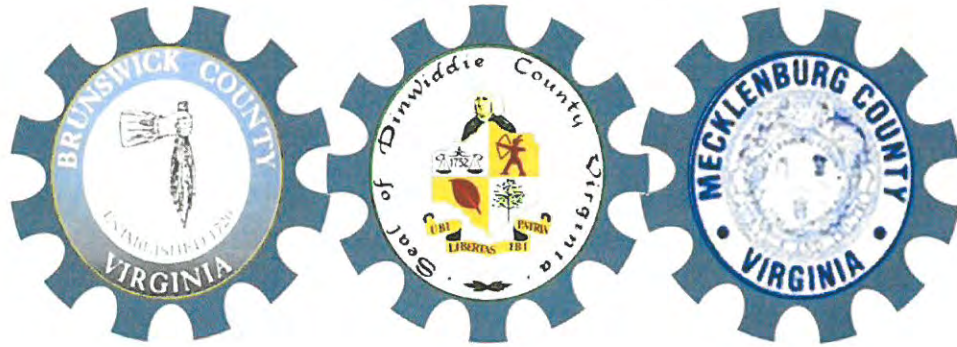


Working Together



Meherrin River Regional Jail

2017 Annual Report

This cover was printed on 110 pound, acid-free, cardstock paper. The final cover image was designed by Guy Short, I.T. Director, of the Meherrin River Regional Jail (MRRJ).

TABLE OF CONTENTS

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

ADMINISTRATION DIVISION

Finance.....	4-5
Information Technology.....	6
Training.....	7-9
Safety & Standards.....	10

SECURITY DIVISION

Security.....	11-14
---------------	-------

SUPPORT SERVICES DIVISION

Inmate Programs.....	15-17
Work Release.....	17-18
Inmate Work Force.....	18
Home Electronic Monitoring Participation.....	19
Visitation.....	20-21
Commissary.....	22
Food Service.....	23-25

OPERATIONS DIVISION

Maintenance.....	26-28
Transportation.....	28-29

Classification.....30-32
Records.....33-34
Local Inmate Data System (LIDS).....35-37
Intake.....38-39

MEDICAL

Medical.....40-42

EMPLOYEE RECOGNITION

Employee of the Year.....43
Virginia Association of Regional Jails (VARJ) Pistol Tournament.....44

MEHERRIN RIVER REGIONAL JAIL

2017 ANNUAL REPORT

A letter from the Superintendent:

Over the past year, many accomplishments were realized within Meherrin River Regional Jail Authority. The Jail received the "Certificate of Achievement for Excellence in Financial Reporting" for the fourth year. We continued to provide a safe, secure and sanitary facility for staff and offenders while maintaining cost saving measures in our operation. Work Force crews were utilized throughout the year to pick up litter within our three jurisdictions, help maintain the grounds of both sites as well as the gun range and to assist with special projects upon request.

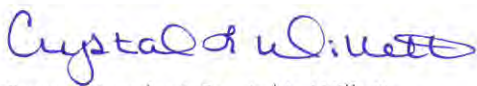
At no cost to the facility, the Jail partnered with CBM Food Services, our Food Services Contractor, to offer an option for our offender's families to purchase meals for their loved ones from our designated menu once a week. This program has been a huge morale booster for our offender population. Not only does the program help with the offenders, it also generates revenue for the Jail.

The Jail focused on Mental Health Initiative Training within our facility. In addition to the training received through the Jail Basic Academy, 11 of our front line supervisors went through a program presented by the local Community Mental Health Services Board. This innovative program encourages communities, families, law enforcement officers, and mental health professionals to act as a compass for consumers of mental illness. These individuals are now a part of a specialized team which can respond to a crisis at any time and will work with the community to resolve each situation in the best manner.

The staff of Meherrin River Regional Jail Authority works hard each year to give back to the communities. Over the course of the past year the charitable and community based outreach activities have helped make the facility shine amongst the citizens of our user jurisdictions. In addition to participating in such events as Mecklenburg County Sheriff's Office Cops and Kids program, and donating items to families in need during the holidays, we assisted with such events as Career Day, Field Day, Bullying Prevention and also provided event materials. Staff continued to donate school supplies as well for their Back-To-School Drive. This project is designed to ensure all students have the necessary school supplies they need for the school year.

Moving forward, the Jail plans to continue to evaluate and make all efforts to expand the use of our telemedicine carts and telemedicine in general. By utilizing these methods, the Jail hopes to minimize and/or reduce costs of offsite medical costs as well as other associated costs.

Sincerely,



Superintendent Crystal L. Willett

Vision, Mission, & Core Values

Vision Statement

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

Mission Statement

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

Core Values

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

Facility Overview

Crystal L. Willett
Superintendent

Major Brent Wright
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 inmate intake, a 12 bed center for transport inmates, a 5 bed center for inmate classification, and 34 special management cells. In addition to the housing units, the jail has an administrative section, central control section, general library, law library, kitchen, laundry and separate training room for staff. The housing unit design of the jail provides 5 female units. This allows for separate housing for protective custody, administrative segregation, disciplinary problem inmates, female work release inmates and general population female inmates. There are 9 general population units for the male inmates and 1 male work release unit.

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

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

The Boydton Facility's medical housing unit has 1 examination room, 1 individual cell and a 3 bed medical ward for inmates who require special medical attention.

The operational design of both facilities is state-of-the-art. Both facilities have numerous electronic systems throughout the facility, including a computerized Digital Optical Fingerprint Capture Machine (Cross Match Live Scan System), a Video Visitation System which also allows for Internet Visits, a computerized Jail Management System for booking, tracking and release of inmates and a sophisticated Computer Network System.

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

Administration



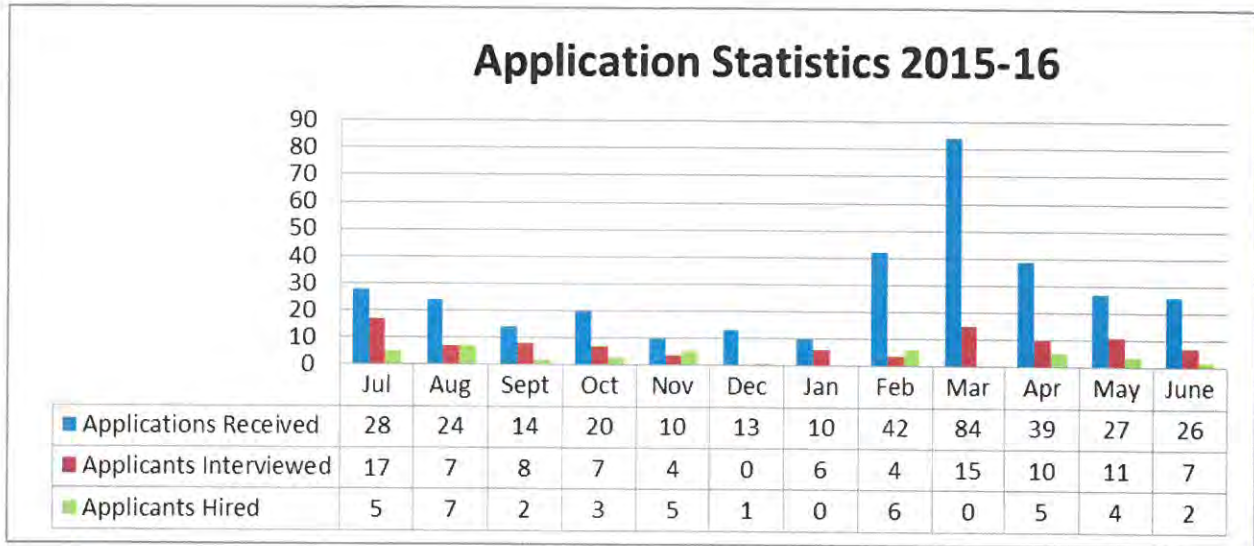
Finance

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

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

The 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.



One of the Account Clerks is primarily responsible for processing the day to day transactions of inmate trust accounts, including billings and payments received, at the Alberta Facility. This Account Clerk III is also responsible for recording the daily financial transactions of the Jail including processing payments received and accounts payable for both facilities. The second Account Clerk assists with human resources, procurement, and budget functions as well as serving as the Records Retention Coordinator for the Jail.

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

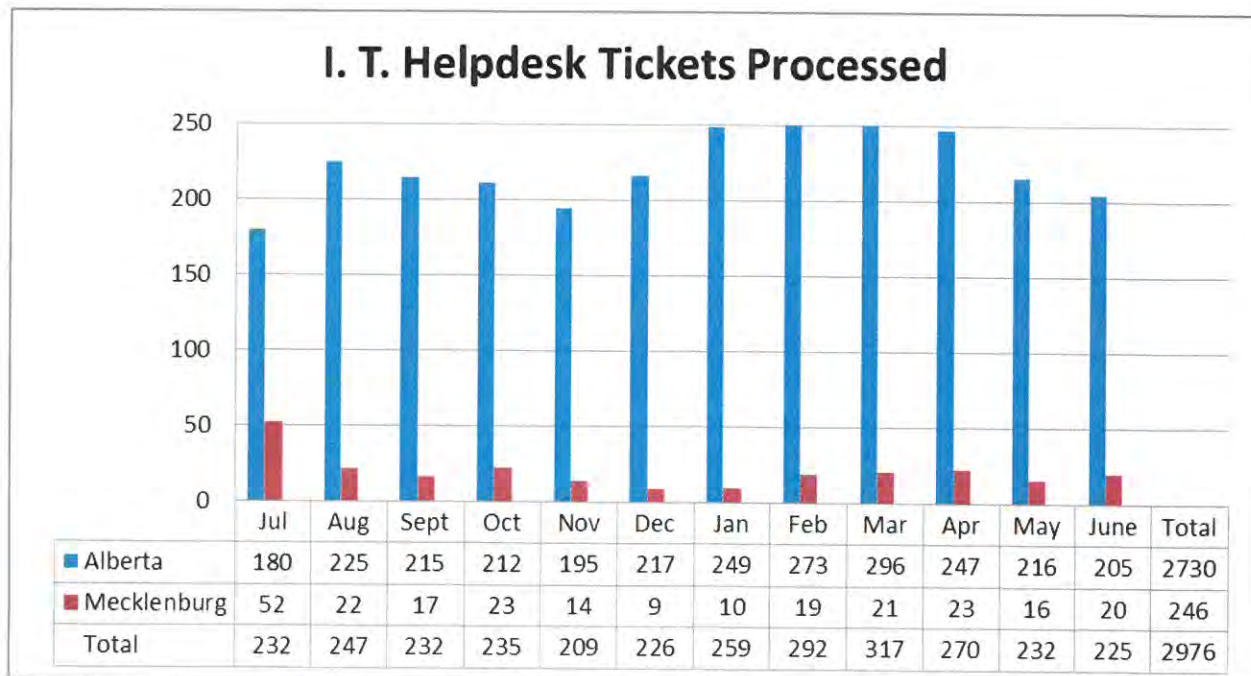
Information Technology

The Information Technology Department (IT Department) at Meherrin River Regional Jail maintains all 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 department also ensures that inmate information is passed between the various systems for continuity.

Over the past year, the IT Department successfully brought email service in-house using the industry standard Microsoft Exchange as the email engine. This allows the department to better manage the email process, mail flow, email quotas, etc. The IT Department also spearheaded using the incident reporting module in JailTracker (jail management system). This allows for a streamlined approach to writing incidents, searching, as well as statistical reporting.

The IT Department is staffed with one IT Director and one full-time IT Technician, and one part time Inmate Phone Technician, all of whom support both facilities. The Department provides emergency support 24/7. The main goal of the department is to insure 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.

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



Training



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

New employees are placed in an extensive “on-the-job-training” (OJT) program, which is broken into two phases. The first phase of the program requires each new officer to complete forty (40) hours of training, which is conducted through classroom lecture and simulated exercises under the guidance of DCJS certified instructors. The second phase consists of actual on post “real world training” in which the new officer first “shadows” an experienced Field Training Officer (FTO) and then operates the unit under the supervision of the FTO. This training takes approximately 14 days to complete and is highly beneficial, not only to the new officers, but also to the experienced staff and the inmates in the facility as it produces a more competent and consistent officer. The OJT/FTO program is supplemental to the 443 hours of academy training new staff will undergo in their first year of employment. During Fiscal Year 2016-2017, 14 officers successfully completed the DCJS Basic Jailors Academy.

Certified Staff are required to complete 24 DCJS hours every two years. The Training Department ensures this is completed by scheduling and conducting in-service training. To accomplish this, the Training Department first looks at the needs of the facility and then develops and performs revisions to lesson plans to ensure up to date information is taught to the staff. Through our partnership with the Central Virginia Criminal Justice Academy, specialized training is provided to staff as needed. This year, with the continuing use of roll call training and added supplemental topics added during annual qualifications, our staff has exceeded DCJS requirements.

