

2015 Annual Report



Alberta Facility



Mecklenburg Facility

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 Shelley Slaughter, Executive Secretary, of the Meherrin River Regional Jail (MRRJ).

TABLE OF CONTENTS

Message from the Superintendent.....	1
Mission Statement.....	2
Facility Overview.....	3

ADMINISTRATION DIVISION

Finance.....	4-6
Information Technology.....	7
Maintenance Department.....	8-9

SECURITY DIVISION

Security.....	10-15
Intake.....	16-18

SUPPORT SERVICES DIVISION

Inmate Programs.....	19-22
Home Electronic Monitoring Participation.....	23
Training.....	24-26
Commissary.....	27-28
Food Service.....	29-31
Transportation.....	32-33

OPERATIONS DIVISION

Classification.....	34-36
Records.....	37-38
Local Inmate Data System (LIDS).....	39-41

Visitation.....42-43

MEDICAL

Medical.....44-47

EMPLOYEE RECOGNITION

Employee of the Year.....48-49

Virginia Association of Regional Jails (VARJ) Pistol Tournament.....50

MEHERRIN RIVER REGIONAL JAIL

2015 ANNUAL REPORT

A letter from the Superintendent:

Over the past year, many accomplishments were realized within Meherrin River Regional Jail Authority. The Jail received the "Certificate of Achievement for Excellence in Financial Reporting" for the second year. The annual budget was converted and submitted to the Government Finance Officers Association (GFOA) for the Distinguished Budget Award. The GFOA submitted a letter to the Authority dated September 16, 2015 notifying them the budget had been awarded this award.

At no cost to the facility, the Jail partnered with Pay My Jailer, which is an organization that helps recover outstanding inmate debt. The Authority expanded visitation capabilities to the families of the inmates. In addition to the set number of on-site visits allowed per week per inmate, and in addition to internet visitation, families can visit for extended periods of time and/or enjoy more than the set number of 2 visits per week. Families can also use their android phones to visit. These added features allow more flexibility and more opportunities for the families while generating revenue for the Jail.

The Authority received the Prison Rape Elimination Act certification for both facilities. In addition, one of the Authority's Lieutenant's was awarded Supervisor of the Year by the Virginia Association of Regional Jails and the Superintendent was awarded Superintendent of the Year. Several employees won first place in several other events during the Virginia Association of Regional Jail Conference to include the Pistol Tournament.

The staff of Meherrin River Regional Jail Authority works hard each year to give back to the communities. 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 Mecklenburg Sheriff's Office Cops and Kids program, Special Olympics and donating items to families in needs during the holidays, staff participated in Career Day and school tours. Staff participated in five Career Day Programs and five school tours. The tours provided 203 students an opportunity to learn about the job functions and responsibilities within the Jail and how it is important within the community.

Sincerely,

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 inmates entrusted to our care, to be proactive, seeking innovative correctional and rehabilitative practices that hold inmates accountable, and to assist inmates 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 inmates at the confines of our facilities. We shall strive to maintain programs and various opportunities for inmates to improve their character and morale to reduce recidivism statistics within our surrounding communities. We further strive to effectively and evenhandedly respect each inmate 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 inmate 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 inmates 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 inmates 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

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 inmate intake, a 12 bed center for transport inmates, a 5 bed center for inmate 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 inmates, female work release inmates and general population female inmates. There are 9 general population units for the male inmates 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 inmates who require special medical attention. Two of the cells are designated to house inmates 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 inmate 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 inmates. There are 7 general population units for male inmates 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 inmates 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 inmates 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

Crystal L. Willett
Superintendent

Major Brent Wright
Deputy Superintendent

Administrative Personnel

Lt. R. Jacobs, Administration Lieutenant
J. Derrenbacher, Finance Director
R. Whitby, Accounting Manager
H. Jimmerson, Account Clerk III
S. Slaughter, Executive Secretary
S. Newcomb, Secretary
G. Short, Information Technology Director
D. Marshall, Information Technology
J. Clark, Information Technology

Maintenance Department

T. Lacks, Maintenance Director
D. Baird, Maintenance Tech.
D. Cooper, Maintenance Tech.
M. Capps, Maintenance Tech.

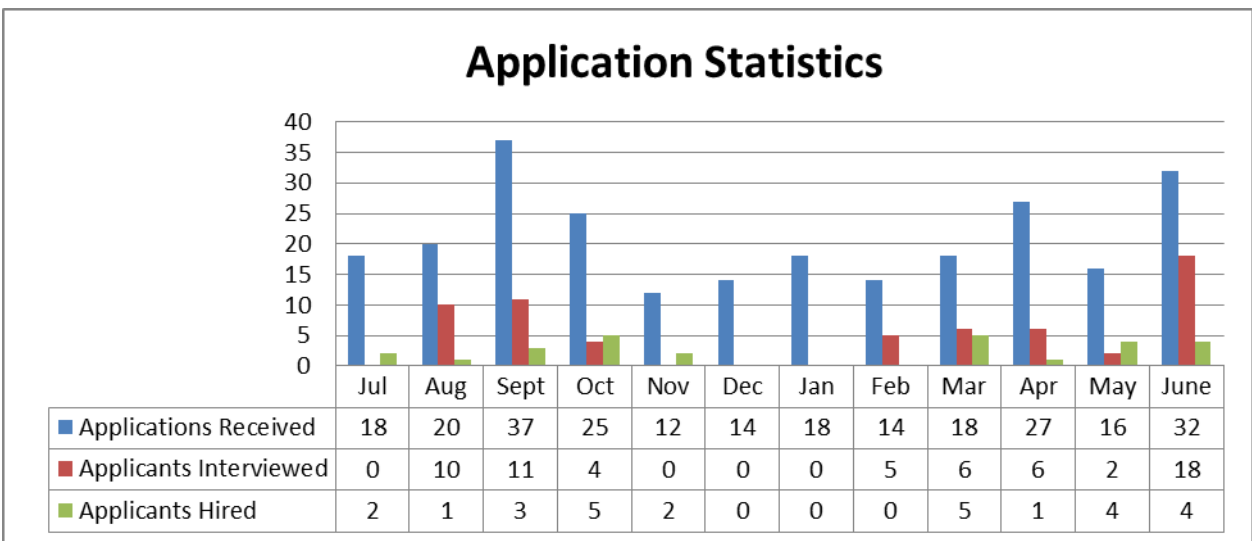


Finance

The Meherrin River Regional Jail’s Finance Department consists of a Director of Finance, an Accounting Manager, an Account Clerk III, 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 Accounting Manager, Account Clerk III, 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 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 Accounting Manager is primarily responsible for the Payroll and Human Resource functions of the Jail. Payroll duties of the Accounting Manager 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 Clerk III is primarily responsible for processing the day to day transactions of inmate trust accounts, including billings and payments received, at the Alberta Facility. The Account Clerk III is also responsible for recording the daily financial transactions of the Jail including processing payments received and accounts payable for both facilities.

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

Information Technology



The Information Technology Department (IT Department) at Meherrin River Regional Jail maintains all technology-related systems for both the Alberta and Mecklenburg facilities. Not only does the IT Department manage the computers, printers, servers and other network-related devices, but also the staff telephone and voice mail, inmate telephone system, video visitation and recordings, copiers, as well as inmate cable TV fall under the IT Department. The department also maintains the computerized Jail Management System which tracks and maintains all aspects of an inmate's stay at the jail and the Internet Visitation so families can visit from the comfort of their home and not introduce children to the harsh reality of incarceration. The service is also available for attorneys and other professionals.

Additionally, the IT Department maintains the touch-screen security system. This is a system of electronic door locks, security cameras, and intercoms to maintain inmate movement throughout the facility. Inmate amenities such as hot and cold water for showers, microwaves, washers and dryers, TV, lights, etc. are all controlled through the touchscreens. All inmate areas throughout the facility are monitored through security cameras and recorded on DVRs for storage and playback as needed. The department also manages employee access throughout the facility through the use of electronic access cards.

The IT department serves as a liaison for the Jail's third-party vendors and contractors to assist them with their computer-related needs. IT also provides assistance for the target system for the Jail's gun range.

Maintenance Department

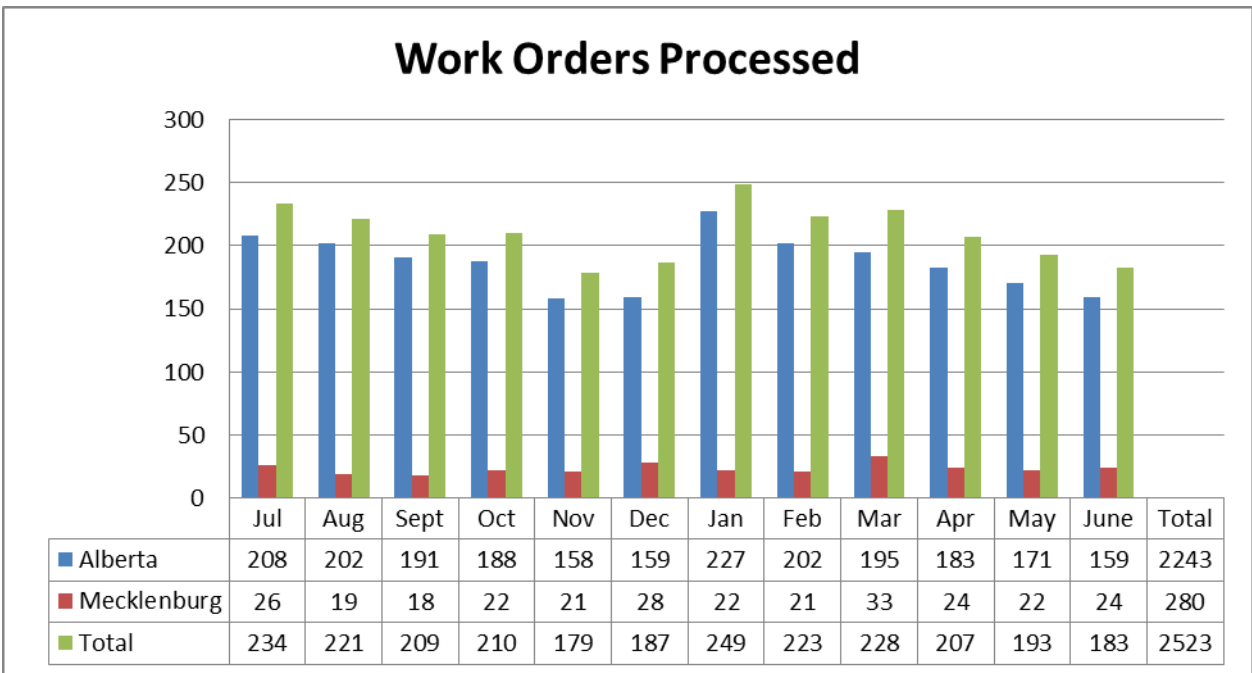


The goal of the Maintenance Department is to provide a safe, secure, and comfortable environment for all visitors, staff, and inmates. The duties include troubleshooting and complex maintenance work on building and kitchen equipment, conducting facility inspections and maintaining a Preventive Maintenance Program at our two locations; our main site located in Alberta and our satellite facility located in Mecklenburg, where we 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 and three (3) Maintenance Technicians and is on duty five days a week. At least one staff member is on call for emergencies at all times. The Maintenance Director and one (1) Maintenance Technician 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 and electrical work.

The Maintenance Department has had a very productive 12 months. As the graph shows, they have received a total of 2,523 work orders and maintained 100% completion with no backlogs. This is all accomplished while maintaining compliance with State, Local and Federal building safety codes.

