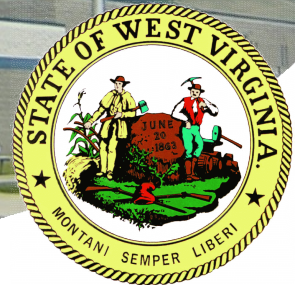


*WV Regional Jail and Correctional  
Facility Authority*



*Annual Report FY 2012*

*Earl Ray Tomblin, Governor*

*Joseph C. Thornton, Secretary of DMAPS*

*Joseph A. DeLong, Executive Director*



State of West Virginia  
**OFFICE OF THE SECRETARY**  
**DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY**  
1900 Kanawha Blvd., E.  
Charleston, West Virginia 25305  
Telephone: (304) 558-2930  
Facsimile: (304) 558-6221

**EARL RAY TOMBLIN**  
GOVERNOR

**JOSEPH C. THORNTON**  
CABINET SECRETARY

It is with pleasure that I present the 2012 Annual Report of the WV Regional Jail and Correctional Facility Authority.

I commend Executive Director Joe DeLong's leadership and share his commitment to ensuring the safety of the staff, inmates and the general public remains a top priority. The Division has achieved significant success during the past year and I applaud the Regional Jail staff for their commitment, dedication and efforts ensuring mission achievement.

The Division continues to face severe overcrowding issues and staff recruitment and retention concerns; making the performance of RJA's leadership instrumental to the overall success of the Division.

Governor Earl Ray Tomblin has shown his leadership, understanding and commitment to public safety and the jail overcrowding issue by securing bipartisan support across all three branches of government. Governor Tomblin's efforts obtaining the services of the Council of State Governments, Justice Center, to conduct a Justice Reinvestment Initiative will further enhance the Division's ability to perform its public safety mission. The reinvestment initiative is a data-driven approach to reduce corrections spending and reinvest savings to enhance public safety.

This report reflects the Division and the Department of Military Affairs and Public Safety's ongoing dedication to public safety. The Regional Jail Authority is a 24-hours-a-day, 7-days-a-week profession and continues to effectively deliver its public safety mission because of its dedicated workforce; their attitude, their conduct, their commitment and their loyalty to the West Virginia communities they live in and serve.

As Cabinet Secretary, it is in honor and privilege to support and help lead the Division's efforts as we continue to serve West Virginia together.

Joseph C. Thornton  
Cabinet Secretary,  
WV Department of Military Affairs  
and Public Safety



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# RJ&CFA BOARD MEMBERS

As of June 31, 2012

Chair: **Jeff Sandy (Wood County) (June 30, 2013)**

Sheriff of Wood County  
328-2<sup>nd</sup> Street  
Parkersburg, WV 26101

Law: **Stephen G. Jory (June 30, 2013)**

P.O. Box 1909  
Elkins, WV 26241

Medicine: **Dr. Frank Hartman (June 30, 2013)**

P.O. Box 669  
Buckhannon, WV 26201

Counties: **Gary Ellyson II (Braxton County) (June 30, 2012)**

The Honorable Braxton County Commissioner  
513 Elk Street  
Gassaway, WV 26624

**Tony J. Veltri (Taylor County) (June 30, 2011)**

The Honorable Taylor County Commissioner  
Route 2 Box 416  
Grafton, WV 26354

# RJ&CFA BOARD MEMBERS

As of June 31, 2012



Secretary of Military Affairs and Public Safety:

**Joseph C. Thornton**

1900 Kanawha Boulevard East  
Building 1, Room W-400  
Charleston, WV 25305

Secretary of Department of Administration:

**Ross Taylor**

1900 Kanawha Boulevard East  
Building 1, Room E-119  
Charleston, WV 25305

Commissioner of Corrections:

**Jim Rubenstein**

**(non-voting)**

112 California Avenue  
Building 4, Room 300  
Charleston, WV 25305

Director of Juvenile Services:

**Dale Humphreys**

**(non-voting)**

1200 Quarrier Street, 2<sup>nd</sup> Floor  
Charleston, WV 25301



## HISTORY OF THE WEST VIRGINIA REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY

The factors that influenced the closing of county operated jails and the realization of a regional jail system date back as far as 1946 when the Bureau of Prisons, in a study authorized by the West Virginia Legislature, found the State's county jails to be "anachronisms and totally unfit for human habitation." The study went on to recommend that the county jails be consolidated into regional jails with adequate numbers of appropriately trained staff.

The ongoing deterioration of physical plants and apparent living conditions in the 1960's and 70's resulted in an increased exposure to the liabilities attendant to inmate-initiated litigation resulting in the use of Law Enforcement Assistance Act funding to make improvements in many county jails. However, the continuing deterioration of physical plants, many of which were built around the turn of the century made it evident that mere repairs would be insufficient to deal with the severity of the situation.

In 1982 the Governor's Committee on Crime, Delinquency, and Corrections commissioned a study of county jails resulting in the recommendation of the consolidation of county jails and the creation of a state operated facility for sentenced misdemeanor offenders.

An additional study included involvement of county sheriffs and state level administrators and resulted in the Legislature establishing the West Virginia Regional Jail and Prison Authority in 1985. The original Authority consisted of 21 members. This Authority was empowered to issue revenue bonds to be repaid by special fees attached to criminal convictions and civil cases, establish regions, construct regional jails with bond funds and operate regional jails with operating funds provided by the payment of per diem rate by the counties to be served by regional jails. The Authority developed a master plan for the construction of 12 regional jails. The Authority was to address the needs of the county jails before beginning to consider the needs of the state's correctional system.

In May of 1989, the Eastern Regional Jail opened in Martinsburg initially serving the Eastern Panhandle counties of Jefferson, Berkeley, and Morgan, along with Mineral, Hardy and Hampshire. The latter counties would eventually remove their inmates from the ERJ with the opening of the Potomac Highlands Regional Jail in Augusta, WV.

During the 1989 Legislative session the Authority's responsibilities were increased by requiring the Authority to focus both upon regional jails and state correctional facilities. This "change in focus" was brought about in response to the West Virginia Supreme Court of Appeals decision in the case of *Crain vs. Bordenkircher* requiring the replacement of the

# HISTORY OF THE WEST VIRGINIA REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY



West Virginia Penitentiary at Moundsville. The reconstituted Authority, with seven voting and 2 non-voting members, now known as the West Virginia Regional Jail and Correctional Facility Authority, revisited the “master plan” and concluded that ten regional jails of two, three and four hundred bed capacity, built of a prototypical design, could serve the counties and allow for improved efficiency of construction, familiarity of operation, and standardization of training.

The Authority shall be governed by a board of nine members, seven of whom are entitled to vote on matters coming before the Authority. The complete governing board shall consist of the Commissioner of the Division of Corrections; the Director of the Division of Juvenile Services; the Secretary of the Department of Military Affairs and Public Safety; the Secretary of the Department of Administration, or his or her designated representative; three county officials appointed by the governor, no more than two of which may be of the same political party; and two citizens appointed by the Governor to represent the areas of law and medicine. The Commissioner of the Division of Corrections and the Director of the Division of Juvenile Services shall serve in an advisory capacity and are not entitled to vote on matters coming before the authority. Members of the Legislature are not eligible to serve on the board.

All regional jails are of prototypical design. Within the system there are:

- 2 – 400 bed facilities – NCRJ and WRJ (this number includes available beds in the medical unit and inmate processing area)
- 3 – 200 bed facilities – CRJ, PHRJ, and NRJ. *Note that NRJ is contained in the same physical plant as the Northern Correctional Facility in Moundsville, WV. As both RJA and DOC inhabit the same building, this often presents operational requirements that are unique to that facility.*

The remaining five facilities are classified as 300 bed facilities.

*200 = 192 + medical and holding*

*300 = 288 + medical and holding*

*400 = 384 + medical and holding*

The West Virginia Regional Jail and Correctional Facility Authority is a special revenue agency. It is designed to act as a body corporate and a government instrumentality. Current outstanding bond debts are retired through fees attached to criminal cases. Operating costs are obtained through per diem charges to the entities who utilize the system.



# **THE HISTORY & ROLE OF THE WV REGIONAL JAIL & CORRECTIONAL FACILITY AUTHORITY**

The WV Regional Jail and Correctional Facility Authority was created by the West Virginia Legislature in 1985. The purpose of the Authority is to provide safe, secure and humane care for persons ordered to be incarcerated by the courts. Generally, regional jails serve both pre-trial defendants and persons sentenced to terms of one year or less. However, offenders sentenced to serve terms of confinement in the custody of the Division of Corrections may also be held in regional jails while awaiting transfer to the state correctional system. The inmate population consists of county, state, and federal inmates, both male and female.

## **VISION STATEMENT**

The vision of the West Virginia Regional Jail Authority is to be recognized as the leader in professional jail administration and to maintain that leadership by being able to move to the forefront while adapting to change.

## **MISSION STATEMENT**

The Mission of the West Virginia Regional Jail and Correctional Facility Authority is to ensure the safety of the public, staff and inmates by maintaining a safe, secure and humane system of regional jails, and to provide incarcerated persons with the opportunities for self-improvement and rehabilitation by participating in educational programs.

