

# Richmond City Sheriff's Office



OFFICE OF THE SHERIFF

2023 Annual Report

# MESSAGE FROM THE SHERIFF

Dr. Antionette V. Irving, **Sheriff**, City of Richmond

I would like to thank the citizens for their trust and confidence placed in me to oversee the operations of the Richmond City Sheriff's Office (RCSO) during 2023. As an agency, we thrive to establish trust in our community through transparency and accountability. In an effort to practice psychological safety, we have continued to operate in caution relating to the COVID virus and vaccinations, physical safety and masks wearing, testing and cleaning. These efforts are essential to the life, health and safety of staff, inmates, contractors and individuals entering facilities and buildings that we provide security. We have continued our strong efforts and intense management of COVID protocols to keep everyone well and facilities clean and sanitized.

The RCSO is one of the largest offices in the Commonwealth of Virginia with nearly 500 sworn and civilian staff members. We are not only responsible for the operations of the Richmond City Justice Center (RCJC) and the safety and security of the residents in our jail, we are also responsible for the safety of the citizens, judges and staff at our three courthouses: John Marshall, Marsh-Manchester, and Oliver Hill. RCSO provides service of civil process and the execution of court ordered documents, transportation of inmates, and the safety of the general public.

In an effort to strive for continuous improvement and growth, we re-examined the culture within our department in 2023. Accountability is essential in building and strengthening trust between the Sheriff's Office and the community we serve. As a leader in your law enforcement agency, I accept this challenge and work daily to build and support a workplace grounded in excellence, integrity, and transparency. I am committed to building a rapport within the City of Richmond and surrounding areas. Our primary focus is the health, safety, and well-being of our deputies, civilian staff, and the offenders housed at our facility. In 2024, we are also placing high importance in building a diverse, inclusive work environment that values teamwork and places high importance on equity and ensuring a positive sense of belonging for our deputies and civilian staff members.



# MESSAGE FROM THE SHERIFF

Dr. Antionette V. Irving, Sheriff, City of Richmond



As Sheriff, one of my priorities is to ensure that all staff are properly equipped and have the best training possible to stay staffed while serving the city of Richmond. We launched body worn cameras in 2023 to assist and protect our officers during evictions, the serving of civil documents, intake processing, transports to and from other jurisdictions, transports of mental health escorts, etc. to capture critical footage of deputy involved incidents and interactions with citizens. We increased our safety measures to reduce the amount of contraband entering facility with the purchase of additional body scanners and facility search scanners. We also started health and wellness program for our staff, to include mindfulness, trauma informed care and identification, health and physical fitness.

It is important to me as Sheriff as well as this office that we accept the social responsibility of growing our community. We strive to have a positive impact on our neighbors, society and family members of those that we maintain custody over daily. Our connection to the community is also our connection to the success of those incarcerated. Social responsibility helps our office to foster rapport within the community through our outreach efforts. We participated in more than 100 community events and provided meals during our monthly food distribution and senior Meals on Wheels days. Additionally, we provided gun safety and awareness information to families to include gun locks and gun safety boxes. Our goal within the community is to assist and help citizens to grow and thrive. We continue to look for innovative ways to serve the community and our citizens.

We have continued to develop a rapport with universities and colleges to grow and enhance levels of our staff members. We continue to build relationships with the youth, citizens in the communities and schools by participating in various school activities and community programs. We have secured funding for a new software application to replace the antiquated Jail Management System (JMS), which is the lifeline to our operations and remains a priority of the office. We should go live by the summer of 2024. We will continue to focus on programs and services provided to the inmate population to ensure readiness of individuals in areas of re-entry, mental health, substance abuse and addiction, homelessness and unhoused individuals, workforce development, education (academic and vocational), skill building, personal growth and development, family mediation, parenting, restorative justice, life skills and entrepreneurship. We will also continue to work on infrastructure improvement and funding sources to ensure the execution of services.



# MESSAGE FROM THE SHERIFF

Dr. Antionette V. Irving, **Sheriff**, City of Richmond



We are pleased to report that RCSO has continued to be responsive to the needs of those we serve to include residents/inmates and their families as well as the communities and citizens of this city. We have continued to operate to a high standard of expectations and accountability with the dedication and commitment of our staff members. We have continued to serve thousands of citizens in need across the Commonwealth throughout 2023. I am particularly grateful for the efforts of staff during the challenging demands of 2023 as we faced many challenges while still carrying out our mission of this office.

Our grants team continues to research the needs of this office, our programs and those in the community to seek funding to assist in areas where we must grow others. The team has successfully expanded our grant awards bringing us to a total of \$7,305,195.91. The securing of grants have given us an opportunity to be a place where lives are transformed and rebuilt. We are thankful for our ongoing partnerships with the City of Richmond, Mayor Stoney, Council, School Board, VDH, RBHA, Fire, RPD, RAA, etc. that assist us in being able to provide services and grow here in the city.

In 2024, our goals include: growth, excellence, transparency, innovation, increased wages, enhanced training, retention and hiring. We continue to focus on recruitment and retention. As we continue to have unfilled deputy positions, we strive to increase salaries of our staff members at entry-level deputy and supervisory positions to ensure that we are able to recruit, hire and retain officers to serve this city at the highest level of professionalism. The second area of focus will be training and development for all staff members. We will work to ensure that our staff members are able to communicate within our culturally diverse environment, as well as, with those that may be differently-abled. As we grow, expectations shall grow for our staff members, vendors and contractors, volunteers, population and administration.

# MESSAGE FROM THE SHERIFF

Dr. Antionette V. Irving, **Sheriff**, City of Richmond

We will continue to grow our collaboration with community partners as we serve to transform the lives of many. Our goal is to have quality programming and make efficient use of available resources that will evolve our community, staff and residents in many positive and productive directions. We will continue our efforts to keep members of the community safe especially our children and seniors. We will continue our efforts to combat the opioid crisis with the innovation of MAT/MOUD programs and treatment. We continue to provide programming to individuals while they are at our facility and work to establish program sites and resources for them when they are released. We continue to assist individuals with reentry and life restoration.

We look forward to fostering relationships and partnerships with different Richmond agencies and those of our neighboring jurisdictions in the Central Virginia region. We look forward to working with Mayor Levar Stoney and his administration, the members of City Council, Chief Edwards and the Richmond Police Department, Chief Melvin Carter and the Richmond Fire Department, the Richmond Ambulance Authority, as well as, all other leadership and servant leaders of the central Virginia community. We thank our city leadership and local government for its continued support and efforts to assist this office, through it all we are RICHMOND!.

**Hopefully, you will see when reviewing this report our commitment and dedication to serve you, the citizens of Richmond. We look forward to continuing to serve you!**

To learn more about the Richmond City Sheriff's Office or to our join our team, please visit our website [www.rvasheriff.gov](http://www.rvasheriff.gov)

**New starting salary in 2024 will be \$53,000.00**

# WHO IS OUR RICHMOND CITY SHERIFF

Dr. Antionette V. Irving, **Sheriff**, City of Richmond



On January 1, 2018, Dr. Antionette V. Irving became Sheriff of the City of Richmond facilitating one of the largest Sheriff's Offices in the Commonwealth, to include over 450 sworn and civilian staff members.

Sheriff Irving is a proud native of the City of Richmond and product of Richmond Public Schools where she learned the values of respect and discipline that have served her throughout her career. Growing up a child of substance abuse and domestic violence in the Church Hill of Richmond to include the city's Creighton Court public housing project, she viewed life with no obstacles or boundaries. A graduate of Armstrong-Kennedy High School, her strong work ethics drove her to become a basketball standout, eventually being named to both the Armstrong Kennedy High School Athletic Hall of Fame and the Shaw University Athletic Hall of Fame.

Sheriff Irving enjoyed a 26+ year career in the Henrico Sheriff's Office and was the first woman to be promoted to the rank of Major in either the Henrico Sheriff's Office or Police Department. Her leadership and vision encompasses organizational management, fiscal administration, human resources development, conflict and dispute resolution, mediation and community relations. Sheriff Irving's focus is on establishing a culture of excellence at the Richmond City Sheriff's Office by focusing on the professional development of the staff, establishing strong community partnerships, and equipping residents of the Richmond City Justice Center with the resources they need to prepare themselves for successful reentry into society.

Sheriff Irving is a committed mentor, civic leader, and philanthropist in the City of Richmond. She volunteers within the community, as well as, with the Saint Paul's Baptist Church and the Salvation Army Boys and Girls Club. Sheriff Irving is a strong proponent of education and youth development. She strives to encourage young people to develop strong values, self-esteem, self-reliance, character, and discipline through the AVI Foundation, which she founded.



# WHO IS OUR RICHMOND CITY SHERIFF

Dr. Antionette V. Irving, Sheriff, City of Richmond

In addition to her BA in Criminal Justice from Shaw University, Sheriff Irving earned her Master of Science in Administration from Central Michigan University, and her PhD in Business Administration with a concentration in Criminal Justice from North Central University.

