

100 DAY REPORT



Culpeper County Sheriff's Office
14023 Public Safety Ct.
Culpeper, VA 22701
Sheriff Timothy W. Chilton



Swearing In Ceremony December 21, 2023

CULPEPER COUNTY SHERIFF'S OFFICE
100 DAY REPORT



THE BEGINNING

January 1, 2024 marked the start of a new beginning – a fresh start. The months leading up to that date were a whirlwind - interviewing existing staff to learn how to allocate the strengths that were in place, trimming the fat where it no longer served a purpose, weeks of training to learn the ins and outs of being a new Sheriff, saying goodbye to the agency that has been my home for so long and swearing in my new administration.

THE PURGE

We wasted no time after taking office. There was so much to do. Aside from getting used to my new family, my new home required a deep cleaning. The first week, we rolled up our sleeves and got rid of the excess. Paperwork, files, books, outdated electronics that no longer made sense to hold on to were disposed of.

All of the facilities received a deep clean, removing dirt and grime that has accumulated over the years.

The old Salem building and Piedmont facilities were the biggest challenge. Supervisors were on deck for scheduled clean out days at both buildings. Numerous donations were made of items that could be utilized by other organizations, while others were either sold if eligible, scrapped or found their way to a dumpster. The Piedmont facility will now be used for bulk storage, training and vehicle maintenance. The old Salem building will be reallocated to another county department.





PERSONNEL

The Culpeper County Sheriff's Office is responsible for multiple law enforcement operations and services to the community, which include:

- ☆ Patrol
- ☆ Criminal Investigations
- ☆ Jail
- ☆ Courts
- ☆ Civil Process
- ☆ School Resource
- ☆ Professional Standards
- ☆ Records

The Culpeper County Sheriff's Office is on track to become fully staffed and has recently welcomed many new faces in the last 100 days. Department wide, we have hired (25) new employees, both sworn and civilian.

- ☆ Command staff has added five new hires, as well as two new support staff.
- ☆ Our jail division has added eight new employees to include five new jailers, one records specialist and two nurses.
- ☆ Patrol division has hired six new deputies.
- ☆ Our criminal investigation division has brought on two new part time detectives.
- ☆ And our records center has hired a part time and two full time records specialists.

Our law enforcement family is growing by leaps and bounds, and we hope to continue the pace.



JUDICIAL DIVISION

Our judicial division incorporates our jail, court security and civil process. It is our largest division.

Adult Detention Center

The beginning of 2024 introduced a new jail administrator, Captain Amanda Lambert. She brought over 37 years of experience in the corrections field to my administration. In the last 100 days, she has streamlined procedures and cut unnecessary expenses. The changes she has brought are too numerous to name in just a few bullet points. The most significant changes are:

Partnerships

- ☆ Our agency has signed MOAs (memorandum of agreement) with local jail facilities - Central Virginia Regional Jail and RSW Regional Jail - to move our inmates closer to Culpeper County. These MOAs have cut farmout costs significantly. We have moved over (200) inmates to these facilities.
- ☆ Developed a partnership and signed an MOA with Encompass (f/k/a: Rappahannock – Rapidan Community Services) for increased inmate services.
- ☆ Signed a new contract with inmate physician services.
- ☆ Made new connections and have met with a vendor for pharmacy services, the inmate phone system and commissary.

Inmate Housing

- ☆ All of our inmates are now classified and are issued identification wrist bands.
- ☆ We have implemented an inmate housing plan to separate high risk from low risk inmates.
- ☆ Identified low risk inmates are eligible for outside work with an armed deputy.
- ☆ Implemented additional religious services for inmates.
- ☆ Implemented inmate peer support.

Facilities

- ☆ Conducted a complete search of the entire jail facility.
- ☆ Completed maintenance and inspections on the facility to include the elevator, kitchen hood, fire suppression system and boilers.
- ☆ Identified that 60% of sinks, toilets and showers were in non-working order. The replacement parts were ordered.
- ☆ Completed significant construction and maintenance to newly identified jail records space.
- ☆ Worked with environmental services to fix HVAC units to eliminate over \$30,000 in expenses every summer on alternative AC. The jail and administration offices were also reviewed for inclusion in the Capital Improvements Program for a total HVAC replacement.
- ☆ Extensive purging and cleaning of our facilities.