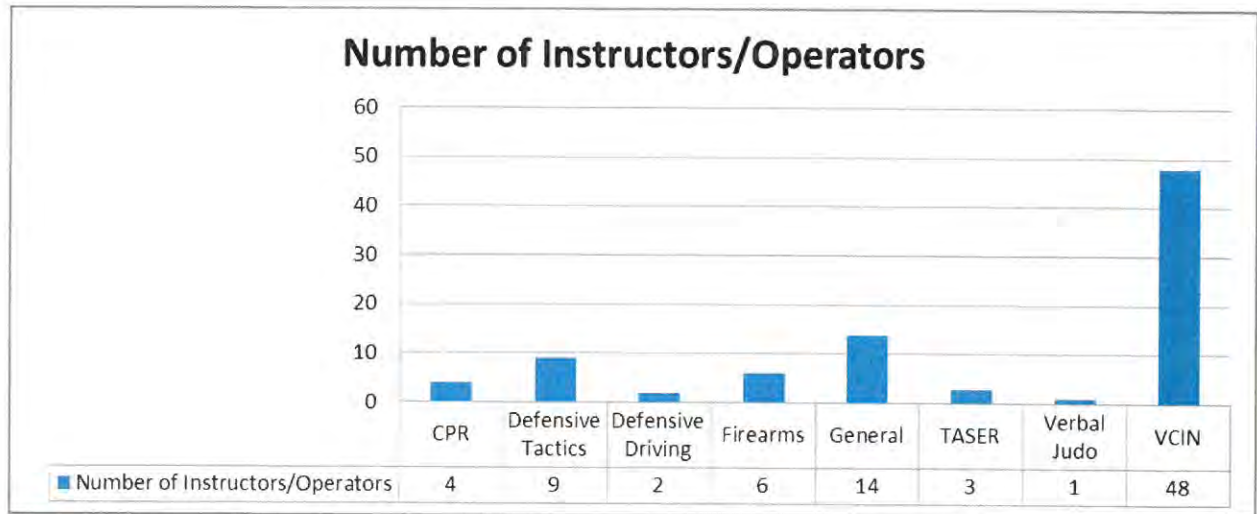
The Training Department also ensures that civilian staff having regular or daily contact with inmates receives forty (40) hours of training yearly. This year the civilian training program has consisted of self-study courses and classroom training which allows for greater flexibility to accommodate the varying civilian schedules. The Training Department has also continued the "school tour program" which has allowed for positive publicity in the community for MRRJ. During this period 27 students toured the jail and learned about the daily functions of the jail and the possibility of a career.

In addition to providing instruction, the Training Department is a source of information for the jail staff. Through the availability of a library of videos and books, staff has the opportunity to further their knowledge beyond the scheduled topics of instruction. The Training Department maintains communication with the American Correctional Association, the Virginia Department of Corrections, the Virginia Department of Criminal Justice Services, and the National Institute of Corrections, and has a mutually beneficial training relationship with the Brunswick, Dinwiddie, and Mecklenburg County Sheriff's Offices, Lawrenceville Police Department, South Hill Police Department, Virginia State Police, and the Central Virginia Criminal Justice Academy, which allows for a greater scope of training for our staff.

Effective instructors play a vital role to the Training Department; the department benefits from its 14 General Instructors, 6 Firearms Instructors, 2 Defensive Driving Instructors, 9 Defensive Tactics Instructors, 2 Advanced Control Tactics Instructors, 2 Stonewall Tactical Adaptive Response Defensive Tactics Instructors, 1 Verbal Judo Instructor, 3 TASER Instructors, 2 VCIN Instructors, and 4 American Health & Safety Institute First Aid / CPR Instructors. The Training Department is currently seeking additional officers that meet the qualifications to become DCJS Instructors. The increased number of instructors will not only assist at MRRJ but will also assist at the Central Virginia Criminal Justice Academy.

To assist in effective facility operations, the Training Department has ensured the continued certification of 48 VCIN operators.

Over the next year, the Training Department will continue to provide advanced training using state of the art equipment. The gun range has been very valuable in allowing the firearms instructors to work with officers that need additional training for qualifications. Realistic training is completed using firearms training simulation and role playing scenarios which allows the officers to experience “real life” situations. The state of the art “firearms training facility” is a great asset to all personnel that utilize it. The “firearms training facility” allows instructors to train officers in a setting where split second decisions have to be made in a training environment, and assists officers when faced with a high stress situation. The firearms training center gives officers confidence in what they have been taught and allows MRRJ to build on the officer’s fundamental skills and decision making. This year along with the annual day qualifications, MRRJ has also implemented night qualifications, which will also be conducted annually. This will allow MRRJ to exceed the requirements of DCJS. Also over the next year the annual MRRJ in-service will increase to 8 hour sessions, this will allow for the added Drug Awareness Training, as well as adding some of the techniques from the Stonewall Tactical Adaptive Response Training Program.



Safety & Standards

The Safety and Standards Officer at Meherrin River Regional Jail is a certified position. The most important responsibility of this position is to ensure the safety and security of the Jail which includes staff and inmates. The Safety and Standards Officer serves as the PREA Compliance Manager for Meherrin River Regional Jail. The Safety and Standards Officer works very closely with the Captain of Security, who is the PREA Coordinator and with the Lieutenant of Administration, whom serves as the PREA Investigator for the Jail. The Safety and Standards Department has to ensure that all employees, volunteers and contractors undergo a thorough background check prior to being allowed to come inside the Jail to work, participate in any programs to include Religion, and GED Classes. Meherrin River Regional Jail has a ZERO TOLERANCE for all forms of sexual abuse and sexual harassment against staff and/or inmates.

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 89 standards
- LHS with total of 41 standards
- Federal United States Marshall's Audit.

The Jail must comply with all Federal, State and Local Laws pertaining to the statues concerning prisons and Jails, OSHA Regulations, Fire Codes, Key Control, Fire Extinguisher and emergency lighting. The Safety and Standards Officer assists in conducting all audits in Alberta and Mecklenburg. Audits are to help the Jail to become the best that we can be, to be number one, and rise above the rest. With that being said, there are times when we have to implement corrective and preventive actions due to Audit findings. These actions only make us better.

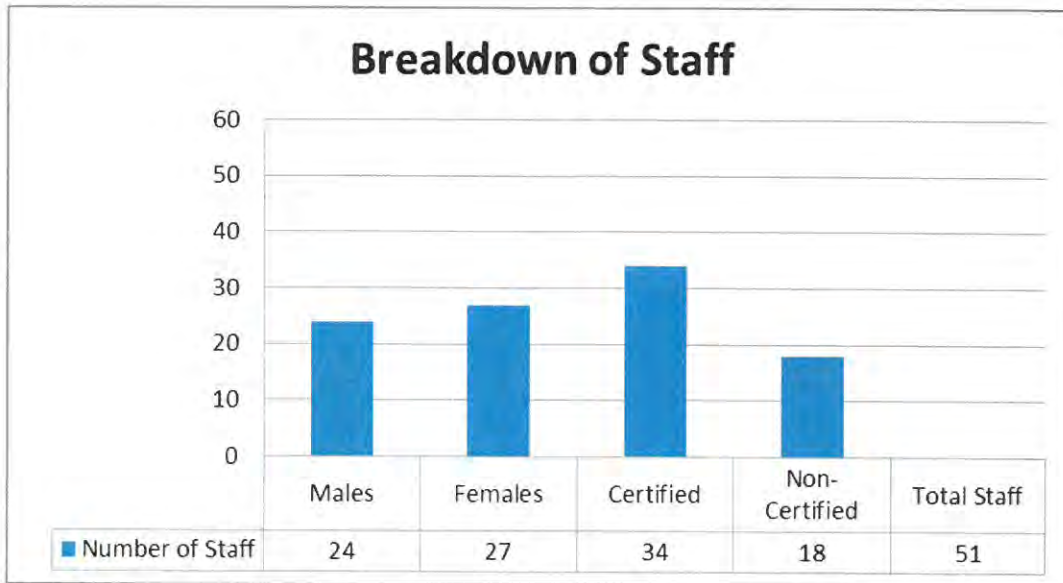
Plans are currently underway to prepare for the ACA Audit. The American Correctional Association (ACA) is a professional membership organization composed of individuals, agencies and organizations involved in all facets of the correctional field including adult and juvenile services, community corrections, probation and parole and jails. There will be a total of 384 standards with 62 of those standards being mandatory. As you can imagine, this will be a huge undertaking, but with teamwork it can and will be accomplished.

The Safety and Standards Department is staffed with one Safety and Standards Officer that provides emergency support 24/7. The main goal of the department is to ensure that the Jail is Audit ready at all times.

Security Division

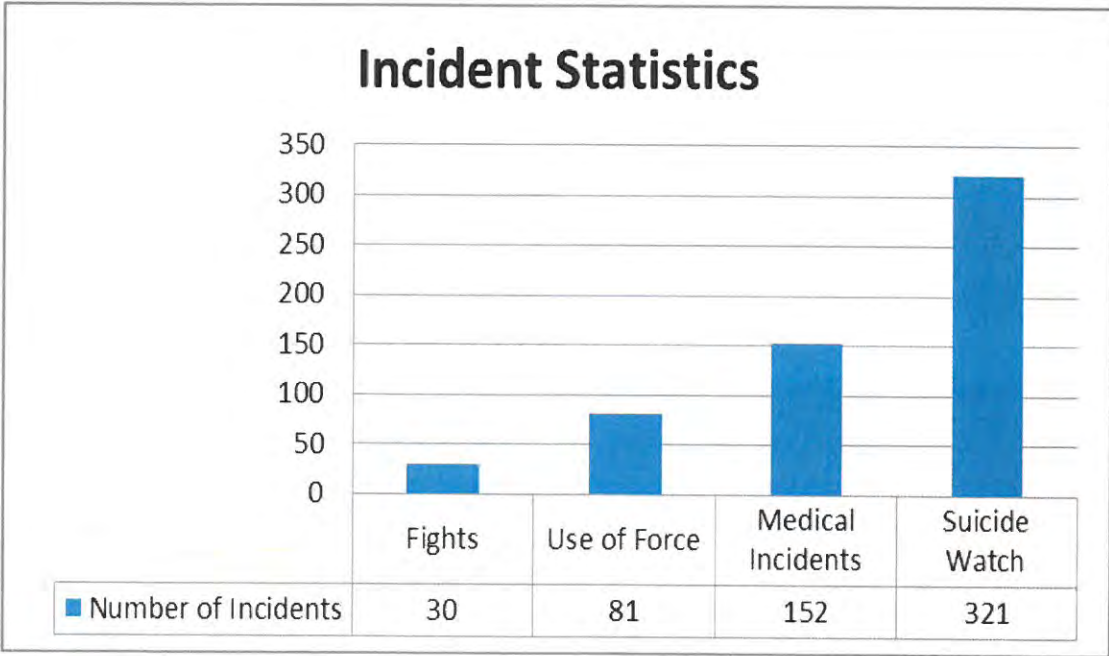
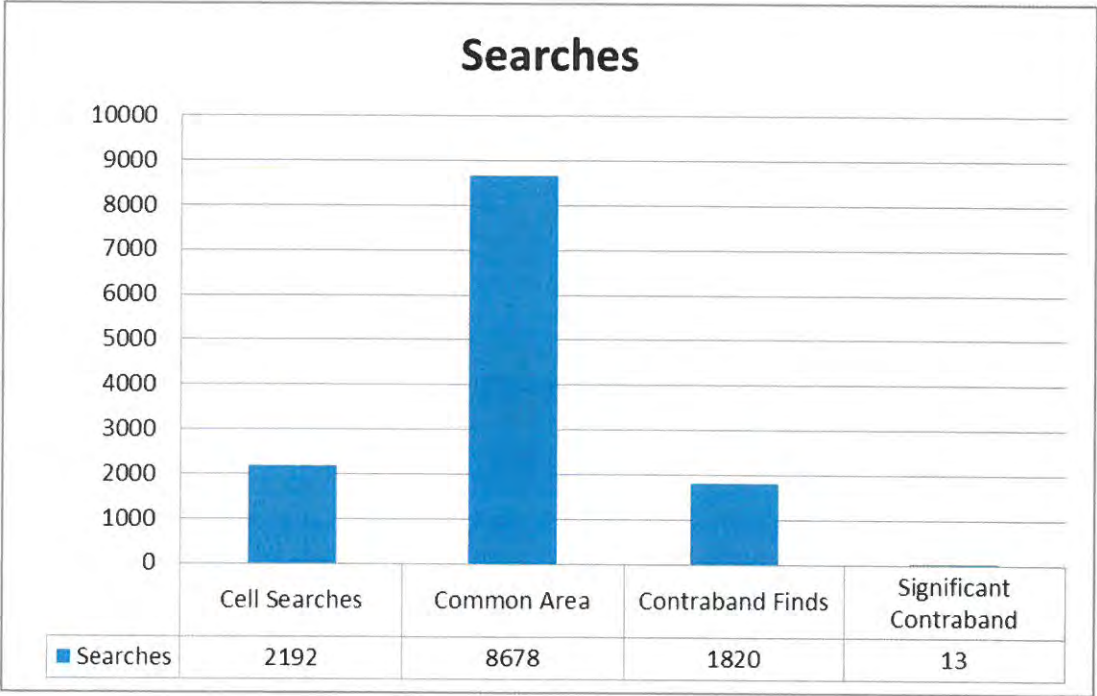
Alberta Facility

The Security Division is responsible for the health, safety, security and welfare of the inmates incarcerated at the Meherrin River Regional Jail. We are the police officers of this internal community. It is our mission to ensure public safety by keeping those individuals incarcerated under law, separate from society and protecting those incarcerated from each other. We have **16** housing units, with the total facility holding an average of **362** inmates. The Security Division manages this community with Officers assigned to units, **2** Officers patrolling units, **1** Sergeant, and **1** Lieutenant supervising the security team. The Day shift team consists of **17** Officers, **1** Sergeant and **1** Lieutenant. The Night Shifts maintain **17** Officers with **1** Sergeant and **1** Lieutenant. There are **4** teams operating on 12 hour shifts from 0600-1800 hrs. and 1800-0600 hrs. Each team reports 30 minutes prior to the start of the shift for a formal briefing and training period. The rotation schedule of the shifts is a motivating factor for the staff. We currently have **24** male Officers and **27** female Officers. Our staffing at this time is **51** Officers with an authorized strength of **78** Officers. Currently we have **34** Officers that are certified and **18** awaiting certification through the academy.



