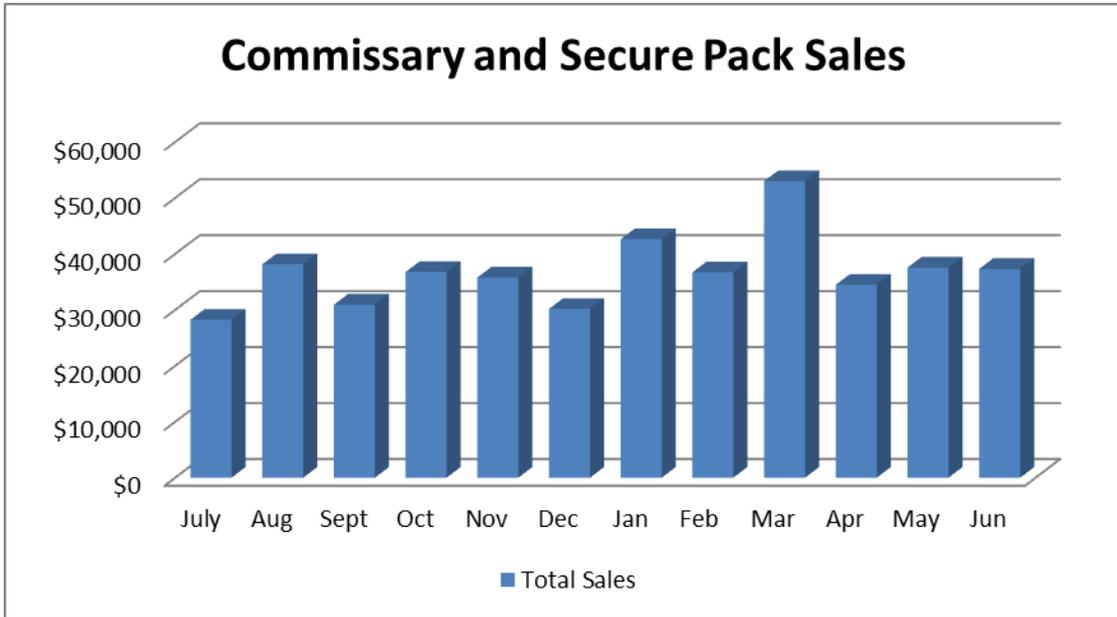


|                     | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Total |
|---------------------|------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|-------|
| Personal Visits     | 0    | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     |
| Professional Visits | 0    | 0   | 0    | 0   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 1     |
| Extended Visits     | 0    | 0   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     |
| Internet Visits     | 6    | 4   | 4    | 11  | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 25    |
| Totals              | 6    | 4   | 4    | 11  | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 26    |

## Commissary

During the 2020-2021 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

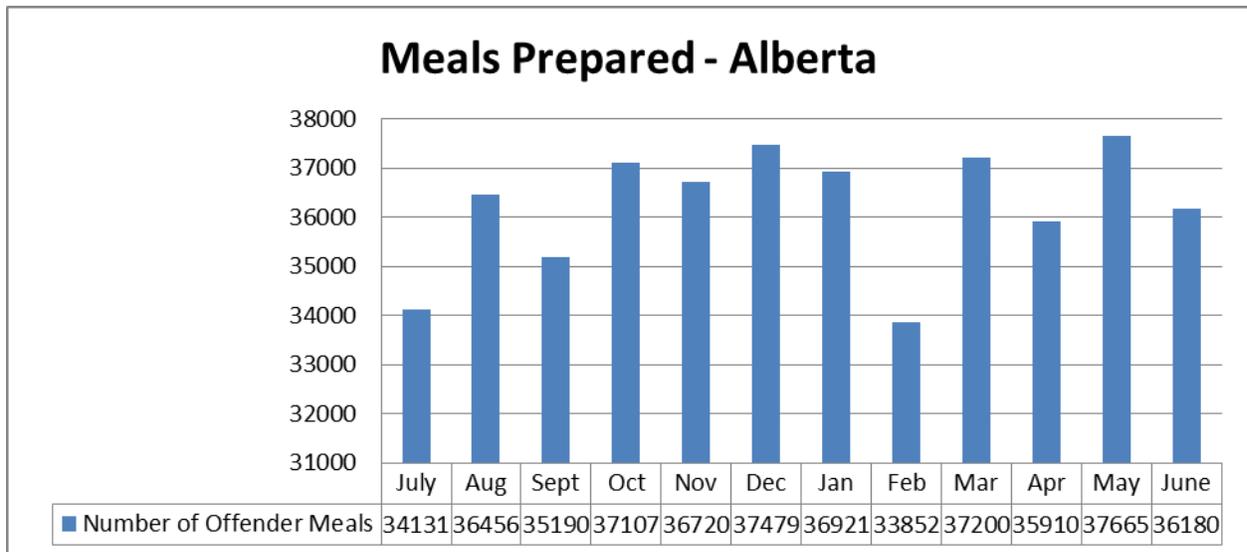
credit card. The revenue generated from the sale of commissary is used to purchase items such as magazines, newspaper subscriptions, and recreational equipment that benefit the offender population.



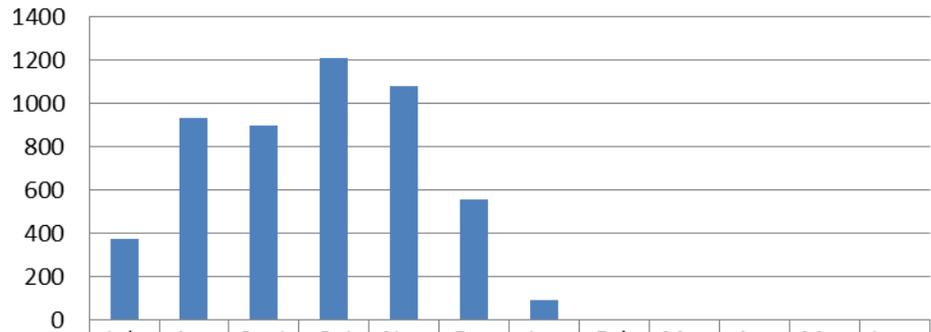
## Food Service Department

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, 2020 to June 30, 2021, 434,811 offender meals were prepared for the Alberta Facility and 5,142 offender meals for the Mecklenburg Facility.

