

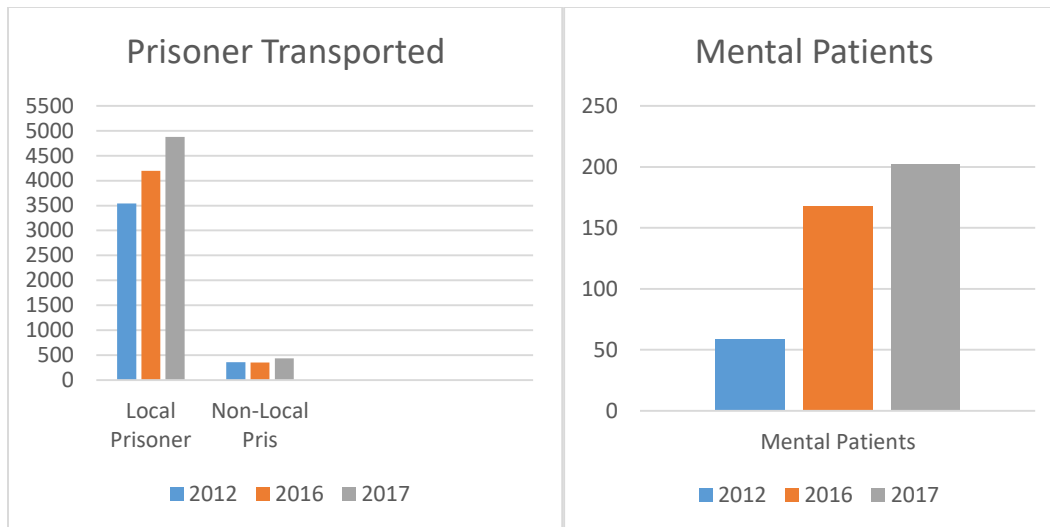
Attachment A

Sheriff's Office Responsibilities and Growth

- 1) **Civil Process:** The Code of Virginia requires that civil process papers be served in a timely manner. Per the Sheriff's Office's policy, civil process papers received must be served within five days. Currently, the Office is meeting this policy only 40% of the time. While there is an increase in the number of papers required to be served each year (see chart below), deputies available to serve civil process have been reduced as civil process deputies are increasingly being assigned to courtroom security and prisoner transport.



- 2) **Prisoner and Mental Health Transport:** Civil process servers are routinely used to transport local and out-of-town prisoners to their scheduled court. In 2016, the Sheriff's Office transported 4,198 local and 349 non-local prisoners. Through 11 months of 2017, they transported 4,582 local and 404 non-local prisoners – a 10% increase over the prior year. In addition, the Sheriff's Office is responsible for mental health transports. These trips require at least 6 hours for each transport. Mental health patients are under a temporary detention order, which could place them in facilities as far away as Galax, Tappahannock, Williamsburg, Fredericksburg, or any other facility that will accept the patient. In 2012, the Sheriff's Office transported 59 mental patients across the Commonwealth. In 2016, this number had increased to 168 mental patient transports.



- 3) **Overtime:** We have four part time employees (20 hour per week), and all four are working a total of 32 to 40 hours per week. We use part time people to work additional hours, because we do not have enough personnel to cover our daily assigned duties. During the last 12 years, our number of courts have doubled with no additional staffing. In FY16/17, the Sheriff's Office paid \$55,213.99 in overtime wages and deputies accumulated 605 hours of comp-time earned. To this date, January 18, 2018, the Sheriff's Office has paid out \$30,660.00 in overtime wages and deputies have accumulated 241 hours of comp-time earned. Looking at the court dockets, we will again exceed the current budgeted \$55,000 in overtime wages for FY17/18.
- 4) **Reserve Division:** For the past 10 years, the Sheriff's Office has relied on volunteers with the reserve division to supplement the paid staff. The commitment for these volunteers has significantly decreased over the years. The reserve division is at full capacity with 60 volunteers. We currently have 40 reserve deputies with 31 of those deputies that assist with courtroom security.
- 5) **Extraditions:** Extraditions require two deputies to move an out of state prisoner back to Virginia within 10 days. So far this year (2017), we had to request an extension on 14 extraditions.