## Sheriff Irving's numerous honors and recognitions include:

- Virginia Sheriffs' Association (VSA) Second Vice-President, 2023 – 2024
- United Negro College Fund (UNCF) Keeper of the Flame Award, 2022
- Virginia Sheriff's Association (VSA) Secretary, 2022 - 2023
- Virginia Sheriff's Association (VSA) Treasurer, 2021 -2022
- Member of National Organization of Black Law Enforcement Executives (NOBLE)
- Member of International Association of Chiefs of Police (IACP); National Association of Chiefs of Police (NACP)
- Member of Virginia Sheriff's Association (VSA); Virginia Correctional Association (VCA); American Jail Association (AJA)
- National Society of Leadership and Success Leadership Honor Society (Sigma Alpha Pi), 2021
- National Society of Leadership and Success, 2021 (Northcentral University Chapter)



# WHO IS OUR RICHMOND CITY SHERIFF

Dr. Antionette V. Irving, Sheriff, City of Richmond



- National Society of Leadership and Success Training Program, 2021
- VSA Board of Directors, City of Richmond, Region VIII, 2020 - 2021
- The John Jasper Trailblazer Award honoree at Sixth Mount Zion Baptist Church, 2020
- Chairperson of the Community Criminal Justice Board, 2019
- Inducted into the 2019 Richmond Public Schools (RPS) Athletic Hall of Fame
- Chair of the Salvation Army Boys and Girls Club Advisory Council, 2019
- Living Legend Honoree, national Alumni Association of Shaw University, 2018
- Emerge Virginia Boot Camp, Class of 2017
- Dr. Martin Luther King, Jr. Drum Major Award, 2017 Honoree
- Past President, Virginia Center for Restorative Justice
- Leadership Metro Richmond, Graduate 2008
- YWCA Women of the Year in Government and Politics, 2002 Honoree
- Golden Life Member, Delta Sigma Theta Sorority, Inc.
- Chapter Member, Henrico County Alumnae Chapter, Delta Sigma Theta Sorority, Inc.







**Our Mission:** To maintain a secure jail and a safe court system along with seamless inmate transports and civil process to preserve public safety. We remain committed to performing these duties with unsurpassed integrity, accountability and professionalism, with progressive training that incorporates best practices and technology. While partnering with the community, we strive to lower recidivism by providing faith-based and community-based programming that empower returning citizens to become productive members of society.

**Our Vision:** Our tomorrow embraces a new standard of excellence in management, operations and customer service. Through extraordinary leadership, superior staff, and a willing and involved community – lives will change for the better. Maintain a high standard of excellence in management, administration, operations, finance and budgeting, evidence-based standards, and customer service.

### Our Values:

- A – Accessible
- C – Confident
- C – Communicate
- O – Oversight of Actions
- U – Understanding the Needs of Others
- N – Noble
- T – Trustworthy
- A – Adroit
- B – Building Rapports by Knocking Down Barriers
- I – Integrity
- L – Leadership
- I – Inclusiveness
- T – Trained
- Y – Youth Involvement / Youth Interaction / Youth Development





At the Richmond City Sheriff's Office, Strategic Planning is ongoing. It is a continuous process that involves gathering of information, checking to see if our organization's Vision, Mission and Values are still relevant, setting goals, and action planning, as well as, monitoring and evaluating our efforts and successes on an annual basis. It includes holding ourselves accountable by identifying and measuring key metrics and reporting results.

This annual report provides an update on the success of the strategic initiatives of the Richmond City Sheriff's Office. The eight points of the 2021-2026 Strategic Plan are:

1. Life, Health, & Safety
2. Operational Excellence
3. Diversity, Equity, & Inclusion
4. Recruitment & Retention
5. Staff Training & Professional Development
6. Positive Public Relations & Community Outreach
7. Work Ready, Home Ready & Community Ready
8. Fiscal Management Addressing Budgets Gaps





### Goal 1: Life, Health, & Safety

- Administer protocols and regulations establishing standards to provide protection for basic health, life, and safety throughout all operations of the agency, jail, departments, and its facilities.

### Goal 2: Operational Excellence

- Strengthen and maintain policies that ensure safe and effective use of current human, operational, and capital resources for efficient and effective delivery of programs and services.

### Goal 3: Diversity, Equity, & Inclusion

- Support and respect of citizens by serving with pride, professionalism, and integrity and by treating everyone fairly and equally internally and externally regardless of race, religion, color, creed, national origin, or sexual preference.

### Goal 4: Recruitment & Retention

- Maintain a qualified, diverse, and professional workforce. Continue a progressive recruitment and retention program to ensure high quality sworn and civilian staff for operations and related services.





### Goal 5: Staff Training and Professional Development

- Update and strengthen training opportunities to ensure entry level certification, recertification, best practices, position based, supervisory development, and succession training to provide safe, effective, and consistent practices.

### Goal 6: Positive Public Relations and Community Outreach

- Implement a comprehensive public relations and community engagement plan to strengthen relationships between the RCSO and the diverse communities in Richmond to ensure positive community relationships that will aid in the prevention of future crime related challenges.

### Goal 7: Work Ready, Home Ready & Community Ready

- Implement programming to ensure the successful re-entry of ex-offenders to society to live productive lives through ongoing internal programs and partnerships with external support systems.

### Goal 8: Fiscal Management Addressing Budget Gaps

- Implement sound financial management and procurement practices. Ensure the agency is a good steward of federal, state, and local funding, as well as, proactively seek additional funding to meet the needs of the agency.



# PROFESSIONAL ACCREDITATION/STANDARDS

Richmond City Sheriff's Office (RCSO) holds its accreditation with the Virginia Law Enforcement Professional Standards Commission (VLEPSC). VLEPSC is a law enforcement audit that focuses on Administration, Operations, Personnel, and Training. VLEPSC's goals are to increase effectiveness and efficiency of law enforcement agencies, promote cooperation among all components of the criminal justice system, promote public confidence in law enforcement, and promote professionalism of law enforcement agencies in the Commonwealth of Virginia.



RCSO is inspected on an annual and tri-annual basis by the Virginia Department of Corrections (DOC). The DOC is responsible for ensuring the minimum jail standards are met. The annual inspection ensures all Life, Health, and Safety Standards are in compliance, whereas, the triannual inspection is done every 3 years and encompasses a total jail inspection of all areas of the facility. Listed below are the areas in which we are involved and provide resolutions for daily:

**Listed below are the areas in which we are involved and provide resolutions for daily:**

- Policy and Procedures
- Inmate Handbook
- Inmate Hearings
- Inmate Grievances
- Fire & Safety (AED Maintenance)

**Types of Inspections: 100% Compliant**

- Virginia DOC Inspections
- Fire Marshal's Inspections
- United States Marshal's Inspection
- Health Inspections
- Fire Alarm Inspections
- Fire Extinguisher Inspections
- AED Inspections
- Pharmacy Inspections
- LIDS Audit
- Elevator
- Roof Inspection

# BUDGET & FINANCE

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

The immense importance of securing funding for a new software application to replace the Sheriff Office's antiquated Jail Management System (JMS), which is the lifeline to our operations, remains a priority of the agency. As such, the Sheriff's Office has procured a new JMS and it's currently being implemented and tested with the expectation of completion in 2024. The application is called JailTracker and replaces the current unsupported Jail Management System called IMATS. As always, the agency remained a strong advocate for employee salary increases and compression pay.

## **FY23 State Budget - \$19.8 million (Reimbursement as Revenues)**

- The current budget does not reflect Fringes, the Premium Recoveries reduction to include retiree health care credit and general liability insurance and surety bond premiums (an approximate \$730K reduction), nor the per diems the agency should receive as Revenues (approximate \$1.4M).
- The Compensation Board approved 448 positions, of which 383 were sworn positions and 65 were non-sworn positions – this included 3 new Behavioral Health Case Manager positions.

# BUDGET & FINANCE

## Approved City Budget - \$43.5 million

- The budget reflected an approximate \$2M increase in personnel funding.
- Due to frugal, creative and efficient savings in other areas of the Budget, the Budget ended the year with approximately \$400K in savings.
- The City allocated the Compensation Board positions along with 16 additional approved full-time positions and grant positions for a total of 466 FTE positions.
- The inmate Medical Services, Pharmaceuticals and Food Services contracts were fully funded.

The Budget and Finance Divisions conducted weekly auditing of the pharmacy costs and received approximately Forty-Three Thousand dollars (\$5,000) from the State for out-of-compliant state responsible costs for medications. To ensure timely posting of charges and to ensure the correct accounting lines were being charged in the City's Accounting system, the Budget Division tracked charges daily, weekly and monthly and communicated with other City agencies.