Procedures / Administration

- ☆ Audited over (100) inmate files.
- ☆ Conducted a complete assessment of the jail and its processes and procedures.
- ☆ Implemented a cleaning schedule.
- ☆ Implemented an inmate intake / triage area.
- ☆ Implemented housing logbooks to increase inmate supervision and documentation.
- ☆ Implemented a formal field training process for jail deputies.
- ☆ Implemented processes to mitigate risk. For example, due process for punitive housing.
- ☆ Actively tracking inmate behavior, housing and movement.
- ☆ Currently, developing and expanding our jail specific policies.



Staffing

- ☆ Hired (8) jail deputies and two full time nurses.
- ☆ Dedicated (2) staff members for minor jail maintenance and landscaping.
- ☆ Implemented a promotional process.
- ☆ Promoted (2) Sergeants to 1st Sergeant.
- ☆ Promoted a Master Deputy to Sergeant.
- ☆ Promoted (2) deputies to Master Deputy.





☆ Five jail deputies graduated from the jail basic academy training program. All awards from the academy were given to Culpeper staff. We have two more in the current class of the jail academy.

☆ Additional training was provided to several staff members including CIT, driver safety and taser.

☆ Aligned jail supervisors with specific operational functions.

Court Division

Our court division provides security and keeps our daily operations at our courthouse running smoothly. Our courthouse houses a Circuit Court, General District Court and Juvenile and Domestic Relations Court. Deputies man the front door to ensure the safety of our citizens and courthouse employees. They also complete transports of prisoners into our jurisdiction for their court appearances and transport subjects being held under TDO (temporary detention order) to available facilities.

In the last 100 days, our court division:

- ☆ There have been over (8,818) cases heard in our courts.
- ☆ Has performed over (12,596) metal detector scans.
- ☆ Logged over (5,600) hours in our courtrooms.
- ☆ Transported (239) subjects for court appearances.
- ☆ Transported (8) subjects being held under TDO.
- ☆ These transports involved over (910) work hours and (21,159) miles traveled.

Civil Process

Our civil process division handles the service of all legal documents, which include court summonses, writs and evictions.

In the last one hundred days, our department has served (4,456) civil papers. Our civil division, which consists of a sergeant and three part time deputies, served (3,739) of these papers alone.



PATROL DIVISION

The patrol division is our second largest division. Great changes have come about in such a short time.

STAFFING

The biggest issue we've faced has been staffing. In the last 100 days, we have increased the number of patrol deputies and have established minimum staffing requirements to ensure the safety of the public we serve.

We have two recent graduates from road school that are in field training. And we have eight cadets in the current class of the training academy. We are always hiring and looking to add to our law enforcement family.

We have given our patrol deputies the incentive to shine with the first competitive promotional process. Our agency invited outside law enforcement assessors from other jurisdictions to make the selections. At its completion, this process selected a newly promoted 1st Sergeant and Sergeant.



EQUIPMENT AND TECHNOLOGY

We have made the requirement that all patrol deputies be trained in patrol rifle and be taser certified. We have also removed any unsafe or unapproved weapons from the fleet. We have also required all weapons to be issued by the department with mandatory annual qualifications.



As promised during my campaign, we implemented the first body worn camera (BWC) program in our office's history. This trial was the first step in implementing the program and familiarizing deputies with this technological advancement. This was a tedious process that also involved policy development, proper classification, and mandatory supervisory review of camera footage. We are currently in the process of purchasing our first set of body worn cameras.

CULPEPER COUNTY SHERIFF'S OFFICE
100 DAY REPORT

All patrol vehicles are now equipped with Axon cameras. Any mechanical or software issues have been repaired to ensure that all vehicle camera systems are operational. Safeguards are now in place to ensure that any camera issues can be tracked and repaired.

POLICY AND PROCEDURES

We implemented the policy requiring 100% supervisor coverage - meaning patrol deputies will no longer work a shift without an on-duty supervisor, including the early twilight hours.

We have implemented an organized roll call training program for all patrol deputies. This allows them to receive uniform and detailed training for all assigned squads.

A huge change to the agency environment was relaxing the policy on tattoos and facial hair. Deputies are now able to have visible tattoos and groomed facial hair.

TRAINING

Training is a high priority for this administration. We want to have the most up to date, DCJS approved training available for all our patrol deputies. We have been able to send qualified deputies to field training school, armorer schools, K9 training conferences, report writing classes, general instructor classes, narcotics investigation classes, crime scene processing, and supervisory schools, just to name a few.

We have applied for and were approved for training for two deputies in Orlando, Florida for the IAATI / SEIAATI 72nd Auto Vehicle Crimes Conference in August. It's a great opportunity for training, networking and intel sharing. All of the travel fees and meals will be paid for by a grant through the Virginia State Police Heat Unit.