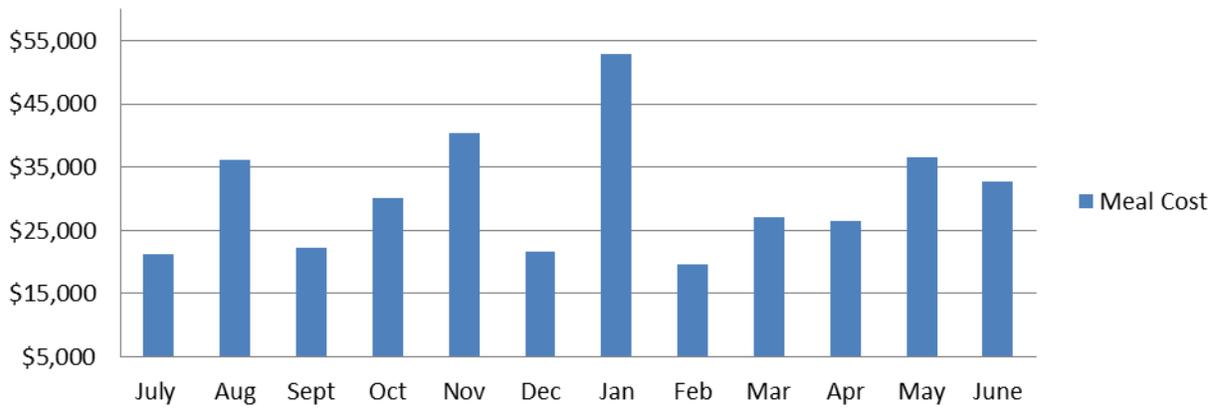


### Meals Prepared - Mecklenburg

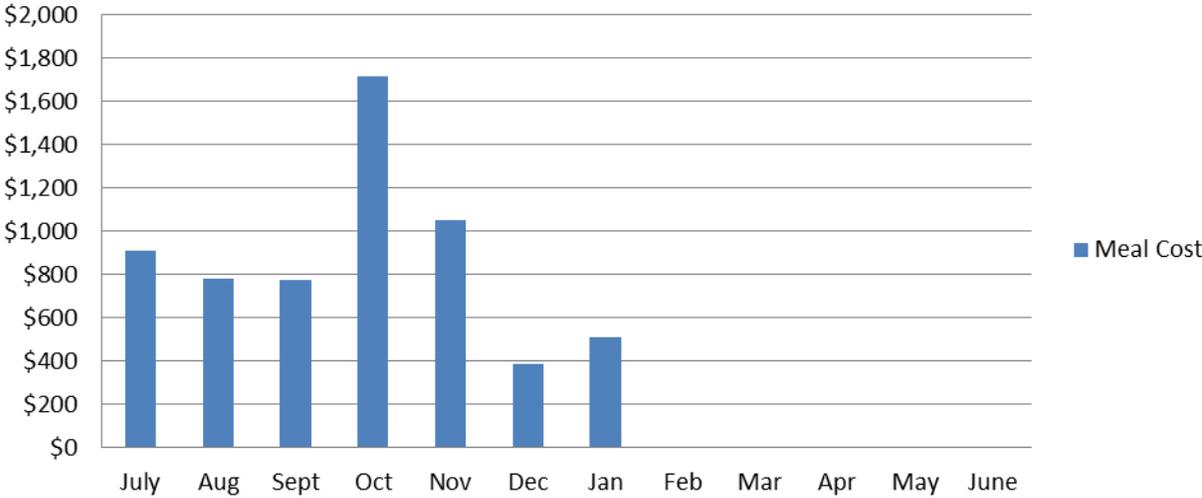


|                            | July | Aug | Sept | Oct  | Nov  | Dec | Jan | Feb | Mar | Apr | May | June |
|----------------------------|------|-----|------|------|------|-----|-----|-----|-----|-----|-----|------|
| ■ Number of Offender Meals | 372  | 930 | 900  | 1209 | 1080 | 558 | 93  | 0   | 0   | 0   | 0   | 0    |

### Cost of Meals - Alberta



### Cost of Meals - Mecklenburg



# Operations

## Maintenance Department

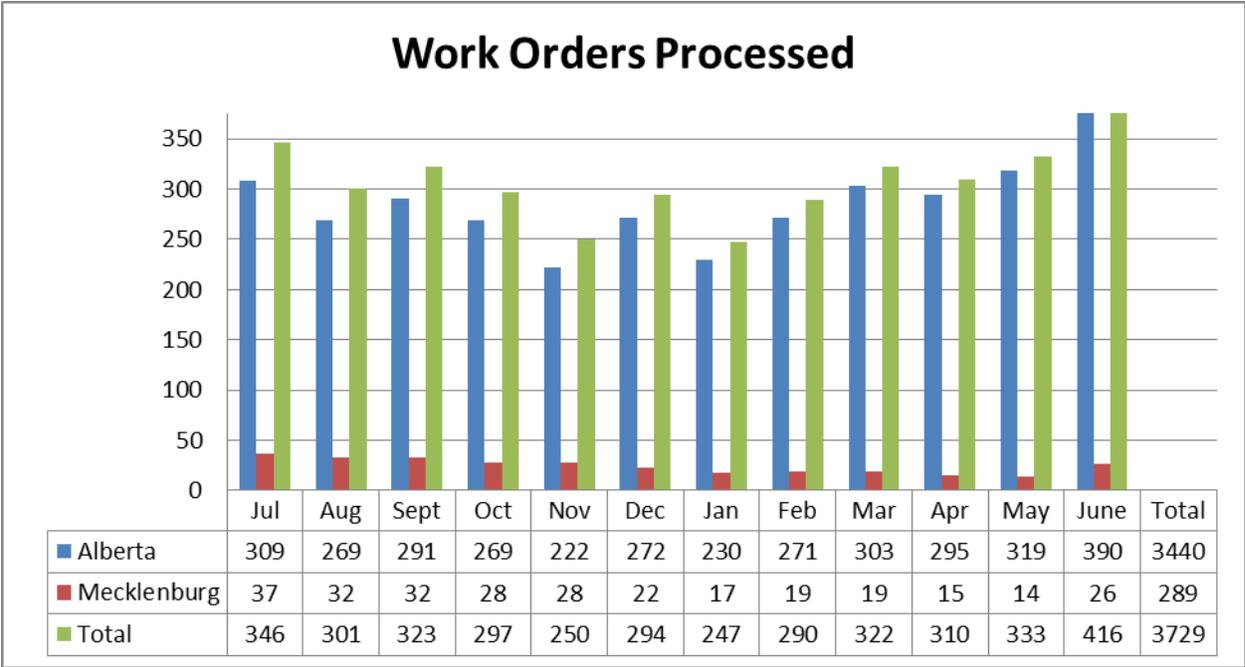


Michael Daniel started his career with Meherrin River Regional Jail as an IT Technician (Security Electronics) in 2018. He is a 2007 graduate of Brunswick High School and currently resides in Brunswick County. He completed a 2 year certification course in High Performance Technology and has an associate's degree in Information Systems Technology from Southside Virginia Community College. Prior to working with Meherrin River Regional Jail, Michael worked as a manager at Freedom Life Fitness where he managed day to day operations, installed security cameras, updated technologies and completed repairs to fitness equipment and security systems as needed. Since beginning his career with Meherrin River Regional Jail, Michael has received his certification as a Certified Firefly Technician and has been awarded Employee of the Quarter on three occasions. Michael possesses a strong work ethic and takes pride in his job performance.

