

# Alexandria Sheriff's Office 2013 Annual Report



## Message from the Sheriff



Dear Friends,

The Alexandria Sheriff's Office not only continued to execute our public safety mission at the highest level in 2013 but also expanded our services to the public in 2013 despite City-wide budget challenges.

Throughout 2013, the Office and our staff distinguished themselves with the Honor Guard earning the two top prizes from the Metropolitan Council of Governments in May and the Detention Center successfully undergoing a stringent accreditation review and audit by the American Correctional Association in October.

Recognizing the critical need for child safety seat services and with special funding authorized by City Council, the Sheriff's Office began offering safety seat inspections and installations for City residents in summer 2013. By the year's

end, four deputies – all certified safety seat technicians – had installed more than 200 seats. I am proud that our Office could provide this important service to help protect our youngest and most vulnerable residents.

Because of budget constraints, the Inmate Work Detail was reduced by one deputy position yet the team was still able to provide more than 2700 hours throughout the City, completing beautification projects, conducting litter control efforts and reducing City staff time by delivering equipment for events and moving other materials. Through its efforts, the Inmate Work Detail continues to provide the public with true value.

Deputies were also able to step up in emergency situations to support City

services and important community outreach efforts, like delivering Meals on Wheels to homebound residents during extreme weather. In this way and many others, the Sheriff's Office is able to directly aid the community by re-directing on-duty personnel when needed.

Finally, in November, I was honored and extremely grateful to be re-elected to serve as your Sheriff. As I begin my third term, I remain committed to our public safety partnerships, to providing the people of Alexandria with value-added public services and to protecting those entrusted to our custody.

Thank you for your continued support.

A handwritten signature in black ink that reads 'Dana Lawhorne'.

Sheriff Dana Lawhorne



## 2013 Highlights

- The Sheriff's Office implemented Alexandria's new child safety seat program in July. With support from the City Council that ensured four deputies were certified safety seat technicians, the Office began providing installation services for City residents.
- The Honor Guard earned top honors at the annual drill team competition organized by the Metropolitan Washington Council of Governments during National Correctional Officers and Employees Week in May.
- The William G. Truesdale Adult Detention Center maintained its Triple Crown accreditation after a highly favorable American Correctional Association audit in October.
- The Training Unit successfully restructured bi-annual Patrol Refresher Training, delivering it to 155 deputies through online and hands-on formats. The training covered radio communications, defensive tactics, active shooter response and high-risk traffic stops.



## Overview of Organization

The Alexandria Sheriff's Office is responsible for the secure operation of the William G. Truesdale Adult Detention Center and the care, security and transportation of inmates in its custody. The Sheriff's Office is also responsible for the security of the Alexandria Courthouse, the delivery of civil process, criminal warrant arrests and the secure execution of property levies and evictions.

### Mission

The mission of the Alexandria Sheriff's Office is to protect the life and property of our citizens and those entrusted to our custody and to provide quality services to the people of the City of Alexandria.

We serve our community with honor, integrity, and compassion, and will fulfill, with dedication to excellence, all legal mandates prescribed by our federal, state and local governments.

### Bureaus

The Sheriff's Office is organized into four Bureaus that employ 215 full-time staff members, including 172 sworn and 43 civilian personnel. Additional support, such as medical, mental health, and food services, is provided by contract staff.

The **Administrative Services Bureau** supports all other Sheriff's Office divisions.

Administrative Services is responsible for managing the human and capital resources, policy direction and technology support and coordinating staff training necessary for the Office to complete its mission.

The **Detention Center Bureau** is responsible for the secure operation of the Detention Center through the Security Division, an all-sworn work unit. The Bureau performs the important task of managing the facility's inmate population and also controls the access to all areas of the Public Safety Center by inmates, staff and the public.

The primary functions of the **Inmate and Support Services Bureau** support the security of the facility by providing constitutionally mandated services to inmates, administrative support to ensure

proper facility recordkeeping, and programs that represent best practices in corrections. The Bureau also includes the organization's community corrections component.

The Bureau is also responsible for overseeing the Office's involvement in all construction projects which take place at the Public Safety Center and capital improvement projects on the facility.

**Judicial and Special Operations Bureau** staff oversee security of the local courthouse, maintain order and protect those conducting business there. Judicial Services staff serve as court bailiffs, serve civil process and conduct evictions. Special Operations deputies execute criminal warrants, perform prisoner transports, and coordinate the Office's law enforcement response.



## Budget

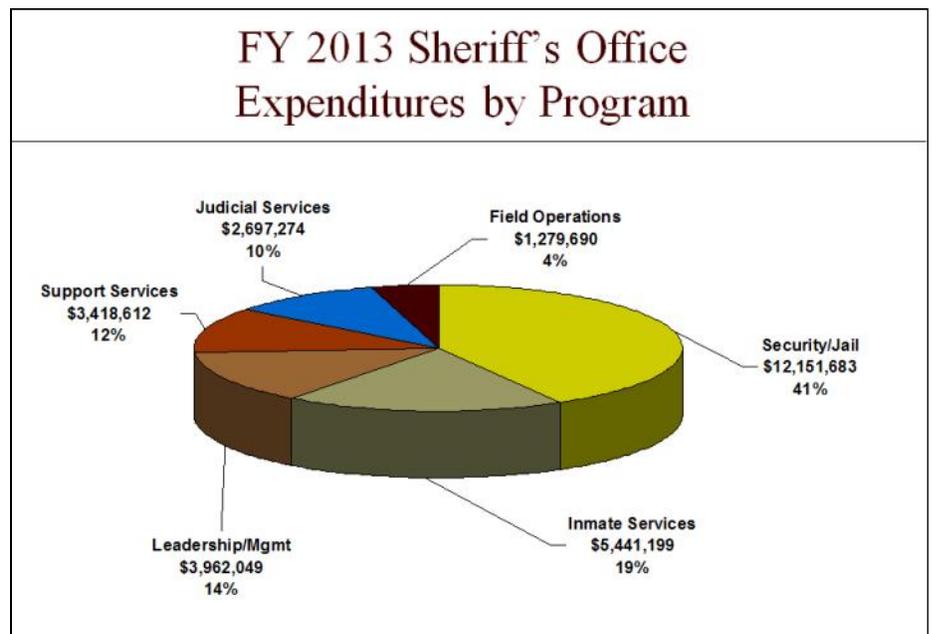
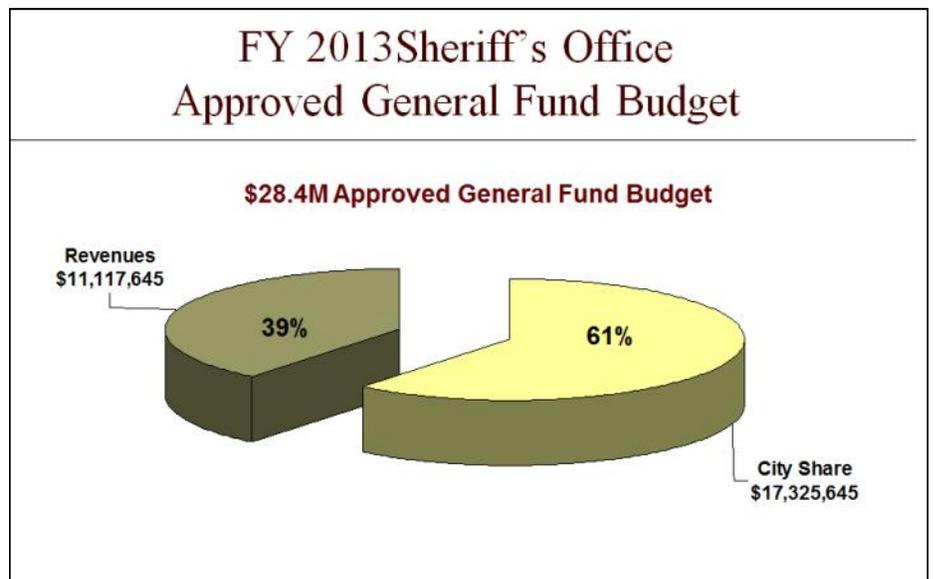
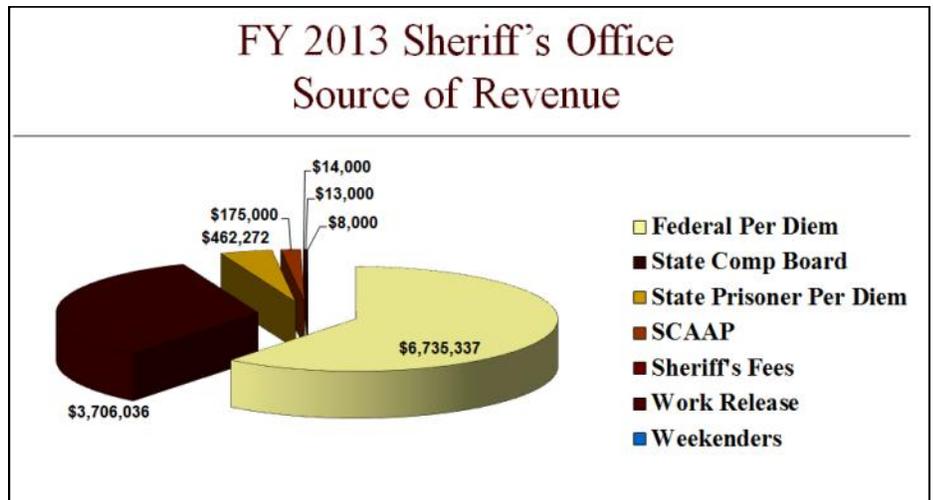
### Revenue Sources

