

Richmond City Sheriff's Office



ANNUAL REPORT

January 1, 2016 - December 31, 2016



Sheriff C.T. Woody, Jr.

Citizens of Richmond,

As we prepare for a productive and engaging 2017, I am encouraged as I look back on everything we were able to accomplish in 2016.

Many have often heard me say, “The jail is in the community, and the community is in the jail.” It is because of this fact that I am so dedicated to the work we do with the residents while they’re here. Whatever we may think of those behind bars, there is one truth we cannot escape: 95% of those in jail will eventually return to the community. The Internal Program Department continues to rehabilitate and assist in the recovery of the residents in the Richmond City Justice Center every day, and to prepare them for their re-entry in the community, so that they will become responsible and productive citizens.

Additionally, just as I have a mission to rehabilitate those who come into the RCJC as residents, I also have a responsibility to ensure the next generation does not pass through these doors as future residents. I take that duty seriously, as do members of my agency.

Law enforcement cannot serve its community fully unless they are engaged in every aspect of it; this is why we, as an agency, make community engagement a priority. Our participation in programs like the Rule of Law and the Hill Tucker Institute ensure our young people attain the knowledge they will need for a successful future. Facilitating events for those incarcerated at the RCJC to see their children, too, all have the purpose of keeping young people on the right track – and out of jail.

As we have always known, the importance of communication between law enforcement and those they serve cannot be over stated. The Community Custody Department works hard every day to ensure that the Richmond City Sheriff’s Office is out and about in the community we serve, talking to citizens and continuing to build on the wonderful relationship and trust we have with the people of Richmond, young and old.

It is my hope that when citizens finish reading this report, there will be no doubt as to the commitment and dedication I have to managing and maintaining a safe, secure facility, while working towards the rehabilitation of those in need. Our goal is that when residents leave, they do so carrying with them an experience that was constructive enough to get them on the right track, but not so comfortable as to make them want to come back.

Sincerely,



Sheriff C.T. Woody, Jr.



Sheriff C.T. Woody, Jr.

Stop the Presses

The Richmond City Sheriff's Office certainly kept busy this year. Between a basketball game with a few NBA players, our back to school events, a very special visit from two individuals who survived one of the most horrific points in history, and other notable moments, we had a great deal to share with Richmond!

Hoops for Hope

In June of this year, the Richmond City Sheriff's Office teamed up with Chesterfield County Sheriff Karl Leonard to allow eleven residents, eight from the RCJC and three from the Chesterfield County Jail, to come together and play a few games of basketball with their sons. Sponsored by Haley Buick GMC and the Richmond Family and Fatherhood Initiative (RFFI), Hoops for Hope allowed male residents who completed a 21-class curriculum of intensive fatherhood and manhood classes to participate in a day of structured relationship and team building activities.

Celebrity coaches were on hand to coach and provide guidance to both residents and their children. Retired former NBA player Ben Wallace, current NBA player Ed Davis, and VCU Ram's players Mo Alie-Cox and Torey Burston ran their respective teams through a series of routine practice drills, which included everything from dribbling and passing, to lay-ups and man-to-man coverage. After the games were played, residents and their children were able to enjoy a cookout style lunch and took part in father/son relationship building exercises. The children did not go home empty handed either—all received backpacks filled with supplies donated by STEP and new shoes donated by the Good Feet Store. Many thanks to all who were able to make this day possible!



A resident's son performs a lay up



Residents & their sons pose with VCU Rams Mo Alie-Cox & Torey Burston



Sheriff Woody with Hoops for Hope Participants



Ben Wallace & Ed Davis speak with residents & sons

A Wish is Granted

"I have always said jail is no place for the mentally ill. We have worked with what funding we've had to do what we can for them, but it's difficult to give them the quality of care that they deserve funding for. This pilot program will allow us to hire trained, effective staff that will be dedicated solely to these individuals, both while they are incarcerated and also after release."

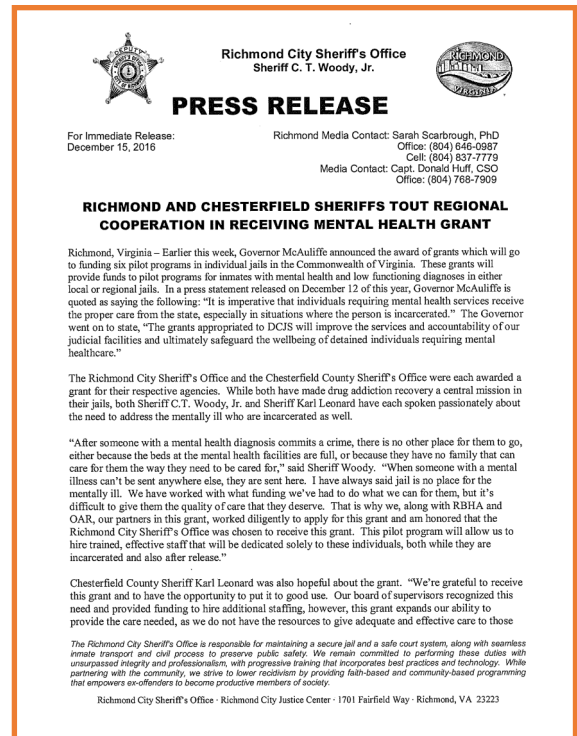
-Sheriff C.T. Woody, Jr.

