



2015 ANNUAL REPORT





**DIVISION OF CAPITOL POLICE
ADMINISTRATION**

CHIEF OF POLICE

COLONEL ANTHONY S. PIKE

ASSISTANT CHIEF OF POLICE

MAJOR MARK J. SYKES

DEPUTY CHIEF OF OPERATIONS

CAPTAIN RAYMOND J. GOODLOE III

DEPUTY CHIEF OF ADMINISTRATION

CAPTAIN RANDALL E. HOWARD

HUMAN RESOURCE MANAGER

MS. STEPHANIE DILLON

EXECUTIVE ASSISTANT TO THE CHIEF

MS. JULIE REDDEN

ADMINISTRATIVE ASSISTANT

MS. GLORIA KIMBALL



MESSAGE FROM THE CHIEF

The annual report is a collaborative effort among the Division staff to highlight our accomplishments in 2015. The Division of Capitol Police pledges to continue our tradition of service and professionalism to our government officials, state employees, citizens, and visitors to our historic community. The Division of Capitol Police is a progressive and accredited agency that will always strive to maintain excellence and professionalism in the performance of our public safety mission. I believe our continued accomplishments are deep-rooted in our core values of devotion, character, and professionalism.

During 2015, the Division of Capitol Police worked tirelessly with our local, state, and federal law enforcement partners in pre-race planning and ultimately supporting the 2015 UCI Road World Championships nine-day event. The cycling event featured 12 Championship races for Elite Men and Women. The UCI Road World Championships (Worlds) is cycling's pinnacle event, held annually in an international city as chosen by the Union Cycliste Internationale (UCI). 2015 UCI Road World Championships marked the first time since 1986 that the event was held in the United States. This cycling event has been designated as one of the great global sporting events covered by hundreds of media outlets from around the world and is broadcast live to a global audience of more than 300 million people.

Those who serve in our profession may never have the opportunity to provide public safety services for an international sporting event. I had the fortunate opportunity to speak with many of our fellow state employees, government officials, and international visitors who expressed their appreciation for our professionalism and strong public safety presence during this major international sporting event.

Our staffing and overall operations plan were designed to maintain the highest level of public safety services for our state employees, guest, and international competitors. Each shift was hyper vigilant and as a direct result of their dedication to duties, there were no reports of thefts, vandalism, or serious criminal activity on our assigned properties during the nine day event.

As usual, our Communication Center staff did an outstanding job in monitoring all radio communications between our fellow law enforcement agencies and keeping track of our employees throughout the long hours of coverage. I greatly appreciate our Security Screeners and Security Officers stepping up to augment our staffing needs during this international sporting event.

On behalf of the Division of Capitol Police, I would like to thank the members of the Legislative Support Commission for their unwavering support and guidance. Finally, I want to personally thank each employee of the Division for their loyalty, dedication, and tireless efforts while serving the citizens of the Commonwealth of Virginia.

COLONEL ANTHONY S. PIKE
CHIEF OF POLICE

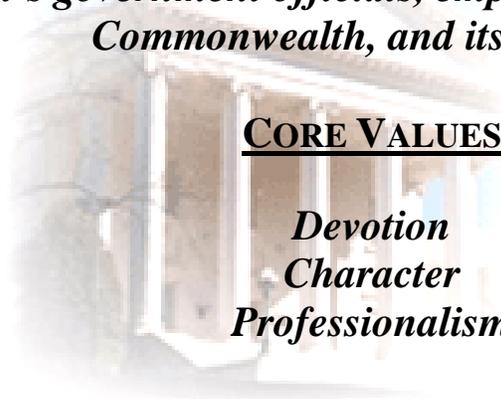


VISION STATEMENT

Leading the nation since 1618 in securing, protecting and serving the seat of government and its people.

MISSION STATEMENT

To provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth, and its visitors.



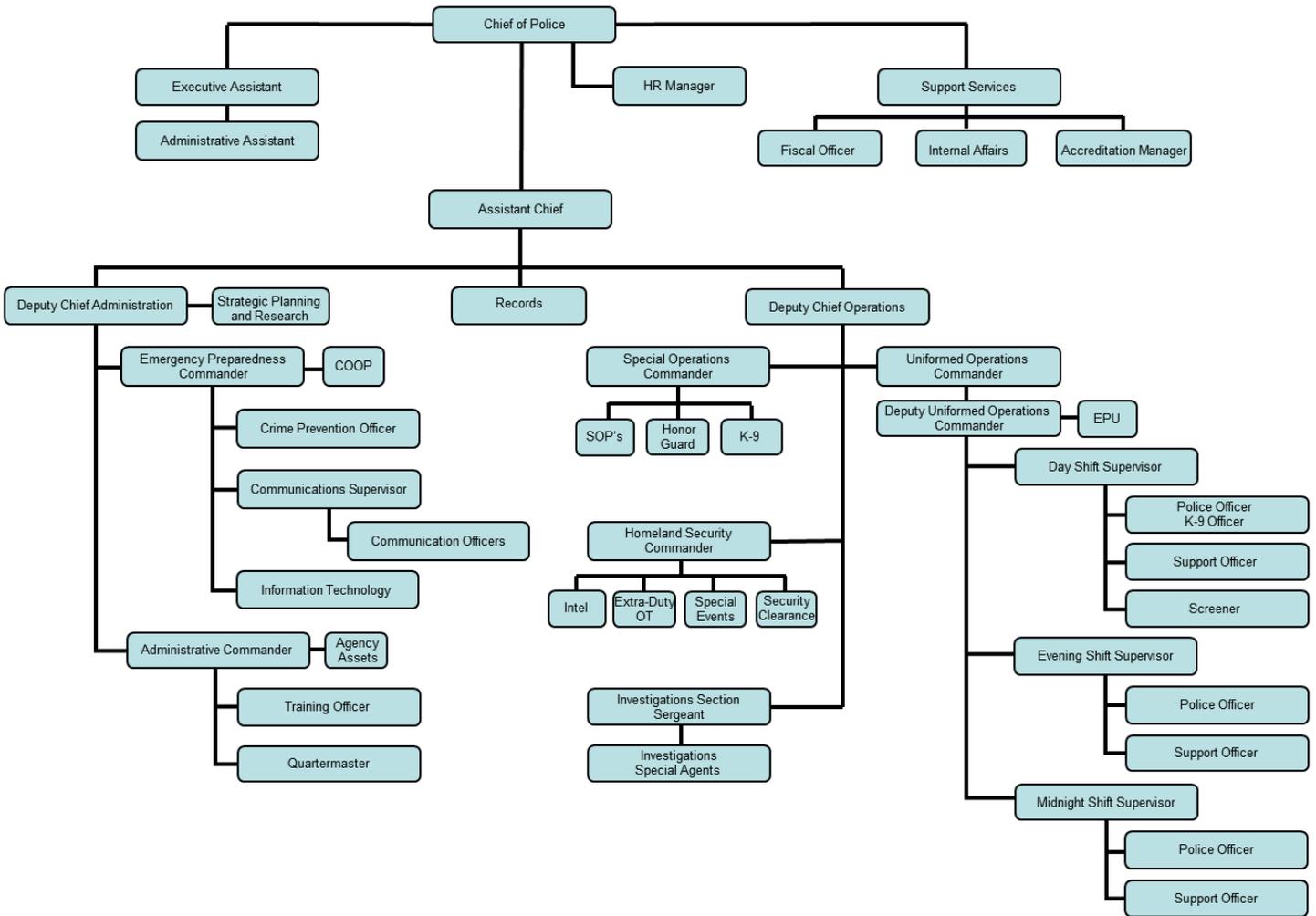
CORE VALUES

*Devotion
Character
Professionalism*

*The Duty to Protect
An Honor to Serve*



ORGANIZATIONAL CHART





ADMINISTRATION DIVISION

The mission of the Administration Division is to ensure that the Operations Division has the operational support, training, tools, and resources needed to provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth and its visitors.

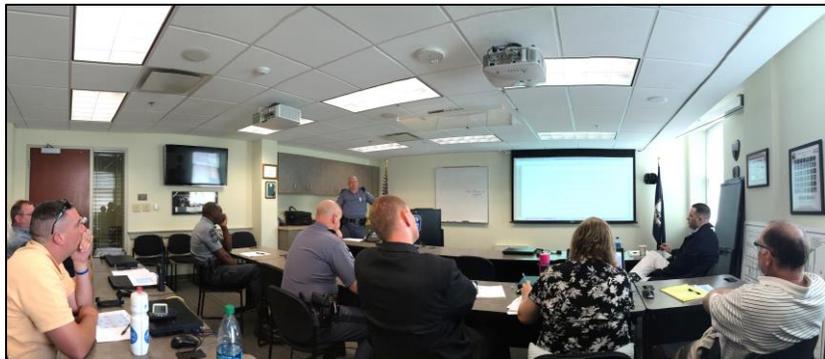
The Administration Division is commanded by a Captain who reports directly to the Assistant Chief of Police, and is comprised of two sections: the Emergency Preparedness section and Administrative section. The Emergency Preparedness section includes Emergency Communications, Emergency Planning/Crime Prevention, the Virginia State Capitol Alert Network and the coordination of the Information Systems and Technology. The Administrative section includes Training, Supply, and Agency Asset Management.

In addition to their established administrative responsibilities, Administrative Division personnel supplement Operations Division personnel during General Assembly sessions and other special events as required.

ADMINISTRATIVE SECTION

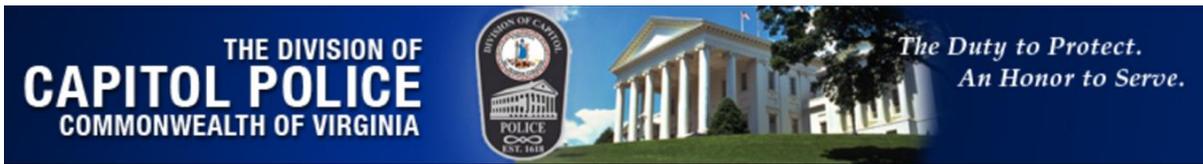
Training

The Training Unit coordinates, develops and/or delivers a wide range of training opportunities for sworn and civilian personnel for the Division to obtain the necessary knowledge, skills, and abilities to perform their duties in an acceptable and professional manner. To



achieve this, the training unit operates the Division's academy utilizing its state-of-the-art training room, maintains a working liaison between the Division and the staff of the Department of Criminal Justice Services (DCJS), Crater Regional Criminal Justice Academy, VCU Police Academy and other training organizations, both public and private. The emphasis of this year's In-Service Training for all employees was in the subject of Large Scale Events and the management and response to incidents. This training coincided with the scheduled UCI 2015 bike race, which brought thousands of spectators daily to the Capitol District over a one-week period. Several large rallies were also conducted throughout the year. All of these events were well prepared for and were all conducted without any major incidents.

The Administrative Commander chairs the Division Safety Committee, which meets quarterly with the Human Resource Manager to review work related illnesses and injuries during the



previous quarter and discuss ways to manage risk and prevent future incidents. The committee also reviews Division safety-related policies and makes recommendations.