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 Boynton, 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/Grounds Officer and one (1) IT Technician. The Warehouse/Grounds Officer is a Certified Officer and can assist other departments when they are short staffed. The Warehouse/Grounds 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 Warehouse/Grounds Officer's duties also include 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 responsibility is to maintain the security electronics equipment and software, including touchscreen computers and the camera systems at both facilities as well as assisting the IT Department when needed.



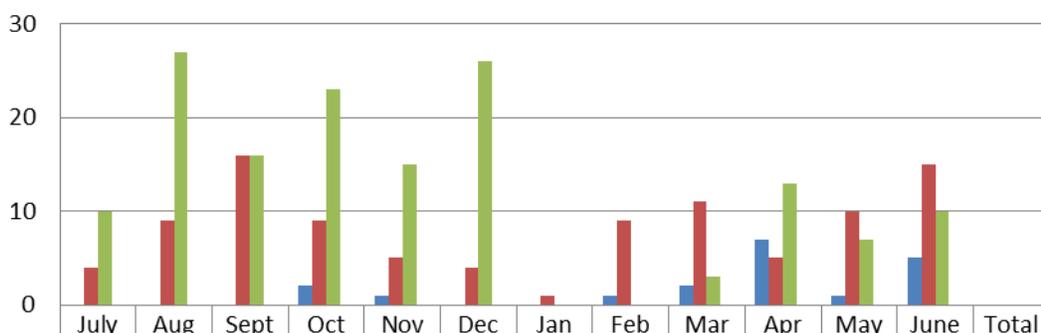
### Transportation

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, and many other locations 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.

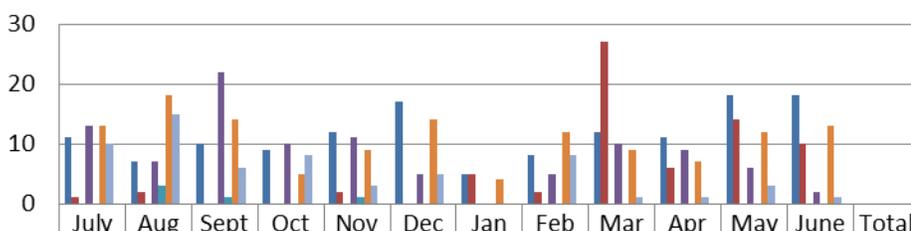
The COVID-19 pandemic had an effect on the number of transports from July 2020 until the end of June 2021. Due to the continuing issues involving COVID-19, the courts and transportation staff have worked together to safely make it possible to transport some offenders so they may appear in person to court hearings. However, even with the progress, the number of video arraignments, such as advisements, bond hearings, court trials and sentencing for the courts, still stands at nearly triple the amount of in person court hearings that would have been in person at the courthouses.

## Transports for Local Agencies



|               |    |    |    |    |    |    |   |    |    |    |    |    |     |
|---------------|----|----|----|----|----|----|---|----|----|----|----|----|-----|
| ■ Brunswick   | 0  | 0  | 0  | 2  | 1  | 0  | 0 | 1  | 2  | 7  | 1  | 5  | 19  |
| ■ Dinwiddie   | 4  | 9  | 16 | 9  | 5  | 4  | 1 | 9  | 11 | 5  | 10 | 15 | 98  |
| ■ Mecklenburg | 10 | 27 | 16 | 23 | 15 | 26 | 0 | 0  | 3  | 13 | 7  | 10 | 150 |
| ■ Totals      | 14 | 36 | 32 | 34 | 21 | 30 | 1 | 10 | 16 | 25 | 18 | 30 | 267 |

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



|                            |    |    |    |    |    |    |    |    |    |    |    |    |     |
|----------------------------|----|----|----|----|----|----|----|----|----|----|----|----|-----|
| ■ Medical                  | 11 | 7  | 10 | 9  | 12 | 17 | 5  | 8  | 12 | 11 | 18 | 18 | 138 |
| ■ DOC                      | 1  | 2  | 0  | 0  | 2  | 0  | 5  | 2  | 27 | 6  | 14 | 10 | 69  |
| ■ Federal Court VA         | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0   |
| ■ Federal Court NC Eastern | 13 | 7  | 22 | 10 | 11 | 5  | 0  | 5  | 10 | 9  | 6  | 2  | 100 |
| ■ Federal Court NC Middle  | 0  | 3  | 1  | 0  | 1  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 5   |
| ■ Dinwiddie Lockup         | 13 | 18 | 14 | 5  | 9  | 14 | 4  | 12 | 9  | 7  | 12 | 13 | 130 |
| ■ Other Agencies           | 10 | 15 | 6  | 8  | 3  | 5  | 0  | 8  | 1  | 1  | 3  | 1  | 61  |
| ■ Total                    | 48 | 52 | 53 | 32 | 38 | 41 | 14 | 35 | 59 | 34 | 53 | 44 | 503 |

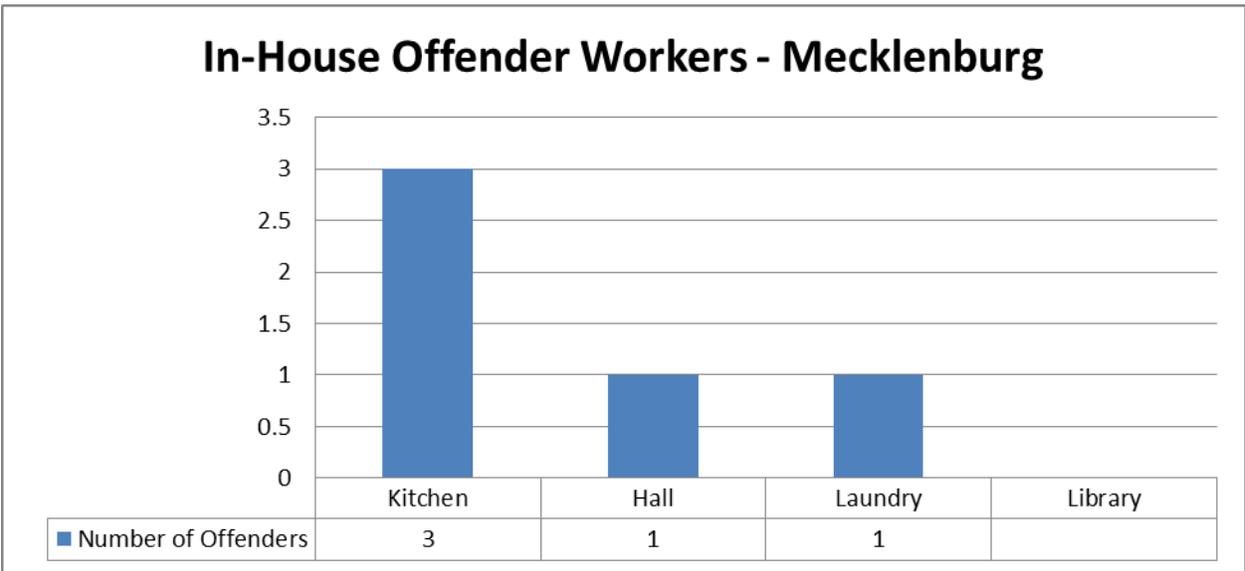
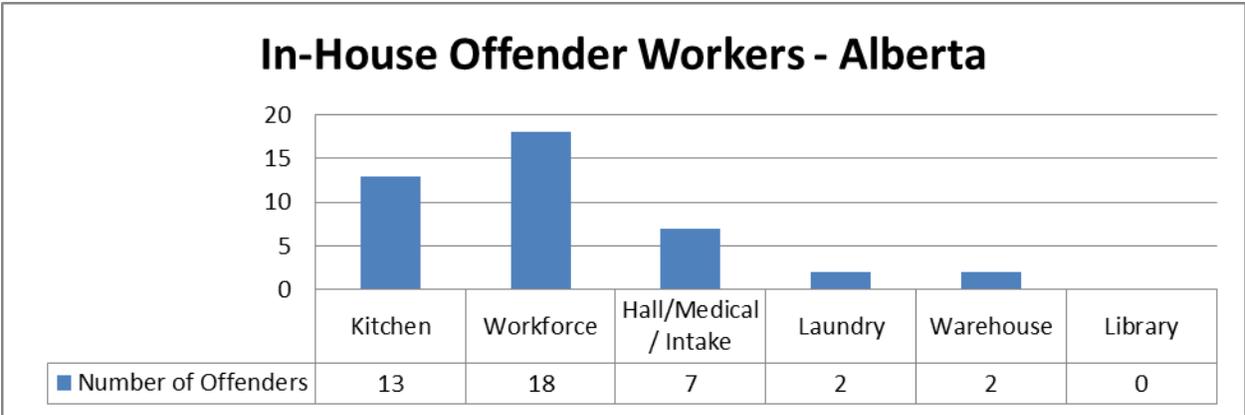
## Classification

