



**Community-Based Probation & Pretrial Services**

# **AGENCY DIRECTORY**

**February 2019**

**Department of Criminal Justice Services  
1100 Bank Street  
Richmond, Virginia 23219**

**[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)**

## CCCA/PSA AGENCY DIRECTORY

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This directory is divided into two sections:

- **Agency Directory** (pages 3–13): Alphabetical listing of programs with detailed information. Satellite offices and alternate contacts, if listed, are done so under the agency name.

The type of program offered by each agency is also included in the Agency Directory portion of this document. The following abbreviations are used:

CCPT	Community Corrections & Pretrial Services
CC	Community Corrections
PT	Pretrial Services
S/A	Satellite Office and/or Alternate Contact (followed by CCPT, CC, PT to indicate what programs that office and/or contact provide)
Fees	Indicates whether or not an agency is approved to collect supervision/intervention fees

Due to confidentiality issues associated with criminal history records, each agency listing now includes whether the agency is VCIN certified or not.

- **Locality Cross Reference** (pages 14-16): The list is organized by locality name and identifies the community corrections and/or pretrial services agency serving each locality. If an “N/A” is next to a locality, then there are *no agencies available to accept transfers*. The “Program Type” column indicates whether a community corrections agency, a pretrial services agency, or both are available. **Please be aware that not all agencies provide both services.**

### Department of Criminal Justice Services Contacts:

Andy Warriner, <i>Manager</i>	(804) 786-6534	<a href="mailto:andrew.warriner@dcjs.virginia.gov">andrew.warriner@dcjs.virginia.gov</a>
Paula Harpster	(804) 786-1140	<a href="mailto:paula.harpster@dcjs.virginia.gov">paula.harpster@dcjs.virginia.gov</a>
Ken Rose	(804) 225-4329	<a href="mailto:kenneth.rose@dcjs.virginia.gov">kenneth.rose@dcjs.virginia.gov</a>
Aja Ferguson	(804) 225-4127	<a href="mailto:Aja.ferguson@dcjs.virginia.gov">Aja.ferguson@dcjs.virginia.gov</a>

Fax (804) 786-3414

**PTCC HELPDESK 1-866-311-1452 (toll-free)**

Or email: [ptcchelp@dcjs.virginia.gov](mailto:ptcchelp@dcjs.virginia.gov)

*Please report changed, incorrect, or missing information on the attached form and submit it to*  
[CCCAPSA@dcjs.virginia.gov](mailto:CCCAPSA@dcjs.virginia.gov)

## CCCA/PSA Agency Directory

### **Alexandria Criminal Justice Services**

Alexandria Sheriff's Office  
2003 Mill Road, 1st Floor  
Alexandria, VA 22314  
Phone: (703) 746-4547  
Fax: (703) 838-3898  
E-mail: [desha.hall@alexandriava.gov](mailto:desha.hall@alexandriava.gov)

Program Type: CCPT  
VCIN Certified: Yes      Fees: No  
Area Served: City of Alexandria  
**\* Ms. Desha Hall-Winstead, Director**

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### **Arlington Community Corrections Program**

Community Corrections  
1400 North Uhle St., Suite 102  
Court Square West  
Arlington, VA 22201  
Phone: (703) 228-0125  
Fax: (703) 228-0128  
E-mail: [wmarcu@arlingtonva.us](mailto:wmarcu@arlingtonva.us)

Program Type: CC  
VCIN Certified: Yes      Fees: No  
Area Served: Arlington, Falls Church  
**\* Mr. Winston Marcus, Director**

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### **Arlington County Sheriff's Office**

Pretrial Services  
1425 North Courthouse Road, #9100  
Arlington, VA 22201  
Phone: (703) 228-0573  
Cell: (571) 641-0871  
Fax: (703) 228-7104  
E-mail: [wyounger@arlingtonva.us](mailto:wyounger@arlingtonva.us)

Program Type: PT  
VCIN Certified: Yes      Fees: N/A  
Area Served: Arlington, Falls Church  
**\* Lieutenant Wanda Younger**

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### **Blue Ridge Court Services**

White Star Mill Building  
125 South New Street  
Staunton, VA 24401  
Phone: (540) 886-1008 Fax: (540) 886-8029  
E-mail: [pastorsdt@ci.staunton.va.us](mailto:pastorsdt@ci.staunton.va.us)  
[roanems@ci.staunton.va.us](mailto:roanems@ci.staunton.va.us)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Augusta, Staunton, Waynesboro,  
Highland, Rockbridge (No PT), Lexington (No  
PT), Buena Vista (No PT)  
**\* Mr. David T. Pastors, Director**  
**Ms. Megan Roane, Assistant Director**

Pretrial Services  
Phone: (540) 886-1008 Fax: (540) 886-8029  
E-mail: [walkerdm@ci.staunton.va.us](mailto:walkerdm@ci.staunton.va.us)

Program Type: S/A-CCPT  
**Ms. Debbie Walker, Senior Pretrial Officer**

Lexington Office  
Rockbridge County Court Building, 2<sup>nd</sup> Floor,  
20 South Randolph Street  
Lexington, VA 24401  
Phone : (540) 490-0409  
E-mail : [murpheyll@ci.staunton.va.us](mailto:murpheyll@ci.staunton.va.us)

Program Type: S/A-CC  
**Ms. Lynn Murphey, Probation Officer**

## CCCA/PSA Agency Directory

### **Chesapeake Bay Court Community**

**Corrections** Eastern Shore Office

23372 Commerce Drive

Accomac, VA 23301

Phone: (757) 302-2033

Fax: (757) 787-5954

E-mail: [rwilkins@chesbayasap.org](mailto:rwilkins@chesbayasap.org)

