



# CITY OF SALEM SHERIFF'S OFFICE

## 2019 ANNUAL REPORT



“TO SERVE WITH HUMILITY SO  
THAT WE BECOME THE EXAMPLE  
TO OTHERS”



*City of Salem Sheriff's Office*

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Dear Citizen:

On behalf of the City of Salem Sheriff's Office I would like to offer this copy of our 2019 annual report. Since the office is a Virginia accredited agency, this document is prepared and shared with our citizens on an annual basis to meet the standards set forth by the Virginia Law Enforcement Professional Standards Commission. It is my hope that you will find the report both interesting and informative.

As most of you recognize, the current climate in law enforcement is as dangerous as it ever has been. Those serving in the brown uniform of the Salem Sheriff's Office place their lives at risk each day. We must remain vigilant as we protect and secure our courthouse and train our deputies so that they may remain safe in the performance of their duties of court security, civil process and transportation of persons in custody.

As you will see by perusing the office workload measures, we have been experiencing a steady volume of courts worked, service of process, transportation of in-custody individuals, as well as confinement of inmates. This increase continues to generate a need for additional manpower in order for us to maintain a high level of security and overall service. Most recently, we were granted a part-time civilian position to assist with the administrative workload of office operations. There is also an additional deputy sheriff position requested for the upcoming budget year.

Through extensive planning and hard work by all, we have been able to meet most of our goals and objectives in 2019 despite the challenges on both the state and local levels. As we progress into 2020, we continue to work hard to deliver the most efficient and effective court services to our citizens, always keeping with our motto, "to serve with humility so that we become the example to others".

Should you have any questions concerning the content of this report or otherwise have inquiries on Salem Sheriff's Office law enforcement initiatives, please feel free to contact us. Also, feel free to stop by our office anytime at 2 E. Calhoun St.

Yours in Service,

April M. Staton  
Sheriff

Contact Information:  
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## **MISSION STATEMENT**

We, the professional men and women of the Salem Sheriff's Office are empowered to defend the Constitution of the United States and the Commonwealth of Virginia. Through courtesy, care, trust, and commitment, we will work diligently to provide the most effective and safe delivery of court services to our citizens.

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## **GUIDING PRINCIPLES**

### **Integrity**

We have integrity. We serve the citizens with the highest moral and ethical standards. Honesty and moral courage guide us in our relations with all persons.

### **Respect**

We show respect. We treat each other and all people with respect in a consistent manner.

### **Professionalism**

We are professionals. We listen compassionately and act with respect, sincerity, and courtesy when interacting with each other and the citizens. We are firm in our convictions in upholding the laws, while treating others as we would want to be treated.

### **Commitment**

We are committed. We work in a partnership with court personnel, city officials, other law enforcement agencies and the citizens of Salem to gain mutual respect and appreciation for one another. Together we will provide responsive and efficient quality service through cooperation, problem solving, and accountability.

## Court Security

One of the primary functions of the Salem Sheriff's Office is security of the courts. This includes security of all courthouse staff, and members of the public that enter the building for court or personal business. For security reasons, each person that enters the courthouse is screened for weapons and/or prohibited items via the x-ray machine and magnetometer.



Sgt. Herndon conducts a search of one of the Salem Courthouse Courtrooms prior to court starting for the day.



The view the deputies get as items pass through the front checkpoint x-ray scanning machine.

In 2019, there were 133 court sessions for Juvenile and Domestic Relations court, 229 General District court sessions, and 154 Circuit court sessions with petit jurors reporting for three (3) jury trials and five (5) meetings of the grand jury.



Deputy Mayhew stands guard over an inmate during a Circuit Court trial while ensuring the safety of all in the courtroom.

## Transportation of Prisoners or Other Persons in Custody



All inmates coming into custody from the WVRJ are searched upon arrival.

