

MEHERRIN RIVER REGIONAL JAIL 2023 ANNUAL REPORT



"Be Strong and Courageous"
Joshua 1:9

This cover was printed on 110 pound, acid-free, cardstock paper. The final cover image was submitted by Rodney Jacobs, Administrative Investigator, of the Meherrin River Regional Jail (MRRJ).

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MEHERRIN RIVER REGIONAL JAIL

2023 ANNUAL REPORT

A letter from the Superintendent:

Staff recruitment and retention continues to be our focus. Over the past year, we have moved forward slowly but surely. The OJT packet was revised and two seasoned staff members were assigned to work one-on-one with all new hires to ensure all become familiar with our operations on a smaller scale before working in our larger units. These efforts have been well received by staff and have proven to be successful. As a result, within the initial three month period, we retained 92.3% of our new hires.

In our efforts to maintain costs, we continued to search for grants to help with the increasing costs attributed to annual contracts as well as the overall rising costs in all other aspects of operations. We were awarded an additional \$148,697 in grant funding from various sources. This is in addition to the grant funding of \$119,260 received in the prior fiscal year. In addition, a new contract for comprehensive medical services was negotiated including coverage up to 450 ADP, a credit of \$2.75 per offender per day if the ADP is below 250, and the availability of a psychologist to aid in our peer support program that is available to our staff and offenders during critical incidents.

The staff of Meherrin River Regional Jail Authority works hard each year to give back to the communities and offer assistance to our local agencies. Over the course of the past year we adopted the family of one of our jurisdictions and secured donations from staff to ensure the family had a wonderful Christmas, participated in Mecklenburg County Sheriff's Office's annual Cops and Kids program, and coordinated our fifth annual Thanksgiving Food drive. In addition, we assisted our Academy by providing instructors for the Jail Basic Academies held throughout the year as well as opened our facility to their students to complete their cell search portion of their training, our Records Supervisor continued serving on the LIDS Audit Committee and was also appointed to serve on the Executive Committee for JailTracker, our Offender Database. Both of these committees are comprised of members from facilities across the State of Virginia as well as across the country.

Moving forward, the Jail plans to certify all staff through REVIVE Narcan Training, coordinate with our medical provider, CSB and various Mental Health Institutes to conduct group therapy/counseling sessions for our offenders and start preparing for the ACA accreditation process.

As it has been for several years, this past year's main focus was battling the fire of managing posts with the staff we currently have all while trying to recruit, train and retain. I commend

staff for working hard and giving everything they have to keep this facility running at the high standards we have set since day one. I understand and appreciate the hard work, effort and time it requires from all of us. I am grateful for this team and proud to be a part of such a team.

Sincerely,

Crystal L. Willett

Superintendent Crystal L. Willett

Vision, Mission, & Core Values

Vision Statement

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

Mission Statement

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

Core Values

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

Facility Overview

Crystal L. Willett
Superintendent

Major Brent Wright
Deputy Superintendent

Major Cliff Allen
Deputy Superintendent

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

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

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

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

The Boydton Facility's medical housing unit has 1 examination room, 1 individual cell and a 3 bed medical ward for offenders who require special medical attention. The operational design of both facilities is state-of-the-art. Both facilities have numerous electronic systems throughout the facility, including a computerized Digital Optical Fingerprint Capture Machine (Cross Match Live Scan System), a Video Visitation System which also allows for Internet Visits, Tablets and Stationary Kiosks for offenders to visit with family/friends, a computerized Jail Management System for booking, tracking and release of offenders and a sophisticated Computer Network System.

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

Administration

Finance

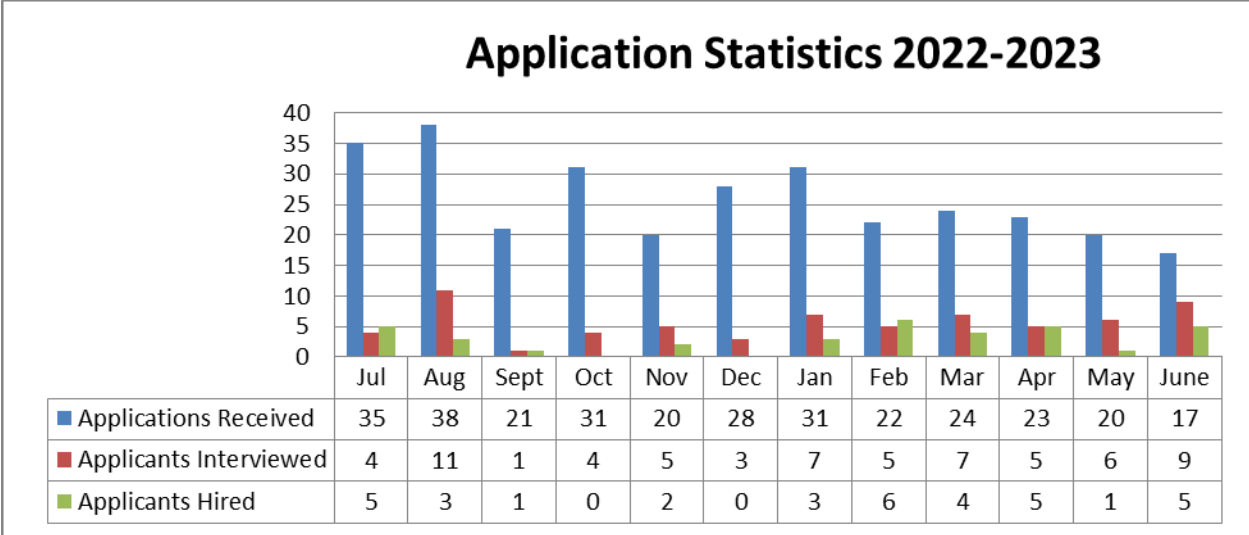
The Meherrin River Regional Jail's Finance Department consists of a Director of Finance, a Human Resource Analyst, an Accountant, and an Account Clerk. This department is responsible for the Jail's annual budget, procurement, financial transactions and reporting, and the recruitment, screening, and hiring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

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

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

The Accountant is primarily responsible for assisting with the preparation of the Jail's annual budget, daily & monthly financial transactions, procurement of all Jail resources, human resource functions, and other special projects as assigned by the Finance Director. This position also serves as the Records Retention Coordinator for the Jail.

The Account Clerk is primarily responsible for processing the day to day transactions of offender trust accounts, including billings and payments received, at the Alberta and Mecklenburg facilities. This position is also responsible for recording the daily financial transactions of the Jail including processing payments received and accounts payable for both facilities.

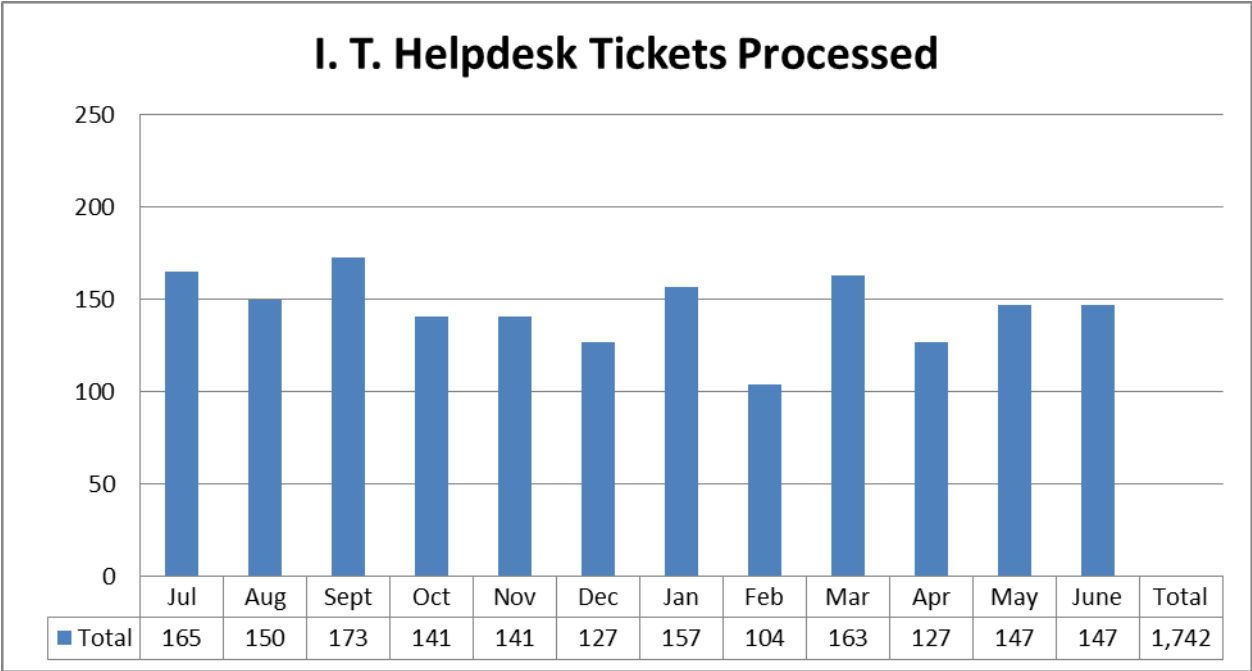


Information Technology

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

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

Over the past year, we replaced the Jail’s wireless access points with current technology & security standards as well as replacing our current anti-virus solution with endpoint prevention, detection, and response (EPDR). EPDR takes a proactive approach to cyberattacks by monitoring and detecting suspicious behavior and responding to emerging threats.



Training

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

New employees are placed in an extensive “on-the-job-training” (OJT) program, which is broken into two phases. The first phase of the program requires each new officer to complete forty-eight (48) hours of training, which is conducted through classroom lecture and simulated exercises under the guidance of DCJS certified instructors, this includes CPR, Basic First Aid and Blood Borne Pathogens Certifications. During this section of training there is great emphasis placed on the importance of Report Writing and the documentation of incidents that occur in MRRJ.

The second phase consists of actual on post “real world training” in which the new officer first “shadows” an experienced Field Training Officer (FTO) and then operates the unit under the supervision of the FTO. This training takes in excess of 4 weeks to complete and is highly beneficial, not only to the new officers, but also to the experienced staff and the inmates in the facility as it produces a more competent and consistent officer. If an officer is in training and they and/or the FTO feel additional training is needed that opportunity is given to that officer.

The OJT/FTO program is in addition to the 448 hours of academy training new staff will undergo in their first year of employment.