Program Type: CC

VCIN Certified: No Fees: No

Area Served: Accomack, Northampton

**Mr. Rick Wilkins, Director**

**Mr. Greg Breland, Supervisor**

Chesapeake Bay ASAP Office

868 North Newtown Road

Virginia Beach, VA 23462

Phone: (757) 552-1800

Cell : (757) 403-2844

E-mail: [gbreland@chesbayasap.org](mailto:gbreland@chesbayasap.org)

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### **Chesapeake Community Corrections**

1202 20th Street

Chesapeake, VA 23324

Phone: (757) 543-0200, ext. 101

Fax: (757) 543-2844

E-mail: [ccraver@cityofchesapeake.net](mailto:ccraver@cityofchesapeake.net)

Program Type: CCPT

VCIN Certified: Yes Fees: Yes

Area Served: Chesapeake

**\* Ms. Corinna "Cori" Craver, Director**

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### **Chesterfield/Colonial Heights Community Corrections Services**

10111 Krause Road, Suite 202

P.O. Box 40 (mailing)

Chesterfield, VA 23832

Phone: (804) 318-8220 main

Fax: (804) 717-2275

E-mail: [hughesg@chesterfield.gov](mailto:hughesg@chesterfield.gov)

[carpenterj@chesterfield.gov](mailto:carpenterj@chesterfield.gov)

Program Type: CCPT

VCIN Certified: Yes Fees: Yes

Area Served: Chesterfield, Colonial Heights

**\*Mr. Gary Hughes, Director**

**Ms. JoAnn Carpenter, Assistant Director**

Chesterfield Office

Phone: (804) 318-8234 Fax: (804) 717-2275

E-mail: [williamsond@chesterfield.gov](mailto:williamsond@chesterfield.gov)

Program Type: S/A-CC

**Mr. Donald Williamson, Probation Supervisor**

Chesterfield Office

Phone: (804) 318-8228 Fax: (804) 717-2275

E-mail: [skinnert@chesterfield.gov](mailto:skinnert@chesterfield.gov)

Program Type: S/A-CC

**Ms. Tisha Skinner, JDR Probation Supervisor**

Chesterfield Office

Phone: (804) 318-8225 Fax: (804) 717-2275

E-mail: [dennisj@chesterfield.gov](mailto:dennisj@chesterfield.gov)

Program Type: S/A -PT

**Ms. Jennifer Dennis, Pretrial Supervisor**

Colonial Heights Office

550 Boulevard

Colonial Heights, VA 23834

Phone: (804) 431-2054 Fax: (804) 524-8718

E-mail: [waffd@chesterfield.gov](mailto:waffd@chesterfield.gov)

Program Type: S/A-CCPT

**Ms. Denise Waff, Probation Supervisor**

## CCCA/PSA Agency Directory

**Clinch Valley Community Action Program**  
1379 Tazewell Avenue  
P.O. Box 188 (mailing)  
North Tazewell, VA 24630  
Phone: (276) 988-5583 Fax: (276) 979-1413  
E-mail: [jheatley@clinchvalleycaa.org](mailto:jheatley@clinchvalleycaa.org)

Program Type: CC  
VCIN Certified: Yes Fees: Yes  
Area Served: Tazewell (No PT)  
**\* Ms. Jeannie Heatley, Local Probation  
Officer/Director**

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**Colonial Community Corrections**  
4093 Ironbound Road, Suite B  
Williamsburg, VA 23188  
Phone: (757) 564-2311 Fax: (757) 229-8963  
E-mail: [hal.diggs@jamescitycountyva.gov](mailto:hal.diggs@jamescitycountyva.gov)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Charles City, James City, New  
Kent, Poquoson, Williamsburg, York  
**\* Mr. Harold "Hal" Diggs, III, Director**

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**Court Community Corrections**  
1717 D Peters Creek Road  
Roanoke, VA 24017  
20 South Roanoke Street, Suite 204  
Phone: (540) 562-3489  
Fax: (540) 562-3494  
E-mail: [khullette@roanokecccp.org](mailto:khullette@roanokecccp.org)  
[cwills@roanokecccp.org](mailto:cwills@roanokecccp.org)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Alleghany (No PT), Bath (No PT),  
Botetourt (No PT), Covington (No PT), Craig (No  
PT), Roanoke City, Roanoke County, Salem  
**\* Ms. Krystal Hulette, Director**  
**Ms. Christi Wills, Pretrial Coordinator (for  
Pretrial cases only)**  
**\*All transfer requests are to be sent to  
Roanoke Office**

20 South Roanoke Street, Suite 204  
Fincastle, VA 24090  
Phone: (540) 473-0135 Fax (540) 473-1150  
E-mail: [khullette@roanokecccp.org](mailto:khullette@roanokecccp.org)

Program Type: S/A - CC  
**\* Ms. Krystal Hulette, Director**

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**Culpeper County Criminal Justice Services**  
155 West Davis Street - Suite 200  
Culpeper, VA 22701  
Phone: (540) 727-3450  
Fax: (540) 727-3452  
E-mail: [alawson@culpepercounty.gov](mailto:alawson@culpepercounty.gov)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Culpeper  
**\* Mr. Andrew Lawson, Director**  
**Andreas Brielmaier, Deputy Director (Pretrial)**

## CCCA/PSA Agency Directory

### **Fairfax County General District Court - Court Services Division, CC & PT Program**

4110 Chain Bridge Road, Suite 203  
Fairfax, VA 22030  
Phone: (703) 246-2153 or (703) 246-7530  
Fax: (703) 352-7869  
E-mail: [colin.mcdonald@fairfaxcounty.gov](mailto:colin.mcdonald@fairfaxcounty.gov)  
E-mail: [rusty.hefner@fairfaxcounty.gov](mailto:rusty.hefner@fairfaxcounty.gov)

Program Type: CCPT  
VCIN Certified: Yes      Fees: No  
Area Served: Fairfax City, Fairfax County  
**\* Mr. Colin McDonald, Director**  
**Mr. Rusty Hefner, Case Manager Supervisor**