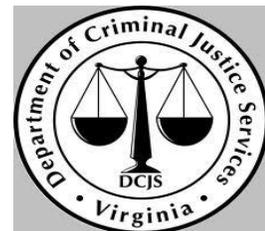
The Administrative Commander also chairs the Division Employee Recognition Committee, which meets monthly to review nominations and select the “Employee-of-the-Month”. Each “Employee-of-the-Month” is recognized on the Division’s website and at the Annual Awards Dinner, and is eligible for the “Employee-of-the-Year” award.

Quartermaster

The duties of the quartermaster include managing the warehouse to ensure efficient operations as it relates to receiving, stocking and distributing inventory for the Division. This position ensures proper quality controls are applied to inventory, ensures the inventory is secure, accurate and issued in accordance with State and Division Policy. The Quartermaster also maintains and updates databases in order to track inventory.

Accomplishments

- All supervisors completed a 40 hour in-service training that focused on coordinating a response during a large scale event like the UCI 2015 Bike Race. Instructors were from a varied group of professionals such as the FBI, Boston EMS, Richmond Ambulance Authority, Virginia State Police, Department of Homeland Security and the Virginia Fusion Center.
- Inventoried the agency supply/storage rooms and provided numerous surplus items to the Department of General Services (DGS) surplus warehouse.
- All agency assets have been inventoried and moved from spreadsheets to computerized inventory (FileOnQ).
- Continue to provide proofs of compliance from the Administrative & Training Section for accreditation compliance.
- Participated in the Division’s Continuity of Operations Plan development.
- Coordinated training with vendor to provide computer classes for DCP personnel.
- Provided basic law enforcement training to seven new recruit officers and one new certified police officer, including orientation and training in Division policy, security screening, dignitary protection, and active shooter.
- Eleven officers completed Executive Protection Training conducted by the Virginia State Police.
- All sworn officers attended a 2-day tactical in-service school that included a 4-hour ASHI First Aid/AED re-certification class, a 4-hour active shooter class and 8 hours of tactical live fire training, Simunition® training, and practical exercises with role players.





- All sworn officers participated in active shooter training and practical exercises inside the State Capitol Building.
- All sworn officers completed annual training in Selected Acts of the General Assembly and Blood borne pathogens.
- All new patrol officers and security screeners completed a 3-hour screening class conducted by the TSA.
- Conducted annual firearms qualifications, as well as low-light and plain clothes training, and qualifications for the bike and EPU units.
- Conducted monthly open range days to allow officers to improve their shooting skills.
- Coordinated the following external training:
 - Supervisory
 - Virginia FBI NAA First Line Supervisors School
 - Professional Executive Leadership School (PELS)
 - FBI National Academy Annual Training Conference
 - AOMP Training Conference
 - Police Officer
 - Crater Criminal Justice Academy (CCJA)
 - Rappahannock Regional Criminal Justice Academy (RRCJA).
 - Virginia Crime Prevention Association (VCPA).
 - Chesterfield County Police Department Training Academy.
 - Evidence Collection Training
 - K9 Handler Course for new K9 Officer
 - Surveillance Detection Training
 - Crime Scene Photography
 - Community Engaged Policing
 - Tactical Combat Casualty Care course
- Coordinated and/or conducted the following instructor certification/recertification:
 - Driver Instructor
 - Firearms Instructor
 - General instructor
 - Field Training Officer (FTO)
 - VCIN Instructor
 - Breath Operator
 - VCIN Operator:





- Level A – 17
- Level B – 6
- Level C - 53
- VCIN Instructor/Level A Recertification - 2
- Coordinated requests from external agencies for Division instructors:
 - Firearms
 - Crater Criminal Justice Academy
 - Driver training
 - Crater Criminal Justice Academy
 - Richmond City Sheriffs Office
 - Anti-Terrorism Awareness
 - Crater Criminal Justice Academy
 - Surrounding Law Enforcement Agencies
- Coordinated and co-sponsored training with external training entities:
 - DaPro Systems – MobileFR Field Reporting System
 - ICOP

Workplan

- Expand Division bicycle program to include in-house International Police Mountain Bike Association (IPMBA) classes, bicycle maintenance training and annual fitness test.
- Work with Richmond Ambulance Authority on formalizing the Division's EMT program.
- Work to reduce training related injuries by 10 percent.
- Support, provide, and solicit training through the Division's technological capabilities for our training room to include external agencies.
- Continue to create a training cadre of a selected group of Division DCJS general and specialty (driver, firearms, defensive tactics) instructors, as well as First Aid/CPR instructors.
- Expand the use of the Quizdom system during in-house roll-call and classroom training.
- Continue to expand the Division's use of the Commonwealth of Virginia Knowledge Center.
- Research and develop a policy for a Division auxiliary police program and intern program.
- Work with DGS on improving the bike storage room and expanding the headquarters office space.
- Continue to work toward improving the Division's inventory tracking capabilities (FileOnQ).



EMERGENCY PREPAREDNESS SECTION

Crime Prevention

The Emergency Preparedness Commander and Sergeant are certified Crime Prevention Specialists. Together, they are charged with providing crime prevention services and information to state agencies and employees, assisting other organizations with developing crime prevention plans and strategies, promoting the reduction of crime within Capitol Police jurisdiction, and conducting critical infrastructure and security assessments. The section also assists other state agencies with coordinating, developing and implementing policies on operational issues as related to all-hazards preparedness, emergency evacuation and continuity of state government.



Communications



The Communications Section, led by the Section's Communications Supervisor, provides twenty-four hour coverage in the Division's state-of-the-art Communications Center. The center is the hub of citizen/police contact receiving all incoming complaints and reports of crime. Communications personnel operate radio and computer equipment to dispatch police services within the Division's jurisdiction and are responsible for entering all law enforcement activities into the Computer Aided Dispatch (CAD) system. Communications personnel are responsible for Central Station monitoring of alarm systems for designated state offices and have the capability to monitor video cameras within and around the Capitol District.

Information Technology

The Division's Emergency Preparedness Commander and IT Coordinator provide first-line technical support to end users and systems to maintain operational capabilities. They perform upgrades, diagnosis, repairs and maintenance on end user systems in hardware and software, and provide end user education and guidance. They also coordinate equipment purchases, repairs and/or service calls with approved vendors, and assist network administrators with managing the network, troubleshooting network hardware/software problems, network security and backup of crucial data. They manage and update the Division's website to include writing, editing and assisting with creation of an imaginative and engaging web presence. They also provide assistance in developing content for printed communication materials and presentations.



Accomplishments

▪ **Emergency Preparedness Commander**

The Division and its members participated in the planning and facilitation of the UCI Road World Championships that were held in the Richmond area September 19th-27th. The Road World Championships (Worlds) is cycling's pinnacle event, held annually in an international city. The overall process is similar to the Olympic Games.



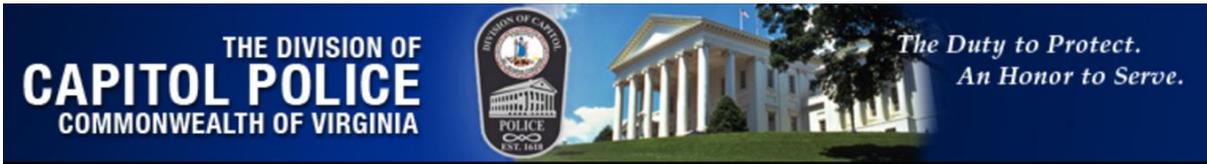
The bike race is a nine-day event, featuring 12 Championship races for Elite Men and Women, Under 23 Men and Junior Men and Women. According to the event organizer, of the estimated 645,000 spectators who attended at least one day of the event (multiple spectators were counted multiple times), including the Opening Ceremony on the eve of the first day of racing, 56 percent was estimated to live outside the Richmond MSA: 31 percent came from other states; 13 percent came from other Virginia locations; and 12 percent came from other countries.

Members of the Emergency Preparedness section worked to ensure that the Division's Monitoring Center was properly equipped and staffed. It also played critical roles during the event by staffing the Division's Communications Center and strategic locations along the race route. The Communications Supervisor worked diligently to ensure that supporting resources were supplied with communications equipment and that the Division had the



communications plan in place. The Emergency Preparedness Sergeant worked with state agencies to create alternative evacuation plans to minimize any potential issues during the races. The Sergeant also helped to identify state employees who spoke foreign languages so that they could be called upon when non-English speaking visitors needed help.

In preparation for the UCI race the Emergency Preparedness Section focused on specific training tasks during the Division's Supervisory In-service. Operational and emergency plans were reviewed; camera technology, technology applications, and many other topics were covered during this training.



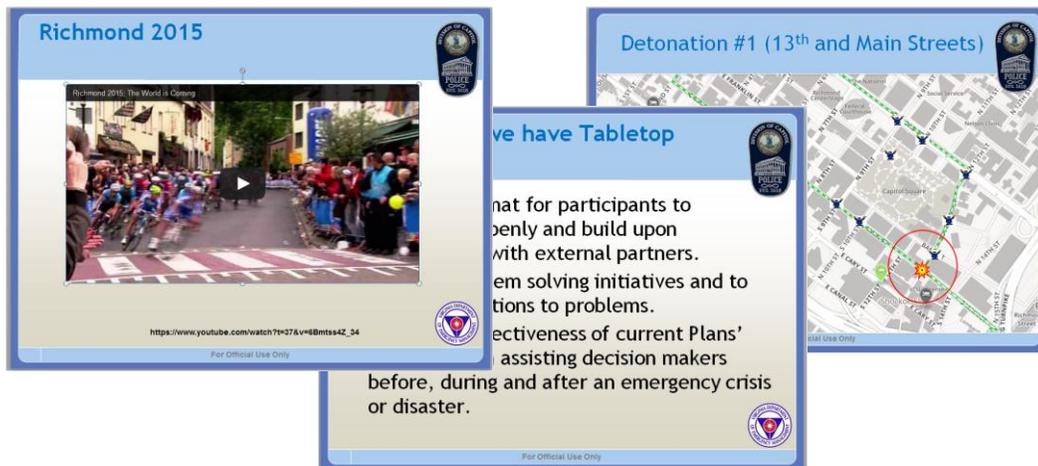
The Division spent time training on plans like its Continuity of Operations (COOP) Plan, the Continuity of Government (COG) Plan, the Emergency Mobilization Plan (EMP), and several others. The Division purchased and implemented the use of the First Responder Support Tools (FiRST) Application on Division issued devices. FiRST provides responders and emergency managers with critical, mobile, map-based information to support IED and Hazmat incident response. Users can access response data, annotate digital maps, retrieve current weather to orient downwind hazard areas, and assess roadblocks to isolate the area. The Division also purchased FiRST's Sharing Service, allowing the Division to share incident GIS data across mobile, Windows PC, and browser-based systems.

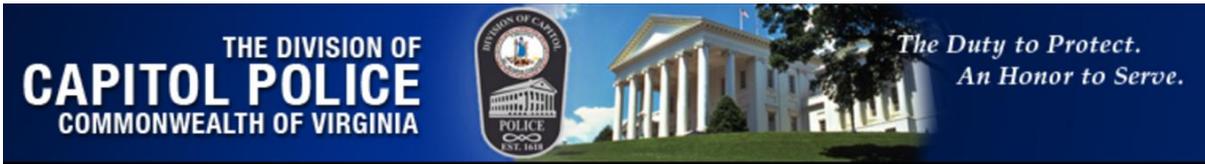


The Division trained each supervisor on the use of the Google Translator Application, a free app downloaded on Division devices. The app translates 90 languages and has the ability to use the camera to translate written text instantly and can translate two-way speech automatically.