We have set the future goal of having all of patrol complete training for crisis intervention (CIT). CIT is such an invaluable tool to address one of the most critical areas of our community – mental health and persons in crisis. So far in 2024, four deputies have successfully completed this training. We will have an additional eight patrol deputies attending this training before the close of this year.



CRIMINAL INVESTIGATIONS DIVISION

Our criminal investigations division is assembled of three full time and three part time general assignment detectives and two full time narcotics detectives with it being overseen by a 1st Sergeant and a Captain. Additionally, this division employs an administrative assistant, a certified crime and intel analyst, a part time (sworn) analyst and an evidence technician.

Our detectives serve in several capacities, as well as serve on joint task forces. Their assignments include being participating members of the Internet Crimes Against Children (ICAC) Taskforce, Blue Ridge Narcotics and Gang Task Force (BRNGTF), Homeland Security Investigations (HSI) and the Drug Enforcement Agency (DEA) Taskforce.

GENERAL INVESTIGATIONS

Once a case is reported to our patrol division and there needs to be further investigation, it gets assigned to CID investigations. In the past 100 days, (121) cases have been assigned / reassigned to detectives. The most common cases assigned to general assignment detectives so far this year are pornography (16), frauds (12) and larcenies (12). These detectives have also investigated a multitude of other cases, including child abuse, sex offenses, motor vehicle thefts, missing persons, weapons violations, embezzlements, extortion, and death investigations.

Detectives are now actively investigating and reviewing three cold case homicides in the hopes of obtaining new leads to help bring families answers and a sense of closure for the loss of their loved ones. We have incorporated the assistance of special agents and analysts with the Virginia State Police and federal agencies to strengthen the possibility of an arrest.

NARCOTICS INVESTIGATIONS

Our narcotics detectives have been hitting the streets hard in an effort to keep our community safe. In the past 100 days, they have seized over \$22,000 in narcotics, two firearms and over \$18,000 in cash.

BACKGROUND INVESTIGATIONS

Our detectives also conduct thorough background investigations on agency applicants that have been vetted through the interview process. In the past 100 days, CID has conducted (35) background investigations on viable applicants. Through the completion of these backgrounds, five applicants were eliminated after being disqualified for cause.

PROPERTY & EVIDENCE

The Sheriff's Office evidence room is maintained by our evidence technician, along with a backup keyholder. These employees manage the evidence inventory - tracking the movement and chain of custody for all evidentiary items in the department's possession. Everything from completing intake of evidence into the evidence room to handling its destruction. They also coordinate and submit our evidence to the Department of Forensic Science. They work closely with the other divisions to streamline our evidence management and storage capacity challenges.

At the beginning of my term in office, I asked for a complete audit of the evidence room. This involved the inspection and inventory of over 8,100 items. Agents from the Virginia State Police were able to complete the inspection over a five day period. At the end of this audit, our office received a 100% compliance report with all items being located.

In February 2024, our new evidence technician successfully completed her certification with the International Association of Property and Evidence (IAPE). The IAPE provides education and training in the recommended standards for property and evidence procedures.

CONCEALED WEAPONS PERMITS

Our detectives also process and investigate concealed handgun applications for the citizens of Culpeper. In the last 100 days, our office has processed (344) applications.

EXTRADITIONS

Our agency also coordinates extraditions with other agencies to bring absconded offenders to our court system to answer the charges that have been placed against them locally. In the last 100 days, our agency has extradited (8) offenders responsible for over (21) criminal charges. These charges include (19) felonies and (2) misdemeanors, ranging in severity from shoplifting to rape by force. These extraditions involve the coordinated efforts of law enforcement agencies in Maryland, West Virginia, South Carolina, Ohio and Florida.



SPECIAL OPERATIONS

SPECIAL EVENTS

The Culpeper County Sheriff's Office supports our community by providing security and community outreach to private businesses, organizations, and churches. So far this year, our agency has worked (48) of these special duty events, totaling over (150) work hours, above and beyond the normal course of their shift. Following is the breakdown.

January 2024 - Deputies worked (11) special events.

February 2024 - Deputies worked (13) special events.

March 2024 - Deputies worked (20) special events.

April 1 – April 10, 2024 - Deputies worked (4) special events.

Our department is projected to work over (300) special events in 2024. We will soon be entering our busiest months, beginning in May.