### **Fairfax County JDRDC Community Corrections Services Unit**

4110 Chain Bridge Road, Suite 202  
Fairfax, VA 22030  
Phone: (703) 246-3040  
Fax: (703) 246-6172  
E-mail: [javan.deloach@fairfaxcounty.gov](mailto:javan.deloach@fairfaxcounty.gov)  
[kimberly.parr@fairfaxcounty.gov](mailto:kimberly.parr@fairfaxcounty.gov)

Program Type: CCPT  
**Mr. Mike DeLoach, Director,**  
**Community Corrections Services**  
**Ms. Kimberly Parr, Assistant Director**

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### **Fauquier County Office of Adult Court Services**

70 Culpeper Street  
Warrenton, Virginia 20186  
Phone: (540) 422-8080  
Fax: (540) 422-8065  
E-mail: [tom.pavelko@fauquiercounty.gov](mailto:tom.pavelko@fauquiercounty.gov)  
[tiffany.embrey@fauquiercounty.gov](mailto:tiffany.embrey@fauquiercounty.gov)

Program Type: CCPT  
VCIN Certified: Yes      Fees: No  
Area Served: Fauquier, Rappahannock  
**\* Mr. Thomas Pavelko, Director**  
**Ms. Tiffany Embrey, Assistant Director**

### **Pretrial Services**

Phone: (540) 422-8078  
Fax: (540) 422-8065  
E-mail: [stefanie.spicer@fauquiercounty.gov](mailto:stefanie.spicer@fauquiercounty.gov)

Program Type: S/A-PT  
**Ms. Stefanie Spicer, Sr. Court Services Officer**

### **Community Corrections**

Phone : (540) 422-8077  
Fax : (540)422-8065  
E-mail: [carrie.siegfried@fauquiercounty.gov](mailto:carrie.siegfried@fauquiercounty.gov)

Program Type: S/A-CC  
**Ms. Carrie Siegfried, Sr. Court Services Officer**

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### **Fifth Judicial District Comm. Corr.**

Suffolk Human Services  
135 Hall Ave., Suite B  
Suffolk, VA 23434

P.O. Box 1818 (mailing)  
Suffolk, VA 23439  
Phone: (757) 514-7460  
Fax: (757) 514-4875  
E-mail: [mlgriffin@suffolkva.us](mailto:mlgriffin@suffolkva.us)

Program Type: CC  
VCIN Certified: Yes      Fees: Yes  
Area Served: Franklin City, Isle of Wight,  
Southampton, Suffolk  
**Mr. Marvin L. Griffin, Jr., Program Coordinator**

## CCCA/PSA Agency Directory

### **Halifax/Pittsylvania Court Services**

129 S. Main Street  
P.O. Box 1158 (mailing)  
Halifax, VA 24558  
Phone: (434) 476-1183  
Fax: (434) 476-5032  
E-mail: [fhh@co.halifax.va.us](mailto:fhh@co.halifax.va.us)

Program Type: CCPT  
VCIN Certified: Yes      Fees: No  
Area Served: Danville, Halifax, Pittsylvania  
**\* Ms. Freda H. Holliday, Director**

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### **Hampton/Newport News CJ Agency**

2501 Washington Ave., 4<sup>th</sup> Floor  
Newport News, VA 23607  
Phone: (757) 926-6967  
Fax: (757) 926-6956  
E-mail: [mdennis@hampton.gov](mailto:mdennis@hampton.gov)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Hampton, Newport News  
**\* Marcus Dennis, Director**

### **ALL TRANSFERS fax (757) 926-6956**

Phone: (757) 926-6967  
Fax: (757) 926-6956  
E-mail: [mdennis@hampton.gov](mailto:mdennis@hampton.gov)

Program Type: S/A-CCPT  
**Mr. Marcus Dennis, Supervisor, CC & PTS**

Phone: (757) 926-6948  
Fax: (757) 926-6956  
E-mail: [crolon@hampton.gov](mailto:crolon@hampton.gov)

Program Type: S/A-CC  
**Ms. Cheryl Rolon, Supervisor, DV Team**

Phone: (757) 926-1742  
Fax: (757) 926-6956  
E-mail: [jaskinner@hampton.gov](mailto:jaskinner@hampton.gov)

Program Type: S/A-CCPT  
**Ms. Joyce Skinner, Supervisor, QA & Support**

Hampton Pretrial Services  
236 N. King Street  
Hampton, VA 23669  
Phone: (757) 726-6904 or (757) 926-6974  
Fax: (757) 727-6556  
E-mail: [pmasterson@hampton.gov](mailto:pmasterson@hampton.gov)

Program Type: S/A-PT (investigations only)  
**Mr. Paul Masterson, Supervisor, Pretrial Investigations**

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### **Hanover Community Corrections**

7515 County Complex Rd.  
P.O. Box 470 (mailing)  
Hanover, VA 23069-0505  
Phone: (804) 365-6873  
Fax: (804) 365-6341  
E-mail: [mrt Tyler@hanovercounty.gov](mailto:mrt Tyler@hanovercounty.gov)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Caroline, Hanover  
**\* Ms. Maranda Tyler-Traynham, Director**

## CCCA/PSA Agency Directory

### **Henrico County Community Corrections Program**

8600 Dixon Powers Drive  
Richmond, VA 23228

P.O. Box 90775 (mailing)  
Henrico, VA 23273  
Phone: (804) 501-4122 Fax: (804) 501-5184  
E-mail: [joh40@henrico.us](mailto:joh40@henrico.us)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Henrico  
**\*Shelby Johnson, Director**

Probation Services  
Phone: (804) 501-5190 Fax: (804) 501-5184  
E-mail: [jac088@henrico.us](mailto:jac088@henrico.us)

Program Type: S/A-CC  
**Mr. Christopher Jacobs Probation Services Supervisor**

Pretrial Services  
Phone: (804) 501-5188 Fax: (804) 501-5184  
E-mail: [nag05@henrico.us](mailto:nag05@henrico.us)