The Sheriff's Office FY 2013 revised budget was funded at \$28,766,980 with actual expenditures totaling \$28,490,552.

Nearly 40% of the funding for FY 2013 was generated from multiple sources outside the City including the State Compensation Board and the collection of fees for civil process service. The Sheriff's Office's contract with the U.S. Marshals Service generated nearly \$6.7 million in revenue to the City from inmate per diem costs. The chart on the upper right identifies FY 2013 revenues by funding sources and the one in the middle compares the Sheriff's Office generated revenues with the overall City share in the original approved budget.

### Funds Allocation

The chart on the bottom right shows the allocation of the Office's fiscal resources among all program areas. In FY 2013, more than \$21 million of the Office's fiscal resources supported Detention Center operations which require the highest concentration of staffing and resources. This represented 72% of the Office's total budget. Costs in the Security Division, largely personnel expenditures, were 41% of the total Office budget. Inmate services expenditures were second with 19% of the budget covering medical care and mental health services.



## Awards & Promotions

### Awards

In March, as part of their annual Community Appreciation Night, the Alexandria Jaycees honored Deputy Marybeth Plaskus (below) with the **William G. Truesdale Award** for her



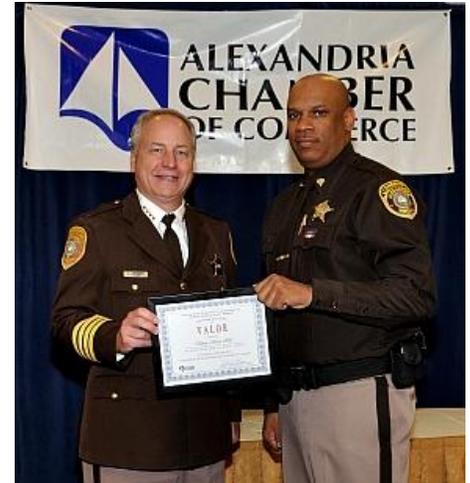
excellent work on and off-duty. Deputy Plaskus, who serves in Transportation, is a Field Training Deputy, technician and trainer for Project Lifesaver, and a Crisis Negotiation Team member. In her off-duty time, she volunteers as an assistant volleyball coach at Woodbridge High School and serves as a mentor to girls on her team.

The George Washington Chapter of the Sons of the American Revolution presented two deputies with **Law Enforcement Commendation Medals** in



May for their outstanding service (above). Lieutenant Melissa Josiah, a commander at the Detention Center, was honored for her work ethic, commitment to excellence and collaborative spirit which is evident through her organization of the Sheriff's Office Helping Hands team for Spring for Alexandria's Community Service Day. Deputy Ernesto Arroyo, who works at the Detention Center, was honored for his dedication to the Office, commitment to his colleagues, and outstanding leadership with the Honor Guard where all team members are able to benefit from his skilled instruction and professional appearance.

At the annual Alexandria Chamber of Commerce **Valor Awards** in June, Deputy Brian Bell received a Life Saving Award in recognition of his efforts to aid an emotionally disturbed person on a



highway overpass. Deputy Bell (above) was off-duty when he observed a woman on an overpass become agitated and attempt to straddle the wall. He called for back up but also talked to her to calm her down. Once police arrived, Deputy Bell distracted her so police could secure her and then transport her for a mental evaluation.



In October, the Optimist Club of Alexandria presented Deputy Andrea Diaz (above) with the **Respect for Law Award** in recognition of her distinguished service

## Awards & Promotions

and her dedication to the community outside her regular assignment in the Detention Center. Deputy Diaz volunteers with the City's Department of Community and Human Services in the Virginia Insurance Counseling and Assistance Program where she provides seniors with important information on Medicare benefits. She is active with the Holiday Sharing Program, volunteers as a tutor, spends time at the Police Youth Camp and promotes breast cancer awareness.



Deputy Michael Cole (above) was honored in November as **CIT Deputy of the Year** for his work with the Crisis Intervention Team. Deputy Cole, a member of the U.S. Marshal Service's Capital Area Regional Fugitive Task Force, was recognized for his dedication to the CIT program where he also serves as a

trainer. He is able to recognize the warning signs of persons experiencing a behavioral health crisis and he also found his CIT training useful when interacting with people he arrested had mental health or substance abuse issues.

Internally, Allison Gerst, Brenda Gray, Deputy Andrea Diaz, Deputy Roy Hopson and Deputy Amy Clinton (posthumously) earned **Employee of the Quarter** honors from their colleagues in 2013.

The following **Employee Awards** were presented in the spring:

*Best Idea* – Sergeant Lynn Oliver

*Community Service* – Deputy William L. Morgan

*Esprit de Corps* – Lieutenant Ron Lawhorne

*Uniform and Physical Fitness* – Deputy Juan Guzman

*Outstanding Performance by*

*Sworn line staff* – Deputy Marvin Pitts

*Sworn supervisor* – Captain Frank Milano

*Civilian line staff* – Ruth Graham

*Civilian supervisor* – Ramone Brooks

*Unit Spirit Award* – Administrative Services (below)

*Contributions by an Employee of a City Agency, Organization or Contractor* – Anne Stutts, Alexandria Circuit Court

## Promotions

The following employees were promoted in 2013:

Undersheriff Tim Gleeson

Chief Deputy Wendy Webb

Captain Mike Eller

Lieutenant Melissa Josiah

Lieutenant Ron Lawhorne

Sergeant Craig Davie

Sergeant Mark Jessup

Classification Counselor Angel French



## Administration

### Recruiting and Hiring

Recruiting and hiring high quality candidates for sworn and civilian positions remained a top priority in 2013. In 2013, 83 deputy sheriff applicants took the entry level exam, compared with 119 the year before. Of those, seven were hired as deputy sheriffs. Additionally, three civilian positions were filled in 2013.