At the conclusion of the Supervisor In-service, those in attendance participated in a tabletop exercise designed to utilize their familiarity with the Division's plans and technology.

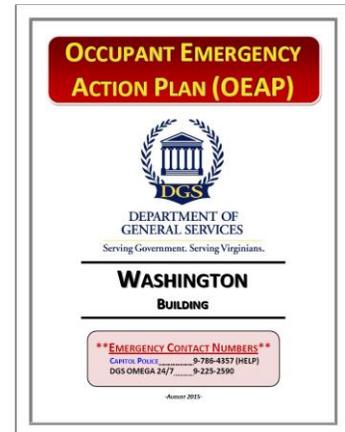




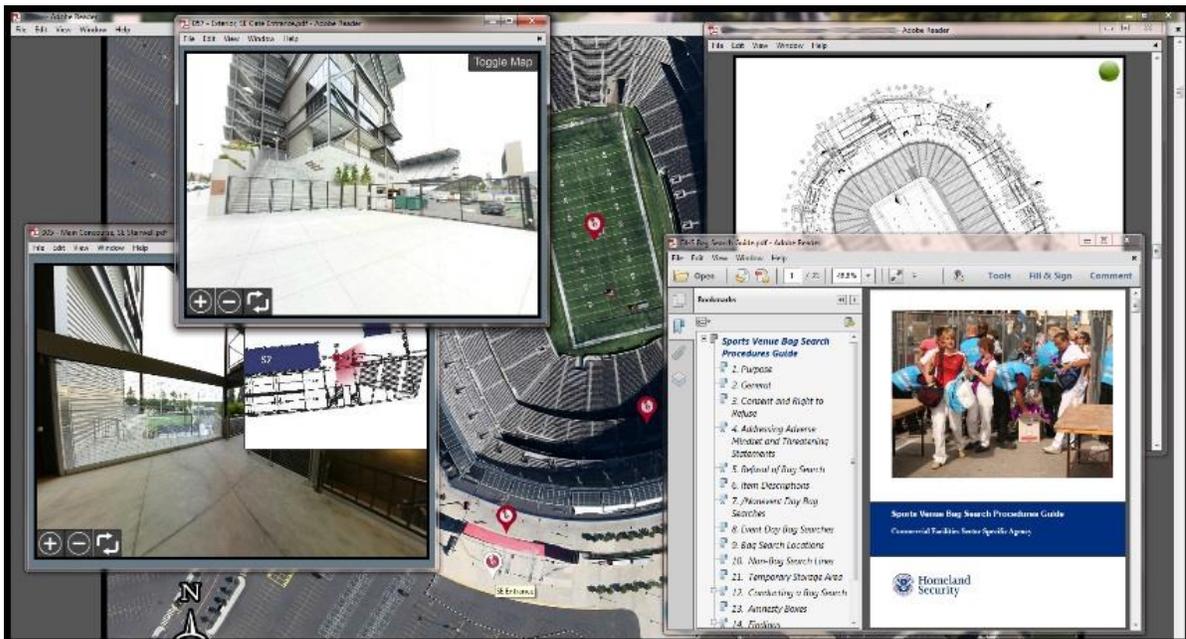
The Emergency Preparedness Section registered the Division in the Statewide Tornado Drill that was held on March 17th. Members of the section helped to facilitate the shelter-in-place procedures that are recommended by FEMA and the Virginia Department of Emergency Management.



Members of the Emergency Preparedness Section worked with the Department of General Services to transition agencies to the Occupancy Emergency Action Plan (OEAP). This plan is a comprehensive plan that combines building emergency evacuation for fire and plans for critical incidents, tornados, earthquakes and hazmat situations. During this process the group evaluated new evacuation sites for each facility to prevent issues with the UCI Bike Race since many of the evacuation routes were cut off by the main bike routes.



Members of the Emergency Preparedness Section collaborated with the Department of Homeland Security's Protective Security Advisor to perform a Computer Based Assessment Tool (CBAT) of select facilities within and around the Capitol District. This tool helped both the Division and the federal government to protect critical facilities during special events.





Several FBI NA graduates from the Division attended the FBI NAA State Conference September 27th – 30th in Roseland, Virginia. During the conference members attended presentations on Critical Incident Stress Management, Leading in Times of Crisis: Lessons Learned, Counterterrorism Briefing, Line of Duty Death Benefits and Implementing Body Worn Camera Programs.



▪ **Crime Prevention Section**



The Crime Prevention Section and Crime Prevention Certified staff within the Division responded to multiple crime prevention calls for service. These calls consisted of a combination of crime prevention classes and presentations.

The Crime Prevention Section organized and setup the Capitol Police display at the General Assembly Building during the 2015 Legislation Session.

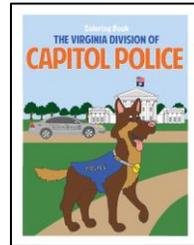
Sergeant Chanda Cross, an active member in the Division’s Crime Prevention Program, introduced the idea of a 12 Months of Awareness Campaign. This campaign focuses on specific Crime Prevention topics each month and provides attendees insight into current topics and helpful resources. The Division’s Communications Supervisor, also the Division’s Virginia State Capitol Alert Network (VSCAN) Administrator, attends each session to help increase the knowledge and awareness of the VSCAN.



The Crime Prevention section held the 12 Months of Awareness Program in different state office buildings and presented information on multiple topics such as: Personal Safety, Mental Health, Workplace Violence, Drug & Alcohol Abuse, Home & Family Safety, Firearms & Fireworks Safety, Traffic & Pedestrian Safety, Internet & Technology Safety, Disaster Preparedness, Domestic Violence and Identity & Fraud Safety.



We also had guest speakers like Kelly Ferguson with Richmond Behavioral Health Authority (RBHA), who provided information on Mental Health, Lynn Vogel with Anthem Blue Cross Blue Shield provided information on the Employee Assistance Program (EAP), Rick Arrington with Virginia Department of Criminal Justice Services (DCJS) provided information on Crime Prevention Through Environmental Design, Haley Glenn with AAA provided bicycle safety, Special Agent Jamie Cosby with DCP provided information on Internet safety, Robbie Coates with Virginia Department of Emergency Management (VDEM), Carla Wagstaff with DCJS provided information about Domestic Violence and Shannon Freeman with The Office of The Attorney General provided information on Identity Theft and Fraud.



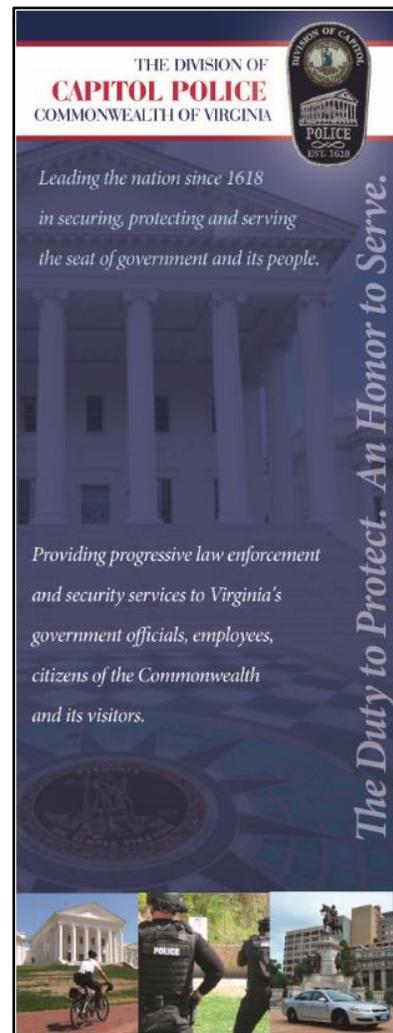
The Crime Prevention Section provided a Safety and Crime Prevention presentation for House and Senate Employees and Pages.

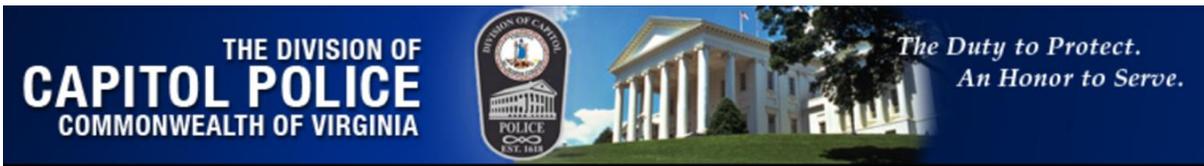
The Crime Prevention Sergeant was assigned the task of coordinating the Justice's Retreat in Abingdon, Virginia from August 29th through August 31st.

The Crime Prevention Section organized the Division's participation in the Great Southeast Shakeout, an event designed to educate and practice responses to earthquakes. Response materials, alerts through the Virginia State Capitol Alert Network, and guidance were provided to members of the Division and the Capitol District.

■ **Communications Section**

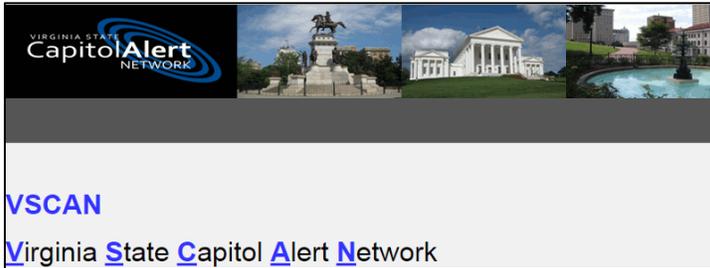
The Communications section celebrated National Public Safety Telecommunicators Week the second full week of April. The telecommunications officers are truly the heartbeat of the Division and we appreciate their hard work and dedication. Currently we are looking to replace our Computer Aided Dispatch (CAD) program. This technology upgrade will allow Communications to support the Division officers as they provide progressive law enforcement to the Capitol District.





Training and continuing education is very important to the Division and helps us all to provide progressive law enforcement and security services to the Capitol District. The Communications section has been using PoliceOne Academy to allow them to review online training pertaining to Communications and law enforcement.

- **Virginia State Capitol Alert Network**



The Virginia State Capitol Alert Network (VSCAN), purchased under a 2010 State Homeland Security Program Grant, was launched during 2011. This grant enabled the Division to expand the number of members receiving emergency communications within

and around the Capitol District. In 2013, enhancements to the current system were researched, which led to the procurement of a new company to support VSCAN in 2014. Some of the new enhancements include mobile applications, polling features, and confirmation of receipt. The Division went live with the new system vendor August 1, 2014. Enrollment in VSCAN increased from approximately 2,000 to over 5,500. The Division continues to evaluate how to share VSCAN information and educate state employees and stakeholders in the Capitol area.

| VSCAN System Summary | |
|-------------------------------------|------|
| Total users | 5706 |
| Total authorized senders | 13 |
| Total administrators | 05 |
| Total groups | 108 |
| Alerts sent in 2015 (July-December) | 69 |

- **Technology Achievements**

The Division website (www.dcp.virginia.gov) was maintained and improved throughout the year. Improvements/changes included:

- The news feed was regularly updated to reflect Employee of the Month honorees and other significant activities.
- The Crime Prevention page was updated as information changed.
- Information was added to the Resources page as it became available.