## **CORE VALUES**

Our core values begin with our commitment to the citizens and elected officials of the State to train and develop staff who are imbued with the highest ethical and professional standards with emphasis on personal integrity and dignity and respect for others regardless of their station in life.

We recognize our employees to be our most valuable assets. As such, they will be trained and properly equipped to effectively do their job.

Our employees will be instilled with a sense of responsibility and accountability for their actions and, by their example, set the same standard of responsibility and accountability for inmates.

We take pride in our public service and will strive to perform our duties in a manner that will be beyond reproach and reflect upon our obedience to the laws of our State and the Regional Jail Authority's policies and procedures.







# WVRJ & CFA LEADERSHIP



## **Joseph A. DeLong—Executive Director**

Joe DeLong was born and raised in Hancock County and represented the House of Delegates first delegate district from 2001-2008. He served as Majority Leader from 2007-2008.

Following an unsuccessful bid for Secretary of State, DeLong relocated to Myrtle Beach SC where he successfully started up a full scale salon and spa in a new upscale shopping center. In 2010 the business was named one of the fastest growing salons by Salon Top 200.

DeLong returned to West Virginia in July 2010 to join the Department of Military Affairs and Public Safety as Deputy Secretary, a position he held until assuming the responsibilities of Acting Executive Director of the West Virginia Regional Jail Authority in late January 2012. In August 2012 the WVRJA Board of Directors removed the “Acting” from DeLong’s title and officially made him the eighth Executive Director of the WVRJA.

DeLong was a member of the West Virginia University football team from 1991-1995. When graduating in 1996 he received the Louis Meisel award, given to the graduating WVU Football player with the highest grade point average. He will receive his Masters in Business Administration from WVU in the Spring of 2013. DeLong is also an internationally certified Project Management Professional (PMP) under the authority of the Project Management Institute.



## **Paul O'Dell—Deputy Director**

Paul O'Dell Jr became the Deputy Director of the West Virginia Regional Jail Authority on October 6, 2009. Prior, Mr. O'Dell was the Chief Investigator for the Regional Jail Authority. Mr. O'Dell is tasked with the overseeing of the day to day operation of the Central Office and to assist the Executive Director in any task that is given. He started his career on October 1, 1978 as a “Jailor” in the old county jail system. Mr. O'Dell graduated from the West Virginia State Police academy on March 16, 1980. Mr. O'Dell retired from law enforcement, reaching the rank of Sergeant for the Nicholas County Sheriff Department on May 14, 2008 and began his West Virginia Regional Jail career on May 15, 2008.

# FACILITY ADMINISTRATORS



**Shannon Markle**  
CRJ Administrator



**John J. Sheeley**  
ERJ Administrator



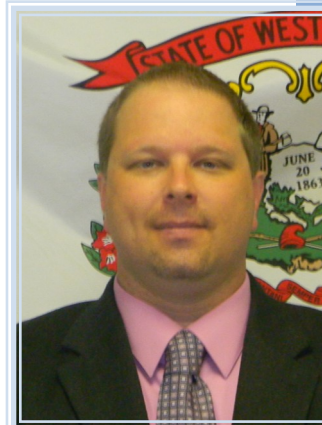
**George Trent**  
NCRJ Administrator



**James D. Spencer**  
NRJ Administrator



**Edgar L. Lawson**  
PHRJ Administrator



**Steven Crook**  
SCRJ Administrator



**Vicki L. Greene**  
SRJ Administrator



**David Farmer**  
SWRJ Administrator



**Scott Villers**  
TVRJ Administrator



**Mike Clark**  
WRJ Administrator



# EMPLOYEES OF THE YEAR



COII Bradley Racey  
PHRJ 2012



COII Pamela Roberts  
NRJ 2012



COII Freddie Alexander  
WRJ 2012



COII William Day  
TVRJ 2012



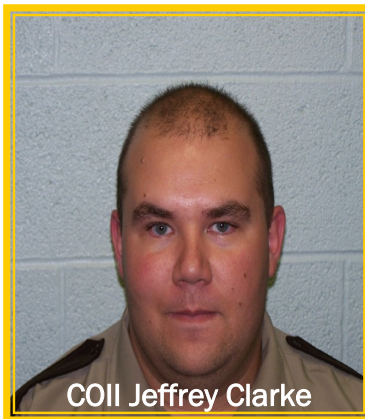
CPL Kenneth Morrison  
ERJ 2012



COII Michael Medlin  
SCRJ 2012



COII Frank Hamrick  
CRJ 2012



COII Jeffrey Clarke  
SRJ 2011-2012



COII Stephen Yost  
NCRJ 2011

# EMPLOYEES OF THE YEAR



COII Anthony Langhorne  
ERJ 2010



CPL Brian Wright  
NRJ 2011



CO II James Keith Ferguson  
SWRJ 2011



COII Amanda Parsons  
WRJ 2011



CPL Paula Jayne Thomas  
SWRJ 2010



CPL Strider Ouimet  
ERJ 2011



CO Jody Brafford  
PHRJ 2010



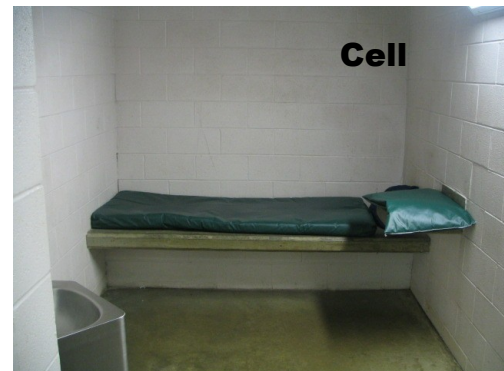
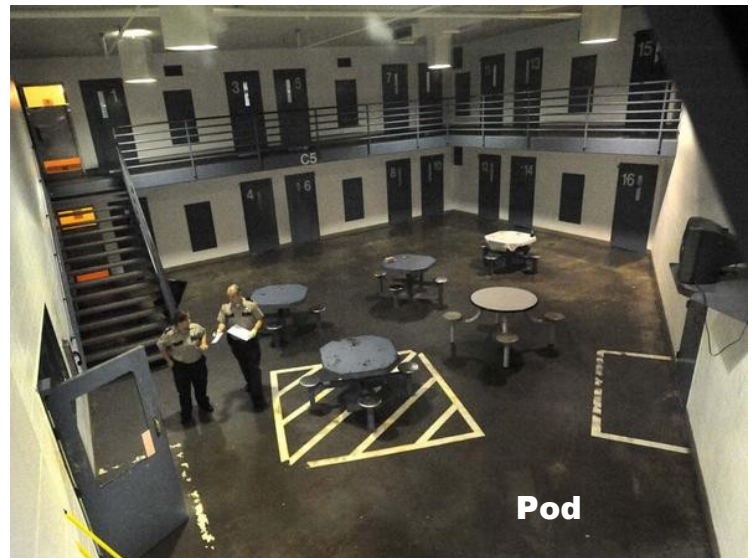
COII Douglas Norris  
PHRJ 2011



COII William Day  
TVRJ 2012



# FACILITY LAYOUT



# FACILITY LAYOUT



**Gymnasium**



**Contact Visitation Room**



**Central Control** 07/18/2012 09:22





# ACADEMY

## LEADERSHIP



Deputy Chief of Operations Ronald Casto over-see's the operations of the WV Regional Jail Authority academy training. Mr. Casto assists in the development of policies and procedures; plans and evaluates the work of academy staff; makes assignments and reviews operational plans.

Mr. Casto has been with the agency since 1989, in Mr. Casto's current position he also acts as the Authority's Special Operations Commander with the responsibilities of maintaining a Special Operations Unit with the Authority and coordinating the training, deployment, and employment of the unit within the Authority and other agencies with the Department of Military Affairs and Public Safety.

## DMAPS PROFESSIONAL DEVELOPMENT CENTER

The West Virginia Regional Jail Authority has operated its basic and specialized training classes at the Morris Criminal Justice Training Center since the fall of 2009. The WV Division of Corrections moved to the training center in January 2010 making the training center the training academy for all three WV corrections agencies; Juvenile Services, Division of Corrections and the WV Regional Jail Authority. In addition, the DMAPS PDC operates in conjunction with the Glenville State College wherein they operate their Criminal Justice studies.

The PDC is an approximate 44,000 square foot facility that accommodates all three corrections agencies by providing ample classroom and office space, mock cells, a multipurpose room for physical training, a firearms simulator, Mimio Studio technology and built-in projectors in each classroom, a computer lab and wireless inter-net access to name a few of the amenities offered at the PDC.

In 2011 the PDC accommodated 696 RJA staff members for specialized training and meetings. In addition, the RJA conducted seven Basic Correctional Officer Training Academies.





Front Row:  
Sgt. Tammy Everson  
Shelly Gainer  
Lt. Richard Cox

Back Row:  
Deputy Chief of Operations,  
Ron Casto  
Sgt. Ronnie Kalalau  
Sgt. Richard Dorsey

## ACHIEVEMENTS

Fiscal year 2012 brought many accomplishments for both individual professional and agency achievements. In addition to providing routine training, the RJA trained Critical Incident Negotiations Team members as an added element to the RJA's Special Operations.

Sgt. Tammy Everson (First Aid/CPR Instructor Trainer) transitioned the agency from Red Cross to the American Heart Association CPR curriculum. Sgt. Everson received membership as a member of the International Association of Correctional Training Professionals (IACTP) in November 2011.