During Fiscal Year 2022-2023, 14 officers successfully completed the DCJS Basic Jailors Academy. After completion of the Basic Jailors Academy, officers then complete an additional 40 hours of training from the Training Department completing the required DCJS FTO standards and other beneficial training.

Certified Staff are required to complete 24 DCJS hours every two years. The Training Department ensures this is completed by scheduling and conducting In-Service Training. To accomplish this, the Training Department first looks at the needs of the facility and then develops and performs revisions to lesson plans to ensure up to date information is taught to the staff. Through our partnership with the Crater Criminal Justice Academy, specialized training is provided to staff as needed. With the continuing use of roll call training and added supplemental topics added during annual qualifications, our staff has exceeded DCJS requirements. Currently the Training Department is performing In-Service Training online and through classroom sessions. This allows us to maintain training, educate staff, as well as decrease the amount of time officers are away from their duties.

The Training Department also ensures that civilian staff and contract employees having regular or daily contact with offenders receive training on relative topics concerning their individual job needs.

The Training Department strives to promote a positive image for MRRJ and give an understanding to all employees the importance of following policy.

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

Effective instructors play a vital role to the Training Department; the department benefits from its 6 General Instructors, 5 Firearms Instructors, 1 Defensive Driving Instructor, 3 Defensive Tactics Instructors, 1 Advanced Control Tactics Instructor, 1 Stonewall Tactical Adaptive Response Defensive Tactics Instructor, 1 Verbal Judo Instructor, 3 TASER Instructors, 1 VCIN Instructor, 5 American Health & Safety Institute First Aid / CPR Instructors and 3 Crisis

Intervention Team Instructors. The Training Department is currently seeking additional officers that meet the qualifications to become DCJS Instructors. The increased number of instructors will not only assist at MRRJ but will also assist at Crater Criminal Justice Academy. The Training Department is always looking for qualified officers that have expressed an interest in becoming an instructor. When the Training Department feels an individual would be an asset to MRRJ that officer is recruited and encouraged to become an instructor.

To assist in effective facility operations, the Training Department has ensured the continued certification of 42 VCIN operators.

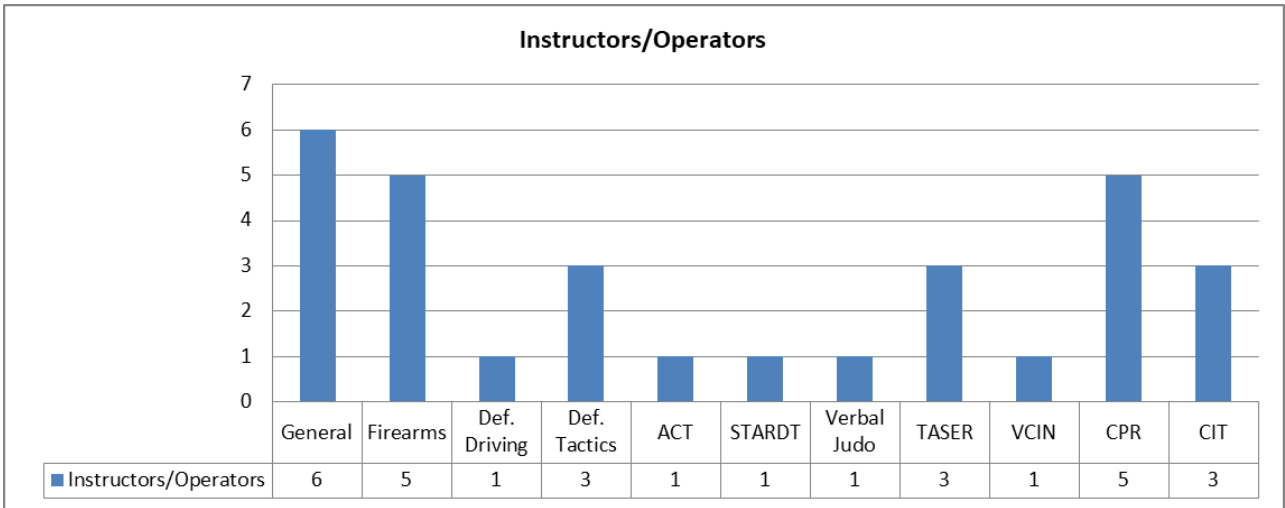
The Firearms Training Center has been very valuable in allowing the firearms instructors to work with officers that need additional training for qualifications. Realistic training is completed using firearms training simulation and role playing scenarios which allows the officers to experience “real life” situations. The state of the art “Firearms Training Facility” is a great asset to all personnel that utilize it. The “Firearms Training Facility” allows instructors to train officers in a setting where split second decisions have to be made in a training environment, and assists officers when faced with a high stress situation. The “Firearms Training Facility” gives officers confidence in what they have been taught and allows MRRJ to build on the officer’s fundamental skills and decision making.

Over the next year, the annual MRRJ in-service will remain at 8 hour sessions. This will allow for firearms training, updates on use of force standards, PREA training, and emergency procedures. We will also review and discuss defensive tactics, along with the importance of IPC skills. Suicide Awareness training will include proper utilization of the “Cut-Down Tool” in emergency situations if an offender has attempted suicide and proper procedure to follow in the event of both successful and unsuccessful attempts.

The Training Department has incorporated **REVIVE** for First Responder Training for all sworn staff. During this year we have trained 100% of sworn staff in the use of Naloxone and identification of an opioid overdose. All new hires (sworn) are trained through REVIVE during the orientation phase of training. All staff trained through REVIVE are issued a Naloxone pouch along with 2 Naloxone dispensers as a part of their uniform for the use in an emergency while on duty.

In addition, the Jail purchased 2 PepperBall Launchers to incorporate into our control tactics. A great deal of research has shown that this device will assist in more safely deescalating threatening situations with offenders and allow for safer execution of duties to maintain a safe and secure facility. The Meherrin River Regional Jail policy will be updated to incorporate its use

and we will begin training staff on how to properly and safely use the PepperBall Launcher. Initial training has been conducted with several MRRJ staff members.



Safety & Standards

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

- PREA with a total of 45 standards
- DOC with a total of 123 standards
- Federal United States Marshall’s Inspection
- Virginia State Fire Marshall’s Inspection

In addition, the Safety and Standards Compliance Technician is to ensure the safety and security of the Jail which includes staff and offenders. The Safety and Standards Compliance Technician serves as the PREA Compliance Manager for Meherrin River Regional Jail. The Safety and Standards Compliance Technician works very closely with the Captain of Security, who is the PREA Coordinator and with the Administrative Investigator, who serves as the PREA Investigator for the Jail. Meherrin River Regional Jail has a ZERO TOLERANCE for all forms of sexual abuse and sexual harassment against staff and/or offenders.

The Jail must comply with all Federal, State and Local Laws pertaining to the statutes concerning prisons and Jails, OSHA Regulations, Fire Codes, Key Control, Fire Extinguisher and Emergency Lighting. The Safety and Standards Compliance Technician assists in conducting all audits in Alberta and Mecklenburg. Audits are to help the Jail to become the best that we can be, to be

number one, and rise above the rest. With that being said, there are times when we have to implement corrective and preventive actions due to audit findings. These actions only make us better.

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

Security Division



Johnny Medlin started his career with Meherrin River Regional Jail as a Jail Officer in 2012 when the facility first opened. He is a 1996 graduate of Park view High School and has been a lifelong resident of Mecklenburg County. Prior to starting with Meherrin River Regional Jail he worked at Mecklenburg Correctional Center. Since beginning with Meherrin River Regional Jail he has received his Jail Officer Certification, and worked his way from Jail Officer to his current position as Security Lieutenant. Johnny received Supervisor of the Quarter for the 4th quarter of 2021. Johnny possesses a strong work ethic and takes pride in his job performance and that of his team.



Officer Drayke Hupp has lived in Southside Virginia since 2007. She began her career with Meherrin River Regional Jail in June 2021. She attended high school for a short period of time due to becoming a mother at a young age. After becoming a mother, she decided to get her GED. She then attended college and received her Associate's Degree in Criminal Justice, Human Services and received a certificate in Substance Abuse.

During her time here at MRRJ, she and her husband were blessed with the opportunity to buy a beautiful 4-bedroom home on 10 acres for their beautiful family to enjoy small adventures on. When Officer Hupp is not at work, you can find her with her kids and husband or outside enjoying one of her many hobbies. Officer Hupp is excited to see what her future holds at MRRJ and hopes to further her career.



Officer Landon Pearce is a 2022 graduate of Park View High School. He started his career with Meherrin River Regional Jail right after graduation. He is a lifelong resident of Mecklenburg County.

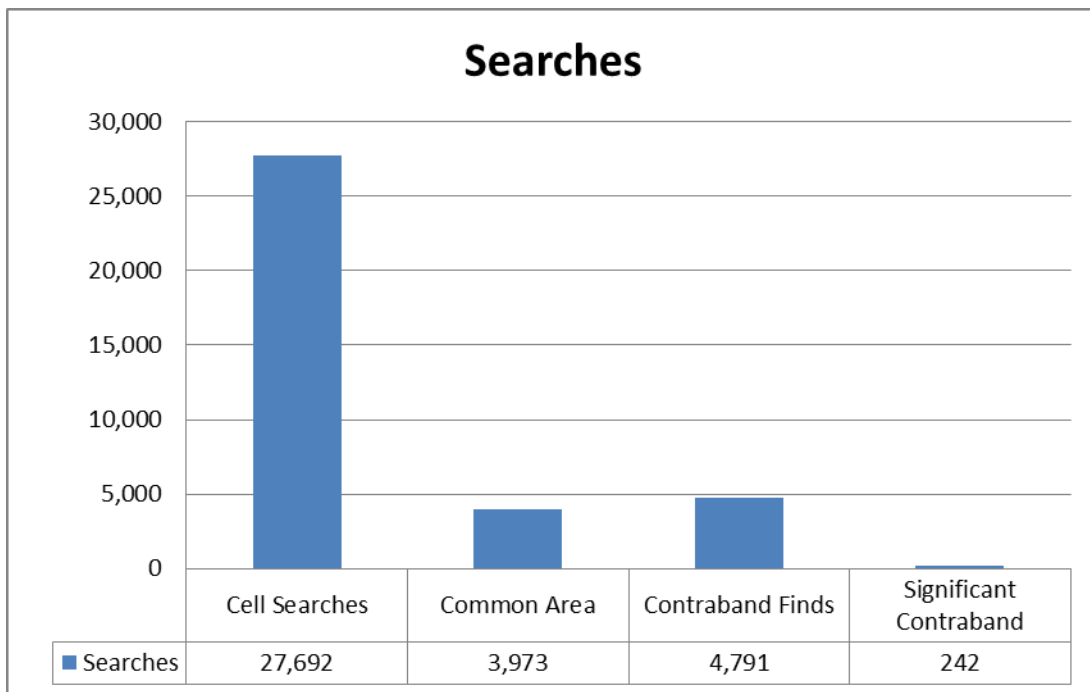
Landon was awarded the Employee of the Quarter Award in July 2023. He has an outstanding work ethic and takes pride in his job performance. He continually supports team members effectively and efficiently and shows willingness to learn new skills and techniques in the workplace.