As part of their recruiting efforts, Human Resources staff attended a job fair at Northern Virginia Community College (above) specifically for candidates in the criminal justice field.

Human Resources staff processed applications for all positions at the Sheriff's Office, a significant accomplishment that included administering screening tests, scheduling polygraph examinations,

conducting background investigations and criminal history records checks, scheduling physicals and psychological assessments, and of course, analyzing all of the data so as to recommend the best applicants for hire. The Human Resources section also coordinated the hiring of new civilian staff and conducted interviews for civilian promotional positions.

### Accreditation and Certifications

The Sheriff's Office is recognized by the National Sheriffs' Association for attaining the "Triple Crown Award" by holding simultaneous accreditations from the American Correctional Association (ACA), the National Commission on Correctional Health Care (NCCHC), and the Commission on Accreditation for Law Enforcement Agencies (CALEA).

In October, an assessment team for the American Correctional Association's Commission on Accreditation for Corrections conducted an on-site audit of the William G. Truesdale Adult Detention Center and of all phases of jail operations, including administration and management, physical plant, institutional operations and services, and inmate programs. The Office received 100% approval on each of the applicable mandatory standards and also obtained 97.7% compliance on non-mandatory standards.

The Virginia Department of Criminal Justice Services and the Department of Corrections (DOC) have also certified the Detention Center. In May, the Virginia DOC conducted its annual inspection of the Detention Center.

This unannounced inspection lasted two days and included a tour of the facility, interviews with staff and inmates, and reviews of standard operating procedures, records and other documentation. The inspector evaluated medical, mental health and food services, jail operations, and the physical plant on 43 standards and found the Detention Center to be in full compliance on all points.

### Training

In 2013, six new deputies completed nearly six months of deputy and full law enforcement certification training at the Northern Virginia Criminal Justice Training Academy. Three graduated in the summer in Session 128 and three graduated in the winter in Session 129. Another deputy who was already a state-certified law enforcement officer completed the month-long deputy school in 2013. The academy program covers emergency vehicle operations, firearms training, defensive tactics, jail and courthouse procedures, crash investigation, basic legal training and other important areas. The year before 12 deputies graduated from the full academy.

## Administration



encourage seat belt use by law enforcement officers. The design featured the message of “Wear this, Not this” across a photo of an officer wearing a seat belt and opposite one of a shrouded badge marking the line of duty death of an officer. Deputy David Hoffmaster (below) appeared in the Office’s poster which was displayed in roll call and locker rooms where deputies would see them and be reminded to buckle up.

## Honor Guard

The Honor Guard won first place in the Metropolitan Washington Council of Government’s annual drill team competition in May and was also named best dressed. The team represented the Office in parades and at the annual wreath-laying ceremony and memorial service. They also took part in the City Council installation, the September 11 memorial ceremony and the Valor Awards with the combined public safety team.

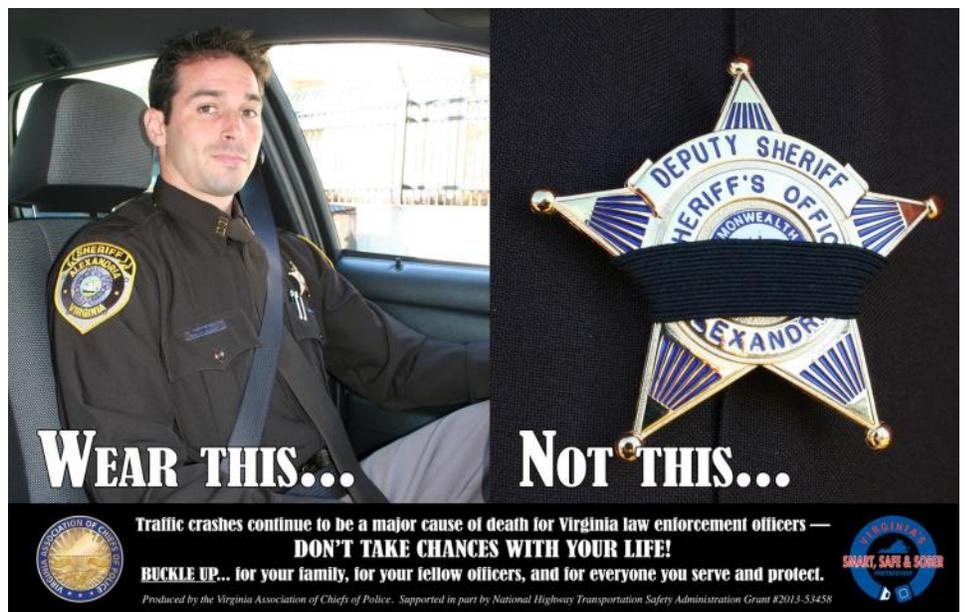
In addition to ensuring that all staff obtain the necessary annual hours of training to remain certified and in compliance with Office and state requirements, the Training staff also conducted a session of New Employee Training (NET). Before they can work inside the Detention Center, civilians are required to have at least 40 hours and all sworn personnel are required to have a minimum of 88 hours of training.

The Training Unit successfully restructured the bi-annual Patrol Refresher Training to eliminate overtime and minimize impact on staffing. The new format and delivery incorporated online and hands-on components covering radio communications, defensive tactics, active shooter response, high-risk traffic stops and other critical areas. In all, 155 sworn personnel completed the training and

civilian volunteers and staff, like Lenora Murphy seen with Deputies Keith Scott and Ryan Stearns (above), assisted by role-playing in training scenarios.

## Seat Belt Safety Campaign

The Office was among several Virginia law enforcement agencies to take part in a safety campaign developed by the Virginia Association of Chiefs of Police (VACP) to



## Community Outreach



At a time when the City must carefully consider budget challenges but still provide adequate public safety services, the Sheriff's Office remained committed to maximizing its resources and offering valuable services to the community.

In summer 2013, the City Council authorized funding to implement a **Child Safety Seat** program and the Sheriff's Office worked quickly to address this important need. Three deputies were trained to become child safety seat technicians, joining a fourth who was already certified. By year's end, the team had installed 226 seats through appointments and at community events.

The Sheriff's Office participated in a number of charitable and outreach efforts to raise money and awareness and to distribute resources to those in need. Through **Operation Warm**, deputies

worked with local Fire Department personnel to distribute winter coats to children (below).



Staff conducted a food drive to donate nonperishable items for a food pantry operated by **ALIVE!** (ALexandrians InVolved Ecumenically) and then also distributed small food items to the homeless population. In November, they

collected complete Thanksgiving meals donated by Lockheed Martin and delivered them to **Hopkins House** for distribution to deserving local families. Then at Ben and Jerry's Free Scoop Day, Sheriff Dana Lawhorne and several deputies served as guest scoopers, making ice cream cones to generate donations for the **Carpenter's Shelter**.

In May, deputies and civilian staff again participated in **Spring for Alexandria**. The Helping Hands Team cleaned up the fields at Hammond Middle School and then collected trash near the railroad tracks in Rosemont (below).



Sheriff Lawhorne, Community Relations Deputy Valarie Wright and many members of the Office participated in community events like **First Thursday** in Del Ray and the annual **National Night Out** celebration, where deputies joined City officials, like City Manager Rashad Young

## Community Outreach



Deputies also took part in the annual Inova Alexandria's **Emergency Management and Safety Fair** and Commonwealth One's **Community Shred Day**, distributing safety information at both.