Program Type: S/A-PT  
**Ms. Laura Nagy, Pretrial Unit Supervisor**

### **Loudoun County Community Corrections**

107 Loudoun Street, SE  
Leesburg, VA 20175  
Phone: (703) 777-0207  
Fax: (703) 777-0110  
E-mail: [jim.freeman@loudoun.gov](mailto:jim.freeman@loudoun.gov)  
[april.higgs@loudoun.gov](mailto:april.higgs@loudoun.gov)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Loudoun  
**\*Mr. Jim Freeman, Director**  
**April M. Higgs, Deputy Director**

Community Corrections & Pretrial Services  
107 Loudoun Street, SE  
Leesburg, VA 20175  
Phone: (703) 777-0207  
Fax: (703) 777-0110  
E-mail: [elizabeth.boden@loudoun.gov](mailto:elizabeth.boden@loudoun.gov)  
[chad.earhart@loudoun.gov](mailto:chad.earhart@loudoun.gov)

Program Type: S/A-CCPT  
**Ms. Elizabeth Boden, Probation Manager**  
**Mr. Chad Earhart, Sr. Pretrial Manager**

### **Lynchburg CC & PT Services**

925 Church Street  
Lynchburg, VA 24504  
Phone: (434) 455-3750  
Fax: (434) 847-1037  
E-mail: [cplummer@lynchburgva.gov](mailto:cplummer@lynchburgva.gov)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Bedford, Campbell, Lynchburg  
**\* Ms. Cynthia Plummer, Agency Director**

Pretrial Services  
925 Church Street  
Lynchburg, VA 24504  
Phone: (434) 455-3750  
Fax: (434) 847-1037  
E-mail: [jennifer.peters@lynchburgva.gov](mailto:jennifer.peters@lynchburgva.gov)

Program Type: S/A-CCPT  
**Ms. Jennifer Peters, Pretrial Services Officer II**



## CCCA/PSA Agency Directory

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### **Middle Peninsula Local Probation & Pretrial**

305 Prince Street  
P.O. Box 3125 (mailing)  
Tappahannock, VA 22560  
Phone: (804) 445-0600 Fax: (804) 445-0725  
E-mail: [hopebrooks\\_mplp@yahoo.com](mailto:hopebrooks_mplp@yahoo.com)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Essex, Gloucester, King William,  
King and Queen, Mathews, Middlesex  
**\* Mrs. Hope Brooks, Director**

Gloucester Court House (no mail)  
7400 Justice Drive  
Gloucester, VA 23061  
Fax: (804) 824-2536  
E-mail: [doteydm@gloucesterva.info](mailto:doteydm@gloucesterva.info)  
(probation)  
[lakins@gloucesterva.info](mailto:lakins@gloucesterva.info) (pretrial)

Program Type: S/A-CCPT (transfers only)  
Area Served: Gloucester, Mathews, Middlesex  
**Dana Otey, Probation Officer**  
**Larry Akins, Pretrial Officer P**

Probation transfers: (804) 693-3210  
Pretrial transfers phone: (804) 693-0038

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### **New River CC & PT Services**

58 North Washington Avenue  
P.O. Box 191 (mailing)  
Pulaski, VA 24301  
Phone: (540) 994-5061 Fax: (540) 994-5050  
Toll Free # 1-866-280-0792  
E-mail: [agriffith@pulaskicounty.org](mailto:agriffith@pulaskicounty.org)  
[ptscott@pulaskicounty.org](mailto:ptscott@pulaskicounty.org)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Floyd, Giles, Montgomery,  
Pulaski, Radford, Bland, Grayson, Galax,  
Wythe, Carroll  
**\* Ms. Amanda Griffith, Director**  
**Todd Scott, Chief Officer**

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### **Norfolk Criminal Justice Services**

711 Granby Street  
Norfolk, VA 23510  
Phone: (757) 441-1413 ext.317  
Fax: (757) 441-1418  
E-mail: [mechelle.smith@norfolk.gov](mailto:mechelle.smith@norfolk.gov)

Program Type: CCPT  
VCIN Certified: Yes Fees: No  
Area Served: Norfolk  
**\* Ms. Mechelle B. Smith, Director**

Adult Community Supervision Division  
Phone: (757) 441-1413 ext. 319  
E-mail: [darrell.hopkins@norfolk.gov](mailto:darrell.hopkins@norfolk.gov)

Program Type: S/A-CC  
**Mr. Darrell Hopkins, Senior Local Probation Officer**

Pretrial Services Division  
Phone: (757) 441-1413 ext. 318  
E-mail: [tasha.brown@norfolk.gov](mailto:tasha.brown@norfolk.gov)

Program Type: S/A-PT  
**Ms. Tasha Brown, Senior Pretrial Officer**

### **Northern Neck Community Based Probation and Pretrial Services**

3908 Richmond Road  
P.O. Box 1090 (mailing)  
Warsaw, VA 22572  
Phone: (804) 333-6005 Fax: (804) 333-6029  
Main line (804) 333-6014  
E-mail: [awalker@nnrj.state.va.us](mailto:awalker@nnrj.state.va.us)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Lancaster, Northumberland,  
Richmond County, Westmoreland  
**\* Ms. Auriel Walker, Director**

**ALL transfers (804) 333-6014**

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## CCCA/PSA Agency Directory

### **OAR/Jefferson Area Community Corrections**

750 Harris Street, Suite 207  
Charlottesville, VA 22903  
Phone: (434) 296-2441  
Fax: (434) 979-4038  
E-mail: [rcarew@oar-jacc.org](mailto:rcarew@oar-jacc.org)

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Albemarle, Charlottesville,  
Fluvanna, Goochland (No PT), Greene, Louisa,  
Madison, Nelson, Orange  
**\* Mr. Ross Carew, Executive Director**