The agency's CERT Team took first place in the Tactical Skills Competition at the 2011 Mock Prison Riot in Moundsville. Mr. Casto took first place in the Advanced Tactical Carbine Track at the 2011 National Tactical Officers Association Conference in Richmond, VA.

The agency received a Training System Award of Excellence for the FTO program at the IACTP Conference held in Nashville, TN in November 2011.

Lt. R. Cox was accepted by the National Institute of Corrections (NIC) as a Regional Field Coordinator for the northeast region.

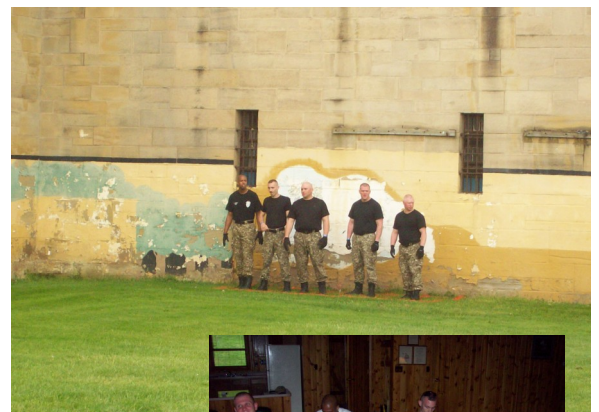
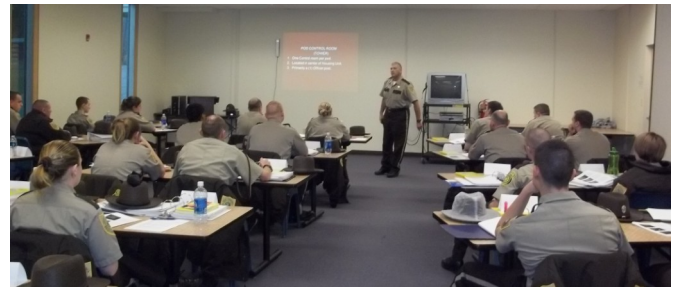
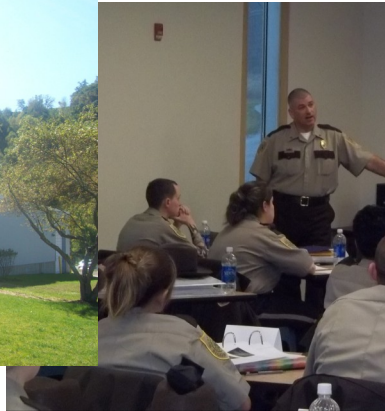
Sgt. Ronnie Kalalau corroborated with DOC to develop a blended Defensive Tactics training for DOC. Sgt. Kalalau received a DOC Commissioner's Commendation medal for his corroboration. Sgt. Kalalau has been utilized by DOC and DJS for PPCT Instructor Development training. Sgt. Kalalau and Sgt. Michael Francis are utilized by DJS for Edged Weapon, Chemical Agent and Driver Training.

The WV DOC has adopted the Regional Jail Authority's Cell Extraction Training program.

The WV DJS is adopting the Authority's Driver's Training course and is working with the RJA to develop an on-line training program to serve as on-going training for driver safety.



# ACADEMY



# ACADEMY



## ACADEMY TRAINING - Fiscal Year 2012

| TRAINING  | DATES                                 | NUMBER OF EMPLOYEES COMPLETING TRAINING | TOTAL |
|---|---------------------------------------|---|-------|
| Basic Correctional Officer Training                         | 97th 18 July - 26 Aug., 2011          | 18                                      | 130   |
|   | 98th 05 Sept. - 14 Oct, 2011          | 21                                      |       |
|   | 99th 24 Oct - 09 Dec, 2011            | 18                                      |       |
|   | 100th 09 Jan-17 Feb, 2012             | 26                                      |       |
|   | 101st 27 Feb-06 Apr, 2012             | 23                                      |       |
|   | 102nd 16 Apr-25 May, 2012             | 18                                      |       |
|   | 103rd 04 June-20 July, 2012 (FY 2013) | 24                                      |       |
| PPCT Instructor Development and Recertification             | Instructor Development - 1-5 Aug 2011 | 5                                       | 21    |
|   | Instructor Recert - 19-23 Sept 2011   | 7                                       |       |
|   | Instructor Recert - 16-20 Apr, 2012   | 2                                       |       |
|   | Instructor Development - 25-29 June   | 7                                       |       |
| Firearms Instructor Development and Recertification         | Recertification - Sept. 12-14, 2011   | 9                                       | 51    |
|   | Recertification - Oct. 12-14, 2011    | 14                                      |       |
|   | Recertification - March 26-28, 2012   | 8                                       |       |
|   | Recertification - April 09-13, 2012   | 11                                      |       |
| HR Manager Training   | May 21-25, 2012                       | 17                                      | 17    |
| CPR/First Aid Instructor Training                           | October 19-20, 2011                   | 5                                       | 32    |
|   | October 26-27, 2011                   | 8                                       |       |
|   | November 02-03, 2011                  | 11                                      |       |
|   | Feb. 21-22, 2012                      | 8                                       |       |
| 40 hour Field Training Officer (FTO) Instructor Development | September 26-30, 2011                 | 16                                      | 31    |
|   | April 23-27, 2012                     | 15                                      |       |
| Corrections Emergency Response Team (CERT) Training         | CERT Training / Leadership 13-14 July | 23                                      | 56    |
|   | CERT Firearms Qual. 07 Sept. 2011     | 9                                       |       |
|   | CERT Selection 21-23 Feb. 2012        | 24                                      |       |
| CERT Basic Operator Course                                  | Mar 19-30, 2012                       | 7                                       | 7     |
| Training for Trainers                                       | October 17-20, 2011                   | 5                                       | 5     |
| CNT Basic   | April 09-20, 2012                     | 5                                       | 5     |
| ITO Training  | Meeting - July 12, 2011               | 11                                      | 11    |
| LEAD Phase I  | August 22-26, 2011                    | 7                                       | 35    |
|   | Sept. 12-16, 2011                     | 8                                       |       |
|   | December 05-09, 2011                  | 9                                       |       |
|   | April 02-06, 2012                     | 1                                       |       |
|   | May 21-25, 2012                       | 10                                      |       |
| LEAD Phase II   | July 11-12, 2011                      | 18                                      | 57    |
|   | September 26-27, 2011                 | 21                                      |       |
|   | December 12-13, 2011                  | 14                                      |       |
|   | June 18-19, 2012                      | 4                                       |       |
| LEAD Phase III  | June 18-22, 2012                      | 5                                       | 5     |
| LEAD Master Phase I   | 26-30 Sept. 2011                      | 4                                       | 4     |
| Gang Training   | 18-Oct-11                             | 60                                      | 60    |
| NIMS  | July 06-07, 2011                      | 2                                       | 2     |
| Cell Extraction   | August 22-24, 2011                    | 3                                       | 3     |
| DCT / Corrections Survival                                  | May 28-30, 2012                       | 10                                      | 10    |



# HUMAN RESOURCES AND STAFF DEVELOPMENT



## Wayne Armstrong – Director of Human Resources

Wayne Armstrong was appointed as Human Resources Director on September 16, 2011. Mr. Armstrong received his B.S. degree from WVU-Tech in July 1991 after having spent ten years in the direct sales industry. He became an employee of the Department of Transportation's Human Resources Section in October 1991 and obtained a permanent position with that organization in March, 1992. On April 1, 2001, Mr. Armstrong was selected as Director of Human Resources for the Division of Corrections and served in that capacity until his appointment in the Regional Jail Authority.

The Human Resources Section continues to strive to balance employees' rights against the Agency's obligation to comply with state and federal laws, as well as to ensure Agency Policy and Procedure are followed. Human Resources provide responsive customer service while attempting to balance employee interests with the Agency's goals.

Human Resources accomplished a goal by establishing Human Resources Manager positions at each of our jails, relieving the First/Administrative Sgts. of this function so that they could focus more of their time mentoring new Correctional Officers in the workplace. Ten individuals were selected for these positions in May 2012 and we are very pleased with their progress to date.

Human Resources continues to oversee WV-11 transaction processes, the posting of positions, and manages all personnel matters administrative in nature. An employee survey was conducted during early 2012 and we are in the process of analyzing the data.



Recruiting and filling vacant positions is always a priority in the Human Resources Division. We actively work job fairs and have been responsible for overseeing the Hay Group State-wide Classification Project as Subject Matter Experts (SME's) in the ongoing job validation and classification processes. In January 2012, we completed the Regional Jail Authority's first three year Recruiting Plan. We are pleased to report that already vacancy rates are decreasing but we are not anywhere near where we want to be in terms of filling vacant positions. As of the creation of our Recruiting Plan in January 2012, the Agency had 12.4 % of our positions that were vacant and as of July 1, 2012, we were showing 7.7% vacant. We are also in the process of re-designing our pre-

employment hiring processes that will streamline the hiring process without compromising public safety in any way and will allow us to hire Correctional Officers a in a more efficient manner.

We also oversee the Workers Compensation Function of the Division as well as responsible for EEO compliance.

