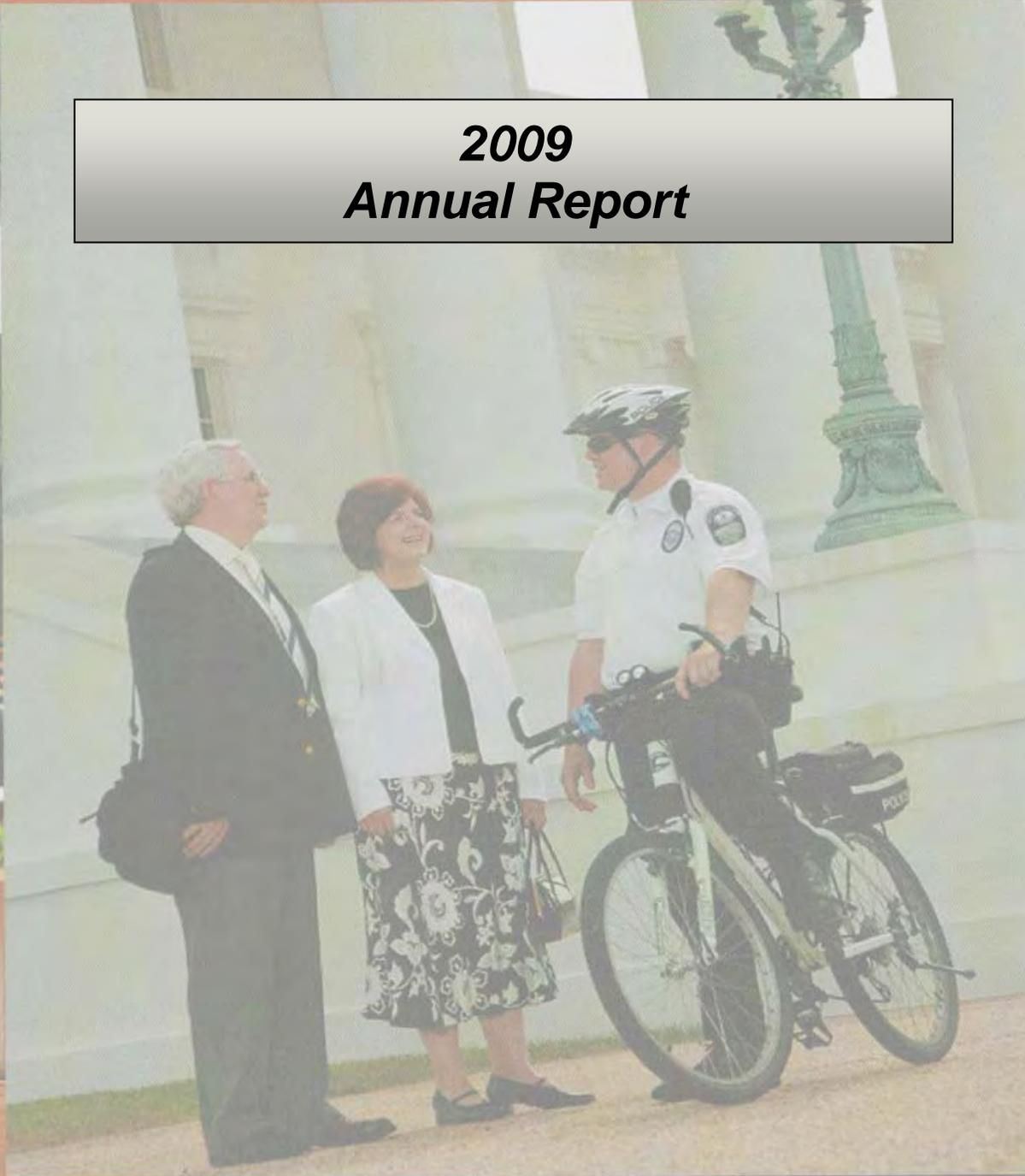


THE DIVISION OF
CAPITOL POLICE
COMMONWEALTH OF VIRGINIA

www.dcp.virginia.gov



2009
Annual Report



The Duty to Protect. An Honor to Serve.



MESSAGE FROM THE CHIEF



Unlike municipal and local police departments, the Division of Capitol Police has but only one residence to serve and protect in our jurisdiction here in metropolitan Richmond – the Governor’s Mansion. But our responsibilities go beyond protecting the nation’s oldest occupied governor’s mansion in the United States. We are also proud to serve Virginia’s state officials represented in our Legislative, Executive, and Judicial branches of state government, our over 7,000 state employees working for the citizens of Virginia on a daily basis, and our 100,000 annual visitors to our state Capital and surrounding properties.

It is with great pride and with a highly professional staff of police officers, security officers, and administrative staff that we carry out our duties daily in a manner consistent with our core values of: “*The Duty to Protect, an Honor to Serve.*” Our law enforcement and security services are delivered to our stakeholders through vehicle patrols, bicycle patrols, foot patrols, static posts, traffic law enforcement, traffic crash investigations, criminal investigations, dignitary protection, crowd control, and critical incident response teams.

In addition to our law enforcement accomplishments, 2009 was highlighted by the relocation of the Division’s headquarter facilities in Capitol Square to the newly renovated Washington Building. Previously, the Division’s administration was in the Supreme Court Building, and operations in the 9th Street Office Building. The agency now enjoys first class facilities on the second floor of the Washington Building, where operations, administration and administrative staff work collaboratively, resulting in improved communications and efficiency. In addition to office space, the facility includes a training room, conference room, evidence and property room, interview room, break room, physical training room, and a state-of-the art communications center.