The Divisions received a **100% compliance** from Clifton Larson Allen, LLP, Independent Auditor, on all of the Inmate Commissary accounts, and General Fund accounts, as well as, a review of the Sheriff's Office's separation of duties and internal controls. The Finance Division satisfactorily passed the 2023 Petty Cash Audit conducted by the City's Revenue Accounting Manager.

# GRANT FUNDING

- ✓ \$505,790.00 – 2023 Jail Mental Health Program (JMHP)
- ✓ \$71,037.00 – Federal FY22: State Criminal Alien Assistance Program (SCAAP)
- ✓ \$71,374.00 – Federal FY23: State Criminal Alien Assistance Program (SCAAP)

**\$648,201.00 – TOTAL RCSSO GRANT FUNDING FOR 2023**  
**\$7,305,195.91 – TOTAL RCSSO GRANTS SINCE 2018**



# GRANT FUNDING

## 2023 Jail Mental Health Program (JMHP)

**\$505,790.00**

### 2023 Jail Mental Health Program (JMHP)

The agency partnered with OAR (Opportunity Alliance Reentry) and RBHA (Richmond Behavioral Health Authority) to apply for the JMHP grant provided by the Virginia Department of Criminal Justice Services. The RCSO was awarded a grant, which aims to provide pre and post release services to mentally ill inmates, in the amount of **\$505,790.**

# GRANT FUNDING

## State Criminal Alien Assistance Program (SCAAP)

**FY22: \$71,037.00**

**FY23: \$71,374.00**

### New Federal: 2022 - 2023 State Criminal Alien Assistance (SCAAP) Program

RCSO applied for funding through the US Department of Justice, Bureau of Justice Assistance and was awarded FY22 – \$71,037 and FY23 – \$71,374. This program provides federal payments to states and localities that incurred correctional officer salary costs for incarcerating undocumented criminal aliens with at least one felony or two misdemeanor convictions for violations of state or local law and incarcerated for at least 4 consecutive days during the reporting period. These funds were applied to defer the cost of Overtime for the Sheriff's Office.

# ADMINISTRATIVE SERVICES

The **Richmond City Sheriff's Office Administrative Services Division** is committed to ensuring that the Sheriff's Office has a system of maintaining exceptional standards. This division encompasses many facets of managing the office such as the Department of Information Technology, Media Relations, Property & Supply, PREA, and GTL Tablets as well as overall support to all agency divisional needs. Administrative Services establish, evaluate, and change department controls and systems as well as the staff promotional process. Administrative Services also manages all things fleet. Managing, maintaining, and ensuring that the agency's fleet operate efficiently.

This division continues to remain proficient in office technology and equipment such as laptops, computers, cell phones, desktop phones, virtual machines, copiers, printers, scanners telephones, ID Card Printers, and all things technology based.

Administrative services plan, direct, and coordinate activities that help an organization run efficiently. The specific responsibilities vary, but typically maintain facilities and supervise activities that include recordkeeping, distribution, and office upkeep.

Most often, these tasks relate to supporting an office and include phone, email, and calendar management, internal communications, preparing reports, maintaining office equipment and office supplies, to include some human resources functions.

The Administrative Support Assistant supports the general administrative functions of a wide variety of academic or administrative units. This division ensures to give all customers and users the upmost support and best customer service. This division is ever changing as technology does not remain the same but requires continuous updates. This division strives to provide the agency with all that is needed to run efficiently.



# ALTERNATIVE SENTENCING

RCSO's **Alternative Sentencing Program** is a community-based supervision and treatment division. The program was developed to provide the use of electronic monitoring to ease institutional overcrowding and allow residents/inmates to gain and maintain employment, as well as, family connections. The Weekend Program was suspended due to COVID-19. However, inmates were given the option to finish their sentences on Home Electronic Incarceration (HEI).

**Work Release (WR):** Allows offenders who are gainfully employed to serve their jail sentence while working and remaining connected to their community.

**Home Electronic Incarceration (HEI):** This program is typically for an individual who has already been sentenced by the court. There are three ways that an individual can be assigned to the HEI program:

- **Flat Court Order** – Sentencing Judge has ordered an offender to participate in the program.
- **Self – Referral** – Jail residents may apply to participate in any Sheriff's Office program but would still need a court order.
- **Eligible** – Sentencing Judge has ordered an offender to participate in the program if he/she meets the Sheriff's criteria. If the offender is eligible, a recommendation letter is generated for review by the commander of Alternative Sentencing.



	WR ENROLLED	HEI ENROLLED
JANUARY	3	32
FEBRUARY	2	30
MARCH	5	34
APRIL	4	34
MAY	5	35
JUNE	6	37
JULY	6	33
AUGUST	3	30
SEPTEMBER	3	30
OCTOBER	5	35
NOVEMBER	3	30
DECEMBER	3	30
<b>TOTAL</b>	<b>48</b>	<b>390</b>



# BOOKING-INTAKE & RELEASE

After an individual is arrested and brought to the RCJC, that person will appear before a magistrate. An arrest warrant will be issued by the magistrate, if the magistrate determines that probable cause exists. If the individual is issued a personal recognizance bond (written promise to appear in court), the individual can leave. If the magistrate issues no bond, the individual will be in the custody of RCSO.

Booking is a process that involves creating an inmate record in a web-based jail management system. This process involves collecting the suspect's personal information. The deputy will record observations, statements, fingerprint and photograph the suspect. In addition, the suspect is asked a series of questions concerning emergency contacts, physical and mental health. A nurse stationed in this area, is responsible for taking a full medical history assessment.

Due to the pandemic, a COVID-19 Early Release Program was established, as well as, Video Arraignments were used in Intake.

WARRANTS ANNUAL REPORT	NUMBER OF ARRESTEES	CHARGES PROCESSED	SELF TURN-INS	BONDS	PROCESS ONLY AND RELEASED	INMATES BOOKED	INMATES RELEASED	ADDITIONAL WARRANTS
JANUARY-JUNE	2,630	5,011	244	209	559	3,251	3,331	284
JULY	424	776	39	41	82	517	485	45
AUGUST	455	944	34	54	89	571	580	57
SEPTEMBER	423	794	42	50	95	533	546	45
OCTOBER	443	928	53	48	76	517	517	62
NOVEMBER	348	658	27	45	72	424	435	44
DECEMBER	370	649	26	28	87	433	450	37
<b>TOTAL</b>	<b>5,093</b>	<b>9,760</b>	<b>465</b>	<b>475</b>	<b>1060</b>	<b>6,246</b>	<b>6,344</b>	<b>574</b>



# CLASSIFICATION & RECORDS

The **Records Division** is critical to the operation of inmates for booking. This department provides quality assurance to ensure inmates are held with the correct charges and that each inmate's hearings reflects their presiding judge's orders.

The **Classification System** is designed to objectively assess an inmate's security, custody and treatment needs. This system is used to reach decisions concerning processing, housing and categorizing of inmates. This process initially begins with the interview process where information about the inmate is gathered (jail history, mental health history, medical and overall demeanor). Based on these factors, inmates are then classified based on the best fit for housing and workforce eligibility.

	INMATE COURT APPEARANCES	INMATE RELEASES
JANUARY	1024	352
FEBRUARY	928	353
MARCH	1104	399
APRIL	869	311
MAY	984	338
JUNE	972	348
JULY	911	278
AUGUST	1023	355
SEPTEMBER	924	331
OCTOBER	986	330
NOVEMBER	799	266
DECEMBER	734	264
<b>TOTAL</b>	<b>11,258</b>	<b>3,925</b>

INMATE POPULATION REPORT	AVERAGE POPULATION
JANUARY	599
FEBRUARY	590
MARCH	570
APRIL	538
MAY	528
JUNE	514
JULY	527
AUGUST	534
SEPTEMBER	521
OCTOBER	516
NOVEMBER	518
DECEMBER	480

WORK DETAIL REPORT	ASSIGNED TO DETAIL
JANUARY	10
FEBRUARY	6
MARCH	24
APRIL	17
MAY	10
JUNE	12
JULY	12
AUGUST	24
SEPTEMBER	23
OCTOBER	9
NOVEMBER	8
DECEMBER	10
<b>TOTAL</b>	<b>165</b>



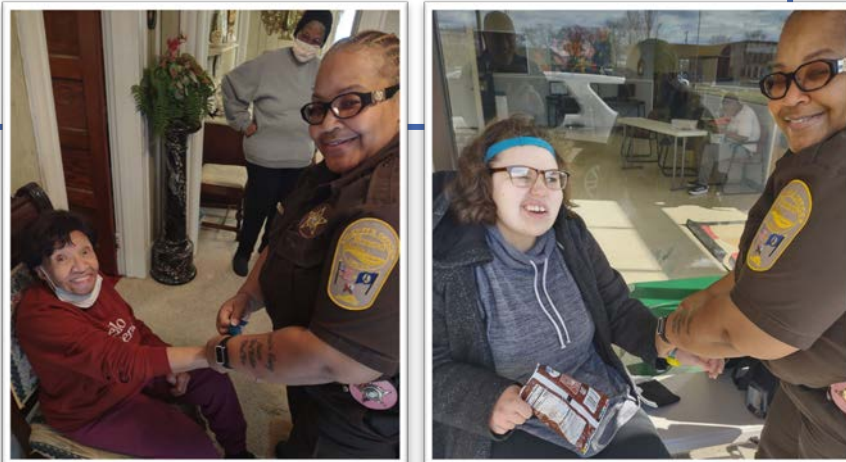
# COMMUNITY OUTREACH

**Mission:** RCSO shares the purpose of constructing, organizing and coordinating programs that incorporate the concept of shared responsibility in law enforcement and services within the community. The Richmond City Sheriff's Office and the Richmond Police Department have positive and collaborative reinforcement in the community, which results from mutual consideration and awareness of each other's needs. Realizing this, the Community Outreach and External Programs Department will establish close ties with the community and respond to these needs.