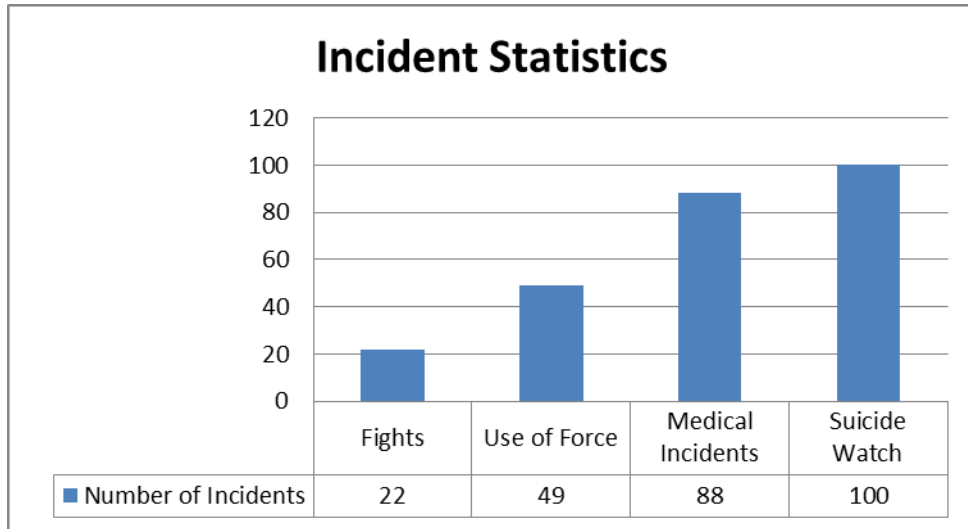
Alberta Facility

The Security Division is responsible for the health, safety, security and welfare of the offenders incarcerated at the Meherrin River Regional Jail. We are the police officers of this internal community. It is our mission to ensure public safety by keeping those individuals incarcerated under law, separate from society and protecting those incarcerated from each other. We have **16** housing units, with the total facility holding an average of **248** offenders. The Security

Division manages this community with Officers assigned to units, Officers patrolling units, and **1** Sergeant, and **1** Lieutenant supervising the security team. Each shift maintains Officers, **1** Sergeant and **1** Lieutenant. There are **4** teams operating on 12 hour shifts from 0600-1800 hrs. and 1800-0600 hrs. Each team reports 30 minutes prior to the start of the shift for a formal briefing and training period. The rotation schedule of the shifts is a motivating factor for the staff.

Performing these duties involves continuous searching, controlling, policing, guiding and providing structure to the unstructured. From July 1, 2022 to June 30, 2023, the Officers of the Meherrin River Regional Jail successfully conducted **27,692** cell searches and **3,973** common area searches. Of these searches, **4,791** netted nuisance contraband items. These searches also netted **242** significant contraband items such as drugs, lighters, cigarettes, etc. In the policing of the units, there were **22** fights, **49** uses of force, and **88** recorded medical incidents. We initiated **100** suicide watches during this year. We have had a very successful year with **0** major disturbances and/or forced escapes.





Support Services

Programs

The Meherrin River Regional Jail offers several programs for the offenders at MRRJ. The Programs Department continuously seeks inventive ways to offer programs and services to provide for the offenders, such as utilizing the WEBEX video system. This allows increased availability for instructors to provide programs for offenders.

We provide the offender's access to Bible Study, the law library, the general library, special education programs, Anger Management, Life Skills, Substance Abuse, Depression classes as well as Anxiety, Parenting, and rotating Art classes. Offenders are also offered the opportunity to participate in the GED program. In order to participate in the GED program, the offender must not currently have a GED or diploma. If these requirements are met, they will be T.A.B.E. tested and the T.A.B.E. score will determine if the offender will be eligible to participate in the GED program.

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

Life Skills Programs, Substance Abuse, Anger Management, Anxiety & Parenting Programs

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

All offenders incarcerated at Meherrin River Regional Jail are eligible to participate in the Substance Abuse and Anger Management Program. This program is designed to provide education and support to offenders with drug, alcohol addictions and anger issues. All of the facilitators for these groups have counseling experience and/or specific training. Both Anxiety and Parenting were added this fiscal year to our programs list. The first, Parenting focuses on the needs of raising and nurturing a growing child and the common problems one may face on that journey. The second is Anxiety, which focuses on the underlying issues that cause anxiety and how to cope and overcome those issues.

During fiscal year 2022-2023, a total of 432 offenders participated in these programs.

Religious Services

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

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

During fiscal year 2022-2023, we have had 391 participants in this program.

Art Class

Introduced in December of 2022 Meherrin River Regional Jail started a Paint-by-Numbers class. The goal is to offer the offenders a class that is more of a relaxed and stress-free experience rather than one focused solely on education and learning. Participants can choose from a range of art projects to work on and when completed can be sent home to family or stored with their personal property.

Special Education

Any offender between the ages of 18-21 with special education needs who wishes to further their education is placed in this state mandated program. Teachers from the Brunswick County Public Schools provide these services to the offenders.

Library Services

Offenders are offered a multitude of facility approved e-books on the tablets, as well as books from the Jail's physical library. Offenders at the Alberta Facility also receive The Brunswick Times Gazette, Time Magazine, Sports Illustrated Magazine and Good Housekeeping Magazine; offenders at the Mecklenburg Facility receive the Mecklenburg Sun, Time Magazine and Sports Illustrated Magazine on a weekly basis.

In addition, law library services are provided to the offenders who wish to research legal matters pertaining to their case. The law library contains the Lexus Nexus software installed on the tablets for offenders to research their legal matters.

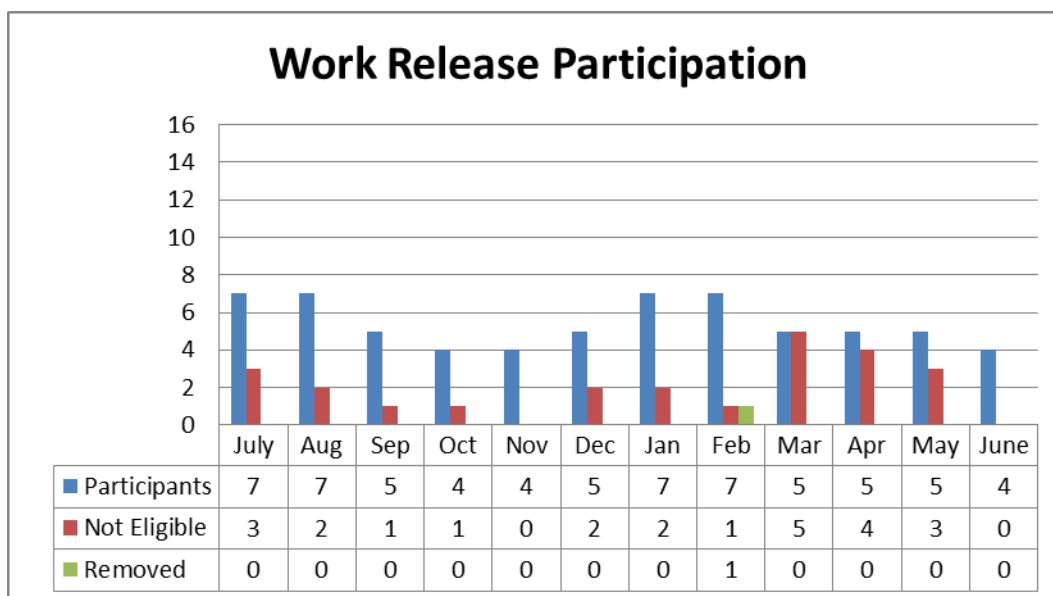
Clerical Services

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

Work Release

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

The goal of the Work Release program is to prepare offenders for their release back into the community, helps to reinforce and maintain good work habits, and allows them to continue to provide for their family and/or work to pay fees. During the fiscal year the facility collected \$32,175 from offenders participating in the program to help offset the costs of their incarceration. During 2022-2023 there was 1 offender removed from the program for disciplinary violations.



Work Force

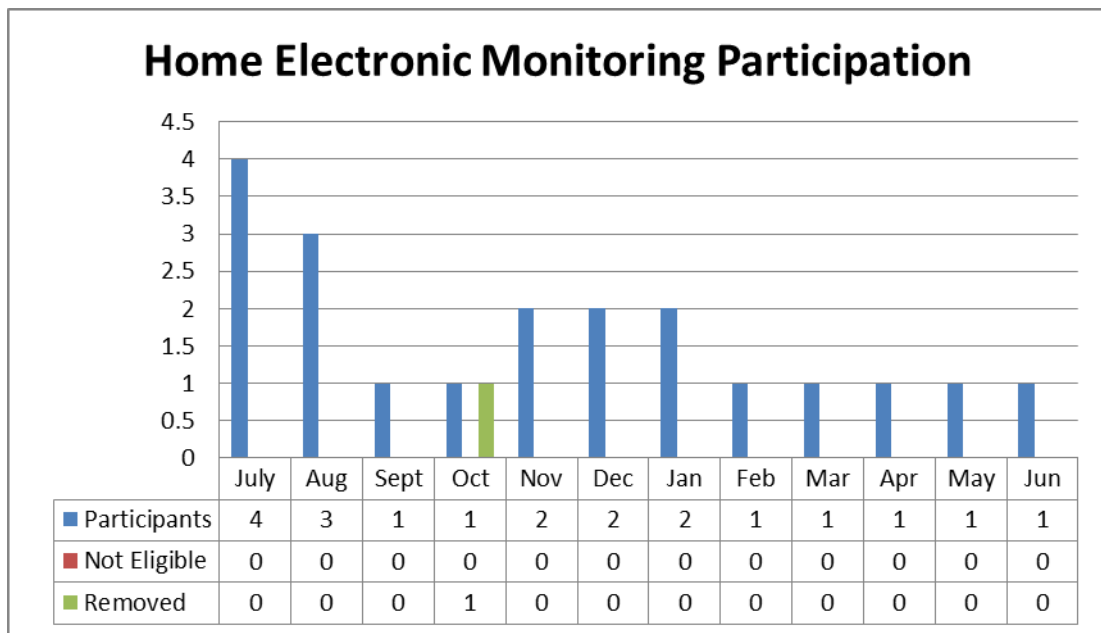
The Meherrin River Regional Jail has ten offenders designated and approved to work for the localities of Brunswick, Dinwiddie and Mecklenburg. These minimum security offenders maintain the counties' grounds and provide assistance on special jobs that require extra manpower.

