



CITY OF SALEM SHERIFF'S OFFICE

2015 ANNUAL REPORT



A CULTURE OF CARING AND A
TRADITION OF SERVICE!



City of Salem Sheriff's Office
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Dear Citizen:

On behalf of the City of Salem Sheriff's Office I would like to offer this copy of our 2015 annual report. Since the office is a state accredited agency, this document is prepared on an annual basis to meet accreditation standards as promulgated under the Virginia Law Enforcement Professional Standards Commission. (VLEPSC). This publication can also be found on the Web at www.salemva.gov; click on Departments, then to Sheriff's Office. It is my hope that you will find the information in this report both interesting and informative.

The 2015 annum presented some challenges to the office with regard to both operational as well as the usual budgetary issues. However by careful planning and innovation, we have been able to meet our goals and objectives despite those challenges. We will always strive to deliver the very best of services that our citizens deserve.

Should you have any questions concerning the content of this document or otherwise have inquiries on Salem Sheriff's Office law enforcement initiatives, please contact us. Feel free to come by the office at 2 E. Calhoun St. or visit us on the web.

Please accept my gratitude for your continued support of our office.

Yours truly,

**ERIC A. "Ric" ATKINS
SHERIFF**

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Salem, Virginia 24153
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MISSION STATEMENT

We, the professional men and women of the Salem Sheriff's Office are empowered to defend the Constitution of the United States and the Commonwealth of Virginia. Through courtesy, care, trust, and commitment, we will work diligently to provide the most effective and safe delivery of court services to our citizens.

GUIDING PRINCIPLES

Integrity

We have integrity. We serve the citizens with the highest moral and ethical standards. Honesty and moral courage guide us in our relations with all persons.

Respect

We show respect. We treat each other and all people with respect in a consistent manner.

Professionalism

We are professionals. We listen compassionately and act with respect, sincerity, and courtesy when interacting with each other and the citizens. We are firm in our convictions in upholding the laws, while treating others as we would want to be treated.

Commitment

We are committed. We work in a partnership with court personnel, city officials, other law enforcement agencies and the citizens of Salem to gain mutual respect and appreciation for one another. Together we will provide responsive and efficient quality service through cooperation, problem solving, and accountability.

Salem Sheriff's Office or Salem Police Department?

In order to understand how our Office can best serve you, you must first understand our mission and how it differs from that of the Salem Police Department. Below is a quick reference to each agency.

The Salem Sheriff's Office is primarily responsible for:

- *Courthouse/courtroom security*
- *Civil process service to include, but not limited to:*
 - *Summonses to court*
 - *Perform evictions*
 - *Serve petit juror & grand juror summonses*
- *Transportation of inmates and those in custody under mental health orders*
- *Out-of-state extraditions*

Wear brown uniforms



The Salem Police Department is primarily responsible for:

- *Traffic patrol & enforcement*
- *Responding to calls for help from citizens*
- *Investigating criminal activity*
- *Animal control*

Wear blue uniforms



Office Operations

This past year we were able to welcome two new full-time deputies, Jonathan Branson and Savannah Wright and one familiar part-time deputy, Mike Huffman. Captain Mike Huffman retired June 30, 2015 from his full-time position and returned in August to work part-time.



Major Staton, along with representatives from other Sheriff's Offices across the Commonwealth of Virginia, were invited by Governor McAuliffe to attend a reception at the Executive Mansion on February 2, 2015. The following morning, all Sheriff's Office representatives met with Lt. Governor Ralph Northam and then proceeded to the Capitol building to meet with area Legislators to advocate for certain bills that could potentially affect daily operations of a Sheriff's Office.

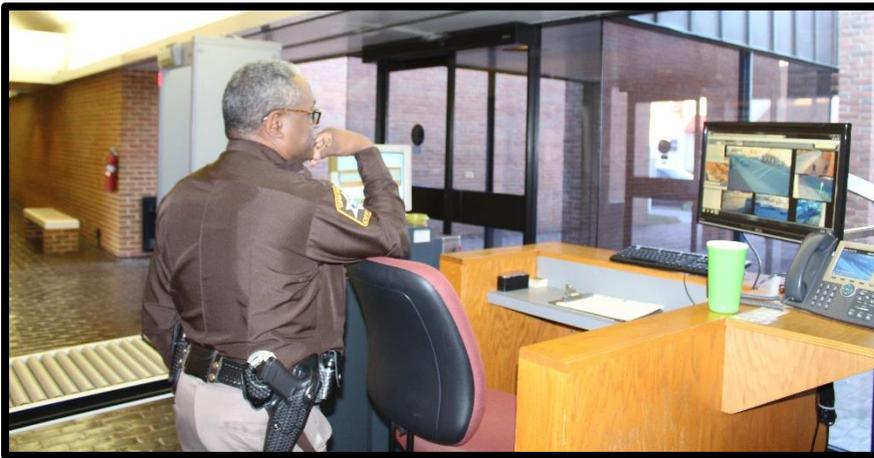
On February 20, 2015, our Office was awarded a federal grant in the amount of \$66,082.26 through the Office of the Attorney General. This fund request, made by then Major J. David Rorer, highlighted our need for reliable Office vehicles. We were able to purchase three vehicles and outfit each one with the appropriate equipment.