Raising awareness of cancer, and in particular breast cancer, remained an important issue for the Sheriff's Office staff, personally and professionally, and a number of staff members participated in Alexandria's first **Relay for Life** in May.

In February, the T.C. Williams girls' basketball team honored deputies who had survived the disease at their annual **Pink Zone** event but in July, Deputy Amy Clinton lost her battle. Her colleagues

(above), and met with citizens at neighborhood cookouts and block parties.

Deputies worked closely with the City schools and recreation centers, distributing **Back to School** safety

information and delivering school supplies for students in need collected by the Community Partners for Children (below left) and then participated in the ACPS community back to school night.

recommitted themselves to the cause, wearing pink badges (below) and taking part in the Alexandria **Walk to Fight Breast Cancer** in October. Members of Deputy Clintons's family joined them in the Walk.



## Public Services & Partnerships

Through partnerships and agreements with other agencies and community organizations, the Sheriff's Office provides enhanced services to improve public safety and the quality of life. From traditional law enforcement functions to innovative programs, the Office is able to offer important support and services during major events, weather emergencies and other critical situations.

Last year, as in previous years, deputies assisted **U.S. Park Police** at the national Independence Day celebration in Washington, D.C., by screening visitors at a secure entry point on the National Mall. Also in 2013, 16 deputies were honored to work the **Presidential Inauguration**, providing security and crowd control along the parade route on Pennsylvania Avenue (above right).

Locally, the Office assisted **Alexandria Police** with traffic control during large public events like parades and races. In 2013, deputies worked the George Washington Birthday Parade, the St. Patrick's Day Parade and the Scottish Walk, as well as the first national 12K race held in Alexandria.

In addition, deputies also worked special events like the **Lee Street Halloween** celebration and **First Night** festivities on New Year's Eve. Several deputies (right) volunteered their time to provide security



and crowd control at a large fundraiser in Old Town benefiting Officer Peter Laboy, critically injured in the line of duty, so their police counterparts could attend the event.

Twice in 2013, the Office partnered with Alexandria Police and the Drug Enforcement Administration for **Drug Take**

**Back** events. Deputies staffed the collection site in Del Ray so people could safely dispose of potentially dangerous expired, unused and unwanted medications.

Representatives from the Substance Abuse Prevention Coalition of Alexandria



## Public Services & Partnerships



medicine to first responders in the event of a bioterrorism attack (below). Office employees reviewed medical screening sheets completed by fellow deputies and civilian staff and then, following guidelines laid out by the Health Department, they dispensed the appropriate medication, based on known allergies and the ages and allergies of their household members.

The two-part exercise, covering multiple shifts of employees, helped the Health Department evaluate dispensing systems and provided the Sheriff's Office with readiness training.

The Office continued its partnership with **Senior Services of Alexandria** with deputies participating in Senior Law Day and assisting with delivery of Meals On Wheels. When regular drivers are not available, Senior Services contacts the Sheriff's Office to request that available

(SAPCA) joined deputies outside the Neighborhood Pharmacy of Del Ray to promote awareness of prescription drug abuse (above). In 2013, these two events resulted in the City-wide collection of 400 pounds of unwanted medications.

In addition to its partnerships with Alexandria Police and SAPCA, the Sheriff's Office also remained committed to the multi-agency **Crisis Intervention Team (CIT)**. Through CIT training provided by mental health and other criminal justice professionals, deputies and civilians learn skills to react more effectively when encountering a person experiencing mental health stress and substance abuse issues. In 2013, eight members of the Sheriff's Office completed CIT training, developing important skills like suicide intervention and verbal de-escalation

techniques. They and their colleagues from other public safety and mental health agencies work together to ensure that those in need of services receive appropriate assistance and care.

The Office also worked closely with the **Alexandria Health Department**, taking part in a joint-exercise in April to dispense



## Public Services & Partnerships

deputies handle delivery routes. During extreme winter weather, deputies operating SUVs handled routes on several occasions, ensuring that homebound seniors received hot meals despite the snow and ice.



In 2013, the Sheriff's Office provided training to 13 more deputies on **Project Lifesaver** (above). Project Lifesaver serves adults and children who may wander due to Alzheimer's, autism, Down syndrome, and other related disorders, and with the most recent training, more deputies can now conduct searches for Project Lifesaver clients should any go missing. The Office is especially grateful for the community's support of Project Lifesaver, having received generous donations in 2013 from Kelley Cares and the Grey



Ghost Chapter of the Nam Knights of America Motorcycle Club.

Sheriff Lawhorne and his senior commanders took part in regular meetings with their public safety colleagues from the Police Department, Fire Department and the Department of Emergency Communications to help identify and resolve mutual challenges. The Office also proudly partnered with the Police and Fire Departments to conduct the annual **September 11** remembrance ceremony at Market Square (above). Sheriff Lawhorne addressed the audience and members of the Honor Guard paid a solemn tribute to the fallen.

Sheriff Lawhorne and the Judicial staff bid farewell to longtime **Commonwealth's**

**Attorney** Randy Sengel who retired at the end of 2013. For more than three decades, the Office shared a positive relationship with the prosecutor and is now continuing that partnership with Bryan Porter who was elected Commonwealth's Attorney in November.



## Efforts for Youth

The Sheriff's Office commitment to youth remained strong in 2013 and the Office worked with local organizations and City agencies to provide young people with the tools to make good decisions.

Community Relations Deputy Valarie Wright worked with the Substance Abuse Prevention Coalition of Alexandria (SAPCA) on projects to raise awareness of the dangers of drugs, alcohol and tobacco. On **Kick Butts Day** in March, Alexandria teens, escorted by adults, visited stores across the City to document how tobacco and adult beverages are promoted through displays and ads.

Deputy Wright and four T.C. Williams students (below) went to stores in Old Town where students filled out Operation Storefront surveys, noting if tobacco and alcohol were promoted with ads and displays or through placement near candy or at points-of-purchase.



In the fall, they took part in **Project Sticker Shock**, an educational campaign to remind adults about the dangers and consequences of buying alcohol for anyone under 21. Deputy Wright and other adults accompanied T.C. Williams students to 60 stores throughout Alexandria where they placed "STOP"

stickers on multi-packs of alcohol. Channel 5 joined them as they stickered beer and wine coolers at supermarkets.

The Office joined forces with the Alexandria Police Department to provide youth with an up-close look at the City's criminal justice system. Through **Senior Experience**, seven seniors from T.C. Williams spent three weeks exploring law and order in Alexandria. The students saw demonstrations and presentations by investigators, K9 teams, tactical and emergency response teams, and other specialized units.

During their time with the Sheriff's Office, they toured the Adult Detention Center, the Northern Virginia Criminal Justice Training Academy and the Alexandria Courthouse, and visited the Emergency Vehicle Operations Center (above) and the Corporal Charles W. Hill Firearms Training



## Efforts for Youth

Facility where under the supervision of certified instructors, students were able to experience firearms safety training and behind the wheel driving instruction on a closed track.

In August, the agencies co-hosted the week-long **Law Enforcement Youth Academy**. Thirteen young people went behind-the-scenes through tours, tactical demonstrations and hands-on activities at the Detention Center, Emergency Communications Center, Police Headquarters, and the Alexandria Courthouse.

The Office eagerly supported efforts by other organizations to help young people, providing tours and meeting with local youth. In July, students in the **Ruby Tucker Leadership Momentum** program coordinated by the Alexandria Housing

and Redevelopment Authority met with Sheriff Dana Lawhorne to interview him about leadership at the Sheriff's Office and in the community.