Computer hardware for security camera monitoring was regularly used by Administrative, Investigative and Patrol staff to enhance security and police patrolling for Capitol Square and other locations during special events.



The training room computer was upgraded to Windows 7 completing the overall transition of the Division. Several purchases of computer equipment were made to help prepare the monitoring room for the 2015 UCI Bike Race.

The Division continued to utilize the leased Xerox color copier with enhanced scanning and document management abilities to facilitate electronic documents and to further reduce the number of standalone printers.

Two separate body-worn video camera systems were purchased and setup for utilization in 2014. The Division purchased and issued two body-worn Taser Axon Flex and two VIEVU LE3 cameras to select officers for field testing so that staff can utilize and evaluate the purchase of additional units within the Division. The testing of these devices was completed in 2015 and recommendations were provided based upon their use.



The Division continues to utilize CrimeReports.com to provide its stakeholders and visitors crime-mapping capabilities. This system provides up-to-date, accurate, and agency controlled information that is ad and spam free. Citizens have free access via the Division's website and can sign up for email alerts based upon defined crime types.

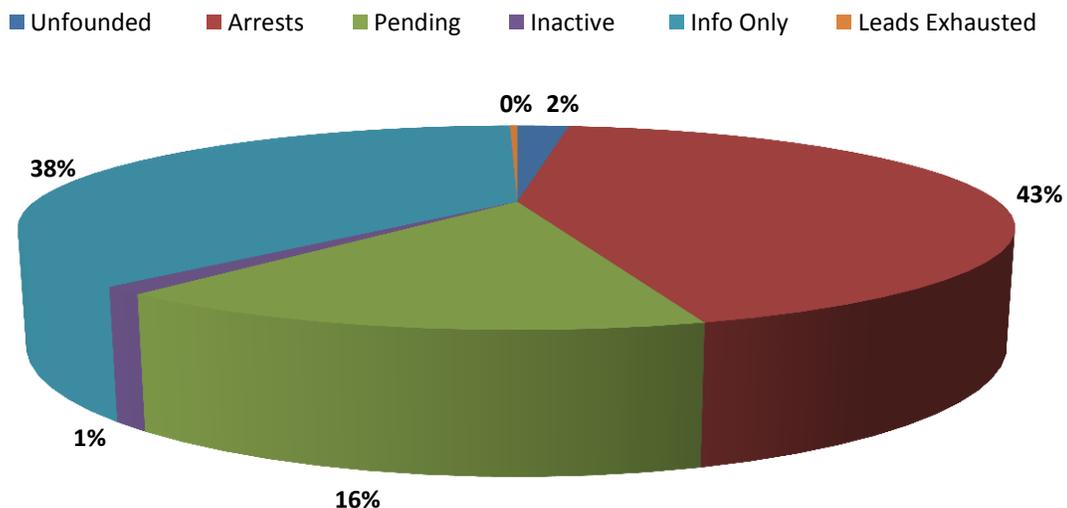


Workplan

- Submit recommendations for a Career Development Program for Communications Officers.
- Create and implement a standardized training program for the Communications Officers to enhance their skills and knowledge through in-service training.
- Continue 12 Months of Awareness Campaign Sessions with State employees with a goal of increasing attendance.
- Evaluate computer inventory and make comprehensive recommendations for replacement and upgrades. Continue systematic replacement of PC's with laptop docking stations to ensure mobile continuity.
- Continue working to enhance membership within the VSCAN system and notification methods.
- Begin planning for the adoption of Office 2013 as the office productivity suite and Windows 10 as the client computer operating system.
- Evaluate and make recommendations for upgrading the Division's conference room.
- Establish a full-time position to manage and monitor a Division Facebook and Twitter page (and other social media) and serve as the Division Public Information Officer.
- Continue to work toward obtaining a time and leave accounting software program that will meet the unique needs of the Division.

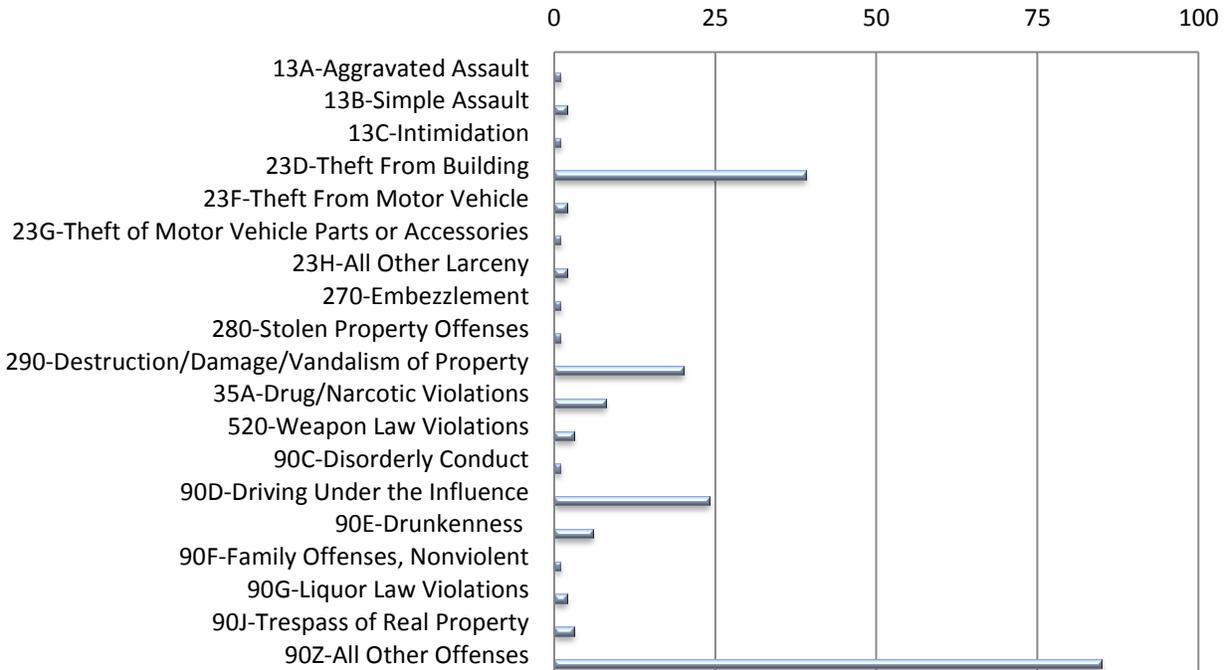
STATISTICS

Status of All Offenses





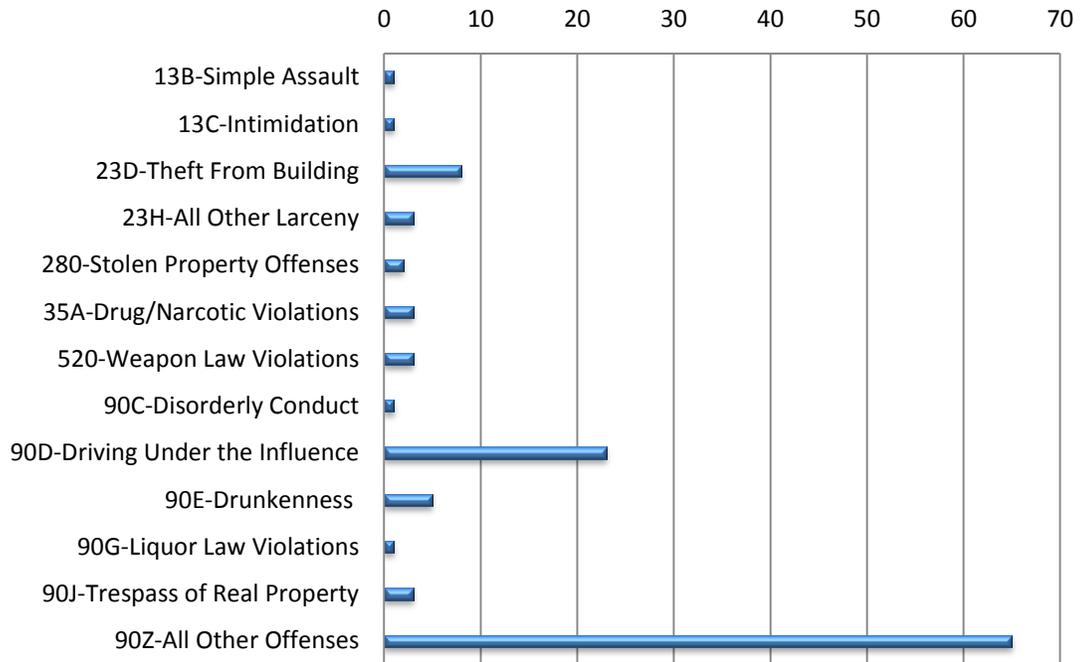
Offense Summary



| Offense | Total |
|---|------------|
| 13A-Aggravated Assault | 01 |
| 13B-Simple Assault | 02 |
| 13C-Intimidation | 01 |
| 23D-Theft From Building | 39 |
| 23F-Theft From Motor Vehicle | 02 |
| 23G-Theft of Motor Vehicle Parts or Accessories | 01 |
| 23H-All Other Larceny | 02 |
| 270-Embezzlement | 01 |
| 280-Stolen Property Offenses | 01 |
| 290-Destruction/Damage/Vandalism of Property | 20 |
| 35A-Drug/Narcotic Violations | 08 |
| 520-Weapon Law Violations | 03 |
| 90C-Disorderly Conduct | 01 |
| 90D-Driving Under the Influence | 24 |
| 90E-Drunkenness | 06 |
| 90F-Family Offenses, Nonviolent | 01 |
| 90G-Liquor Law Violations | 02 |
| 90J-Trespass of Real Property | 03 |
| 90Z-All Other Offenses | 85 |
| Total | 203 |



Arrests by Offense



| Offense | Total |
|---------------------------------|------------|
| 13B-Simple Assault | 01 |
| 13C-Intimidation | 01 |
| 23D-Theft From Building | 08 |
| 23H-All Other Larceny | 03 |
| 280-Stolen Property Offenses | 02 |
| 35A-Drug/Narcotic Violations | 03 |
| 520-Weapon Law Violations | 03 |
| 90C-Disorderly Conduct | 01 |
| 90D-Driving Under the Influence | 23 |
| 90E-Drunkenness | 05 |
| 90G-Liquor Law Violations | 01 |
| 90J-Trespass of Real Property | 03 |
| 90Z-All Other Offenses | 65 |
| Total | 119 |



Traffic Summonses by Charge





Traffic Summonses by Charge

| Offense | Total |
|---|------------|
| Defective/Unsafe Equip | 06 |
| Disregard Signal By Law Enforcement | 01 |
| Drinking While Operating Motor Vehicle | 02 |
| Drive While Suspended/Revoked | 76 |
| Drive/Ride On Sidewalks | 03 |
| Driving The Wrong Way On A One Way | 13 |
| Driving without Operator License | 15 |
| Expired Registration | 92 |
| Fail To Obey Stop/Yield Sign | 72 |
| Fail to Register Vehicle | 03 |
| Failure to Obey Highway Sign | 246 |
| Improper Registration | 14 |
| Lane Change-Improper | 07 |
| Lights-Time Distance Factor/Fail to Dim | 10 |
| No Inspection Sticker/Expired | 62 |
| Passing-Improper | 01 |
| Fictitious License | 02 |
| Reckless Driving | 13 |
| Sign On Windshield Etc. | 02 |
| Tags-Improper Display Of | 07 |
| Turn - Unsafe/Improper | 02 |
| Improper Child Restraint | 04 |
| Total | 653 |