# POLICY AND RESEARCH



## **John V. Lopez – Director of Policy and Research**

John V. Lopez was appointed as the Director of Policy and Research for the Regional Jail Authority in June 2012.

Mr. Lopez began his career in corrections in 1997 as a Correctional Counselor at the South Central Regional Jail (SCRJ). In October, 1999, he was promoted to the Director of Inmate Services position at SCRJ, and at the same time he became the EEO Counselor for the facility. Mr. Lopez remained in this position until January, 2002, when he accepted a position in the main office as an Operations Specialist within the Operations Section of the RJA. He held this position until March 2008, when he was promoted to the Director of Programs. Mr. Lopez held this position until April 2011, when he was promoted again to Chief of Operations. He served in this capacity until June, 2012.



Mr. Lopez is a 1993 graduate of West Virginia Institute of Technology in Montgomery, WV, with an Associates Degree in Printing Technology, and a B.S. in Management. He also is a 2004 graduate of Mountain State University in Beckley, WV with a Master's Degree in Criminal Justice Administration.

The Office of Policy and Research is responsible for updating and developing policies for the agency. This Office is also responsible for the collection and analysis of inmate and corrections information, as well as the production of various reports and special projects. This Office will be involved in the following projects in the year 2013:

- Assist in planning efforts to implement Prison Rape Elimination Act standards.
- Update the agency's policies and procedures to achieve compliance and compatibility with National Jail Standards, as well as city, state and federal jail guidelines.
- Assist in providing programming to the convicted felons housed in Regional Jails.
- Ensure the RJA staff is informed and familiar with agency policies.
- Ensure the Inmate Handbook is updated and compliant with agency policies and procedures.
- Assist the Human Resource Department in striving to balance employees' rights against the agency's obligation to comply with state and federal laws, and to ensure agency policy and procedures are followed.
- Assist the Executive Director and the Deputy Director with issues related to Operations.
- Assist the Executive Director and the Deputy Director in maintaining the system of regional jails in a manner consistent with applicable laws and the agency's core mission statement and values.



# ACCOUNTING



**Tony Atkins**  
Chief Financial  
Officer

Tony Atkins is a Certified Public Accountant and a graduate of Morris Harvey College. Tony has financial and operational experience in the following industries: Coal Mining (10 years), Health Care – Hospital Administration (24 years), Public Service (3 years).

Tony joined the Regional Jail Authority on April 1, 2012.

## **Fiscal Section Responsibilities**

- Budget Preparation
- Financial Reporting
- External Audit Coordination
- Debt Service / Bond Trustee Accounting
- Accounts Payable
- Accounts Receivable
- Per Diem Fee Billing
- Payroll
- Cash and Investments Management
- Fixed Asset Management

## **Accomplishments**

- Implementation of accrual based accounting system
- Establish Fixed Asset Subsidiary Ledger
- Correction of 2011 external audit deficiencies

## **Goals and Objectives**

- Prepare monthly accrual based Financial Statements in Fiscal year 2013
- Integrate new Inmate tracking software with billing software
- Implement Lockbox / ACH procedures for cash deposits
- Participate in the design and training for state government's new financial accounting software
- Develop "Dashboard" indicator reporting for key financial and operational statistics
- Prepare a Comprehensive Annual Financial Report (CAFR) for submission to FARS for fiscal year 2013.

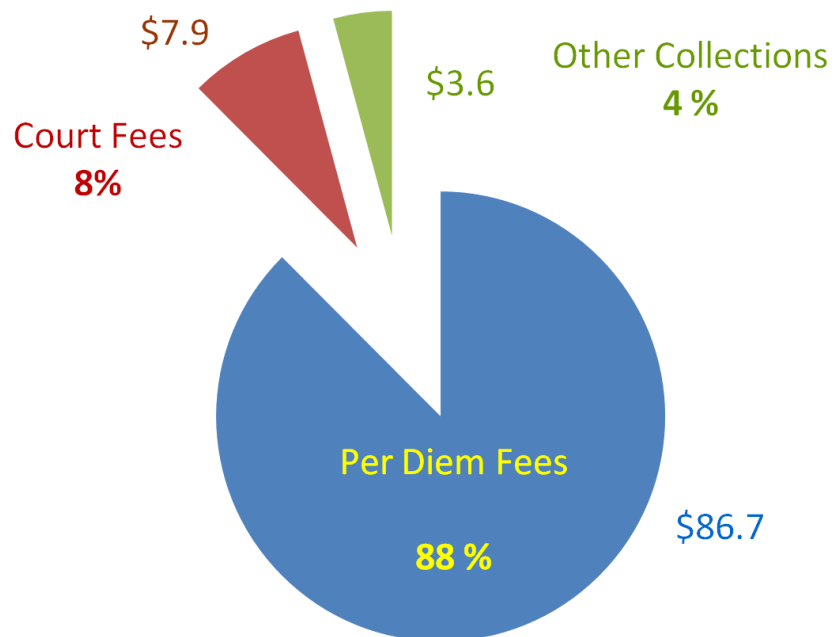
# ACCOUNTING



## CASH BASIS – SUMMARY (\$000's) TWELVE MONTHS ENDED JUNE 30<sup>th</sup>

|                 | 2012     | 2011     |
|-----------------|----------|----------|
| Balance - July  | \$39,964 | \$36,849 |
| Receipts        | \$98,183 | \$87,257 |
| Expenditures    | \$88,096 | \$84,142 |
| Net Incr./Decr. | \$10,087 | \$3,115  |
| Balance – June  | \$50,051 | \$39,964 |

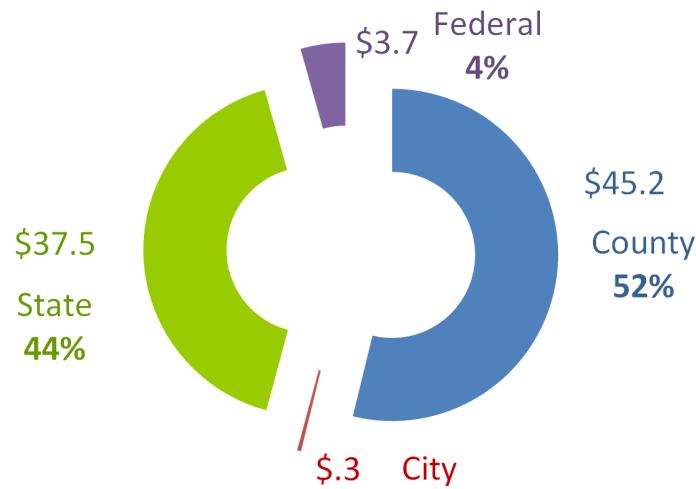
## RECEIPTS - \$98.2 (MILLIONS)





# ACCOUNTING

## Per Diem Fees— \$86.7 (Millions)



## Expenditures – Actual vs. Budget (\$000's)

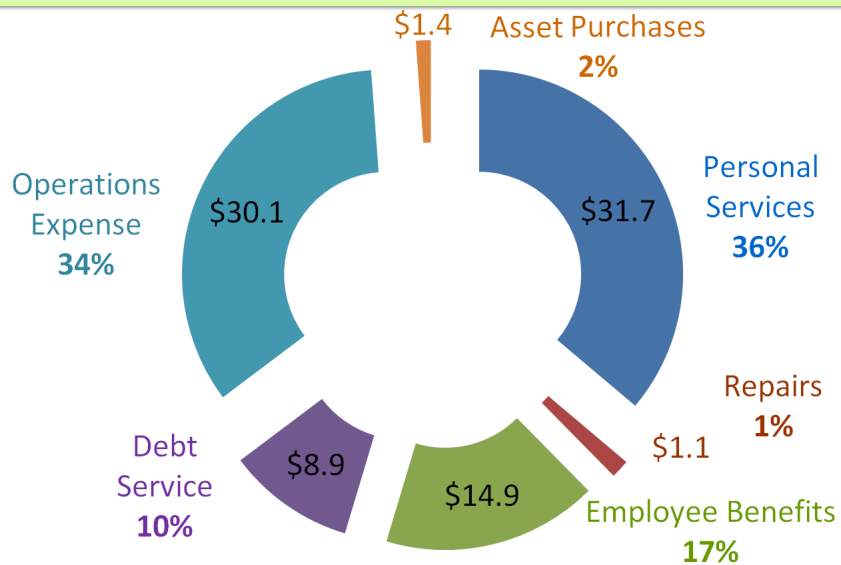
| TWELVE MONTHS ENDING – JUNE 30, 2012 |                 |                           |                |            |
|--------------------------------------|-----------------|---------------------------|----------------|------------|
| Actual                               | Budget          |                           | Variance \$    | Variance % |
| \$31,748                             | \$35,680        | Personal Services         | \$3,932        | 11%        |
| \$14,898                             | \$16,444        | Employee Benefits         | \$1,546        | 9%         |
| \$30,066                             | \$27,484        | Operations Expense        | \$2,582        | 9%         |
| \$8,861                              | \$9,000         | Debt Service              | \$139          | 2%         |
| \$1,156                              | \$674           | Repairs & Alterations     | \$482          | 72%        |
| \$1,367                              | \$4,007         | Asset Purchases           | \$2,640        | 66%        |
| <b>\$88,096</b>                      | <b>\$93,289</b> | <b>Total Expenditures</b> | <b>\$5,193</b> | <b>6%</b>  |