The rehabilitation of those incarcerated who suffer from mental illness and who are low functioning received a much needed boost of support from the General Assembly. Through a competitive grant process, the Department of Criminal Justice Services selected six local and regional jails who will receive grant funding for mental health pilot programming during an individual's incarceration and after release.

After the initial notification of the grant award, Governor McAuliffe held a press conference announcing the mental health grant, as well as a full push by his administration for additional funding for mental health services, not only in jails, but in mental health facilities across the entire Commonwealth. In total, the Governor requested a \$31.7 million dollar investment from the General Assembly to adequately fund mental health care priorities, with \$3.5 million of that going to the jails, which were awarded through grant funding. We are thankful to receive this funding, and excited to see the results it will bring our residents with a mental health diagnosis.



Lt. Governor Northam & Sheriff Woody



Sheriff Karl Leonard of Chesterfield with Sheriff Woody. Both the Richmond & Chesterfield Sheriffs' Offices were awarded the mental health grant.

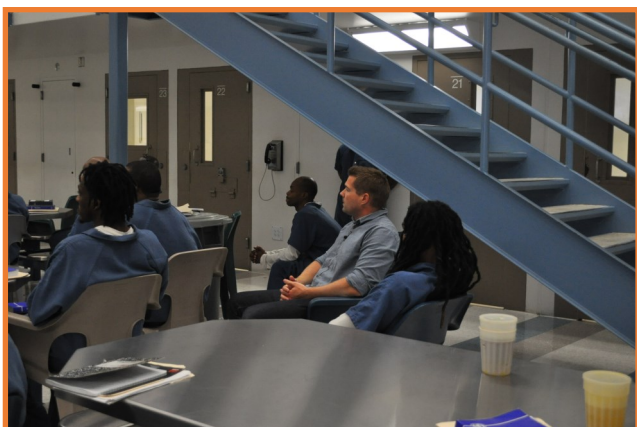


Governor McAuliffe & Sheriff Woody

Visitors from Across the Pond

The Richmond City Sheriff's Office took on the international media this year. Johannes Langkilde, a U.S. correspondent with the Danish Broadcasting Corporation (DBC), and his film crew visited the Richmond City Justice Center over the span of three months. Working on a new series featuring only six sites across the U.S., the DBC chose Richmond, Virginia as one of places to be featured on Denmark's largest television network after learning about RCSO's innovative approach to rehabilitation, recovery, and re-entry.

While he was in RVA, Johannes interviewed several of the RCSO staff, including Sheriff Woody, Dr. Sarah Scarbrough and her team in the Internal Program Department, and residents. He even attended and participated in the daily meetings and groups on the REAL Program pod.



Johannes takes part in a Feelings & Focus Meeting

Johannes followed the life of one of RCJC's resident's, Terry, as well as that of the Terry's son. It all occurred during the first annual Hoops for Hope event, which allowed fathers serving time at the Richmond City Justice Center to take part in a basketball game with their sons.



Johannes interviews a resident in his cell



Sheriff Woody & Johannes speak with a man just outside his home

Sheriff Woody led Johannes and his film crew on a tour of Richmond, where they visited areas of the city and spoke to long-time residents of the River City community.

They even had so much material he wanted to show his audience that the Richmond City Sheriff's Office was featured in not just one, but two episodes! We look forward to sharing those episodes with our RCSO family once they air in Denmark. We are so grateful Johannes and his production crew chose our site as the backdrop for one of his episodes for his series.

Back to School Cookout

On August 30th, what originally began as a way to have children of residents go back to school with fresh haircuts, became a day-long event centering around back to school activities, games, and parent/child relationship enrichment. Fifteen children of residents at the RCJC were not only able to receive free haircuts supplied by Emmanuel Gayot, owner of Edify Barber Academy, but were also given brand new backpacks filled with school supplies and new shoes. Backpacks and supplies were graciously donated by employees of RCSO and Tim Cole with STEP Richmond, and the shoes were donated by The Good Feet Store owner Jonathan Cotten.



The son of a resident receives a haircut during the Back to School Cookout



Sheriff Woody joins in the fun with the kids

“Education is so important. Education is what can keep a person from going down the wrong path and ending up in here. These kids are already at a disadvantage because they have a parent who is incarcerated. As Sheriff, my main duty is to run a secure jail, but I believe I have a moral duty to the residents here as well – to make sure that when they leave this facility, that they do so rehabilitated and ready to contribute to the society that they are returning to.”

- Sheriff C.T. Woody, Jr.

To top everything off, a cookout was held for the residents and their children, and afterwards, relationship building exercises were led by Anthony Mingo with Richmond Family and Fatherhood Initiative. It was a great, successful day, and we thank everyone who had a hand in coordinating it!



Fathers & their children were able to play games, dance, color, & eat together



Sheriff Woody speaks with local media at the Back to School Cookout

Community Engagement

During my tenure as Sheriff of the City of Richmond, education has been both a personal mission of mine and a goal at the forefront of this agency. From assisting local schools with supplies for children, to hosting events for teenagers interested in the law and law enforcement at the Richmond City Justice Center, to speaking and participating in the Rule of Law program, my commitment to the next generation remains just as strong today as it did when I became Sheriff in 2006.

Hill/Tucker Institute Visit

As we have done several times in the past, we hosted students from the Hill-Tucker Pre-Law Institute at the RCJC for a day of legal discussion and case scenarios. Students asked questions of the Command Staff and took part in instructive, interactive law enforcement role play, enabling them to see and experience an encounter with law enforcement, and most importantly, how to best respond to that situation.