The year was also highlighted by a focused effort toward the attainment of state accreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). This effort consisted of an initial assessment, policy development and revision, and proofs of compliance with 187 standards developed by the Virginia law enforcement community and certified by VLEPSC. A tremendous amount of time and research was undertaken with every level within the organization working for a successful outcome. A mock assessment was held in December in preparation for the final assessment in January. The Division is proud to report that we were awarded initial accreditation status by the Executive VLEPSC Board on March 11, 2010.

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.



TABLE OF CONTENTS

MESSAGE FROM THE CHIEF	2
ABOUT THE DIVISION OF CAPITOL POLICE	4
MISSION STATEMENT AND CORE VALUES	5
ORGANIZATIONAL CHART	6
ADMINISTRATION DIVISION	7
PLANNING AND RESEARCH SECTION	7
EMERGENCY PLANNING AND CRIME PREVENTION	7
ACCREDITATION	8
INFORMATION SYSTEMS AND TECHNOLOGY	8
PLANNING AND RESEARCH SECTION ACCOMPLISHMENTS	8
PLANNING AND RESEARCH RECOMMENDATIONS	10
ADMINISTRATIVE SECTION	11
COMMUNICATIONS	11
TRAINING	11
QUARTERMASTER	12
SECURITY CLEARANCE	12
ADMINISTRATIVE SECTION ACCOMPLISHMENTS	12
ADMINISTRATIVE SECTION RECOMMENDATIONS	15
OPERATIONS DIVISION	16
UNIFORM OPERATIONS	16
DAY WATCH	16
DAY WATCH ACCOMPLISHMENTS	16
NIGHT WATCH	17
NIGHT WATCH ACCOMPLISHMENTS	17
WATCH RECOMMENDATIONS	18
SPECIAL OPERATIONS SECTION	19
INVESTIGATIONS SECTION	19
INVESTIGATIONS SECTION ACCOMPLISHMENTS	19
INVESTIGATIONS SECTION RECOMMENDATIONS	20
CRITICAL INCIDENT TEAM	21
CRITICAL INCIDENT TEAM ACCOMPLISHMENTS	21
CRITICAL INCIDENT TEAM RECOMMENDATIONS	21
OFFICE OF THE CHIEF OF POLICE	22
FINANCIAL SERVICES SECTION	22
RECORDS MANAGEMENT SECTION	22
HUMAN RESOURCES SECTION	24
INTERNAL AFFAIRS SECTION	25
PROMOTIONS	26
ANNUAL AWARDS	27
IBR OFFENSES	28
CALLS FOR SERVICE SUMMARY	29



ABOUT THE DIVISION OF CAPITOL POLICE



The Division of Capitol Police, a Legislative Branch agency, is considered the oldest law enforcement agency in the United States; tracing its history back to 1618 a military guard was established to protect Governor Yeardley from hostile Indian attacks. By 1663, the force was expanded to a force and assigned to protect the Governor, the Council, and the Colonial Assembly. The Capitol was moved to Williamsburg in 1699 where the guard remained an important part of the executive and legislative process. In 1780, the Capitol of Virginia was again relocated to its present home in Richmond. In 1801, the General Assembly enacted legislation creating The Public Guard, which was responsible for protecting public property in Richmond. This military force remained active until 1869. Between 1869 and 1884, a small police force was maintained by the Governor's office. In 1884, the Division received its statutory authority as a full service law enforcement agency. Although a legislative agency, the Division also provides law enforcement and security services to the Judicial and Executive branches of Virginia's government. The Division reports to the Legislative Support Commission. Today, the Division consists of 76 authorized sworn positions and 15 civilian positions.

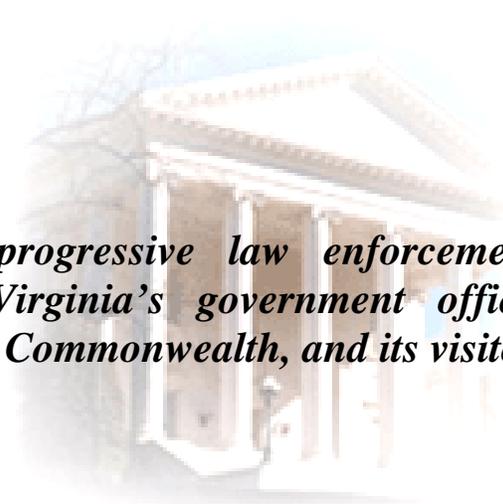


Capitol Police Uniforms

From left to right, military guard Jamestown era, military guard Revolutionary War era, security officer uniform modern era, and police dress uniform modern era.