As the facilities start to age and the warranty starts to expire, the Maintenance Department continues to increase its efforts to stay ahead of the rising challenge.



Security Division

Alberta Facility

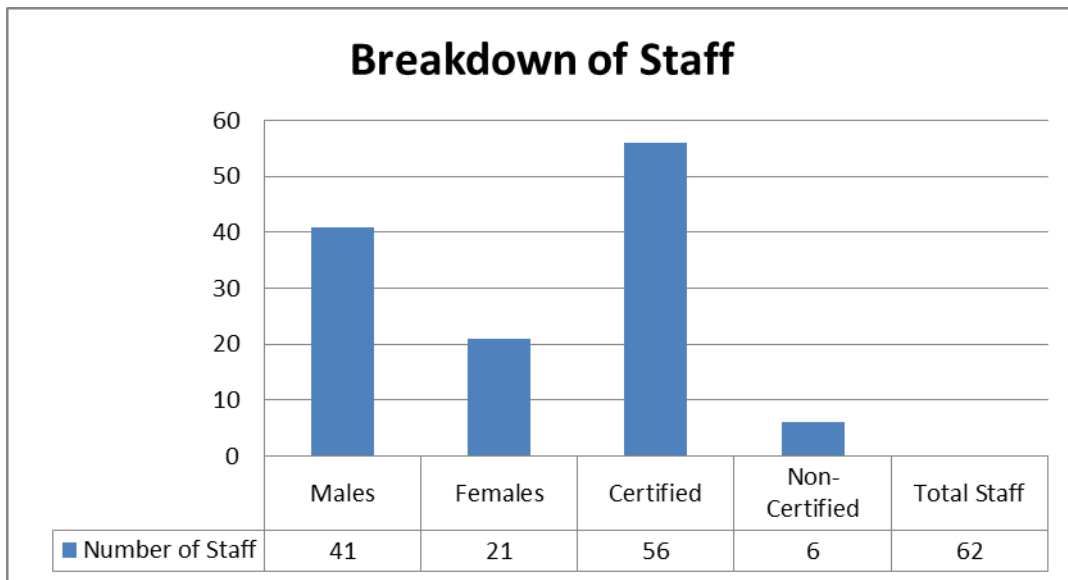
Captain L. Grant
Security Division Commander

Security Personnel

Lieutenant D. Jackson	Lieutenant W. Curtis	Lieutenant W. Fowler	Lieutenant W. Townsend
Sergeant C. Allen	Sergeant M. Gaulding	Sergeant J. Toney	Sergeant L. Moody
Officer A. Acree	Officer K. Barnes	Officer D. Bates	Officer N. Arrington
Officer J. Hofler	Officer P. Chavis	Officer R. Brown	Officer W. Elliott
Officer J. Wilson	Officer J. Coleman	Officer B. Cleaton	Officer R. Peebles
Officer J. Shuford	Officer A. Whorley	Officer D. Williams	Officer J. Collins
Officer S. Whithead	Officer T. Vigilante	Officer C. Easter	Officer H. Hall
Officer R. Willis	Officer L. Tanner	Officer L. Elliot	Officer S. Terry
Officer K. Rainey	Officer D. King	Officer M. Smith	Officer J. Bayne
Officer T. Perkins	Officer M. Stith	Officer C. Medlin	Officer D. Jones
Officer D. Newton	Officer K. Palmer	Officer A. Moore	Officer C. Hawthorne
Officer B. Madison	Officer R. Powell	Officer F. Rausch	Officer M. Perkinson
Officer D. Wilson	Officer R. Sadler	Officer C. Scott	Officer C. Pennell
Officer M. Tucker	Officer J. Wilmoth	Officer J. Terry	Officer J. Kirkland
Officer J. Fulk	Officer R. Whitby, Jr.	Officer Z. Ramsey	Officer D. Walls
Officer C. Singleton	Officer K. Costley	Officer V. Fuller	Officer D. Fowler
	Officer Te. Jones	Officer T. Gillus	Officer C. Seward
	Officer Ta. Jones	Officer D. Briggs	
	Officer R. Sadler		

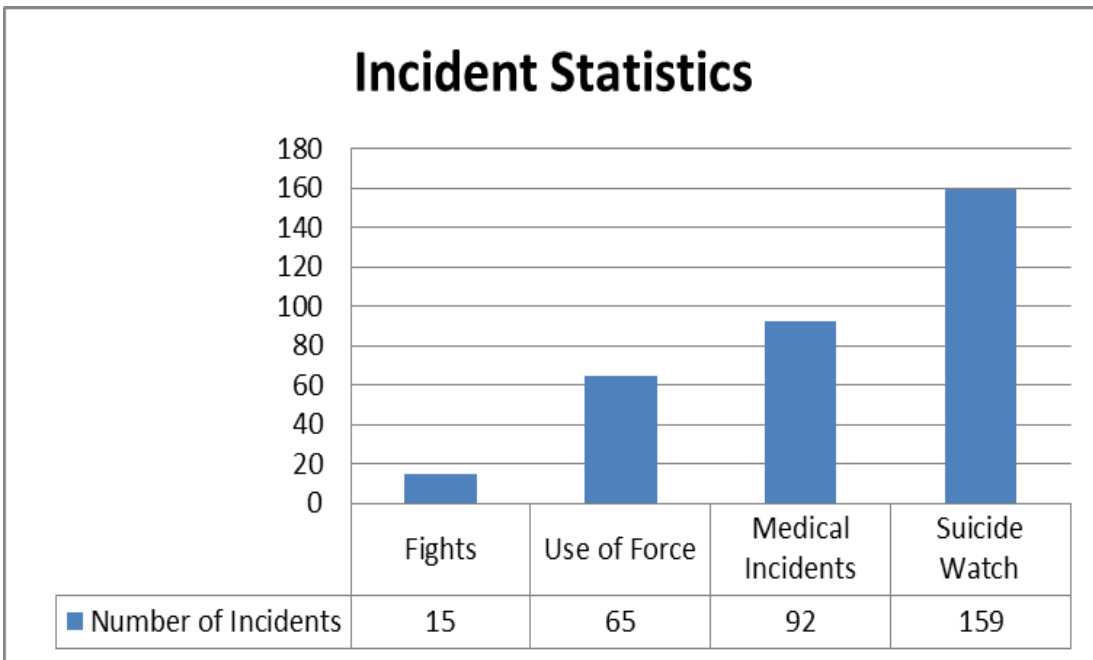
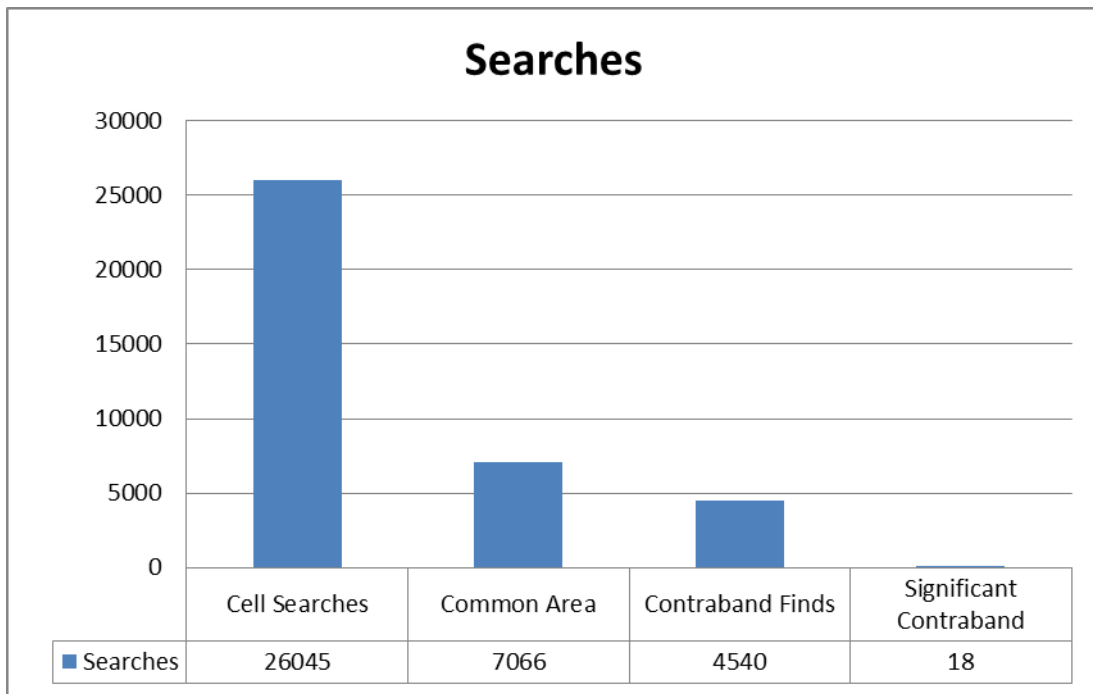
Security

The Security Division is responsible for the health, safety, security and welfare of the inmates 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 **417** inmates. The Security Division manages this community with Officers assigned to units, **2** Officers patrolling units and **2** Officers in Intake, **1** Sergeant, and **1** Lieutenant supervising the security team. The Day shift team consists of **17** Officers, **2** Sergeants (**1** Security and **1** Intake) and **1** Lieutenant. The Night Shifts maintain **18** 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 **41** male Officers and **21** female Officers. Our staffing at this time is **62** Officers with an authorized strength of **80** Officers. Currently we have **56** Officers that are certified and **6** awaiting certification through the academy.



Performing these duties involves continuous searching, controlling, policing, guiding and providing structure to the unstructured. During the fiscal year 2014-2015, the Officers of the Meherrin River Regional Jail successfully conducted **26,045** cell searches and **7,066** common area searches. Of these searches, **4,540** netted nuisance contraband items. These searches also netted **18** significant contraband items such as lighters, cigarettes, etc. In the policing of the units, there were **15** fights, **65** uses of force, and **92** recorded medical

incidents. We initiated **159** suicide watches during this year. We have had a very successful year with **0** major disturbances and/or forced escapes.