## **Are You Okay? Program:**

RCSO's "Are You Okay? Program is designed to support the safety and well-being of senior citizens in our city. Our mission is to help them overcome isolation, abuse, and barriers that often occur when family and support members are not readily available to care for them.

**Average Number of Participants: 43**



## **Project Lifesavers International (PLI):**

Project Lifesaver was established in April of 1999 as an initiative of the 43rd Search and Rescue Company of the Chesapeake Sheriff's Office.

Project Lifesaver's mission is to use state of the art technology in assisting those who care for individuals with intellectual or developmental disorders such as Alzheimer's, Autism, Down Syndrome, and other Related Mental Dysfunction Disorders (ARMD) and individuals that become lost. These individuals with special needs include our most vulnerable population in our community. There are no boundaries – no one is immune!

RCSO deputies place personalized radio transmitters on identified persons with ARMD who may wander away from the safety of their homes. These transmitters assist caregivers and local emergency agencies in locating those who cannot help themselves.

## **PLI Partners:**

- Richmond Police Department
- Richmond City Council
- Richmond Fire Department
- Alzheimer's Foundation of America
- Autism Society of Central Virginia
- Virginia Special Olympics
- JP Jumpers Foundation



**Average Number of Participants: 43**

# COURT SERVICES – COURTHOUSES

The RCSO is responsible for the John Marshall Courthouse, Marsh-Manchester Courthouse and Oliver Hill Courthouse. It is the policy for us to provide security to all courthouses, all courtrooms and judicial areas in order to protect the integrity of the court, protect the rights of individuals, deter those who would take adverse actions against the court or its participants and maintain the decorum of the court.

A deputy is assigned to a courthouse to maintain the security and integrity of the judicial process including maintaining order in the court, carrying out the directives of the judicial officials, enforcing the laws of the City of Richmond, moving inmates and detainees to and from proceedings and protecting the courthouse staff from harm.



**JOHN MARSHALL**  
400 N. 9<sup>th</sup> Street  
Richmond, Virginia 23219



**MARSH-MANCHESTER**  
920 Hull Street  
Richmond, Virginia 23224



**OLIVER HILL**  
1600 Oliver Hill Way  
Richmond, Virginia 23219

COURT CASES HEARD	JOHN MARSHALL	MARSH-MANCHESTER	OLIVER HILL
<b>JANUARY</b>	6,830	2,515	2,616
<b>FEBRUARY</b>	6,431	2,313	2,350
<b>MARCH</b>	7,160	2,636	2,823
<b>APRIL</b>	6,594	2,294	2,335
<b>MAY</b>	7,335	2,353	2,348
<b>JUNE</b>	6,509	2,490	2,659
<b>JULY</b>	6,517	2,397	2,207
<b>AUGUST</b>	7,282	2,819	2,494
<b>SEPTEMBER</b>	7,792	2,590	2,613
<b>OCTOBER</b>	8,047	2,332	2,651
<b>NOVEMBER</b>	7,502	1,600	2,077
<b>DECEMBER</b>	6,955	1,509	1,625
<b>TOTAL</b>	<b>84,954</b>	<b>27,848</b>	<b>28,798</b>





# COURT SERVICES – DOCUMENTS SERVED

	CIVIL SUBPOENAS	JURY SUMMONS	CRIMINAL WARRANTS AT COURTHOUSES (3)	CRIMINAL WARRANTS AT RCJC	DMV NOTICES	LEVIES	PROPERTY REPOSSESSIONS	EVICTIONS		PAPERS
								Rec'd	Exe'd	
January	5,965	522	48	87	81	0	4	209	110	78
February	6,127	587	32	40	89	20	1	767	459	37
March	7,387	622	36	45	130	0	6	452	278	197
April	5,743	638	27	55	132	0	1	377	228	88
May	6,364	604	60	130	90	1	4	411	263	118
June	5,804	632	38	51	83	6	2	500	317	102
July	5,743	630	46	68	111	0	0	405	227	89
August	6,540	553	49	98	89	1	5	448	257	109
September	5,432	579	63	106	92	0	9	316	176	115
October	5,943	580	62	132	80	0	0	428	227	102
November	5,711	548	44	75	157	0	0	374	197	82
December	5,058	573	44	84	73	0	0	212	110	154
<b>TOTAL</b>	<b>71,817</b>	<b>7,068</b>	<b>549</b>	<b>971</b>	<b>1,207</b>	<b>28</b>	<b>32</b>	<b>4,899</b>	<b>2,849</b>	<b>1,271</b>



# COURT SERVICES – MENTAL HEALTH

## Temporary Detention Order (TDO)

A temporary detention order **directs a law enforcement officer to take a person into custody and transport him or her to a specified facility for further treatment.** All temporary detention orders for persons located in Virginia Beach are forwarded to the Virginia Beach Police Department for service.

A magistrate may issue a medical temporary detention order if an adult is incapable of making an informed decision to accept necessary medical treatment and he or she has a serious illness or injury that is likely to result in death, disability, or serious irreversible injury, or requires immediate treatment for an emergency medical condition to avoid harm, injury, or death. However, a Magistrate may issue a medical temporary detention order only if a court is not available. Contact the Virginia Beach General District Court at 385-8531 during normal business hours. Before issuing a medical temporary detention custody order, a magistrate must hear evidence from a treating physician on the applicable standard of medical care and that the person is incapable of giving informed consent. A medical temporary detention order allows the person to be detained for 24 hours to permit necessary medical treatment. A magistrate has no authority to issue a medical temporary detention order for a person under the age of 18.

MENTAL HEALTH TRIPS	TDO/ECO	TDO/ ECO MILEAGE	MENTAL HEALTH HEARINGS
JANUARY	3	194	144
FEBRUARY	3	420	117
MARCH	5	758	146
APRIL	5	347	133
MAY	4	351	148
JUNE	6	606	82
JULY	8	622	113
AUGUST	4	305	118
SEPTEMBER	5	218	123
OCTOBER	3	172	135
NOVEMBER	8	661	123
DECEMBER	8	654	93
<b>TOTAL</b>	<b>62</b>	<b>5,308</b>	<b>1,475</b>

## Emergency Custody Order (ECO)

Any Magistrate shall issue, upon the sworn petition of any responsible person, treating physician, or upon his own motion, or a court may issue pursuant to § [19.2-271.6](#), an emergency custody order when he has probable cause to believe that any person (i) has a mental illness and that there exists a substantial likelihood that, as a result of mental illness, the person will, in the near future, (a) cause serious physical harm to himself or others as evidenced by recent behavior causing, attempting, or threatening harm and other relevant information, if any, or (b) suffer serious harm due to his lack of capacity to protect himself from harm or to provide for his basic human needs, (ii) is in need of hospitalization or treatment, and (iii) is unwilling to volunteer or incapable of volunteering for hospitalization or treatment. Any emergency custody order entered pursuant to this section shall provide for the disclosure of medical records pursuant to § [37.2-804.2](#). This subsection shall not preclude any other disclosures as required or permitted by law.



# COURT SERVICES-TRANSPORTATION

The **Transportation Division** is responsible for transporting inmates from medical appointments, court dates and other correctional facilities throughout Virginia.

	OVERALL TRANSPORTS	ADULT TRANSPORT (DOC)	ADULT TRANSPORT MILEAGE	JUVENILE TRANSPORTS	JUVENILE TRANSPORT MILEAGE	PRIVATE VIEWING	EMERGENCY MEDICAL	CLINIC APPT.
JANUARY	268	19	15,731	7	143	0	7	10
FEBRUARY	295	24	13,361	14	201	0	2	10
MARCH	373	56	15,981	6	193	0	3	16
APRIL	339	19	13,460	13	187	0	12	33
MAY	333	39	15,069	13	196	0	3	25
JUNE	295	32	17,314	7	270	0	7	20
JULY	235	19	10,936	4	95	0	3	20
AUGUST	306	35	16,065	2	18	0	3	24
SEPTEMBER	278	22	15,162	13	432	0	2	17
OCTOBER	238	8	13,831	12	120	0	1	25
NOVEMBER	234	0	10,985	16	99	0	3	13
DECEMBER	288	23	13,265	9	235	0	1	30
<b>TOTAL</b>	<b>3,482</b>	<b>296</b>	<b>171,160</b>	<b>116</b>	<b>2,189</b>	<b>0</b>	<b>47</b>	<b>243</b>



# HUMAN RESOURCES (HR): RECRUITING

The mission of the **Human Resources Division** is to identify and respond to the needs of the RCSO, workforce, and the communities we serve. This division upholds their mission by focusing on one of our most valuable assets – our employees.