MISSION STATEMENT



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

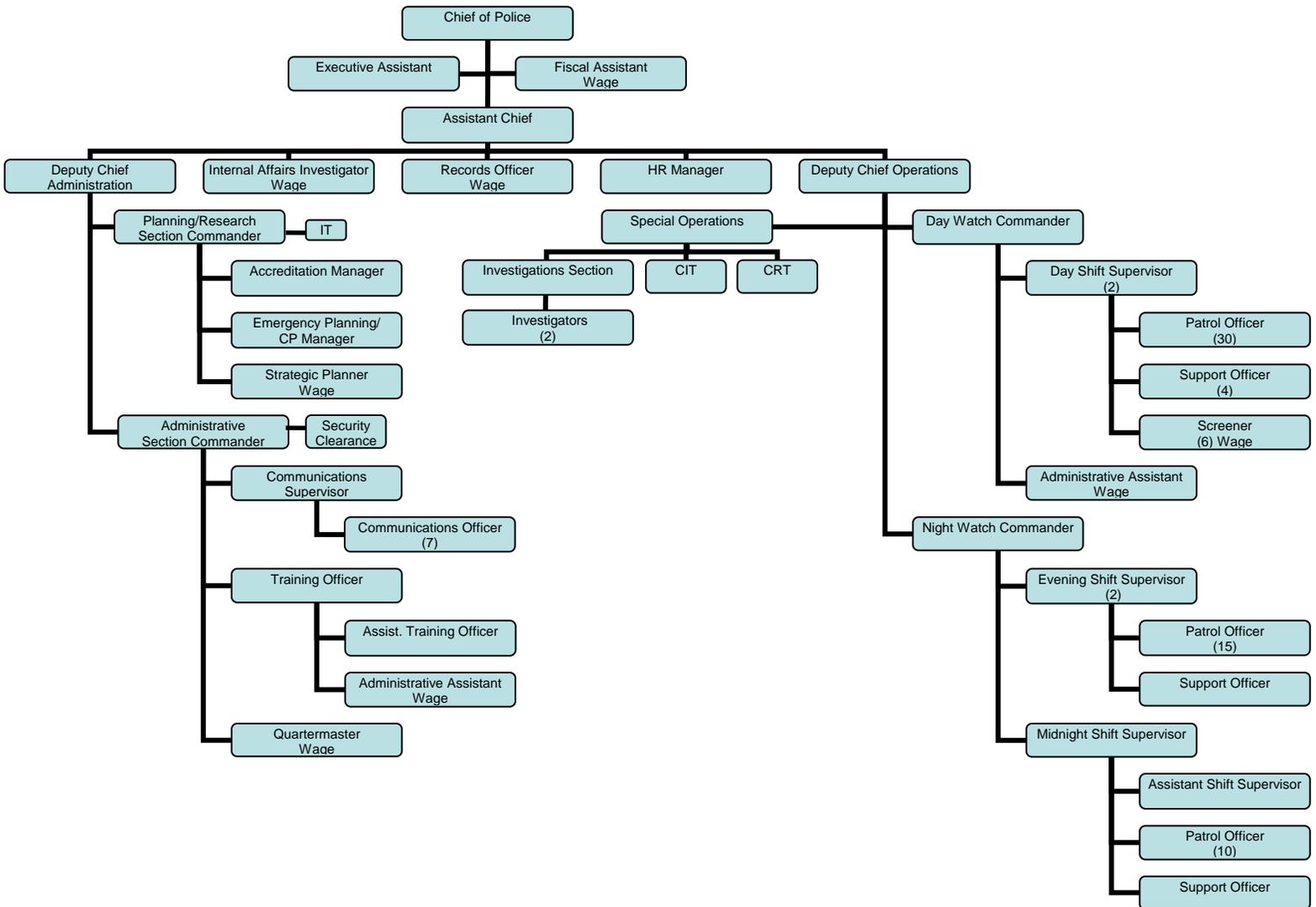
CORE VALUES



*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 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. The Division is comprised of two sections: the Planning and Research section and the Administrative section. The Planning and Research section is staffed by two sergeants and one wage employee and is commanded by a lieutenant. The Planning and Research section is comprised of Accreditation, Emergency Planning/Crime Prevention, Strategic Planning, and the coordination of the Information Systems and Technology for the agency. The Administrative section is staffed by two sergeants, one corporal, seven communications officers, and one wage employee and is commanded by a lieutenant. The Administrative section is comprised of Communications, Training, Supply, and the Capitol complex security clearance process.

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

Planning and Research Section

Emergency Planning and Crime Prevention

The Emergency Planning and Crime Prevention unit consists of one sergeant who is a certified crime prevention specialist. This unit is charged with providing crime prevention services/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 infra-structure and security assessments. The unit 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.





Accreditation

The Accreditation unit consists of one sergeant and one wage employee. Accreditation monitors, reviews, and recommends revisions to agency operations, policies, and procedures to ensure compliance with the 187 standards developed by the Virginia law enforcement community and certified by VLEPSC and to improve and facilitate the use of these policies by Capitol police personnel. The accreditation staff also serves as technical advisors to other police agencies by serving as accreditation assessors and they represent the Division at meetings of the VLEPSC Commission and police accreditation coalitions.

Information Systems and Technology

The Research and Planning section commander serves as the Division's liaison with the Division of Legislative Automated Systems, and is responsible for the design, development, and maintenance of the Capitol Police website. The commander also provides on-site information systems and technology support for agency computers and serves as the IT Liaison between the Capitol police and other state agencies.

Planning and Research Accomplishments

- The Division website (www.dcp.virginia.gov) was maintained and improved throughout the year. Improvements included:
 - Updating links for the Virginia General Assembly;
 - Adding additional links for: Promotions, Officer of the Month awards, Crime Stopper's Information, etc.;
 - Updating of contractor security identification processes;
 - And, general maintenance issues.
- Monthly testing was established and conducted for the Capitol district utilizing the State Wide Alert Network (SWAN) system to ensure operational readiness. Division staff was trained on activation protocols and policy.
- Members of the Capitol Security Work Team (CSWT) continued to provide recommendations from their All Hazards Assessments of Critical Infrastructure within the Capitol District to the Capitol Security Work Group (CSWG), a subcommittee of the Secure Virginia Panel.
- Participation on the Agency Preparedness Oversight Working Group continued throughout the year to develop a comprehensive assessment for Executive Branch agencies across the Commonwealth. Division personnel assisted in the focus of the Physical Security component of the assessment.