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

Before moving an inmate into general population, the Classification Officer is responsible for ensuring that all inmates have been tested and cleared of having tuberculosis. Once the inmate has been cleared by our medical department, the Classification Officer then determines where inmates will be housed based on an interview conducted within the first 72 hours of the inmate's arrival at the facility. Every ninety (90) days, inmates 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 inmate workers within the facility. Inmate workers are responsible for maintaining cleanliness throughout the facility in accordance with guidelines established by the Department of Corrections and the American Correctional Association. Inmate 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 2020 thru June 2021, there were a total of 42 inmate workers for Alberta and 5 inmate workers for Mecklenburg assigned on a monthly basis throughout the facility for inside and outside work. During the COVID-19 Pandemic, the Mecklenburg Facility began only housing Work Release offenders and eventually closed temporarily in January 2021.

Due to the COVID-19 Pandemic, beginning 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 outside of their cell. The offenders are encouraged to wash their hands, wear a mask and keep rooms clean at all times. Soap is distributed to all offenders every Wednesday. 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 and three times a week to check their mental status. 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.

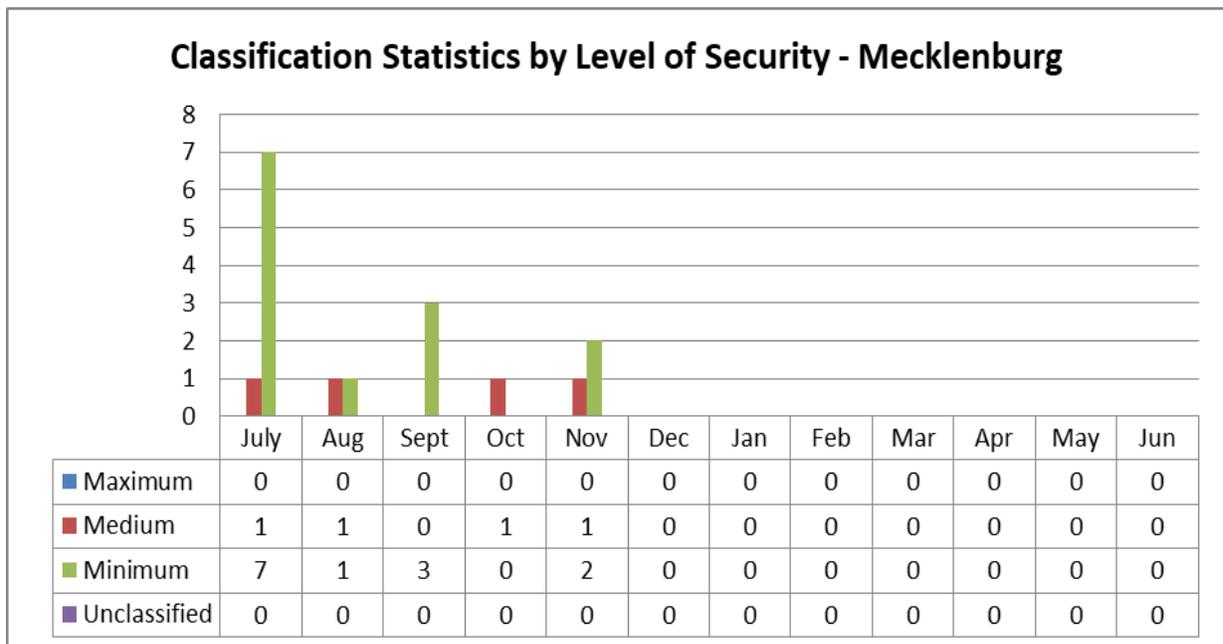
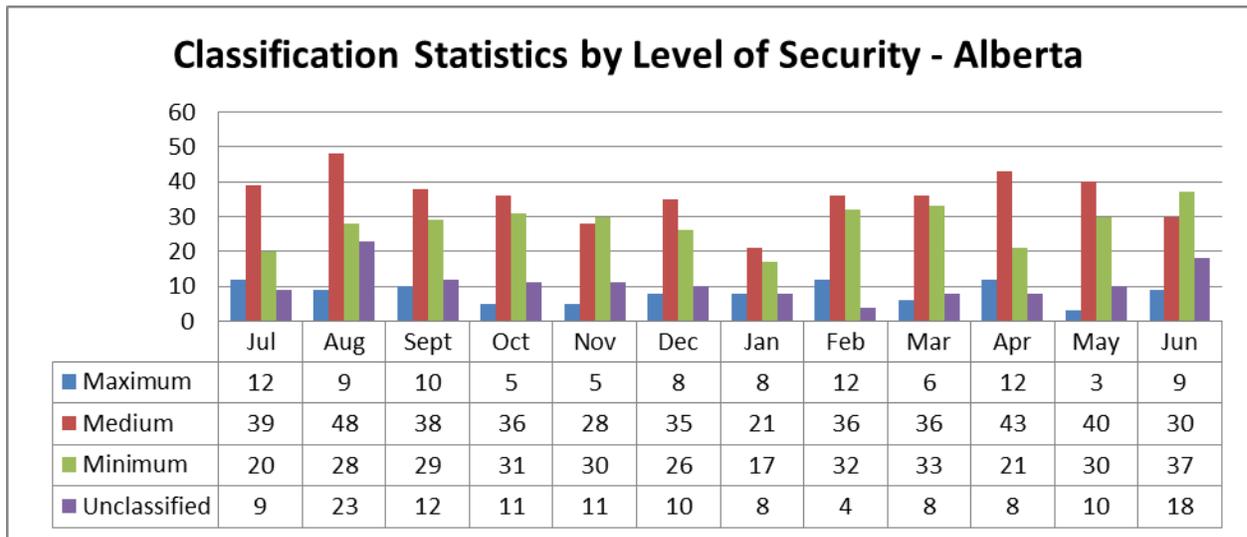


The Meherrin River Regional Jail classifies offenders based on three separate custody levels. Offenders who have committed non-violent offenses are placed in the least restrictive level, which is minimum custody. Offenders who have violent criminal histories and are currently incarcerated on violent 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.