The recruitment goals that this department focused on this year was the following:

- To hire qualified Criminal Justice graduates with related majors from area colleges and universities by implementing a structured student engagement process.
- To reduce the number of vacancies by 10% each month by engaging the community through on-site and media activities.
- To increase employee engagement opportunities for hiring by offering incentives.

**RICHMOND CITY SHERIFF'S OFFICE**

ONE TEAM, ONE VISION, ONE DREAM

**WE'RE HIRING**



TO APPLY VISIT: [RVASHERIFF.COM](http://RVASHERIFF.COM)

	NEW SWORN APPLICATIONS RECEIVED	NUMBER OF RECRUITING EVENTS
JANUARY	27	1
FEBRUARY	22	1
MARCH	17	4
APRIL	14	1
MAY	19	0
JUNE	11	1
JULY	10	1
AUGUST	25	1
SEPTEMBER	17	2
OCTOBER	19	4
NOVEMBER	17	2
DECEMBER	13	1
<b>TOTAL</b>	<b>211</b>	<b>19</b>

**INTERESTED IN A LAW ENFORCEMENT CAREER?**

# JOB FAIR

**SATURDAY, JANUARY 21**  
10:00AM - 4:00PM

Richmond City Justice Center  
1701 Fairfield Way  
Richmond, VA 23223

**APPLY ONSITE**

Ask questions, complete necessary documents and submit your application on-site.

Bring your ID and resume.

For more information  
804.646.0911

[www.rva.gov/sheriff](http://www.rva.gov/sheriff)  
Rickle.Garland@rva.gov

**AVAILABLE POSITIONS**

- \* DEPUTY SHERIFF
- \* PART-TIME DEPUTY SHERIFF
- \* LICENSED MENTAL HEALTH CLINICIAN
- \* CLASSIFICATION SPECIALIST
- \* INFORMATION TECHNOLOGY TECHNICIAN
- \* ADMINISTRATIVE ASSISTANT
- \* COMPLIANCE ANALYST
- \* BEHAVIORAL CASE MANAGER
- \* STRATEGIC GRANT MANAGER
- \* RECORDS CLERK
- \* REENTRY COORDINATOR
- \* REENTRY SPECIALIST



# HUMAN RESOURCES (HR): INNOVATION FOR 2022

## HIRING PROCESS –

- Submit Application
- Complete Personal History Statement and upload required documents
- Complete Background Interview
- Physical Agility Test and Panel Interview
- Polygraph Examination
- Medical Exam and Drug Screen
- Final Offer of Employment



# HUMAN RESOURCES (HR): WELLNESS



Sheriff Irving implemented a new wellness program with personal trainers at no cost to staff.



# INTERNAL AFFAIRS DIVISION

Internal Affairs Division (IAD) investigates incidents and possible suspicions of professional misconduct attributed to officers on the force. This department ensures each member of our force upholds the standards of integrity and professionalism.



	CONTRABAND (DRUGS)	SHAKEDOWNS
JANUARY	11	284
FEBRUARY	10	252
MARCH	0	291
APRIL	0	240
MAY	0	274
JUNE	0	230
JULY	0	226
AUGUST	0	252
SEPTEMBER	0	248
OCTOBER	0	243
NOVEMBER	0	247
DECEMBER	0	249
<b>TOTAL</b>	<b>29</b>	<b>3,036</b>



Items confiscated prior to getting into RCJC



# INMATE PROGRAMS

## RCSO Resident Programs

- **Trauma Informed Course for Returning Citizens** is to increase awareness and understanding about past and current abuse and abuse patterns to provide a vivid look at the causes of trauma such as childhood abuse and violence as it relates to adult criminality. Residents who participate learn the various types of abuse, the ability to recognize signs and symptoms of abuse and the repercussions of ignoring those signs and symptoms.
- **Forever Healed** provides a nurturing and safe environment, as well as the tools needed for recovery to residents who suffer with grief due to a loss of any kind. Grief can include, but not limited to, abandonment, separation (a divorce or being incarcerated), or the loss of a loved one, family member or friend.
- **Healing With Optimism For Personal Evolution: HOPE** facilitates small group classes which include institutional new entry orientation, trauma related disorders, financial literacy, and transition planning for long term and post incarceration.
- **A New Path** supports individuals pre-release, creating seamless transition to post release services that include career planning and training, preparation for employment, and supportive employment retention. Post release connections, utilizing a warm handoff strategy, will enhance stabilization and decrease recidivism. Residents must be no less than 21 days pre-release and up to 120 pre-release to participate in this program.
- **Office of Community Wealth Building (OCWB) & Ready to Work** is working to expand and improve the way in which residents are connected to local employers and supports programs which provides training and development to participants striving to obtain and maintain well- paying, sustainable occupations.
- **ART** during the first five minutes of class students meditate to gain mental health stability, and clarity. They are told to release themselves from inside of the building, choosing a place of peace. Once mediation ends, there is a voluntary sharing period among students and facilitator. After the sharing period, students draw and color what their emotions would look like. Music is played in the background to assist with relaxation. Additionally, different topics are discussed to include, but not limited to, Substance Use Disorders, mental health and self-awareness (perceptions of self, thought processes, feelings and emotions).
- **Yoga** a proven scientific method taught to residents by a certified instructor. Residents learn the benefits of yoga that are inclusive of mindfulness, relief from stress, anger and anxiety. Residents learn self-awareness and increase behavioral control.



# INMATE PROGRAMS

## RCSO Resident Programs con't

- **Anger Management** - 8 weeks, Group to discuss, identify and understand what Anger is and try to create a thought process throughout the group to help with reacting to that anger. (OAR)
- **Grief and Loss** - 6 weeks, group to discuss the loss of a loved one or someone close that was lost, even to discuss the loss of freedom. Define and understand what grief is and where in their grieving process they may be. (OAR)
- **Health Brigade**  
Purpose is to increase knowledge of HIV/AIDS, sexually transmitted infections, Hepatitis transmission, prevention and risk reduction strategies, appropriate community responses, and providing local resources. (GRACE)  
  
Harm Reduction - Substance Use Management is an evidence-based psycho-education group that will meet weekly over the course of eight weeks. Participants will identify their individual goals/changes with substance use. Residents will receive education on how to use drugs safer, poly-substance use risk, and to engage with harm reduction techniques for substance use. (G.R.A.C.E. and General Population)
- **Healthy Relationships** - 6 weeks (curriculum of volunteer from Planned Parenthood that comes in), group to discuss the definition of a healthy relationship in all aspects of mind and body, component of sexual education and anatomical understanding, being able to understand and point out toxic traits and unhealthy relationships from healthy, safe relationships. (OAR)
- **Men's Empowerment** - 6 weeks group that was first introduced 8/2019. Lynn-Ellin Z., one of our volunteers and group facilitators, created this curriculum to highlight the importance of how incarcerated men very rarely feel empowered or know what that means. This group discusses what it means to be a man in today's society and discuss how that has shaped them. It discusses what it is to be empowered and how being incarcerated men has affected them in their lives and how society views them. They talk about male role models in society to also help empower with their stories of struggle and resilience. (OAR)
- **MHJPP Wellness Group** – now known as CHANGE Program is a collaboration between the Richmond City Justice Center, Richmond Behavioral Health Authority and OAR of Richmond. The Mental Health Wellness Group is an opportunity for individuals to learn about signs and symptoms of mental illness and co-occurring disorders, as well as, safe and effective coping strategies for improved mental and emotional well-being. (CHANGE)