CALL SUMMARY

| | |
|-----------------------------------|--------|
| 1st Service Request | 205 |
| Alarm, Duress | 31 |
| Alarm, Fire | 84 |
| Alarm, Glass | 36 |
| Alarm, Intrusion | 112 |
| Animal Control | 01 |
| Assault | 02 |
| Assist Other Jurisdiction | 227 |
| Building / Property Checks | 35,672 |
| Citizen Contact | 307 |
| Courtroom Security Sweep | 107 |
| Crime Prevention Service | 22 |
| Criminal Warrant, Service | 10 |
| Damaged Property, Personal | 18 |
| Damaged Property, State | 53 |
| Disabled Vehicle | 138 |
| Disorderly Conduct | 18 |
| Domestic | 02 |
| Driving Under the Influence (DUI) | 22 |
| Drunk in Public | 10 |
| Executive Protection | 384 |
| Fraud | 01 |
| Harassing Communications | 29 |
| Health / Safety Check | 69 |
| Intelligence | 34 |
| K-9 Service (Non-DCP) | 85 |
| K-9 Service DCP | 709 |
| Larceny (Grand, Petit) | 60 |
| Lost / Found Property | 65 |
| Medical | 100 |
| Missing Person | 02 |



| | |
|-------------------------------|---------------|
| Open / Unlock Door | 193 |
| Parking Complaint | 307 |
| Rally / Protest | 34 |
| Security Management Request | 118 |
| Silent 911 | 38 |
| Suspicious Incident | 15 |
| Suspicious Package | 28 |
| Suspicious Person | 149 |
| Suspicious Substance | 06 |
| Suspicious Vehicle | 60 |
| Threatening Communications | 11 |
| Traffic Stop | 1482 |
| Trespass | 55 |
| Unattended Vehicle | 38 |
| Urinating in Public | 10 |
| Vehicle Accident, Hit and Run | 11 |
| Vehicle Accident, Personal | 66 |
| Vehicle Accident, State | 11 |
| Total | 41,247 |





OPERATIONS DIVISION

The mission of the Operations Division is to provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth and its visitors. This is accomplished by providing twenty-four hour full-service law enforcement and security services to the Governor of Virginia and his family, Lieutenant Governor, Attorney General, members of the Virginia General Assembly, Virginia Supreme Court Justices, Court of Appeals Judges, 7,000 state employees, over 100,000 annual visitors to the Capitol Complex, and numerous special events. These services are delivered through vehicle patrol, bicycle patrol, foot patrol, static posts, traffic enforcement, traffic crash investigations, criminal investigations, executive protection, K-9 patrols, parking enforcement, and crowd control for various events.



The Operations Division is commanded by the Deputy Chief of Operations, a Captain who reports directly to the Assistant Chief of Police. The Operations Division is comprised of three sections: Uniformed Operations, Special Operations and Homeland Security.

The Division also participated in several high-profile events in 2015: the investiture of Chief Justice Donald Lemons, the 2015 Virginia General Assembly, the investiture of Justice D. Arthur Kelsey, the Future of Richmond's Past-National Park Service Civil War Event, the Fallen Officers Memorial, the investiture of

Justice Wesley Russell, Jr., the Virginia War Memorial, Memorial Day Ceremony, the Virginia Sesquicentennial of the American Civil War Commission Event, the Governor's Ambassadors Reception, the 30th Anniversary of the Court of Appeals of Virginia, the 2015 UCI Road World Championships, the Public Safety Memorial Service, the VWM Veteran's Day Ceremony, Native Virginians Tax Tribute, Capitol Tree Lighting & Mansion Open House.

UNIFORMED OPERATIONS SECTION

The Uniformed Operations Section is commanded by the Uniformed Operations Commander or Deputy UOC and is comprised of three shifts: Day Shift (7:00 am to 5:00 pm), Evening Shift (2:00 pm to midnight) and Midnight Shift (midnight to 10:00 am). Each shift is supervised by Sergeants. The shifts include a combination of police officers, support officers, K-9 officers and security screeners.





Accomplishments

- Developed and implemented nineteen (19) special projects.
 - Develop an Annual Report
 - Recertification as a Taser Instructor.
 - Equipped and trained five (5) new officers with TASERS.
 - Assisted Crime Prevention in the 12 Month Awareness Campaign.
 - Completed the 2015 General Assembly After-Action Report
 - Worked special assignments at the intersections of 14th and Bank Streets, 10th and Bank Streets, and 9th and Franklin Streets for pedestrian crossings.
 - Maintained the Division vehicles assigned to Shift Operations and Executive Protection Unit.
 - Completed staffing plans for the UCI Bike Race.
 - Assisted in the annual fire evacuation drills for assigned properties.
 - Developed and initiated new Bike Patrol Officer Inspection sheets to include uniforms and equipment.
 - Provided protective services for the 2016 Budget Hearings (Fredericksburg, Wytheville, and Chesapeake).
 - Provided EPU for the Attorney General to various locations and events.
 - Provided protective services for the Senate Finance Retreat in Portsmouth Virginia.
 - Provided EPU for the Supreme Court Justices and Court of Appeals Judges to various locations and events.
 - Provided EPU for the Justices Retreat in Abingdon Virginia.
 - Trained six (6) Special Conservators of the Peace, SCOP Officers from the Fine Arts Museum, in Active Shooter
 - Conducted monthly duress alarm checks for the Supreme Court of Virginia.
 - Conducted quarterly duress alarm checks for the Capitol, GAB, and Patrick Henry Building.
 - Conducted seven (7) Civilian Active Shooter Classes to two hundred and ninety-nine (299) state employees.
- Assisted the Special Operations Lieutenant with developing and implementing operations plans for nineteen (19) major special events.
- Provided law enforcement services through staffing/monitoring of fifty-three (53) rallies/events on Capitol Square.





- Completed fifteen (15) Administrative Investigations.
- Completed two (2) Division vehicle damage reports.
- Reports/Special Plans/Manuals Completed:
 - 2015 General Assembly Operations Plan
 - Collected required proofs of compliance for accreditation
- Field-trained eight (8) new officers.
- Completed three (3) Use of Force investigations.
- Completed five (5) Pursuit Reports.



Workplan

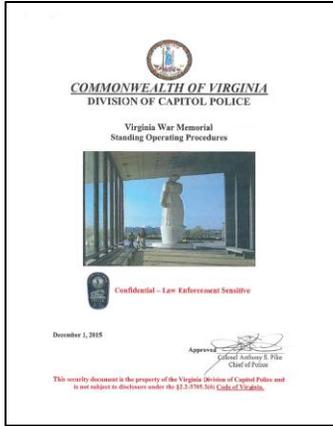
- Develop and implement the pedestrian safety initiative.
- Purchase and issue body-worn cameras to all officers in order to provide accurate documentation of events.
- Equip all Division officers with TASERS.
- Purchase computer software to allow automation of time-sheets.
- Increase selective patrols to reduce larcenies by 10 percent.

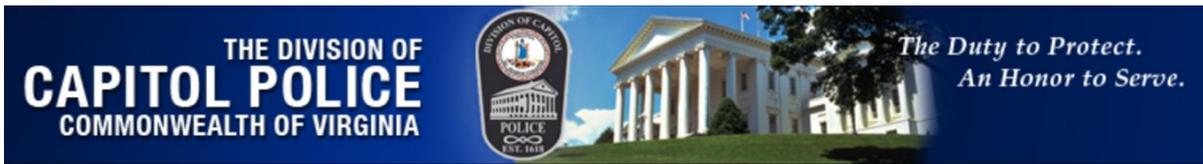
SPECIAL OPERATIONS SECTION

The Special Operations Commander is responsible for administrative oversight and coordination of the Honor Guard Team, Canine Teams, and development, review and revision of Standing Operating Procedures for DCP assigned buildings.

Accomplishments

- Performed twenty-four (24) K-9 kennel and vehicle inspections.
- Developed and implemented one (1) special project.
- Projects Completed:
 - Developed an Annual Report
 - Vehicle Equipment Inventory
 - Honor Guard Equipment Inventory
- Reports/Special Plans/Manuals Completed:
 - Revised the Virginia War Memorial Standing Operating Procedures
 - Revised the State Corporation Standing Operating Procedures
 - Revised the Patrick Henry Building Standing Operating Procedures
 - Revised the Capitol Building Standing Operating Procedures
 - Revised the General Assembly Standing Operating Procedures
 - Revised the Relief Patrol Standing Operating Procedures





- Developed the 2016 General Assembly Operations Plan
- Collected required proofs of compliance for accreditation

Workplan

- Assign a supervisor/EMT to coordinate EMT training, maintain EMT certifications, and oversee DCP EMT program.
- Division to pursue adding a mounted unit.

Honor Guard

The Honor Guard is comprised of officers whose goal is to present a positive, professional and formal ceremonial image of the Division during special events. These events may include, but are not limited to: parades, law enforcement graduations, opening ceremony for the Virginia General Assembly, posting or presenting colors at formal ceremonies, and representing the Division at the funerals of dignitaries or public safety professionals killed in the line of duty.



Accomplishments

- In 2015 the Division of Capitol Police Honor Guard participated in six (6) Honor Guard events, which included:
 - Opening Session of the Virginia House of Delegates
 - Department of Game and Inland Fisheries Graduation
 - Federal Law Enforcement Memorial Service
 - K-9 Spike Retirement Ceremony
 - Virginia Law Enforcement Fallen Officers Memorial Service
 - Virginia Sesquicentennial Center Stage Concert

Canine Teams

The Division’s canine teams respond to Capitol Police calls for service, as well as calls for service from other agencies in central Virginia. In 2015 the Division’s Explosive Detection K-9 Teams consisted of three canines and three canine handlers.

Officer Alexander and K-9 Atos are currently assigned as an explosive/weapon detection team for the Virginia Division of Capitol Police. K-9 Atos is a seven year old Brindle German Shepherd from Marburg, Germany. Atos' primary purpose is explosives/firearm detection. Atos has served with the Virginia Division of Capitol Police since July, 2011. He is currently certified under the Virginia Police Work Dog Association. Atos serves the Commonwealth by performing the following detection services: Counter-Terrorism prevention, Bomb Threat Response, pro-active security sweeps, evidence searches, demonstrations, and assisting law enforcement agencies in the Metro-Richmond area. During 2015, Atos completed 120 K-9 utilizations. Atos performed 104 pro-active sweeps, 4 Virginia Division of Capitol Police and/or other state agency request for services, 17 outside agency request for services, and 1 demonstrations.



Officer Sean Chaulklin and K-9 Gunner are currently assigned as an explosive/weapon detection team for the Virginia Division of Capitol Police. K-9 Gunner is a four year old Belgium Shepherd (Malinois). Gunner began his career with the Virginia Division of Capitol Police in April 2013. He is certified under the Virginia Police Work Dog Association. Gunner’s utilizations for the year of 2015 include a total of 401 K-9 utilizations. Gunner performed 296 pro-active sweeps, 78 Virginia Division of Capitol Police and/or other state agency request for services, and 6 K-9 demonstrations.