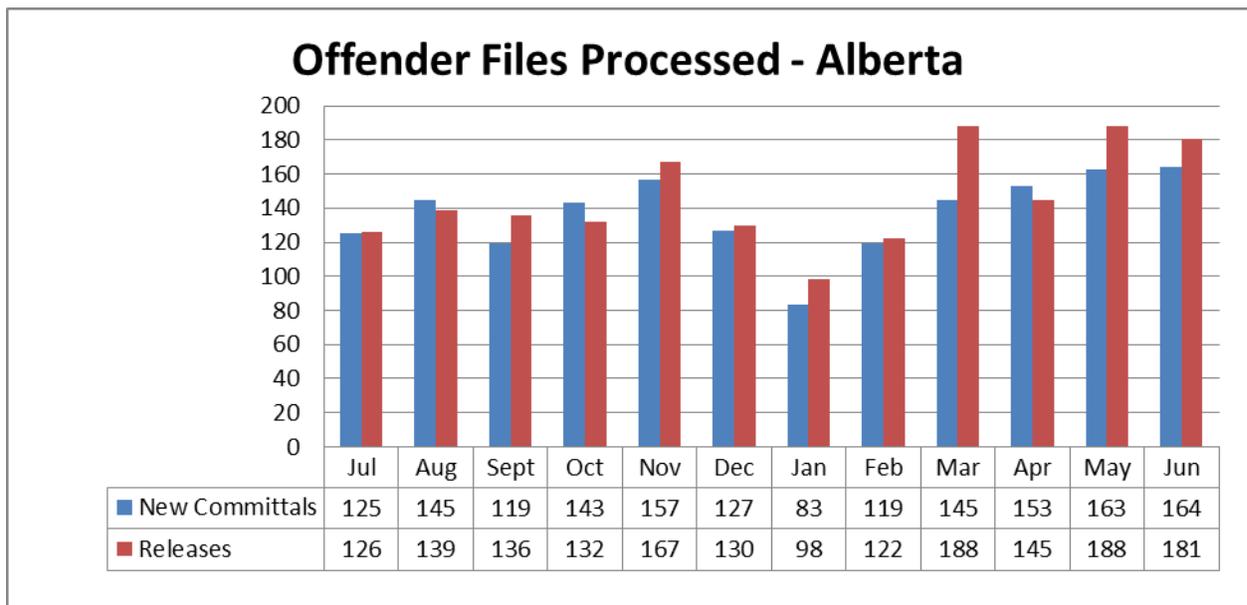
From July 1, 2020 through June 30, 2021, 1,058 offenders were classified at the Alberta Facility and 17 offenders were classified at the Mecklenburg Facility. Of that number of offenders classified in Alberta, 334 were minimum custody, 430 were medium custody and 99 were maximum custody. Of that number of offenders classified in Mecklenburg, 13 were minimum custody, 4 were medium custody and 0 were maximum custody. There were also an additional 132 offenders processed into the facilities that were not classified due to being released prior to seeing classification.



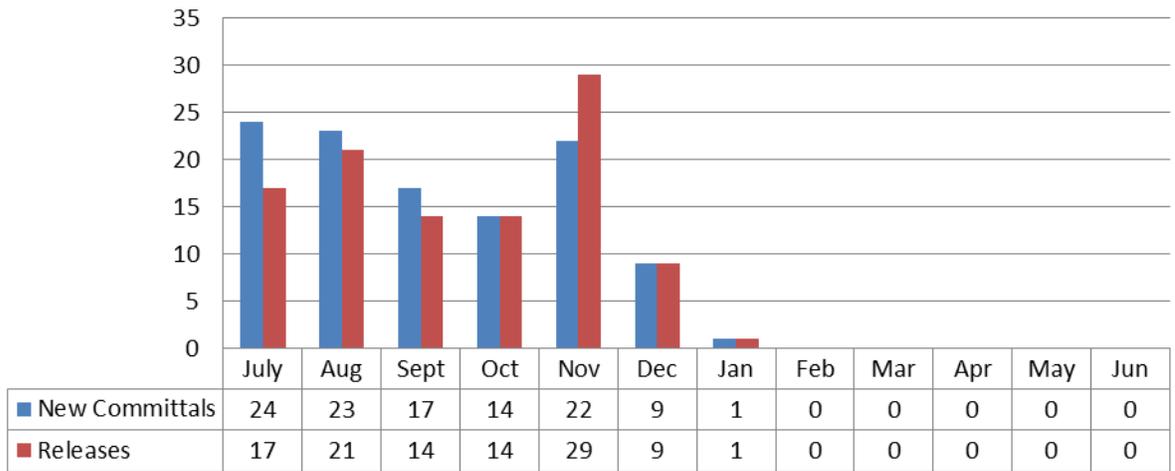
## Records

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, 2020 through June 30, 2021 the Alberta Records Department processed 3,395 offender folders. Of those folders, 1,643 were new committals into the facility and 1,752 were offenders released from the facility. The Mecklenburg Records Department processed 215 offender folders. Of those folders, 110 were new committals into the facility and 105 were offenders released from the facility.