- The Division, lead by the Planning Section, met and constructed a draft of the Continuity of Operation Plan (COOP). Memorandums of Understanding were drafted and signed by several groups to establish relocation sites. Collaboration was also done with the Legislative Branch to assist in the planning of their current COOP and the Division's role in it.
- The Planning Section helped to plan for and execute the move of both the executive and operations sides of the agency to its new facility location. Coordination of physical assets, to include IT infrastructure, office furniture, and operational equipment. The Planning Section successfully located, reviewed and identified surplus furniture for utilization within the new facility.
- The Planning Section worked with the Division of Legislative Automated Systems to identify, procure and initiate a state-of-the-art environment for the Division's new training and conference rooms. The training room was fully equipped to provide an environment that is capable of offering Video/audio-Teleconference capabilities and computer training through the utilization of training laptops. It has the capability to actively monitor camera systems around the Capitol Complex, stream television and news feeds, and record activities within the room. A wireless environment allows for both a secure connection to the Division's network as well as offering a guest network for connection to the internet for visitors. The equipment that controls many of these features was built into a mobile symposium that can be unplugged and moved to the conference room. This symposium contains the necessary components to control and execute all of the systems within the training room. In the conference room we have a flat screen monitor that can be connected to multiple sources for audiovisual presentations.
- The technology in the training room gave the Division the ability to facilitate the Unified Command center for the 2010 Gubernatorial Inauguration of Governor McDonnell. Unified Command was able to actively monitor events within and around Capitol Square in real-time. Staff and guests were able to gain access to internal and remote systems by way of the wireless network. They were able to view a live feed from the Virginia Department of State Police aviation unit and actively monitor the Inauguration's live news feed.
- The Division replaced eight of its computers with laptop docking station configurations so that identified personnel could be more versatile for operational objectives and COOP relocations. These same systems were loaded with Virtual Private Networks so that remote connections to the Division's server could be obtained. The Mobile Data Terminals (MDTs) that are assigned were configured in the same format.
- The Accreditation unit led the Division's efforts to come into compliance with the Virginia Law Enforcement Professional Standards Commission (VLEPSC) 187 standards. The standards address items ranging from traditional law enforcement duties, such as arrest



procedures and use of force policy, to administrative issues involving financial management and inventory control.

- Division accreditation team members served on two onsite mock assessments for other agencies and assisted with one basic assessor's training course.
- The Crime Prevention unit responded to twenty-five (25) crime prevention calls for service. These calls consisted of a combination of crime prevention classes and presentations, facility security assessments, and crime prevention consultations. The Crime Prevention Section developed and published two critical publications: the *Capitol District Emergency Planning Manual* (http://www.dcp.virginia.gov/documents/Emergency_Coordinator_Manual.pdf) and the *Supreme Court of Virginia Offsite Security Handbook*.
- The Emergency Planning and Crime Prevention Section assisted the Operations Section with the planning, implementation, and drafting of the Inaugural Operations Plan, Inaugural Ball Operations Plan, and events leading up to the Inauguration.
- The Emergency Planning and Crime Prevention Section assisted outside agencies in the development and implementation of policies and procedures that pertain to visitor entry; emergency evacuation; domestic violence prevention, reporting, and response; critical incident response; and general safety protocols.

Recommendations

As times, technology and threat levels change, the Division has to consistently evaluate how these changes can improve current operations. The Emergency Planning and Crime Prevention section makes the following recommendations for 2010.

- Implement the records retention schedule and supporting documents in an electronic format, supporting a GREEN culture.
- Provide additional Information Systems training for all Division employees.
- Continue computer upgrades.



Administrative Section

Communications

The Communications unit consists of one sergeant and seven civilian communications officers. Communications staff provides twenty-four hour coverage in the Division's new, state-of-the-art Communications Center which was fully activated in April 2009. 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 monitor 13 duress alarms for designated state offices and they also have the capability to monitor select video camera systems for the Capitol complex.



Training



The training unit consists of one sergeant and one corporal. 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) and the staff of the Crater Regional Criminal Justice Academy, and other training organizations, both public and private.

Quartermaster

The quartermaster position is staffed by a part-time civilian employee. The duties of the quartermaster include procurement, maintenance, issuance, and inventory of Division uniform items, equipment, and supplies.

Security Clearance

The Administrative section commander reviews all 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 section commander also prepares all security clearance denial appeals for the review of the Chief of Police.

Administrative Section Accomplishments

- Relocation of the Division's Emergency Communications Center. This move was the most expansive project undertaken in the history of the Division of Capitol police. Personnel worked tirelessly in the relocation and upgrading of the entire center's technology to include: dispatch consoles, radio systems, camera systems, duress alarm systems, TDD phone system, and computer systems, etc. Success was achieved through collaboration with the Virginia Department of General Services, Virginia Division of Legislative Automated Services, Virginia Department of State Police, Richmond Police Department, Radio Communications of Virginia, and several private vendors.
- Transition of Division's analog phone system to Voice Over Internet Phone (VOIP) system.
- Development and implementation of communications redundancy plan.
- Provided training to all communications officers for SWAN (State Wide Alerting Network) notifications.
- Established in cooperation with Richmond Radio, a Radio Web Interface-Asset Management File system to track and monitor communication's radio assets.
- Participated in the Regional Preparedness Advisory Committee for Interoperability (RPAC1).
- Developed plans for establishing a Remote Emergency Communications Center.