K-9 Spike served as a K-9 team with the Division of Capitol Police in 2015. Spike is a seven year old black Labrador retriever. Spike is a former United States Marine Corps Military Working Dog and served two tours in Afghanistan as an explosives detection K-9. Spike is certified by the Virginia Police Work Dog Association and has served with the Division of Capitol Police for three years. Spike was reunited with his Marine Corp handler and officially retired in March of 2015 and is resting happily in Louisiana.



Officer Laura Samuel and K-9 Lucy served as a K-9 team with the Division of Capitol Police in 2015. Lucy is a three year old chocolate Labrador retriever. Lucy was donated to the Division of Capitol Police by the K9s4Cops foundation and was trained by AMK9 in Anniston, Alabama. Lucy is currently certified by the Virginia Police Work Dog Association and has served with the Division of Capitol Police since June 2015. Lucy's K-9 activities for 2015 include a total of 127 utilizations. Lucy completed 82 proactive sweeps, 20 Virginia Division of Capitol Police and/or other state agency requests for K-9 service, 30 requests from outside police agencies and 1 K-9 demonstration.



Accomplishments

- Completed 648 utilizations
- Conducted 482 proactive sweeps
- Conducted 102 DCP and State Agency Request for Services
- Responded to 64 requests for service from non-Division agencies

K-9 Demonstrations

- Newly elected members of the General Assembly
- Oak Knoll Middle School
- Capitol Police Open House
- Virginia War Memorial K-9 Event
- Gayton Elementary School
- Career Day at Bellwood Elementary School
- Chamberlayne Elementary School



Significant Utilizations for 2015

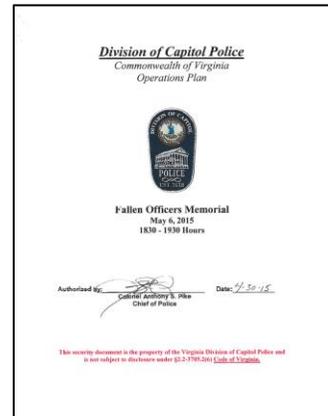
Suspicious package at 12th and Broad Streets, Craft Brewery Event at Governor's Mansion, Native Virginians Tax Tribute at the Governor's Mansion, Public Safety Memorial Ceremony, Annual Holiday Illumination at the James Center, Former President Clinton's visit to the Governor's Mansion, Virginia Capitol Tree Lighting, Lobby Day Gun Rally, American Society Civil Engineers Rally, 5th Article of the Constitution Rally, Monument Avenue 10-K race, U.S. Court of Appeals (Former Governor McDonnell's Court Trial), Brown's Island Rock River Festival, Numerous UCI Championship Bike Race sweeps, Brown's Island Richmond Folk Festival, Lee Davis High School (Bomb Threat), Glenn Allen High School (Bomb Threat), Patrick Henry High School (gun sweep), Liberty Middle School (gun sweep), John Marshall High School (gun sweep), Georgetown Technical School, Weapon Search regarding Homicide in Hopewell, VA, Suspicious Package at 900 block of East Broad Street, Suspicious package in Capitol Square, Commonwealth Address, Bomb threat at Albemarle High School, Supreme



Court Investitures, Tanzanian Ambassador visit to Governor’s Mansion, French Ambassador visit to the Virginia War Memorial, Federal Courts Building, NCAA Bicycle Championships, Thomas Jefferson School (bomb threat), Greater Richmond Convention Center (Lawyer Swearing in Ceremony), Monroe Park (gun search), Nascar Race, Double shooting in Hanover County (gun search), Freeman High School (bomb threat), Richmond Marathon, U.S. Supreme Court Justice visit to Capitol, Virginia War Memorial-Pearl Harbor Day, and Ted Cruz Event in Hanover County.

HOMELAND SECURITY SECTION

The Homeland Security Section is commanded by the Homeland Security Commander and includes the Security Clearance Section. The Homeland Security Commander is also responsible for intelligence collection, dissemination, and coordination, special event planning, coordination of extra-duty overtime, and serves as the Agency Transportation Officer.



Security Clearances

The Security Clearance Coordinator reviews applications for security clearance approval to ensure compliance with established criteria, federal and state law, and serves as the Division’s liaison with the Virginia Department of General Services (DGS) for the issuance of credentials for approved applicants. The Security Clearance Coordinator also prepares all security clearance denial appeals for review by the Chief of Police. During 2015, 4,417 security clearances were processed: 3,988 were approved, 308 were denied, 103 were incomplete, 14 were appealed, and 18 applicants were wanted.

Accomplishments

- Completed 19 special event Operations Plans and a staffing plan for the 2015 YMCA Model General Assembly. The Operations Plans included the 9 day 2015 UCI Road World Championship, Future of Richmond’s Past, and the Virginia Sesquicentennial of the American Civil War.
- Coordinated with the Department of General Services for events in Capitol Square. In 2015 the Department of General Services issued 62 permits for events in Capitol Square including 14 film permits and 5 Darden Garden permits.
- Coordinated overtime staffing for several buildings including the State Corporation Commission, Library of Virginia, Virginia War Memorial and the Science Museum of Virginia.
- Coordinated overtime staffing for the filming of “Loving” and “Legends and Lies.”
- Security Clearance Analyst provided information to patrol officers on denied security clearance requests and wanted persons.

INVESTIGATIONS SECTION

The Investigations Section conducts criminal investigations and/or coordinates criminal investigations with the patrol units assigned to each shift and provides intelligence to the agency regarding threats, protests, suspicious individuals, and suspicious incidents. The Investigations Section works collaboratively with Federal, State, and local law enforcement agencies, and with security companies in and around the Capitol District. During 2015, the Investigations Section consisted of two Special Agents and one Investigations Sergeant.

Accomplishments

Criminal Cases Closed by Arrest (F = Felony, M = Misdemeanor):

| | | | |
|-------------|-----------------------|-------------------------------|------------|
| 2014-031983 | Monroe Building | Grand Larceny/Possess Stolen | 2(F) |
| 2014-042402 | VDOT -Central | Grand Larceny | 1(F) |
| 2014-042857 | VDOT-Central | Grand Larceny | 1(F) |
| 2014-430002 | Madison Building | Grand Larceny | 1(F) |
| 2015-000822 | Old City Hall | Grand Larceny | 1(F) |
| 2015-006961 | Madison Building | Grand Larceny | 3(F) |
| 2015-008941 | Library of Virginia | Wallet/Money/Credit Cards | 2(F) |
| 2015-006508 | Jefferson Building | Petit Larceny | 1(M) |
| 2015-011952 | Capitol Square | Petit Larceny | 4(M) |
| 2015-015839 | Madison Building(VDH) | Grand Larceny | 1(F) |
| 2015-016315 | Library of Virginia | Purse/Credit Cards/Cash | 8(F) |
| 2015-017274 | Department of Health | Wallet/Credit Cards | 2(F) |
| 2015-019427 | Library of Virginia | Wallet | 1(F) |
| 2015-019965 | VDOT/Monroe | Larceny x6/Trespass x2 | 1(M), 1(F) |
| 2015-028110 | Monroe Building | Possession of Stolen Property | 1(F) |

Arrest Summary

- Grand Jury Indictments - 16
- Warrants Obtained - 15 (12-Felony/3 Misdemeanor)

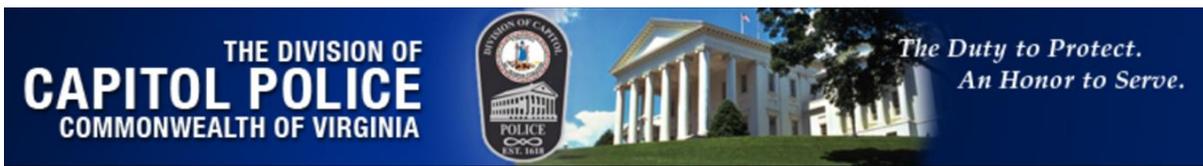
Protective Orders / TDO

- 1 Protective Order

Investigation Case Disposition

- 15 Cases Closed by Arrest
- 1 Cases investigated and labeled Inactive
- 8 Cases investigated and labeled Unfounded
- 31 Cases investigated and Closed By Exception





- 5 Cases Active from 2014
- 2 Cases Active from 2013
- 1 Case Active from 1991

Criminal Warrants

The Investigations Section ended the year with 9 warrants on file.

Search Warrants & Subpoenas

The Investigations Section obtained and served thirteen (13) Grand Jury Subpoenas; four (4) Search Warrants were obtained and served.

Evidence/Found Property

- Maintain evidence, found property and property for safe keeping.
- A total of \$5.50 in Found Property was delivered to the Division of Unclaimed Property at the Virginia Department of Treasury. No Tangible Property was turned over.
- No firearms were destroyed.
- Per Code of Virginia and Division policy, 42 pieces of evidence were removed from the evidence room and either returned to owner, destroyed or placed to file.
- Annual evidence and property room audit was conducted. All items held by the Division were properly stored and inventoried.

Special Assignments

- FBI Cyber Task Force
- Used for special plain clothes assignments.
- Capitol Security Work Group met monthly to assess crime, security issues and share information within the Capitol District.
- Track Crime in the Capitol District utilizing a crime analysis map maintained by the section.
- The Investigations Section conducted numerous investigations involving threatening communications, suspicious individuals, and suspicious incidents. During the course of the investigations, when necessary, the Virginia Fusion Center, Virginia State Police, Federal Bureau of Investigations, United States Secret Service, and other state and local agencies were contacted to obtain or disseminate information.

Fingerprinting

Fingerprints for employees of DGS and other state agencies were processed, as requested.



Crime Stoppers

The Investigations Section participated in the Crime Stoppers of Metro Richmond program, which disseminates information to assist in the investigation of criminal activity, and coordinated with the Crime Prevention Section for publication of information on the Division's web page.



Accreditation

The Investigations Section assists the Accreditation Manager in the gathering of proofs of compliance for evidence, property, policies and records.

Records

The Investigations Section assisted the records manager with the collection and tracking of reports.

Background Investigations

The Investigations Section conducted several background investigations for police applicants.

Section Training

- All Agency and DCJS required Training
- FBI Cyber Training
- Interview and Interrogation courses: VCPI and Reid School of Interview and Interrogation
- The new Special Agent received training in; Basic Evidence Collection from Sirchie and Basic Crime Scene Photography

Workplan

- Add a 3rd Special Agent along with the intern to the section.
- Have Investigators receive basic training in written statement analysis, behavioral profiling.





OFFICE OF THE CHIEF OF POLICE

Financial Services

The Financial Services Section is staffed by two wage employees. The goals and objectives of this section are to create an annual operating plan by allocating appropriations to the expenditure object codes in CARS based on analysis of both historical and future spending requirements as well as discussion and input received from members of the DCP executive staff. Once the operating plan is approved the section must review, in a timely manner, the agency's financial transactions posted in the Commonwealth Accounting and Reporting System (CARS) and ensure that the amounts are accurate, posted to the proper object codes and have adequate properly approved documentation in support of the transaction. To promote adequate internal control, all transactions for the procurement of services, goods and equipment in excess of a stipulated amount must be approved by the Fiscal Manager prior to the expenditure of funds.