# INMATE PROGRAMS

## RCSO Resident Programs con't

- CHANGE (Jail Mental Health Program)** is a collaboration between the Richmond City Justice Center, Richmond Behavioral Health Authority and OAR of Richmond to provide individuals with mental health treatment, clinical case management and re-entry services during their period of incarceration at RCJC. In addition, ongoing treatment and case management services will be provided, if appropriate following their release. \*\*Participation in the JMHP is voluntary and residents must be willing to attend all scheduled programming. (CHANGE)
- MRT- Moral Recognition Therapy®**, is an evidence-based practice that focuses on the Cognitive Behavioral Model of treatment. MRT is a 12-step program like any other 12-step that is designed for participants to advance at their own pace. Each participant is assigned a workbook that they do assignments in. MRT's focus is to teach individuals how to escape their own prison while also teaching them how to take responsibility for their own actions. (G.R.A.C.E.)
- NAMI In Our Own Voice Presentations-** designed to provide personal perspective of mental health issues and change attitudes, assumptions, and ideas about individuals with mental health conditions. It provides an understanding that people with mental health conditions have lives enriched by hopes, dreams, and goals and provides information on how to learn more about mental health and get involved in services. (CHANGE)
- NA/AA** Provides educational groups on the principles of Narcotics (NA) and Alcoholics Anonymous (AA). Participants discuss 12 steps, triggers, sponsorship, accountability, and motivation. (GRACE/Re-Entry)
- RECOVERY Program** offers recovery support services to residents during incarceration and post release. The program provides hope and recovery through continued personal contact from successful recovery people (program alumni). The program also offers weekly re-entry readiness classes, consisting of resume building, job interviewing, and networking. Emphasis is placed on identifying barriers to employment and recovery, solutions to those barriers, and increasing internal and external resources upon re-entry.
- The READ Center** provides remedial reading tutoring to students who test below 7th grade on the TABE test. They are critical in providing assistance to those RCJC residents who struggle with literacy.
- Re-Entry Supportive Services** in the areas of housing, employment, Community Resources (i.e. child support, medical & mental health, family/parenting/substance abuse counseling, Veterans), Birth Certificate, DMV ID, & Supervised Probation. Please complete the Transitional Plan and the Re-entry team will provide a comprehensive plan to address the services needed for a successful re-entry. If you do not receive a Transitional Plan within 72 hours of being housed at the RCSO, please request one from a member of the Re-Entry team via tablet. (Re-Entry).



# INMATE PROGRAMS

## RCSO Resident Programs con't

- **The Ready Program** - The READY (Recognizing Emotions Actions Defenses and Yourself) Program provides residents with evidenced-based mental health services through individual and group therapeutic activities to address the residents' symptoms of mental health disorder/condition, reduce negative symptomology, improve daily functioning, and encourage the understanding and acceptance of diagnoses. Staff will implement appropriate skills, through learning and practice, in individual and group settings, with a future goal of attaining and maintaining recovery and reduction of relapse.

- **The Grace Program** - The GRACE (Growth Through Recovery Over Addiction With Counseling To Empower) Program is an opportunity afforded to the inmates at the Richmond City Sheriff's Office (RCSO). It is a voluntary substance abuse treatment program available to those sincerely seeking a change. It is a change that comes with commitment, hard work and enthusiasm. Our program staff assists residents in developing competencies through evidence-based programming. Our primary goal is developing the whole person returning to society.

- **Veteran Services** - Focused Outreach Richmond provides screening and comprehensive, evidence-based reentry services for veteran inmates at the Richmond City Justice Center.

- **Ready to Work** – Interested in learning about more ways to succeed upon release (6-9 months prior) in the area's employment, banking and money management, resume writing, interviewing, educational opportunities, and many more topics with Seminars/Resource Week related to Ready to Work sessions? Then join us in our proven skilled-based program, Ready to Work, where Re-entry staff, Community Resource partners, and residents learn together in-depth information and skill-building activities that are needed for independence and successful re-entry to the community. (Re-Entry)

- **Think About It** - 6 weeks, Cognitive Behavioral Therapy Group that discusses life before incarceration and how their childhood/adolescence has impacted their behaviors and actions up until now, their life now and how change is important, and making decisions for their future after incarceration. Thinking about all of the aspects that have played a part in their lives to understand themselves and have a realistic understanding and plan for their future. (OAR)

- **Richmond City Public Schools (Education)**

High School Equivalency provides GED® instruction and testing for students who are above the age threshold or who are ineligible for the special education program also provided in RCJC.

Provide special education and related services in accordance with Individualized Educational Program (IEP) for the duration of the education program (instructional programming must be available 12 months per year if required by an IEP) for residents aged 21 and younger.



# INMATE PROGRAMS

## RCSO Resident Programs con't

- **Richmond Adult Drug Treatment Court** - Program establishes appropriate guidelines for the Richmond Adult Drug Treatment Court to provide strategies for a successful reintegration into the community through supportive treatment for those who self-report addiction Substance Abuse. Provides a continuum of evidence-based treatments aimed at reducing recidivism and increasing the likelihood of graduation from the program. This component will work to offer supportive treatment with inmate's returning to the community from the Richmond City Justice Center.
- **Forensics Discharge Planning Services** - Richmond Behavioral Health Authority will provide forensics discharge planning services for inmates with serious mental illness who are incarcerated in the Richmond City Justice Center. RBHA will directly provide the discharge planning services and work closely with the Richmond City Sheriff's Office.
- **Victim / Witness Services** - As part of the Commonwealth's Attorney Office, the Richmond Victim/Witness Services Program is dedicated to assisting crime victims and witnesses in the City of Richmond. Victim/Witness Services staff are available to inform crime victims and witnesses of their rights, court case information, and resource assistance, while empowering and respecting them as they navigate through the criminal justice system. The Richmond City Sheriff's Office is providing, to the victim, notification of the inmate's release, discharge, escape, and/or change of name.

# INMATE PROGRAMS

## **Vocational Programs: (Collaboration of Education w/ Re-Entry for monitoring)**

Classes in-person and held virtually

### **Barbering I**

•Theory study of the structure and function of the skin, common skin disorders, and scalp and hair disorders are the focus of this semester. Hands on classes include providing facial massages, rendering plain facials, and barbering services, such as, cutting hair, styling hair, preparing customers for haircuts. The conduct required for a successful barber is stressed along with successful relationships with employers, clients, and coworkers. (75 Hours Total/25 classes = 3 hours each)

### **Cosmetology I**

•This course allows a student to gain a basic understanding of skills required to become a cosmetologist. The student will be required to demonstrate an understanding of procedures and methods to complete the following tasks: manicure/pedicure, facials, body massages, shampooing, rinsing, scalp and hair care, finger waving, hair styling, permanent waving, hair coloring, hair sculpting and bacteriology, makeup, haircutting and sanitation methods. (75 Hours Total/25 classes = 3 hours each)

### **Culinary Arts**

- ServSafe® is the training that is learned, remembered, shared and used, and that makes it the strongest food safety training certification.
- Cooking – Students will begin with cooking theory and move onto hands-on cooking and food preparation by using a variety of food types. Food Handlers Certificate & ServSafe Certificate Exam is administered.
- Students will begin with Cooking Theory and move onto hands-on cooking and food preparation by using a variety of food types. (75 Hours Total/25 classes = 3 hours each)
- Food Handlers Certificate & ServSafe® Certificate.

### **Forklift Training**

•This course is designed to empower the participant with the skills and knowledge to safely and productively operate rough terrain forklifts (within the scope of the construction industry). The “forklifts” used in this training include telehandlers/extended-reach and rough-terrain/straight-mast forklifts. The repetition of these learned skills will enable the participant to recognize potentially dangerous conditions and avoid accidents. Training will include: Safely drive, maneuver, lift, place, and retrieve with a telehandler/extended-reach forklift and straight-mast forklift. • Identify the requirements for brakes and warning devices on a forklift. • Demonstrate watering down training surface to avoid silica exposure. • Operate the forklift in a smooth, safe manner on rough terrain. • Explain Cal/OSHA regulations, principles of the center of gravity, the fulcrum, and the stability triangle. • Calculate the lifting capacities of the forklifts. This class is four hours, twice a week. An exam is administered. (10 - 12 Hours Total)



# INMATE PROGRAMS

## RCSO Vocational Programs con't

### **NCCER**

•The National Center for Construction Education and Research (NCCER) Core Curriculum is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics, such as, Basic Safety, Communication Skills and Introduction to Construction Drawings. Completing this curriculum gives the trainee the basic skills needed to continue education in any craft area he or she chooses. (42 Hours Total/ 14 classes = 3 hours each)

### **OSHA 10**

•Construction training teaches safety awareness and helps each worker recognize and reduce the risks of job site hazards. This training teaches OSHA standards and covers safety and health hazards workers may face on construction work sites with a special emphasis on hazard identification, avoidance, control and prevention. OSHA recommends workplace safety training for a safe and healthful work environment. (10 Hours Total)

### **NSC First Aid**

•Through a combination of hands-on activities, group discussion, and video presentation, the 3-hour NSC First Aid course gives the student all the background information needed to feel confident in the event of an emergency. (3 Hour Total)

### **NSC CPR/AED**

•Participants learn choking care for responsive adult or child, CPR, and AED. The 3 hour CPR and AED course prepares anyone to respond to choking, breathing and cardiac emergencies—and how to use an automated external defibrillation unit in conjunction with CPR. This NSC® course meets the latest CPR and ECC Guidelines using a combination of instructor, Video-Self-Instruction and hands-on training. (3 Hours Total) NSC = National Safety Council