Then later that month, the Sheriff, guest speaker Andy Evans, and staff welcomed young men from **Kamp Kappa** (below) as part of the Street Law program led by U.S. District Judge Gerald Bruce Lee. Kamp Kappa, organized by the Alexandria-Fairfax Alumni Chapter of the Kappa Alpha Psi fraternity, provides youth ages 10 to 16 with educational experiences. The campers toured the Detention Center as they learned about the justice system.

The Office also partnered with Alexandria Police for the new **SafeAssured Child Identification** program. Deputy Wright (above right) assisted police volunteers at several events by photographing and

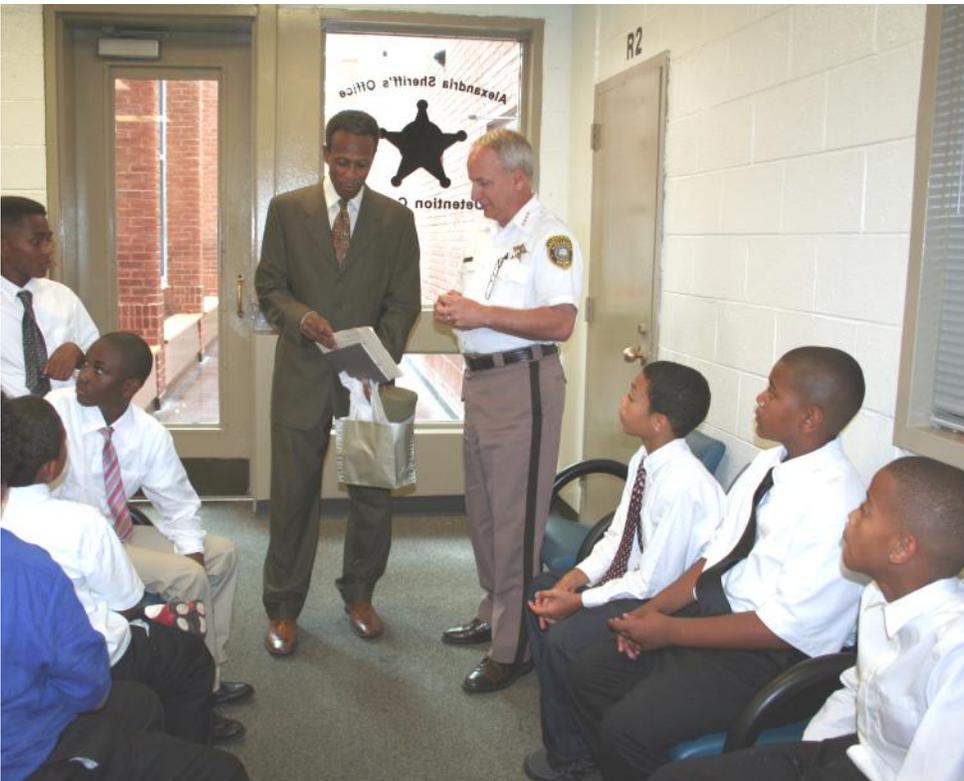


fingerprinting kids so that their families will have vital information needed by law enforcement and the news media in the event a child goes missing.

The Office continued its longtime mentoring work with students at Charles Barrett Elementary through the **Mentoring Matters** program. Four



deputies, including Sergeant Anthony Zygmunt (above) became mentors, spending time with their kids during lunch and after school to help them make better decisions and improve learning skills. Deputy Wright also continued working with elementary schools with the **AAA Safety Patrol**, ensuring they had equipment and information for student patrols.



## Detention Center Operations

The Security Division staff of the William G. Truesdale Adult Detention Center is responsible for the safety and security of the inmate population, as well as visitors and staff.

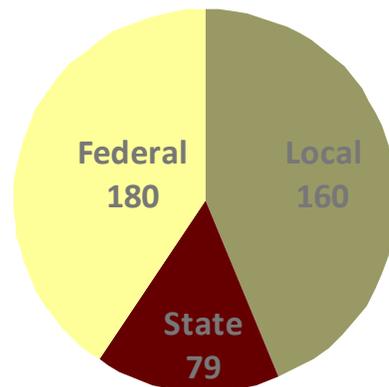
Four teams of deputies work 12-hour shifts and directly supervise inmates in their housing units or at workstations adjacent to the housing areas. Deputies oversee inmates' activities and work closely with Classification counselors and medical and mental health professionals to ensure the safety of inmates and of the staff.

Inside the Detention Center, deputies assigned to Security also staff the booking area (above) and the main control center known as "Control One." From these posts, they monitor the access of visitors and control the entry of arriving inmates and arresting law enforcement officers. They also work alongside Facilities and Support Services staff to coordinate deliveries to the Detention Center.

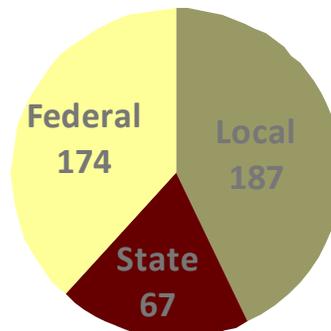
The daily inmate population in 2013 averaged 419, down from the daily average of 428 in 2012. Most inmates are awaiting trial or have been sentenced by the State for violations of Virginia law as the charts on the right indicate. Through a long-standing agreement with the U.S. Marshal Service, the Detention Center also houses Federal inmates who



### CY 2013 Inmate Population



### CY 2012 Inmate Population



## Detention Center Operations

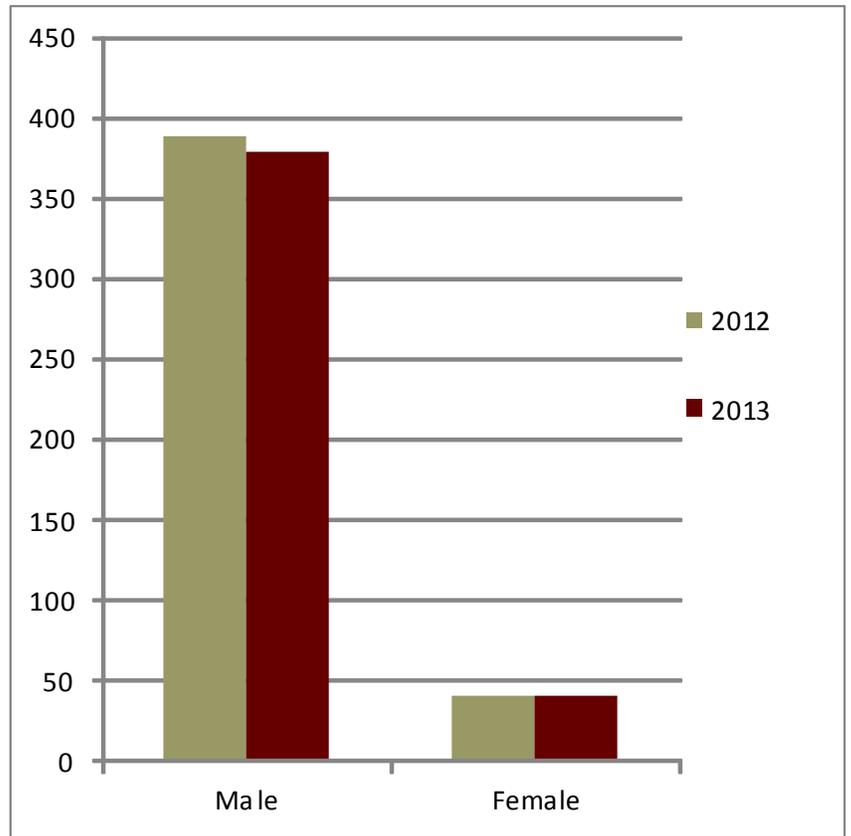
comprised approximately 42% of the total inmate population in 2013, up slightly from 2012.