Missing documentation is obtained as well as further descriptive information, if needed. Reports are obtained from the Department of Account's (DOA) system known as "Reportline". The detail reports in this group are reconciled to the summary reports to ensure accuracy. The details of each transaction are then posted to the agency's internal system. The monthly and YTD transactions per the internal system are then reconciled back to CARS to ensure both are in agreement. The internal system is developed using Excel spreadsheets that consist of detailed object code ledger sheets that automatically calculate year-to-date expenditures as well as fund balance for each object code. This information is automatically carried forward to a report showing the data in summary format. The section also maintains files containing the necessary documentation in support of these transactions as part of the financial requirements for accreditation. The section performs periodic expenditure projections to ensure adequate funding exists to meet agency needs and that over-expenditure for the agency will not occur. The preparation of transactions using DPB's Performance Budgeting (PB) system is also a responsibility of this section. This includes the entry for the initial operating plan as well as adjustments for central account distributions, receipt of grant funds, etc. The reconciliation of all initial appropriations and allotments as well as subsequent changes for use in funding agency expenses is performed by this position. Additionally, this section evaluates and recommends the need for written policies and procedures, and either creates or revises existing procedures, as appropriate, to provide accountability for all financial activity and to support an adequate internal control environment. This task also includes the analysis of the procurement and invoice process in order to ensure that timely, accurate and efficient procedures are in place to allow for sound decision making.





Records Management

The Records Management Section is staffed by a wage employee. The goals and objectives of this position are to: coordinate and respond to Freedom of Information Act requests, manage criminal, non-criminal and juvenile records, and manage the Division's compliance with the Library of Virginia's Records Retention policies.

Accomplishments

▪ Freedom of Information Act (FOIA) Records

In 2009, records for this project were automated and organized by calendar year. This process continues. Automated files include: 1) a master spreadsheet, 2) individual responses to FOIA requests, and 3) the DCP Request Form DCP-087, which provides a comprehensive history of each request – date request was received, method of receipt, received by whom, contact information, etc., as well as the response. For calendar year 2015, the Division received 54 FOIA requests. Of the 54 requests, 27 were for non-criminal records and 27 were for criminal records.

The retention period for FOIA records is three (3) years, after which time they can be destroyed. This schedule retention and disposition is consistent with the Archives Division of The Library of Virginia (LVA). For records that are over three (3) years old, a Certificate of Destruction form (RM-3) is completed and forwarded to the LVA. Copies of RM-3s are retained by the Division's Records Officer. During 2014 the Library of Virginia initiated a review of the retention schedules with the goal of creating a schedule for State Criminal Justice Academies similar to the GS-29 schedule for local academies. The Division's Records Officer participated in the review committee for this project which was adopted and implemented in 2015.

▪ Records

Spreadsheets for the 2008-2015 Group A (75-year retention), Group B (25-year retention), and Non-Serious (5-year retention) records are prepared and automated with access restricted to Division supervisors. These spreadsheets are updated weekly. Each spreadsheet reflects the Call for Service (CFS) number, date of incident, event description, officer, victim, complainant, case status, e.g., Inactive, Closed by Arrest, Unfounded, Exceptional Clearance or Information, and date of last action taken. Additionally, the Division has implemented a master reports spreadsheet that includes reports received and under review for each shift. This spreadsheet is updated with access by Division supervisors as well as the Records Officer.

The incident reports for the 2008-2015 Group A, Group B, and Non-Serious records are filed by month/year and are maintained by the Records Officer. The juvenile reports are retained separately and destroyed pursuant to the *Code of Virginia*, which is 23 years after the individual's birth date. All files are classified and retained based on the month of last action taken using retention schedules approved by the Library of Virginia. All of the records are removed and destroyed with documentation after that time period has been completed.



- Records Maintenance

The records room houses records that are primarily inactive or closed. The Records Officer is in the process of purging reports on a regular basis based on the LVA retention schedule. This process involves organizing the records that are retained for 75 years (Group A's), 25 years (Group B's), and 5 years (Non-Serious). To date, Group B reports prior to 1990 have been purged.

The Records Officer is assisting staff to ensure the necessary forms are completed and destruction of records is performed pursuant to guidelines established by the Library of Virginia (LVA). Additionally, the Division staff continues to organize records in acid-free boxes that are no longer useful, identifying the series name and retention period on the box, and transferring these records to the records room for retention for storage until they can be destroyed.

- Records Retention Schedule

The records retention schedule identifies the shelf life of an agency's records. Specific records can be retained permanently, transferred to the LVA, or disposed. For example, FOIA records have a shelf life of three (3) years, after which time they can be destroyed, while Management Reports: Historical Significance are retained permanently by the agency.

Workplan

- While records need to be accessible when needed, as with most agencies the space available is limited. Records may need to be stored at a different Division facility or transferred to the Library of Virginia storage facility.

Human Resource Management

Human Resource Management is comprised of one full-time employee who reports directly to the Chief of Police. The Human Resources Manager is responsible for the following programs: recruitment and selection of employees, performance management, employee relations, workforce personnel data management, compensation, rewards, and benefits management, and training and development of employees.



Accomplishments

- Recruitment
 - **Police Officer** – received 148 applications (May 2015)
 - Emailed 100 online employment questionnaires (PHQ) to applicants
 - Physical Agility Test – Tested 14
 - Written Test- Tested 12



- Interviewed- 10 applicants
- Sent 9 applicants to background
- Hired 7 applicants September 25, 2015; Fall 2015 Basic Academy
- **Communications Officer** – received 122 applications (June 2015)
- Practical Assessments – 10/13/15 & 10/14/15
- Interviewed 4 applicants
- Sent 2 applicants to background; offer made; offer declined; position re-advertised
- **Senior Legal Specialist** – received 35 applications (July 2015)
- Emailed 35 online employment questionnaires (PHQ) to applicants
- Physical Agility Test– Tested 12
- Written Test– Tested 10
- Interviewed- 8 applicants
- Sent 1 applicant to background
- Hired 1 applicant December 25, 2015; Spring 2016 Basic Academy
- **Wage IT Coordinator** – received 41 applications (June 2015)
- Interviewed 3 applicants
- Sent 1 applicant to background; offer made; offer declined; position re-advertised

Employee Recognition and Awards

- Coordinated Service Awards for years of State service (5-30 years)
 - Developed certificates for “Employee of the Month”
 - “Employee of the Year” announced and plaque awarded
 - Years of Service Plaque awarded to new Retirees
 - Coordinated Annual Employee Awards & Recognition Dinner (State Capitol)
- Career Development Program
 - Compliance review conducted for current Police Officer II; participants are adhering to program requirements
 - Compliance review conducted for current Senior Police Officers; participants are adhering to program requirements
 - Three new Police Officer II participants added to program
 - Administrative Investigations
 - Set-up and maintenance of administrative folders

Internal Affairs

The Internal Affairs Section consists of one wage employee who is responsible for investigating the most serious of employee misconduct allegations, or other investigations as assigned by the Chief of Police. Less serious allegations of employee misconduct are investigated by the employee’s immediate supervisor. All allegations of employee misconduct are investigated. Sixteen cases were initiated and cleared during 2015. Seven were initiated internally.

Accreditation

Accreditation is the process whereby agencies evaluate policy and procedures against established criteria, and have compliance with that criterion verified by an independent and authoritative body. The criteria or standards are policy development guidelines that represent a level of quality service. Virginia Law Enforcement Professional Standards Commission (VLEPSC) is comprised of the Virginia Sheriff's Association, the Virginia Association of Chiefs of Police (VACP) and the Virginia Department of Criminal Justice Service (DCJS). The Commission establishes professional standards and administers the accreditation process by which Virginia agencies can be systematically measured, evaluated, and updated.



Accomplishments

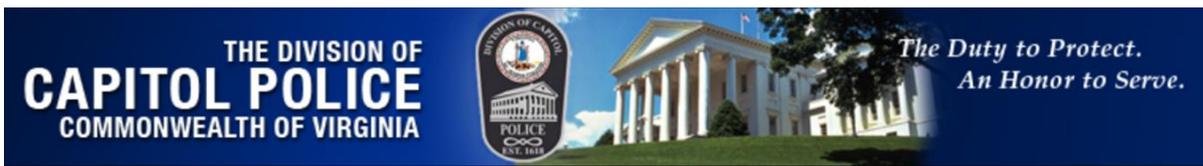
The Accreditation Manager received the Commissioner's Award from the Virginia Law Enforcement Professional Standards Commission and Department of Criminal Justice Services.

The Certified Accreditation Professional award was presented to the Accreditation Manager for her continued leadership, support, commitment and service for the Virginia Law Enforcement Accreditation Coalition.

The Accreditation Manager was elected as President of Virginia Law Enforcement Accreditation Coalition.

The Accreditation Manager graduated from the Professional Executive Leadership School (University of Richmond).

- Ensured the Division met all 190 accreditation standards, with a total of 747 areas of compliance as required by VLEPSC.
- Conducted policy review during shift briefings and created Quizdom tests to ensure personnel are in compliance with policies and procedures.



- Continue to maintain a continuous process to review all policies and create new policies as needed.
- Participated in several mock and on-site assessments.
- Assisted the Investigations Section with several cases.
- Assisted Victims and Witnesses through the process of criminal cases.
- Served as chairman for the training committee of VALEAC.
- Conducted accreditation training for all new personnel.
- Participated in numerous crime prevention presentations.
- Served on the Board of Virginia Advisory Team for Virginia Law Enforcement Accreditation Coalition.

Workplan

- Implement an electronic document management system for accreditation.
- Continue to develop and improve policies and procedures.
- A mock assessment conducted at the completion of term two to ensure compliance of standards.

Strategic Planning

Background

During the Spring and Summer of 2010 the Division of Capitol Police underwent a strategic planning process with the assistance of a private consultant. The Direction Setting Team (DST), which was comprised by the Chief, Assistant Chief, Administrative Captain, Operations Captain, the Human Resource Manager and the Plan Coordinator, developed five strategic goals defined by a total of 33 strategic initiatives. Goal Champions, whose task it was to promote, organize and incorporate the initiatives into Division policies and procedures, were identified by the Chief of Police and given the responsibility for implementation of the initiatives. The Goal Champions and the Plan Coordinator comprised the Implementation Team (IT).

The five goals identified by the Direction Setting Team include:

1. To be a Well Managed Organization (5 initiatives)
2. To Employ an Exceptional and Diverse Workforce (11 initiatives)
3. To Provide Safety and Security of Facilities and Protection of People (6 initiatives)
4. To Be Ambassadors for the Commonwealth (6 initiatives)
5. To Provide and Environment of Preparedness (5 initiatives)

Current Status

To date, twenty-three (23) of the thirty-three (33) initiatives have been completed (see chart). Completed initiatives have been addressed and incorporated into the policies and/or procedures of the agency. Most initiatives call for ongoing maintenance and re-evaluation.