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

Home Electronic Monitoring Participation

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

The goal of the Home Electronic Monitoring program is to help reinforce and maintain good work habits. During the fiscal year, six offenders participated in the HEM program. The facility collected \$9,190 from offenders participating in the program to help offset costs of their incarceration.



Visitation



Officer M. Arrington's journey in corrections began in 2007 after graduating from Southside Virginia Community College with an Associate's Degree in Criminal Justice. In 2008 she was hired by Mecklenburg County Sheriff's Office as a Deputy/Dispatcher and served until the closing of the Boydton Jail in 2012.

In 2012, the Meherrin River Regional Jail Satellite Facility opened and Officer Arrington transitioned to the Visitation/Lobby Jail Officer. She is now the Visitation/Lobby Jail Officer at the Alberta Facility. Officer Arrington always gives her best and promises to continue to do so.

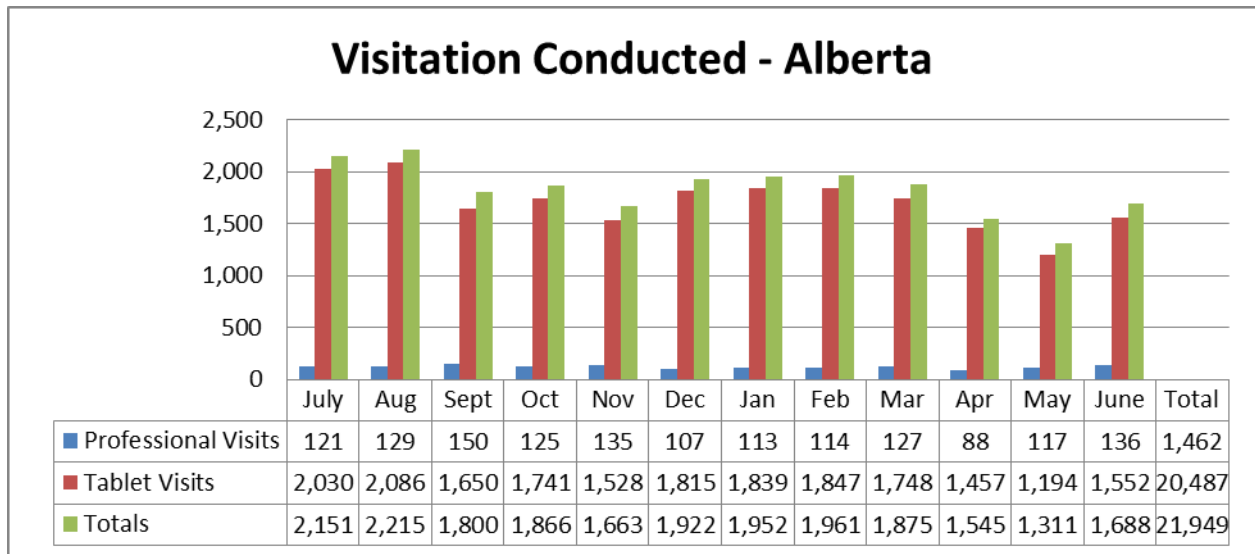
Meherrin River Regional Jail encourages each offender to maintain contact with their family and friends through visits. Beginning January 10, 2022, all family and friends visits transitioned over to tablets that were issued to each housing unit. Visiting hours were also expanded to cover all housing units including our special management units.

Attorneys are also able to visit their clients through internet visitation, however if they do not have the capability for internet visitation, they are able to come on-site.

When the visit begins, the offender and visitors will be connected by computer where they can see and talk to each other.

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

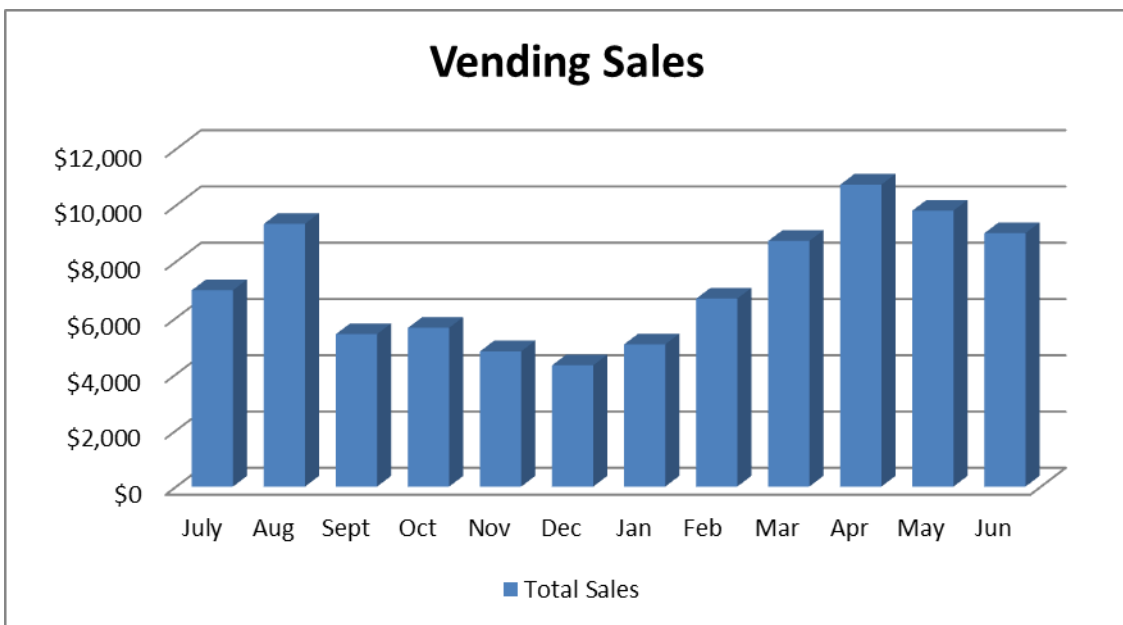
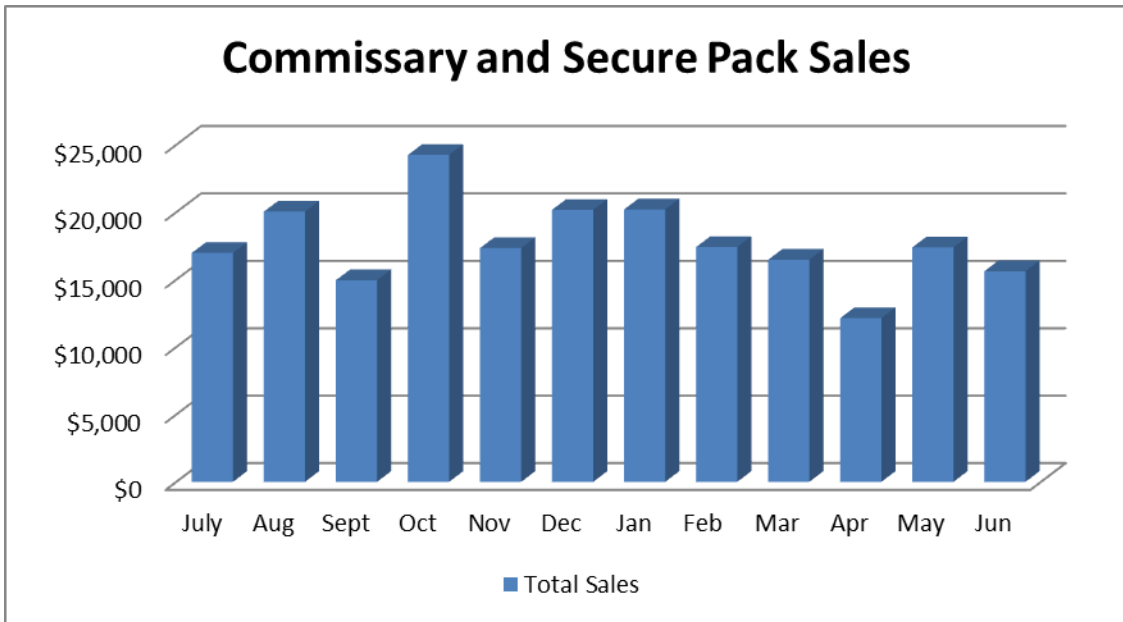
During the period of July 1, 2022 thru June 30, 2023, there were 21,949 visitors recorded for the Alberta Facility. Of those visits, 1,462 were professional visits and 20,487 were tablet visits.



Commissary

During the 2022-2023 fiscal year, Keefe Commissary provided all commissary and vending services to the offender population. When offenders are booked into the facility, any cash they have in their possession is taken by the Intake Officer, placed in the kiosk and deposited on the offender’s account to be used during the offender’s incarceration. Once a week offenders are allowed to purchase items from the jail commissary such as personal hygiene necessities, snacks, and clothing. Family and friends can purchase a Secure Pack once a week that includes personal hygiene necessities and snacks from www.meherrinpackages.com. In addition to the commissary menu and secure packs, there are vending machines available for the offenders to use. A Jail ATM kiosk is located in the magistrate lobby so that family and friends may make a deposit for the offender to use when purchasing commissary. Family and friends may also visit www.jailatm.com to make a deposit online using a credit card. The revenue generated from the sale of commissary

is used to purchase items such as magazines, newspaper subscriptions, and recreational equipment that benefit the offender population.