In 2012 and 2013, male inmates outnumbered female inmates by about 10 to 1, which is consistent with earlier years. While the average daily number of male inmates decreased from 388 to 379, the number of female inmates remained the same at 40. The chart at the right represents this limited change.

Within the Detention Center, deputies coordinate the movement of inmates and the delivery of all services for inmates. For example, deputies escort inmates to educational programs and recreation sessions and then supervise them during those activities.

They also work closely with contract staff to ensure access to medical services and delivery of meals. As an example, in 2013 deputies coordinated the distribution of more than 468,000 meals to inmates in the jail (right) and another 6,800 meals to inmates making court appearances.

In addition to supervising inmates, deputies in Security also ensure that newly-hired deputies receive on-the-job training inside the Detention Center. In the field training period which takes place even before recruits attend the Northern Virginia Criminal Justice Training Academy, certified field training deputies oversee



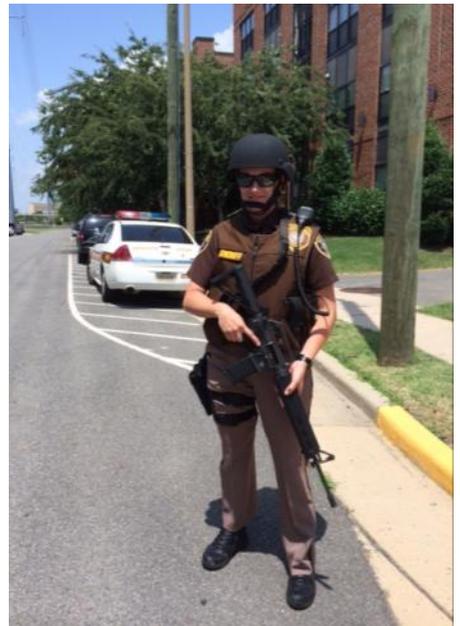
**Inmate Population by Gender**



## Detention Center Operations



new recruits. They provide direction and instruction as the recruits learn all aspects of Detention Center operations. As recruits study policies and procedures (left), they are able to apply this knowledge through practical experience under the guidance of a field training deputy.



Outside the Detention Center, Security deputies who staff the Visitor Center at the main entrance are responsible for screening all visitors to the Public Safety Center. During times of heightened security including the transportation of high-profile inmates, deputies at the gate may wear additional protective gear (above). These deputies are also responsible for monitoring the grounds of the Public Safety Center and conducting inspections of gates, fencing and other security measures, often in a cart (left) that allows them to see and hear more than they would from inside a cruiser.



## Inmate & Support Services

### Educational and Other Programs

The Sheriff's Office maintained a variety of programs for inmates, ensuring they have access to services through a treatment philosophy of Sobriety, Education and Transition. Through this approach and with the use of academic and rehabilitative programs, inmates are given the opportunity to be free from substance abuse, achieve educational milestones, and participate in programs that help prepare them for a successful transition upon release.

In 2013, 13 inmates attempted the **GED** examination and all passed, including Carl Talbert and Wbengda Legesse (below). In 2012, 18 inmates earned their GED. Upcoming changes to the GED examination will provide inmates with an even greater challenge.



The **Open Roads** program, a partnership with Northern Virginia Community College, continued to provide inmates with the opportunity to earn college credit with professors holding classes in the Detention Center. In 2013, the first full year of Open Roads, inmates earned more



than 100 credit hours and averaged an overall GPA of 3.3 in courses that included Business and Professional Communication and Political Science.

Inmates also had opportunity to pursue food service training and food protection management certification. In 2013, 13 inmates received their **ServSafe®** certification, a locally and nationally recognized food safety certification that will make them more competitive candidates for restaurant and food service employment.

In 2013, the **Sober Living Unit**, the therapeutic community substance abuse program, had 72 males and 38 females for a total of 110 participants, compared to 121 the year before. LEAD, an education and life skills program for women, had 120 female inmates participating, up slightly from 119 in 2012. The LEAD inmates contribute to the community by

crocheting layettes with caps, booties and blankets for new mothers and babies at Inova Alexandria Hospital.

In addition to these important efforts, the Office provided regular programming through life skills groups and religious services. Inmate Services staff also coordinated monthly motivational programs that emphasized personal growth and self-improvement, cultural heritage, and the arts.

In February, Renaldo Nehemiah, a former world class track star and NFL player, addressed the inmates and shared his experiences in overcoming adversity, such as being unable to compete in the 1980 Olympics at the peak of his track career because of the U.S. boycott. Following the program, which was presented in honor of Black History Month, he answered questions from the audience. Channel 7 interviewed "Skeets" Nehemiah (above)

## Inmate & Support Services

and inmates who were inspired by his message and appearance at the Detention Center.

In May, Fannie L. Allen, an expert on social and workplace etiquette, gave inmates valuable guidance on the importance of good manners, courteous communications and successful professional relationships, tools that will help them as they pursue employment opportunities after their release.

In the fall, inmates took part in an art contest and fellow inmates voted on their favorites. Then the Inmate Services staff shared the drawings with the public at Art on the Avenue, the annual arts celebration in Del Ray, where festival goers voted for their favorite. The inmates receiving the

most votes for their artwork won credit to their personal canteen accounts.

Inmate Services staff also assisted families of inmates, working with Toys for Tots to ensure that their children received a holiday gift in December. Through Operation Elf, staff distributed new toys, warm gloves, and crocheted hats crafted by staff members on their own time to the families of 54 inmates.

### Volunteer Program

The Sheriff's Office has a vibrant volunteer program that delivers a variety of services and programming to the inmate population. In 2013, more than 250 volunteers provided inmates with religious services, Bible study, tutoring and educational support, substance abuse

recovery programs, and even meditation and yoga.

In October, the Office saluted the dedication and generosity of these volunteers with an appreciation luncheon. (below). About 50 volunteers attended the luncheon at the Faith Activities Center at First Baptist Church. They viewed a video of inmates who talked about how important volunteers are. They then heard a keynote speech by Commander Mondre' Kornegay before receiving certificates of appreciation from the Sheriff.

### Community Corrections

Alexandria Criminal Justice Services (ACJS) is a critical component of the City's criminal justice system, providing local probation as well as pretrial services.



## Inmate & Support Services

Pretrial Services staff prepare background reports on defendants following their arrest to aid the courts in making release decisions at arraignment. Based on interviews, criminal history record checks and other information verification, staff complete background reports that include an assessment of a subject's potential risk to public safety and the likelihood of appearing for trial.

The Pretrial Services Program also offers an alternative to jail for defendants released on bail and placed on supervision by the courts as they await trial. These participants must follow conditions of their release, such as meeting regularly with pretrial staff, being subjected to drug testing, and attending substance abuse meetings. In FY 2013, Pretrial Services staff handled 654 cases, down from 941 cases in FY 2012.

Local Probation staff supervise and provide services for offenders who have usually been convicted of misdemeanors and sentenced to supervised probation, typically for six months. Participants must follow specific conditions of their probation, such as meeting with their probation officer, submitting to unscheduled drug and alcohol testing, performing community services, and paying fines and restitution. They may also be directed to substance abuse counseling, anger management classes, mental health evaluation and other services.

Probation staff monitor these offenders' compliance and report progress to the courts. Those who do not comply are ordered to court and subject to jail sentences at the judge's discretion.

In 2013, the team added a new position with the hiring of Dwayne Kennedy as a Mental Health Probation Officer. He works to ensure offenders with mental health issues are getting the services and attention necessary to successfully complete probation and to reduce recidivism.