Mecklenburg Facility

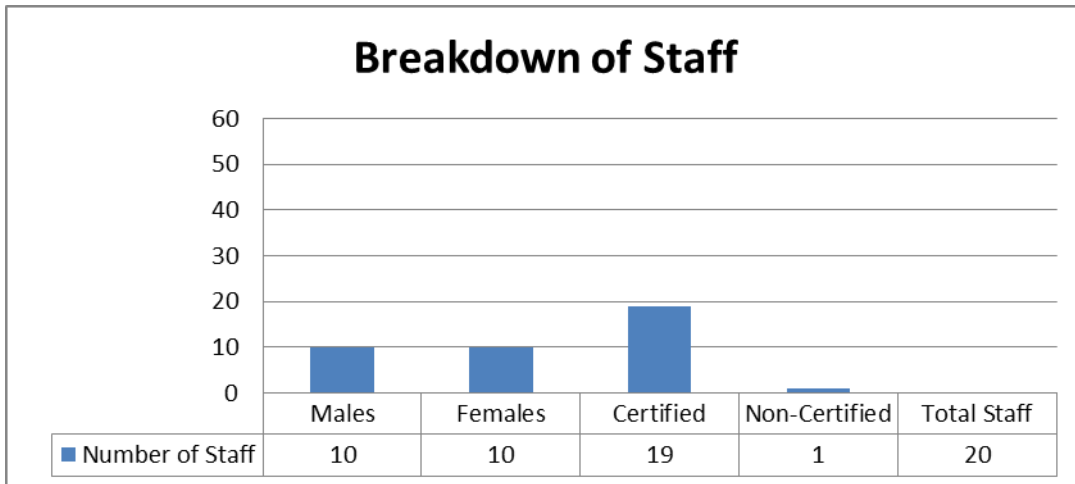
Captain R. Terry
Security Division Commander

Security Personnel

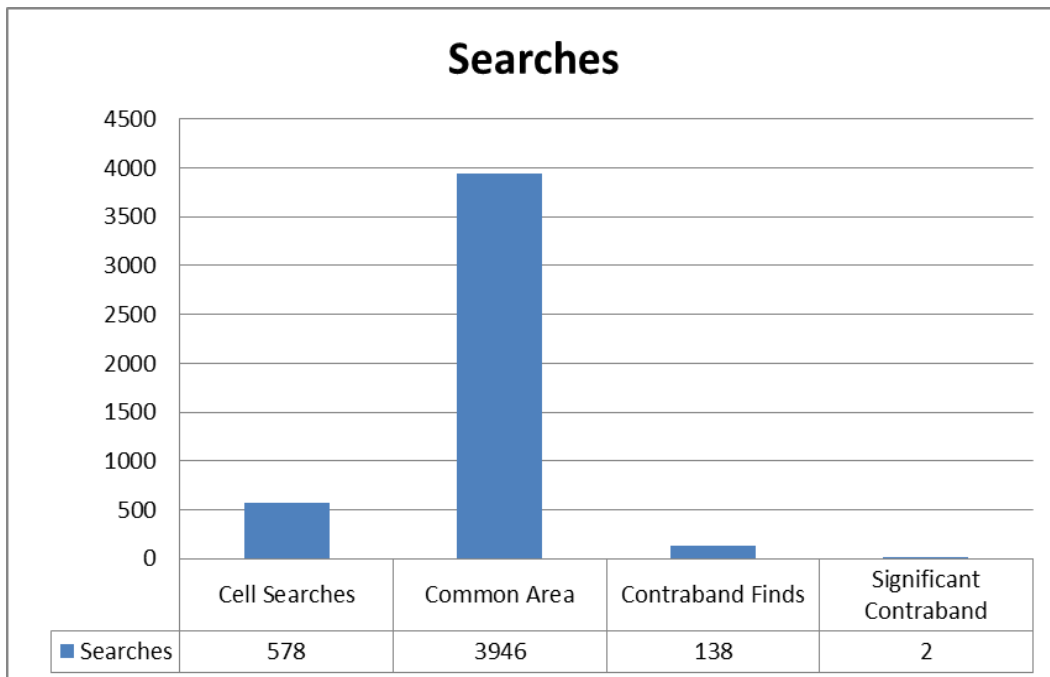
Lieutenant R. Clevinger			
Sgt. D. Lett-Records/Security			
Sergeant R. Lewis	Sergeant B. Snead	Sergeant M. Gwaltney	Sergeant R. Overbey
Officer M. Arrington	Officer A. Walker	Officer J. Simmons	Officer C. Burtton-Carter
Officer B. Aleman	Officer F. Hodges	Officer A. Sjurseth	Officer Z. Owen
Officer P. Starkweather	Officer R. Burton	Officer J. Medlin	Officer D. Lett
Officer J. King	Officer T. Hepburn	Officer M. Medley	Officer J. Blankenship
Officer W. Newman	Officer M. Thompson	Officer C. Williamson	Officer V. Rivera

Security

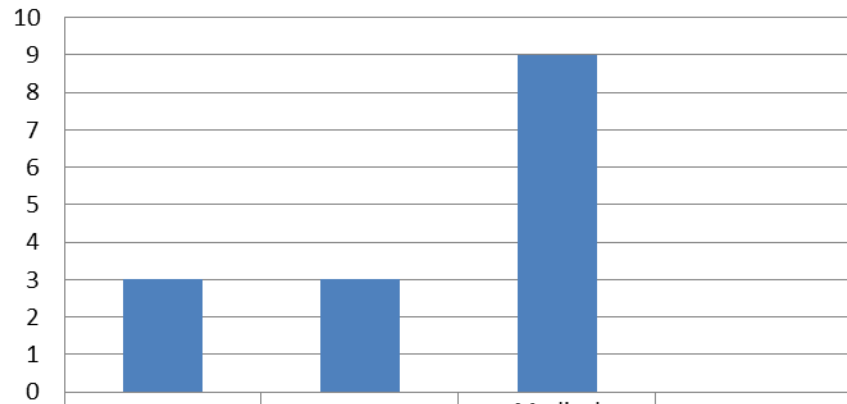
The Security Division is responsible for the health, safety, security and welfare of the inmates incarcerated at the satellite facility for Meherrin River Regional Jail located in Mecklenburg. We are the police officers of this internal community. It is our mission to ensure public safety by keeping those individuals incarcerated under law, separate from society and protecting those incarcerated from each other. This facility began housing inmates February 17, 2013. We have **6** housing units, with the total facility holding an average of **55** inmates. 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. One Sergeant supervises the security team. The Day shift teams consist of **6** Officers and **1** Sergeant. The Night Shifts maintain **6** 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 **10** male Officers and **10** female Officers. Our staffing at this time is **20** Officers with an authorized strength of **33** Officers. Currently we have **19** Officers that are certified and **1** awaiting certification through the academy.



Performing these duties involves continuous searching, controlling, policing, guiding and providing structure to the unstructured. From July 1, 2014 to June 30, 2015, the Officers of the Meherrin River Regional Jail satellite facility successfully conducted **578** cell searches and **3,946** common area searches. Of these searches, **138** netted nuisance contraband items. These searches had no significant contraband. In the policing of the units, there were **3** fights, **3** uses of force, and **9** recorded medical incidents. We had no suicide watches during this year. We have had a very successful year with **0** major disturbances and/or forced escapes.



Incident Statistics



	Fights	Use of Force	Medical Incidents	Suicide Watch
■ Number of Incidents	3	3	9	0

Intake/Booking

Intake Personnel

Alberta Facility

Sgt. P. Hudson

Ofc. J. Fulk

Ofc. C. Singleton

Ofc. C. Medlin

Ofc. F. Rausch

Ofc. P. Chavis

Ofc. R. Sadler

Ofc. M. Perkinson

Mecklenburg Facility

Sgt. D. Lett

Ofc. W. Newcomb

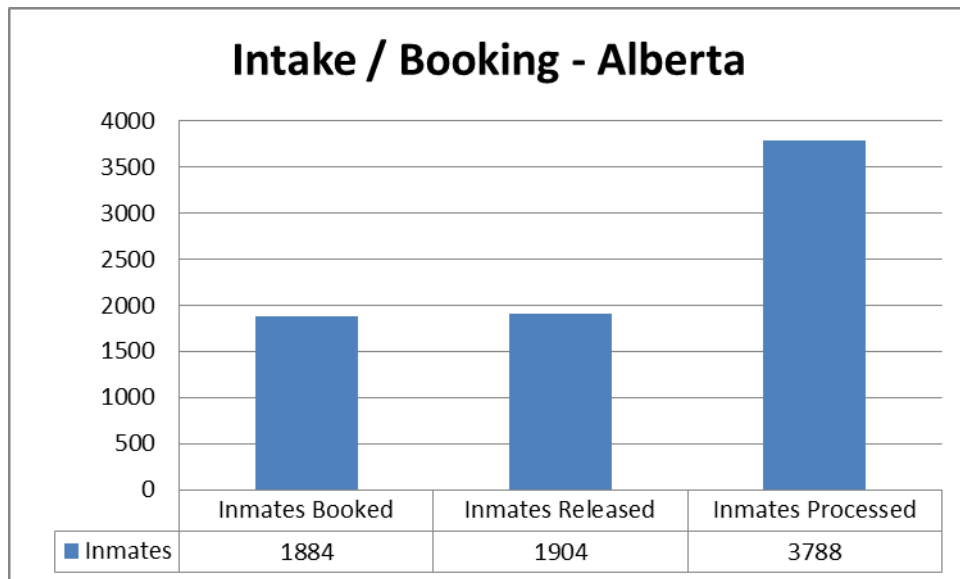


The Intake Process is the foundation for the inmate's incarceration. The process begins when an inmate is accepted into the Meherrin River Regional Jail. The Intake Officers review and ensure all

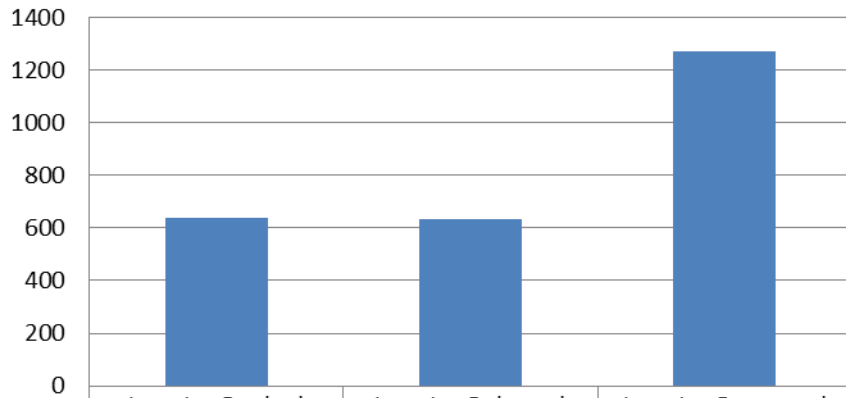
committal documents are accurate prior to accepting custody from the arresting officer. Once custody has been accepted, the Intake Officer conducts a pat down search for weapons or contraband, collects the personal property of the individual being incarcerated, and inventories the property. The officers 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 and requires the Officers to be professional at all times to ensure the safety of newly committed individuals. It is during this time an individual who may have thoughts of suicide or self-mutilation will act. The Intake Officers must be able to spot potential hazards and act immediately. During this fiscal year, the Intake Officers booked in **1,884** inmates at the Alberta Facility and **638** at the Mecklenburg Facility. They also processed for release, **1,904** individuals at the Alberta Facility and **635** at the Mecklenburg Facility without serious incident to officer or inmate. A total of **5,061** inmates were processed by intake in this fiscal year.



Intake / Booking - Mecklenburg



■ Inmates

638

635

1273

Operations and Support Services

Captain J. Booth, Captain of Operations and Support
Lt. J. Lucy, Lieutenant of Operations and Support
Sgt. D. Lett, Sergeant of Operations and Support

Support Services Personnel

Food Service

R. Hall, Food Service Director
T. Green, Cook/Supervisor
V. Starke, Cook/Supervisor
J. Love, Cook/Supervisor
D. Downs, Cook/Supervisor
C. Bright, Cook/Supervisor
M. Mills, Cook/Supervisor
T. Elliott, Cook/Supervisor
R. Daniels, Food Service Director, Mecklenburg Facility
E. Jefferson, Cook/Supervisor, Mecklenburg Facility
S. Lewis, Cook/Supervisor, Mecklenburg Facility
T. Keene, Cook/Supervisor, Mecklenburg Facility

Mailroom

Ofc. K. Burnette

Programs

Ofc. N. Hill-Ash

Training

Sgt. S. Smith

Safety & Standards

Ofc. J. Bradner

Transportation

Sgt. D. Walker, Transportation
Ofc. M. Stith, Transportation
Ofc. J. Flynn, Transportation
Ofc. K. Clary, Transportation
Ofc. T. Freeman, Transportation
Ofc. H. Lewis, Transportation

Operations Personnel

Classification Officers

G. Bradley
S. Gordon

LIDS Tech

J. Lucy
W. Newcomb, Mecklenburg Facility

Records Clerks

B. Burton
B. Bishop
Sgt. D. Lett, Mecklenburg Facility

HEM/Work Release Officer

A. Britt

Work Force Officer

T. Clary

Support Services

Inmate Programs

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

Thanks to volunteers and donations from Brunswick, Mecklenburg, and Dinwiddie counties, we are able to provide the inmates access to bible study, the law library, the general library, special education programs, and anger management, domestic violence and substance abuse classes. We are currently working with Southside Community College on starting up a General Education Department (G.E.D.) program for our inmates.