Food Service Department



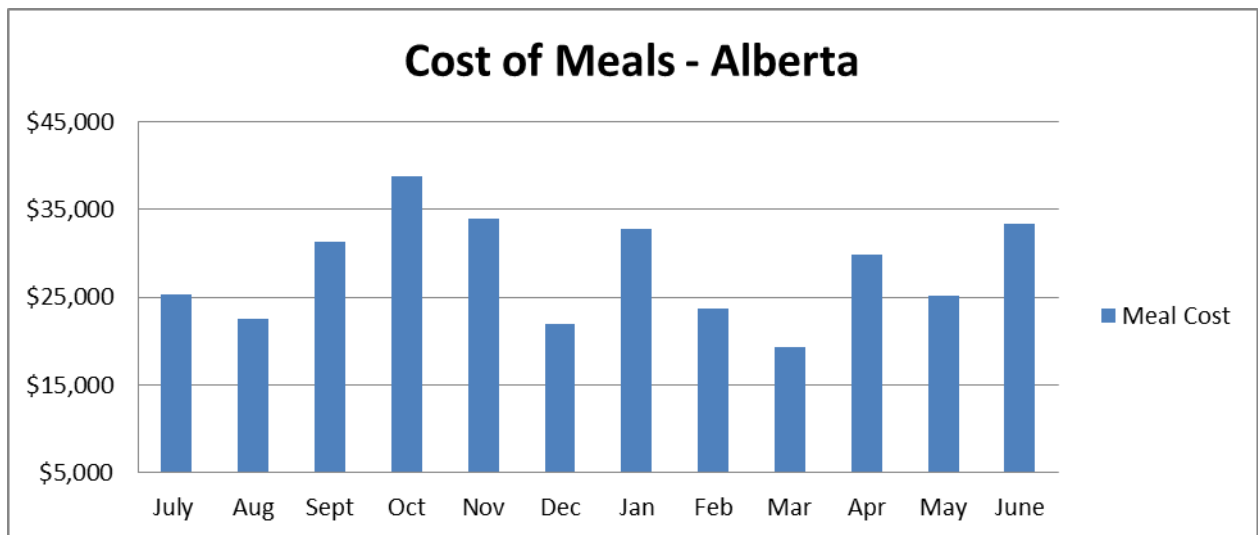
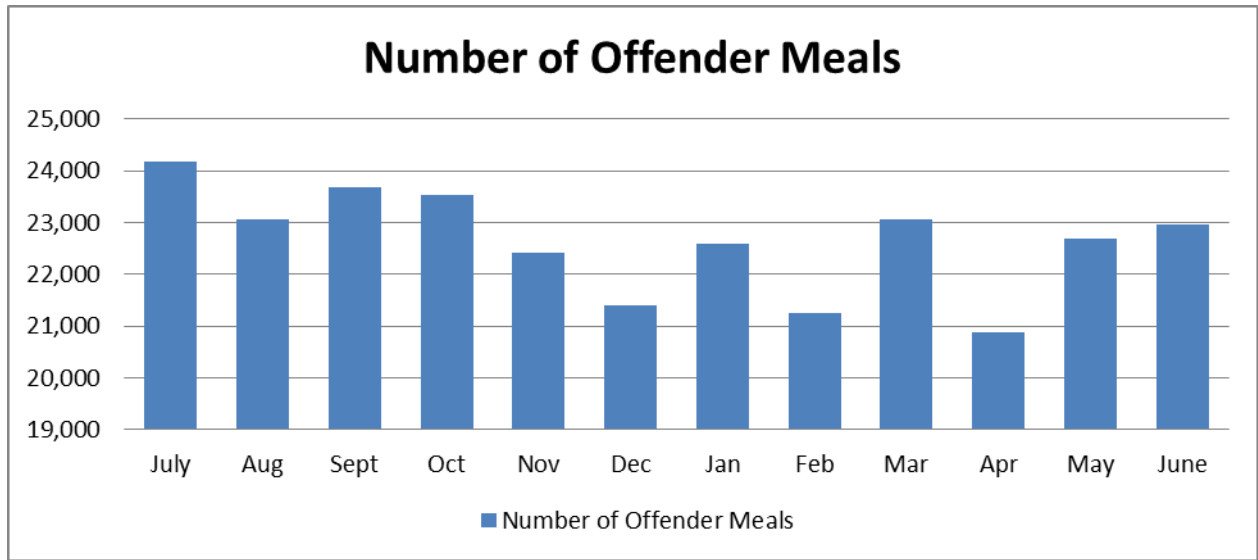
Tarsal Green is a lifelong resident of Brunswick County. In her leisure time she enjoys spending time with her family. She started her career with Catering by Marlon's (CBM) in 2012 as a Food Service Technician. In 2018, she transitioned over to Meherrin River Regional Jail to pursue the role as Food Service Supervisor of the officer staff dining room.

Some of her accomplishments include receiving a ServSafe Certificate in January 2023 and being selected as Employee of the Quarter 2020. Additionally, Tarsal possesses a strong work ethic and has taken pride in her job performance since the start of her career. She enjoys working as a team player and pushing herself to strive to accomplish new goals.

The Meherrin River Regional Jail prepares all meals according to the guidelines set forth by the National Academy of Science and a registered dietician. Offender meals are also monitored by the Department of Corrections to ensure they remain compliant with the daily guidelines. The Brunswick County Health Department routinely inspects the kitchen, all kitchen equipment, and

storage areas on a semi-annual basis at the Alberta Facility and Mecklenburg County Health Department inspects the Mecklenburg Facility, to ensure that the facilities meet all standards set forth by the health department.

During July 1, 2022 to June 30, 2023, 271,680 offender meals were prepared for the Alberta Facility.



Operations

Maintenance Department

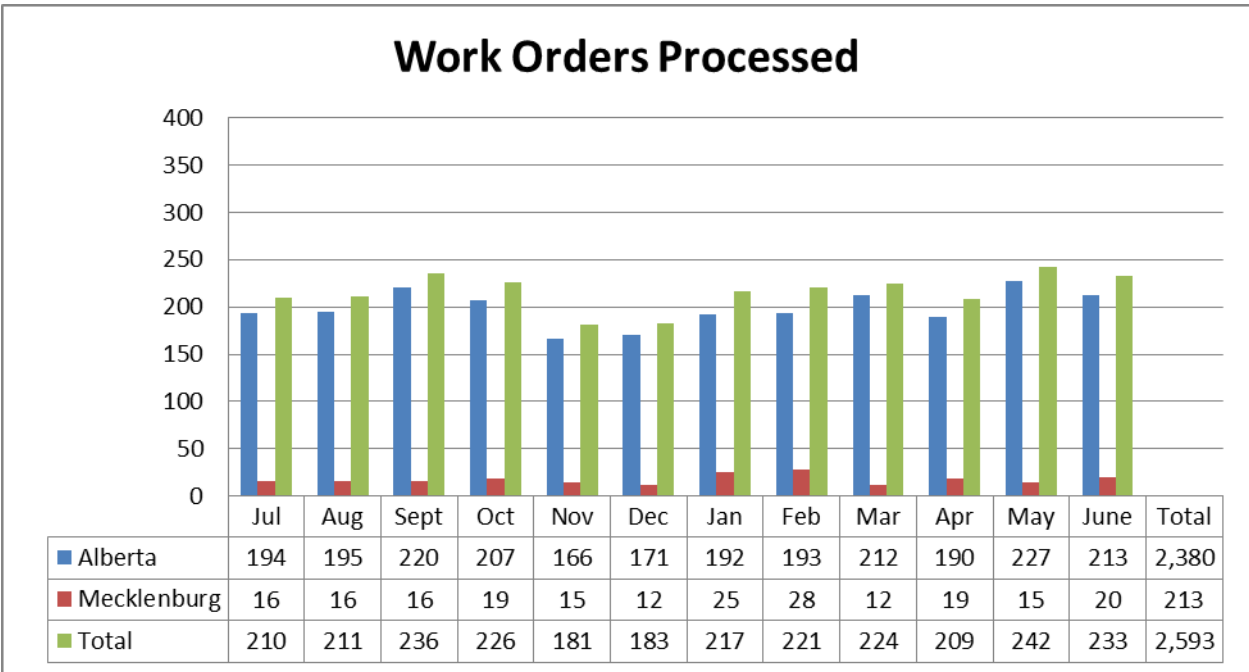


Michael Daniel started his career with Meherrin River Regional Jail as an IT Technician (Security Electronics) in 2018. He is a 2007 graduate of Brunswick High School and currently resides in Brunswick County. He completed a 2 year certification course in High Performance Technology and has an associate's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

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

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

Also included in the Maintenance Department are one (1) Warehouse/Grounds Officer, when staffing permits and one (1) IT Technician. The Warehouse/Grounds Officer is a Certified Officer and can assist other departments when they are short staffed. The Warehouse/Grounds Officer's duties consist of maintaining the facilities inventory of supplies needed to operate, ordering supplies when needed both for staff and the offenders, unloading trucks and keeping a daily inventory of all supplies. The Warehouse/Grounds Officer's duties also include maintaining the grounds at the Alberta facility, Boydton facility and the Gun Range. This includes supervising the offender work force crew, keeping the landscape at all three (3) sites manicured and neat for the public and staff, painting, picking up trash, snow removal, and any other projects that may occur. The IT Technician is non-certified and is overseen by the Assistant Maintenance Director. The IT Technician's responsibility is to maintain the security electronics equipment and software, including touchscreen computers and the camera systems at both facilities as well as assisting the IT Department when needed.