Sheriff Woody with Hill Tucker Students



Hill Tucker Students Touring a Pod

Afterwards, students were given a tour of the facility and were allowed access to an unpopulated pod (pictured left), where they were able to go inside the cells, sit at the deputy station, and have an inside look at what the day-to-day life of a resident at the RCJC is like. They were introduced to the Direct Supervision model, which our deputies use while working on the pods, and gained an understanding of what a deputy's day or night was like during a common 12 hour shift.

Rule of Law 2016

Once again, RCSO was well represented during the 2016 Rule of Law Program. On April 8, I, and several members of my agency including some of my executive staff, spent the day with middle and high school students from Richmond and Henrico County. The day began at the General Assembly Building, and then moved down the street to the Virginia Supreme Court, where students participated in a mock trial, judged a case, and split into group break-out sessions. This was all designed to give students a well rounded understanding of the law and how it is applied. I heard several of them express how appreciative and surprised they were at the things they learned that day.



Sheriff Woody & RCSO Staff at Rule of Law

National Night Out

August 2nd brought the annual gathering of communities and police around the nation known as National Night Out (NNO). We made stops all over Richmond for NNO, visiting with community leaders and families who had come to gather in an environment filled with music, food, and fellowship to thank and converse with their local law enforcement. RCSO executive staff and other members of my agency handed out stickers and educational literature to the kids and took pictures with them and their families, all the while enforcing the strong bond Richmond's law enforcement has with the community.



Sheriff Woody greets volunteers at 25th Street Event



Speaking at NNO event on Jeff Davis Highway

Did you know...

- The first National Night Out took place in 1984
- Initially, 400 communities in 23 states participated
- Presently, over 16,000 communities and 40 million people in every state take part in National Night Out!

"My commitment to the next generation is absolute. I have often said that jail is no place to be, no place to want to end up. I tell children all the time that the only reason I want to see them walk through the doors of the RCJC is because they work there.

Educational programs like the Rule of Law and the Hill/Tucker Institute, and community events such as National Night Out give me, and every law enforcement official in the city, the opportunity to steer a kid in the right direction, rather than allowing him or her to veer off in the wrong one."

-Sheriff C.T. Woody, Jr.



Celebrating NNO at Byrd Park

Giving Back

Once the school year begins, it is a rush to the Holiday Season! These four months in the year, more than any other time, is where we focus on giving back to the community we serve. The Richmond City Sheriff's Office continued that tradition prior to the school year beginning, and during the Thanksgiving and Christmas holidays of 2016 by donating to communities in need.



Sheriff Woody & members of his agency pack away school supplies donated by RCSO employees

We were on hand for the 2016 Radio One Supply Drive, an annual event that collects and hands out school supplies for kids who need a little extra help before the school year starts. Sheriff Woody partnered with Radio One to personally hand out backpacks, notebooks, pens, pencils, and binders to thousands of kids who had lined up at Walmart to receive their supplies.



Sheriff Woody with DJ Mike Street

On November 22nd, the RCSO partnered once again with local radio station 106.5 The Beat and DJ Mike Street to deliver turkeys and side items, such as stuffing, yams, and biscuits to 25 families of RCJC residents. These families were in addition to 40 other families which had been adopted by RCSO employees. Thanks to Mike and Mr. Steve Harvey, who donated the turkeys and fixings, for making his day possible!



Sheriff Woody & Executive Staff with donations for Richmond Children's Hospital



Sheriff Woody, RCSO Staff, & Staff of Richmond Children's Hospital

In December, the RCSO family again opened their hearts and wallets and donated toys, hygiene items, and other gifts to children at the Brook Road Campus of the Richmond Children's Hospital. It was a heartwarming day filled with reminders of how lucky each and everyone of us is for the lives we have!

Employees in the Spotlight

August 2016 saw the return of the RCSO Monthly Newsletter! Filled with information regarding training, volunteer opportunities with Community Custody, and policy updates, as well as a letter from the Sheriff, the newsletter is sent out mid-month and also features one deputy and one civilian in the spotlight. Below is a list of the deputies and civilians who earned the honor to be in the spotlight in 2016:

Deputy in the Spotlight

August 2016 - Sgt. Shamora Ingram
September 2016 - Dep. Ben Steinburg
October 2016 - Cpl. Maxine Cordon
November 2016 - Cpl. Stephen L. Dean
December 2016 - Dep. Charles Seal, III

Civilian in the Spotlight

August 2016 - Mr. James Robinson
September 2016 - Ms. Denise Short
October 2016 - Dr. Raymond Tademay
November 2016 - Ms. Shequra Dickerson
December 2016 - Mrs. Donna Bollander

Congratulations to these sworn and civilian members of RCSO!



Pastor Louis Williams

Pastor Louis Williams joined RCSO in January of 2016 as Chief of Chaplains. In this role, Pastor Louis seeks to transform lives and reduce recidivism by giving faith and community based resources that empower residents to become productive members of society.

In addition to his duties with residents, Pastor Louis also serves the sworn and civilian staff of the Richmond City Sheriff's Office, and maintains a staff of chaplains that serve at the John Marshall, Oliver Hill, and Manchester Courthouses. Welcome aboard, Pastor Louis!

In June of 2016, Major James Jenkins was named as the first liaison from RCSO to the LGBT community. This community has historically been, and continues to be, targets of violence and members of the LGBT community should expect and receive support from their law enforcement.

"It is imperative that members of this community not only understand, but feel, that we stand in solidarity and support of them, particularly when crimes occur which impact them and our community."