### **ServSafe® Food Handler**

•Training and assessment program is a complete solution that delivers consistent food safety training to employees. Students can earn their certification after the successful completion of this course (3 Hours)

### **ServSafe Manager**

•Program provides food safety training, exams and educational materials to food service managers. Students can earn their certification after the successful completion of this course. (8 Hours)



# INMATE PROGRAMS

## RCSO Vocational Programs con't

**Who's on Your Bus** - 6 weeks, Cognitive Behavioral Therapy Group that discusses if metaphorically you are driving your bus through life, who was on that bus leading up to incarceration? Who is in your bus now? Who will be on your bus in the future after incarceration? Discussing values and beliefs of oneself before and during incarceration and how they have changed, discusses behaviors and actions before incarceration and during and then what kind of behaviors and actions they want to make in their future and how those are different, discusses support systems and those they want to have on their "bus" moving forward, discusses realistic short term and long term goals and discusses emotional regulations and what is within and what is out of their control and how that impacts our lives. (OAR)

**Women's Empowerment** - 6 to 8 weeks (depends on facilitator), Group that discusses what it means to be a woman in society and in incarceration, how it impacts our lives and behaviors, discuss what empowerment is and how to feel more empowered. They talk about female role models in society to also help empower with their stories of struggle and resilience. (OAR)

**Richmond Fleet Management** - Richmond Fleet Management and the Richmond City Sheriff's Office will work to partner for RCSO to provide names of individuals to gain soft skills and employability training in auto-mechanics, car detailing and small engines repair.



# INMATE PROGRAMS

GRACE PROGRAM	MEN	WOMEN
JANUARY	2	0
FEBRUARY	4	0
MARCH	3	0
APRIL	3	1
MAY	2	1
JUNE	1	0
JULY	7	1
AUGUST	2	0
SEPTEMBER	5	0
OCTOBER	8	0
NOVEMBER	1	0
DECEMBER	0	0
<b>TOTAL</b>	<b>38</b>	<b>3</b>

**Growth through Recovery over Addiction with Counseling to Empower (GRACE)** is an opportunity afforded to the residents at RCSO. It is a voluntary substance abuse treatment program available to those sincerely seeking a change. It is a change that comes with commitment, hard work and enthusiasm. Our program staff assists residents in developing competencies through evidence-based programming. Our primary goal is developing the whole person returning to society.

**Services provided:**

- Men and Women Substance Abuse Therapeutic Communities
- An average in-house stay is 90 days to 9 months
- Case Management Monitoring
- NA/AA Meetings
- Weekly Community Speakers
- DOC/RCSO Work Release

**Recognizing Emotions Actions Defenses and Yourself (READY)** Program provides residents with evidenced-based mental health services through individual and group therapeutic activities to address the residents' symptoms of mental health disorder/condition, reduce negative symptomology, improve daily functioning, and encourage the understanding and acceptance of diagnoses. Staff will implement appropriate skills, through learning and practice, in individual and group settings, with a future goal of attaining and maintaining recovery and reduction of relapse.

**Services provided:**

- **July:** 29 Men / 19 Women
- **August:** 19 Men / 20 Women
- **September:** 49 Men / 3 Women
- **October:** 31 Men / 4 Women
- **November:** 29 Men / 7 Women
- **December:** 21 Men / 13 Women





# PROPERTY & SUPPLY

**Property & Supply Division** is a support division that is responsible for obtaining pricing, processing, receiving, and distributing orders. This division also ensures the agency's uniform, equipment, radio, and vehicle needs are met.



	VEHICLE INSPECTIONS	SUPPLY ORDER REQUESTS	DROP OFF/ PICK UP RADIOS	UNIFORM PICK UP	ID CARDS	DELIVERIES	REQUISITIONS
JANUARY	10	17	1	5	13	279	24
FEBRUARY	3	18	4	6	6	199	24
MARCH	52	25	1	5	3	299	46
APRIL	10	22	2	4	1	216	29
MAY	3	19	2	6	0	228	44
JUNE	33	20	5	7	7	310	17
JULY	8	30	2	4	0	134	123
AUGUST	6	36	1	3	2	179	19
SEPTEMBER	39	29	3	5	1	250	17
OCTOBER	3	38	2	1	2	170	23
NOVEMBER	4	38	1	2	0	198	19
DECEMBER	26	61	2	5	0	179	24
<b>TOTAL</b>	<b>197</b>	<b>353</b>	<b>26</b>	<b>53</b>	<b>35</b>	<b>2641</b>	<b>309</b>



# NUMBER OF DEPUTIES COMPLETED TRAINING OF 2021

71

First Aid  
CPR/AED

96

In-Service

202

Annual  
Firearms  
Qualifications

29

New  
Employee  
Orientation

22

CIT

11

VCIN

24

Retiree  
Range

74

Trauma  
Informed  
Care

11

New  
Supervisor's  
Training

# EMPLOYEE AND ACADEMY TRAINING

The mission of the Training Division is to provide professional growth and continued development to our employees. This department has five primary goals:

1. Prepare new deputy recruits with the basic skills, knowledge and abilities needed to perform as deputy sheriffs.
2. Provide deputies in specialized assignments with specialized training to increase their efficiency and effectiveness.
3. Provide continuous in-service training
4. Provide deputies possessing leadership and management abilities with advanced training.
5. Provide citizens of the City of Richmond with the most effective services possible.

## ACADEMY GRADUATION

17th Basic Academy

March 13, 2023 – June 2, 2023

7 Graduates



## JANUARY

### GRACE, FAITH & HOPE: A Day of Inspiration and Healing –

On January 1st, Dr. Antionette V. Irving hosted her 6<sup>th</sup> Annual Day of Grace, Faith and Hope at the Richmond City Justice Center. Faith and community leaders walked with the Sheriff throughout the facility lifting prayers and words of encouragement for the staff, the inmates, their families, the city, our Commonwealth, our nation, and the world. As we continue into this new year, we offer prayers of peace and unity.



### Community Food Distribution:

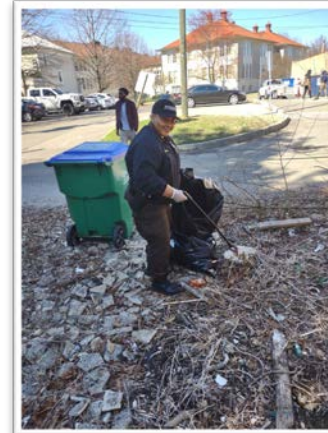
RCSO continued to host their monthly community food distribution in partnership with FeedMore and other community partners, including HOPE Pharmacy who administered vaccinations and booster shots. The distribution was held monthly the entire 2023 calendar year.



## FEBRUARY

### Tim Tebow's Foundation Night to Shine:

Night To Shine is an unforgettable prom night experience, centered for people with special needs ages 14 and older. The event is presented by the Tim Tebow Foundation and occurs at several locations across the country each year. Night to Shine celebrated this annual milestone as hundreds of thousands come together from all over the world to honor and serve those with disabilities.



Community Clean-up at John Marshall

### American Red Cross Blood Drive:

Dr. Antionette V. Irving and staff were joined by the American Red Cross to conduct the Connect the Drops Blood Drive at the Richmond City Sheriff's Office. We hosted a drive quarterly throughout the year, which included city employees donating as well. Great Job Team in your efforts to help **Save a Life!!!!!!**



**MARCH**



Quarterly Job Fairs hosted at RCJC

Career Day at Boushall Middle School

**JOB FAIR**  
SATURDAY, MARCH 18  
10:00AM - 4:00PM

INTERESTED IN A LAW ENFORCEMENT CAREER?

APPLY ONSITE  
Bring your ID and resume

For more information  
804.646.0911  
[www.rva.gov/sheriff](http://www.rva.gov/sheriff)  
[Rick.Garland@rva.gov](mailto:Rick.Garland@rva.gov)

AVAILABLE POSITIONS

- DEPUTY SHERIFF
- PART-TIME DEPUTY SHERIFF
- LICENSED MENTAL HEALTH CLINICIAN
- CLASSIFICATION SPECIALIST
- INFORMATION TECHNOLOGY TECHNICIAN
- ADMINISTRATIVE ASSISTANT
- COMPLIANCE ANALYST
- BEHAVIORAL CASE MANAGER
- STRATEGIC GRANT MANAGER
- REENTRY SPECIALIST

Richmond City Justice Center  
1701 Fairfield Way  
Richmond, VA 23223

**Read Aloud Campaign**



Dolly Parton's Imagination Library partners with local communities to provide a specially-selected, age-appropriate, high-quality book each month to registered children from birth to age five. These books are mailed directly to the child's home to create a gifting experience that makes books exciting and shows the child someone is thinking of them.

Best of all, Dolly Parton's Imagination Library is available at no cost to the family.