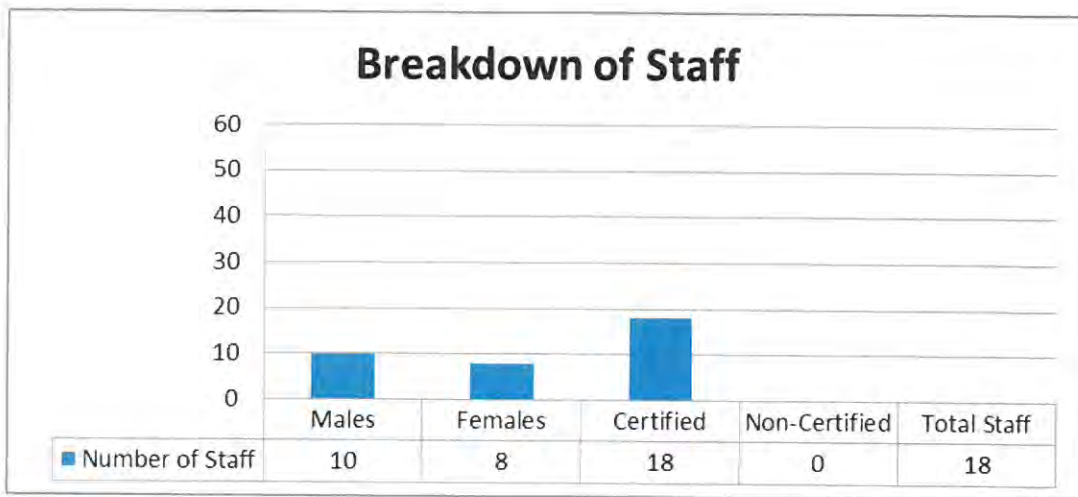
Performing these duties involves continuous searching, controlling, policing, guiding and providing structure to the unstructured. During the fiscal year 2016-2017, the Officers of the Meherrin River Regional Jail successfully conducted **2,192** cell searches and **8,678** common area searches. Of these searches, **1,820** netted nuisance contraband items. These searches also netted **13** significant contraband items such as drugs, lighters, cigarettes, etc. In the policing of the units,

there were **30** fights, **1** assault on staff member, **81** uses of force, and **152** recorded medical incidents. We initiated **321** suicide watches during this year. We have had a very successful year with **0** major disturbances and/or forced escapes.

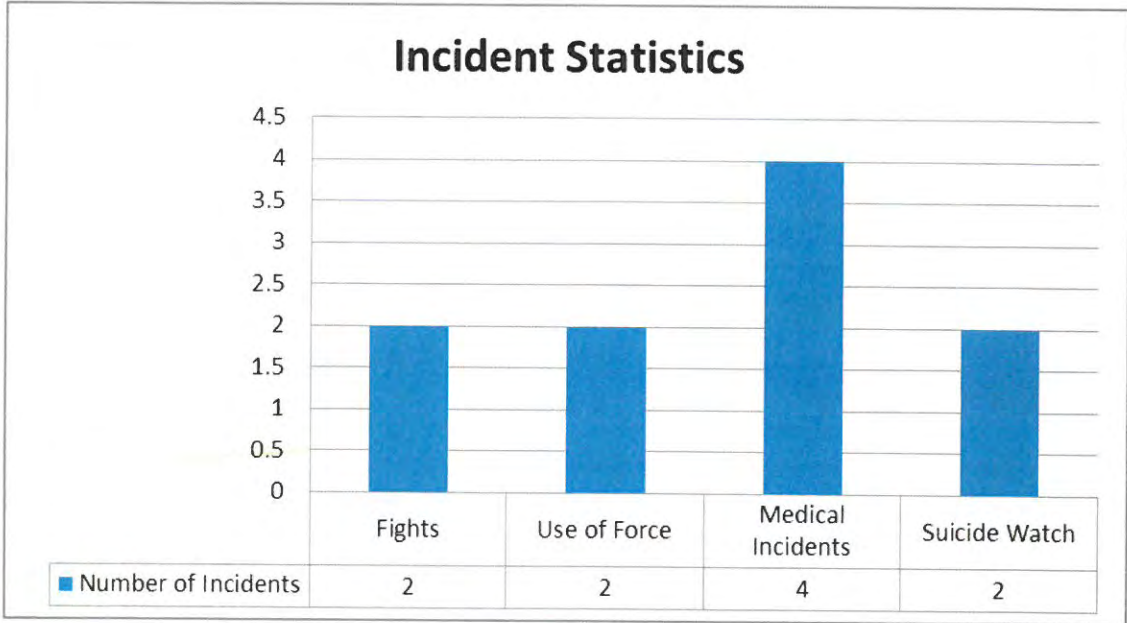
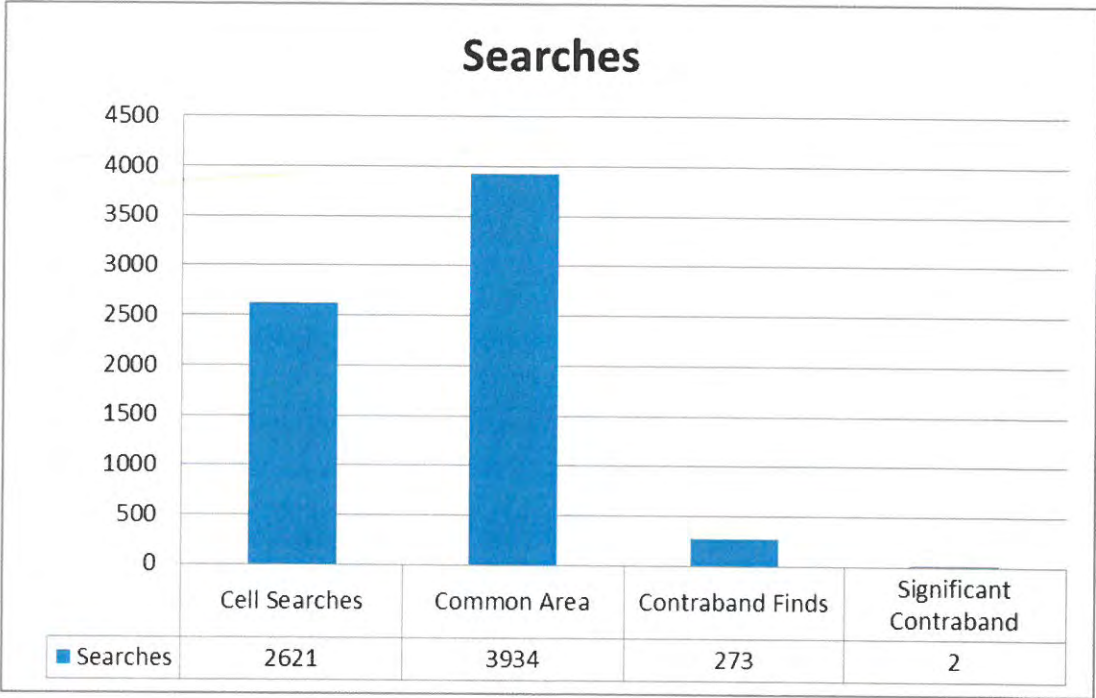


Mecklenburg Facility

The Security Division is responsible for the health, safety, security and welfare of the inmates incarcerated at the satellite facility for Meherrin River Regional Jail located in Boydton. We are the police officers of this internal community. It is our mission to ensure public safety by keeping those individuals incarcerated under law, separate from society and protecting those incarcerated from each other. This facility began housing inmates February 17, 2013. We have **6** housing units and **2** Work Release units, with the total facility holding an average of **25** inmates for FY17. The Security Division manages this community with **1** Officer assigned to B & C unit and **1** Officer assigned to D & E unit, while a Roving Officer covers F & G units as well as Intake and Segregation. One Sergeant supervises the security team. The Day shift teams consist of **4** Officers and **1** Sergeant. The Night Shifts maintain **4** Officers with **1** Sergeant. There are **4** teams operating on 12 hour shifts from 0600-1800 hrs. and 1800-0600 hrs. Each team reports 30 minutes prior to the start of the shift for a formal briefing and training period. The rotation schedule of the shifts is a motivating factor for the staff. We currently have **10** male Officers and **8** female Officers. Our staffing at this time is **18** Officers with an authorized strength of **31** Officers. Currently we have **18** Officers that are certified that received certification through the academy. We also have **1** Work Force Officer, **1** Work Release Officer, **1** Operations & Support Sergeant and **1** LIDS Technician.



Performing these duties involves continuous searching, controlling, policing, guiding and providing structure to the unstructured. From July 1, 2016 to June 30, 2017, the Officers of the Meherrin River Regional Jail satellite facility successfully conducted **2,621** cell searches and **3,934** common area searches. Of these searches, **273** netted nuisance contraband items. These searches we had **2** significant contraband items. In the policing of the units, there were **2** fights, **1** assault on staff member, **2** uses of force, and **4** recorded medical incidents. We had **2** suicide watches during this year. We have had a very successful year with **0** major disturbances and/or forced escapes.



Support Services

Inmate Programs

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

Thanks to volunteers and donations from Brunswick, Mecklenburg, and Dinwiddie counties, we are able to provide the inmates access to bible study, the law library, the general library, special education programs, anger management, life skills and substance abuse classes. Inmates are also offered the opportunity to participate in the GED program. The criteria that must be met are the inmate must not currently have a GED or Diploma and they must be sentenced to do one year or more. If these requirements are met, they will be T.A.B.E. tested and the T.A.B.E. score will determine if the inmate will be eligible to participate in the GED program.

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

Life Skills Programs & Substance Abuse and Anger Management Programs

Inmates 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 inmates for their release back into the community.

All inmates 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 inmates with drug, alcohol addictions and anger issues. All of the facilitators for these groups have counseling experience and/or specific training.

A total of 2,027 inmates participated in these programs for this fiscal year.

Religious Services

Bible study is offered once a week per pod and is conducted in our designated female indoor rec area. We also currently have three volunteers helping the Chaplain that come on Tuesday, Wednesday and Thursday Afternoons from 1:15 pm to 4:45 pm depending on the day. Also, Chaplain Rob McCoy visits 4 days a week at the Alberta Facility and is available on call when requested by the Mecklenburg facility. Chaplain McCoy provides confidential one on one counseling for both staff and inmates whenever requested. Bibles, Christian literature and Bible lessons are available when requested. Quran's are available for those of the Muslim faith that request them. Chaplain Rob McCoy also helps

in the Application process for inmates to enter rehab programs after they serve the court sentences they receive.

Special Education

Any inmate between the ages of 18-21, with special education needs who wish to further their education, is placed in this state mandated program. We have state certified teachers that volunteer their one-on-one time with Meherrin River Regional Jail. So far we have assessed 17 inmates with 17 participating in the special education program.

Library Services



The general library is available to all inmates on a weekly basis. At this time, the Alberta Facility's library contains over 2,600 books and the Mecklenburg Facility contains over 483 books. New books are added as they are donated monthly. Some of the topics include, but are not limited to, suspense, romance, thriller, action, adventure, religious, and science fiction. Our library program is still growing and accepting donations. As of June 30, 2017, 5,056 books have been checked out of the Alberta Facility library and 436 out of the Mecklenburg Facility library. Inmates at the Alberta Facility also receive The Brunswick Times Gazette and Times Magazine and the Mecklenburg Facility receives the Mecklenburg Sun and Times Magazine, on a weekly basis.

In addition, the law library services are provided to the inmates at both facilities, who wish to research legal matters pertaining to their case. The law library contains the Lexus Nexus software installed on a desktop computer for inmates to research their legal matters. So far, our law library has been utilized 350 times at the Alberta Facility and 12 times at the Mecklenburg Facility.

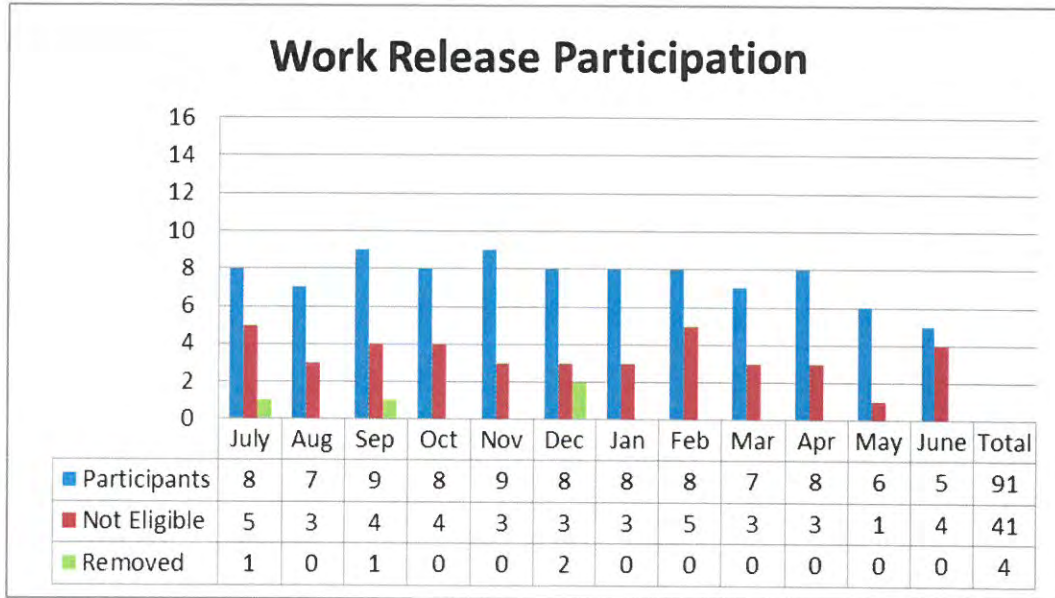
Clerical Services

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

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 Inmate 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 inmates for their release back into the community and helps to reinforce and maintain good work habits. During the fiscal year, 91 inmates participated in the Work Release program. The facility collected \$39,255 from inmates participating in the program to help offset the costs of their incarceration. During 2016-2017 there were 4 inmates removed from the program for disciplinary violations.