K9 UNIT

The Culpeper County Sheriff's Office has (4) K-9 teams who are overseen by a 1st Sergeant and a Lieutenant. There are (3) narcotics teams and one explosives team. We also have a new addition to the K9 crew – a bloodhound team, that will be used for tracking.

Their specialty requires staying on top of changing trends and enduring tedious and expansive training. So far this year, these teams have logged over (112) training hours.

In addition to regular patrol duties, our K9 teams have performed extra patrols (484) building searches (42), assists on search warrants (10) and vehicle scans (35). These teams have located over \$12,700 worth of narcotics.





PROFESSIONAL STANDARDS

ACCREDITATION

Our office has completed the initial application and enrollment process for state accreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). Accreditation is an ongoing process that evaluates our policies and procedures against established industry standards. This process shows how well we comply with these standards through evaluation by independent professional peers.

POLICY REVIEW

To prepare for seeking accreditation, our professional standards division has begun reviewing and updating all of our current policies and procedures in our General Orders.

PROMOTIONAL PROCESS

In the last 100 days, our agency has also brought a new professional standard to our promotional process. We have completed promotional panels to conduct applicant interviews using outside assessors from other law enforcement organizations. These panels were assembled for the promotional process for 1st Sergeant, Sergeant, Master Deputy and Detective.



FOIA

The Virginia Freedom of Information Act (FOIA), located § 2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media, access to public records held by public bodies, public officials, and public employees. The purpose of FOIA is to promote an increased awareness by all persons of governmental activities.

One of my campaign platforms was a transparent agency. FOIA is one of the avenues that makes this possible and holds employees accountable. In the first 100 days, our agency has received (77) FOIA requests. Each request varied in the amount of time it took to review the records requested and fulfill it accordingly. Overall, personnel spent almost (42) hours fulfilling these requests. Some requests were as simple as providing a copy of a report. Others were more complex and included the review of video evidence. The update to our fleet to incorporate the Axon in-car video system, along with the BWC (body worn camera) program, has increased the amount of video footage available and thereby increasing the time it takes to complete these requests and the number of requests received.

FLEET

Since the beginning of 2024, we have removed any old, high mileage or unsafe vehicles from our fleet. This involved decommissioning (22) vehicles.

We recently acquired (1) new administrative vehicle. In the coming months, we will be acquiring (10) new patrol vehicles and (1) new jail transport van.

RECORDS DEPARTMENT



Our records department is the heartbeat of our agency. All incidents, warrants, protective orders, civil papers, search warrants pass through this office. Our records staff are invaluable to the services we provide to our community.

In the last 100 days, our records department has grown from (2) full time and (1) part time employee to now have grown by two more positions, an additional full time and part time records specialist.

In March 2024, our agency passed an audit by the Virginia State Police of our VCIN files (Virginia Criminal Information Network). This database contains information related to arrest warrants, protective orders, missing persons and stolen items and is linked to other national and regional law enforcement systems. It is imperative that these entries are accurate. The audit reviewed entries made by our records center within the last three years.



SCHOOL RESOURCE DIVISION

Our SROs are part of our most recognizable, forward facing division. They stay busy all year - protecting our schools on a daily basis, interacting with our students, covering special events, doing community outreach, and organizing the sports camps, just to name a few. This interaction fosters positive relationships with our youth and community. Our SROs have not missed a beat in the last 100 days. They have ensured it was business as usual in our schools – continuing to provide that positive connection with their students and standard of service to their assigned schools.

CADET PROGRAM

Our Cadet program has been going strong for many years. This program gives young men and women an introduction to a career in law enforcement. They are given live scenarios, showed the basics to processing crime scenes, and train in emergency response and defensive tactics. Cadets go on trips with the SROs to career related locations, assist with and provide traffic control and Kid ID at agency events, and perform vital community service roles throughout Culpeper County.

Our Cadet program had (5) existing Cadets and have acquired (3) new Cadets since the beginning of 2024.

STAR CADET PROGRAM

The Culpeper County Sheriff's Star Cadet (CCSSC) Program was established to provide individuals with intellectual and developmental disabilities an opportunity to experience the various duties of a law enforcement officer. This program is intended to be both educational and community service based. The cadets learn about law enforcement and community policing through interactive instruction and presentations. The goal of our program is to



enhance the relationship between citizens with intellectual disabilities and the law enforcement community.

This program launched in March. In just a few short weeks, we have welcomed (10) Star Cadets and are now at full capacity.