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

Life Skills Programs

Inmates participate in group sessions 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 inmates for their release back into the community.

Substance Abuse Programs

All inmates incarcerated at Meherrin River Regional Jail are eligible to participate in the substance abuse program. This program is designed to provide education and support to inmates with drug and/or alcohol addictions. All of the facilitators for these groups have counseling experience and/or specific training. A total of 191 inmates participated in this program for this fiscal year.

Religious Services



Bible study is offered once a week on Sundays and is conducted in our designated male and female indoor recreation areas. We currently have three volunteer Chaplains that come on Saturday mornings from 8:30am to 10:30am every week to provide religious services to the inmates. Chaplain Rob McCoy visits 4 days a week at the Alberta Facility, Chaplain Jo-Ann McCoy visits 2 days a week at the Alberta Facility and Chaplain Jim Clark visits 3 days a week at the Mecklenburg Facility for Chaplain Services. They also provide Bible study worksheets and counsel inmates on issues they are having. Chaplain Jack Peters serves on the Board of Cross and Bars and oversees the operations of the Chaplains of Meherrin River Regional Jail.

Special Education

Any inmate between the ages of 18-22, with special education needs who wish to further their education, is placed in this state mandated program. We have state certified teachers from Brunswick and Mecklenburg County Public Schools that work one-on-one with Meherrin River Regional Jail inmates that meet these requirements. So far we have assessed 112 inmates with 2 participating in the special education program.

Library Services



The general library is available to all inmates on a weekly basis. At this time, the Alberta Facility's library contains over 1,000 books and the Mecklenburg Facility contains over 443 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, 2015, 3,950 books have been checked out of the Alberta Facility library and 1,360 out of the Mecklenburg Facility library. Inmates at the Alberta Facility also receive The Brunswick Times Gazette and Times Magazine and the Mecklenburg Facility receives the Mecklenburg Sun and Times Magazine, on a weekly basis.

In addition, the law library services are provided to the inmates 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 inmates to research their legal matters. So far, our law library has been utilized 315 times at the Alberta Facility and 132 times at the Mecklenburg Facility.

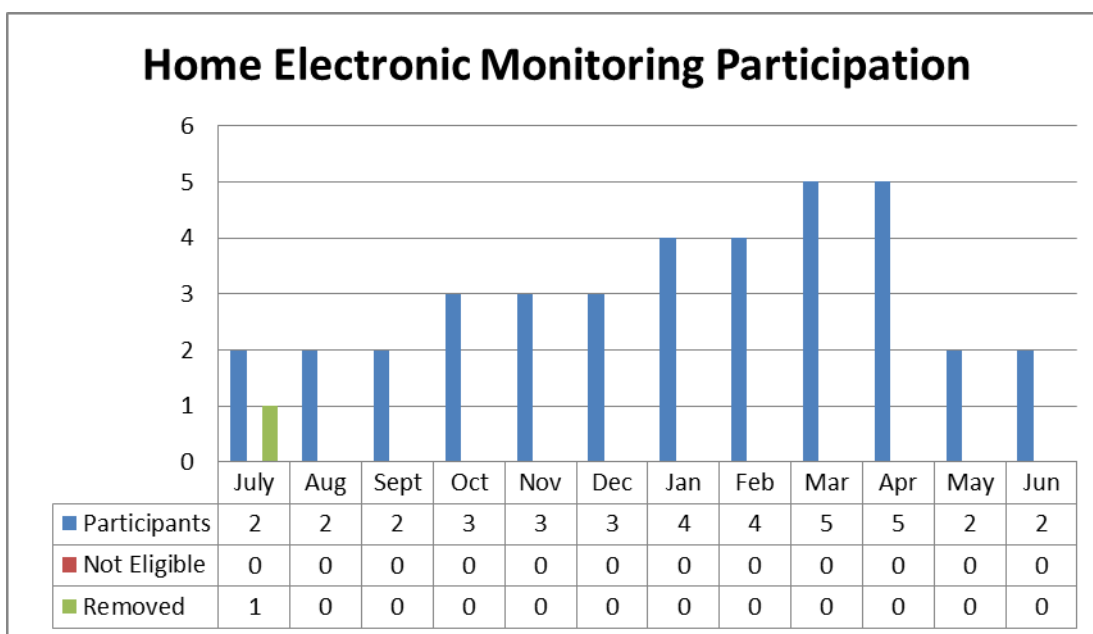
Clerical Services

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

Home Electronic Monitoring Participation

The Meherrin River Regional Jail offers alternate programs to inmates housed within the facility. An example of this type of program is the Home Electronic Monitoring Program (HEM). MRRJ has an agreement with Behavioral Interventions (BI) that provides a tamper-proof ankle bracelet that is monitored through a Global Positioning System (GPS) unit. Before an inmate is placed on the program they are thoroughly screened for eligibility. The HEM Officer checks the inmate’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 inmate 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, 37 inmates participated in the HEM program. The facility collected \$17,642 from inmates participating in the program to help offset costs of their incarceration. During 2014-2015, there was 1 inmate who was removed from the program due to a violation of the rules and regulations.



Training



The Training Department is operated under the supervision of the Training Sergeant and the Administrative Lieutenant. 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 30/45 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 supplemental to the 390 hours of academy training new staff will undergo in their first year of employment. During Fiscal Year 2014-2015, 22 officers successfully completed the DCJS Basic Jailors 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 Central Virginia Criminal Justice Academy, specialized training is provided to staff as needed. This year, with the continuing use of roll call training, our staff has exceeded DCJS requirements.

The Training Department also ensures that civilian staff having regular or daily contact with inmates 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 implemented a "school tour program" which has allowed for positive publicity in the community for MRRJ. During this period 203 students toured the school and learned about the daily functions of the jail and the possibility of a career.

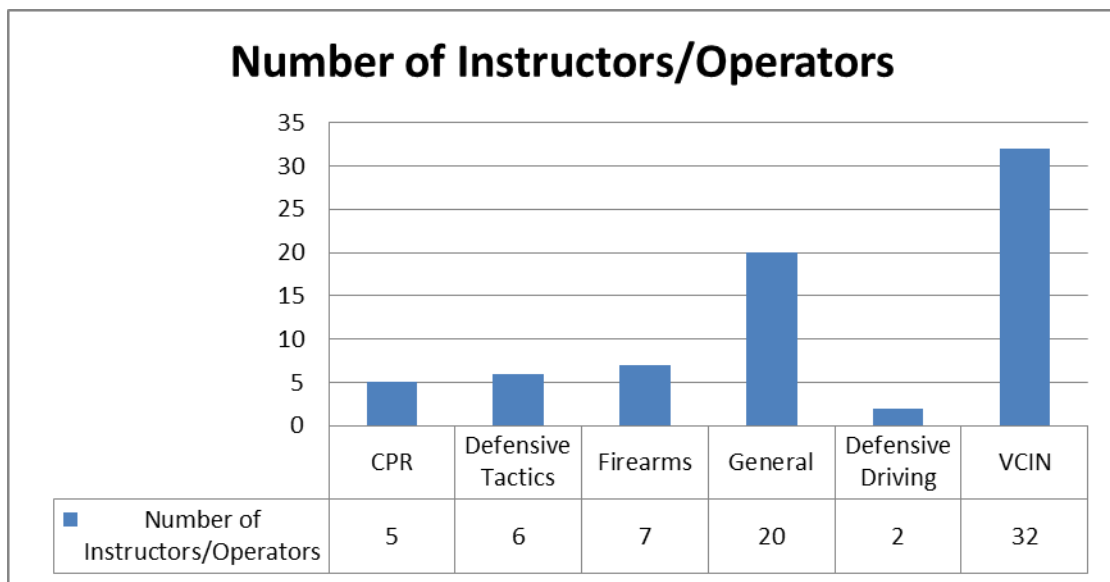
In addition to providing instruction, the Training Department is a source of information for the jail staff. Through the availability of a library of videos and books, staff has the opportunity to further their knowledge beyond the scheduled topics of instruction. The Training Department maintains communication 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 the Central Virginia 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 20 General Instructors, 7 Firearms Instructors, 2 Defensive Driving Instructors, 6 Defensive Tactics Instructors, and 5 American Health & Safety Institute First Aid / CPR 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 the Central Virginia Criminal Justice Academy.

To assist in effective facility operations, the Training Department has ensured the continued certification of 32 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 new state of the art “firearms training facility” has been a great asset to all personnel that utilize it. The “firearms training facility” has allowed instructors to train officers in a setting where split second decisions have to be made in a training environment, and this will assist when faced with a high stress situation. The firearms training center will give the officers confidence in what they have been taught and allow MRRJ to build on the officer’s fundamental skills and decision making.

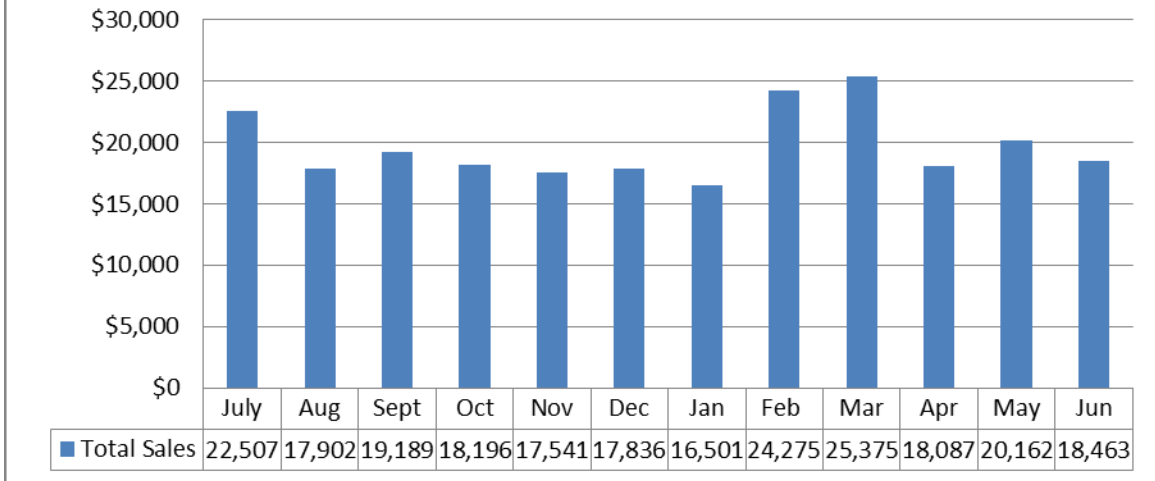


Commissary



During the 2014-2015 fiscal year, Keefe Commissary provided all commissary services to the inmate population. When inmates are booked into the facility, any cash they have in their possession is taken by the booking officer and deposited in a Kiosk and deposited on the inmate's account to be used during the inmate's incarceration. Once a week inmates are allowed to purchase items from the jail commissary such as personal hygiene necessities, snacks, and clothing. A Jail ATM is located in the lobby so that family and friends may make a deposit for the inmate to use when purchasing commissary. The revenue generated from the sale of commissary is used to purchase items such as magazines, newspaper subscriptions, and recreational equipment that benefit the inmate population.