Inmate Work Force

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

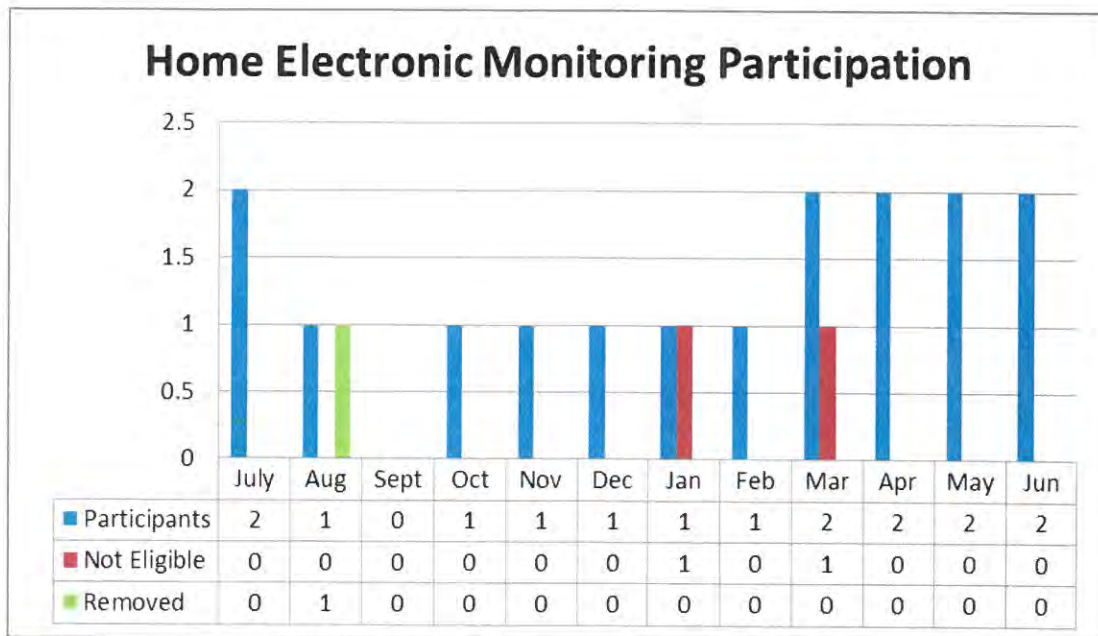
The three jurisdictions allow Brunswick, Dinwiddie and Mecklenburg, to pick up the inmates Monday through Friday. The selected inmates do not receive any monetary compensation for their work, although they can receive good time off of their jail sentence if they qualify. The Jail also has Officers designated 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 inmates housed within the facility. An example of this type of program is the Home Electronic Monitoring Program (HEM). MRRJ has an agreement with 3M Electronic Monitoring that provides a tamper-proof ankle bracelet that is monitored through a Global Positioning System (GPS) unit. Before an inmate 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 inmate’s current sentence and severity of the charges, conducts a check of their criminal history, and forwards his/her findings through the chain of command for approval. If the inmate has been declared eligible for the program, a drug screening and employment verification is conducted prior to entrance into the program.

The goal of the Home Electronic Monitoring program is to help reinforce and maintain good work habits. During the fiscal year, 5 inmates participated in the HEM program. The facility collected \$6,940 from inmates participating in the program to help offset costs of their incarceration.



Inmate Visitation



Family/Friends Visitation



Inmate Visitation

Meherrin River Regional Jail encourages each inmate to maintain contact with their family and friends through bi-weekly visits. Visitation is allowed Monday through Friday, and is scheduled between two and seven days in advance by the visitor using the visitation scheduling system. Each inmate is given two 30 minute visits each week with additional visits allowed to be scheduled for a small fee. There can only be one onsite visit per day. The visits can last from thirty minutes to one hour depending on the visitor's living distance from the facility.

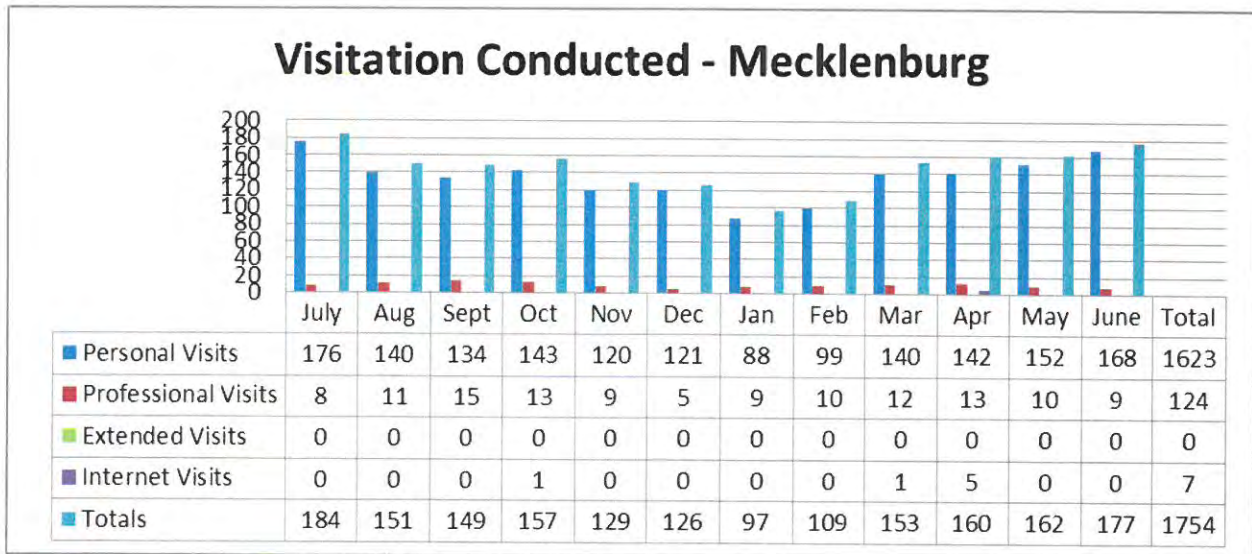
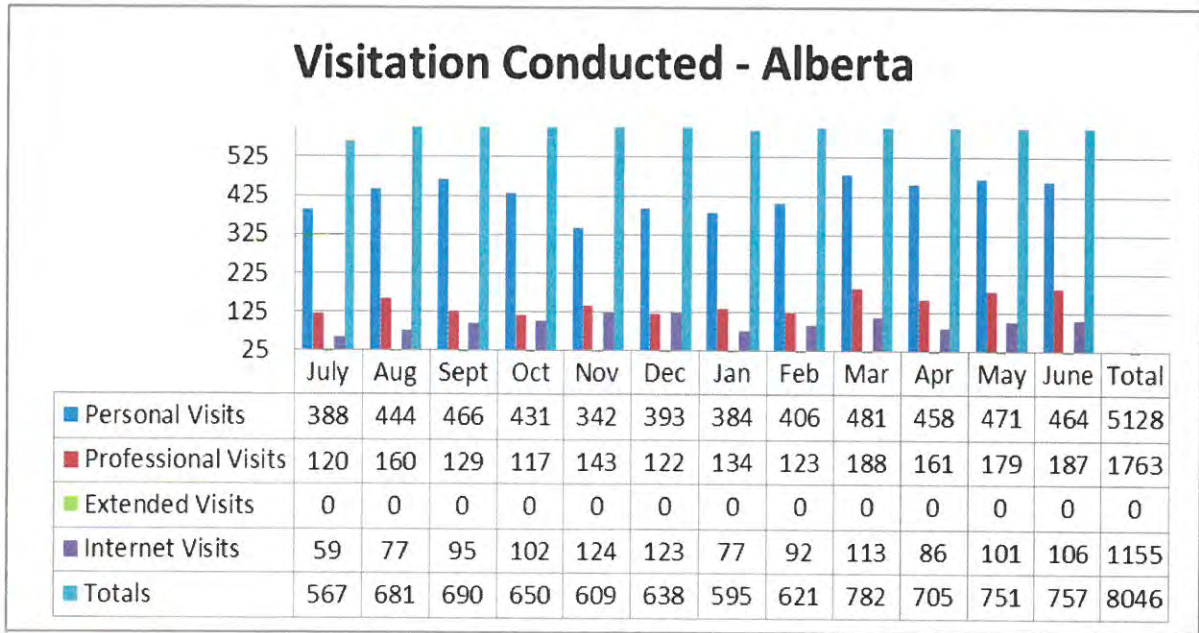
Family and friends will visit with the inmate via video conference from the Visitation Center located in the Lobby of each facility. When the visit begins, the inmate and visitors will be connected by computer where they can see and talk to each other. For convenience, the visitors may visit at either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

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

In November 2013, MRRJ began offering Internet Visitation. This is a paid service offered to family, friends, and attorneys to visit with the inmate from the comfort of their home or office. Children can also visit without being exposed to the harsh reality of a jail setting. MRRJ allows one internet visit per day with up to five Internet visits per week for each inmate from family and friends. Internet Visitation is a great solution for those who have extended distances to travel to the facility. We have had visits from as far away as California. The Internet Visitation service is also available on Android-based devices as well.

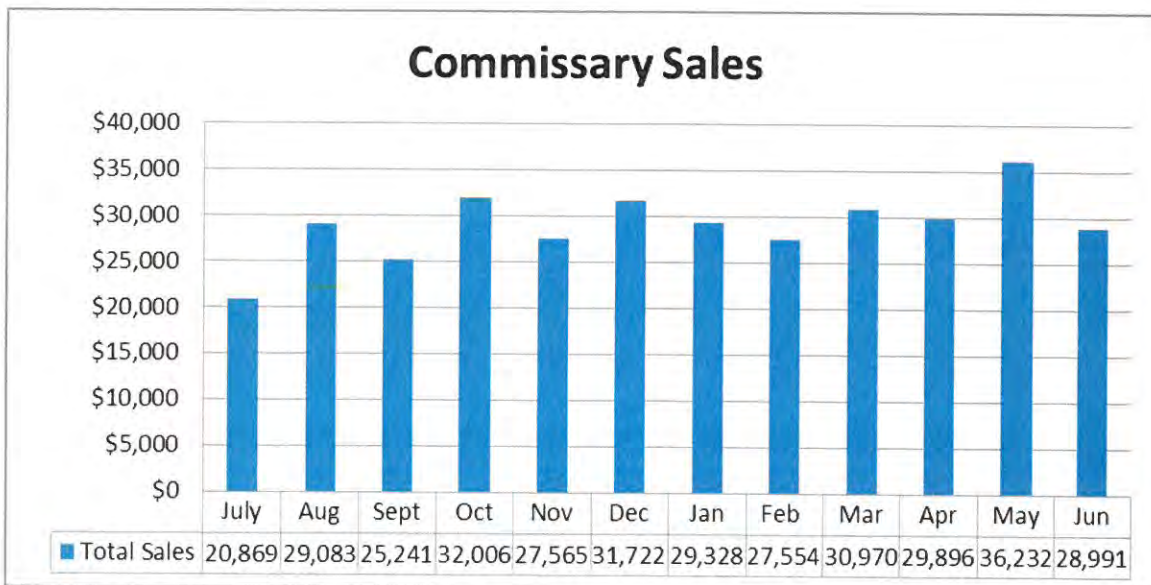
During the period of July 1, 2016 thru June 30, 2017, there were 8,046 visitors recorded at the Alberta Facility and 1,754 visitors at the Mecklenburg Facility. Of those visits, 5,128 were visits from family and friends, 1,763 were from attorneys and 1,155 were internet visits at the Alberta Facility and 1,623

were visits from family and friends, 124 were from attorneys and 7 were internet visits at the Mecklenburg Facility.



Commissary

During the 2016-2017 fiscal year, Keefe Commissary provided all commissary services to the inmate population. When inmates are booked into the facility, any cash they have in their possession is taken by the booking officer and deposited in a Kiosk and deposited on the inmate's account to be used during the inmate's incarceration. Once a week inmates are allowed to purchase items from the jail commissary such as personal hygiene necessities, snacks, and clothing. Family and friends can purchase a Secure Pack once a week that includes personal hygiene necessities and snacks from www.meherrinpackages.com. A Jail ATM is located in the lobby so that family and friends may make a deposit for the inmate to use when purchasing commissary. 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 inmate population.