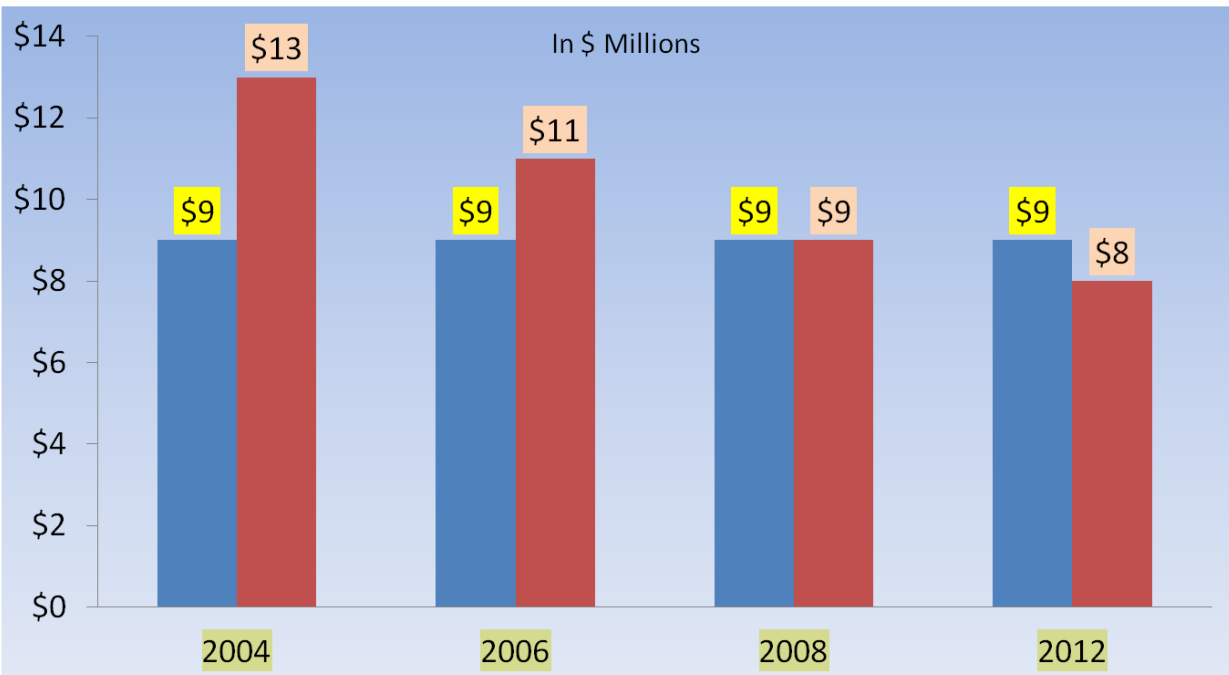
# ACCOUNTING



## Expenditures - \$88.1 (Millions)



## Court Fees vs. Debt Payments





# PURCHASING



**David Shingleton**  
Director of  
Purchasing

Mr. Shingleton graduated WV State College with a BS Degree in Business Administration with emphasis in finance and economics. His diversified working career includes retail sales, real estate sales, financial management, IT sales, network installation and project management. His career began with eighteen years at Union Carbide Corporation working in distribution logistics. Job classification included programmer, systems analyst, systems operations manager and senior systems planner. Work locations have included Charleston, WV, New York, NY and Danbury, Ct. The last thirteen years Mr. Shingleton has been with the State of West Virginia starting as a consultant for the Information Services and Communications Division, and later as the IT Contracts Manager. David joined the Regional Jail Authority in October of 2011 as the Director of Purchasing.

## FY 2012 ACCOMPLISHMENTS:

### Reorganization of Pcard Operations from Accounting (backend) to Purchasing (front end)

- Consolidated invoices from single transactions to monthly invoices
- Reduced “prepayments”
- Reduced Pcard total dollar liability by 25%
- Removed 10 cards from the jails
- Central Office now pays all invoices
- Workload more evenly distributed

### Paper Elimination

- Thousands of purchase orders and invoices are no longer mailed
- New “cloud” equipment will save time and reduce costs by nearly 75%
- No storing paper in file cabinets

### Better Purchasing Oversight

- At least three people are involved in each procurement
- All bid requests and contract awards are now done by the Central Office
- Competitive bidding assured

| MONTH         | TRANSACTIONS | TOTAL DOLLARS         |
|---------------|--------------|-----------------------|
| Jul-11        | 378          | \$413,437.20          |
| Aug-11        | 559          | \$539,103.61          |
| Sep-11        | 531          | \$399,150.60          |
| Oct-11        | 432          | \$390,860.38          |
| Nov-11        | 483          | \$430,396.03          |
| Dec-11        | 490          | \$395,216.17          |
| Jan-12        | 505          | \$417,914.25          |
| Feb-12        | 328          | \$273,949.48          |
| Mar-12        | 354          | \$351,524.29          |
| Apr-12        | 333          | \$300,258.74          |
| May-12        | 366          | \$386,595.74          |
| Jun-12        | 345          | \$225,518.37          |
| <b>Totals</b> | <b>5104</b>  | <b>\$4,523,924.86</b> |

# INMATE POPULATION DATA



## Average Daily Inmate Population by Fiscal Year

| FACILITY                        | FY 99       | FY 00       | FY 01       | FY 02       | FY 03       | FY 04       | FY 05       | FY 06       | FY 07       | FY 08       | FY 09       | FY 10       | FY 11       | FY 12       |
|---------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Central Regional Jail           | 222         | 214         | 204         | 204         | 229         | 249         | 280         | 263         | 273         | 256         | 265         | 279         | 318         | 324         |
| Eastern Regional Jail           | 226         | 247         | 284         | 290         | 318         | 344         | 404         | 413         | 421         | 398         | 384         | 372         | 423         | 449         |
| South Central Regional Jail     | 353         | 321         | 360         | 380         | 431         | 400         | 446         | 491         | 473         | 437         | 454         | 529         | 574         | 631         |
| Southern Regional Jail          | 336         | 345         | 349         | 378         | 442         | 457         | 501         | 510         | 519         | 477         | 478         | 313         | 324         | 351         |
| Southwestern Regional Jail      | 229         | 270         | 265         | 268         | 309         | 318         | 347         | 364         | 375         | 363         | 396         | 258         | 293         | 313         |
| Northern Regional Jail          | 215         | 207         | 207         | 210         | 269         | 270         | 303         | 312         | 339         | 289         | 303         | 457         | 499         | 514         |
| Potomac Highlands Regional Jail |             | 101         | 170         | 172         | 199         | 201         | 230         | 233         | 249         | 244         | 249         | 491         | 524         | 539         |
| North Central Regional Jail     |             |             |             | 387         | 441         | 478         | 539         | 534         | 529         | 495         | 512         | 389         | 415         | 470         |
| Western Regional Jail           |             |             |             |             |             | 376         | 466         | 498         | 473         | 471         | 529         | 363         | 391         | 446         |
| Tygart Valley Regional Jail     |             |             |             |             |             |             |             | 264         | 356         | 344         | 359         | 533         | 559         | 609         |
| <b>TOTAL</b>                    | <b>1581</b> | <b>1705</b> | <b>1839</b> | <b>2289</b> | <b>2638</b> | <b>3093</b> | <b>3516</b> | <b>3882</b> | <b>4007</b> | <b>3774</b> | <b>3929</b> | <b>3984</b> | <b>4320</b> | <b>4646</b> |

- Eastern Regional Jail originally opened in April of 1989; the new Eastern Regional Jail opened in June of 1999
- Central Regional Jail opened in February of 1993
- South Central Regional Jail opened in July of 1993
- Southern Regional Jail opened in June of 1994
- Northern Regional Jail opened in November of 1994
- Southwestern Regional Jail opened in April of 1998
- Potomac Highlands Regional Jail opened in February of 2000
- North Central Regional Jail opened in August of 2001
- Western Regional Jail opened in December of 2003
- Tygart Valley Regional Jail opened in August of 2005