In FY 2013, Local Probation managed 2,760 cases, compared with 3,028 cases in FY 2012.

### Modified Work Release

The Modified Work Release (MWR) program allows offenders, in place of incarceration, to serve their sentences through work in the community. In 2013, 66 offenders in MWR performed 7,936 hours of community service work. Among those were two offenders assigned to do grounds keeping on the Public Safety Center property. In 2013, the two MWR participants completed 360 hours of work at the Public Safety Center, freeing up the Inmate Work Detail to spend more time in the community.

### Inmate Work Detail

In 2013, the Inmate Work Detail (IWD), a team of carefully screened inmates who work in the community under the

supervision of deputies, performed more than 2,700 hours of service that included 934 hours doing basic landscaping at several City parks, saving the City money by doing work it would otherwise have to contract out to landscaping companies. The number of hours worked in 2013 decreased from 2012 because of the elimination of one deputy position due to budget cuts.

Throughout the year, the IWD provided assistance to neighborhood associations, the business community, and other City agencies in a variety of ways. They moved office equipment and furniture, painted walls, and transported boxes of records at City worksites. In December, the IWD helped with special winter holiday projects, such as putting up holiday decorations along King Street (below) for the Old Town Business and Professional



## Inmate & Support Services



Association and unloading hundreds of trees from a tractor trailer for the Alexandria Police Youth Camp's annual Christmas tree sale.

The IWD delivered and retrieved metal barricades for City events throughout the year including the Scottish Walk, the City's Birthday Celebration, the King Street Art Festival, First Night and the George Washington Birthday Parade.

The IWD also conducted litter patrols across the City and took part in Litter Enforcement Month in April. While Code Enforcement and other City agencies identified and addressed areas known for dumping and trash accumulation, the IWD collected litter on the grounds of the Beatley and Burke libraries, Van Dorn Metro, and Hammond Middle School,

along Mount Vernon Avenue, in Hume Springs and Four Mile Park, and at the cemetery on North Breckinridge. The four-man team, under the supervision of a deputy, collected approximately 900 pounds of trash and completed 194 hours of work.

In October, the Alice Ferguson Foundation, which organized Litter Enforcement Month, presented the City of Alexandria with its Potomac Champion Award in recognition of these efforts.

At their annual holiday meeting, the Del Ray Business Association honored the Sheriff's Office with its Star Award for its support of community events. The IWD not only targeted Mount Vernon Avenue for litter collection, but also delivered and collected barricades and equipment for

races and events like Art on the Avenue and the Halloween Parade.

Through these efforts, the IWD continues to provide a significant service while producing an estimated \$75,000 in savings to taxpayers.

### Classification & Records

Other critical inmate services are provided by civilian staff in Classification and in Records, as well as by medical and mental health contractors. Classification staff evaluate inmates as part of the intake process and determine which housing unit is most appropriate for each inmate, a function that is critical for the safety of inmates as well as staff.

In 2013, counselors conducted 3,197 classifications, down very slightly from 3,240 in 2012.

Records staff (above) maintain files for each inmate, with information on their legal status, upcoming release dates, any detainers from other jurisdictions and other critical documentation pertaining to their custody. In addition to ensuring the accuracy of inmates' release dates and custodial status, Records staff are also responsible for notifying crime victims of the release of local inmates whose cases were adjudicated in Alexandria.

In 2013, Records staff processed 49,361 inmate records and files, down just slightly from 49,779 in 2012.

## Judicial & Special Operations

The Judicial and Special Operations Bureau is tasked with protecting the staff and the public at the Alexandria Courthouse and performing the majority of the Office's traditional law enforcement duties, such as warrant service. The Bureau is divided into two sections: Judicial Services and Special Operations.

### Judicial Services

Judicial Services deputies screen visitors to the Alexandria Courthouse and provide security for all court hearings, ensuring that those entering the Courthouse pose no threat to the facility's safety or to trial proceedings. Sheriff's Office staff screened (right) 229,776 visitors to the Courthouse



## Judicial & Special Operations

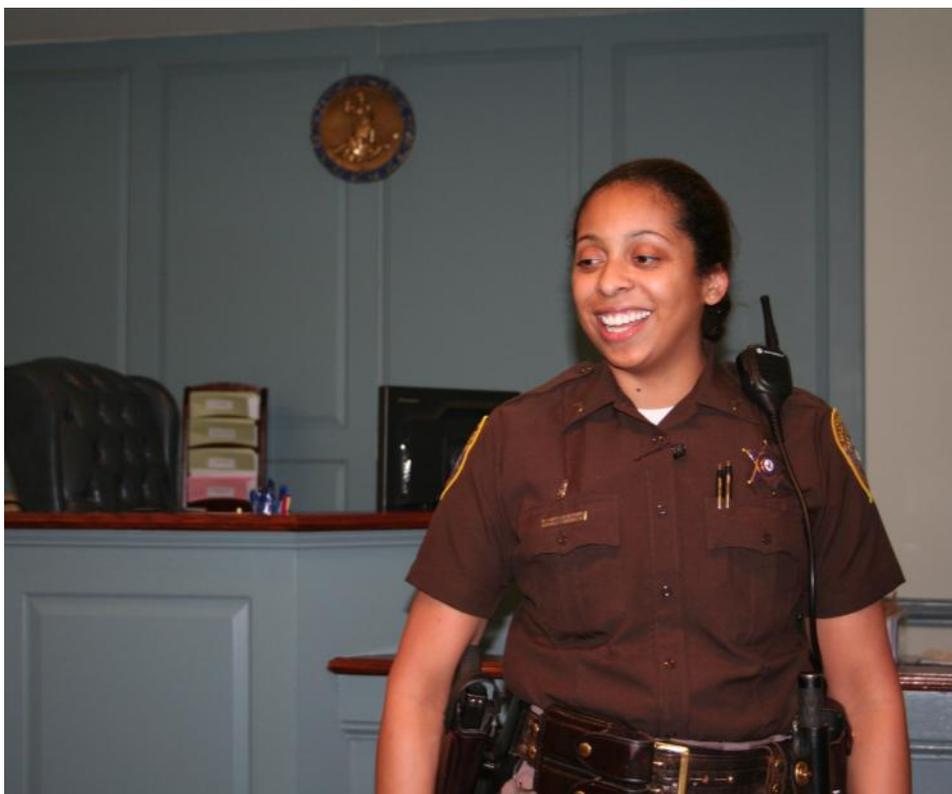
in the past year and provided security for 69,013 proceedings in Circuit, General District, and Juvenile and Domestic Relations Courts (right).

Another major task of Judicial Services is the service of thousands of legal documents on defendants and witnesses in both civil and criminal matters.

In 2013, Judicial Services processed 21,420 civil papers, a decrease of approximately 15 percent from 25,176 requests the year before. For each paper received, Sheriff's Office staff must verify that the service address is correct, that the address is actually within the City of Alexandria's jurisdiction, that the person or entity served is appropriately identified, and that the proper fee is enclosed for service.

Because of errors or omissions in the civil papers received, service was actually attempted for 8,623 of the total papers received in 2013, a significant increase from 7,326 attempts in 2012.

The Judicial Services staff also assisted with two video productions in 2013. First, they worked with the Court Services Unit in the production of a video to educate juvenile shoplifters about the seriousness of their crime and to deter future offenses. Several deputies appeared in the video, portraying their typical courthouse and enforcement duties as well as acting



in other roles. They also assisted the production team with filming in secure areas of the Alexandria Courthouse.

Then in November, the Virginia State Police filmed a public service announcement outside the Courthouse to encourage the reporting of suspicious activity with the new "See Something, Send Something" mobile reporting app.

