

*Sheriff's Office of the City of Salem*



*A CULTURE OF  
CARING.....*

*.....A TRADITION OF  
SERVICE*

**2010 IN REVIEW**  
ERIC A. ATKINS, SHERIFF



## SHERIFF'S OFFICE CITY OF SALEM

### MEMORANDUM

TO: Sheriff Eric Atkins

FR: Major David Rorer  
Chief Deputy

DA: January 31, 2011

RE: ANNUAL REPORT

*With regard to VLEPSC Standard ADM.20.02 (rev 1/09) that mandates a report be prepared and made available for public review concerning agency statistics and activities, the following information is provided for the fulfillment of this standard.*

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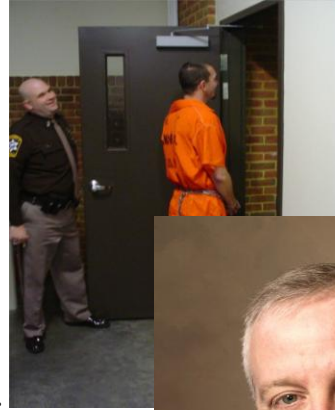
The Sheriff's Office of the City of Salem is a criminal justice agency, constitutionally authorized, to provide security to the Courts, its collateral and supportive offices, courthouse facilities; service of all papers originating from the Courts; secure transportation of persons in custody to include inmates of local correctional facilities; transportation of persons in custody under mental health orders.

Preface

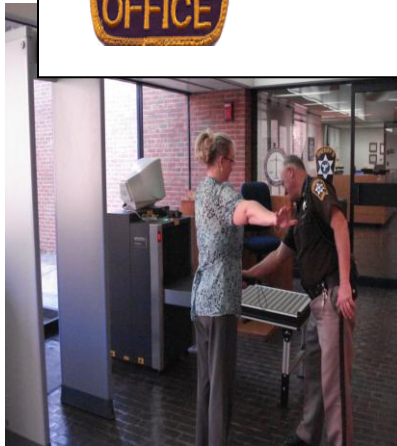
MISSION STATEMENT

Appendix

WORKLOAD MEASURES 2010



We, the professional men and women of the Salem City 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.



## 2010 IN BRIEF

A simple phrase can be used to describe the operational year of the City of Salem Sheriff's Office - "*facing challenge with innovation.*" With this mindset, the agency under the guidance and leadership of Sheriff Eric Atkins has successfully fulfilled its mission.

2010 will be remembered as a year of economic uncertainty at all governmental levels (federal, state and local). The application of cost saving strategies in light of adversity has produced a positive outcome within the Sheriff's Office. Through the implementation of several very significant programs, precious public funds have been saved. Simultaneously, complex processes bearing elements of danger have been made to be safer and more efficient.



*Sergeant April Staton re-certifies with the TASER M-26 under the eye of Instructor Deputy Swain*

## TRAINING AND EQUIPMENT

Focus upon training and the acquisition of "the right" equipment is a formula for success in any venue. Sheriff Atkins has directed the entire agency to engage in continued skill development with emphasis upon deputy safety, legal issues and equipment certification.

Annually during the month of January, a one day training seminar is prepared by deputies with criminal justice instructor credentials. A variety of topics are covered to include Virginia law, intermediate weapons re-certification and other topical issues. The Sheriff's Office has on staff five Virginia Department of Criminal Justice certified instructors with the following specializations:

*emergency vehicle operation; emergency medical first responder/CPR/AED; firearms; intermediate weapons; defensive tactics; general topics.*

Annual firearms training and re-qualifications were held on October 11, 2010. Training scenarios centered upon simulated “unusual occurrences” in the operation of the courthouse. The event was held at the Paul Price Firing Range. For the first time in agency history, deputies were provided with familiarization in the use of the M-4/M-16 automatic rifle.



*Captain Keith Mucha prepares to fire one of the variations of the M-4 carbine.*

In addition to field exercises, classroom instruction was provided concerning agency policies relative to the use of force.