-Sheriff C.T. Woody, Jr.



Major James Jenkins

Training Division

The Training Division saw some major changes in 2016. Joining the Training Division as instructors and coordinators were Lieutenant James Womack, Lieutenant Sam Arnold, and Lieutenant Willie McNeal. In September Major Christopher Uzel was named Academy Director. On top of two basic academies and the first Field Training Officer (FTO) School at the RCSO, the Training Division had a number of certification and recertification courses, including In-Service, Virginia Criminal Information Network (VCIN), and Firearms Qualifications. Finally, RCSO hosted LifeLock and the Federal Bureau of Investigation-Leadership, Ethics, Embracing Change, Diversity, Academia (FBI-LEEDA) for a training course offered to regional law enforcement and other firms who have a vested interest in keeping identity and financial information safe and secure.



Sheriff Woody with 4th Basic Academy Class



Sheriff Woody with 5th Basic Academy Class



Training Staff with 1st RCJC FTO Class



Sheriff Woody, Paige Hanson (LifeLock), & Mark Sullivan (FBI-LEEDA)



RCSO Training Staff From Left to Right: Lt. James Womack, Maj. Chris Uzel, Training Secretary Donna Bollander, Lt. Willie McNeil, Lt. Sam Arnold

In 2016:

- 2 Basic Recruit Academies, 31 Recruits Total**
- 127 Completed In-Service Online Training**
- 176 Staff Completed First-Aid/AED/CPR Classes**
- 24 VCIN Re-Certifications**
- 7 VCIN Certifications**
- 8 General Instructor Re-Certifications**
- 4 Defensive Tactics Instructor Re-Certifications**
- 7 Firearms Instructor Re-Certifications**
- 352 Use of Force, Firearms, & Chemical Agents Training Participants**
- 8 Staff Certified as Field Training Officers**

Recognition and Awards

The Richmond City Sheriff's Office continues to receive accolades and honors for its role in the community as well as the strides it makes to be a welcoming environment for all those qualified individuals who wish to work here in the office.



V3 Certificate

On October 3, 2016, RCSO became a certified agency in the V3 (Virginia Values Veterans) Program. This program is designed to assist in the raising of awareness and resources for the recruitment, hiring, and retention of military veterans. Having this certification gives RCSO access to the tools and best practices needed to ensure that our agency is offering every opportunity it can to veterans who apply with our office.

RCJC continues to receive awards for its superior design. In 2016, the American Council of Engineering Excellence of Virginia awarded Vanasse Hangen Brustlin, Inc. the Merit Award for the engineering design and construction monitoring of the RCJC. Congratulations!

For the last few years during National Correctional Officers Appreciation Week, the Sheriff and Executive Staff host an Appreciation Picnic for sworn and non-sworn employees. This allows another opportunity to show appreciation for the hard work and dedication the RCSO family puts in day in and day out (pictured right).



Sheriff Woody with American Legion Riders

The Two Rivers Chapter of the American Legion Riders is dedicated to veteran's awareness issues and supporting members from all branches of the U.S. military. On July 7, they presented Sheriff Woody with an award and thanked him for providing assistance to the American Legion Riders by offering an escort for the group to McGuire Veterans Medical Center for the 7th annual Ride for Wounded Warriors.



Sheriff Woody with RCSO deputies during the Staff Appreciation Day Picnic

Let's Get REAL

REAL Graduation

This year gave us not one, but two REAL Program graduations. On April 26 and September 21, a total of 23 male and female residents graduated from the Recovering from Everyday Addictive Lifestyles Program, setting them on the path to a full recovery once they leave the RCJC. In 2016, there were 72 female and 462 male residents who participated in the program, and most of those individuals continue with the program today.



REAL Graduation Ceremonies, April 26



*First female REAL Program Graduate,
Nakicia*

The September graduation ceremony also saw the first female resident to complete and graduate the Program! Nakicia was a program member from January through September and is currently on work release, which was earned through REAL graduation. Congratulations to her and all those who graduated this year!

Holocaust Survivors Visit RCJC



Alan and Halina Zimm speak with a reporter before the event

“Alan and Halina Zimm have experienced struggles and horrors that no human being should have to endure. It is a great testament to them that they have made it their mission to share such a painful period in their lives with others. Any chance that we have to educate those who are incarcerated, we take. Our residents received not only an historical lesson, but also one of faith, motivation, and hope – the idea that one can survive and go on to achieve great things regardless of the circumstances they face.”

-Sheriff C.T. Woody, Jr.

The Richmond City Sheriff's Office and participants of the REAL Program received an extraordinary visit in May. Alan and Halina Zimm came to share their remarkable story of survival during the Holocaust. Alan and Halina spent roughly an hour going through their personal stories of escaping persecution under the Nazi regime, and how they both came to the decision to travel and share their experiences with those willing to listen. Realizing that the opportunity to hear from these two was a once-in-lifetime chance, residents welcomed them with a standing ovation and listened intently to their experiences. We would like to thank Alan and Halina Zimm once again for sharing their incredible tale of perseverance and faith with us.

Erasing the Past

Thanks to the generosity of a local tattoo removal specialist, former residents of the RCJC have the opportunity to remove some physical reminders of their past that may hamper them in their new future.

Chuck Powell, who owns East Coast Laser Tattoo Removal in Richmond, agreed to provide tattoo removal services to former residents of RCJC who were in the REAL Program, in exchange for those residents performing community service hours. Ten hours of community service covers the cost of one treatment, which is around \$100.00. Depending on the size of the tattoo, each removal can take between eight and ten treatments, which would amount to \$800.00-\$1,000.00 per full tattoo removal.



