

Introduction to the Roanoke City Sheriff's Office



Sheriff
Tim Allen

Mission/Vision

- As a diverse, professional law enforcement agency, we will serve and protect every person within the City of Roanoke through quality, court, correctional, law enforcement and customer-focused services



What is the Difference Between the Sheriff's Office & the Police Department?

- The Sheriff's office has been established by the State Constitution
- The duties and responsibilities of Sheriff's office are outlined in the Constitution
- Sheriffs are elected officials
- A police department has been established under the City Charter
- Police Chiefs are appointed

What is the Difference Between the Sheriff's Office and the Police Department?

Sheriff's Office

- A Sheriff's Office is a law enforcement agency

Responsibilities vary by locality:

- A full service Sheriff's Office administers Law Enforcement, Jail Security, Court Security and Civil Process
- Others provide Jail security, Court Security and Civil Process
- There are Sheriff's Offices charged with Civil Process and Court security only
- A Sheriff's Office has state-wide jurisdiction

Police Department

- A Police Department is a law enforcement agency
- A Police Department oversees and administers law enforcement in a specific city, municipality, town or county
- A Police Department has jurisdiction over a specific locality

Sheriff vs. Police

- Deputy Sheriff's uniforms are typically brown and tan
- Star badges
- Police Officer's uniforms are typically blue, black, or grey
- Shield badges



Roanoke City Sheriff

Sheriff Tim Allen retired from the Western Virginia Regional Jail in February 2013 following a 5 year career there and 21 years as a Roanoke City Deputy Sheriff prior to that. He was elected Sheriff of Roanoke City in November 2013.

The power of the Sheriff's Office is vested in Sheriff Allen. He appoints all deputies and staff and oversees all units and divisions of the Sheriff's Office. He manages a staff of over 200 deputies and civilians and administers a 16 million dollar budget.



Command Staff

- The Command Staff includes the Chief Deputy, Assistant Chief Deputy and three Captains
- The Sheriff's Office is divided into three divisions supervised by the Chief Deputy Major David Bell and Assistant Chief Deputy Major Greg Winston
- Jail Security is commanded by Captain Mark Sweetenberg
- Support Services is commanded by Captain Kimberly Haddox
- Court Security is commanded by Captain James "Chuck" Ferguson

Jail Security Division

- (4) Watches
 - Transportation
 - Records
 - LIDS
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- 335 Cells
 - Capable of holding 834 offenders



Jail Security Division Duties Include:

- Maintain proper security, including patrol duty and periodic counts of inmates
- Maintain proper order and decorum among inmates
- Search inmates periodically
- Ensure inmates follow proper personal hygiene procedures
- Assist with the dispensing of food

Support Services Division

- Maintenance
- Medical
- Classification
- Counseling
- Library
- Canteen
- Food Services
- Recreation



Court Services Division

- Juvenile & Domestic Court
- Circuit Court
- General District Court
- Civil Process
- DARE



Deputy Sheriff Requirements

- Must be at least 21 years
- Pass written exam
- Pass Physical Agility test
- Meet height & weight requirements
- Meet Vision Requirements
- High School Graduate or GED
- No Criminal record
- Virginia Driver's license
- Good credit rating
- Pass a background check
- Pass a physical exam and drug screening
- Complete Basic Jailer Academy within 12 months
- Sign Conditional Employment, includes No Smoking condition

Deputy Sheriff Hiring Process

- Recruiting
- Testing
- Oral Boards
- Psychological testing
- Background investigations
- Academy training (11 weeks)
- FTO/Master Deputy programs (1 year)
- Probationary period (1 year)
- LE Oath of Honor



What is a Usual Day for a Deputy?

- 5:00 a.m. – First medical round begins
- 6:00 a.m. – Awaken inmates, unlock cells
- 6:15-7:00 a.m. – Serve breakfast and account for all trays
- 7:00-9:00 a.m. – Ensure that inmates clean cells, sinks, commodes, shower area and day room area
- 8:00 a.m. – Assist with transport of inmates from the jail to the court holding facilities; second medical round begins
- 9:30 a.m. – Supervisors inspect pods; phones and televisions turned on in Levels 3-4 if all cleaning is completed satisfactorily

What is a Usual Day for a Deputy?

- 11:45 a.m.-12:30 p.m. – Lunch is served and all trays are accounted for
- 12:00 p.m. – Telephones and televisions are turned on in Level 2 if all cleaning is done satisfactorily
- 4:00 p.m. – Third medical round begins
- 4:45-5:30 p.m. – Dinner is served and all trays are accounted for
- 5:30 p.m. – Jail is secured for the evening and a headcount is done
- 8:00 p.m. – Fourth medical round begins
- 11:00 p.m. – All facility programs are concluded
- 11:30 p.m. – Lights are shut off, televisions and phones are turned off, and inmates are locked down for the night

Inmates are Provided a Jail Handbook

Covers a wide variety of topics including:

- Court Appearances
- Daily Routine of Jail
- Inmate Rules of Conduct
- Offenses and Punishments
- Grievance Procedures
- Programs Available

What is a Usual Day for an Inmate?

- Breakfast is served at approximately 5:30 a.m.
- Inmates are unlocked from their cells and allowed to stay out in the dayroom area until 11:30 p.m. each night
- Program activities are available
- Inmates are responsible for cleaning their rooms, as well as the dayroom area
- Televisions and Phones are turned on when inmates successfully clean their housing area

Programs Available

Inmates have the opportunity to participate in a variety of activities:

Gym
Library
Educational Classes/ Writing
Classes
Bible Studies
Rehabilitation Programs (Alpha)
Trustee Program
Father's First
Parenting Class
Mental Health Discharge Planner



Statistics

- For Fiscal Year 2014-2015:
 - 9,808 arrestees were booked into the Roanoke City Jail
 - The daily average population was 649 inmates
 - The Classification unit held 309 disciplinary hearings and 177 administrative hearings
 - The Transportation unit transported 17,220 inmates and logged 149,292 miles
 - 729 Temporary Detention Orders were served
 - Court Security screened 252,000 individuals entering the courthouse

Statistics (continued)

- Civil Process deputies served over 87,000 civil, criminal and other warrants
- DARE officers taught in 17 elementary schools. 10,163 students participated in classes
- DARE officers spent an average of 298 hours counseling students, 105 hours conferring with parents, and 672 hours with teachers and principals
- DARE officers responded to 536 incidents

Statistics (continued)

- Inmate work crews performed a total of 7,208 man hours, including 1,248 jobs benefiting the City of Roanoke, 154 jobs benefiting non-profits, and an average of 172 city owned vehicles per month were washed by inmates.
- Sheriff's deputies participated in dozens of community activities, including parades, HEAT VIN etching events, a weekly partnership with Angels of Assisi, participation in the GTO (Growth Through Opportunity) Cadets program, an annual Charity Golf Tournament, Tug for Tots, and Relay for Life and Special Olympics fundraisers, to name a few.

Nationally Accredited Agency

- The Roanoke City Jail was awarded accreditation by the **National Commission on Correctional Health Care**, November 2011. NCCHC's initial accreditation of Roanoke City Jail was awarded in 1987.



ACA Accreditation

- The Roanoke City Jail was awarded National Accreditation by the **American Correctional Association**, July 2012. The initial ACA Accreditation was awarded in 1991.



Questions?

Thank you!