# INMATE POPULATION DATA

| FY 2011 Average Daily Institutional Inmate Population Report |                                 |            |                 |           |                       |           |                       |           |                 |            |                 |           |                     |
|--|---------------------------------|------------|-----------------|-----------|-----------------------|-----------|-----------------------|-----------|-----------------|------------|-----------------|-----------|---------------------|
| REGIONAL JAIL FACILITY                                       | DIVISION OF CORRECTIONS INMATES |            | FEDERAL INMATES |           | MISDEMEANOR PRE-TRIAL |           | MISDEMEANOR SENTENCED |           | PRE-TRIAL FELON |            | CONVICTED FELON |           | AVERAGE DAILY TOTAL |
|  | Males                           | Females    | Males           | Females   | Males                 | Females   | Males                 | Females   | Males           | Females    | Males           | Females   |                     |
| Central  | 129                             | 10         | 8               | 1         | 23                    | 6         | 24                    | 4         | 77              | 14         | 20              | 3         | 319                 |
| Eastern  | 91                              | 10         | 39              | 4         | 39                    | 11        | 61                    | 13        | 115             | 20         | 16              | 3         | 422                 |
| North Central  | 140                             | 31         | 11              | 2         | 36                    | 8         | 62                    | 10        | 170             | 22         | 69              | 11        | 572                 |
| Northern   | 136                             | 15         | 15              | 1         | 27                    | 4         | 17                    | 2         | 86              | 16         | 6               | 1         | 326                 |
| Potomac Highlands  | 153                             | 9          | 0               | 0         | 19                    | 3         | 24                    | 3         | 61              | 9          | 9               | 2         | 292                 |
| South Central  | 123                             | 21         | 48              | 8         | 43                    | 8         | 24                    | 4         | 126             | 20         | 60              | 13        | 498                 |
| Southern   | 100                             | 15         | 20              | 4         | 53                    | 10        | 30                    | 5         | 207             | 40         | 32              | 7         | 523                 |
| Southwestern   | 165                             | 25         | 0               | 0         | 25                    | 5         | 27                    | 5         | 109             | 23         | 24              | 7         | 415                 |
| Tygart Valley  | 225                             | 15         | 6               | 2         | 21                    | 4         | 22                    | 4         | 66              | 9          | 17              | 2         | 393                 |
| Western  | 166                             | 74         | 0               | 0         | 34                    | 7         | 43                    | 12        | 150             | 23         | 43              | 8         | 560                 |
| <b>TOTAL</b>   | <b>1428</b>                     | <b>225</b> | <b>147</b>      | <b>22</b> | <b>320</b>            | <b>66</b> | <b>334</b>            | <b>62</b> | <b>1167</b>     | <b>196</b> | <b>296</b>      | <b>57</b> | <b>4320</b>         |
| <b>Total Combined Males and Females</b>                      | <b>1653</b>                     |            | <b>169</b>      |           | <b>386</b>            |           | <b>396</b>            |           | <b>1363</b>     |            | <b>353</b>      |           |                     |

| FY 2012 Average Daily Institutional Inmate Population Report |                                 |            |                 |           |                       |           |                       |           |                 |            |                 |           |                     |
|--|---------------------------------|------------|-----------------|-----------|-----------------------|-----------|-----------------------|-----------|-----------------|------------|-----------------|-----------|---------------------|
| REGIONAL JAIL FACILITY                                       | DIVISION OF CORRECTIONS INMATES |            | FEDERAL INMATES |           | MISDEMEANOR PRE-TRIAL |           | MISDEMEANOR SENTENCED |           | PRE-TRIAL FELON |            | CONVICTED FELON |           | AVERAGE DAILY TOTAL |
|  | Males                           | Females    | Males           | Females   | Males                 | Females   | Males                 | Females   | Males           | Females    | Males           | Females   |                     |
| Central  | 96                              | 14         | 10              | 1         | 23                    | 7         | 20                    | 5         | 88              | 22         | 34              | 5         | 325                 |
| Eastern  | 88                              | 11         | 35              | 2         | 43                    | 10        | 49                    | 7         | 149             | 28         | 21              | 5         | 448                 |
| North Central  | 160                             | 27         | 12              | 3         | 45                    | 11        | 71                    | 11        | 183             | 25         | 67              | 14        | 629                 |
| Northern   | 148                             | 24         | 18              | 1         | 29                    | 6         | 15                    | 3         | 83              | 16         | 7               | 1         | 351                 |
| Potomac Highlands  | 146                             | 19         | 1               | 0         | 22                    | 4         | 19                    | 2         | 71              | 16         | 10              | 3         | 313                 |
| South Central  | 137                             | 21         | 45              | 7         | 49                    | 9         | 23                    | 3         | 130             | 20         | 51              | 18        | 513                 |
| Southern   | 99                              | 17         | 22              | 3         | 63                    | 12        | 24                    | 4         | 221             | 48         | 18              | 6         | 537                 |
| Southwestern   | 217                             | 42         | 0               | 0         | 25                    | 5         | 25                    | 5         | 103             | 21         | 22              | 5         | 470                 |
| Tygart Valley  | 244                             | 55         | 6               | 1         | 19                    | 4         | 20                    | 3         | 63              | 9          | 15              | 6         | 445                 |
| Western  | 159                             | 53         | 0               | 0         | 38                    | 8         | 52                    | 13        | 195             | 35         | 47              | 8         | 608                 |
| <b>TOTAL</b>   | <b>1494</b>                     | <b>283</b> | <b>149</b>      | <b>18</b> | <b>356</b>            | <b>76</b> | <b>318</b>            | <b>56</b> | <b>1286</b>     | <b>240</b> | <b>292</b>      | <b>71</b> | <b>4639</b>         |
| <b>Total Combined Males and Females</b>                      | <b>1777</b>                     |            | <b>167</b>      |           | <b>432</b>            |           | <b>374</b>            |           | <b>1526</b>     |            | <b>363</b>      |           |                     |

# INMATE POPULATION DATA



| AGE GROUP    | TOTAL FY 2012 |
|--------------|---------------|
| 20 & under   | 1741          |
| 20-29        | 13526         |
| 30-39        | 10174         |
| 40-49        | 6449          |
| 50-59        | 2985          |
| 60-69        | 707           |
| 70+          | 104           |
| <b>TOTAL</b> | <b>35686</b>  |

| RACE         | MALE         | FEMALE       | TOTAL FY 2012 |
|--------------|--------------|--------------|---------------|
| ASIA         | 50           | 8            | 58            |
| BLK          | 4404         | 740          | 5144          |
| HIS          | 735          | 71           | 806           |
| NAA          | 24           | 3            | 27            |
| ORI          | 2            |              | 2             |
| OTH          | 115          | 20           | 135           |
| WHI          | 31383        | 9809         | 41192         |
| BLANK        | 185          | 46           | 231           |
| <b>TOTAL</b> | <b>36898</b> | <b>10697</b> | <b>47595</b>  |

## ADMISSIONS AND RELEASES

| FACILITY     | 2010         |              | 2011         |              | 2012         |              |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|              | ADMISSIONS   | RELEASES     | ADMISSIONS   | RELEASES     | ADMISSIONS   | RELEASES     |
| CRJ          | 2513         | 2457         | 2684         | 2723         | 2648         | 2608         |
| ERJ          | 5709         | 5650         | 5799         | 5729         | 5467         | 5490         |
| NCRJ         | 5326         | 5310         | 5339         | 5338         | 6173         | 6057         |
| NRJ          | 3320         | 3342         | 3362         | 3378         | 3672         | 3619         |
| PHRJ         | 2575         | 2536         | 2749         | 2684         | 2811         | 2888         |
| SCRJ         | 6611         | 6594         | 6755         | 6783         | 7223         | 7206         |
| SRJ          | 5594         | 5562         | 5827         | 5870         | 6515         | 6499         |
| SWRJ         | 3481         | 3492         | 3184         | 3220         | 3310         | 3202         |
| TVRJ         | 3179         | 3132         | 3311         | 3210         | 3185         | 3208         |
| WRJ          | 5855         | 5838         | 6042         | 6105         | 6599         | 6517         |
| <b>TOTAL</b> | <b>44163</b> | <b>43913</b> | <b>45052</b> | <b>45040</b> | <b>47603</b> | <b>47294</b> |



# CRIME STATISTICS

| DRUG AND ALCOHOL RELATED CHARGES<br>FY 2011 |      |
|---|------|
| 1ST POSS OF MARIJUANA <15 GRAMS             | 650  |
| 3RD LICENSE SUSPEND/ REVOKED FOR DUI        | 216  |
| AGGRAVATED DUI                              | 1005 |
| CONSPIRACY TO COMMIT DRUG RELATED CHARGE    | 166  |
| CONTRIBUTING TO THE DELINQ MINOR            | 136  |
| DELIVERY OF A CONTROLLED SUBSTANCE          | 725  |
| DELIVERY SCHEDULE IV CONTROLLED SUB         | 171  |
| DRIVERS LICENSE REVOKED FOR DUI             | 1695 |
| DRUG COURT VIOLATION                        | 382  |
| DUI (1ST OFFENSE)                           | 3571 |
| DUI (2ND OFFENSE)                           | 1057 |
| DUI (3RD OFFENSE)                           | 417  |
| DUI >.08                                    | 799  |
| DUI CAUSING PERSONAL INJURY                 | 148  |
| DUI W/MINOR IN VEHICLE                      | 124  |
| FLEEING WHILE DUI                           | 212  |
| OPEN CONTAINER                              | 244  |
| OPERATE OR ATTMPT CLANDESTINE DRUG LAB      | 501  |
| POSS CONTROLLED SUBSTANCE                   | 2552 |
| POSS. W/ INT. TO DEL CONTROLLED SUBSTANCE   | 1202 |
| POSS/W INTENT SCHED 2 CONTROLLED SUBSTANCE  | 178  |
| PUBLIC INTOX                                | 994  |
| PUBLIC INTOXICATION                         | 869  |
| UNDERAGE CONSUMPTION                        | 326  |
| CUTIVATION OF MARIJUANA                     | 124  |
| PEACE DRUNK IN PUBLIC                       | 140  |
| PURCHASE, POSS, SUBSTANCE MFG METH,C/S      | 144  |