Chuck Powell & Former RCJC Resident Charlie

*“When I was in REAL, one of the main take-aways from that program was ‘people, places, and things.’ I got a lot of my tattoos when I was living my old life, and now that I have a new life, I want a fresh start. I have to remove the things from my old life that are holding me back. These tattoos make people look at me differently, and it’s difficult to get a job – it’s hard to get people to give you a chance when you don’t **look** like you’ve changed.”*

-Charlie, Former RCJC Resident

A 2013 study, published by the International Journal of Criminology and Sociology, found that inmates with one or more visible tattoos had an increased likelihood of recidivating for a violent crime within three years following their release. By removing these tattoos, especially for young inmates, it gives them opportunities that were likely not previously available and significantly lowering their chance for recidivism.

2nd Motherhood Tea

In an event just for the female residents of the REAL Program, mothers and older sisters spent a few precious hours during the holiday season with their children and siblings. This year, we partnered with First Presbyterian Church, whose women’s group collected and donated the tea cups that were used. Each child was able to take home a tea cup and saucer, as well as the one used by their mother or sibling, to serve as a memory for the event. Our ever enduring partners at Richmond Family & Fatherhood Initiative sponsored the event and provided structured relationship building exercises, alongside the non-profit REAL Life.



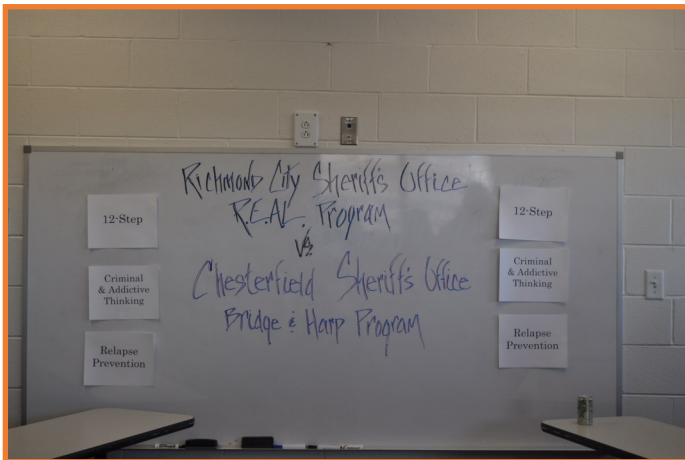
Mothers & children coloring during the Tea

A Historic Report is Released

The U.S. Surgeon General released a groundbreaking report in Los Angeles, California on November 17 on addiction and mental health, and he did so in a way that allowed Sheriff Woody and the Internal Programs Department to take part. On that Thursday night, Surgeon General Vivek Murthy held a nation-wide in-person and tele-conference. This event allowed substance abuse survivors, advocates, and medical professionals to come together and discuss the findings of the report, as well as ways to combat the newly recognized and ever growing disease of addiction. Via Skype, the Sheriff, Dr. Scarbrough, and current and past REAL participants shared about the effects of programming for addicts.



Sheriff Woody, Dr. Scarbrough, & members of REAL



Battle of the Brains Game Board

Battle of the Brains: Richmond vs. Chesterfield!

Our friends to the south in the Chesterfield County Sheriff's Office issued a challenge on December 7, and it was one that could not be refused. Along with members of his Heroin Addiction Recovery Program (HARP) and Bridge program, Sheriff Karl Leonard visited the RCJC for a Battle of the Brains Competition against residents in the REAL program.



Sheriff Woody & Sheriff Leonard

Questions focused on three categories: Addiction Recovery, Criminal and Addictive Thinking, and Relapse Prevention. As their audience of fellow residents looked on, the game went from rapid fire questions to category like selections until all the questions had been asked and answered by both teams. While both performed superbly, in the end there could be only one winner, and that was the team from Chesterfield who beat Richmond 35-28.

Community Custody

The Community Custody team provides a variety of services for both the community, as well as male and female offenders who serve weekend and community service time, and those who are in work detail, work release programs, and Home Electronic Incarceration (HEI).

In August, participants of the Misdemeanor Community Service Program (MCSP) took on the challenge of cleaning up and beautifying Ancarrow's Landing, a little known, yet important historical landmark in Richmond. The project included trash collection and landscaping of the small area, which is popular amongst historians and fishermen.



Ancarrow's Landing



Pumpkin Patrol 2016



National Night Out 2016

August and October brought with it the annual events of National Night Out and the Sheriff's Pumpkin Patrol. Both events are much anticipated by both the Sheriff's Office staff, as well as the community at large. While National Night Out is a staple nation wide for communities to join with their local law enforcement in dialogue and fellowship, the annual Pumpkin Patrol events are designed to ensure that all kids have a safe place to trick-or-treat during Halloween, while meeting and talking with their local sheriffs' deputies.

We are also pleased to have had so much participation in our alternative sentencing options this year. While not everyone can be eligible to participate in these measures, when an individual can serve his or her time during the weekend, or serve the remainder of his or her time on work release, we attempt to make that possibility a reality, in addition to those who are court ordered to serve on these programs. On average at any given time in 2016, we had 15 residents participate in our Work Release program, 372 individuals participate in the Weekend Program, and 230 participants in our MCSP program. In our Home Electronic Incarceration program, an average of 17 men and women qualified to take part.