Our Office is responsible for the safe transportation and handling of inmates that are scheduled for court in Salem. Transportation may be from any local jail or detention facility in the Commonwealth of Virginia, unless of course the inmate is housed at the Western Virginia Regional Jail (WVRJ). Per our agreement, the WVRJ transportation staff provide for delivery and pick up of Salem inmates housed in their facility.

There were a total of 1532 court transports completed by our staff in 2019. Our other transportation responsibilities are inmate medical appointments or emergencies as needed for inmates housed at the Roanoke County/Salem Jail, inmate transfers from one facility to another, mental health transports by court order, extraditions of inmates from other states, and any other court ordered transportation issued by a judge. In 2019, we traveled 62,939 miles in performance of our duties.

A task that takes a tremendous amount of man-hours for our office and racks up the miles on our vehicles is the number of mental health transports we provide. There were a total of 51 mental health transports in 2019.

## Civil Process

Civil process service is the delivery of legal documents to the persons named therein, in a lawful manner.

These documents typically arise from the courts however, we also process paperwork issued by or on behalf of attorneys, businesses, and members of the general public. We processed a total of 34,440 documents in 2019.



Deputy Mayhew posts a court document in accordance with the guidelines set forth by the Commonwealth of Virginia

## Training

Due to the current challenges facing law enforcement, it is imperative that we continue to provide our staff with sufficient training to ensure operational



Deputy Slater engages in defensive tactics training at Cardinal Academy

preparedness and deputy safety. Along with hundreds of hours in out-of-office training, we also completed in-house training utilizing our certified instructors. We provided initial as well as refresher training on topics such as communicable diseases, biased-based policing, officer survival, field medic and use of force.

Our certified instructors also spend time instructing new recruits and seasoned veterans at the Cardinal Criminal Justice Academy.

*Right – Salem Sheriff's Office firearms Instructors supervise rifle drills during our semi-annual firearms training day*



## **Sheriff's Workforce Program**



The Salem Sheriff's Office workforce program was implemented on June 1, 2010. This is an alternative to incarceration for low level offenders in which individuals voluntarily work at various departments within the City of Salem in lieu of reporting to jail. Those

who successfully complete the program may, at the discretion of the Judge, have their charge dismissed, or their jail time suspended. Those who are unsuccessful are returned to court and may then be convicted of the crime as charged.

Master Deputy Jonathan Branson was the direct supervisor over all participants in the program in 2019. There were 17 workforce volunteers who completed a total of 275 hours in 2019, with 6 current volunteers going into 2020.

## Community Involvement & Partnerships

Engaging with the community has become much more of a priority than ever before for law enforcement. It is extremely important to perform our duties in a manner that instills public trust and allows us to build mutually respected relationships with our community members; especially our youth.



Sheriff Staton encourages all appointees to get involved! This past year our office participated in the following events, fundraisers or interactions with our community:

- Salem High School After Prom
- Donated clothing to Needlework Guild and Mrs. Dorsey's clothes closet
- Relay for Life-Chili cook-off
- Law Enforcement Torch Run events fundraising for Special Olympics
- Chick-Fil-A "Cops, Cruisers and Cookies"
- Glenvar High School-Help Save the Next Girl
- Glenvar High School-Digital Portfolio projects
- G.W. Carver kindergarten-courthouse tour
- Bigs with Badges-Big Brothers Big Sisters Organization
- Growth Through Opportunity-GTO cadet program
- Total Action Against Poverty – Mentoring program
- North Cross School-Safety week
- Oliver Hill students-courthouse tour
- Salem Pack 51-courthouse tour
- Touch A Truck
- National Night Out-Salem Red Sox Stadium
- Salem 5<sup>th</sup> Grade Job Shadowing-Salem Civic Center
- Growing Up In The Valley-Salem Civic Center

We are frequently contacted by schools to do presentations or to schedule visits to the courthouse. Our ability to impact the youth and all residents of Salem in a positive manner makes our contact with them very worthwhile and meaningful to our staff. We look forward to any opportunity to engage in our community.