Commissary Sales



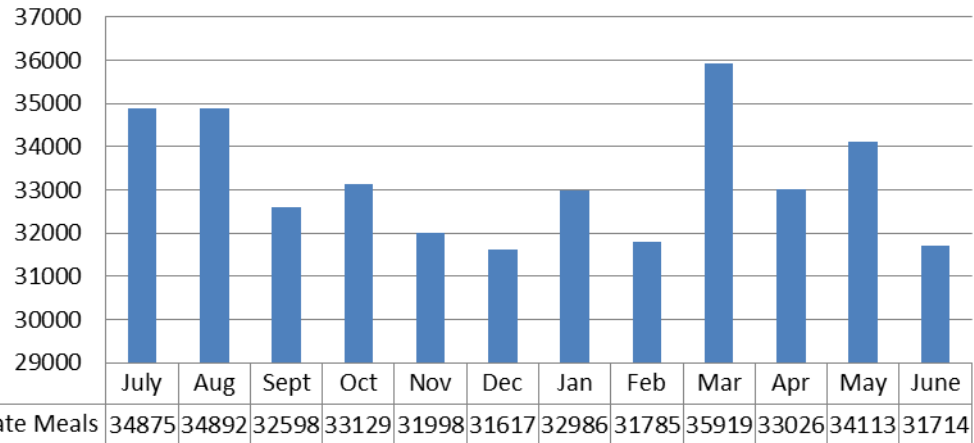
Food Service Department



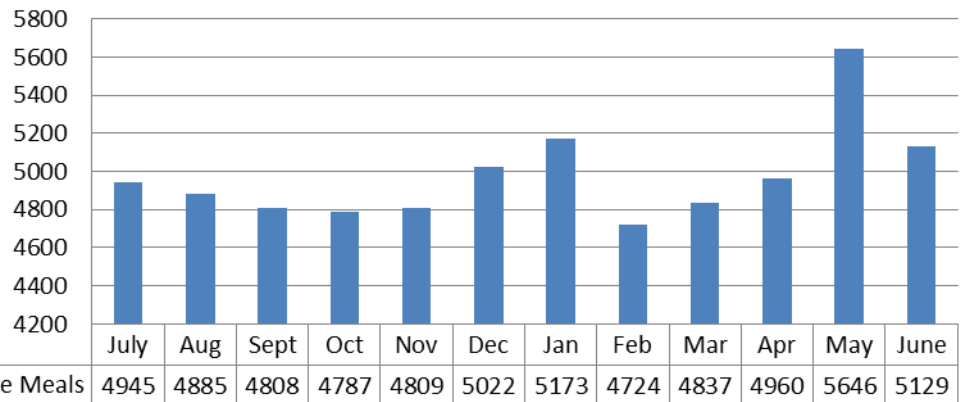
On a daily basis, CBM Managed Services (CBM) prepares all inmate meals. All meals are prepared according to the guidelines set forth by the National Academy of Science and a registered dietician. Inmate meals are also monitored by the American Correctional Association to ensure they remain compliant with the daily guidelines. The Brunswick County Health Department routinely inspects the kitchen, all kitchen equipment, and storage areas on a semi-annual basis, to ensure that the facility meets all standards set forth by the health department.

During July 1, 2014 to June 30, 2015, CBM prepared 398,652 inmate meals for the Alberta Facility and 59,725 inmate meals for the Mecklenburg Facility.

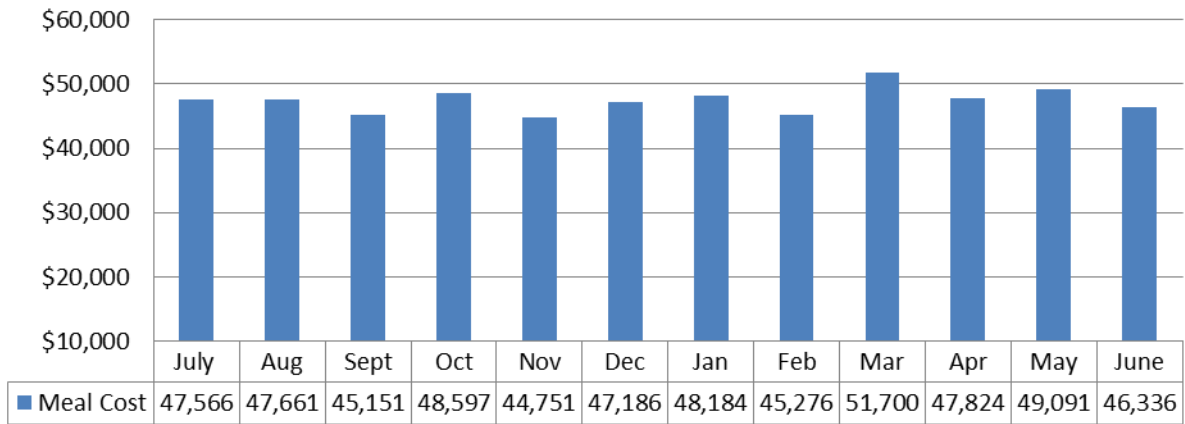
Meals Prepared - Alberta



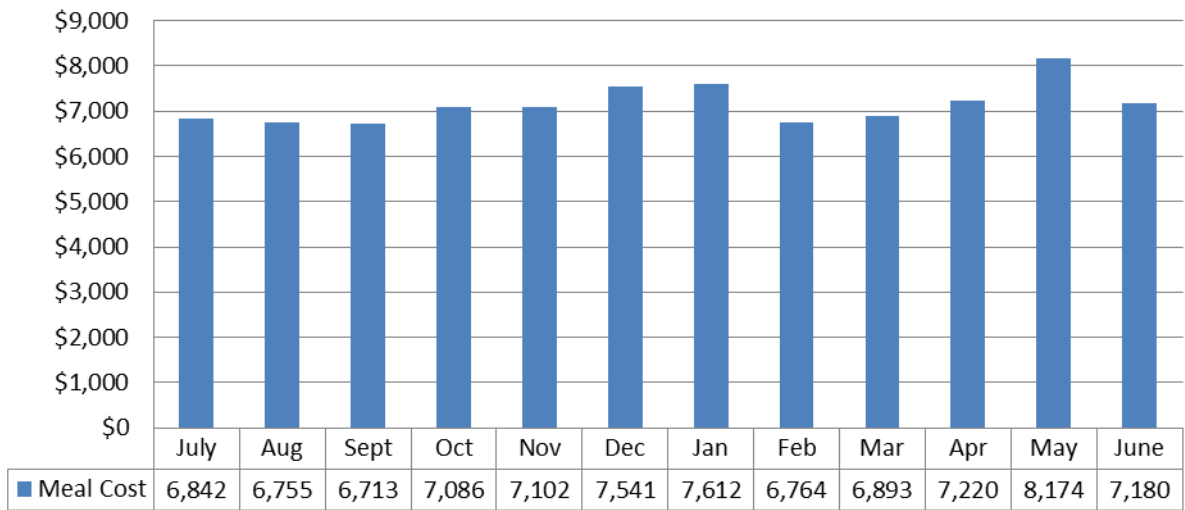
Meals Prepared - Mecklenburg



Cost of Meals - Alberta



Cost of Meals - Mecklenburg



Transportation



Alberta Sally Port

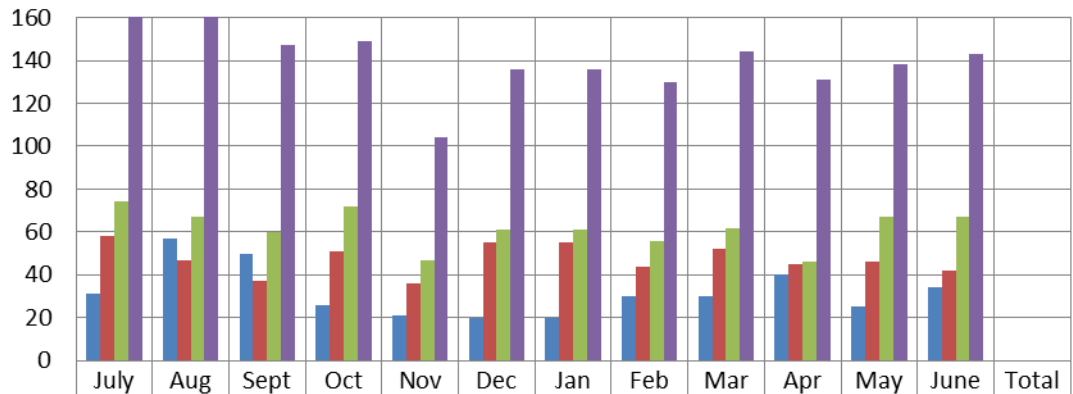


Mecklenburg Sally Port

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 inmates to and from the Brunswick, Dinwiddie, and Mecklenburg County courts, the Virginia Department of Corrections (DOC), the local and regional jails, and medical facilities; Community Memorial Hospital located in South Hill, Virginia and Medical College of Virginia/VCU Medical Center located in Richmond Virginia, as deemed necessary.

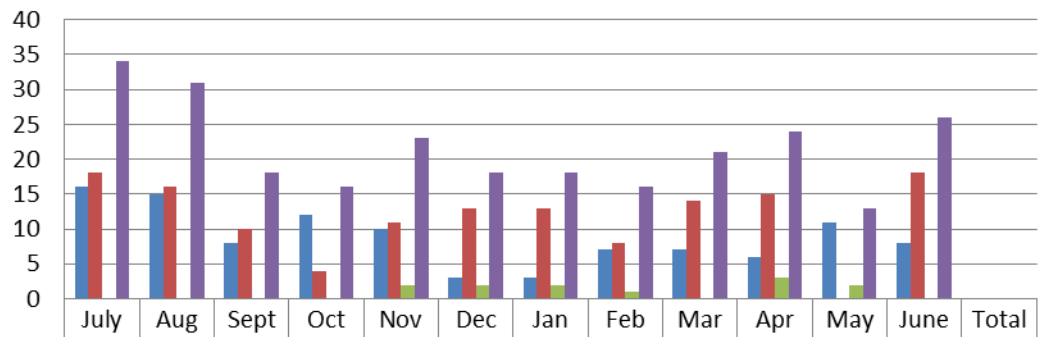
The primary duty of the Transportation Department is to provide safe and secure transportation to and from the facilities. Personnel assigned to the Transportation Department receive specialized training in the use of firearms, defensive tactics, personal searches, high-risk transports and personal/public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

Transports for Local Agencies



■ Brunswick	31	57	50	26	21	20	20	30	30	40	25	34	384
■ Dinwiddie	58	47	37	51	36	55	55	44	52	45	46	42	568
■ Mecklenburg	74	67	60	72	47	61	61	56	62	46	67	67	740
■ Totals	163	171	147	149	104	136	136	130	144	131	138	143	1692

Transports for Medical, DOC and Other Agencies



■ Medical	16	15	8	12	10	3	3	7	7	6	11	8	106
■ DOC	18	16	10	4	11	13	13	8	14	15	0	18	140
■ Other Agencies	0	0	0	0	2	2	2	1	0	3	2	0	12
■ Total	34	31	18	16	23	18	18	16	21	24	13	26	258