In addition to these alternative incarceration programs, Community Custody is also responsible for Project Lifesaver, a nationally recognized and utilized program which provides law enforcement with the ability to monitor wrist sized trackers in the event a developmentally challenged child or an elderly individual are found in a situation of distress. This year, the Project Lifesaver program had an average of 22 participants monitored at a time.

Chaplain's Corner

The Chaplain's Office has a great deal of responsibility when it comes to residents of the RCJC, employees of RCSO, and the surrounding community. While the mission of the Chaplain's Office continues to be lowering recidivism through community and faith based resources, their secondary mission is just as important: to bring hope, healing, and health to residents, their families, and all those who have been affected by crime.



Readings during a Bible Study group



Pastor Louis speaking during Jobs for Life Graduation

A monthly average of 33 services are held in the chapel for residents of all faiths represented by those who are incarcerated at the RCJC, in addition to almost 400 chaplains a month that provide services inside the RCJC. Special services are provided for religious holidays like Easter, Ramadan, Christmas, and other major days of recognition. In fact, this year, the group named OFFERING, provided two, one-hour concerts for 100 male and female residents to celebrate the Holiday Season. Working with our friends at the Temple of Judah, care packages and four Christmas Eve services were provided to over 900 residents.

Library Services

In 2016, the Library fielded 5,259 total requests for law and leisure reading, as well as notary services. This is a decrease of 1200 requests from the previous year of 2015, or 19%. The decrease can likely be attributed to the jail population reduction.

In addition to the regular spiritual services the Chaplain's Office offers, the office often partners with community groups to provide for other needs and aspirations. This year for example, we partnered with Bethel Computers for Education, which provided 18 computers for residents educational use at no cost to the Sheriff's office; Crossover Healthcare Ministry provided classes to 43 female residents, and; Into The Neighborhoods' Jobs for Life Program provided courses on attaining and keeping jobs for 41 male and female residents.

Request Type	Amount	Male	Female
Law Request	3089	96%	4%
Leisure Request	1865	86%	14%
Notary Service	305	83%	17%

Background & Assessments

There were quite a few new faces seen around the Richmond City Sheriff's Office in 2016, and as part of the interview process, our Background Investigations team was hard at work. In 2016, they performed 90 employment verifications, 82 employment reference interviews, and 47 in person deputy applicant interviews.

In addition, RCSO continues to benefit as a member of the Eastern Region Police Recruiters & Applicant Investigators Association (ERPRAIA). During 2016, ERPRAIA presented training on Implicit Bias, Recruiter & Background Investigator Interview techniques, DD214/Military Records, Recruiting the Millennial Generation and using LInX in background investigations. We are grateful for our membership in this organization, which assists RCSO in hiring the best employees possible!

Court Security & Civil Process

Our Courts personnel not only spend their days securing our courthouses; they also process civil service papers, court orders, and facilitate video arraignments.

110,394 civil process papers were generated and served with 100% efficiency, which matches the previous years of 2015 and 2014. Of the 10,610 evictions received, 7,509 were cancelled by the landlord, leaving 3,101 to be served by Richmond City Sheriff's Office deputies.

Richmond City courts saw a total of 216,811 courtroom cases this year, 904 jurors utilized for Jury Duty, and 5,580 video arraignments. Over the last ten years, there have been over 49,000 video arraignments alone. RCSO is proud to have such a professional and dedicated team of deputies and civilians securing and running the day to day operations of our courthouses, as well as operating the jury office.



Main Entrance, Oliver Hill Courthouse



9th Street Entrance, John Marshall Courts Building



Main Entrance, Manchester Courthouse

Human Resources

The goal of the Human Resources Division is to promote the Agency's emphasis on employee development, retention and commitment to excellence in hiring, training, and promotions.

Certification:

The Richmond City Sheriff's Office became State approved for the Veterans On-The-Job Certification Program in July 2016 and became a certified V3 Employer as of September 7, 2016. Since obtaining V3 Certification, nine Veterans have been hired during the period of September 7 – December 31, 2016.

The Virginia Values Veterans (V3) Program is a Commonwealth of Virginia, Department of Veterans Services Program. The program helps employers understand, design, and implement nationally recognized best practices in recruiting, hiring, and retaining Veterans.

Training:

The Human Resource Training Division implemented in-house employee training as an extension of the approved soft-skill training curriculum in 2015.

Number of employees completing training were:

- Effective Workplace Communication—59
- Time Management—159
- Stress Management—118
- Is Perception Reality? - 28
- Deputy Academy—28
- Supervisory/Evaluation Training—35

RCSO Academy Support:

The Division became a part of the RCSO Deputy Academy facilitator's staff. Staff developed and facilitated the Leadership Learning Series. This partnership will be on-going.

Employee Educational Opportunity Enhancements:

- Developed employer partnership with Bryant & Stratton College (one free course was made available to each employee as part of the partnership).
- Established a Memorandum of Understanding (MOU) with 50% tuition reimbursement with Virginia Union University.
- Established a partnership with J. Sargent Reynolds Community College for future on-site college courses for employees for the second quarter.
- Established a partnership with John Tyler Community College for the development of on-site courses for the second quarter 2017.

Recruitment Division:

The Recruitment Division received 241 applications for Deputy Sheriffs and tested 80 deputy applicants. The Sheriff's Office hired 44 full-time deputies and 11 civilian employees during 2016.

A comprehensive Recruitment Plan was developed and implemented to enhance the process.