| DRUG AND ALCOHOL RELATED CHARGES<br>FY 2012 |      |
|---|------|
| 1ST POSS OF MARIJUANA <15 GRAMS             | 630  |
| 3RD LICENSE SUSPEND/ REVOKED FOR DUI        | 177  |
| AGGRAVATED DUI                              | 1139 |
| CONSPIRACY TO COMMIT DRUG RELATED CHARGE    | 203  |
| CONTRIBUTING TO THE DELINQ MINOR            | 172  |
| DELIVERY OF A CONTROLLED SUBSTANCE          | 664  |
| DELIVERY SCHEDULE IV CONTROLLED SUB         | 166  |
| DRIVERS LICENSE REVOKED FOR DUI             | 1720 |
| DRUG COURT VIOLATION                        | 528  |
| DUI (1ST OFFENSE)                           | 3850 |
| DUI (2ND OFFENSE)                           | 1114 |
| DUI (3RD OFFENSE)                           | 456  |
| DUI >.08                                    | 1133 |
| DUI CAUSING PERSONAL INJURY                 | 159  |
| DUI W/MINOR IN VEHICLE                      | 135  |
| FLEEING WHILE DUI                           | 210  |
| OPEN CONTAINER                              | 223  |
| OPERATE OR ATTMPT CLANDESTINE DRUG LAB      | 476  |
| POSS CONTROLLED SUBSTANCE                   | 2650 |
| POSS. W/ INT. TO DEL CONTROLLED SUBSTANCE   | 1433 |
| POSS/W INTENT SCHED 2 CONTROLLED SUBSTAN    | 183  |
| PUBLIC INTOX                                | 1192 |
| PUBLIC INTOXICATION                         | 927  |
| UNDERAGE CONSUMPTION                        | 298  |
| DUI CONTROLLED SUBSTANCE                    | 169  |
| MANUFACTURING A CONTROLLED SUB MARIJUANA    | 100  |

# CRIME STATISTICS



| TOP THIRTY CHARGES OF FY 2011 |   |      |
|-------------------------------|---|------|
| 1                             | DOMESTIC BATTERY                          | 4785 |
| 2                             | DUI (1ST OFFENSE)                         | 3571 |
| 3                             | OBSTRUCTING                               | 3390 |
| 4                             | POSS CONTROLLED SUBSTANCE                 | 2552 |
| 5                             | CAPIAS                                    | 1990 |
| 6                             | PETIT LARCENY                             | 1768 |
| 7                             | DRIVERS LICENSE REVOKED FOR DUI           | 1695 |
| 8                             | DRIVING WHILE SUSPENDED/REVOKED           | 1658 |
| 9                             | NO INSURANCE                              | 1520 |
| 10                            | GRAND LARCENY                             | 1512 |
| 11                            | FUGITIVE FROM JUSTICE                     | 1503 |
| 12                            | BATTERY                                   | 1386 |
| 13                            | DESTRUCTION/INJURY PROPERTY               | 1378 |
| 14                            | DISORDERLY CONDUCT                        | 1366 |
| 15                            | PROBATION VIOLATION                       | 1273 |
| 16                            | POSS. W/ INT. TO DEL CONTROLLED SUBSTANCE | 1202 |
| 17                            | CONSPIRACY                                | 1118 |
| 18                            | FEDERAL CHARGE (SEE HARD COPY)            | 1105 |
| 19                            | DUI (2ND OFFENSE)                         | 1057 |
| 20                            | AGGRAVATED DUI                            | 1005 |
| 21                            | PUBLIC INTOX                              | 994  |
| 22                            | BURGLARY, DAYTIME, BREAK AND ENTER        | 956  |
| 23                            | VIOLATE HOME CONFINEMENT                  | 907  |
| 24                            | PAROLE VIOLATION                          | 905  |
| 25                            | PUBLIC INTOXICATION                       | 869  |
| 26                            | IMPROPER/EXPIRED REGISTRATION             | 833  |
| 27                            | DUI >.08                                  | 799  |
| 28                            | FLEEING ON FOOT                           | 764  |
| 29                            | PRETRIAL MISDEMEANOR (SEE HARD COPY)      | 726  |
| 30                            | DELIVERY OF A CONTROLLED SUBSTANCE        | 725  |

| TOP THIRTY CHARGES OF FY 2012 |   |      |
|-------------------------------|---|------|
| 1                             | DOMESTIC BATTERY                          | 4848 |
| 2                             | DUI (1ST OFFENSE)                         | 3850 |
| 3                             | OBSTRUCTING                               | 3807 |
| 4                             | POSS CONTROLLED SUBSTANCE                 | 2650 |
| 5                             | CAPIAS                                    | 2176 |
| 6                             | PETIT LARCENY                             | 1996 |
| 7                             | GRAND LARCENY                             | 1721 |
| 8                             | DRIVERS LICENSE REVOKED FOR DUI           | 1720 |
| 9                             | DRIVING WHILE SUSPENDED/REVOKED           | 1667 |
| 10                            | PROBATION VIOLATION                       | 1643 |
| 11                            | DISORDERLY CONDUCT                        | 1562 |
| 12                            | NO INSURANCE                              | 1512 |
| 13                            | FUGITIVE FROM JUSTICE                     | 1477 |
| 14                            | DESTRUCTION/INJURY PROPERTY               | 1470 |
| 15                            | POSS. W/ INT. TO DEL CONTROLLED SUBSTANCE | 1433 |
| 16                            | BATTERY                                   | 1331 |
| 17                            | CONSPIRACY                                | 1193 |
| 18                            | PUBLIC INTOX                              | 1192 |
| 19                            | FEDERAL CHARGE (SEE HARD COPY)            | 1154 |
| 20                            | AGGRAVATED DUI                            | 1139 |
| 21                            | DUI >.08                                  | 1133 |
| 22                            | DUI (2ND OFFENSE)                         | 1114 |
| 23                            | BURGLARY, DAYTIME, BREAK AND ENTER        | 1109 |
| 24                            | VIOLATE HOME CONFINEMENT                  | 1097 |
| 25                            | PAROLE VIOLATION                          | 948  |
| 26                            | PUBLIC INTOXICATION                       | 927  |
| 27                            | FLEEING ON FOOT                           | 840  |
| 28                            | PRETRIAL MISDEMEANOR (SEE HARD COPY)      | 783  |
| 29                            | IMPROPER/EXPIRED REGISTRATION             | 783  |
| 30                            | DOM ASSLT 1ST/2ND(BY THREATS)             | 749  |



# PROGRAMS STATISTICS

## WV Regional Jail Authority Report of Inmate Programs

### Fiscal Year July 1, 2011 – June 30, 2012

The main goal for Inmate Programs is to help inmates recognize and accept ownership of their problems and assist them in developing a strategy for positive change in their lives. By doing this, we hope to prevent inmates from making the same mistakes and ultimately reduce recidivism. The inmate services staff at each facility will make appropriate community-based referrals for continued rehabilitative assistance upon an inmate's release from the regional jails.

The following Inmate Programs are offered in all ten regional jails and are taught by a trained member of the Inmate Services' staff at each jail:

- **Domestic Violence**
- **Parenting Program**
- **Life Skills**
- **Anger Management**
- **Substance Abuse / M.R.T. – Moral Reconciliation Therapy**
- **Alcohol Awareness**

Additionally, at all 10 regional jails we are assisting the Division of Corrections endeavors by providing two of their classes that are mandatory for Parole. These classes are:

- **99 days**
- **Crime Victim Awareness**

The following volunteer groups provide services for inmates on a weekly basis at all of the Regional Jails:

- Alcoholics Anonymous (AA)**
- Narcotics Anonymous (NA)**
- Religious Services (every denomination offered)**
- Bible Study**



# PROGRAMS STATISTICS



## Inmate Classes/Educational, Volunteer Programs STATISTICS July 2011 – June 2012

| Adult Basic Education |                       |                            |  |
|-----------------------|-----------------------|----------------------------|--|
|                       | Inmates that Attended | Inmates that Raised Levels | Inmates that Completed / Passed GED Test |
| CRJ                   | 131                   | 54                         | 27                                       |
| ERJ                   | 204                   | 89                         | 71                                       |
| NCRJ                  | 239                   | 100                        | 39                                       |
| NRJ                   | 145                   | 72                         | 12                                       |
| PHRJ                  | 119                   | 36                         | 16                                       |
| SCRJ                  | 200                   | 59                         | 12                                       |
| SRJ                   | 208                   | 68                         | 14                                       |
| SWRJ                  | 116                   | 50                         | 17                                       |
| TVRJ                  | 193                   | 115                        | 32                                       |
| WRJ                   | 483                   | 75                         | 36                                       |
| <b>Totals</b>         | <b>2038</b>           | <b>718</b>                 | <b>276</b>                               |

### Education Levels At Time of Booking:

| Education Category           | Number of Inmates | Percentage of Inmates |
|------------------------------|-------------------|-----------------------|
| Did not graduate High School | 15,101            | 32%                   |
| GED                          | 4,143             | 9%                    |
| High School Diploma          | 21,271            | 45%                   |
| Post High School Education   | 6,262             | 13%                   |
| <b>Total</b>                 | <b>46,777</b>     | <b>100 %</b>          |