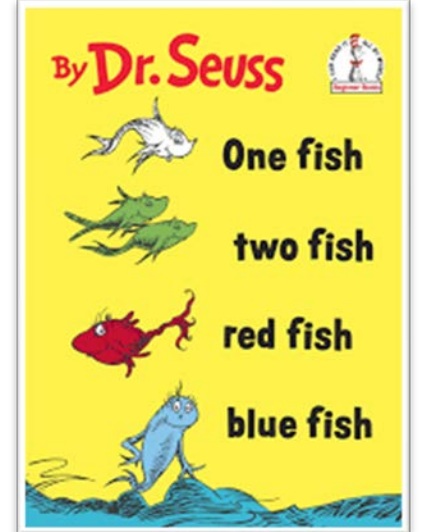
Command Staff Walk in Fairmont and Peter Paul Neighborhood



Career Day at Fairfield Court Elementary School

**Read Across America:**

Every year, Dr. Antionette V. Irving spends March 2nd, Read Across America Day, in schools reading to children. This year, since the pandemic prevented her from visiting schools, she encouraged parents, grandparents, family, and friends, to encourage children to read that week, particularly books highlighting children of color by authors of color. Representation is very important in building self-confidence in children. We want children to grow into the productive adults they were intended to be — books help them see the possibilities in their future.



## APRIL

### DEA Drug Take Back Initiative:

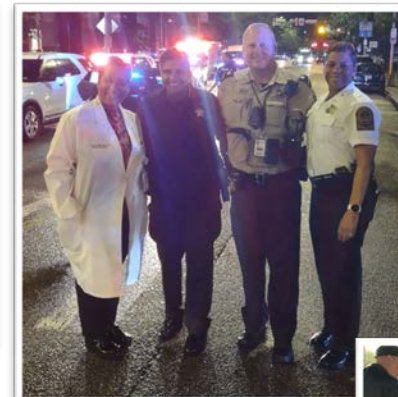
RCSO partnered with the U.S. Drug Enforcement Administration (DEA) to prevent prescription drug abuse and theft by ridding homes of potentially dangerous, expired and unused medications. The public was invited to bring any unwanted prescription medications to RCJC for a drive-thru drop-off concept. This collection was held twice during 2021 in April and then again in October.



Highland Springs High School (HSHS)  
First Responders Day



First Responders Good Night Program  
with the Pediatric Department of Children's Hospital



Dominion Energy Annual Family Easter  
hosted at Maymont Park



### JPJF #LIUB Virtual Autism Walk:

Brown Goes Blue! Every April, we wear blue to celebrate the many people who have autism and to encourage people to contribute to the organizations that provide services to them, like the JP JumPers Foundation. For the past three years, we have worked with JP JumPers to increase awareness in conjunction with World Autism Day, April 2<sup>nd</sup>. If you want to learn more about autism, visit <https://www.autismspeaks.org>. If you would like to learn more about the JP JumPers Foundation, visit <http://jppumpersfoundation.org>.





EGGtravaganza hosted by The Light Community Church



Senior Day at Forest Hill Park hosted by the City of Richmond



3rd District Career and Workforce Fair



The Sun Again Community Block Party



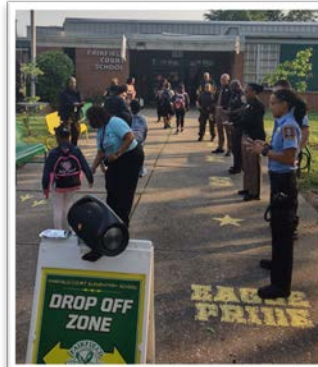
SOL Send-off at Fairfield Court Elementary School



Behavioral Health Care for Virginians



Public Safety Community Walk



**JULY / AUGUST/SEPTEMBER**



**National Night Out (NNO)** – Dr. Antionette V. Irving and her staff were among several agencies and community partners participating in Richmond's National Night Out (NNO). National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie. The Richmond City Sheriff's Office participates in NNO as part of its overall community outreach and external affairs initiatives.



**17<sup>th</sup> Annual We Care Festival:** RCSO participated in the We Care (Wellness, Education, Community Awareness, and Resident Empowerment) Festival at Hotchkiss Field Community Center in collaboration with the Faith Community. There were many community resources available.



**Wawa with the Law**



**Community Cup**



YOU'RE INVITED TO  
**GET THE SCOOP**  
 WITH  
**SHERIFF ANTIONETTE V. IRVING**

THE TREAT SHOP  
 6114 JAHNKE ROAD  
 RICHMOND, VA 23225

SATURDAY, SEPTEMBER 16, 2023  
 3PM - 5PM



FOR MORE INFORMATION  
 CONTACT:  
 Aviva Shapiro-Frye  
 (804) 646-0140  
 aviva.shapiro-frye@rva.gov

**Get The SCOOP with Sheriff Irving**

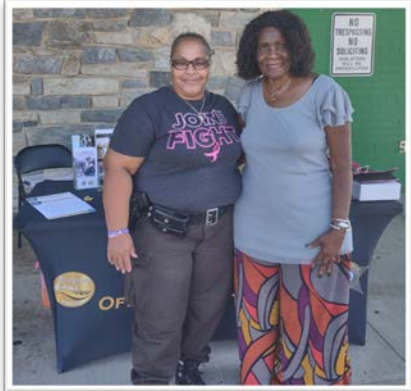


**CBS6 Anthem LemonAid Fundraiser:**

Dr. Antionette V. Irving and RCSO supported the CBS6 Anthem LemonAid fundraiser held at the CBS News Station located on Broad Street. The mission of this annual month long event is to raise funds to support the ASK Pediatric Hematology and Oncology Clinic at the Children's Hospital of Richmond (CHoR) at VCU.



**OCTOBER**



**Department of Public Utilities (DPU)  
Cares Program  
Senior Weatherization Resource Fair**



**Trunk or Treat Halloween Celebration –**  
Dr. Antionette V. Irving and RCSO hosted its annual community Halloween celebration on October 31<sup>st</sup> at the Richmond City Justice Center. We were joined by regional public safety agencies and community partners in hosting over 2,500 attendees on that day.

**JUNIOR LEAGUE OF RICHMOND**

**Touch a Trunk:**

Dr. Antionette V. Irving and RCSO participated in the 19th Annual Touch-a-Truck event hosted by the Junior League of Richmond. This annual fundraiser is designed to raise funds for the organization’s community engagement efforts.



**National Faith & Blue:**

Faith & Blue was launched to facilitate safer, stronger, more just and unified communities by directly enabling local partnerships among law enforcement professionals, residents, businesses and community groups through the connections of local faith-based organizations. The initiative aimed to re-calibrate police-community relations through solutions-focused activities.



**Mary Scott Preschool’s Breast Cancer and Domestic Violence Awareness Month Parade**



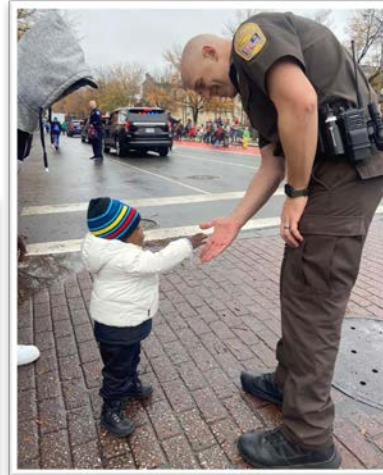


**NOVEMBER/DECEMBER**

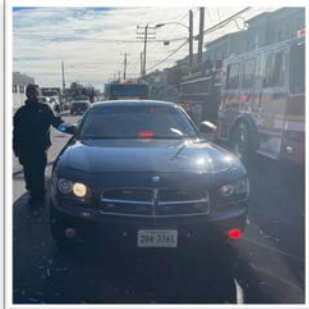
**Holiday Community Food Distributions**



**Sneaker Ball with Assisting Families of Inmates:** RCSO partnered with the Saint Paul's Baptist Church (SPBC), the Black History Museum and Cultural Center of Virginia (BHMVA) and the Antionette V. Irving (AVI) Foundation in support of the Milk and Cookies (MAC) Children's Program. The children and families enjoyed a yummy dinner, crafts, dancing and all received amazing gifts, toiletries, book bags, coloring books and crayons from the supporting sponsors.



**Armstrong/Walker Football Classic Parade**



**Holiday Parades:**

Dr. Antionette V. Irving, along with other area Police Chiefs and Sheriffs participated in the annual Dominion Energy Christmas Parade and Petersburg Holiday Parade.



Virginia Commonwealth University



Chesterfield County Sheriff's Office



Sussex /Petersburg /Henrico



Virginia State Police

Virginia Capitol Police

Henrico Police



Richmond Fire Department

**PUBLIC SAFETY PARTNERS**

Chesterfield Police Department



Henrico Fire Department



Richmond Ambulance Authority



Richmond Police Department

**PUBLIC SAFETY PARTNERS**