

STATE BOARD OF LOCAL AND REGIONAL JAILS

COMPLIANCE PLAN – HENRICO COUNTY REGIONAL JAIL-WEST

A. PURPOSE

This Plan concerns violations of the State Board of Local and Regional Jails' (BLRJ or the Board) Minimum Standards for Jails and Lockups identified during reviews of the following incidents:

Violations of the following Standard were identified: 6 VAC 15-40-1045. This Regulation requires that all inmate housing areas shall be inspected a minimum of twice per hour at random intervals between inspections. All inspections and unusual incidents shall be documented. No obstructions shall be placed in the bars or windows that would prevent the ability of staff to view inmates or the entire housing area.

B. DURATION

The term of this Plan will be no less than two years, provided that at two years the Board finds consistent compliance and votes to remove Henrico County Regional Jail-West (HCRJ-W) from the Plan.

C. PROCEDURAL REQUIREMENTS

Henrico County Regional Jail-West will take the following actions to address the violations:

1. ROOT CAUSE ANALYSIS

A Root Cause Analysis will be completed for the violation listed above. Documentation of the Root Cause Analysis will be provided to the BLRJ within 10 working days of receipt of this plan. Following the receipt of the required Root Cause Analysis, the Board may require an addendum to the Compliance Plan to address and include the root causes identified.

2. AUTOMATED SECURITY ROUNDS SYSTEM

Within ~~six months~~ ^{one year} of the initiation of the Compliance Plan, HCRJ-W staff will be required to use an automated system to record and document security rounds.

- i. A command level staff member must review the system-generated reports daily.
- ii. When a missed round is discovered, immediate action will be taken to ensure the inmates affected by the missed round are safe and secure and this will be reported to the Sheriff.
- iii. HCRJ-W will address missed rounds immediately with the officer who failed to make the required check and the supervisor in charge of that officer.

- iv. If a procedural or technical problem is identified, the Sheriff will ensure that the issue is corrected immediately, or as soon as practicable.
- v. If a policy violation, neglect of duty, or similar problem is identified, officers will be disciplined according to HCRJ-W's adopted disciplinary procedures and this will be included in the monthly summary report referenced in section 3, v below.

3. INTERNAL AUDIT PROCEDURES

HCRJ-W will designate a command level staff position (The "Standards Compliance Officer or "SCO") with a rank of administrative captain or higher to be responsible for leading HCRJ-W's ongoing effort to ensure compliance with this Agreement and, more generally, with the Standards.

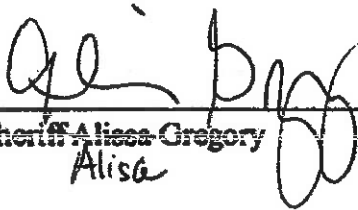
- i. At the beginning of each week the SCO will obtain copies of relevant documentation and conduct interviews with each applicable post supervisor, as necessary, to measure compliance with the Standards for the previous week. Documentation to be reviewed will include, but not be limited to, all daily security rounds reports, and any other records deemed necessary by the SCO to measure Standards compliance. The SCO must also review video footage at least every 14 days to ensure compliance with twice per hour checks.
- ii. All potential Standards violations found by the SCO must be immediately reported through the appropriate chain of command and directly discussed with the supervisors in charge of that area for immediate corrective action, which will be documented and maintained by HCRJ-W. Standards violations will be reported to the BLRJ within 72 hours of their discovery.
- iii. At the end of each week, the SCO will prepare a summary report of all the weekly findings and any corrective actions taken and submit it to the Sheriff.
- iv. The SCO will meet with the Sheriff or designee on a weekly basis to discuss the findings. Documentation of the meetings will be attached the weekly summary reports.
- v. At the end of each month, all weekly summary reports will be compiled into a monthly summary report, which HCRJ-W will provide to the BLRJ. Copies of the weekly summary reports will be attached to the monthly summary report. The monthly reports will clearly indicate all discrepancies or potential Standards violations, as well as the specific corrective actions taken. The monthly summary report will be submitted to the BLRJ no later than the 7th day of the month following the period covered by the summary.
- vi. Any HCRJ-W policies, post orders, or procedures modified as a result of this plan will be provided to the BLRJ with the first monthly summary report. Future revisions will also be provided to the BLRJ.

4. OFFICER TRAINING

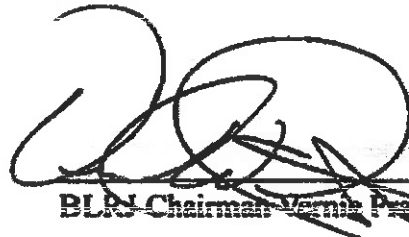
- i. All HCRJ-W sworn officers will receive training on the penalty for forging public records (*Code of Virginia* §18.2-168).
- ii. All training will be completed within 90 days of the initiation of this Compliance Plan.
- iii. Documentation of the training, including staff sign-in sheets, will be provided to BLRJ within 7 days of completion of the training.

D. ADDITIONAL MONITORING CONDITIONS

BLRJ does not relinquish any authority to address further violations should noncompliance with any other Standards be an issue in the future. BLRJ staff may perform on-site monitoring visits as directed by the BLRJ Chair.


Sheriff Alissa Gregory
Alisa

8/23/23
Date


BLRJ Chairman Vernie Francis, Jr.
3-16-23
Date