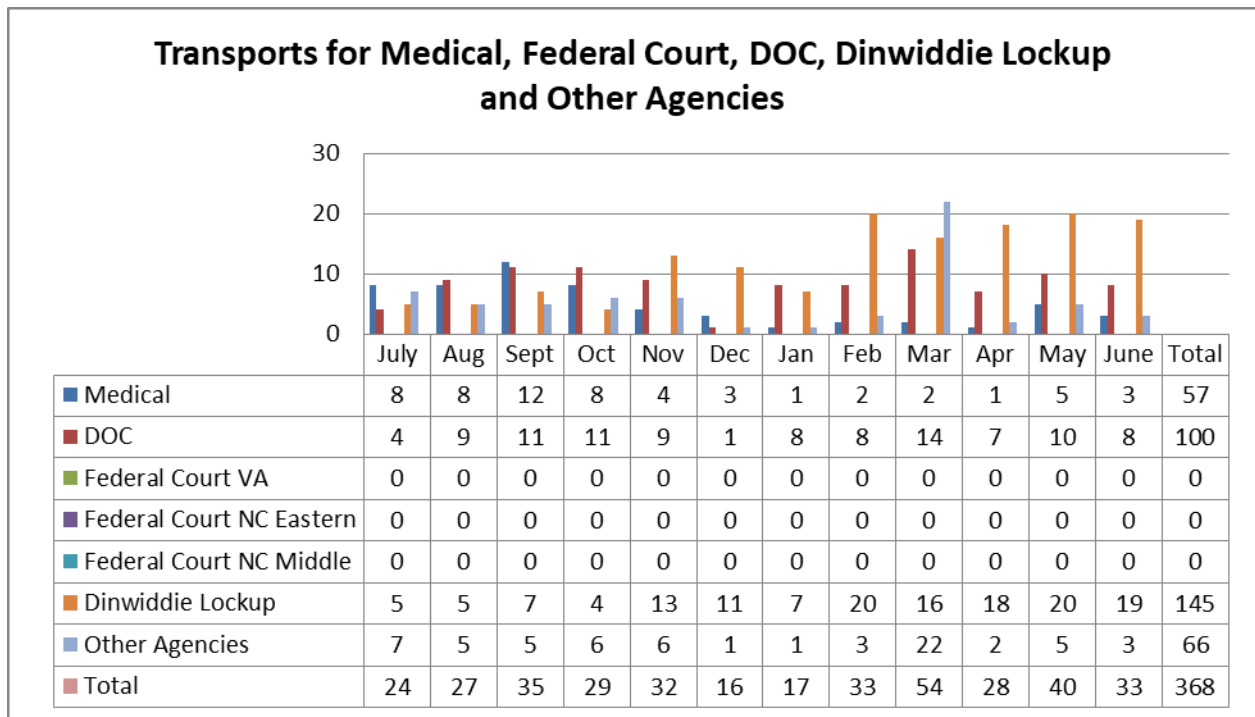
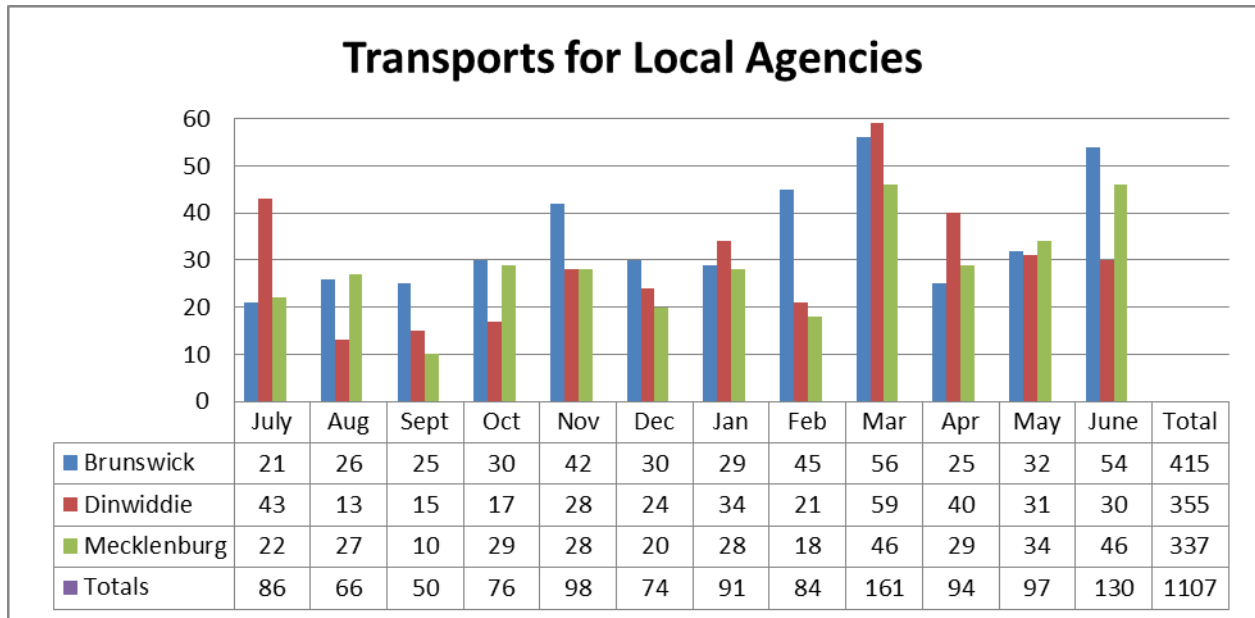
Transportation

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

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

In the recovery years after the effects of COVID, which began in 2020, the Transportation Department has found stride by developing tactics to handle the world that we know today. After experiencing pre-COVID and post-COVID life, the department has developed a hybrid skill and mind set. Pre-COVID, often times the days consisted mostly of safely transporting offenders to locations and transporting them back to the facility. Following COVID, different versions of tasks with alternative solutions were created. One example of this is that more often than not, courts are being held using video advisements. This created tasks such as learning how to complete court paperwork and sending it directly to the courts to be used by the judges. Thus, having the Transportation Officers be more mindful of how the court functions, creating a closer working relationship and understanding of all parties involved. Due to these last few years, the

department as a whole has been able to grow, become more knowledgeable, and become a stronger team which benefits both the facilities and all courts that the facility works with.

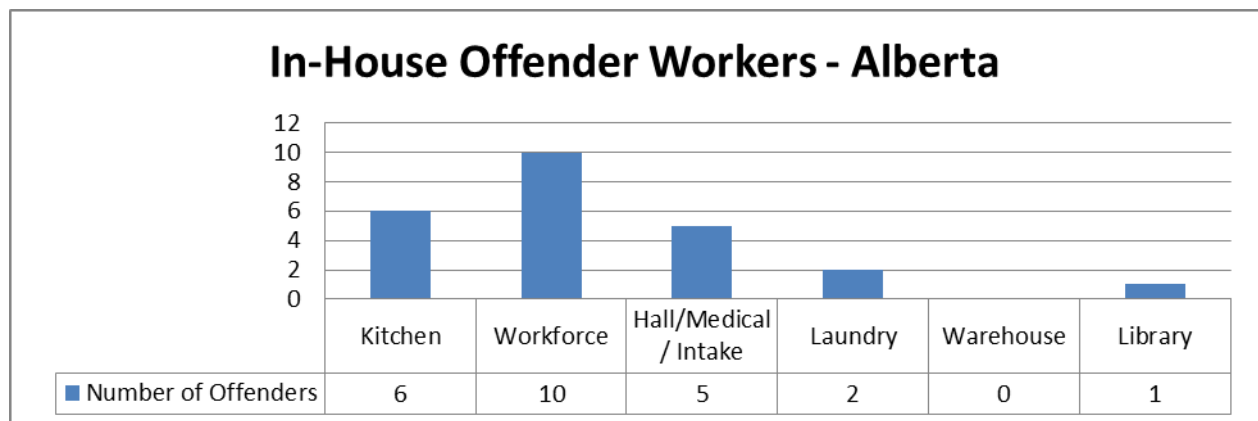


Classification

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

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

The Classification Section also works closely with Security and Support Services to provide inmate workers within the facility. Inmate workers are responsible for maintaining cleanliness throughout the facility in accordance with guidelines established by the Department of Corrections and the American Correctional Association. Inmate workers are placed in their positions based on feedback provided by security and various other departments, as well as their previous work experience. Starting in July 2022 thru June 2023, there were a total of 24 inmate workers for Alberta assigned on a monthly basis throughout the facility for inside and outside work.

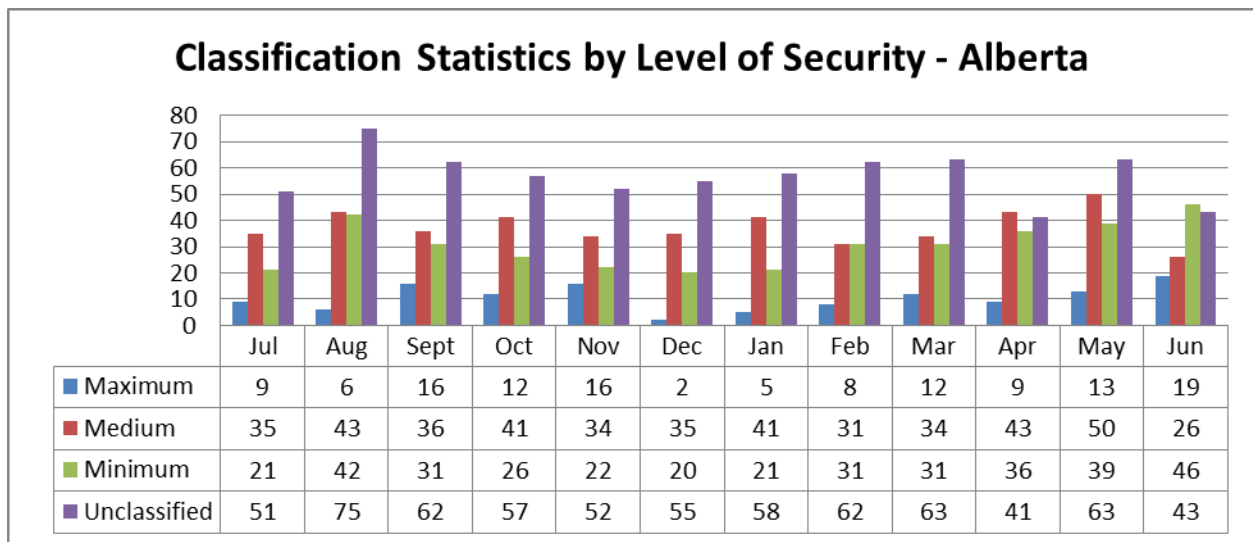


The Meherrin River Regional Jail classifies offenders based on three separate custody levels. Offenders who have committed non-violent offenses are placed in the least restrictive level, which is minimum custody. Offenders who have violent criminal histories and are currently incarcerated on violent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

worker inside or outside of the facility. Custody levels are determined by using a point scale system developed by The National Institute of Corrections. This system has proven to be widely successful in the classifying of offenders.

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

From July 1, 2022 through June 30, 2023, 1,149 offenders were classified at the Alberta Facility. Of that number of offenders classified, 576 were minimum custody, 449 were medium custody and 127 were maximum custody. There were also an additional 682 offenders processed into the facility that were not classified due to being released prior to seeing classification.