Throughout the year members of the Sheriff’s Office attended a variety of specialized schools. During the month of September, Major David Rorer, Deputy Stephen Swain and Deputy Sarah Wood attended a three day course in Advanced Civil Process. Lieutenant Mike Huffman attended a three day course in Advanced Courthouse Security held in Virginia Beach. Deputies requiring mandated re-certification through the Virginia Department of Criminal Justice Services participated in and successfully completed such training requirements during 2010. The majority of course credits were earned through training at the Cardinal Criminal Justice Academy in Salem. Additionally, every member of the Sheriff’s Office is certified as a first responder to medical emergency.

## **COURTHOUSE SECURITY/ TRIAL PROCEEDINGS**

One of the most important tasks performed by deputy sheriffs in the City of Salem is to ensure and facilitate all security functions involving courthouse operation. Of foremost consideration are the attending concerns of safety for

all persons. Intensive focus is given by sworn personnel in preparation for all categories of hearings and trials. In doing so risks are minimized and courts are able to function at the highest levels of efficiency.

During 2010 the most publicized trial to take place in Salem was the case of Commonwealth v. Samuel Lucas Hale. Hale was charged in January 2010 with murder in the first degree of Joshua McCoy, his best friend. After numerous motions and the completion of the jury selection phase, the trial commenced on October 25. Judge Robert P. Doherty, Jr. presided over the four day trial. The jury deliberated for three hours before finding Hale guilty of involuntary manslaughter in the fatal stabbing of his roommate. Many deputy work hours were expended in security planning and arrangement for the trial. Throughout the entire course of proceedings, Salem Sheriff's Deputies effected elevated security protocols and as a result, no incidences of violence or other criminal acts transpired.



*Master Deputy Chris Shelor maintains close watch during the Hale Trial*

## **JUDICIAL BAN ON CELL PHONES IN COURTHOUSES**

To further insure court security, the Judges of the 23<sup>rd</sup> Judicial Circuit entered an order banning all cell phones and other like electronic devices from courthouses in the circuit. Weapons appearing to be cell phones have been readily available for several years, therefore a very real threat could enter into the secure zone. Also given the capability of texting, audio/video recording and immediate communication, it was deemed that cell phone usage in the court presented a potential of many different scenarios that could harm or disrupt trial proceedings. This order was binding upon the Cities of Roanoke, Salem and Roanoke County and effective on November 1, 2010. In the City of

Salem, a thirty day advance public advisory of the cell-phone ban was placed on the governmental channel (Comcast 18) for the benefit of the public.



*Sign posted in front of the Salem Courthouse*

## TECHNOLOGY/ WORK PRACTICES

The cost of care and confinement of persons remanded to the custody of the Sheriff is the single most costly expense associated with Office operations. As state government minimizes its responsibilities and contributions to local corrections, localities are left with few options as to footing the bill for the ever growing costs of jail operation. The City of Salem owns in partnership with Roanoke County, 22.72% interest in the operation of the Roanoke County/Salem Jail. The City is also a partner with Franklin, Montgomery and Roanoke Counties in the operation of the Western Virginia Regional Jail located near Dixie Caverns.

In order to minimize the costs of incarceration, Sheriff Atkins has directed the initiation of a program that seeks to alleviate the problem through a very viable alternative called ***“City of Salem Sheriff’s Office Volunteer Workforce Program.”*** This program provides an opportunity to offenders to apply their personal skills and labor to a variety of work tasks in the City of Salem in lieu of fulfilling a jail sentence. In operation since July 1, the program has generated **over 1300 hours of labor** as applied to city departments such as the Courthouse, Civic Center, Parks and Recreation and others.