- Coordinated the Division's Virginia Statewide Agencies Radio System (STARS) upgrades with Richmond Radio and the Virginia Department of State Police.
- Completed the Criminal Justice Information Services (CJIS) annual security policy audit.
- Completed the Law Enforcement Information Exchange (LInX) system annual audit.
- Completed Computer Aided Dispatch (CAD) DaPro Systems updates.
- Implemented Interpreter Service (Language Line) and developed policy and guidelines regarding usage.
- Established Consular Notification protocols.
- Developed and revised policies and standing operating procedures for Administrative Section for accreditation compliance.
- Participated in the Division's Continuity of Operations Plan development.
- Collaborated with the Emergency Planning and Crime Prevention Section in the relocation and development of the Division's new training facility.
- Coordinated and provided basic law enforcement training to eight new Division sworn employees.
- Provided required training to three new certified police officers.
- Coordinated and provided required training to three new security officers.
- Provided three sessions of Capitol Police Basic to new employees.
- Developed and conducted a police bicycle pre-training assessment.
- Developed and conducted in-service schools for sworn personnel, communications officers, and security officers.
- Coordinated the following external training:
 - Supervisory
 - National Criminal Justice Command College
 - Federal Bureau of Investigation National Academy
 - Professional Executive Leadership Seminar
 - First-Line Supervisor's School



- ICS 300
- Procurement and Surplus Equipment
- Police Officer
 - Various courses through Virginia Commonwealth University Police Academy.
 - Various courses through Crater Criminal Justice Academy (CCJA)
 - Various courses through Rappahannock Regional Criminal Justice Academy (RRCJA).
 - Various courses through Virginia Crime Prevention Association (VCPA).
 - Various courses through Virginia Center Policing for Policing Innovation (VCPI).
 - Various courses through the Chesterfield County Police Department training academy.
- Communications Officer
 - Active Shooter Response
- Support Officer
 - OC Spray
- Coordinated and/or conducted the following instructor certification/recertification:
 - Defensive tactics instructor recertification – 1
 - Driver instructor recertification - 1
 - Electro-Muscular Disruption Technology (EMDT) Instructor
 - Initial certification – 1
 - Recertification – 1
 - Field Training Officer (FTO) certification - 2
 - Firearms Instructor
 - Recertification – 3
 - First Aid CPR/AED Instructor recertification – 5
 - General instructor recertification – 11
- Coordinated requests from external agencies for Division instructors:
 - Defensive tactics
 - Crater Criminal Justice Academy
 - VCU Police Academy
 - Driver training
 - Crater Criminal Justice Academy
 - Anti-Terrorism Awareness
 - Crater Criminal Justice Academy
 - Surrounding Law Enforcement Agencies
- Maintained supply/property room.
- Computerized supply/property room inventory.
- Researched additional supply resources.





- Placed approved equipment orders.
- Assisted with indoor range maintenance.
- Transferred portable x-ray equipment (Logos scanner) kits to Richmond Police Department (loan) and Virginia State Police (permanent).
- Researched uniform purchasing alternatives.
- Issued equipment and uniforms to Division personnel.
- Maintained master vendor list.
- Maintained operational readiness of all DCP equipment stored in the supply room to ensure operational readiness for rapid deployment.
- Disposed of unusable uniforms and equipment items in accordance with DGS procurement/surplus policy and procedures.
- Conducted 4,276 security clearance criminal history checks.
 - Denied 129 security clearance applications.
 - Resolved 32 challenges to security clearance applications.
 - Reviewed seven written appeals.

Recommendations

- Upgrade IBR Plus software program enabling integration of CAD system, report writing, and MDTs.
- Expand Division bicycle program to include in-house International Police Mountain Bike Association (IPMBA) instructor certification, bicycle maintenance training and annual fitness test.
- Continue to support, provide, and solicit training through the Division's technological capabilities for our training room to include external agencies.
- Identify and provide additional computer training for all Division personnel.



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 law enforcement, traffic crash investigations, criminal investigations, dignitary protection, K-9 patrols, parking enforcement, and crowd control for various events.

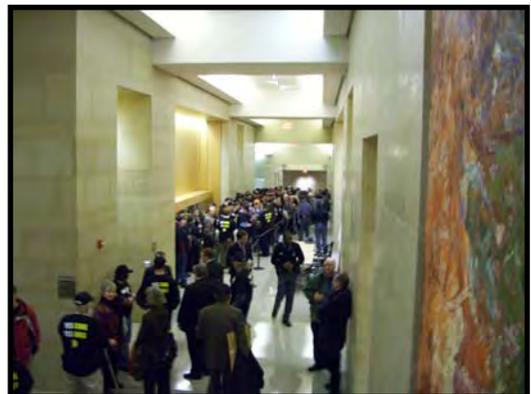
The Operations Division is commanded by a captain who reports directly to the assistant chief of police. The Division is comprised of three sections: Day Watch, Night Watch, and Special Operations. The Day Watch is commanded by a lieutenant supported by two sergeants. The Night Watch is commanded by a lieutenant and is supported by two sergeants on the evening shift, and a sergeant and a corporal on the midnight shift. The Special Operations Section is comprised of the Investigation Section, and the administrative coordination of the Critical Incident Team and the Crowd Response Team.

Day Watch

The Day Watch consists of one lieutenant, two sergeants, thirty police officers, four security officers, and five part-time security screeners. During session, the number of part-time security screeners increases to twelve.

Day Watch Accomplishments

- Developed and implemented operations plans for seven (7) major special events.
- Provided law enforcement services through staffing/monitoring of 76 rallies/events on Capitol Square.





- Developed and/or revised five (5) Standing Operating Procedures (SOPs) for operational areas of responsibility.
 - Bike Patrol
 - Library of Virginia
 - Patrick Henry Building
 - Capitol Building
 - Governors Transition Office

- Projects Completed:
 - Established and organized Crowd Response Team equipment room.
 - Evaluated and revised Day Shift filing system.
 - Relocation of Day Shift Operations to new headquarters.

- Reports/Special Plans/Manual Completed
 - 2008 General Assembly After Action Report.
 - COOP Plan.
 - Crowd Response Team Manual (Draft).
 - Collected required proofs of compliance for accreditation.