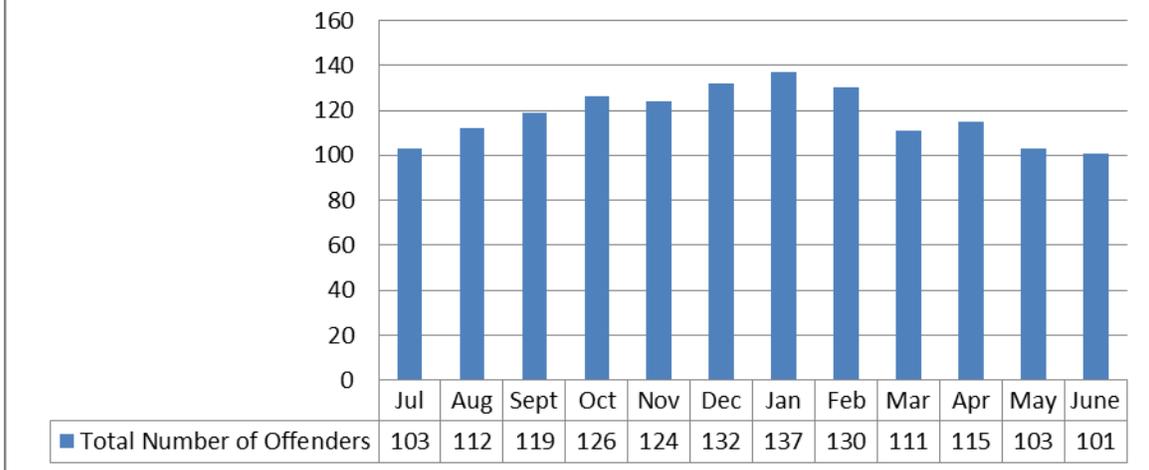


### Inmate Files Processed - Mecklenburg



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 1,413 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:

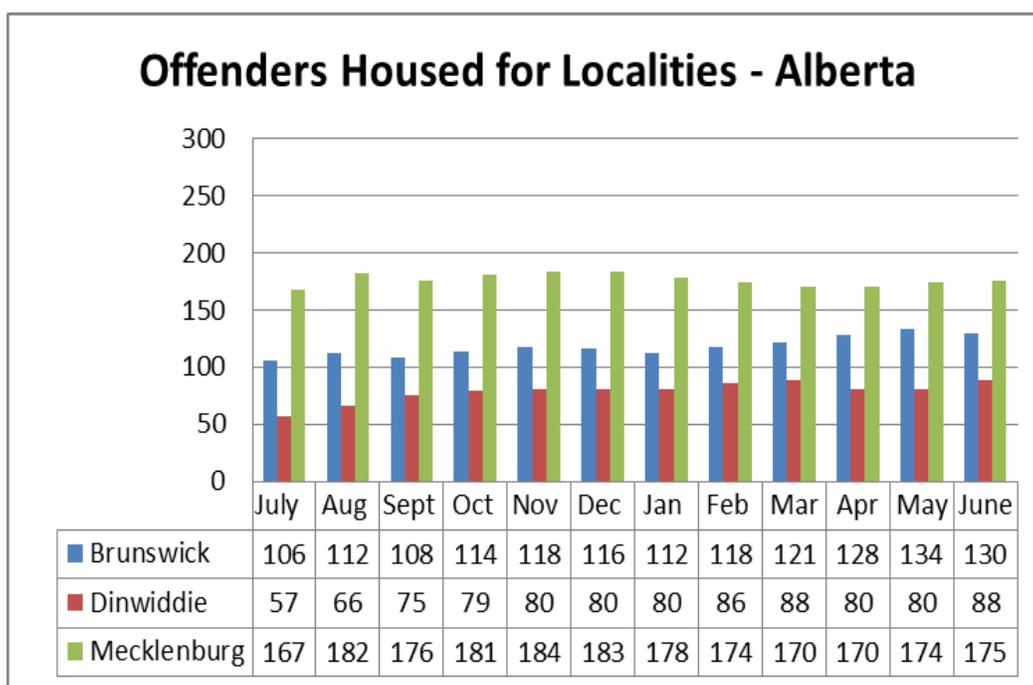
1. Commitments dropped drastically beginning in March of 2020. They have been slowly edging back towards “normal”, but the numbers are still remarkably lower than the same time frame in FY19.
2. Records now coordinates with our courts to have documents reviewed and signed by offenders due to the majority 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)

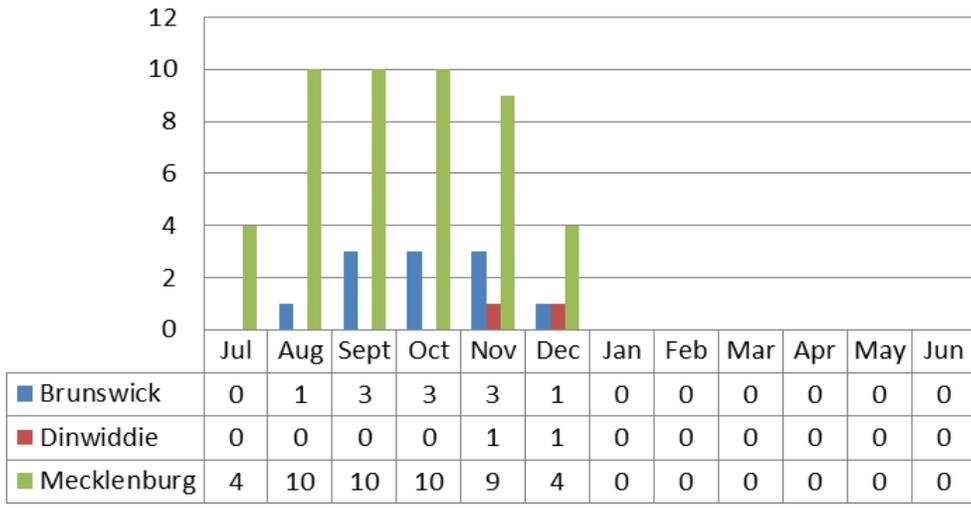
The primary goal of the LIDS Technician is to maintain the offender records on a daily basis. The LIDS Technician ensures the accuracy and integrity of all data entered into Meherrin River Regional Jail's Jail Management System and the Virginia Compensation Board's LIDS-CORIS system. Each offender record 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.

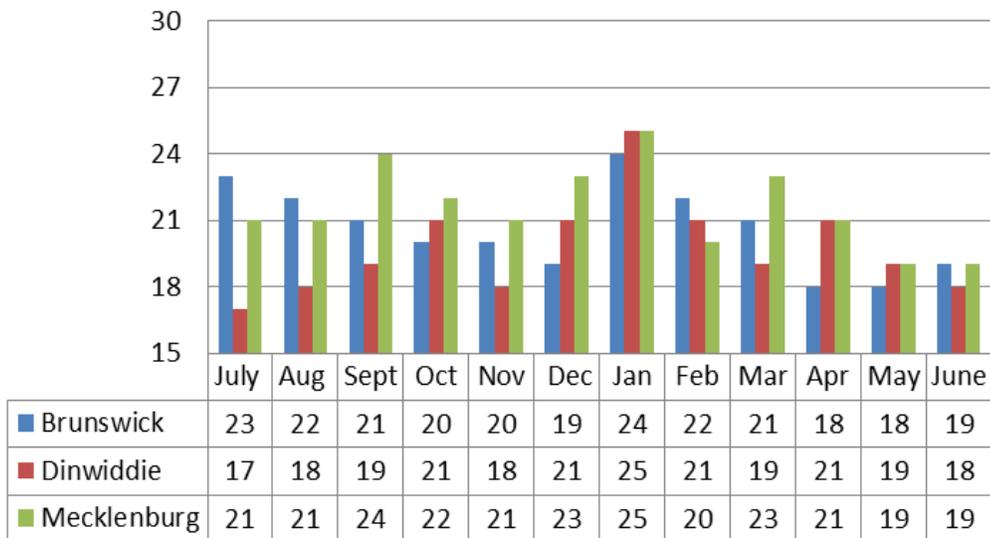
The Meherrin River Regional Jail is audited, at a minimum of every two years, by the Virginia Compensation Board to ensure that the facility is in compliance with the guidelines that the Board has established.