**SALEM SHERIFF'S OFFICE**  
**VOLUNTEER WORKFORCE PROGRAM**  
 July 1 through December 31, 2010

Total number of participants	Number Completed Service	Number Active Service	Number Failed to Complete	Total of hours Completed	Jail Per diem Savings* (in dollars)	Value of Service** (in dollars)	TOTAL SAVINGS TO CITY (in dollars)
<b>37</b>	<b>25</b>	<b>8</b>	<b>4</b>	<b>1393</b>	<b>9,564.69</b>	<b>10,099.25</b>	<b>19,663.94</b>
<i>* based upon \$54.93 per diem/inmate      ** based upon current US minimum wage</i>							



*Lieutenant Mike Huffman interviews a prospective candidate for Salem Sheriff's Office Volunteer Workforce Program*

Participation in the program is by choice of the individual-therefore the opportunity is strictly voluntary. To participate, the offender must not have been charged with any felony crime or act involving an element of violence. The safe and timely delivery of the incarcerated to court appearances is one of the many responsibilities of the Office of the Sheriff. During the year 2010, Salem Sheriff's deputies completed over 1,300 transports of persons in custody and those under authority of civil committal. Over 66,000 miles were logged on agency vehicles resulting from local transports as well as those from points across the Commonwealth of Virginia. Faced with rising fuel and vehicle maintenance costs several options were examined to determine a suitable method of reducing costs while still providing optimal service.

**Video conferencing technology** has been available to the courts of Virginia for a number of years. Most commonly it has been utilized in the magistrate system for accessing a magistrate or intake officer from distant areas of the Commonwealth. With the introduction of internet based technology over secured telephone lines, conferencing has become a most desirable method for the conduct of a variety of court proceedings. Not only are fuel and vehicle costs minimized, but the safety of deputies is strengthened. Statistically over the years, the majority of serious officer injuries and deaths have occurred during the transport of prisoners. In cooperation with the Supreme Court of Virginia, a new audio/video system was installed in Courtroom 2 at no cost. As more jurisdictions come on line with this technology, transports for court hearings will be minimized saving precious dollars, time while bolstering officer safety.



*Deputy Brian Herndon initiates a video hearing.*

## **SPECIAL PROJECTS OF PUBLIC SERVICE**

The Sheriff's Office provides support, by personal donation and/or professional services to some very worthy causes; *Salem High School After-Prom Event*, the *Needlework Guild*, *LOA Meals on Wheels Program*, *Salem Sheriff's All-American Cookout for Seniors*.

During the late evening of May 24, a complement of deputies was assigned to security and enforcement duties at the location of the *Salem High School After-Prom* party for students. Under the direct supervision of Sheriff Atkins and Major David Rorer, the deputies are tasked with the responsibility of providing security to ensure the safety of all participants. The event was held at Roanoke College's Bast Center. Attendees enjoy a late night of fun and entertainment in a safe, secure and healthy venue. This provision of service helps to alleviate the "myriad of concerns" of Salem parents. The mission will again be carried out in 2011.



*Master Deputy Garber keeps watch at the Salem High After-Prom Event*



*Sheriff Atkins provides donation of new clothing to Salem Needlework Guild representative Nancy Duffy*

*The Salem Needlework Guild* is a benevolent non-profit organization which seeks to lend assistance in the form of school clothing to Salem's needy youth. During the fall of 2010 funds were raised to provide the needs of over 250 Salem address students. Appointees of the Sheriff's Office donated their spare lunch change over the course of the year raising in excess of \$400 for the cause.

*Meals on Wheels*, a city targeted project utilizes employees from many departments to deliver hot meals and a warm personal greeting to a number of Salem shut-ins and elderly. The Sheriffs Office has participated on several occasions during 2010 and plans to continue a commitment in 2011.

On of the most enjoyable highlights of 2010 was the hosting by Sheriff Atkins and deputies in the event that has become known as ***Salem Sheriffs' All-American Cookout for Seniors***. Held at the Salem Senior Citizens' Center during the month of May, the program centers upon recognition of our nation's "greatest generations." Courtesy of Sheriff Atkins, deputies prepare a cookout luncheon with all the sides. Inspirational patriotic music was led by "office vocalist" Deputy Stephen Ferguson and a crime prevention message promoting safety of seniors was given by Major David Rorer.