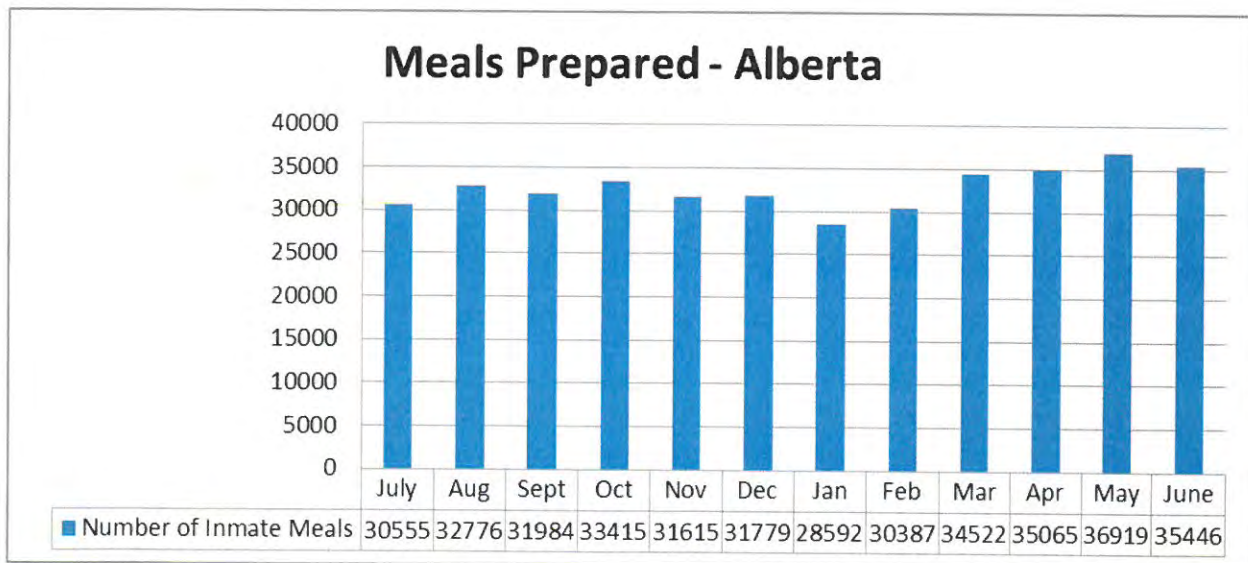


Food Service Department

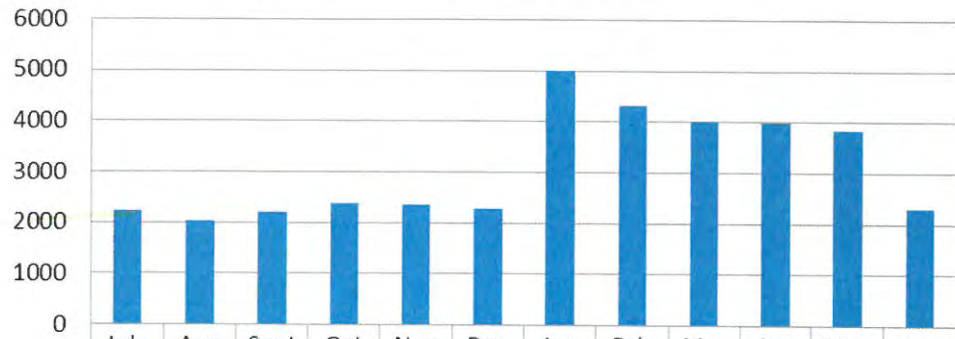


On a daily basis, CBM Managed Services (CBM) prepares all inmate meals. All meals are prepared according to the guidelines set forth by the National Academy of Science and a registered dietician. Inmate meals are also monitored by the American Correctional Association to ensure they remain compliant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

During July 1, 2016 to June 30, 2017, CBM prepared 393,055 inmate meals for the Alberta Facility and 37,017 inmate meals for the Mecklenburg Facility.

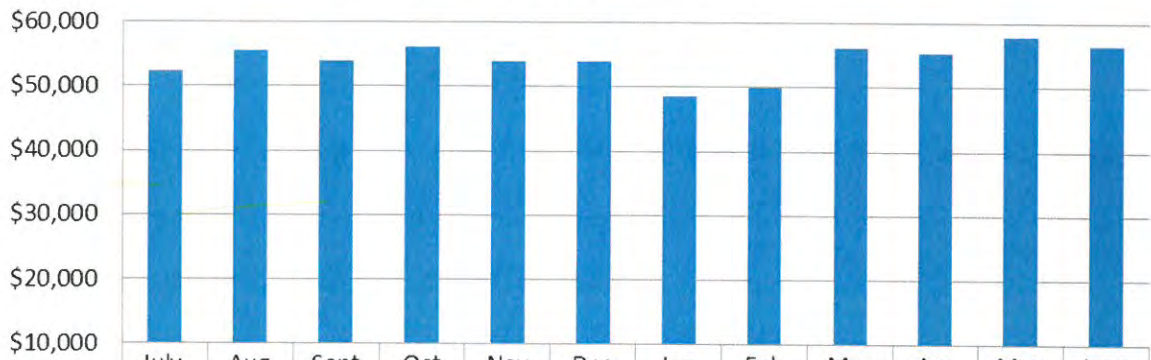


Meals Prepared - Mecklenburg



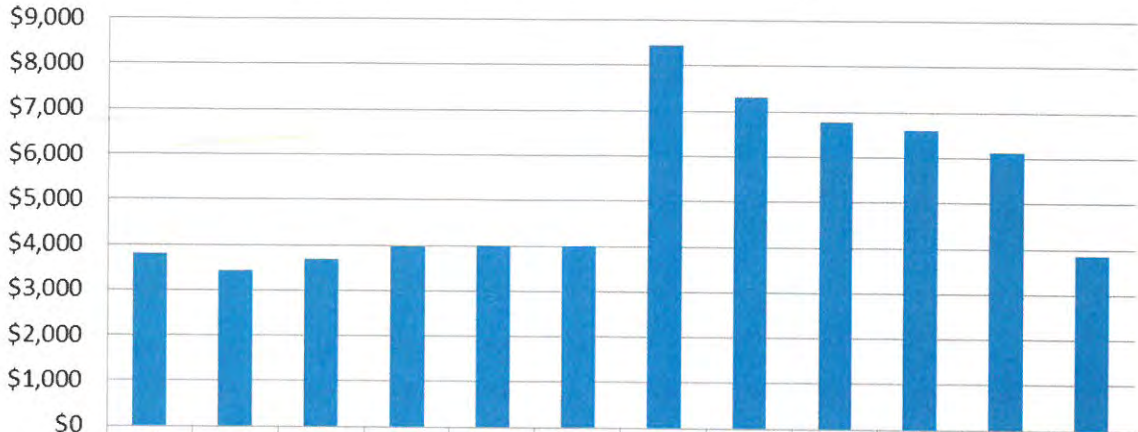
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
■ Number of Inmate Meals	2231	2034	2206	2383	2367	2291	4998	4334	4025	3993	3842	2313

Cost of Meals - Alberta



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
■ Meal Cost	52,335	55,472	53,883	56,061	53,965	53,975	48,609	49,920	56,137	55,357	57,955	56,596

Cost of Meals - Mecklenburg



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Meal Cost	3,804	3,431	3,698	3,969	4,005	3,990	8,448	7,310	6,785	6,601	6,135	3,856

Operations

Maintenance Department

Gun Range (Before)



Gun Range (After)



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

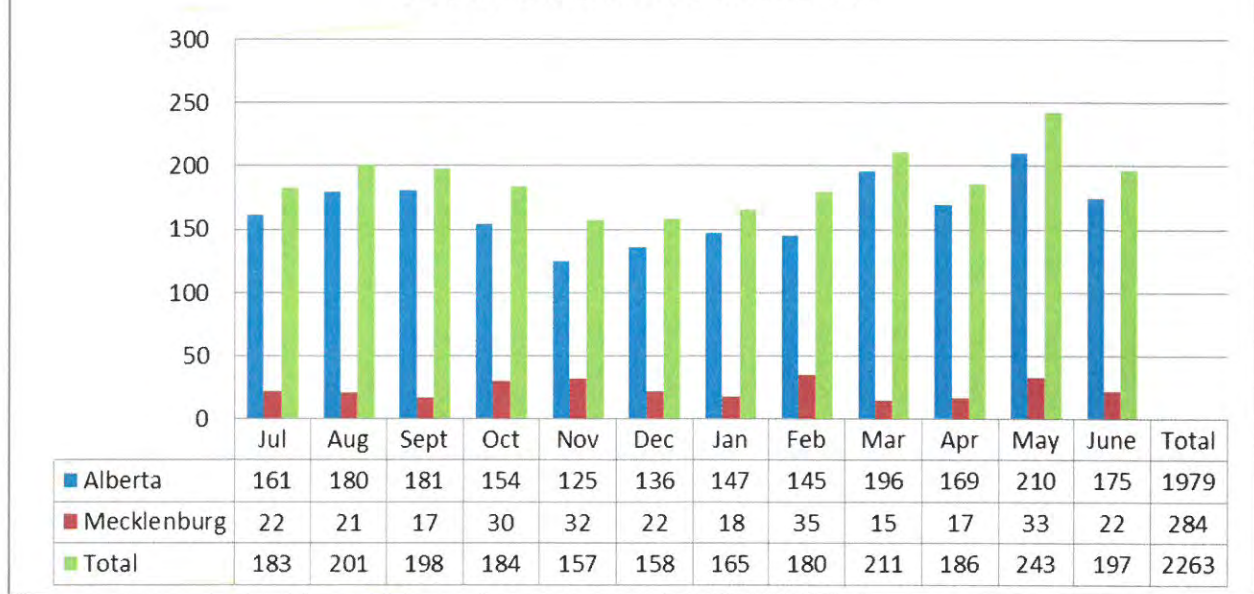
The department's staff consists of a Maintenance Director and three (3) Maintenance Technicians and is on duty five days a week. At least one staff member is on call for emergencies at all times. The Maintenance Director and one (1) Maintenance Technician are certified Corrections Officers. Their certifications allow the Maintenance staff to assist other departments when they are short staffed, or additional assistance is needed to maintain facility safety. The other two Maintenance Department employees are non-certified. They both have extensive backgrounds in maintenance, with experience in mechanical and electrical work.

Also under the Maintenance Department are one (1) Warehouse officer and one (1) Grounds officer. The Warehouse Officer and Grounds Officer are both Certified Officers. They also can assist other departments when they are short staffed. The Warehouse Officer duties consist of maintaining the facilities inventory of supplies needed to operate, ordering supplies when needed both for staff and the inmates, unloading trucks and keeping a daily inventory of all supplies. The Grounds Officer duties consist of maintaining the grounds at the Alberta facility and the Gun Range. This includes supervising the inmate work force crew, keeping the landscape at both sites manicured and neat for the public and staff, painting, picking up trash, snow removal, and any other projects that may occur.

The Maintenance Department has had a very productive 12 months. As the graph shows, they have received a total of 2,263 work orders and maintained 100% completion with no backlogs. This is all accomplished while maintaining compliance with State, Local and Federal building safety codes.

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

Work Orders Processed



Transportation



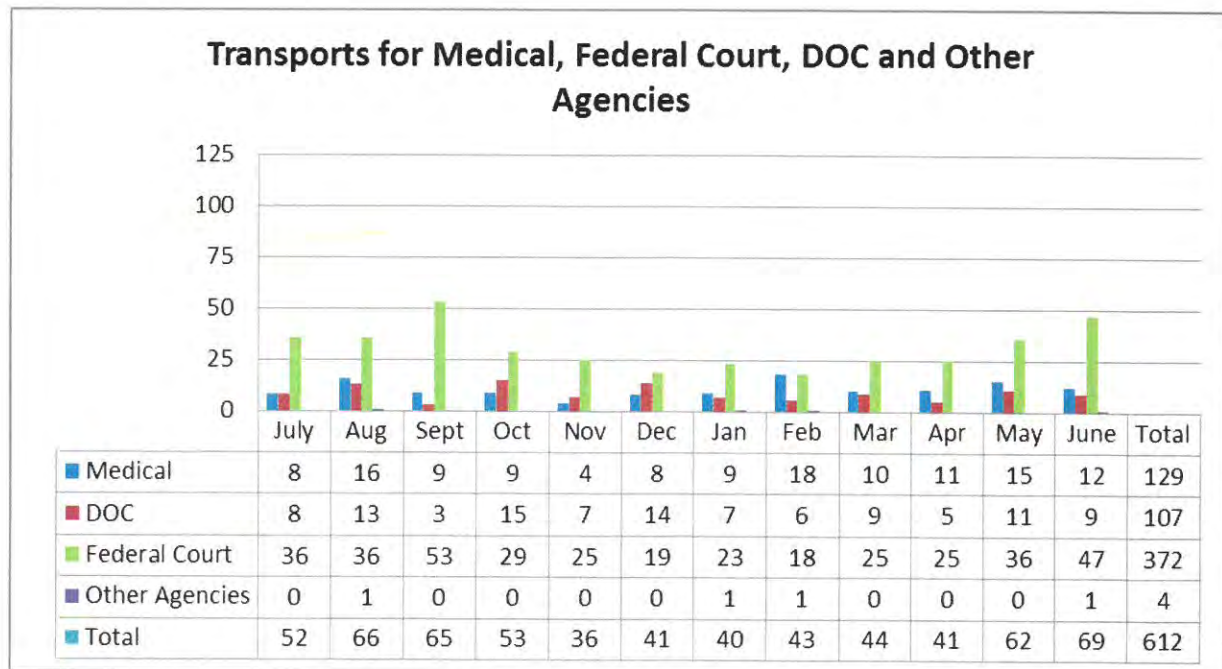
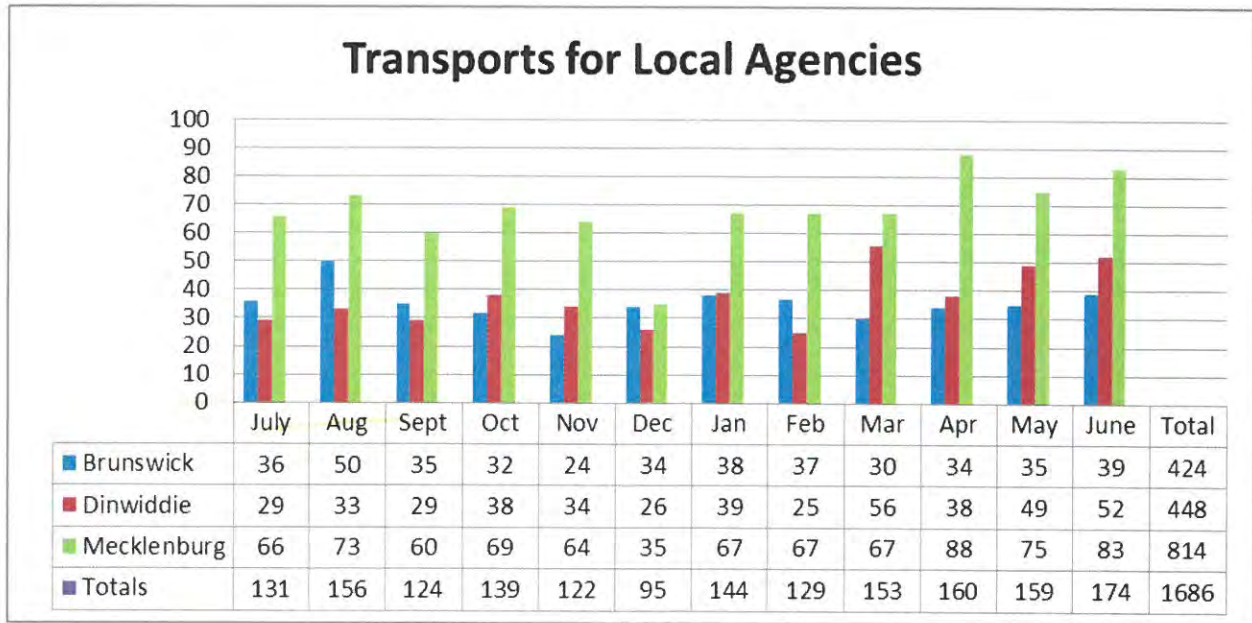
Alberta Sally Port