Pretrial Services Program  
Phone: (434) 296-2441  
Fax: (434) 979-4038  
E-mail: [wsmallwood@oar-jacc.org](mailto:wsmallwood@oar-jacc.org)

**Mr. Wes Smallwood, Pretrial Program  
Manager**

Community Corrections Program  
Phone: (434) 296-2441 Ext. 113  
Fax: (434) 979-4038  
E-mail: [jjackson@oar-jacc.org](mailto:jjackson@oar-jacc.org)

**Ms. Jodi Jackson, Local Probation Program  
Manager**

OAR/Jefferson Area-Orange Office  
101 N. Madison Road  
Orange, VA 22960  
Phone: (540) 672-2881  
Fax: (540) 672-2889  
E-mail: [wsmallwood@oar-jacc.org](mailto:wsmallwood@oar-jacc.org)

Program Type: S/A-CCPT  
**Mr. Wesley Smallwood, Pretrial Program  
Manager**

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### **Old Dominion Court Services Pretrial & Local Probation**

860 Smithfield Avenue  
Winchester, VA 22601  
Phone: (540) 665-5633 ext. 2602  
Fax: (540) 667-3875  
E-mail: [kchmura@fcva.us](mailto:kchmura@fcva.us)  
**ALL TRANSFERS fax (540) 667-3875**

Program Type: CCPT  
VCIN Certified: Yes      Fees: Yes  
Area Served: Clarke, Frederick, Page (no PT),  
Shenandoah (no PT), Warren (no PT),  
Winchester  
**\* Ms. Kimberly Chmura, Community  
Corrections Chief**

Warren County ODCS LPA  
101 East Main Street  
Front Royal, VA 22630  
Phone: (540) 635-3900

Program Type: S/A-CC

Shenandoah County ODCS LPA  
215 Mill Road, Suite 108  
Woodstock, VA 22664  
Phone: (540) 459-6996

Program Type: S/A-CC

## CCCA/PSA Agency Directory

### **Petersburg Community Corrections**

20 East Tabb Street, Suite 300  
Petersburg, VA 23803  
Phone: (804) 861-4275  
Fax: (804) 861-4399  
E-mail: [nloving@petersburg-va.org](mailto:nloving@petersburg-va.org)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Dinwiddie (no PT), Petersburg  
**\* Ms. Nicole Loving, Director**

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### **Piedmont Court Services**

1012-G West Third Street  
Farmville, VA 23901  
Phone: (434) 392-8161  
Fax: (434) 392-7503  
E-mail: [maxeypcs@localprobation.net](mailto:maxeypcs@localprobation.net)  
[pcs@localprobation.net](mailto:pcs@localprobation.net)

Program Type: CC  
VCIN Certified: Yes Fees: Yes  
Area Served: Amelia, Appomattox,  
Buckingham, Charlotte, Cumberland,  
Lunenburg, Nottoway, Powhatan, Prince  
Edward  
**\* Ms. Renee T. Maxey, Director**

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### **Piedmont Court Services – Mecklenburg Co.**

423 Madison Street  
P.O. Box 430 (mailing)  
Boydton, VA 23917  
Phone: (434) 738-6191 ext. 4333  
Fax: (434) 738-6158  
E-mail: [jackie.townes@mecklenburgva.com](mailto:jackie.townes@mecklenburgva.com)

Program Type: CCPT  
VCIN Certified: Yes Fees: No  
Area Served: Mecklenburg  
**\* Ms. Jackie Townes, Director**

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### **Portsmouth Community Corrections & Pretrial Services**

801 Water Street, Suite 10  
Portsmouth, VA 23704  
Phone: (757) 393-5237  
Fax: (757) 393-5372  
E-mail: [wimberleya@portsmouthva.gov](mailto:wimberleya@portsmouthva.gov)

Program Type: CCPT  
VCIN Certified: Yes Fees: No  
Area Served: Portsmouth  
**\* Ms. Amanda B. Wimberley, Director**

Pretrial Services  
Phone: (757) 393-5168 Fax: (757) 391-0393

Program Type: S/A-PT

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### **Prince William Office of CJ Services**

9540 Center Street, Suite 301  
Manassas, VA 20110-5550  
Phone: (703) 792-6065 Fax: (703) 792-4664  
E-mail: [saustin@pwcgov.org](mailto:saustin@pwcgov.org)  
[tthomas2@pwcgov.org](mailto:tthomas2@pwcgov.org)  
[scarneal@pwcgov.org](mailto:scarneal@pwcgov.org)  
[lstephens@pwcgov.org](mailto:lstephens@pwcgov.org)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Manassas, Manassas Park, Prince  
William  
**\* Mr. Steven R. Austin, Director**  
**Ms. Tomaudrie B. Thomas, Assistant Director**  
**Mr. Steve Carneal, Manager**  
**Ms. Loretta Stephens, Manager**

Woodbridge Office  
13851 Telegraph Road, Suite 205  
Woodbridge, VA 22192  
Phone: (703) 792-4984  
Fax: (703) 792-4628

Program Type: S/A-CCPT  
**Ms. Maureen Anderson, Manager**

## CCCA/PSA Agency Directory

E-mail: [lstephens@pwcgov.org](mailto:lstephens@pwcgov.org)

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### **Rappahannock Regional Jail**

1745 Jefferson Davis Hwy.  
P. O. Box 3300 (mailing)  
Stafford, VA 22555-3300  
Phone: (540) 288-5275 or (800)-858-8977  
Fax: (540) 658-0607  
E-mail: [khudson@rrj.state.va.us](mailto:khudson@rrj.state.va.us)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Fredericksburg, King George,  
Spotsylvania, Stafford  
**\* Mr. Kevin Hudson, Director of Programs &  
Community Corrections**  
**Probation transfers: (540) 288-5274**  
**Pretrial transfers: (540) 288-5275**