Records



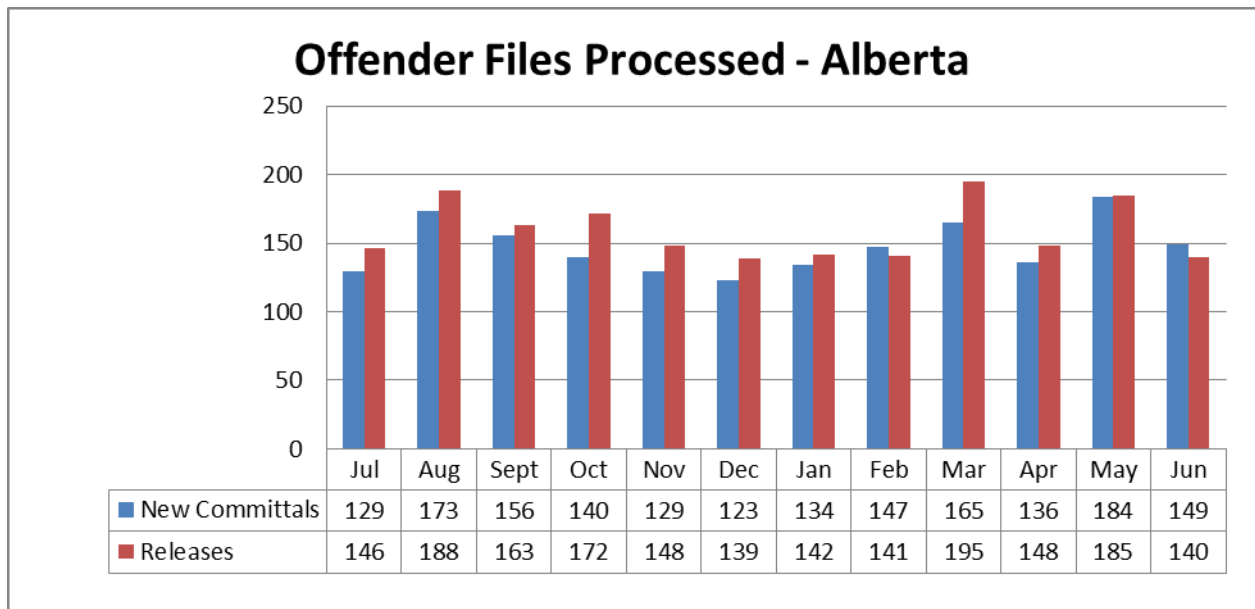
Jessica Lucy is the Records Supervisor & LIDS Technician at Meherrin River Regional Jail. She began her career with MRRJ in November of 2012. Before coming to Meherrin River Regional Jail, Jessica worked as a Communications Officer for Brunswick County Sheriff's Office for 7 years. She received her General Instructor certification in 2009. In 2016, Jessica developed a training program for Intake Officers & Shift Commanders that educates them on legal paperwork and other Records-related things. She provides quarterly training to this group to keep them up-to-date on changes in legal paperwork and related procedures.

Jessica currently serves on the LIDS Advisory Committee for the state of Virginia and the Executive Committee for JailTracker, the Jail Management System vendor. Jessica frequently provides assistance to other Virginia jails who onboard with JailTracker and has become known as a statewide point of contact for assistance and advice relating to both LIDS & JailTracker.

The Records Department is one of our most vital areas within the Jail. This department is responsible for processing all legal paperwork associated with offenders, including commitment

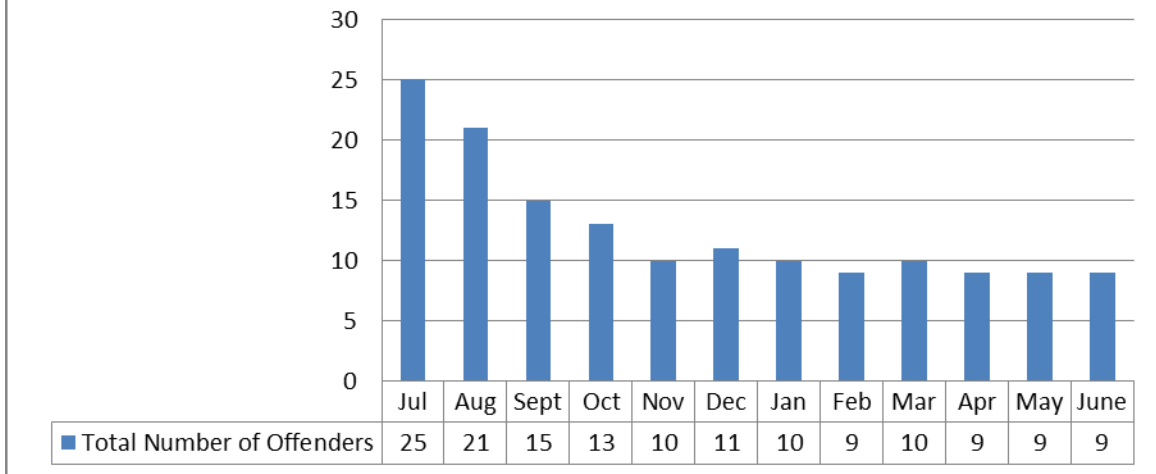
orders & warrants issued by Magistrates and continuance orders and disposition notices received from the courts. Records is responsible for calculating the release date of offenders who have only misdemeanor sentences and/or felony sentences totaling less than one year. This section of the facility also works closely with surrounding jurisdictions to make sure transport orders are received for court appearances and time for credit spent at other facilities is calculated during time computation.

The Records Department reviews all booking information on newly committed offenders to ensure all charge and bond information is correct and that all necessary paperwork is in the folder before an offender is released from the facility. From July 1, 2022 through June 30, 2023 the Alberta Records Department processed 3,672 offender folders. Of those folders, 1,765 were new committals into the facility and 1,907 were offenders released from the facility.



The Records Department is also responsible for maintaining the weekender program. A “weekender” is someone who serves their incarceration Friday through Sunday because of a work or school schedule. The Records Department keeps track of the days served so that the offender is released on the correct day and time. Working closely with the Department of Corrections is crucial to the Records Department because it ensures that offenders are transferred to a state correctional facility in a timely manner based on the length of an offender’s sentence and the severity of their charges. DOC-responsible offenders who have not been transferred to a DOC facility sixty (60) days after being sentenced by the courts are considered to be “Out of Compliance”. This past fiscal year, there were 151 offenders housed here at Meherrin River Regional Jail in an “Out of Compliance” status.

Department of Corrections Out Of Compliance Offenders



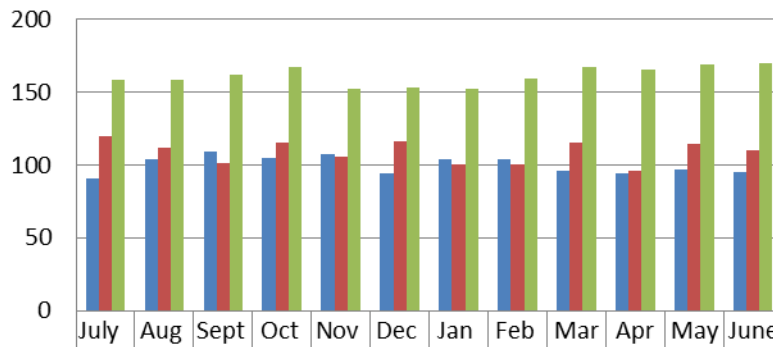
Local Inmate Data System (LIDS)

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

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

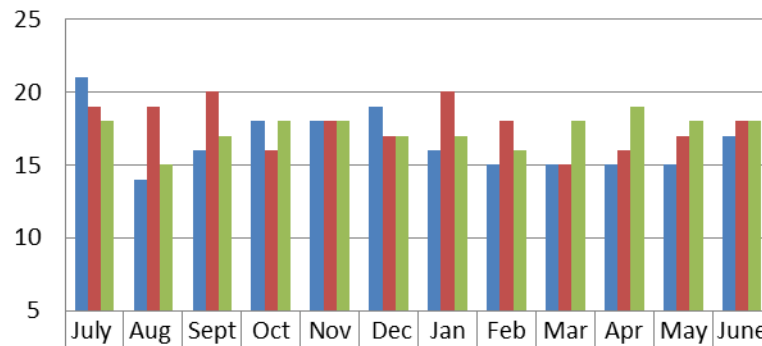
The Meherrin River Regional Jail is audited, at a minimum of every two years, by the Virginia Compensation Board to ensure that the facility is in compliance with the guidelines that the Board has established.

Offenders Housed for Localities - Alberta



| | | | | | | | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| ■ Brunswick | 91 | 104 | 109 | 105 | 107 | 94 | 104 | 104 | 96 | 94 | 97 | 95 |
| ■ Dinwiddie | 120 | 112 | 101 | 115 | 106 | 116 | 100 | 100 | 115 | 96 | 114 | 110 |
| ■ Mecklenburg | 158 | 158 | 162 | 167 | 152 | 153 | 152 | 159 | 167 | 165 | 169 | 170 |

Average Length of Stay (by days) - Alberta



| | | | | | | | | | | | | |
|---------------|----|----|----|----|----|----|----|----|----|----|----|----|
| ■ Brunswick | 21 | 14 | 16 | 18 | 18 | 19 | 16 | 15 | 15 | 15 | 15 | 17 |
| ■ Dinwiddie | 19 | 19 | 20 | 16 | 18 | 17 | 20 | 18 | 15 | 16 | 17 | 18 |
| ■ Mecklenburg | 18 | 15 | 17 | 18 | 18 | 17 | 17 | 16 | 18 | 19 | 18 | 18 |