The Division assessed the need for and recommended purchase of the Hyrell Applicant Tracking System which will roll out in the first quarter of 2017. This user friendly system will enhance the application process and data maintenance, while placing the applications online to complete instead of utilizing paper copies. The Hyrell Applicant Tracking System will also provide a fully-integrated service to background checks, assessment tests, compliance services, electronic on-boarding and more.

Employee Wellness:

Physical Wellness

- Enhanced overall wellness opportunities offered to employees that included partnering with Walgreens, which included on-site Flu-Clinics.

Financial Wellness

- Established on-going Financial and Retirement Planning Seminars.

Finance & Accounting

The Finance & Accounting Division continued to emphasize their philosophy "*WE CARE*" through the exemplary customer service provided to assure prompt payment of the Sheriffs' Office invoices and the accuracy of the residents' accounts.

Some of the division highlights throughout the 2016 year include:

- Obtained 100% compliance on the 2016 fiscal year Richmond City Justice Center fixed assets inventory audit trial sample. (May 2016)
- Presented a *Raising The Bar* presentation to the Sheriff and implemented four great components: *Revised Resident Request Form*, *Finance Division Contacts Card*, *Kiosk One-on-One Sessions* and the *Detail Pay Refresher Courses*. These four components have improved the division's relations with the RCJC customers and other divisions in the agency for the betterment of the overall organizational functions. (May 2016)
- The Petty Cash Audit was conducted by the City's Finance Department and properly approved by the City's Revenue Accounting Manager. (July 2016)
- The preliminary Civil Process Audit was conducted by the State Auditor of Public Accounts and revealed 100% compliance on all processes for Civil Process payments.

With the assistance of the Property & Supply Division, six items were sold on GovDeals.com totaling over \$620.00. (October 2016 – November 2016)

Budget

The Budget Division continued to operate economically and prudently. Staff worked to implement business practices to control costs and maintain the integrity and fiscal responsibility of staying within our approved budget while still adhering to Department of Corrections (DOC) and the Auditor of Public Accounts (APA) guidelines for operations.

The immense importance of securing funding for a new software application to replace the Agency's antiquated Jail Management System (JMS), which is the lifeline to our operations, remains a priority of the agency. As always, the agency remained a strong advocate for employee salary increases and compression pay through supporting lobbying efforts of the Virginia Sheriff's Association (VSA) in order for the Governor and General Assembly to include the salary increases in the FY17 approved budget. While the funding was not approved, the agency will continue to be an advocate for employee salary increases.

FY17 State Budget - \$15.4 million (Reimbursement as Revenues)

- Due to a reduction in our ADP (Average Daily Population), all remaining 18 Emergency Correctional positions were removed by the Compensation Board.

FY17 City Budget - \$39 million

- The budget reflected a \$1.9 Million increase in personnel, which was the reinstatement of vacancy savings that was cut in FY16.
- The Compensation Board approved 447 positions, of which 386 were sworn positions and 61 were non-sworn positions.
- The City allocated the Compensation Board positions, along with 34.29 additional approved positions, which include part-time positions for a total of 481.29 positions.
- The inmate Medical Services contracts were fully funded.

The Budget Department conducted monthly auditing of the pharmacy costs and received over sixty thousand dollars (\$60,000.00) in the first three billings to the commonwealth for state responsible costs for medications.

By the Numbers

The Richmond City Sheriff's Office is happy to report the continued trend of a lower Average Daily Population (ADP). For the seventh year in a row, RCJC will report a lower ADP than the previous year. In 2015, the ADP was 1,078 persons incarcerated "on any given day." We are proud to report that in 2016 the ADP was 944, a decrease of 14.2%. In fact, we have realized a 31% reduction in our confined population since 2010. In 2016 the Richmond City Sheriff's Office received and booked into custody at RCJC 15,980 commitments. These commits represented 7,809 unique individuals and totaled 56,610 individual offenses. A total of 15,053 releases from the Justice Center were recorded for CY 2016. Of which, 70 to Federal Authorities; 94 to Out-of-State Authorities; 87 to State Mental Facilities; 138 to Local Hospitals; 1,559 to other Virginia Jails; 637 to the Department of Corrections to serve State sentences; and 27 releases to a combination of Department of Correction's Treatment, Detention and Diversion Center Programs.

Our Community Custody Department supervised 2,849 Non-Consecutive Weekend commitments, 31 Home Electronic Incarceration commitments and 58 Work Release commitments. The remaining releases (63%) comprise 3,666 Court Ordered Releases; 2,486 Bonds, 2,040 Served Sentences; 678 Time Serves; 408 releases to Probation and 10 releases to Parole.

Information Technology

The Information Technology (IT) Division provides all electronic and data related support to the entire Agency. The types of electronic support provided by IT covers computers, including VMware Virtual computers, monitors, printers and both desk and cell phones. IT also provides support for a number of data related systems such as IMATS, IMATS Companion, Payroll Tracking, Civil Process Tracking System (CPTS), Jury Tracking System, and others.

The Division also provides limited technical support to a component of the Richmond Police Department and Magistrate's Office, which reside and operate inside the Richmond City Justice Center.