SPORTS CAMPS

One of the largest events sponsored by this office are the Summer Youth Sports Camps. This year's turnout is promising to be one of the best yet. The SROs have been coordinating and planning with Culpeper Parks and Recreation to bring these summer camps to life. This year will see a brand new addition to the yearly lineup – Volleyball Camp.

May 28th through May 30 – Football and Cheer Camp

June 11th through June 13th – Soccer Camp

June 25th through June 27th – Basketball Camp

July 9th through July 11th – Baseball and Softball Camp

July 16th through July 18th – Volleyball Camp

CAMP SUPERHERO

This year, our SROs are introducing a brand new summer youth camp – Camp Superhero. This camp is dedicated to our young athletes with intellectual, physical or developmental disabilities between the ages of 11 and 18. This event allows these amazing athletes to showcase their skills and compete in various sporting events. This inaugural event is set to happen on May 22. Our SROs have been ironing out all of the details and finalizing the plans to make it a great, annual event.



COMMUNITY EVENTS

Our SROs participate in so many community and school events. Here are a few:

- ☆ On March 15th, our SROs competed against the CCHS teachers in our annual DARE LE vs Teachers basketball game at Culpeper County High School. This has been a fixture in our county for over 25 years. We're not saying it was fixed, but somehow the teachers came out on top.



☆ Our SROs have taught (75) DARE classes to our elementary school students so far this year. They have participated in Special Olympics events for Culpeper County Schools and are slated to attend a similar event at Woodberry Forest in the next few weeks.

☆ Our SROs coordinated their efforts with school staff and other emergency response agencies to put on mock crash demonstration for prom at Eastern View High School to remind students of the danger of drinking and driving.



☆ The SROs are assembling the curriculum for our Youth Academy being held July 22 – 26. They will be learning about patrol operations, criminal investigations, K9, SWAT, jail operations, court security and physical agility.



TECHNOLOGY

AXON

We have made significant advancements in technology in the last 100 days. To streamline operations and also to hold our deputies to high standards, we have expanded our usage of the Axon platform. Axon is a vendor that specializes in digital evidence related to law enforcement duties. The products they support, include our in-car video systems, body worn cameras, tasers and interview room systems. In February, Axon representatives were on-site to give extensive training in how to utilize their products effectively. Staff members were able to hit the ground running with these new capabilities.



Each patrol vehicle is now equipped with in-car video systems sourced through and supported by Axon. All of our digital evidence is now cloud based, allowing for easier access and searching, enhanced chain of custody tracking, and less overhead that physical on-site storage requires.



Within the first weeks in office, patrol deputies began a phase one trial of body worn cameras supported by Axon. These cameras are essential for our deputies by providing an impartial record of interactions with our office and the public we serve. We are currently in the process of purchasing our own BWC. In the future, we are also looking to expand this program to our school resource division and our jail division.



RECOGNITION and PROMOTIONS

PATROL DIVISION



K9 Deputy Owen Gore was promoted to Master Deputy.

K9 Deputy Chris DeJarnette was promoted to Master Deputy.

Deputy Jesse McPeek was promoted to Sergeant of Alpha Platoon (Nights).

Sergeant McKinley was promoted to 1st Sergeant of Bravo Platoon.



Deputy Nicholas Finkle was recognized as Patrol Division's Deputy of the Quarter (April 2024).

ADULT DETENTION CENTER

- ☆ Sergeant Jesse Gwinn was promoted to 1st Sergeant / Alpha Platoon.
- ☆ Sergeant James Faulk was promoted to 1st Sergeant / Bravo Platoon.
- ☆ Master Deputy Aaron Shields was promoted to Sergeant / Bravo Platoon (Day).
- ☆ Deputy Taylor Orr was promoted to Sergeant / Alpha Platoon (Day).
- ☆ Deputy Nikki Henry was promoted to Master Deputy / Support Division.
- ☆ Deputy Robert Embrey was promoted to Master Deputy / Bravo Platoon (Night).



COURTS



Deputy Travis Moore was promoted to Master Deputy.

CRIMINAL INVESTIGATIONS

☆ March 2024 - Detective Dana Dodson was selected as Deputy of the Year by the American Legion. Det. Dodson was recognized for her hard work and dedication to this agency. She has performed exceptional work combating internet crime against minors. She also served a pivotal role in solving a catalytic converter theft ring that stemmed across multiple jurisdictions throughout Virginia.



SUMMARY STATEMENT

Thank you for your interest in the Culpeper County Sheriff's Office. It is our hope that our team will continue to work with the community to create positive change for all who live and work here. We hope to continue on with this upward momentum to make improvements to the services we provide.