Mecklenburg Sally Port

The Transportation Department of the Meherrin River Regional Jail consists of 1 Sergeant, and 6 officers. The Transportation Department provides safe and secure transportation of inmates to and from the Brunswick, Dinwiddie, and Mecklenburg County courts, Federal courts, the Virginia Department of Corrections (DOC), the 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, 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.

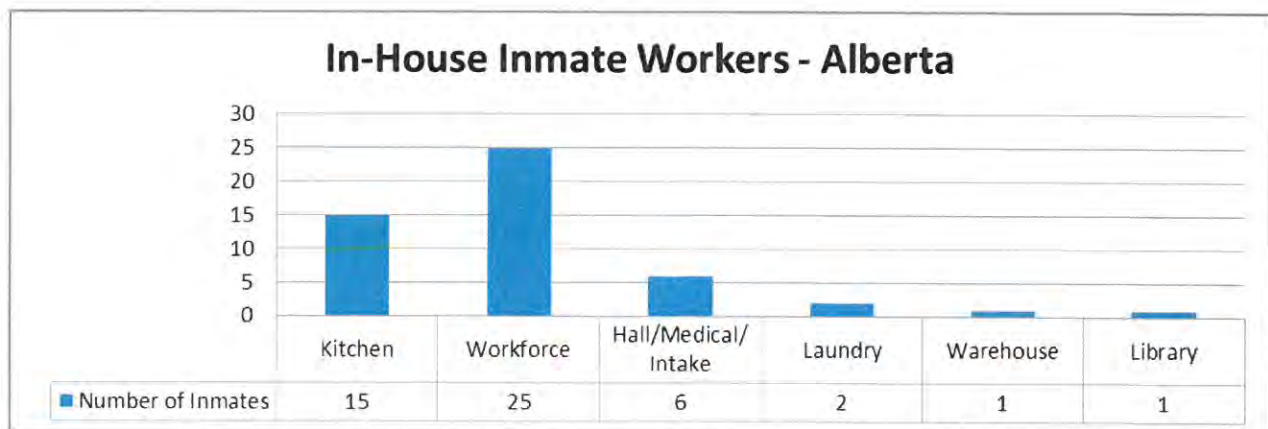


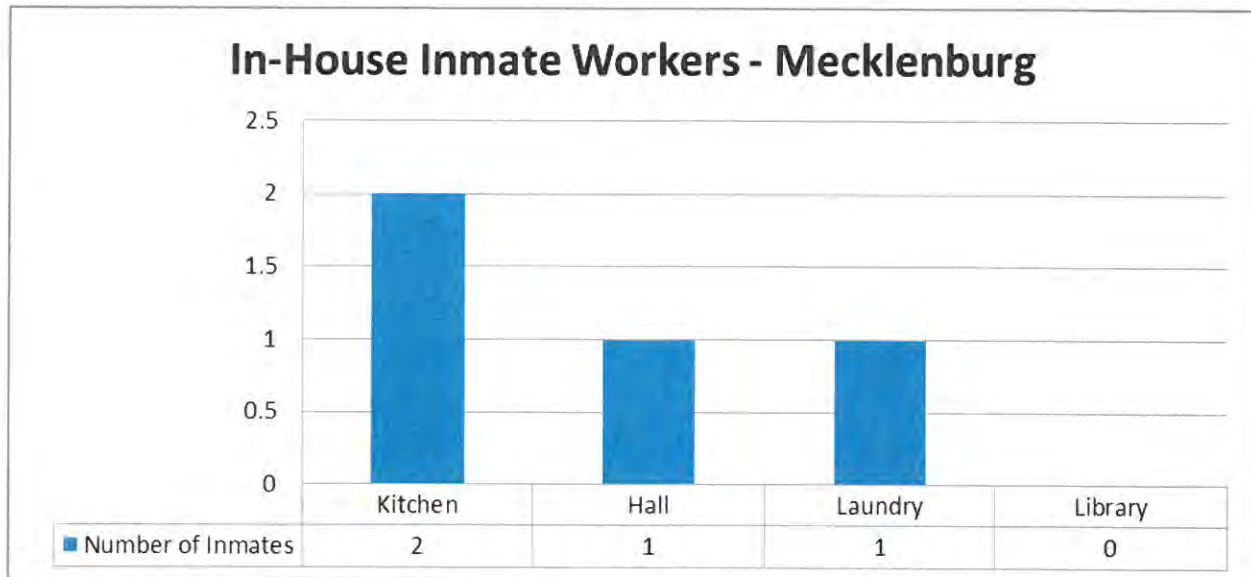
Classification

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 cleared for housing by medical staff. 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 2016 thru June 2017, there were a total of 50 inmate workers for Alberta and 4 inmate workers for Mecklenburg assigned on a monthly basis throughout the facility for inside and outside work.



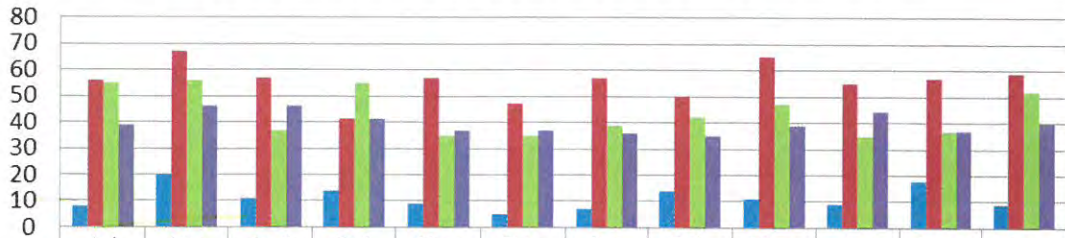


The Meherrin River Regional Jail classifies inmates based on three separate custody levels. Inmates who have committed non-violent offenses are placed in the least restrictive level, which is minimum custody. Inmates who have violent criminal histories and are currently incarcerated on violent offenses will be placed in the most restrictive level, which is maximum custody. Only inmates who are classified at the minimum or medium level of custody are eligible to become workers. The criminal history of the inmate will determine if they can become a worker inside or outside of the facility. Custody levels are determined by using a point scale system developed by The National Institute of Corrections. This system has proven to be widely successful in the classifying of inmates.

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

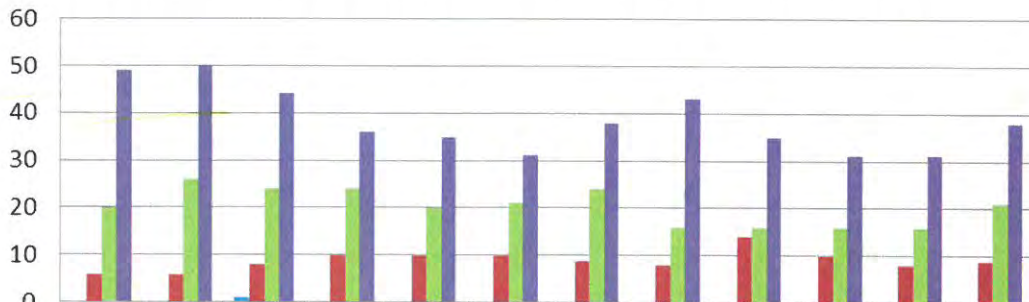
From July 1, 2016 through June 30, 2017, 1,328 inmates were classified at the Alberta Facility and 353 inmates were classified at the Mecklenburg Facility. Of that number of inmates classified in Alberta, 525 were minimum custody, 668 were medium custody and 135 were maximum custody. Of that number of inmates classified in Mecklenburg, 244 were minimum custody, 108 were medium custody and 1 were maximum custody. There were also an additional 938 inmates processed into the facilities that were not classified due to being released prior to seeing classification.

Classification Statistics by Level of Security - Alberta



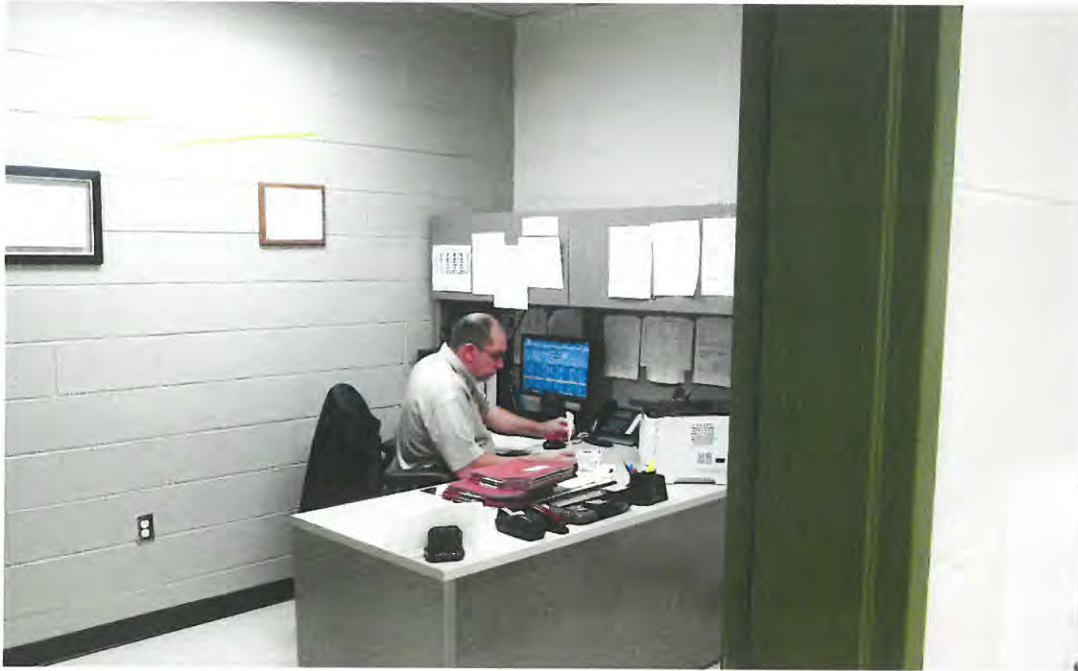
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Maximum	8	20	11	14	9	5	7	14	11	9	18	9
Medium	56	67	57	41	57	47	57	50	65	55	57	59
Minimum	55	56	37	55	35	35	39	42	47	35	37	52
Unclassified	39	46	46	41	37	37	36	35	39	44	37	40