Major accomplishments of the Division include:

- Installed Keefe server, at no expense to the agency. Installation of the server greatly improved the performance of Keefe's applications and functions and has reduced the amount of down time.
- Secured a company to perform an analysis to discover, capture and document potential issues within the VMware Virtual environment, and to review recommendations on remediation steps necessary to address these issues, as well as provide a high level roadmap for future growth and scalability. The first visit alone yielded improvements in the virtual system's performance.
- Created a new Payroll application that runs on the Agency's Sequel Database and migrated payroll data from the city's Oracle Database.
- Created a new CPTS application that will run on Sequel Database and will migrate the data from the city's Oracle Database.
- Created a new Inventory Tracking System for computers, printers, office phones and cell phones for the purpose of improving annual inventory reporting.
- Converted NAPHCARE and VINE ftp process from FoxPro to C# which is a more reliable language.
- Assisted in implementation of New Managed Print Services for City of Richmond.
- Participated in development of disaster recovery plan in case of IMATS failure.
- Participated in implementation of new Card Reader and Camera Systems at John Marshall Courts building.
- Worked with Homeland Security in identifying potential threats at John Marshall, Oliver Hill and Manchester Courts Buildings
- Installed and set-up GED testing system which is administered through RCSO Education Program in partnership with Richmond Public Schools Adult Vocational Center.

The IT Division faced challenges in 2016 that required the team to rise to another level. The team faced those challenges with vigor and dedication. With the loss of two employees through attrition, both of whom possessed considerable knowledge, the team quickly stepped up and filled in for those losses.

Accreditation & Compliance

The Accreditation Division continued to make progress during 2016. Positive steps were made in order to attain Virginia Law Enforcement Professional Standards Commission (VLEPSC) Accreditation and maintain certification compliance with the Department of Corrections (DOC).

As the Division continued to coordinate the Agency's preparation for the Accreditation Process, some of the Division highlights include:

- Conducted a Policy Review facilitated by Virginia Law Enforcement Accreditation Coalition (VALEAC) representatives on December 15, 2016. The policy review proved very successful. A mock audit is anticipated in February of 2017 and an overall audit is anticipated in June 2017.
- Revised and Updated Policies and Procedures.
- Instituted systems for policy revisions and review.
- Provided training to staff, during roll call, on new and revised policies and procedures.
- Created, revised and standardized forms to ensure staff are in compliance with departmental needs.
- Equipped agency vehicles with new equipment to assist deputies in the performance of their duties. Regular checks have been and are being performed on the vehicles and equipment to ensure all equipment is kept up to date and regular maintenance.

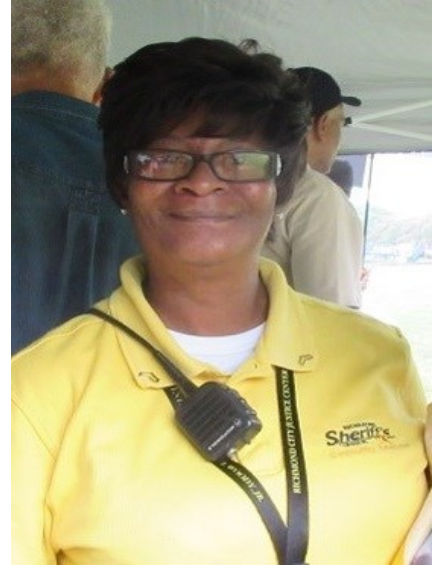
On November 3, 2016 the Richmond City Sheriff's Office hosted a Prison Rape Elimination Act (PREA) Chat. Many Richmond City Sheriff's Office staff and several visiting agencies had the privilege to be trained by certified PREA auditors who provided information on the latest changes with PREA and to those who are seeking to certify their jails according to PREA Standards.

As the Division looks ahead to 2017, our goals are clear and our hope is bright that we continue to improve and strive for excellence.

In Memoriam

While 2016 had its many joys, this year also brought the pain of loss and sorrow. Sworn and Civilian staff of the Richmond City Sheriff's Office lost two members of its' RCSO family this year.

On July 27, Sergeant Rosa Fowlkes passed away unexpectedly at her home, along with her daughter and young grandson. A nine year veteran of the Richmond City Sheriff's Office and a staple within the Community Custody Department, Sergeant Fowlkes was well known for putting her duty and all others before herself. She truly enjoyed the many community events that the Sheriff's Office is known for partaking in, including National Night Out, as well as any occasion which would bring her into contact with children.



Sergeant Rosa Fowlkes



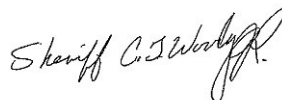
Major Kenneth 'Kenny' Anderson

On September 1, long time RCSO employee Major Kenneth 'Kenny' Anderson passed away from illness. To all of those who knew Major Anderson, he was a constant source of optimism, good humor, and a listening ear whenever it was needed. As a certified training instructor and later Academy Director, Major Anderson oversaw the training of several RCSO academies, helping to mold and shape young deputies and their careers. Serving with RCSO for over 15 years helped nearly everyone to be acquainted with Major Anderson in some form or fashion.

On November 10, the 5th Basic Academy presented Sheriff Woody and the training staff with a plaque, on which two pictures, one of Sergeant Rosa Fowlkes and one of Major Kenneth Anderson, were placed; a beautiful tribute to two individuals who are missed dearly, and will remain in the hearts of every RCSO employee.

In Closing...

2016 was a memorable year in many ways. We met challenges with steadfast leadership and determination, and saw each other through unexpected hardships. The Richmond City Sheriff's Office is leading the way in recovery and rehabilitation programs for our residents, training for our employees, and engagement practices with the community and public which we serve. As one chapter closes and another begins, I look forward to 2017 and the experiences and opportunities it brings.

A handwritten signature in black ink, reading "Sheriff C.T. Woody, Jr.".

Sheriff C.T. Woody, Jr.