Intake/Booking

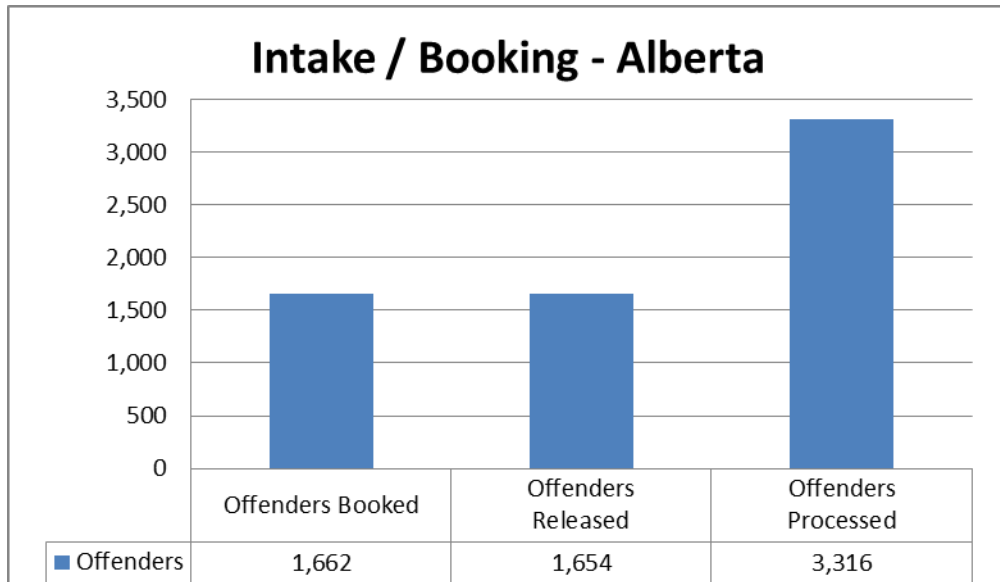


Kamisha Jones started her career with Meherrin River Regional Jail as a Jail Officer in August 2022. She is a 1996 graduate of Park View High School. Jones has been a lifelong resident of Mecklenburg County. Prior to starting with the jail, she worked at Lawrenceville Correctional Center (GEO) as a Records Clerk. Since starting at the jail, she has worked her way from Jail Officer to her current position as Intake Officer. Kamisha possesses a strong work ethic and takes pride in her job performance. She looks forward to a long and rewarding career in Corrections.

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

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

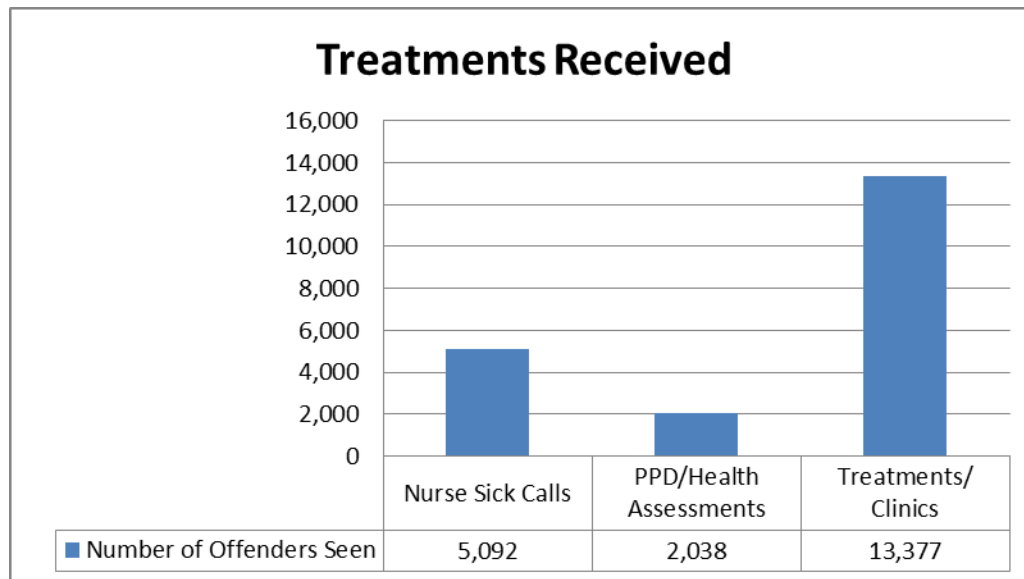
The initial intake is the most critical time of incarceration. It requires the Officers to be observant to all behaviors and actions of the newly committed individuals. It is during this time that it is most likely an individual may have thoughts of suicide or self-mutilation and will act upon these thoughts. The Intake Officers must be able to spot potential hazards and act immediately. During this fiscal year, the Intake Officers booked in 1,662 offenders at the Alberta Facility. They also processed for release, 1,654 individuals without serious incident to officer or offender. A total of 3,316 offenders were processed by Intake in this fiscal year.



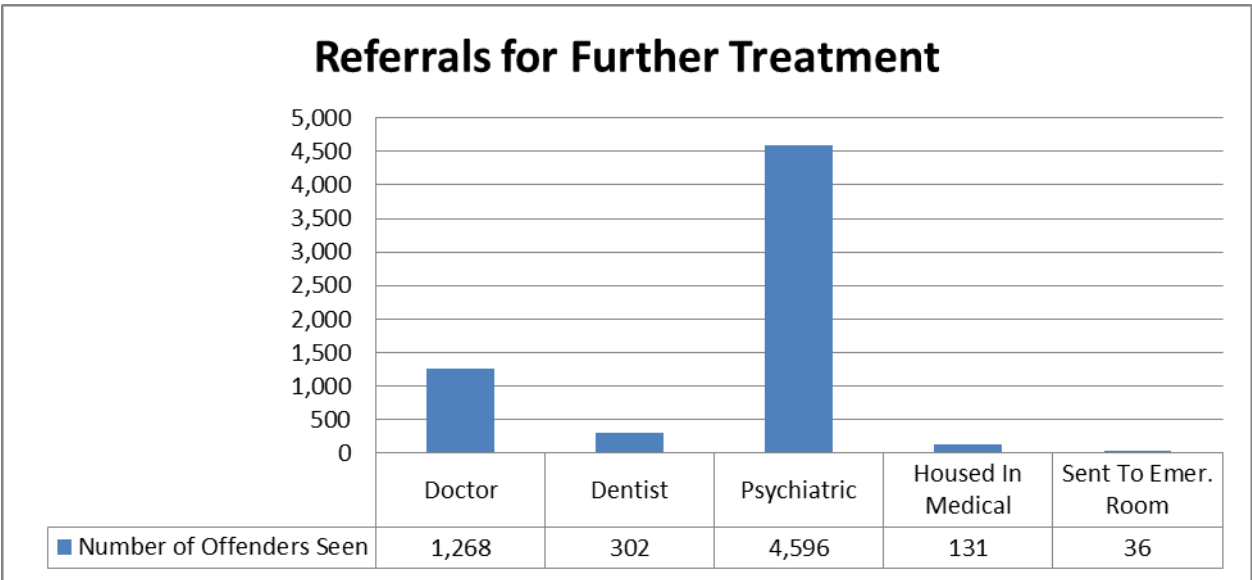
Medical Department

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

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

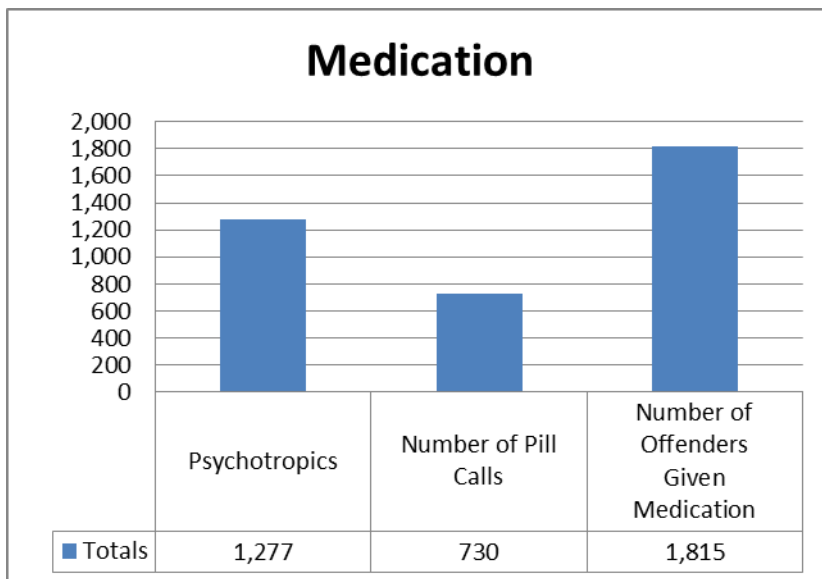


The Medical Department continues to be a busy place. The number of sick calls totaled **5,092**. In addition, **2,038** PPD’S (Purified Protein Derivative) / Health Assessments were performed, as well as **13,377** treatments / clinics. We are currently seeing inmate population with chronic health problems and are currently providing continual assessments, education, and support to those with such issues as Infectious Disease, Hypertension, Diabetes, and Psychiatric Illness. Dr. Dr. Liu has had over **1,268** offender visits and addressed a wide array of illnesses. Once seen by the doctor, a plan of care is put in place which includes maintaining medication compliance, follow up care, and proper education.



Upon the approval from the Superintendent, Dr. Liu, the Medical Department offers a “Keep on Person” (KOP) medication program allowing responsible inmates with minor health problems to keep medications with them in their cells and take them on their own as needed. During the period of July 1, 2022 to June 30, 2023, **1,815** inmates were given medication, either through Pill Call or the KOP Program. We hope that giving the inmate a little responsibility for their own healthcare will increase the likelihood of medication compliance once they are released.

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



Employee Recognition

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

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

Supervisor of the Year



Monique Buford started her career with Meherrin River Regional Jail as a Jail Officer in 2018. Originally from California she moved to Mecklenburg County at the age of fourteen and is a

graduate of Park View High School and Southside Community College. Prior to starting with Meherrin River Regional Jail she worked for Newport Hospitality Management Group and traveled managing the rebranding and retraining of hotels and staff.

Since beginning with Meherrin River Regional Jail she has received her Jail Officer Certification, became a certified training instructor, been an intake officer for two years, and moved to her current position of Transportation Sergeant. Monique received Employee of the Quarter for the 1st Quarter of 2020, Supervisor of the Quarter for the 1th quarter of 2022 and Supervisor of the Year for 2022.

Employee of the Year



Rhonda Fitchett was hired in April 2012 and is currently serving as the Human Resource Analyst. She has over 30 years of administrative, payroll and human resources experience. She grew up in Greenville County, where she still resides with her husband of 5 years and her son.

Rhonda's position requires her to work with all divisions and all levels within each division. She is the "face" of the Jail for all new hires. She is very knowledgeable and does an excellent job of promoting the Jail to potential new employees.

Rhonda continues to learn and grow in her career with the Meherrin River Regional Jail. She always strives to do her best in any situation that is handed to her and has a very strong work ethic. She is looking forward to continuing her career and growth with the Jail.