Pretrial Services Office  
Phone: (540) 288-5222 Fax: (540) 288-5289  
E-mail: [iworley@rrj.state.va.us](mailto:iworley@rrj.state.va.us)

Program Type: S/A-CCPT  
**Mr. Imrie "Craig" Worley, Pretrial Program  
Manager**

Community Based Probation Office  
Phone: (540) 288-5227 Fax: (540) 288-5289  
E-mail: [mpetway@rrj.state.va.us](mailto:mpetway@rrj.state.va.us)

Program Type: S/A-CC  
**Mr. Moe Petway, Community Based  
Probation Manager**

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### **Richmond Department of Justice Services, Division of Adult Programs**

501 N. 9th Street (Safety Building)  
Richmond, VA 23219  
Phone: (804) 646-8955 Fax: (804) 646-8994  
E-mail: [Jennifer.macarthur@richmondgov.com](mailto:Jennifer.macarthur@richmondgov.com)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Richmond City  
**\* Ms. Jennifer MacArthur, Program Manager**  
**Ms. Juwandar Hill, Pretrial Supervisor**

Probation Services  
Phone: (804) 646-1525 Fax: (804) 646-8994  
E-mail: [luis.mercado@richmondgov.com](mailto:luis.mercado@richmondgov.com)

Program Type: S/A-CC  
**Mr. Luis Mercado, Probation Supervisor**

Pretrial Services  
Phone: (804) 646-6802 Fax: (804) 646-8994  
E-mail: [juwandar.epps-hill@richmondgov.com](mailto:juwandar.epps-hill@richmondgov.com)

Program Type: S/A-PT  
**Ms. Juwandar Hill, Pretrial Supervisor**

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### **Riverside Criminal Justice Agency**

Local Probation and Pretrial Services  
6404 Courthouse Road  
Prince George, VA 23875  
Phone: (804) 733-2760 Fax: (804) 733-2622  
E-mail: [bcoghill@princegeorgecountyva.gov](mailto:bcoghill@princegeorgecountyva.gov)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Hopewell, Prince George, Surry  
**\* Mrs. Bettina W. Coghill, Director**

### **Rockingham-Harrisonburg Court Services Unit**

53 Court Square, Suite 175  
Harrisonburg, VA 22801  
Phone: (540) 564-3144 Fax: (540) 564-3393  
E-mail: [amfreeman@rockinghamcountyva.gov](mailto:amfreeman@rockinghamcountyva.gov)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Harrisonburg, Rockingham  
**\* Ms. Ann Marie Freeman, Director**

## CCCA/PSA Agency Directory

### **Southside Community Corrections**

201 Uriah Branch Way  
Emporia, VA 23847  
Phone: (434) 348-1035 Fax: (434) 348-4260  
E-mail: [clements@southsideccjb.com](mailto:clements@southsideccjb.com)  
[claibornet@southsideccjb.com](mailto:claibornet@southsideccjb.com)  
[mabryl@southsideccjb.com](mailto:mabryl@southsideccjb.com)  
[holstens@southsideccjb.com](mailto:holstens@southsideccjb.com)

Brunswick Office  
Phone: (434) 848-0921 Fax: (434) 848-2550  
E-mail: [macklinL@southsideccjb.com](mailto:macklinL@southsideccjb.com)

Sussex Office  
Phone: (434) 246-1084 Fax (434) 246-2068  
E-mail: [greenes@southsideccjb.com](mailto:greenes@southsideccjb.com)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Brunswick, Emporia, Greenville, Sussex

*\* Ms. Debbie Clements, Director*  
*Ms. Theresa Claiborne, Interview Officer*  
*Ms. Linda Mabry, Probation/Parole Officer*  
*Ms. Sheri Holsten, Administrative Assistant*

Program Type: S/A-CCPT  
*Ms. Linda Macklin, Probation/Pretrial Officer*

Program Type: S/A-CCPT  
*Ms. Susan Greene, Probation/Pretrial Officer*

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### **Southwest Virginia Community Corrections**

2003 East Main Street  
P.O. Box 2725 (mailing)  
Lebanon, VA 24266  
Phone: (276) 889-5862 Fax: (276) 889-5864  
Director: (276) 415-9813  
E-mail: [darinrussell@swvacc.net](mailto:darinrussell@swvacc.net)

Probation Services  
Phone: (276) 415-9815 Fax: (276) 889-5864  
E-mail: [courtneyhaugh@swvacc.net](mailto:courtneyhaugh@swvacc.net)

Pretrial Services  
Phone: (276) 415-9814 Fax: (276) 889-5864  
E-mail: [joshkiser@swvacc.net](mailto:joshkiser@swvacc.net)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Bristol, Buchanan, Dickenson, Lee, Norton, Russell, Scott, Smyth, Tazewell (No CC), Washington, Wise

*\* Mr. Darin Russell, Director*

Program Type: S/A-CC  
*Ms. Courtney Haugh, Probation Coordinator*

Program Type: S/A-PT  
*Mr. Josh Kiser, Pretrial Coordinator*

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### **Virginia Beach Office of CC & PT Services**

2425 Nimmo Parkway  
Court Support Bldg.10 B, Rm 107 C  
Virginia Beach, VA 23456  
Phone: (757) 385-4689 Fax: (757) 385-1033  
E-mail: [sjjones@vbgov.com](mailto:sjjones@vbgov.com)

Probation - transfers  
**CCP Reception line (757) 385-4689**  
Phone: (757) 385-8073 Fax: (757) 385-1033  
E-mail: [SBarnes@vbgov.com](mailto:SBarnes@vbgov.com)

Pretrial - transfers  
**PT Reception (757) 385-8970**  
Phone: (757) 385-4011 Fax: (757) 385-1033  
E-mail: [AKronenb@vbgov.com](mailto:AKronenb@vbgov.com)