### Special Operations

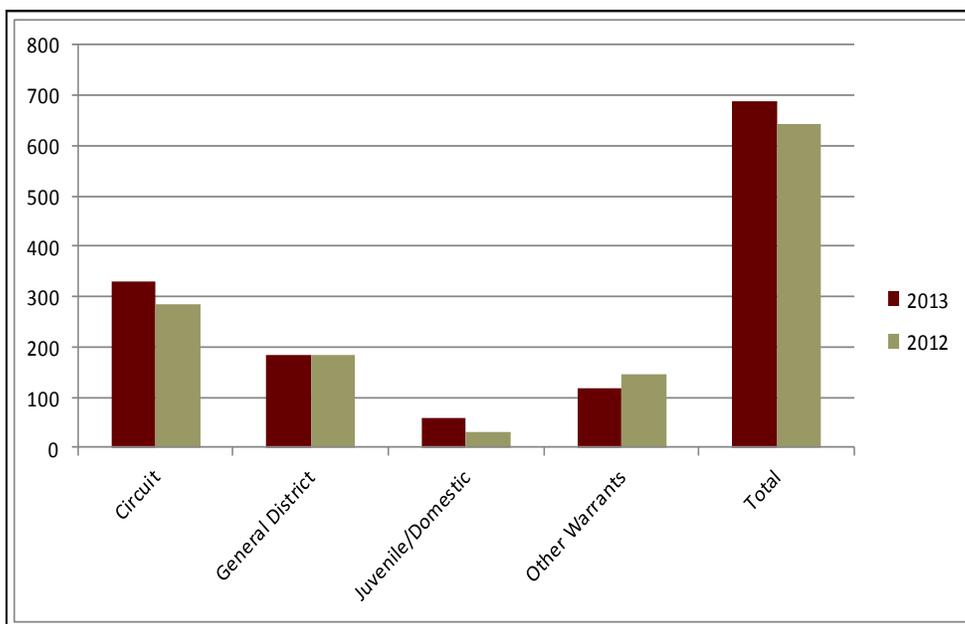
Along with Judicial Services deputies, the staff of Special Operations is the most publicly visible and most mobile of all of the Sheriff's Office operational units. Special Operations staff handle prisoner transports, other than those to and from court, and they are responsible for

executing criminal warrants on fugitives from justice and others charged with committing crimes in Alexandria.

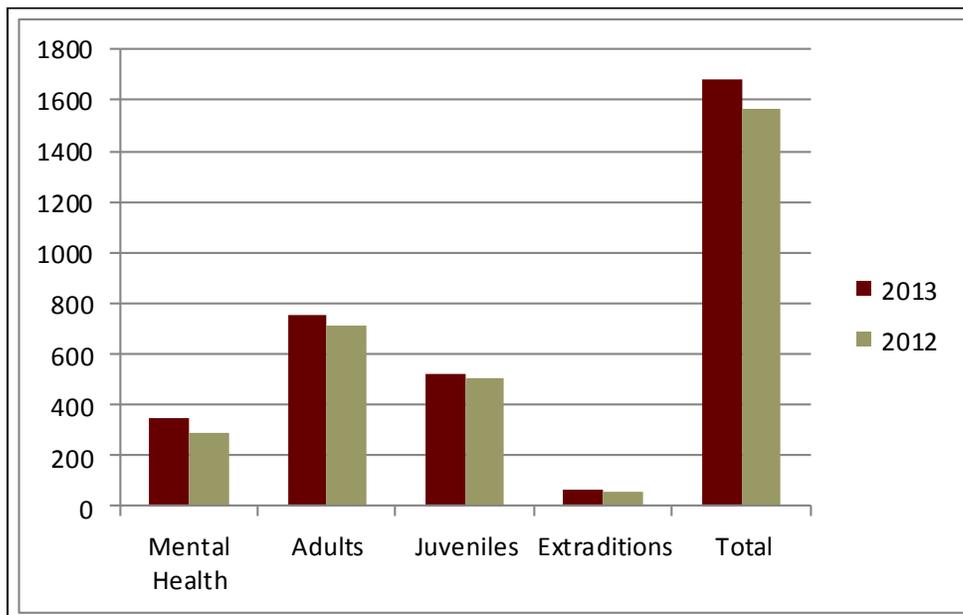
Special Operations deputies perform most of the Office's traditional law enforcement duties such as executing warrants. The **Warrants Unit** served 688 criminal warrants on 546 individuals in 2013 compared to 644 warrants served on 506 people in 2012, an increase of roughly 7%. The first chart on the next page shows the breakdown of warrants executed by Special Operations deputies based on which court issued the warrants.

The **Transportation Unit**, responsible for transporting inmates between the Detention Center and prisons, as well as for mental health hearings, experienced

## Judicial & Special Operations



**Warrants Executed According to Court**



**Transports by Type**

an increase of nearly 8% in the total number of transports it recorded in 2013. Transportation deputies handled 1685 inmate transports in 2013, up from 1565 the year before, with increases in all categories as indicated by the lower chart.

Throughout 2013, the **K9 Team** of Deputy John O'Hara and his partner Sherman provided enhanced security at the Alexandria Courthouse and around the William G. Truesdale Adult Detention Center. As an explosive detection team,

Deputy O'Hara and Sherman assist other agencies by responding to bomb threats and reports of suspicious packages. The team trains with area law enforcement agencies such as Alexandria Police, Arlington County Police and Fire, Falls Church Sheriff's Office, Virginia State Police, and the Bureau of Alcohol, Tobacco and Firearms.

In 2013, Deputy O'Hara and Sherman responded to more than 50 calls to assist Alexandria Police, including reports of suspicious packages at the U.S. District Courthouse and Metro stations. The team also assisted detectives at crime scenes by searching for ammunition shell casings.

The K9 Team conducted security sweeps in advance of special events throughout the region including Independence Day fireworks events, the City's Birthday Celebration, and the George Washington Parkway Classic race. They worked closely with other agencies during the Presidential Inauguration, providing coverage at Washington National Airport. The team also provided a regular high visibility presence at Alexandria Union Station through Amtrak's Operation Railsafe.

The K9 Team remained a popular presence in the community, participating in several meet and greet opportunities and offering demonstrations at neighborhood and educational events, participating in National Night Out, First Thursday, and demonstrations at schools, libraries and

## Judicial & Special Operations



youth groups, like the Daisy Girl Scouts at Charles Barrett Elementary (above), as well as at the Alexandria City Academy.

The **Motor Unit** marked its first full year of operation in 2013 and increased the Office's visibility in the community. The two-person team rode in the George Washington Birthday Parade (right) and the Scottish Walk and attended National Night Out events.

When requested, they can provide Alexandria Police with additional traffic control, as they did in May during National Police Week when hundreds of family members and colleagues of fallen law enforcement officers stay in the City and attend events in Washington, D.C.



## **Core Values**

### *Integrity*

We believe integrity is central to everything we do and is the key to maintaining the trust of our citizens, colleagues and criminal justice partners.

### *Human Life*

We value human life above all else.

### *Respect*

We protect the dignity of others.

### *Excellence*

We strive to do the best we can in everything we do.

### *Ourselves*

We are competent, compassionate people who perform an extremely valuable service, often under challenging circumstances.

### *Diversity*

We celebrate and embrace diversity. We recognize that our employees are our most valued asset and that in diversity, there is strength.

### *Service*

We give of ourselves to make life better for others. Serving others shows we care.

### *Accountability*

We are accountable to our colleagues and the citizens we serve, who are the source of our considerable authority.



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## **Alexandria Sheriff's Office**

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