Sergeant Sarah Duffy was promoted on August 28, 2015 to the rank of Captain. Captain Duffy leads our civil process division. Master Deputy Steve Garber was promoted to the rank of Sergeant which took effect on October 11, 2015. Sergeant Garber has served the Salem Sheriff's Office since February 2003. He provides front-line supervision for the day-to-day operations within the Office.



Courthouse Security

One of the primary functions of the Salem Sheriff's Office is security of the courts. This includes security of all courthouse staff, and members of the public that enter the building for court or personal business. For security reasons, each person that enters the Courthouse is screened for weapons and/or prohibited items via the x-ray machine and magnetometer. In 2015, there were 196 court sessions for Juvenile and Domestic Relations court, 200 General District court sessions, and 201 Circuit court sessions.



*Deputy Marvin Freeman
working security at front
entrance*

*Security warnings posted on front
doors to courthouse*



Transportation of Prisoners or Other Persons in Custody

Our Office is responsible for the transportation of inmates that are scheduled for court in Salem. Transportation may be from any local jail or detention facility in the Commonwealth of Virginia, unless of course the inmate is housed at the Western Virginia Regional Jail (WVRJ). Per our agreement, the WVRJ transportation staff



provide for delivery and pick up of Salem inmates housed in their facility. There were a total of 1121 court transports completed by our staff in 2015.

Our other transportation responsibilities are inmate medical appointments or emergencies as needed for inmates housed at the Roanoke County/Salem Jail, mental health transports by court order, and extraditions of inmates from other states. In 2015, we traveled 67,603 miles in performance of our duties. We completed extraditions from other states as close as North Carolina and as far away as Indiana.

A statistic that has continued to increase over the last several years is the number of mental health transports we provide. Not only are the number of mental health transports increasing, the distances we are traveling are also much greater. There were a total of 51 mental health transports in 2015 which were to locations as far west as Bristol and Lebanon, including trips to the Eastern Shore.

Civil Process

Civil process service is the delivery of legal documents to the persons named therein, in a lawful manner. These documents typically arise from the Juvenile & Domestic Relations, General District or Circuit courts however, we do frequently receive papers from attorney's and businesses. We served a total of 20,912 documents in 2015.



Deputy Pruet posting a paper on a residence



Training

Due to the challenges facing law enforcement today, it is imperative that we continue to provide our staff with sufficient training to ensure operational preparedness. Along with hundreds of hours in out-of-office training, we have also completed in-house training utilizing our own certified instructors. We have provided refresher training on topics such as communicable diseases, biased-based policing, and use of force, to name a few.

Deputy Todd Clingenpeel reviewed our Emergency Action Plan (EAP) and provided training to all Deputies as well as each Office located within the Courthouse. The EAP is a guide for all courthouse personnel to use when confronted with any emergency situation while at work such as:

- Fire safety and prevention
- Active shooter
- Bomb threats
- Prisoner escape, etc.



Above: Deputy Clingenpeel training Deputies and Courthouse staff on the updated EAP

Deputy Todd Clingenpeel has been chosen as the primary instructor for the Virginia Judicial Security Specialist Development Program. This program was developed to help create awareness and to provide resources to help maintain vigilance in securing our judiciary and those that are in need of their services.

This program is the first of its kind in the country and the United States Marshalls Service has praised its innovativeness and has commented on its potential to change the face of security in the judicial arena across the country. The Salem Sheriff's Office is constantly reaching out and exploring new ideas and concepts to enhance public safety.

Major April Staton was accepted into the 37th Professional Executive Leadership School (PELS) held at the University of Richmond. This elite leadership training program is designed to promote high-level leadership skills to those in executive level positions within their organizations. Major Staton completed the intensive three-week training on November 19, 2015. She is shown below receiving her certificate from Dr. Jamelle S. Wilson, Dean of the School of Professional and Continuing Studies at the University of Richmond.