Classification Statistics by Level of Security - Mecklenburg



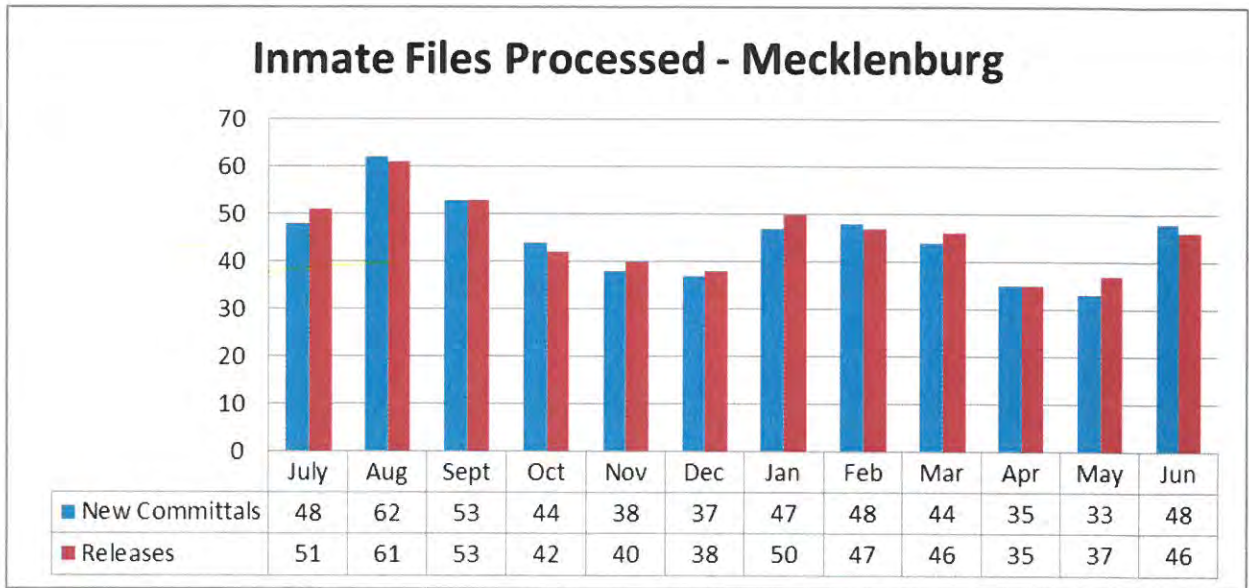
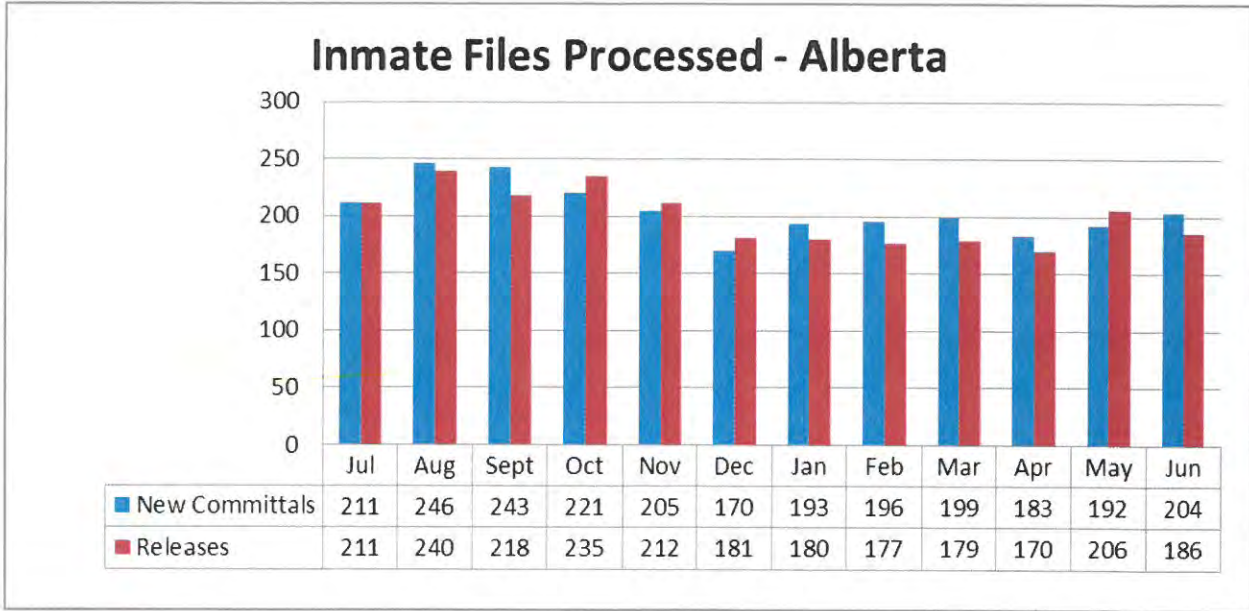
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Maximum	0	0	1	0	0	0	0	0	0	0	0	0
Medium	6	6	8	10	10	10	9	8	14	10	8	9
Minimum	20	26	24	24	20	21	24	16	16	16	16	21
Unclassified	49	50	44	36	35	31	38	43	35	31	31	38

Records



One of the most important sections in the Jail is the Records Department. This department is responsible for entering all dispositions received from the courts, which determines if an inmate is eligible for release. The Records Department ensures that all court appointments are documented in the Jail's computer system which ensures the inmate is present in the appropriate court on the correct date and time. This section of the facility also works closely with surrounding jurisdictions to make sure transport orders are received for court appearances and time for credit spent at other facilities is calculated during time computation.

The Records Department also reviews all booking information on newly committed inmates to ensure all charge and bond information is correct and that all necessary paperwork is in the folder before an inmate is released from the facility. From July 1, 2016 through June 30, 2017 the Alberta Records Department processed 4,858 inmate folders. Of those folders, 2,463 were new committals into the facility and 2,395 were inmates released from the facility. The Boydton Records Department processed 1,083 inmate folders. Of those folders, 537 were new committals into the facility and 546 were inmates released from the facility.



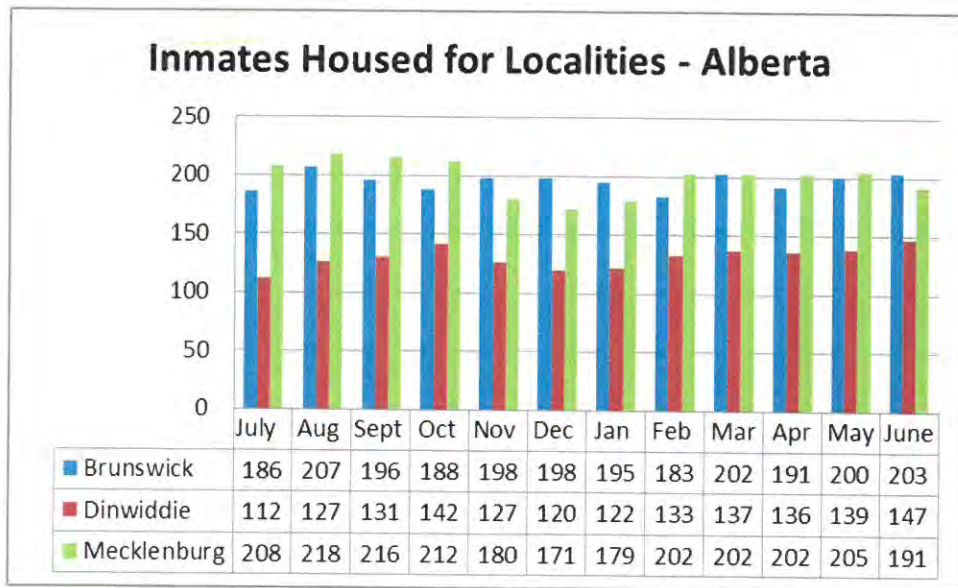
The Records Department is also responsible for keeping track of inmates who serve their time on the weekends. A “weekender” is someone who serves their incarceration Friday thru Sunday because of a work or school schedule. The Records Department keeps track of the days served so that the inmate is released on the correct day and time. Working closely with the Department of Corrections is crucial to the Records Department because it ensures that inmates are transferred to a state correctional facility in a timely manner based on the length of an inmate’s sentence and the severity of their charges. Inmates who remain at the facility sixty (60) days after being sentenced by the courts are considered to be “Out of Compliance”. This past fiscal year, there were 940 inmates housed here at Meherrin River Regional Jail in an “Out of Compliance” status.

Local Inmate Data System (LIDS)

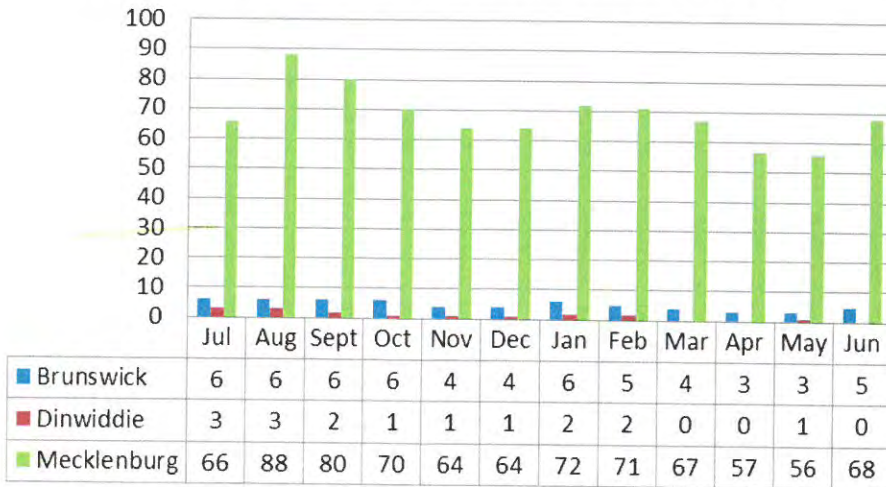
The primary goal of the LIDS Technician is to maintain inmate records on a daily basis. The LIDS Technician ensures the accuracy and integrity of all data entered into Meherrin River Regional Jail's Jail Management System and the Virginia Compensation Board's LIDS-CORIS system. Each inmate record is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

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

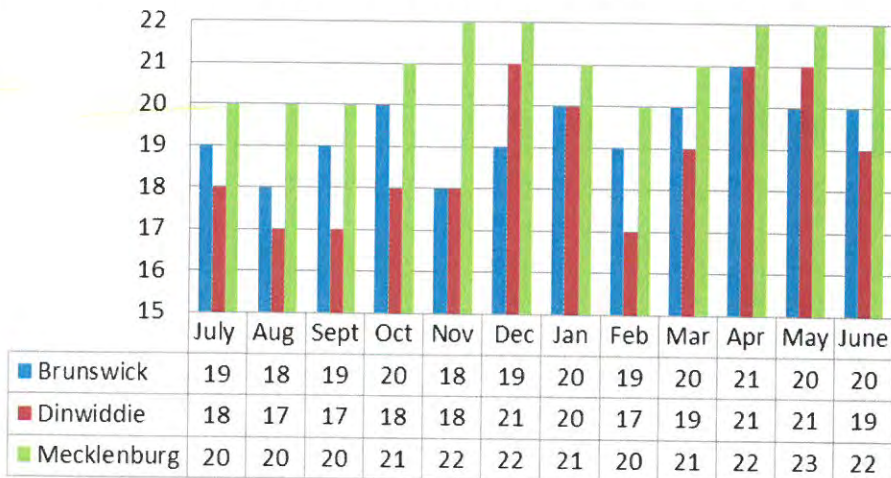
The Meherrin River Regional Jail is audited, at a minimum of every two years, by the Virginia Compensation Board to ensure that the facility is in compliance with the guidelines that the Board has established.



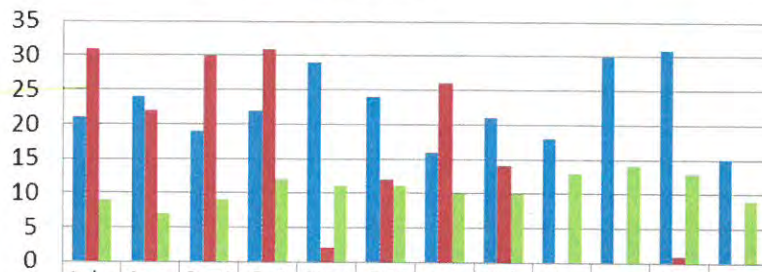
Inmates Housed for Localities - Mecklenburg



Average Length of Stay (by days) - Alberta

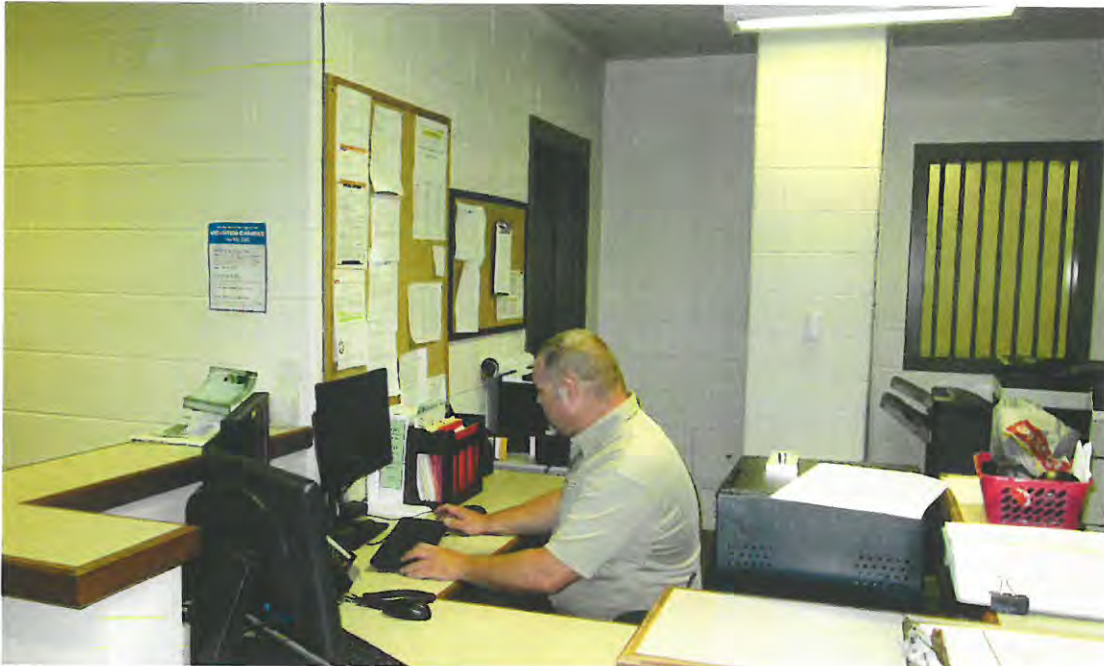


Average Length of Stay (by days) - Mecklenburg



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
■ Brunswick	21	24	19	22	29	24	16	21	18	30	31	15
■ Dinwiddie	31	22	30	31	2	12	26	14	0	0	1	0
■ Mecklenburg	9	7	9	12	11	11	10	10	13	14	13	9