Program Type: CCPT  
VCIN Certified: Yes Fees: Yes  
Area Served: Virginia Beach

*\* Ms. Sharon Jones, Director*

Program Type: S/A-CCPT  
*Ms. Stacy Barnes, Probation Supervisor*

Program Type: S/A-CCPT  
*Ms. Allison (Graham) Kronenburg, Pretrial Supervisor*

## CCCA/PSA Agency Directory

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<u>Locality</u>	<u>Agency</u>	<u>Service Type</u>
Accomack	Chesapeake Bay Area Community Corrections	Community Corrections
Albemarle	OAR/ Jefferson Area Community Corrections	Community Corrections & Pretrial Services
Alexandria	Alexandria Community Corrections Program	Community Corrections & Pretrial Services
Alleghany	Court Community Corrections	Community Corrections
Amelia	Piedmont Court Services	Community Corrections
Amherst	N/A	N/A
Appomattox	Piedmont Court Services	Community Corrections
Arlington	Arlington County Sheriff's Office	Pretrial Services
Arlington	Arlington County Community Corrections Unit	Community Corrections
Augusta	Blue Ridge Court Services	Community Corrections & Pretrial Services
Bath	Court Community Corrections	Community Corrections
Bedford	Lynchburg Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Bland	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Botetourt	Court Community Corrections	Community Corrections
Bristol	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Brunswick	Southside Community Corrections	Community Corrections & Pretrial Services
Buchanan	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Buckingham	Piedmont Court Services	Community Corrections
Buena Vista	Blue Ridge Court Services	Community Corrections
Campbell	Lynchburg Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Caroline	Hanover Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Carroll	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Charles City	Colonial Community Corrections	Community Corrections & Pretrial Services
Charlotte	Piedmont Court Services	Community Corrections
Charlottesville	OAR/Jefferson Area Community Corrections	Community Corrections & Pretrial Services
Chesapeake	Chesapeake Community Corrections Program	Community Corrections & Pretrial Services
Chesterfield	Chesterfield Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Clarke	Old Dominion Court Services Pretrial & Local Probation	Community Corrections & Pretrial Services
Colonial Heights	Chesterfield Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Covington	Court Community Corrections	Community Corrections
Craig	Court Community Corrections	Community Corrections
Culpeper	Culpeper County Criminal Justice Services Program	Community Corrections & Pretrial Services
Cumberland	Piedmont Court Services	Community Corrections
Danville	Halifax/Pittsylvania Court Services	Community Corrections & Pretrial Services
Dickenson	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Dinwiddie	Petersburg Community Corrections	Community Corrections
Emporia	Southside Community Corrections	Community Corrections & Pretrial Services
Essex	Middle Peninsula Local Probation & Pretrial Services	Community Corrections & Pretrial Services
Fairfax City	Fairfax Court Services Division	Community Corrections & Pretrial Services
Fairfax Co.	Fairfax Court Services Division	Community Corrections & Pretrial Services
Falls Church	Arlington County Community Corrections Unit	Community Corrections
Falls Church	Arlington County Sheriff's Office	Pretrial Services
Fauquier	Fauquier County Office of Adult Court Services	Community Corrections & Pretrial Services
Floyd	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Fluvanna	OAR/Jefferson Area Community Corrections	Community Corrections & Pretrial Services
Franklin City	Fifth Judicial District Community Corrections Program	Community Corrections
Franklin Co.	N/A	N/A
Frederick	Old Dominion Court Services Pretrial & Local Probation	Community Corrections & Pretrial Services
Fredericksburg	Rappahannock Regional Jail	Community Corrections & Pretrial Services
Galax	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services

## CCCA/PSA Agency Directory

<u>LOCALITY</u>	<u>AGENCY</u>	<u>SERVICE TYPE</u>
Giles	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Gloucester	Middle Peninsula Local Probation & Pretrial Services	Community Corrections & Pretrial Services
Goochland	OAR/Jefferson Area Community Corrections	Community Corrections
Grayson	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Greene	OAR/Jefferson Area Community Corrections	Community Corrections & Pretrial Services
Greensville	Southside Community Corrections	Community Corrections & Pretrial Services
Halifax	Halifax/Pittsylvania Court Services	Community Corrections & Pretrial Services
Hampton	Hampton-Newport News Criminal Justice Agency	Community Corrections & Pretrial Services
Hanover	Hanover Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Harrisonburg	Rockingham-Harrisonburg Court Services Unit	Community Corrections & Pretrial Services
Henrico	Henrico County Community Corrections Program	Community Corrections & Pretrial Services
Henry	N/A	N/A
Highland	Blue Ridge Court Services	Community Corrections & Pretrial Services
Hopewell	Riverside Community Corrections	Community Corrections & Pretrial Services
Isle of Wight	Fifth Judicial District Community Corrections Program	Community Corrections
James City	Colonial Community Corrections	Community Corrections & Pretrial Services
King and Queen	Middle Peninsula Local Probation & Pretrial Services	Community Corrections & Pretrial Services
King George	Rappahannock Regional Jail	Community Corrections & Pretrial Services
King William	Middle Peninsula Local Probation & Pretrial Services	Community Corrections & Pretrial Services
Lancaster	Northern Neck Community Corrections	Community Corrections & Pretrial Services
Lee	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Lexington	Blue Ridge Court Services	Community Corrections
Loudoun	Loudoun County Community Corrections	Community Corrections & Pretrial Services
Louisa	OAR/Jefferson Area Community Corrections	Community Corrections & Pretrial Services
Lunenburg	Piedmont Court Services	Community Corrections
Lynchburg	Lynchburg Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Madison	OAR/Jefferson Area Community Corrections	Community Corrections & Pretrial Services
Manassas	Prince William Office of Criminal Justice Services	Community Corrections & Pretrial Services
Manassas Park	Prince William Office of Criminal Justice Services	Community Corrections & Pretrial Services
Martinsville	N/A	N/A
Mathews	Middle Peninsula Local Probation & Pretrial Services	Community Corrections & Pretrial Services
Mecklenburg	Piedmont Court Services-Mecklenburg County	Community Corrections & Pretrial Services
Middlesex	Middle Peninsula Local Probation & Pretrial Services	Community Corrections & Pretrial Services
Montgomery	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Nelson	OAR/Jefferson Area Community Corrections	Community Corrections & Pretrial Services
New Kent	Colonial Community Corrections	Community Corrections
Newport News	Hampton-Newport News Criminal Justice Agency	Community Corrections & Pretrial Services
Norfolk	Norfolk Criminal Justice Services	Community Corrections & Pretrial Services
Northampton	Chesapeake Bay Area Community Corrections	Community Corrections
Northumberland	Northern Neck Community Corrections	Community Corrections & Pretrial Services
Norton	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Nottoway	Piedmont Court Services	Community Corrections
Orange	OAR/Jefferson Area Community Corrections	Community Corrections & Pretrial Services
Page	Old Dominion Court Services Pretrial & Local Probation	Community Corrections
Patrick	N/A	N/A
Petersburg	Petersburg Community Corrections	Community Corrections & Pretrial Services
Pittsylvania	Halifax/Pittsylvania Court Services	Community Corrections & Pretrial Services
Poquoson	Colonial Community Corrections	Community Corrections & Pretrial Services
Portsmouth	Portsmouth Community Corrections	Community Corrections & Pretrial Services
Powhatan	Piedmont Court Services	Community Corrections
Prince Edward	Piedmont Court Services	Community Corrections
Prince George	Riverside Community Corrections	Community Corrections & Pretrial Services
Prince William	Prince William Office of Criminal Justice Services	Community Corrections & Pretrial Services
Pulaski	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services