*Sheriff Atkins with the winner of the most "patriotic attire"  
At the Salem Sheriff's All American Cookout For Seniors*



*Sergeant April Staton serves up a  
hearty plate of burgers and hot dogs*

**The Sheriff's Office Speaker's Bureau** was active in 2010. During Crime Prevention month (October), Sheriff Atkins and Major Rorer spoke to the "Senior Men's Fellowship Group" sponsored by Salem Parks and Recreation. Later in the month, Major Rorer addressed the First United Methodist Women's Joy Circle with the topic of holiday safety. In March, Deputy Stephan Ferguson was a participant in the Roanoke County Model General Assembly program for high school seniors and Deputy Sarah A. Wood presented a program to pre-school and kindergarten aged children during the fall. Also during the year, several tours of the Salem Courthouse Complex were provided to elementary school aged children as well as a contingent of home schooled youth who observed a session of general district court.



*(L) Deputy Wood Details the equipment on her duty belt to kindergartners (R) Deputy Ferguson advises high school seniors on law enforcement issues during mock general assembly session.*

## SPECIAL EVENTS

In July, Sheriff Atkins hosted area law enforcement executives to a cookout luncheon at the Salem Courthouse. In attendance were officials from Roanoke County Sheriff's Office, Salem Police Department, Office of the Salem Commonwealth's Attorney and the Western Virginia Regional Jail.

Simple events such as having a hot dog together aid greatly in promoting camaraderie and understanding among the various organizations that serve Salem; these are important to ensure the continued facilitation of quality services to our community.



*(from left) Sheriff Mike Winston, Roanoke County, Chief of Police Jeff Dudley, City of Salem, Sheriff Atkins, City of Salem, Colonel Bobby Russell, Superintendent Western VA Regional Jail; Major David Rorer, City of Salem Sheriff's Office; Major Charles Poff, Roanoke County Sheriff's Office; Tom Bowers, Commonwealth's Attorney for the City of Salem; Lieutenant Colonel, David Cox, Deputy Superintendent Western VA Regional Jail.*

On December 2, Sheriff Atkins co-hosted with Sheriff Ronnie Sprinkle of the Botetourt County Sheriff's Office the quarterly meeting of the Virginia Law Enforcement Professional Standards Commission (VLEPSC). The day-long meeting was held at the Greenfield Center in Daleville. Approximately 80 law enforcement representatives and executives representing over 35 different agencies were in attendance. The agenda for the event was to hear the reports of assessment team concerning the accreditation of police agencies and sheriff's offices in the Commonwealth. On this day, the City of Salem Police Department was granted a fourth award of re-accreditation. Notably, the City of Salem was the first in Virginia to have both its police department and sheriff's office achieve law enforcement accreditation.



*Sheriffs Atkins and Sprinkle host law enforcement Executives from across the Commonwealth*



*Chief Herb Cooley of Vinton Police with Lieutenant Jim Houff*

The Salem Sheriff's Office achieved initial accreditation in 2005 and earned re-accredited status with a perfect final score in all categories in February 2009. Annual, the Sheriff's Office submits many proofs of compliance to the VLEPSC Executive Board which is headquartered in Richmond. Re-assessment for a third award is pending in the first quarter of 2013.

As part of its commitment to promote law enforcement accreditation and furthermore, professionalism in service, Chief Deputy (Major) J. David Rorer serves the VLEPSC Executive Board as a master assessor. Major Rorer is one of 18 master assessors serving the Commonwealth in this capacity which takes him during the year to many different law enforcement agencies throughout Virginia. In March, Major Rorer was privileged to report before the Executive Board at the State Capitol on behalf of the Division of Capitol Police. During 2010, Major Rorer provided resource and assistance to law enforcement agencies such as Spotsylvania County, Augusta County, Roanoke County and the Cities of Radford, Danville, Lexington and Manassas Park-all working toward intensification of professionalism through accreditation.



Major David Rorer (left) addressing the Executive Board of VLEPSC  
At the State Capitol

## SPECIALIZED TRAINING

Sergeant April Staton completed all requirements for graduation from the City of Salem Leadership Program during the month of May 2010. The program was launched in 2006 by City Manager Forest G. Jones to develop skills and abilities of the future leaders of the City. Sergeant Staton is Courts Supervisor for the Sheriff's Office and was initially appointed as deputy sheriff on January 20, 2003. She is the second employee of the Sheriff's Office to complete this extensive training. Major Rorer completed the program in 2008.