Clothes for the Needlework Guild of Salem







Citizens Police Academy





## **Professional Standards-Accreditation**

Accreditation is considered to be the ultimate measure of professionalism among law enforcement agencies. Agencies seek accreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). There are roughly 400 eligible agencies in Virginia. At this time, only 99 are accredited through the Commission. In addition to promoting public confidence and consistency, accreditation is important to:

- promote cooperation among agencies.
- ensure proper training for law enforcement personnel.
- increase the effectiveness and efficiency of services provided by law enforcement

Currently, there are over 700 areas of compliance that must be met in order to achieve and maintain accredited status. Our Office successfully completed its last official on-site assessment in March of 2017 with 100% compliance.



# Sheriff's Office Website & Social Media

The Salem Sheriff's Office maintains a user friendly and informative website for our citizens. It provides helpful information on office administrative staff, contact information, evictions and levies, jury duty, office initiatives, etc. We encourage our citizens to utilize this site and provide feedback on how we can improve its ease of use, quality of contents, or any other suggestions that may be of concern regarding our office.

Please visit our Sheriff's Office Facebook page where you can follow our community interactions and more!



## 2019 Brings Change

In 2019, the Salem Sheriff's Office experienced some changes with the addition of four (4) new appointees.

David Mayhew came to us in February with almost two years of experience from the Roanoke City Sheriff's Office. David is very personable with a compassionate demeanor and has adjusted well to our team.



David Wood (aka D.D.) comes to us from the Salem Police Department where he served this community for over 27 years as a police officer. D.D. has proven to be a very valuable asset to our office with his vast knowledge and experience, and serves as a good example to our younger deputies.

Ryan Sexton worked alongside David Mayhew at Roanoke City Sheriff's Office and joined us in November. Ryan is a very smart young man and has shown the ability to work well in all areas of our mission.



Jessica Bass is a Salem High School graduate and began her law enforcement career with us in December. She is currently in Jailor/Court Services training at Cardinal Criminal Justice Academy. There, she has already proven herself to be a hard worker and determined to succeed.

## **Telephone Scams**

As we begin 2020, we want you to be aware that there are telephone scammers out there trying to get your money or possibly access your personal information. There is one scam in particular that we have received several calls about that we feel is important for you to be on the lookout for. There is a telephone scam that is impersonating law enforcement officers. These scammers are claiming to be state or local law enforcement officers and often “spoof” or fake the numbers that they are calling from to make it look like a legitimate law enforcement or government agency number.

The scammers make false claims that your identity has been stolen or that there are current criminal charges/warrants, and you need to send money immediately in order for the charges to be cleared. They often ask for the money to be transferred or wired into an account or for you to make payment by obtaining gift cards and using those as payment. If you receive one of these calls, hang up immediately.

The scammers may make follow-up calls and claim to be from the Attorney General’s Office or Social Security, in an attempt to convince you of their validity. If you attempt to block their telephone numbers, they often persist by utilizing “unknown” or “blocked” telephone numbers.

Law enforcement will never contact citizens requesting payment to clear up a criminal charge or warrant. Do not give into the pressure by these scammers to take immediate action. Do not provide them with your credit card number or bank account information. Do not give them any of your personal information. Do not send money in any form. Be suspicious if you receive an unexpected request by telephone, text or email that is similar in nature to what we have alerted you about.

If you receive an alert, email or telephone call that you suspect is from a scammer, we have given you resources below that can help you to report this illegal activity to the proper agencies. Be smart, be aware, but most of all be safe.

Report telephone scams to the [Federal Trade Commission](#), either online or by phone at 1-877-382-4357. This is the primary government agency that collect scam complaints. Report all “robocalls” and unwanted telemarketing calls to the [Do Not Call Registry](#). Report caller ID spoofing to the [Federal Communications Commission](#) either online or by phone at 1-888-225-5322.