Night Watch

The Night Watch consists of one lieutenant and is divided into two shifts, evening and midnight. Evening shift is comprised of two sergeants, fourteen police officers and one security officer. During session, two part-time employees are utilized for transportation services. Midnight shift is comprised of one sergeant, one corporal, eleven police officers, and one security officer.



Night Watch Accomplishments

- Developed and implemented operations plans for eleven (11) major special events.

- Developed and/or revised four (4) Standing Operating Procedures (SOPs) for operational areas of responsibility.
 - Relief
 - General Assembly Building
 - Library of Virginia
 - Supreme Court of Virginia

- Projects Completed:
 - Developed new identification cards for Division.



- Coordinated Division's General Assembly Building display.
- Relocation of Evening and Midnights shifts to new headquarters.
- Reports/Special Plans/Manual
 - 2008 General Assembly After-Action Report
 - COOP Worksheets for COOP Plan
 - Provided Accreditation Proofs of Appliance

Recommendations

- Posting of weapons policy at General Assembly and Capitol buildings - posting of the policy would expedite screening process of visitors which can be delayed due to concealed weapon's holders not having required identification ready for presentation upon entering screening areas.
- Posting of weapons policy at Senate Mezzanine – posting of policy would expedite screening process.
- Collaborate with the Department of General Services (DGS) for the revision of Capitol Square permits to facilitate Capitol Police operations.
- Collaborate with DGS on installation of additional security cameras in and around Capitol Square to facilitate Capitol Police operations.
- Collaborate with Supreme Court of Virginia for installation of bollards at 8th Street alley entrance. Until such time as bollards can be installed, it is suggested that the Division use barricades and/or traffic cones to block the alley when necessary.
- Establish a designated Dignitary Protection Unit. When not performing dignitary details, personnel would be assigned to Operations.
- Establish Special Operations position to supervise the Investigation Section, and provide for administrative oversight of the Critical Incident Team and Crowd Response Team.
- Replace bicycle fleet and necessary equipment.
- Expand Crowd Response Team (CRT).





- Provide additional CAD training for officers.
- Evaluate CAD calls for service codes in relation to UCR Group offenses.
- Evaluate process for approving security clearances during business hours.
- Improve employee compensation.
- Provide free parking for day shift officers.
- Reimburse officers for uniform cleaning.
- Continue technology improvements and automation of all DCP forms.
- Improve shift training to include cross training and facility security.

Special Operations

Investigations

The Investigations Section consists of one sergeant and one corporal. 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. The investigations sergeant is the Division's primary evidence custodian while the corporal and Deputy Chief of Operations serve as alternates.

Investigations Accomplishments

- Criminal Cases Closed by arrest:
 - 2005-005870 1220 E. Main St. Robbery [Cold case DNA Hit (1 F)]
 - 2008-012346 VDOT Grand Larceny (1 F)
 - 2009-002155 Jefferson Bldg B&E (10 F)(2 M)
 - 2009-003565 PHB Threatening Communications (1 M)
 - 2009-006445 VSM Grand Larceny - Credit Cards (6 F)
 - 2009-007539 Monroe Bldg. Grand Larceny-(1 F) (1 M)
 - 2009-007865 Pocahontas Bldg. Grand Larceny (1 F)
 - 2009-008269 Madison Bldg. Threatening Communications (1 M)
 - 2009-008424 400 E. Cary Violation Protective Order (1 M)



- 2009-010304 Monroe Bldg. Obscene Acts (1 M)
- 2009-010166 SCV Harassing Communication (1 M)
- 2009-014237 Madison Bldg. Grand Larceny (1 F)
- 2009-010559 VSL Grand Larceny – Credit Card (1 F)
Petit Larceny (1 M)

(F = Felony, M = Misdemeanor)

- Evidence/Found Property
 - Relocation of evidence and found property to the new headquarters.
 - Tangible property (5 items) and a check for \$24.21 maintained in Found Property were delivered to the Division of Unclaimed Property at the Virginia Department of Treasury.
 - Annual evidence and property room audit was conducted. All items held by the agency were properly stored and inventoried.
- Threatening Communications/Suspicious Individuals/Suspicious Incidents
 - The Investigations Section handled 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
 - Numerous fingerprints for employees of DGS, Consolidated Lab, Department of Agriculture, and other state agencies, were processed, as requested.
- Crime Stoppers
 - The Investigations Section initiated participation of the Division in the Crime Stoppers of Metro Richmond to disseminate information to assist in the investigation of criminal activity and coordinated with the Planning and Research Section for publication of information on the Division's web page.
- Accreditation
 - The Investigation Section assisted the Accreditation Section in the development of policies and proofs of compliance for evidence and property, policies, and records.
- Records
 - Assisted the record's manager in the establishment, transfer and retention of the records section.

Recommendations

- Continue training related to investigative responsibilities.

Critical Incident Team

In January 2009 the Division established a Critical Incident Team. The purpose of the team is to provide the Capitol Complex with a quick response to any critical incident or event which would require an immediate tactical deployment. The team is comprised of six sworn members, from various operational areas of the Division, commanded by a lieutenant. The Deputy Chief of Operations is responsible for the administrative coordination of the Critical Incident Team. When not in training or deployed for special or critical events, the team members perform their normally assigned duties.



Critical Incident Team Accomplishments

- Assisted with four major special events.
- Developed CIT manual draft.

Recommendations

- Continue specialized training with other area Tactical Teams.

Crowd Response Team

The Crowd Response Team is comprised of sworn members from various operational areas of the Division, commanded by a lieutenant. The Deputy Chief of Operations is responsible for the administrative coordination of the Crowd Response Team. Members receive specialty training in the Field Force concept for riot and civil disturbance control.

Crowd Response Team Accomplishments

- Developed Crowd Response Team Manual draft.
- Established training partnership with Richmond Police Department Crowd Management Team (CMT) training throughout 2009.