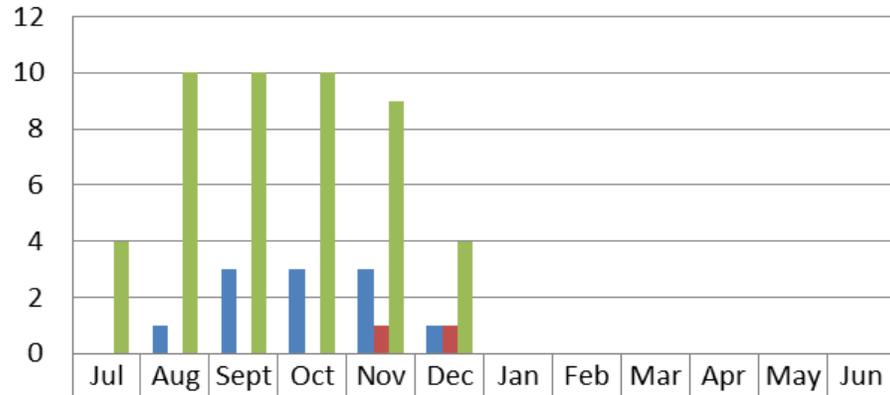
### Inmates Housed for Localities - Mecklenburg



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



### Inmates Housed for Localities - Mecklenburg



|               |   |    |    |    |   |   |   |   |   |   |   |   |
|---------------|---|----|----|----|---|---|---|---|---|---|---|---|
| ■ Brunswick   | 0 | 1  | 3  | 3  | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| ■ Dinwiddie   | 0 | 0  | 0  | 0  | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| ■ Mecklenburg | 4 | 10 | 10 | 10 | 9 | 4 | 0 | 0 | 0 | 0 | 0 | 0 |

## Intake/Booking



Sgt. Mandy Perkinson started her career at Meherrin River Regional Jail in November 2012 as a night shift unit officer. Sgt Perkinson was assigned to MRRJ's Intake Department in 2012. In 2016 she was promoted to Sergeant of Intake where she happily still serves. Sgt Perkinson is a General Instructor and a CIT Instructor which she is extremely passionate about. Sgt Perkinson is trained as a backup Classification Officer & helps train new hires when needed. Sgt Perkinson is also a Peer Supporter at the facility.

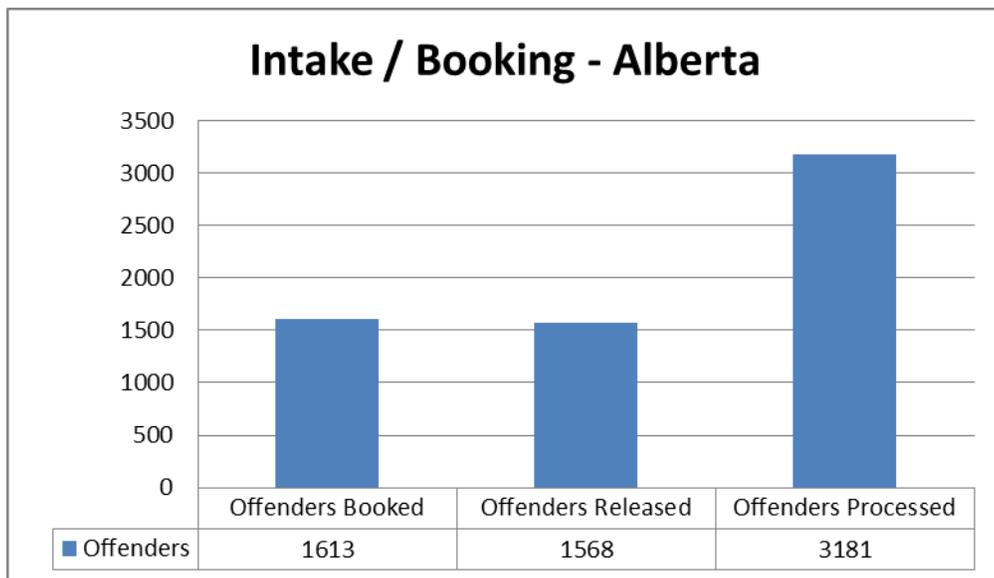
Sgt. Perkinson is passionate about her career which is shown by her Academic Achievement Award from her time at the Academy and perfect attendance last year. When she's not at work, she enjoys spending time with her family including her new son born this past June.

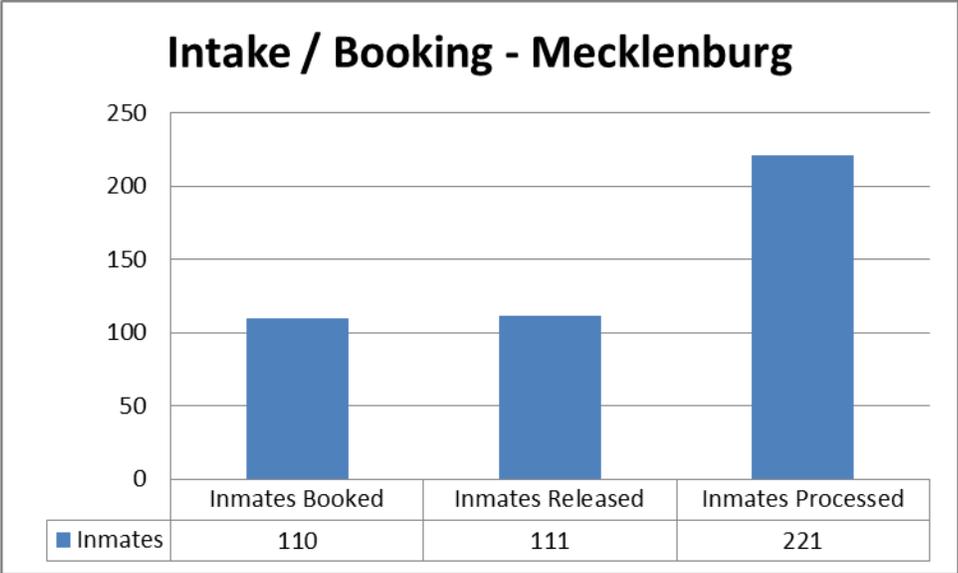
The Intake Process is the foundation for the offender's incarceration. The process begins when an offender is accepted into the Meherrin River Regional Jail. The Intake Officers review and ensure all committal documents are accurate prior to accepting custody from the arresting officer. Once custody 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.