## Awards

On April 16, 2019, Lieutenant Steve Garber while monitoring the courthouse camera system noticed an incident unfolding in front of the courthouse. He quickly responded to the area and found a domestic disorder where one party was armed with a handgun.

Lieutenant Garber worked to disarm the individual, de-escalate the situation, and to prevent anyone from being injured.

Lieutenant Steve Garber is to be commended for his quick action and attention to detail in dealing with an armed situation involving a potentially volatile domestic disorder outside of the Salem Courthouse.

We are proud of Lieutenant Garber and his commitment to all of those that he serves daily.





## **Salem Sheriff's Office Goals and Objectives 2020**

- **Ensure daily delivery and practice of core values while fulfilling the mission of the office;**
- **Promote professional growth and development of appointees;**
- **Continue to research and apply for grant opportunities;**
- **Continue to refine our Youth Mentoring Program with the local TAP Head Start Center to build lasting relationships and a stronger community;**
- **Ensure courthouse facilities meet the evolving needs of the community and the Sheriff's Office;**
- **Work in partnership with the community to enhance programs that ensure the highest level of service;**
- **Continue to provide a safe and secure courthouse environment through awareness, education and training;**
- **Continue to be fiscally conservative with budget requests, yet not forsake the importance of manpower and other needs that maximize the safety of our community and Sheriff's Office appointees.**

## Commendations or Concerns

We, the staff of the Salem Sheriff's Office, strive to deliver to the public the most professional and efficient delivery of court services. There may be times when you wish to



commend or compliment one or all of the members of our staff for a job well done. If so, we would like to hear from you personally. You may e-mail, call, or come by our office and ask to speak to a supervisor.

We also recognize that there may be times when you have a question or concern about our operation or even a complaint. If you would like to voice these concerns or register a complaint, please come by our office and you will be instructed as to the proper procedure.

We would like to thank our citizenry and encourage input whenever possible. Together we can strive to meet our goals and perform our mission as it pertains to the overall administration of justice.

**For more information, please visit our website.**

**<https://salemva.gov/Departments/Sheriffs-Office>**



CITY OF SALEM SHERIFF'S OFFICE  
WORKLOAD MEASURES FOR 2019

<i>Civil Process</i>	
Levies executed	13
Writ of Possessions/Evictions or Writ of Fieri Facias	100
Subpoenas served	9,019
Jury summons served	679
Temporary Detention Orders served	49
Criminal warrants served	16
Other civil process served	26,024
<b>TOTAL SERVICES</b>	<b>35,787</b>
<i>Collections</i>	
Fees and Commissions	\$1,902.00
Collections on Levies	0
Sheriff's Sales	0
Total Money handled and disbursed	\$1,902.00
<b>REMITTED TO TREASURER</b>	<b>\$1,902.00</b>
<i>Courts Worked</i>	
Circuit Court	154
General District Court	229
Juvenile & Domestic Relations Court	133
Courthouse Visitors	44,206
<b>TOTAL SESSIONS</b>	<b>516</b>



CITY OF SALEM SHERIFF'S OFFICE  
 WORKLOAD MEASURES FOR 2019

<i>Transportation</i>	
Adult Court Related Transports	1,395
Juvenile Court Related Transports	56
Inmate medical events	30
Adult mental transports	47
Juvenile mental transports	4
<b>TOTAL TRANSPORTS</b>	<b>1,532</b>
<b>TOTAL MILEAGE</b>	<b>62,939</b>
<i>Extraditions</i>	
Extraditions (out of state)	3
<i>Custody</i>	
Persons taken into custody	248
Inmates placed in Roanoke Co/Salem Jail	1,078
Inmates placed in WVRJ	1,581
<i>Deputy Accidents/Injuries</i>	
Consecutive days in 2019 without a lost-time accident/injury	365



*City of Salem Sheriff's Office  
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