Recommendations

- Continue monthly training partnership with Richmond Police Department's Crowd Management Team (CMT) and increase staffing level of team.



OFFICE OF THE CHIEF OF POLICE

Financial Services Section

Financial Services is staffed by a wage position working approximately 24 hours per week. The goals and objectives of this position are to reconcile the agency's financial transactions in a timely manner to the amounts posted in the Commonwealth Accounting and Reporting System (CARS) and to ensure that the amounts are accurate and documentation exists in support of these transactions. The position allocates appropriations to the expenditure object codes in CARS based on analysis of historical spending and future spending requirements and performs periodic projections to ensure adequate funding exists to meet agency needs and that over-expenditure for the agency will not occur. Additionally, this position evaluates and recommends written policies, procedures, and revisions, as needed, to provide accountability for all financial activity and to support an adequate internal control environment; and analyze the procurement and invoice process in order to ensure the most timely, accurate and efficient procedures are in place to allow for sound decision making. This position also performs any and all special finance/accounting related projects as required (e.g. budget reduction scenarios, etc).

Records Management Section

Records Management Section was implemented in 2009 and is staffed by a wage position working approximately 24 hours per week. 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 to manage the Division's compliance with the Library of Virginia's Records Retention policies.

Records Management Accomplishments

- Freedom of Information Act (FOIA) Records

Files for this project were automated and organized by calendar year. 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 2009, the Division of Capitol Police received 16 FOIA requests. Twelve requests were for criminal records; four were for non-criminal records.

The FOIA records have been identified on the Division's draft retention schedule as Series # 012029. The retention period for these records indicates that FOIA records can be retained for three (3) years, and then 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.



- Records: Criminal, Non-Criminal, and Juvenile

Spreadsheets for the 2008, 2009 and 2010 criminal and non-criminal records were prepared and automated with access restricted to Division supervisors. Each spreadsheet reflects the Call for Service (CFS) number, date of incident, date report was taken, event description, officer, victim, complainant, case status, and date report is Inactive, Closed Services, or Closed by Arrest.

The incident reports for the 2008, 2009, and 2010 criminal and non-criminal records are filed by month and are maintained by the Records Officer.

- Records Retention Schedule

The Records Officer worked on the development of a revised retention schedule for the Division. When approved, each series will be submitted to the Archives, LVA, for review pursuant to guidelines.

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 3 years, after which time they can be destroyed, while Management Reports: Historical Significance are retained permanently by the agency.

The Records Officer worked with staff to ensure the necessary forms were completed and destruction performed pursuant to guidelines established by the LVA.

Recommendations

- Continued collaboration of responsible section for destruction of records.
- Revision to the existing Incident Based Report (IBR) as related to Division’s Computer Aided Dispatch system (CAD) e.g., the Event Description category and Enhanced Jurisdiction.
- Development of a checklist of paperwork that is required to be submitted with an IBR.
- Utilization of alternate media, e.g., microfilm, as a method of retaining records older than two (2) years.



Human Resource Management Section

Human Resource Management is comprised of one full-time civilian employee and reports directly to the assistant chief. 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.

Human Resource Management Accomplishments

- Recruitment
 - Police Officer - mailed 300 online PHQ employment questionnaires to police officer applicants.
 - Tested 40 police officer applicants (6 certified).
 - Hired 12 police officers (4 certified).
 - Support Officer - mailed 100 online PHQ employment questionnaires to support officer applicants.
 - Tested, scheduled interviews, and hired 3 support officers.
 - Established (3) wage positions (Accreditation Manager, Records Officer, Fiscal Officer).
 - Established and recruited internally for primary position for Mansion police officer.
- Promotional Process
 - Coordinated and administered promotional process.
 - Six officers promoted.
 - Coordinated Promotional Ceremony (Old House Chamber).
- Employee Recognition and Awards
 - Coordinated Service Awards for years of State service (5-30 years).
 - Developed "Officer of the Month" award certificates.
 - Developed new retirees' acknowledgement.
 - Coordinated Annual Employee Awards Recognition Dinner (State Capitol).
- Career Development Program
 - Received Joint Rules budget approval 12/10/09.
- Administrative Investigations
 - Set-up and maintenance of administrative folders.

Recommendations

- Development of an orientation packet.



Internal Affairs Section

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. Eleven cases were initiated and cleared during 2009. Nine complaints were initiated externally, while two originated internally. Of those 11 cases, one was closed by resignation, three were unfounded, and eight resulted in 17 Sustained, Not Sustained, and/or Unfounded allegations (13 sustained, 2 not sustained, 2 unfounded).



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.



**PROMOTIONAL CEREMONY
STATE CAPITOL
OLD HOUSE CHAMBER**



Lieutenant Stephen R. Robinson
Sergeant Dianne M. Dowdy
Sergeant Rebecca B. Herrera
Sergeant Michael D. Mahoney
Sergeant E. Van Pearce
Corporal James R. Seaton





ANNUAL AWARDS AND RECOGNITION CEREMONY

SERVICE AWARDS



Fifteen Years

Officer Larry W. Harlow
Sergeant Kenneth J. Perry
Officer Larry C. Ray



Ten Years

Officer Michael B. Bresko
Officer Jerry J. Chandler, II
Officer Arthur W. Clarke
Officer Wayne A. Jones
Corporal James R. Seaton



Five Years

Officer Marquia Abernathy
Officer Phillip A. Blaschick
Officer Victoria N. Byrd
Corporal Anthony M. Gulotta
Officer Larry T. Matthews
Corporal Allen D. Norton
Officer James L. Robinson, Sr.
Communications Officer Valencia R. Wilson