Intake/Booking

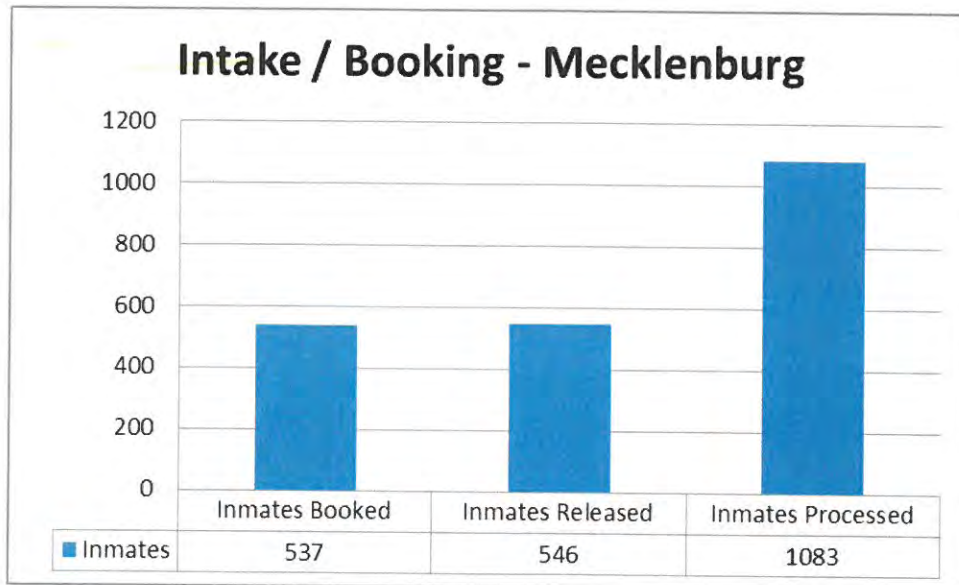
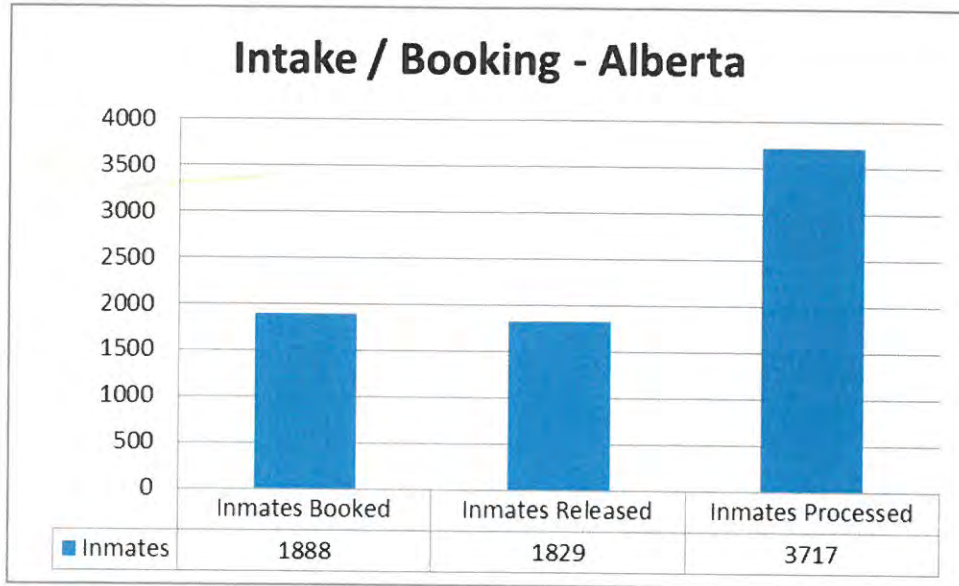


The Intake Process is the foundation for the inmate's incarceration. The process begins when an inmate is accepted into the Meherrin River Regional Jail. The Intake Officers review and ensure all committal documents are accurate prior to accepting custody from the arresting officer. Once custody has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

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

Initial intake is the most critical time of incarceration and requires the Officers to be professional at all times to ensure the safety of newly committed individuals. It is during this time an individual who may have thoughts of suicide or self-mutilation will act. The Intake Officers must be able to spot potential hazards and act immediately. During this fiscal year, the Intake Officers booked in

1,888 inmates at the Alberta Facility and 537 at the Mecklenburg Facility. They also processed for release, 1,829 individuals at the Alberta Facility and 546 at the Mecklenburg Facility without serious incident to officer or inmate. A total of 4,800 inmates were processed by intake in this fiscal year.

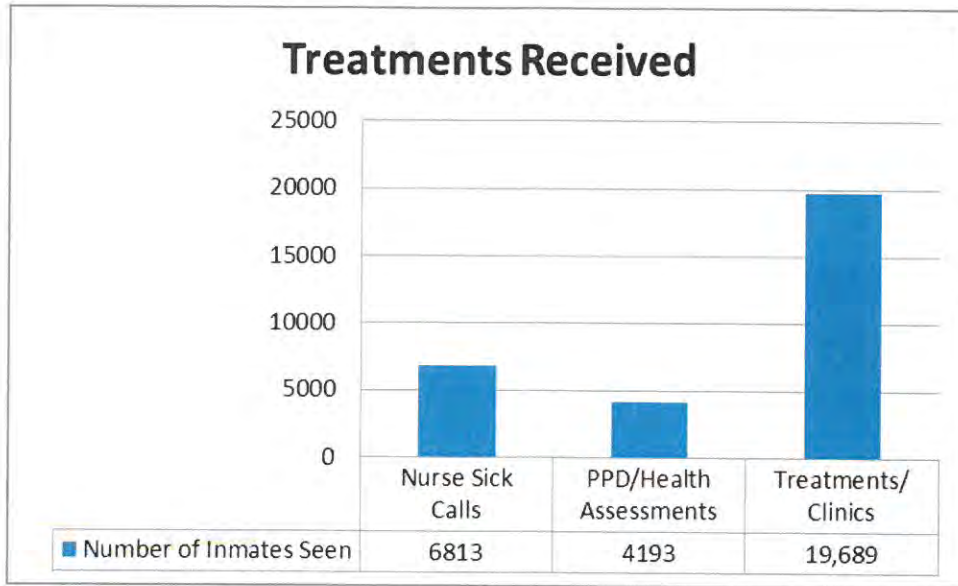


Medical Department

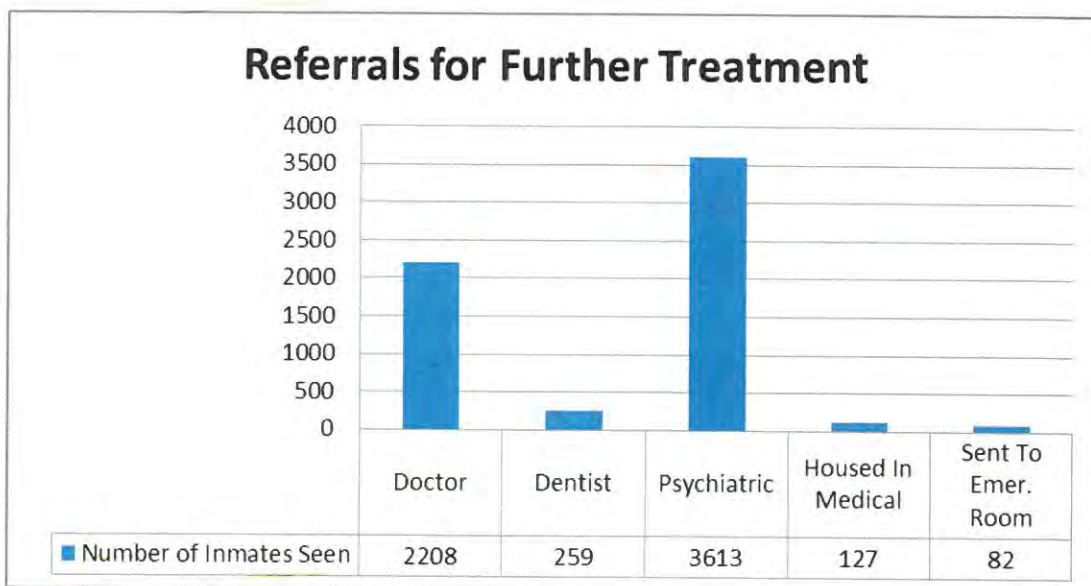


Armor Correctional Health Services' (Armor) primary mission is to provide quality health care to all inmates. Services include not only general health care but also dental care and mental healthcare services. The Medical Department consists of one (1) Physician, one (1) Psychiatrist, one (1) Dentist, two (2) Registered Nurses, eight (8) Licensed Practical Nurses, three (3) Certified Medication Aids, one (1) Mental Health Professional, one (1) Administrative Assistant and one (1) Medical Records Personnel.

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

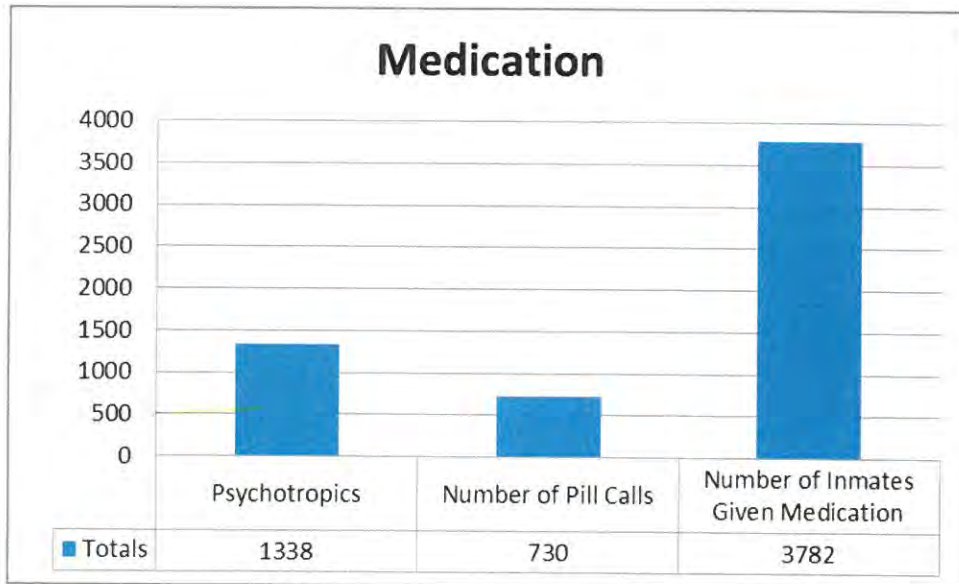


The Medical Department continues to be a busy place. The number of sick calls totaled **6,813**. In addition, **4,193** PPD'S (Purified Protein Derivative) / Health Assessments were performed, as well as **19,689** treatments / clinics. We are currently seeing inmate population with chronic health problems. We are currently providing continual assessments, education, and support to those with such issues as Infectious Disease, Hypertension, Diabetes, and Psychiatric Illness. Dr. M. Brooks has had over **2,208** inmate visits and addressed a wide array of illnesses. Once seen by the doctor, a plan of care is put in place which includes maintaining medication compliance, follow up care, and proper education.



Upon the approval from the Superintendent and Dr. Brooks, the Medical Department offers a “Keep on Person” (KOP) medication program allowing responsible inmates with minor health problems to keep medications with them in their cells and take them on their own as needed. During the period of July 1, 2016 to June 30, 2017, **3,782** inmates were given medication, either through Pill Call or the KOP Program. We hope that giving the inmate a little responsibility for their own healthcare will increase the likelihood of medication compliance once they are released.

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



Employee Recognition

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

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

Employee of the Year



Officer Nakina Hill-Ash is a five year veteran here at Meherrin River Regional Jail. She grew up in Brunswick County, Virginia. She attended Brunswick County Public Schools and is a proud graduate of Brunswick Senior High, class of 1997. Nakina currently resides in Brunswick County with her husband Donte' of 7 years, and two children, Taleia and Nasir.

Nakina was hired in April of 2012. She worked on night shift for approximately 11 months. She applied for the Hearings/Programs Officer position and has been in this position since March of 2013. She was awarded Employee of the Quarter in both years of 2014 and 2016. She oversees the GED Program, which came to exist under her leadership.

Nakina plans to keep striving to get more quality programs implemented to further assist the inmates in reaching their full potential. Through this the inmates will be better equipped to make a positive impact to society upon their release.

Virginia Association of Regional Jail's Pistol Tournament



The Meherrin River Regional Jail participated in the Virginia Association of Regional Jails Conference Pistol Competition in April 2017. Regional jails from all over Virginia compete with each other and demonstrate their firearm training and skills.

The Meherrin River Regional Jail team members were Capt. J. Lucy, Capt. J. Booth, Lieutenant W. Townsend, Officer J. Flynn, Officer M. Stith, Officer C. Jackson, Officer D. Hall, Officer D. King and Officer R. Sadler.

The competition offers four classes of competition: Master, A, B and C Classes. This year, Officer C. Jackson won 2nd Place A Class and Officer M. Stith won 3rd Place Master B Class. Congratulations to all of these exemplary employees on your dedication and hard work!

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