## CCCA/PSA Agency Directory

<u>LOCALITY</u>	<u>AGENCY</u>	<u>SERVICE TYPE</u>
Radford	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
Rappahannock	Fauquier County Office of Adult Court Services	Community Corrections & Pretrial Services
Richmond	Richmond Pretrial and Probation Services	Community Corrections & Pretrial Services
Richmond Co.	Northern Neck Community Corrections	Community Corrections & Pretrial Services
Roanoke	Court Community Corrections	Community Corrections & Pretrial Services
Roanoke Co.	Court Community Corrections	Community Corrections & Pretrial Services
Rockbridge	Blue Ridge Court Services	Community Corrections
Rockingham	Rockingham-Harrisonburg Court Services Unit	Community Corrections & Pretrial Services
Russell	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Salem	Court Community Corrections	Community Corrections & Pretrial Services
Scott	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Shenandoah	Old Dominion Court Services Pretrial & Local Probation	Community Corrections
Smyth	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Southampton	Fifth Judicial District Community Corrections Program	Community Corrections
Spotsylvania	Rappahannock Regional Jail	Community Corrections & Pretrial Services
Stafford	Rappahannock Regional Jail	Community Corrections & Pretrial Services
Staunton	Blue Ridge Court Services	Community Corrections & Pretrial Services
Suffolk	Fifth Judicial District Community Corrections Program	Community Corrections
Surry	Riverside Community Corrections	Community Corrections & Pretrial Services
Sussex	Southside Community Corrections	Community Corrections & Pretrial Services
Tazewell	Clinch Valley Community Action Program	Community Corrections
Tazewell	Southwest Virginia Community Corrections	Pretrial Services
Virginia Beach	Virginia Beach Office of Comm Corr & Pretrial Services	Community Corrections & Pretrial Services
Warren	Old Dominion Court Services Pretrial & Local Probation	Community Corrections
Washington	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Waynesboro	Blue Ridge Court Services	Community Corrections & Pretrial Services
Westmoreland	Northern Neck Community Corrections	Community Corrections & Pretrial Services
Williamsburg	Colonial Community Corrections	Community Corrections & Pretrial Services
Winchester	Old Dominion Court Services Pretrial & Local Probation	Community Corrections & Pretrial Services
Wise	Southwest Virginia Community Corrections	Community Corrections & Pretrial Services
Wythe	NRV Community Corrections & Pretrial Services	Community Corrections & Pretrial Services
York	Colonial Community Corrections	Community Corrections & Pretrial Services





**Department of Criminal Justice Services (DCJS)**  
**Comprehensive Community Corrections Act and Pretrial Services Act**  
**AGENCY DIRECTORY INFORMATION UPDATE FORM**

The Department of Criminal Justice Services maintains an Agency Directory for local probation and pretrial services agencies. In order to keep the Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (Act) Agency Directory up-to-date, please use this form for either 1) updates or corrections to the Directory, or 2) Notification of extended leave (planned or unplanned) or an interim director and the new primary contact person and information.

Please fill in the name of your agency as it appears in the Agency Directory and fill out either section 1 or section 2. If this is a DCJS requested update and you have no changes, please check the box to indicate no changes for our records. Email this form to [CCCAPSA@dcjs.virginia.gov](mailto:CCCAPSA@dcjs.virginia.gov). If you have any questions, please contact your grant manager.

Agency Name (as it appears in the Agency Directory): \_\_\_\_\_

**Select one:**     Directory Update/Correction     Extended Leave/interim Director     No changes

**1. Please provide only new or changed information below:**

**Agency Director/Primary Contact**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Additional Contact**     **Satellite Office Contact** (select one)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Main Office**     **Satellite Office** (select one)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: VA    Zip: \_\_\_\_\_

Agency Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mailing Address, if different than physical address: \_\_\_\_\_

City: \_\_\_\_\_ State: VA    Zip: \_\_\_\_\_

**Other Changes:** \_\_\_\_\_

**2. Please complete the following information for extended leave or interim Director:**

**Select one:**     Departing     Extended Leave - effective Dates: Begin \_\_\_\_\_ to \_\_\_\_\_

Name of person leaving or on leave: \_\_\_\_\_ Title: \_\_\_\_\_

**Alternative contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: VA    Zip: \_\_\_\_\_