EMPLOYEE OF THE MONTH

Corporal Anthony M. Gulotta	August
Corporal Allen D. Norton	September
Officer Marcus Brigil	October



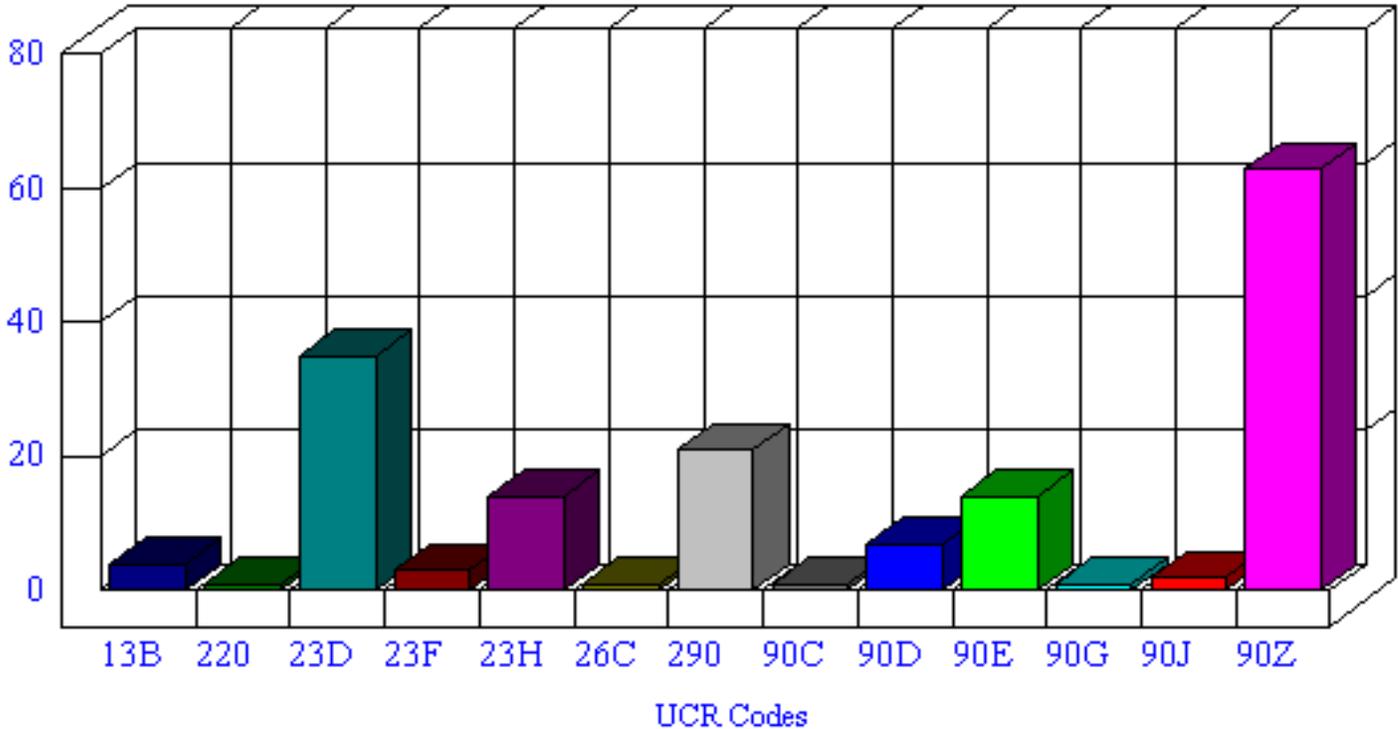
RETIREMENTS

Officer James Blackwell
Lieutenant Robert N. Toms





CAPITOL POLICE IBR OFFENSES 01/01/09 - 12/31/09



Code/Description

13B	Simple Assault	4
220	Burglary/Breaking & Entering	1
23D	Theft from Building	35
23F	Theft from Motor Vehicle	3
23H	All Other Larceny	14
26C	Impersonation	1
290	Destruction/Damage/Vandalism of Property	21
90C	Disorderly Conduct	1
90D	Driving Under the Influence	7
90E	Drunkenness	14
90G	Liquor Law Violations	1
90J	Trespass of Real Property	2
90Z	All Other Offenses	63

Total Offenses Reported 167



2009 CALL SUMMARY

Suspicious Person	133
Suspicious Vehicle	36
Traffic Stop	670
Facility Management Request	125
Expired/No Security Clearance	3
Assault	2
Threatening Communications	21
Suspicious Package	15
Silent 911	12
Computer Tampering	2
Trespass	1
Larceny	47
Fraud	1
Damaged Property	38
Miscellaneous	385
Suspicious Incident	282
Sexual Offense	1
Vehicle Accident	55
Suspicious Substance	1
K-9 Service (DCP)	183
K-9 Service (non-DCP)	52
Harassing Communications	2
Employee Dismissal	21
Suspicious Incident	27
Unoccupied Vehicle	5
Nuisance Offenses	141
Public Peace	5
Traffic Offenses	2
Courtroom Security Sweep	21
Privacy Violations	2
Community Policing Services	20
Health/Safety Check	37
Rally/Protest	30
Informational Report	51
Domestic	8
Executive Protection	2
Special Operations	10
Special Assignment	10



Assist Other Jurisdiction	166
Lost/Found Property	52
License Offenses	2
Citizen Assist	264
Criminal Warrant	21
Warrant Service	141
Alarm Call	191
Building/Property Checks	12,239
Medical Call	63
Parking Complaint	203
Total Calls	15,902



Capitol Police Governor's Sports League Softball Team

Off-Duty Activities



THE DIVISION OF
CAPITOL POLICE
COMMONWEALTH OF VIRGINIA



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





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