# PROGRAMS STATISTICS

## Volunteer and Counselor Programs

### VOLUNTEER PROGRAMS and the number of inmates that participated

|        | AA   | NA   | Church | Bible Study |
|--------|------|------|--------|-------------|
| CRJ    | 0    | 0    | 1386   | 1961        |
| ERJ    | 179  | 169  | 352    | 320         |
| NCRJ   | 358  | 0    | 3819   | 3476        |
| NRJ    | 0    | 0    | 435    | 565         |
| PHRJ   | 913  | 684  | 1605   | 1100        |
| SCRJ   | 0    | 305  | 5528   | 0           |
| SRJ    | 451  | 465  | 5624   | 105         |
| SWRJ   | 0    | 252  | 5956   | 783         |
| TVRJ   | 367  | 0    | 2639   | 1641        |
| WRJ    | 652  | 328  | 7729   | 0           |
| Totals | 2920 | 2203 | 35073  | 9951        |

### INMATE CLASSES / ATTENDANCE

|        | Domestic Violence | Parenting | Anger Management | MRT (Sub. Abuse) | Life Skills | Alcohol Awareness |
|--------|-------------------|-----------|------------------|------------------|-------------|-------------------|
| CRJ    | 133               | 173       | 147              | 163              | 186         | 118               |
| ERJ    | 145               | 152       | 149              | 102              | 152         | 138               |
| NCRJ   | 407               | 421       | 364              | 352              | 421         | 384               |
| NRJ    | 30                | 35        | 35               | 13               | 14          | 15                |
| PHRJ   | 56                | 24        | 33               | 88               | 13          | 26                |
| SCRJ   | 31                | 36        | 32               | 31               | 33          | 28                |
| SRJ    | 270               | 234       | 165              | 182              | 156         | 210               |
| SWRJ   | 85                | 54        | 77               | 40               | 61          | 65                |
| TVRJ   | 151               | 127       | 141              | 186              | 163         | 176               |
| WRJ    | 25                | 112       | 66               | 31               | 54          | 73                |
| Totals | 1333              | 1368      | 1209             | 1188             | 1253        | 1233              |

# PROGRAMS STATISTICS



## Inmate Job and Services Fairs for 2011

| Date      | Facility | # Businesses/Organizations which Participated | # Inmates which Attended |
|-----------|----------|---|--------------------------|
| 25-Aug-11 | PHRJ     | 20  | 86                       |
| 22-Sep-11 | WRJ      | 13  | 109                      |
| 10-Aug-11 | SRJ      | 18  | 110                      |
| 14-Jun-11 | NCRJ     | 15  | 86                       |
| 20-Oct-11 | SCRJ     | 11  | 96                       |
| 9-Nov-11  | SWRJ     | 13  | 110                      |
| 29-Jul-11 | TVRJ     | 6   | 300                      |
| 15-Sep-11 | CRJ      | 17  | 111                      |
| 6-Oct-11  | NRJ      | 21  | 172                      |
| 13-Jul-11 | ERJ      | 9   | 87                       |



# PROGRAMS STATISTICS

| <b>Statistics from Program Bill (House Bill 3205)</b> |                                  |                                 |                       |
|---|----------------------------------|---------------------------------|-----------------------|
| July 1, 2011 thru June 30, 2012                       |                                  |                                 |                       |
| <b>Class</b>  | <b># Inmates Completed Class</b> | <b>Days Earned Off Sentence</b> | <b>Money Received</b> |
| Anger Management                                      | 269                              | 1345                            | 5287.38               |
| Alcohol Abuse   | 294                              | 1470                            | 6768.93               |
| MRT Substance Abuse                                   | 255                              | 1275                            | 3899.92               |
| Life Skills   | 304                              | 1520                            | 6442.81               |
| Domestic Violence                                     | 360                              | 1800                            | 7165.19               |
| Parenting   | 302                              | 1510                            | 7551.64               |
| <b>Total</b>  | <b>1784</b>                      | <b>8920</b>                     | <b>\$37,115.87</b>    |

Note: Savings for the counties: 8920 x \$48.80 (per diem) = \$ 435,296

## **Guidelines:**

Each inmate sentenced to a term of confinement in a regional jail in excess of six (6) months shall be granted five days of good time for successful completion of one of the following rehabilitation programs: Domestic Violence, Parenting, Substance Abuse, Life Skills, Alcohol Abuse and Anger Management or any special rehabilitation or educational program designed by the Executive Director. A maximum of thirty (30) days good time shall be granted for successful completion of all six (6) programs. Each inmate will be charged a \$25.00 fee for each class, which is due upon enrollment. If an inmate is unable to pay a fee or fees in full at the time of enrollment, it may be paid by deductions from his or her inmate trust account. No more than one half of the amount in the inmate trust account during any one week period may be so deducted. Should an inmate be completely indigent during incarceration, he or she can still take advantage of this opportunity.

# PROGRAMS STATISTICS



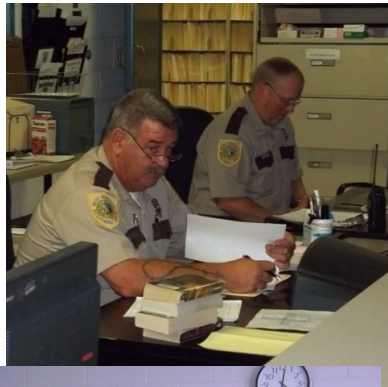
## Number of Days Earned Off - Credits

| Facility     | Work Credit 25% of Sentence | GED Credit | Good Time Credit 5% of Sentence | Program Bill 7/1/11-6/30/12 |
|--------------|-----------------------------|------------|---------------------------------|-----------------------------|
| PHRJ         | 2004                        | 23         | 2054                            | 190                         |
| NRJ          | 2458                        | 0          | 1129                            | 125                         |
| CRJ          | 3247                        | 37         | 2120                            | 390                         |
| SCRJ         | 3555                        | 26         | 2838                            | 1176                        |
| SWRJ         | 6169                        | 6          | 2695                            | 845                         |
| SRJ          | 6287                        | 30         | 3463                            | 1505                        |
| ERJ          | 7752                        | 182        | 5983                            | 1450                        |
| NCRJ         | 10,238                      | 390        | 6,006                           | 2,385                       |
| WRJ          | 7640                        | 195        | 5163                            | 640                         |
| TVRJ         | 2645                        | 9          | 2645                            | 210                         |
| <b>Total</b> | <b>51995</b>                | <b>898</b> | <b>34096</b>                    | <b>8916</b>                 |

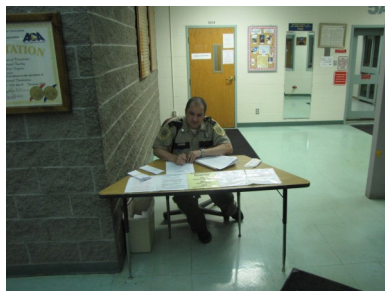
|  |                    |            |              |             |
|--|--------------------|------------|--------------|-------------|
| Reduction of Inmate Billable Days:                           | <b>51995</b>       | <b>898</b> | <b>34096</b> | <b>8916</b> |
| Total of Inmate Billable Days Saved as a Result of Programs: | <b>95905</b>       |            |              |             |
| Cost Savings to Counties                                     | <b>\$4,680,164</b> |            |              |             |



# RJA EMPLOYEES ON THE JOB



# RJA EMPLOYEES ON THE JOB





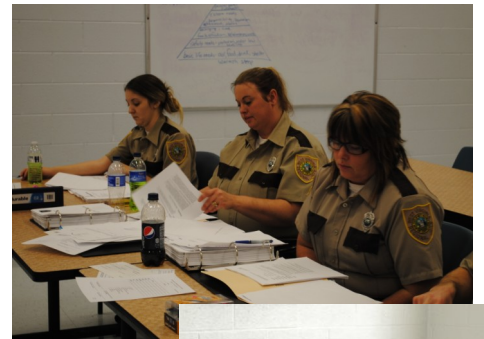
# RJA EMPLOYEES ON THE JOB



Left to right: Admin Sergeant- Jason Davis, ASA I- Patty Reeder, DIS -Mary Bragg, Kitchen Supervisor-Charlene Harper, Lieutenant James Shaver, Administrator Shannon Markle, First Sergeant Rick Drake, Medical Administrator-Lorie Lovejoy, ABE Teacher-Mike Shaffer, Billing Clerk-Dorothy Shimko, Maintenance Supervisor-Dave Long, Fiscal Clerk-Herbert Skeens (Not pictured Booking Corporal- Kenneth Summers)



# RJA EMPLOYEES ON THE JOB



Potomac Highlands Leadership Team  
Back: Brittny Ullery, Billing Clerk; Edgar Lawson, Administrator;  
Jeff Stotler, Maintenance Middle: Trina Landis, DIS; Tammy  
Fields, Fiscal Clerk; Brenda Ratliff, Kitchen Supervisor Front:  
Tina Tillman, Medical Administrator; Christina Lamborne, HR  
Manager; Donna Haggerty, Admin Sgt/Acting Lt.  
Not Pictured: Lt. James Collins



*The West Virginia Regional Jail and Correctional Facility Authority's Annual Report for  
Fiscal Year 2012 was edited and compiled at:  
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Central Office  
1325 Virginia Street, East  
Charleston, WV 25301.*

*Should you wish to make a suggestion or request a copy of this report, please contact  
Ashley H. Bennett at (304) 558-2110 or [Ashley.H.Bennett@wv.gov](mailto:Ashley.H.Bennett@wv.gov).*