Sergeant Staton completes City Leadership Program



Deputy Marvin Freeman completes FLETC school

Deputy Marvin Freeman, employed since July 2, 2007 completed the US Marshals Service Court Security Program at the Federal Law Enforcement Training Center in Glenco, Georgia. The week long seminar acquaints experienced deputies with advanced security techniques applicable in the courtroom environment. Other than the cost of transportation, the training was tuition free.

## LOOKING FORWARD IN 2011

As in the previous annum, this year will present budgetary challenges to all facets of state and local government. According to best analysis at press time, the local economy was showing signs of recovery, albeit at a slow pace. One strategy to minimize burdens upon the Sheriff's Office operational and capital budgets is to seek federal grants for criminal justice enterprises. In December 2009, the Sheriff's Office was formally notified that it had been selected to receive \$71,775 in funds to acquire a closed circuit TV system to aid security of the Courthouse Complex. During 2010, the process of system design and vendor selection was completed. In late November, AFA Protective Systems, Incorporated was selected to effect the acquisition and installation of the system. Installation began in early January 2011 with a target date of completion scheduled for early April.

Skill development through training will continue to be the main focus for improving the capabilities of all members of the City of Salem Sheriff's Office. Already planned for 2011 are two training seminars; the first of which will feature historical and contemporary analysis of leadership and accountability. Regardless of circumstances, the Office under the direction of Sheriff Atkins is prepared to engage in any security/law enforcement mission placed upon it and is ready to serve the citizens of the City of Salem with confidence and zeal.

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Then House Majority Leader (now US Congressman) Morgan Griffith presents Sheriff Atkins with a copy of the Order of Commemoration of the 375<sup>th</sup> Anniversary of the Office of Sheriff. The document has been framed and is placed in the Courthouse Commons Area.



## Command Staff Contributing to this Document

**Eric A. Atkins**  
SHERIFF

**Major David Rorer**  
CHIEF DEPUTY

**Captain Keith Mucha**  
COMMANDER - CIVIL PROCESS AND CENTRAL OFFICE

**Lieutenant Michael Huffman**  
CHIEF BAILIFF OF CIRCUIT COURT - LOGISTICS SUPERVISOR

**Sergeant April Staton**  
COURTS SUPERVISOR

Read more about us at [www.ci.salem.va.us](http://www.ci.salem.va.us); then click on Sheriff's Office



CITY OF SALEM SHERIFF'S OFFICE  
*Workload Measures Data for 2010*

<i>Service of Court Papers</i>	
Levies executed	23
Writ of Possessions (Fieri Facias)	136
Subpoenas served	9885
Jury summons served	620
Temporary Detention Orders served	6
Criminal warrants served	1
Other civil process served	12,236
<b>TOTAL SERVICES</b>	<b>22,747</b>
<i>Collections</i>	
Fees and Commissions	\$ 1,722.46
Collections on Levies	618.70
Sheriff's Sales	-0-
Total Money handled and disbursed	\$ 2,341.16
<b>REMITTED TO TREASURER</b>	<b>\$ 1,722.46</b>

<i>Courts Worked</i>	
Circuit Court	238
General District Court	269
Juvenile & Domestic Relations Court	182
<b>TOTAL SESSIONS</b>	<b>689</b>

<i>Transportation</i>	
Inmate court appearances	1,137
Juvenile court appearances	122
Inmate medical events	17
Mental patient transports	23
Juvenile mental patient transports	2
<b>TOTAL TRANSPORTS</b>	<b>1,301</b>
<b>TOTAL MILEAGE</b>	<b>66,704 miles</b>

<i>Extraditions</i>	
Extraditions (out of state)	5

<i>Custody</i>	
Persons taken into custody from court	291
Number placed in Roanoke County/Salem Jail	1240
Number placed in Western Virginia Regional Jail	1241

<i>Accidents/Injuries</i>	
Consecutive days without a lost time accident	365
Vehicular accidents	0



*City of Salem Sheriff's Office*

*Eric A. Atkins, Sheriff*

*2 East Calhoun Street*

*Salem, Virginia 24153*