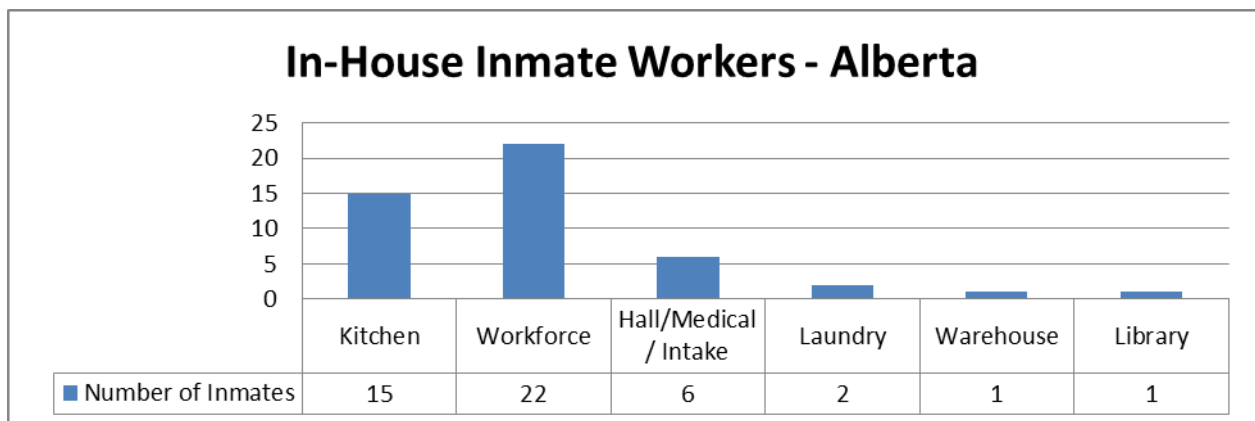
Operations

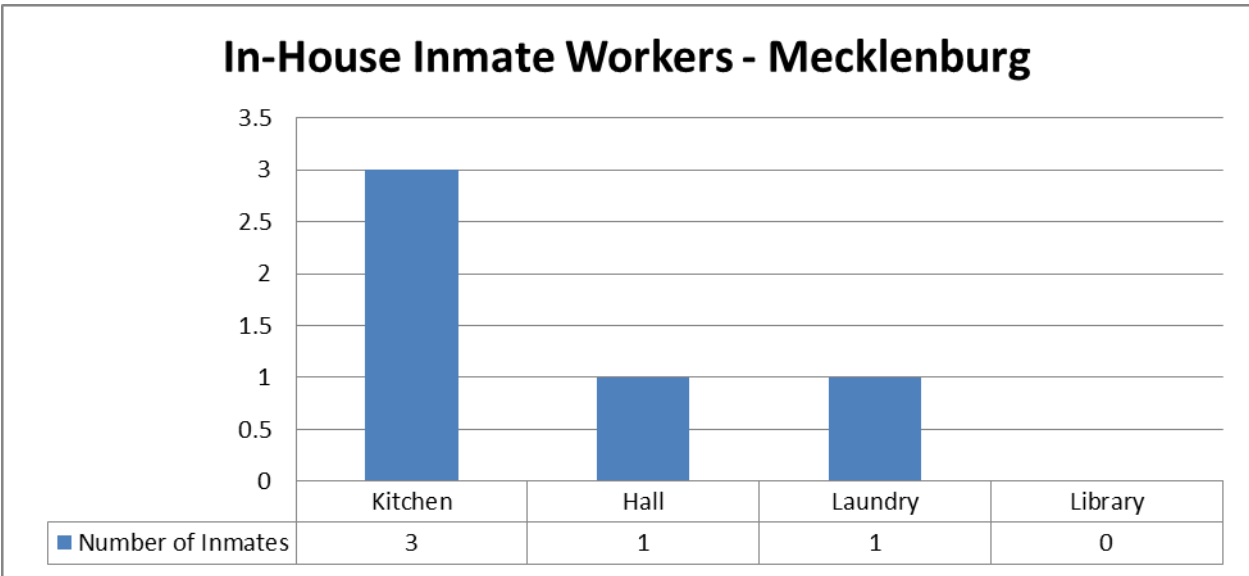
Classification

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 2014 thru June 2015, there were a total of 47 inmate workers for Alberta and 5 inmate workers for Mecklenburg assigned on a monthly basis throughout the facility for inside work only.



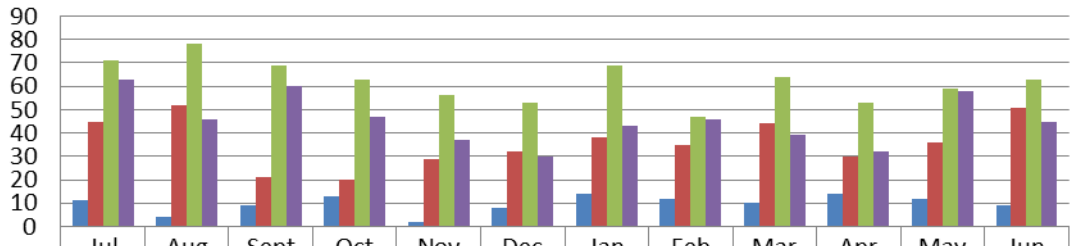


The Meherrin River Regional Jail classifies inmates based on three separate custody levels. Inmates who have committed non-violent offenses are placed in the least restrictive level, which is minimum custody. Inmates who have violent criminal histories and are currently incarcerated on violent offenses will be placed in the most restrictive level, which is maximum custody. Only inmates who are classified at the minimum or medium level of custody are eligible to become workers. The criminal history of the inmate 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 inmates.

Meherrin River Regional Jail has policies and procedures in place to determine whether an inmate 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, housing of each individual is determined based upon their recommendations. Inmates who could possibly be dysfunctional in general population because of medical or mental health issues are placed in protective custody. These inmates 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.

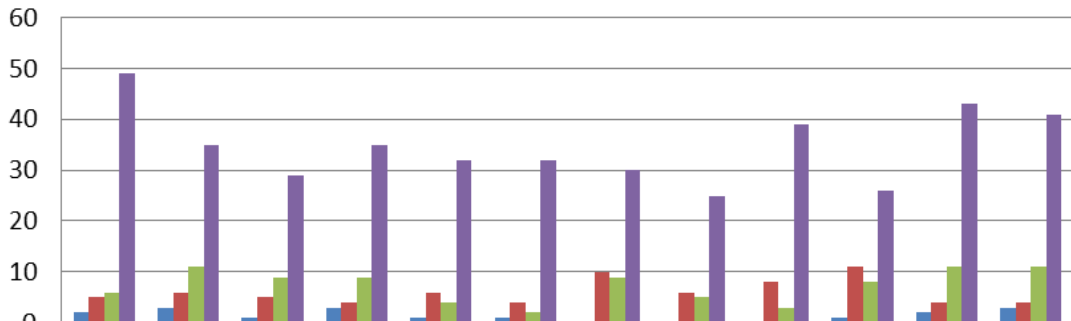
From July 1, 2014 through June 30, 2015, 1,296 inmates were classified at the Alberta Facility and 178 inmates were classified at the Mecklenburg Facility. Of that number of inmates classified in Alberta, 745 were minimum custody, 433 were medium custody and 118 were maximum custody. Of that number of inmates classified in Mecklenburg, 88 were minimum custody, 73 were medium custody and 17 were maximum custody. There were also an additional 962 inmates 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	11	4	9	13	2	8	14	12	10	14	12	9
Medium	45	52	21	20	29	32	38	35	44	30	36	51
Minimum	71	78	69	63	56	53	69	47	64	53	59	63
Unclassified	63	46	60	47	37	30	43	46	39	32	58	45

Classification Statistics by Level of Security - Mecklenburg



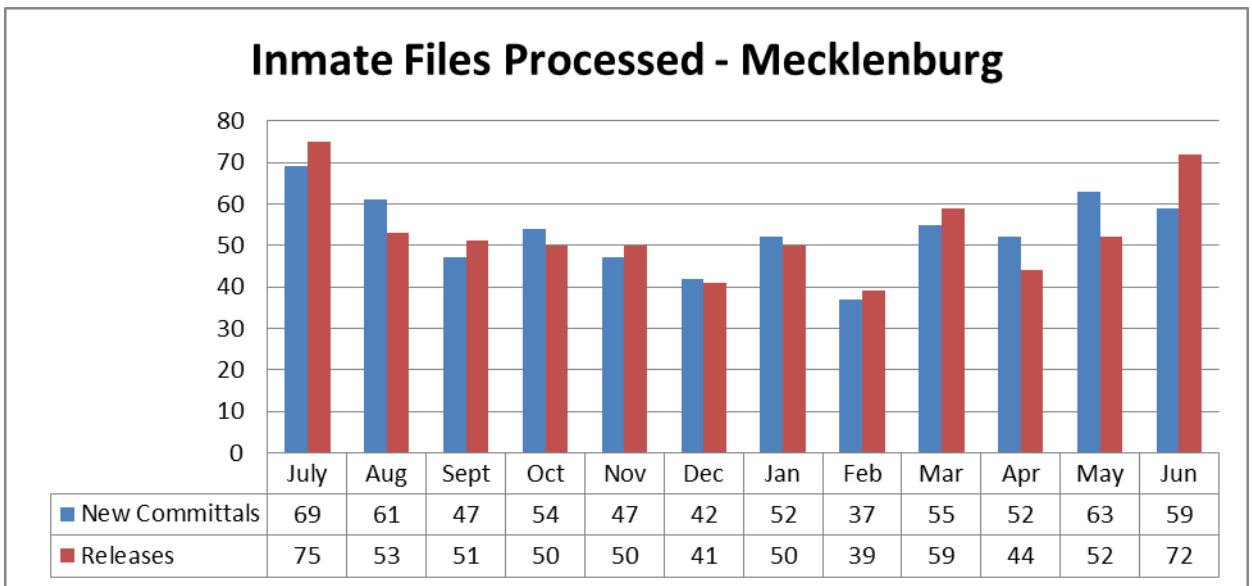
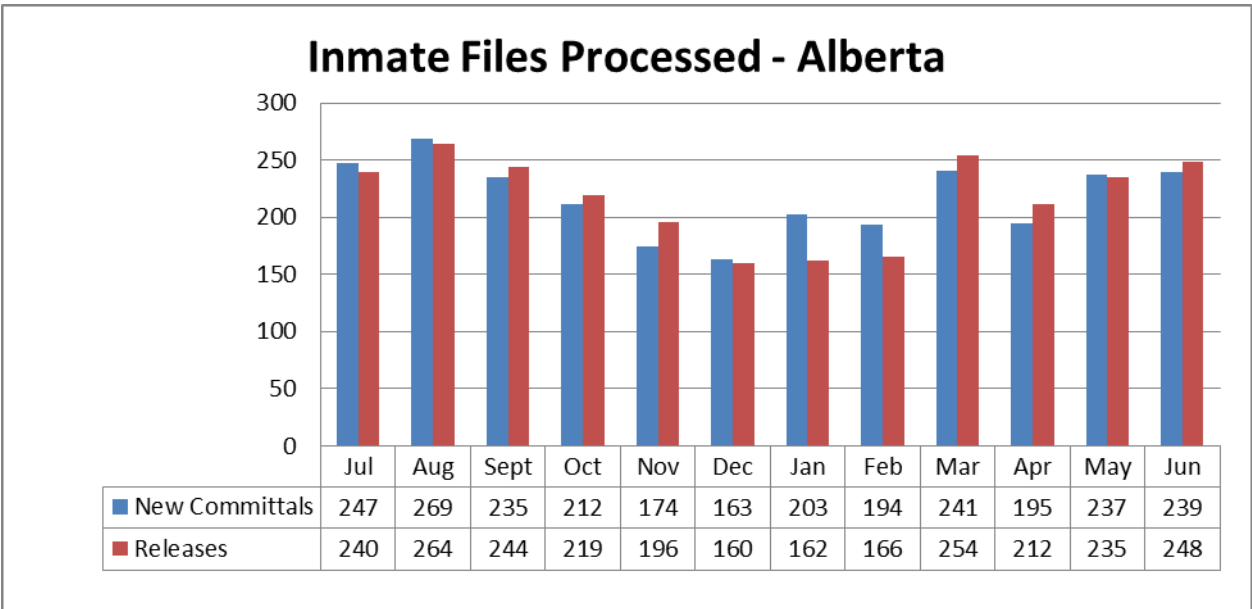
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Maximum	2	3	1	3	1	1	0	0	0	1	2	3
Medium	5	6	5	4	6	4	10	6	8	11	4	4
Minimum	6	11	9	9	4	2	9	5	3	8	11	11
Unclassified	49	35	29	35	32	32	30	25	39	26	43	41

Records



One of the most important sections in the Jail is the Records Department. This department is responsible for entering all dispositions received from the courts, which determines if an inmate is eligible for release. The Records Department ensures that all court appointments are documented in the Jail's computer system which ensures the inmate is present in the appropriate court on the correct date and time. 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 also reviews all booking information on newly committed inmates to ensure all charge and bond information is correct and that all necessary paperwork is in the folder before an inmate is released from the facility. From July 1, 2014 through June 30, 2015 the Alberta Records Department processed 5,209 inmate folders. Of those folders, 2,609 were new committals into the facility and 2,600 were inmates released from the facility. The Mecklenburg Records Department processed 1,274 inmate folders. Of those folders, 638 were new committals into the facility and 636 were inmates released from the facility.