DCP Strategic Planning Roadmap

| Well Managed Organization 1.0 | Exceptional and Diverse Workforce 2.0 | Safety and Security Of Facilities and Protection of People 3.0 | Ambassadors of the Commonwealth 4.0 | Environment of Preparedness 5.0 |
|---|--|---|--|--|
| <p>1.1 Improve three (3) administrative processes annually</p> <ul style="list-style-type: none"> • Communications • Training • Scheduling <p>1.2 Solicit and act on employee suggestions</p> <p>1.3 Inventory and evaluate programs for results and respond appropriately</p> <p>1.4 Formalize a structure for implementing and monitoring DCP's strategic plan</p> <p>1.5. Continually evaluate compliance with mandated audits and inventories</p> <p style="color: red; font-size: small;">Red = Completed</p> | <p>2.1 Develop a skills bank annually</p> <p>2.2 Establish a mentorship program</p> <p>2.3 Annually summarize exit interview information</p> <p>2.4 Create a leadership development program to include technical and behavioral competencies</p> <p>2.5 Align discretionary development opportunities with organizational need</p> <p>2.6 Share knowledge obtained from external training</p> <p>2.7 Evaluate training effectiveness</p> <p>2.8 Acknowledge participation in DCP's strategic planning process</p> <p>2.9 Develop a recruitment plan to increase diversity</p> <p>2.10 Increase total compensation package</p> <p>2.11 Reduce accrued leave liability by 5%</p> | <p>3.1 Develop alternative staffing programs to include a Police Auxiliary Program</p> <p>3.2 Employ new technology in DCP's crime analysis data process</p> <p>3.3 Develop policies and procedures that ensure screening competency and consistency</p> <p>3.4 Improve the existing process by establishing clear protocols for reporting and resolving security concerns</p> <p>3.5 Develop a "floor watch" program for each facility</p> <p>3.6 Expand the EMT program</p> | <p>4.1. Formalize a process to encourage Division related civic / public / and community involvement</p> <p>(4.2 moved to 5.6)</p> <p>4.3 Increase the visibility of DCP</p> <p>4.4 Integrate values and behaviors into training and performance management tools (EWP)</p> <p>4.5 Expand interpersonal skill development training</p> <p>4.6 Provide employees with historical resources to enhance visitor interaction</p> | <p>5.1 Identify issues that compromise our mission and initiate programs to mitigate</p> <p>5.2 Identify specialized equipment: develop replacement schedules; upgrades as necessitated and provide proper training</p> <p>5.3 Capitalize on the employee skills bank</p> <p>5.4. Establish written protocols and guidelines for dissemination of sensitive and/or confidential information</p> <p>5.5. Increase and diversify emergency preparedness training</p> <p>5.6 Collect and analyze complaint and commendation data to identify and respond to trends</p> <p style="text-align: right; font-size: small;">Updated 06/01/16</p> |

The Division Strategic Plan is currently under review, since the plan needs to reflect the Vision of the current Chief. Three (3) options have been discussed:

- Option #1 – Continue current plan with new Goal Champions and develop new initiatives.
- Option #2 – Continue current format but re-evaluate/develop new Vision and Mission statements, goals, initiatives and core values.
- Option #3 – Develop completely new plan using an outside consultant as facilitator.

Any of the three options would include another round of internal and external surveys. Many initiatives are on-going, and will continue regardless of the direction of the strategic plan.



THE DIVISION OF
CAPITOL POLICE
COMMONWEALTH OF VIRGINIA

STRATEGIC PLANNING ROADMAP

Strategic Planning attempts to identify the most significant issues that will confront an organization.

A MESSAGE FROM THE CHIEF

The Division of Capitol Police has taken a giant step into the future with the creation of our comprehensive strategic plan. Following closely on our 2010 accreditation by the Virginia Law Enforcement Professional Standards Commission, the Division identified specific goals, objectives, initiatives and measurements that will help guide our course and provide focus to our service to the Commonwealth and her citizens.

We utilized a highly participative and transparent process to identify goals that we believe are essential to our mission as an agency. In order to provide an unbiased evaluation of our service delivery, we solicited input from our stakeholders at all levels, internal and external, through surveys, interviews and focus groups. Information was gathered that provided insight into our strengths, weaknesses, opportunities and threats.

Implementation teams have been assigned to each of our five primary goals in order to define, plan, implement and measure initiatives and activities associated with incorporating the plan into the Division's daily performance.

The five primary goals each have a Goal Champion focusing on various initiatives designed to achieve those goals. These 33 initiatives are comprised in a Strategic Plan Roadmap included on the DCP website and can be found at:

www.dcp.virginia.gov

Division of Capitol Police
PO BOX 1138
Richmond, Virginia 23218



STRATEGIC PLAN

Strategic planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. It attempts to identify the most significant issues that will confront the organization. In order to determine the direction of the organization, it is necessary to understand its current position and the possible avenues through which it can pursue a particular course of action. Strategic planning looks at the long-term, which is how organizations survive and thrive.

The five primary goals of the strategic plan include:

- **Well Managed Organization**
- **Exceptional and Diverse Workforce**
- **Safety and Security of Facilities and Protection of People**
- **Ambassadors of the Commonwealth**
- **Environment of Preparedness**

The Division of Capitol Police strategic plan is an ongoing effort. Annual review and revision by the Direction Setting Team will ensure we perform our duties with new and challenging initiatives to meet new and challenging demands on our service delivery.

MISSION, VISION, VALUES

Mission:

To provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth and its visitors

Vision:

Leading the nation since 1618 in securing, protecting and serving the seat of government and its people

Values: Devotion - Character - Professionalism

Other Division Activities

Division Softball Team



Law Enforcement Torch Run



THE DIVISION OF
CAPITOL POLICE
COMMONWEALTH OF VIRGINIA



*The Duty to Protect.
An Honor to Serve.*



2015 World Police and Fire Games



CrossFit



Sgt. Tony Gulotta - Silver Metal

Mountain Bike



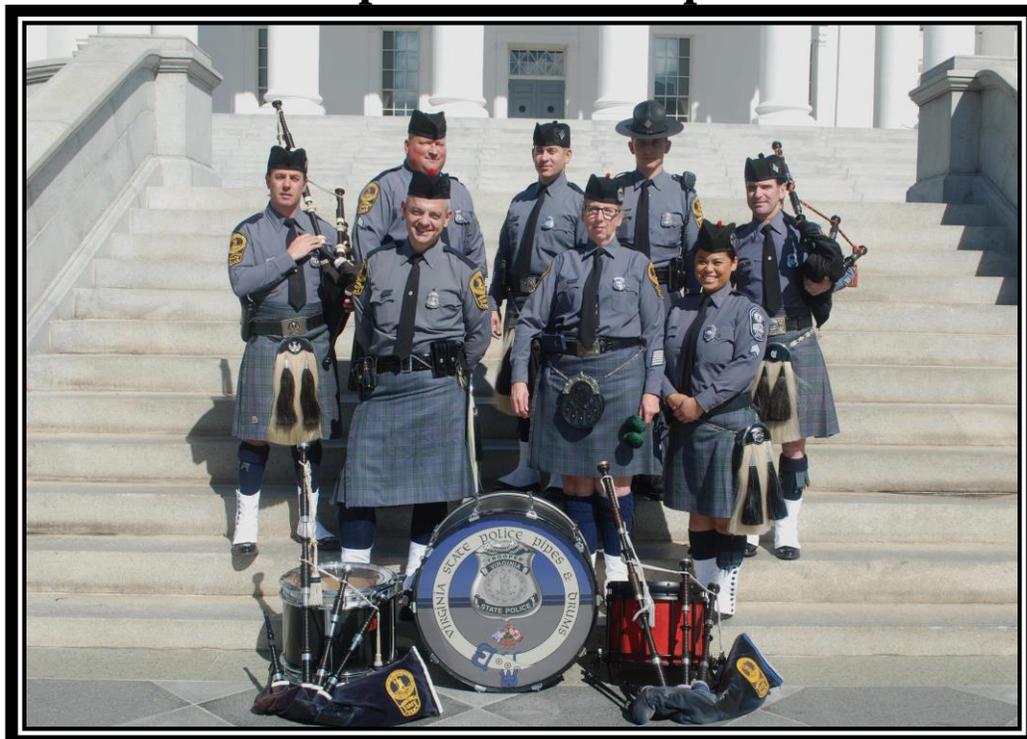
SA Jamie Cosby - 4th Place



Red Robin Tip-A-Cop



Pipe & Drum Corps





Division of Capitol Police Commonwealth of Virginia

Law Enforcement Code of Ethics

Reprinted from the
Virginia Department of Criminal Justice Services

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice. I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whenever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution for criminals, I will enforce the law courteously and appropriately without fear or favor, malice of ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other law enforcement officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself to the highest moral and ethical standards in the performance of my chosen profession ... law enforcement.



2015 ANNUAL AWARDS

EMPLOYEE-OF-THE-MONTH

October – Officer Matthew D. Mulheim
November – Sergeant Michael H. Flick
December – Mrs. Julie A. Redden
January – Officer Clarence A. Nowlin, III
February – C/O James P. Key, Jr.
March – Officer Nathan S. Brown
April – Officer Mathias Varga
May – Officer David J. Boyland
June - Officer Davon D. Fant
July - Sergeant Anthony M. Gulotta
August – Officer D. Sean Chaulklin
September – Mrs. Stephanie Dillon

EMPLOYEE-OF-THE-YEAR

Mrs. Julie A. Redden
Mrs. Stephanie B. Dillon

CAREER DEVELOPMENT

Laura L. Samuel – Senior Police Officer
Joel N. Ward – Senior Police Officer
Joshua B. Kaczor – Police Officer II
Matthew D. Mulheim – Police Officer II
Andrew R. Sentipal – Police Officer II

COMMUNITY SERVICE AWARD

Officer Arthur W. Clarke

RETIREMENT AWARDS

Security Analyst Nancy L. Goergner
Officer Michael D. Mahoney
Officer John K. Tobin
K-9 SPIKE

SERVICE AWARDS

Thirty Years

Sergeant Dianne M. Dowdy
Captain Raymond J. Goodloe, III
Captain Randall E. Howard
Lieutenant James Layne
Officer Michael D. Mahoney

Fifteen Years

Officer Rendell L. Gary
Sergeant Rebecca B. Herrera
Officer Donna L. Johnson

Ten Years

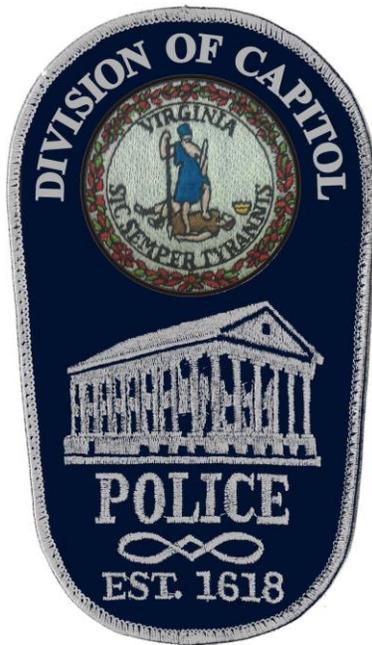
Officer Michael S. Kirkpatrick
Officer John T. Nicholson
Officer Francis M. Stevens
Sergeant Todd D. Wood

Five Years

Officer Matthew D. Mulheim
Mrs. Julie A. Redden
Officer John K. Tobin

AWARD OF EXCELLENCE

Lieutenant James Layne
Sergeant Anthony M. Gulotta
Officer Mathias Varga
Officer Clarence A. Nowlin, III
Officer Davon D. Fant
Officer Robert A. Goward



**DIVISION OF
CAPITOL POLICE
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RICHMOND, VIRGINIA
23218**

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