Sheriff's Office Workforce

The Salem Sheriff's Office workforce program was implemented on June 1, 2010. This is an alternative to incarceration program for low level offenders in which individuals voluntarily work at various departments within the City of Salem in lieu of reporting to jail. Those who successfully complete the program may, at the discretion of the Judge, have their charge dismissed or their jail time suspended. Those who are unsuccessful are returned to court and may then be convicted of the crime as charged.

Master Deputy Logan Pruett is the direct supervisor over all participants in the program. We currently have four (4) active volunteers with a total of 200 hours assigned. There were 34 workforce volunteers who completed a total of 888 hours in 2015.

Community Involvement

Each year we assist with Salem High School's After-Prom activities, the Needlework Guild, and volunteer for many events with Special Olympics. We are frequently contacted by schools to do presentations or to schedule visits to the courthouse. Our ability to impact the youth in a positive manner makes our contact with them very worthwhile and meaningful to our staff. We look forward to any opportunity to engage in our community.



Deputy Branson demonstrates the use of leg irons at a career day

Professional Standards-Accreditation

Accreditation is considered to be the ultimate measure of professionalism among law enforcement agencies. Agencies seek accreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC), which is governed by six Sheriffs' and six Chiefs' of Police, in order to promote public confidence in law enforcement and consistency in its application, and also:

- To promote cooperation among agencies.
- To ensure proper training for law enforcement personnel.
- To increase the effectiveness and efficiency of services provided by law enforcement

Currently, there are 745 areas of compliance that must be met in order to achieve and maintain accredited status. Our Office successfully completed its last official on-site assessment in March of 2013 and are preparing for our next on-site in March of 2017.

Sheriff Atkins serves as an executive board member with the Virginia Law Enforcement Professional Standards Commission. Part of his responsibility as a Commissioner is to present certificates of Accreditation to other law enforcement agencies across Virginia.



Sheriff Atkins presents Sheriff Sprinkle of Botetourt County with his certificate of accreditation

Sheriff's Office Website

The Salem Sheriff's Office maintains a user friendly and informative website for our citizens. It provides helpful information on Office administrative staff, contact information, evictions and levies, jury duty, office initiatives, etc. We encourage our citizens to utilize this site and provide feedback on how we can improve its ease of use, quality of contents, or any other suggestions that may be of concern regarding our Office.



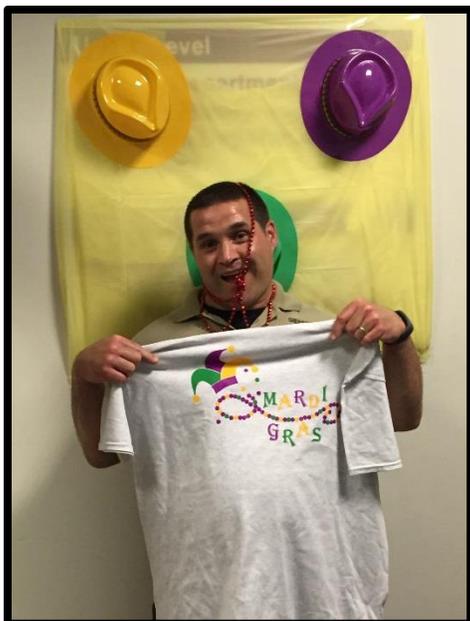
2015-CAPTURED MOMENTS



Sheriff Atkins with Congressman H. Morgan Griffith at an appreciation breakfast sponsored by Congressman Griffith



Major April Staton with Major David Bell of Roanoke City Sheriff's Office at the Governor's Executive Mansion



Master Deputy Brian Herndon at Salem High School After Prom



Major April Staton's Area 8 Special Olympics basketball team

Big Feet Meet (Special Olympics) at William Fleming High School, attended by Major April Staton, Sergeant Steve Garber and Captain Sarah Duffy



City of Salem 9/11 Ceremony

Deputy Logan Pruett in color guard for ceremony



Buck Broome, a good friend of our Office, saluting the camera at ceremony. Buck stops by our Office frequently to pick up newspapers to recycle.