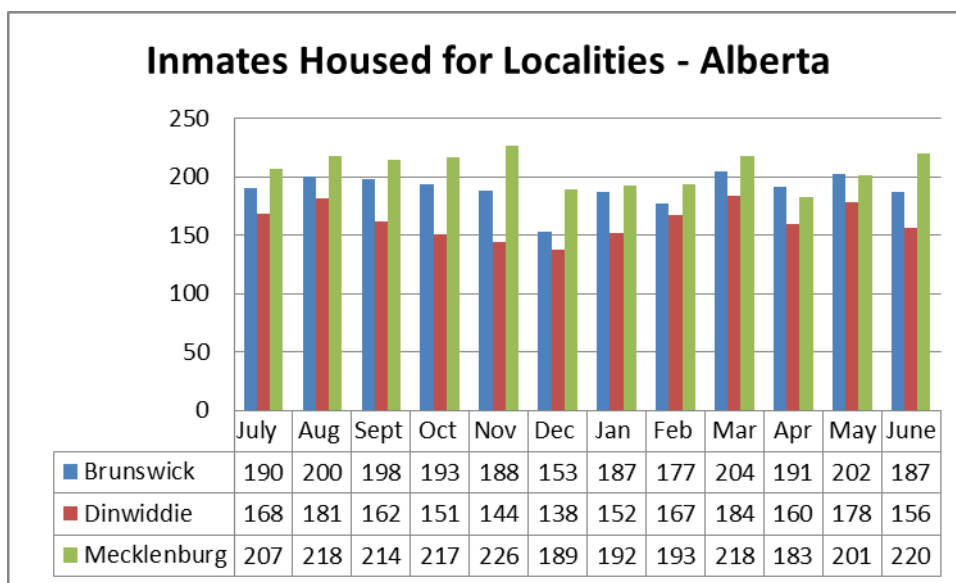
The Records Department is also responsible for keeping track of inmates who serve their time on the weekends. A “weekender” is someone who serves their incarceration Friday thru Sunday because of a work or school schedule. The Records Department keeps track of the days served so that the inmate is released on the correct day and time. Working closely with the Department of Corrections is crucial to the Records Department because it ensures that inmates are transferred to a state correctional facility in a timely manner based on the length of an inmate’s sentence and the severity of their charges. Inmates who remain at the facility sixty (60) days after being sentenced by the courts are considered to be “Out of Compliance”. This past fiscal year, there were 110 inmates housed here at Meherrin River Regional Jail in an “Out of Compliance” status.

Local Inmate Data System (LIDS)

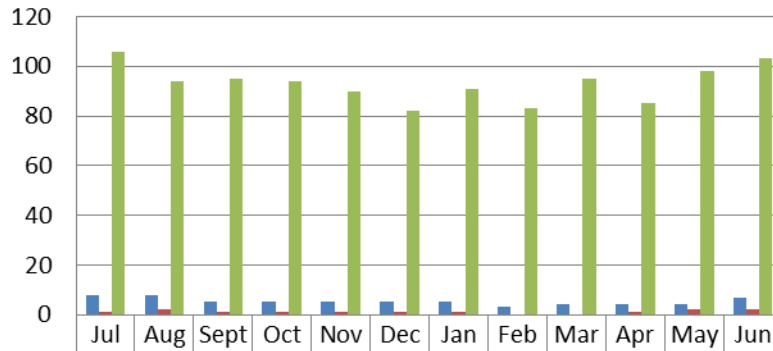
The primary goal of the LIDS Technician is to maintain inmate records on a daily basis. The LIDS Technician ensures the accuracy and integrity of all data entered into Meherrin River Regional Jail’s Jail Management System and the Virginia Compensation Board’s LIDS-CORIS system. Each inmate record is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

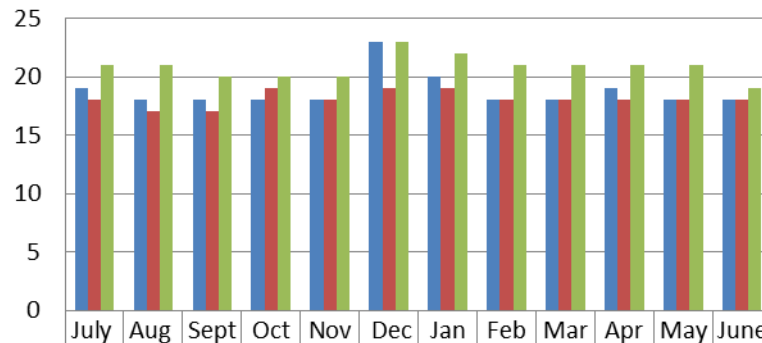


Inmates Housed for Localities - Mecklenburg



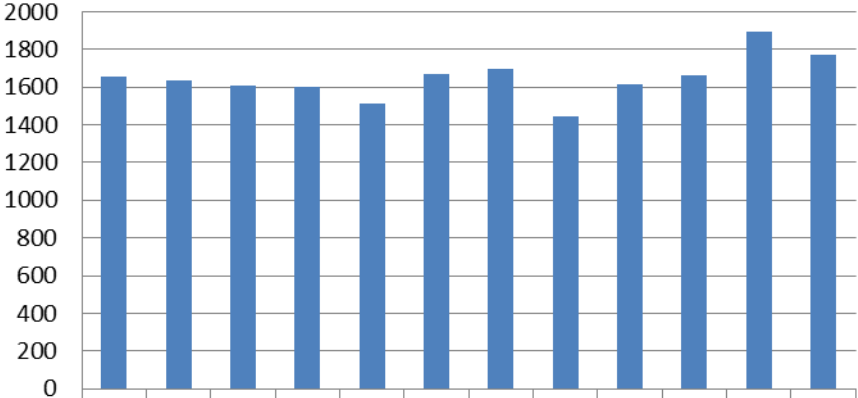
■ Brunswick	8	8	5	5	5	5	5	3	4	4	4	7
■ Dinwiddie	1	2	1	1	1	1	1	0	0	1	2	2
■ Mecklenburg	106	94	95	94	90	82	91	83	95	85	98	103

Average Length of Stay (by days) - Alberta



■ Brunswick	19	18	18	18	18	23	20	18	18	19	18	18
■ Dinwiddie	18	17	17	19	18	19	19	18	18	18	18	18
■ Mecklenburg	21	21	20	20	20	23	22	21	21	21	21	19

Average Length of Stay (by days) - Mecklenburg

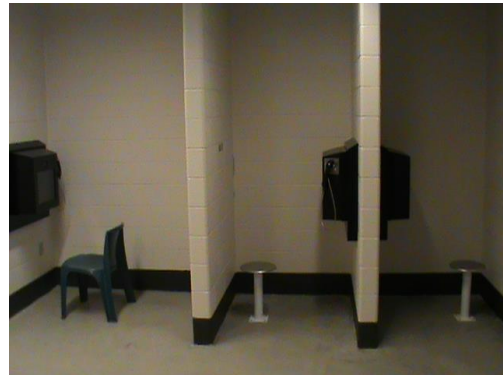


■ Monthly Average	1654	1635	1611	1599	1514	1672	1700	1448	1614	1666	1893	1771
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Inmate Visitation



Family/Friends Visitation



Inmate Visitation

Meherrin River Regional Jail encourages each inmate 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 inmate can have no more than two onsite visits per week, but only one per day. The visits can last from thirty minutes to one hour depending on the visitor's living distance from the facility.

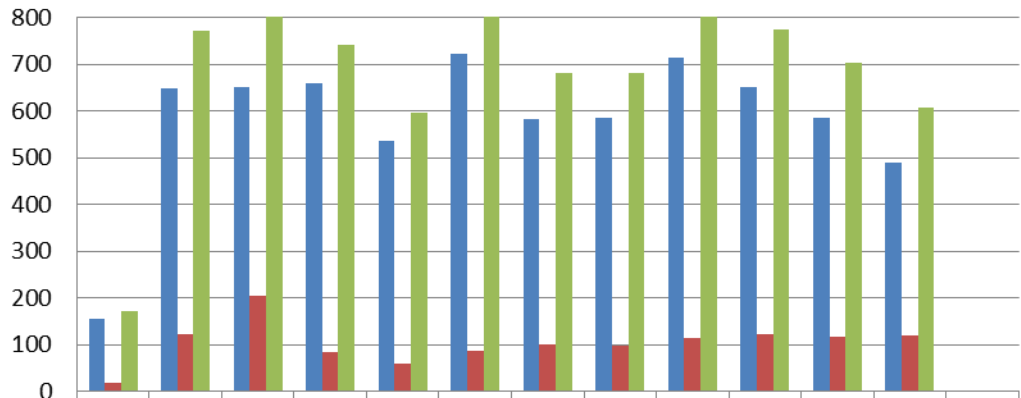
Family and friends will visit with the inmate via video conference from the Visitation Center located in the Lobby of each facility. When the visit begins, the inmate and visitors will be connected by computer where they can see and talk to each other. For convenience, the visitors may visit at either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

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

In November 2013, MRRJ began offering Internet Visitation. This is a paid service offered to family, friends, and attorneys to visit with the inmate 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 up to five Internet visits per week for each inmate from family and friends. Internet Visitation is a great solution for those who have extended distances to travel to the facility.

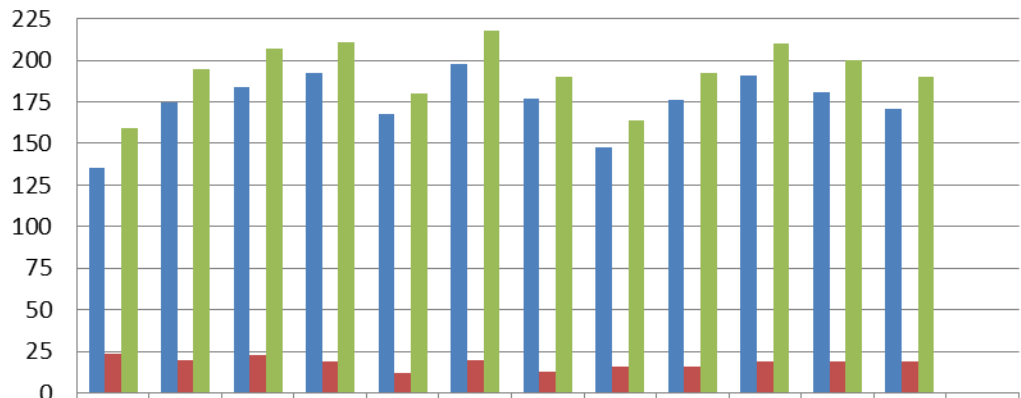
During the period of July 1, 2014 thru June 30, 2015, there were 8,221 visitors recorded at the Alberta Facility and 2,316 visitors at the Mecklenburg Facility. Of those visits, 6,976 were visits from family and friends and 1,245 were from attorneys at the Alberta Facility and 2,096 were visits from family and friends and 220 were from attorneys at the Mecklenburg Facility.