The 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 1,613 offenders at the Alberta Facility and 110 at the Mecklenburg Facility. They also processed for release, 1,568 individuals at the Alberta Facility and 111 at the Mecklenburg Facility without serious incident to officer or offender. A total of 3,402 offenders were processed by Intake in this fiscal year.

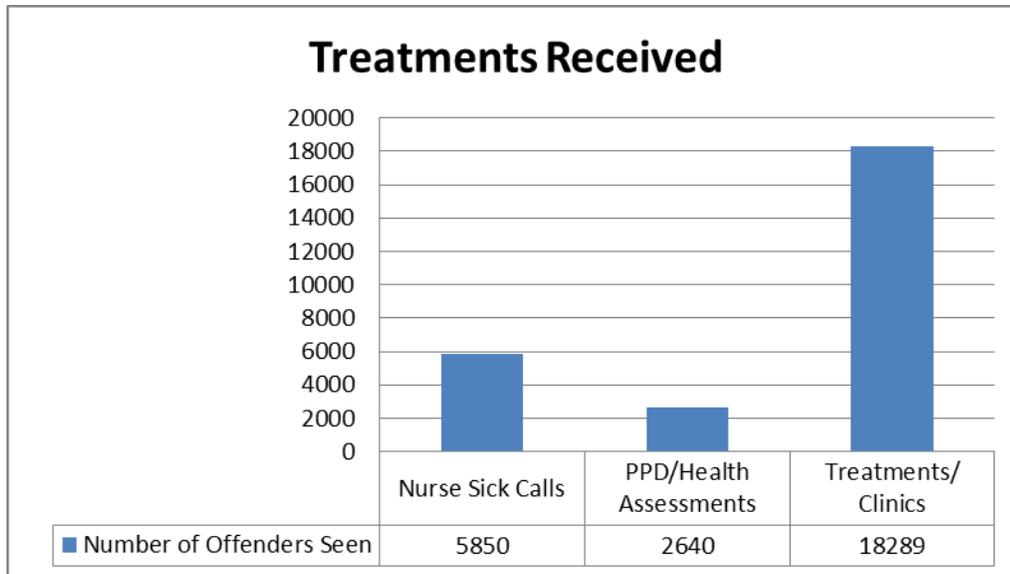




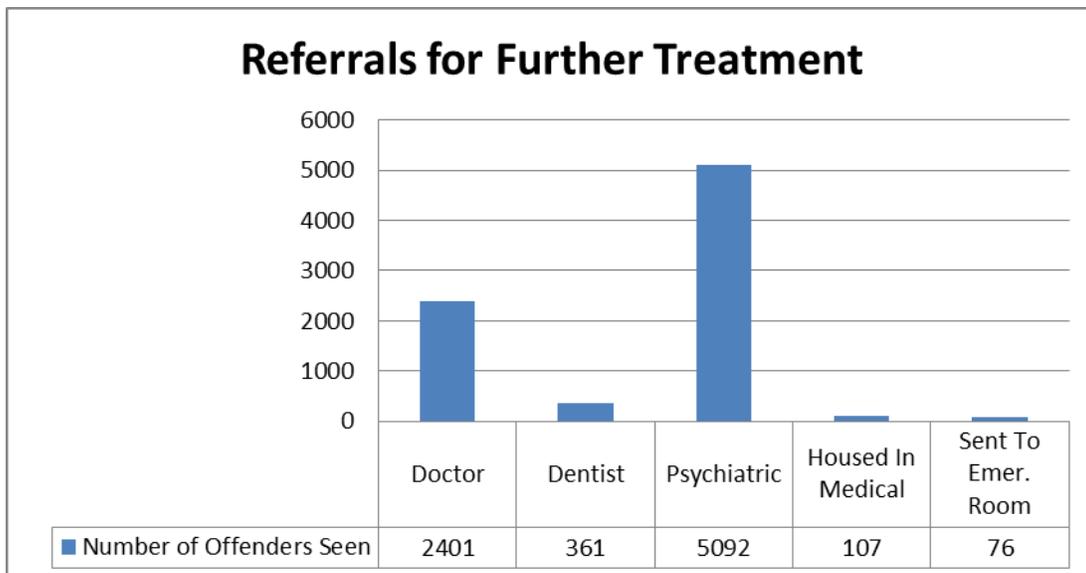
### Medical Department

Mediko’s primary mission is to provide quality health care to all inmates. 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 inmates to go to outside medical resources when their problems require treatments beyond the scope of the department’s practice. Mediko also educates inmates on options for Mental Health and Health Care follow ups when released from incarceration.

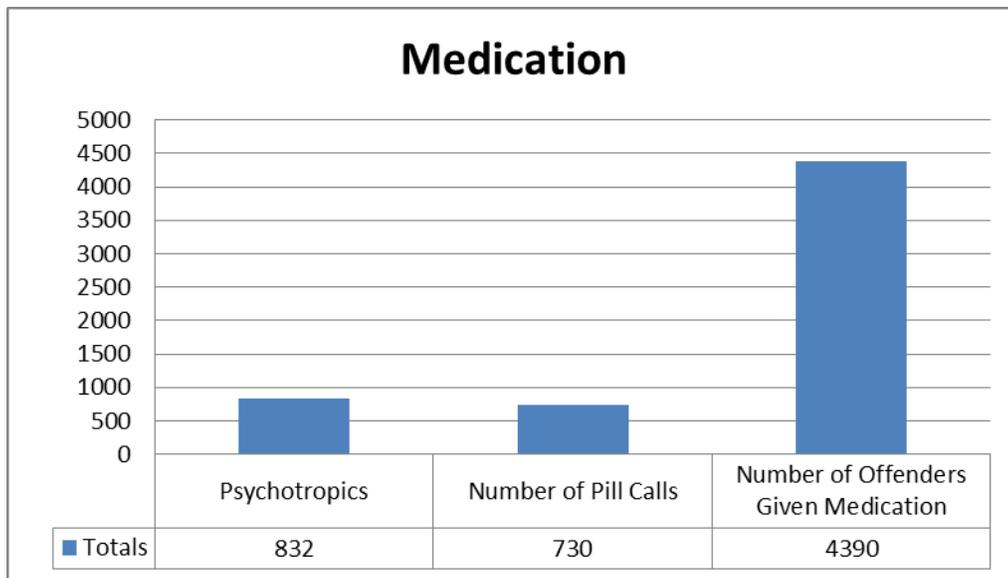


The Medical Department continues to be a busy place. The number of sick calls totaled **5,850**. In addition, **2,640** PPD'S (Purified Protein Derivative) / Health Assessments were performed, as well as **18,289** treatments / clinics. We are currently seeing inmate population with chronic health problems. 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 **2,401** inmate 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 inmates 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, 2020 to June 30, 2021, **4,390** inmates were given medication, either through Pill Call or the KOP Program. We hope that giving the inmate 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 inmate population.



## **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 Debra Newton was chosen as the Employee of the Year! 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, 2020 and 2021. 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.

### **Supervisor of the Year**



Lieutenant Rodney Brown was chosen as the Supervisor of the Year! 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.