Major April Staton, Deputy Logan Pruett, and Sheriff Atkins

Salem High School students visit the Courthouse



Class photo with Deputy Logan Pruett



Deputy Pruett explaining the functionality of the sally port



Always big fun trying on the waist chains and handcuffs



Major April Staton during the Christmas parade

Sheriff Atkins presenting a Drug Court graduate with his certificate at Roanoke County courthouse



Deputy Flint Wright and Deputy Savannah Wright enjoying time off at Salem Red Sox game with Mugsy



Deputy Huffman with retired Commonwealth's Attorney Secretary Teresa McNabb and retired Judge's Secretary Bonnie Hager at the Office Christmas luncheon

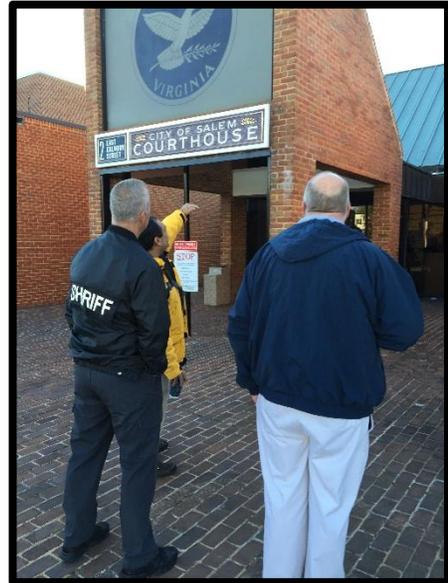
Sheriff Atkins, Deputy Chris Blomberg, and Officer Mike Early at the Chili Cook-off held to raise money for Relay for Life of Salem



Sheriff Atkins with Councilwoman Lisa Garst at her final city council meeting

Goals and Objectives for 2016

- Research and development of a new Courthouse front entrance to enhance safety and security, better courthouse pedestrian flow, and eliminate years of water leaks due to poor drainage in the current design
- Implementation of an Administrative Command position to facilitate various responsibilities
- Enhance leadership capabilities within the Office by offering and assigning personnel to the “Hungry Leaders” seminars offered by the City of Salem, First Line Supervision School for the newly appointed Sergeant, and Law Enforcement Command College for the Major
- Proactively engage in local neighborhood, church, civic group and business meetings to share information on Sheriff’s Office operations and to help build a stronger community
- Fully utilize technology for information sharing and communication (PowerDMS, Facebook, Office website, etc.)



Commendations or Concerns

We, the staff of the Salem Sheriff's Office, strive to deliver to the public the most professional and efficient delivery of court services. There may be times when you wish to commend or compliment one or all of the members of our staff for a job well done. If so, we would like to hear from you personally. You may e-mail, call, or come by our office and ask to speak to a supervisor.

We also recognize that there may be times when you have a question or concern about our operation or even a complaint. If you would like to voice these concerns or register a complaint, please come by our office and you will be instructed as to the proper procedure.



We would like to thank our citizenry and encourage input whenever possible. Together we can strive to meet our goals and perform our mission as it pertains to the overall administration of justice.

For more information, please visit our website.
<http://www.salemva.gov/departments/sheriff/SheriffsOffice.aspx>



CITY OF SALEM SHERIFF'S OFFICE
WORKLOAD MEASURES FOR 2015

<i>Service of Court Papers</i>	
Levies executed	8
Writ of Possessions (Fieri Facias)	135
Subpoenas served	7,950
Jury summons served	679
Temporary Detention Orders served	39
Criminal warrants served	5
Other civil process served	12,096
TOTAL SERVICES	20,912
<i>Collections</i>	
Fees and Commissions	\$ 1,752.15
Collections on Levies	
Sheriff's Sales	0
Total Money handled and disbursed	\$ 1,752.15
REMITTED TO TREASURER	\$ 1,752.15
<i>Courts Worked</i>	
Circuit Court	201
General District Court	200
Juvenile & Domestic Relations Court	196
TOTAL SESSIONS	597

<i>Transportation</i>	
Inmate court appearances	1061
Juvenile court appearances	60
Inmate medical events	14
Mental patient transports	49
Juvenile mental patient transports	2
TOTAL TRANSPORTS	1186
TOTAL MILEAGE	67,603 miles
<i>Extraditions</i>	
Extraditions (out of state)	4
<i>Custody</i>	
Persons taken into custody	214
Inmates placed in Roanoke Co/Salem Jail	1,182
Inmates placed in WVRJ	1,402
<i>Deputy Accidents/Injuries</i>	
Consecutive days without a lost-time accident/injury	365
Vehicular accidents	1



*City of Salem Sheriff's Office
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Salem, Virginia 24153*