Visitation Conducted - Alberta



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Personal Visits	155	649	650	659	535	721	582	584	714	652	586	489	6976
Professional Visits	17	123	204	83	60	87	100	98	114	122	118	119	1245
Totals	172	772	854	742	595	808	682	682	828	774	704	608	8221

Visitation Conducted - Mecklenburg



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Personal Visits	135	175	184	192	168	198	177	148	176	191	181	171	2096
Professional Visits	24	20	23	19	12	20	13	16	16	19	19	19	220
Totals	159	195	207	211	180	218	190	164	192	210	200	190	2316

Medical Department

A. Powell, RN, HSA

J. Paul, RN, DON

Medical Personnel

Dr. M. Brooks / Medical Director

R. Johnson, ARNP

Dr. R. Sood, Psychiatrist

R. Green, LMHP

Dr. A. Melton, DDS

S. Allen, LPN

S. Creedle, LPN

M. Johnson, LPN

S. Lafoon, LPN

L. Blount, LPN

P. Smiley, LPN

C. Bowen, LPN

K. White, LPN

M. Walker, LPN

C. Lee, CMA

M. Wright, CMA

H. Kidd, CMA

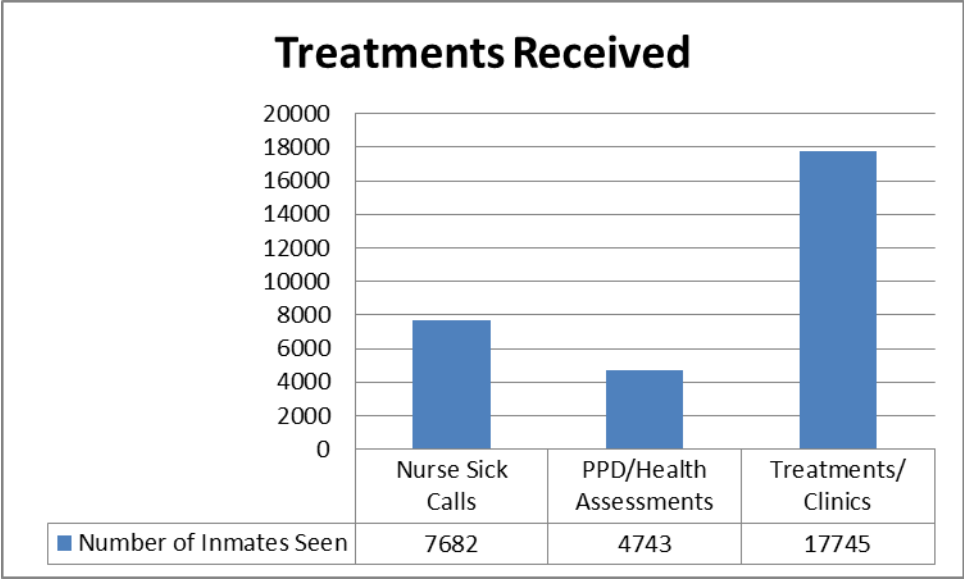
V. DeBerry, Administrative Assistant

S. Abernathy, Medical Records

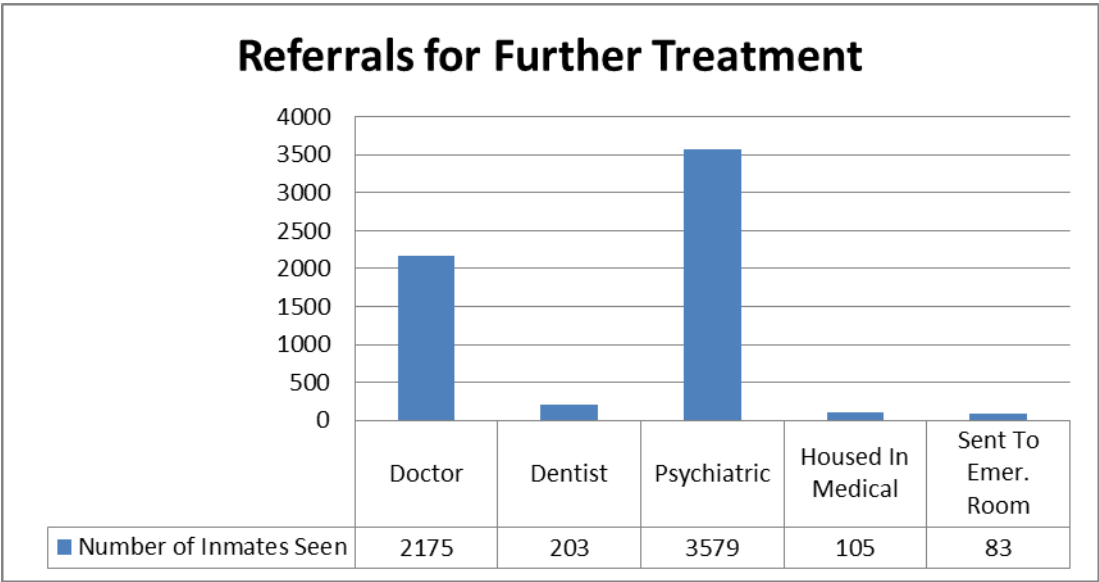


Armor Correctional Health Services' (Armor) primary mission is to provide quality health care to all inmates. Services include not only general health care but also dental care and mental healthcare services. The Medical Department consists of one (1) Physician, one (1) Psychiatrist, one (1) Dentist, one (1) Nurse Practitioner, two (2) Registered Nurses, eight (9) Licensed Practical Nurses, three (3) Certified Medication Aids, one (1) Mental Health Professional, one (1) Administrative Assistant and one (1) Medical Records Personnel.

Daily operations include four (4) pill calls, sick calls, wound treatment clinics, blood pressure checks, and blood sugar checks as well as emergencies that may occur. Armor 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. Armor also educates inmates on options for Mental Health and Health Care follow ups when released from incarceration.

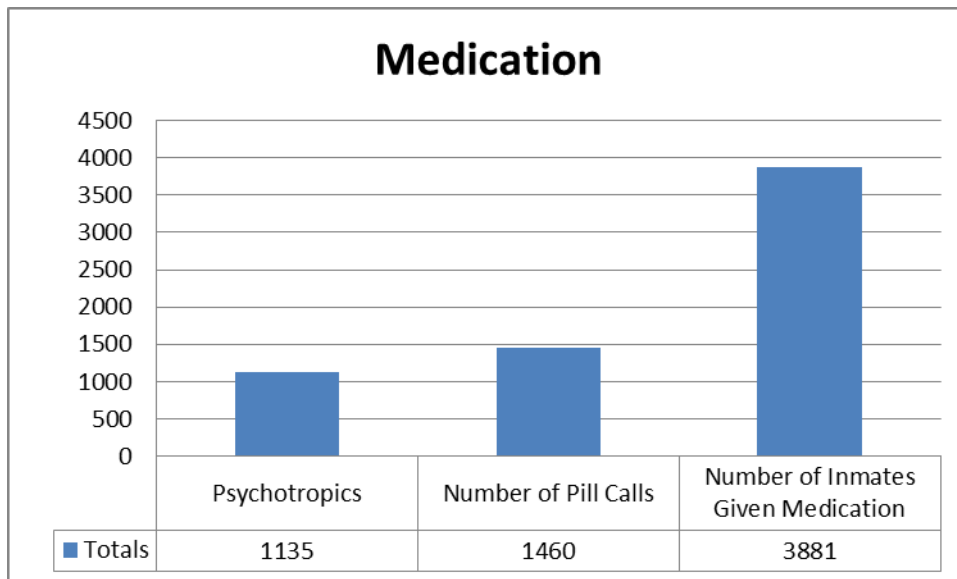


The Medical Department continues to be a busy place. The number of sick calls totaled **7,682**. In addition, **4,743** PPD'S (Purified Protein Derivative) / Health Assessments were performed, as well as **17,745** treatments / clinics. We are currently seeing inmate population with chronic health problems. We are currently providing continual assessments, education, and support to those with such issues as Infectious Disease, Hypertension, Diabetes, and Psychiatric Illness. Dr. M. Brooks and Nurse Practitioner R. Johnson have had over **2,175** 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 and Dr. Brooks, 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, 2014 to June 30, 2015, **3,881** 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 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.

Virginia Association of Regional Jail Awards



Lt. Lucy started at Brunswick County Sheriff's Office on January 1, 2012. The Sheriff Department's jail closed in June 2012 and the jail staff, including Lt. Lucy, transferred to the Meherrin River Regional Jail. Lt. Lucy came to Meherrin River Regional Jail as an Officer and was quickly promoted to Security Sergeant. On March 1, 2013, he was promoted to Security Lieutenant.

As Security Lieutenant, Lt. Lucy received his General Instructor Certification, Law-Fit Certification, Firearms Instructor Certification, and Defensive Tactics Instructor Certification. On November 17, 2014, he received a lateral promotion to the position of Lieutenant of Operations and Support.

With his outstanding work performance and dedication, he was awarded the 2015 Supervisor of the Year Award from the Virginia Association of Regional Jails for working through a life threatening injury sustained by an inmate that jumped from the top tier of a housing unit. With an inexperienced staff, Lt. Lucy remained calm and directed his security staff through protocol and emotion during a very stressful situation. Lt. Lucy was one of many submissions for Supervisor of the Year to the VARJ Selection Committee.



Superintendent Willett started with Meherrin River Regional Jail as the Finance Director on November 11, 2011. Superintendent Willett was later appointed Interim Superintendent for a short period of time and ultimately named Superintendent on June 27, 2012. During this time, Superintendent Willett met strict deadlines ensuring the facilities opened on time and under budget without incident.

Superintendent Willett was nominated as Superintendent of the Year by a selection committee of her peers for her commitment to dedication and excellence in the field of corrections.

Virginia Association of Regional Jail Pistol Tournament



The Meherrin River Regional Jail participated in their first Virginia Association of Regional Jails Conference Pistol Competition in April 2015. At this competition, regional jails from all over Virginia compete with each other and demonstrate their firearm training and skills.

The Meherrin River Regional Jail team members were Captain J. Booth, Lieutenant J. Lucy, Lieutenant W. Townsend, Officer J. Bradner, Officer J. Flynn, Officer M. Stith, and Officer J. Fulk.

The competition offers four classes of competition: Master, A, B and C Classes. Captain J. Booth won First Place in the Class A Pistol Competition, Officer M. Stith won First Place in the Class B Pistol Competition, and Officer J. Flynn won Third Place in the Class B Pistol Competition. Congratulations to all of these exemplary employees on your dedication and hard work!

Out of 23 Jails, Meherrin River Regional Jail employees received the majority of the awards during this competition.

This event, in conjunction with the conference, allows Officers and staff from all over the state to come together and share information and experience. In addition, there are training classes offered as well as lectures on the newest products to the industry.