



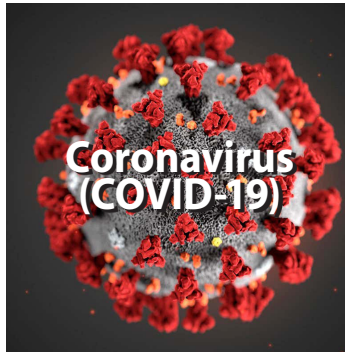
DCJS/news

Virginia Department of Criminal Justice Services

Volume 2/02 May 2020

Office of the Director – Human Resources

The COVID-19 pandemic has brought many changes, but DCJS is open for business and continues to manage all programs and processes with limited disruption. The health of employees and their families has been extremely important to the agency. Effective March 15, 2020, employees were highly encouraged to begin teleworking immediately. The agency is very excited that it is at 100% capability for all employees to work remotely. Employees may go into the office while practicing social distancing to work, retrieve resources such as mail and equipment, or have limited in-person meetings. Most of our traditional meetings are now being held through Zoom, Google Hangouts, video conferencing, webinars, just to name a few alternative workplace communications. Employees are set up to receive their voicemail messages through their Google email account. Everyone is adapting to a new work environment during the pandemic and the agency has been supportive and encouraging during this “new normal”. As a way of keeping employees connected, the Agency Director, Shannon Dion, initiated a grateful and inspiration log on



Google Docs for employees to capture things they are grateful for and inspired by. In addition, the Director sends frequent updates to all employees to keep everyone informed of any new information or just a positive message.

Effective February 7, 2020, the Department of Human Resources Management (DHRM) rolled out Public Health Emergency Leave (PHEL) to enable state employees to

attend to their medical needs as it relates to COVID-19 or those of their family members. All wage, classified, and appointed employees have been granted up to 80 hours of PHEL leave. In addition, the U.S. Department of Labor issued the Families First Corona Response Act (FFCRA), which provides employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. Both the state and federal provisions will provide paid leave to employees up to 160 hours during the pandemic. During this difficult time, DCJS is supportive of employees and making efforts to address stress and anxiety during this time.

Division of Law Enforcement – Standards and Policy

Hey! Virginia Law Enforcement Agencies...

Did you know? The Virginia Department of Criminal Justice Services website has a link to commonly used forms: www.dcjs.virginia.gov/law-enforcement/forms. There, you can find forms commonly used for many aspects of Law Enforcement operations and communication between your agencies and DCJS. Periodically check for the most up-to-date revisions of routinely-used forms.

Please note: Effective July 1st, 2019 (*unless otherwise noted in the category*) Field Training submissions are required to be sent in using the newly updated, multi-page forms, *B-13* (Law Enforcement), *CP-1* (Civil Process Servers), *CS-1* (Court Security), *J-1* (Jail Deputies and Officers), and *D-1* (Dispatchers). **DCJS**

will no longer be accepting the original FTO/OJT single page forms as proof of Field Training Completion. Scanned copies of the new forms should still be emailed to DCJS at etrain@dcjs.virginia.gov for DCJS staff to review and update in officer training files for Certification requirements. Original copies should also be available in departmental training files for your assigned field representatives to periodically review.

Questions? Please feel free to contact our DCJS Law Enforcement program coordinators at etrain@dcjs.virginia.gov or your local DCJS Field Representative (www.dcjs.virginia.gov/law-enforcement/programs/field-services), and they will be happy to assist you.

Division of Finance and Administration – Grants Management

New Grants Management System in Development

The Grants Management Information System (GMIS) was developed over 25 years ago to eliminate the need for submitting paper vouchers, progress and financial reports. GMIS allowed core grants management to be conducted online and served this purpose well for many years.

In October 2018, the Grants Management section of the DCJS Division of Finance and Administration received approval from Director Shannon Dion to create a Project Team to work with an outside vendor to modernize the current GMIS technology into a full functioning web-based application. The objective of the team was to find a solution that would revolutionize the current grants management system, integrate with the state financial system, streamline processes for staff and subgrantees, and combine current databases and online websites. The new, paperless system would provide a more consistent workflow, accurate and extensive data reporting, and more efficient business processes.

The Project Team consisted of members from Grants Management, Financial Services, the Division of Programs and Services, the Division of Law Enforcement, and Computer Services. The initial team of seven members were tasked to work with a core Strategic Sourcing Consultant assigned by the Virginia Information Technologies Agency (VITA). The team started with a series of kickoff meetings to discuss goals, objectives and assigned roles. The team was then able to develop a clear and agreed upon timeline and proposal for VITA and the Department of Planning and Budget (DPB).

By July 2019, the team had collectively completed a Project Charter, Project Plan, Requirements Document, Request for

Proposal (RFP), and Project Execution. After receiving vendor proposals, the Project Team scored each unique software package. The Project Team evolved into an Evaluation Team (eTeam) with a few additional team members added. The eTeam worked together to score each individual vendor based on elements such as external and internal functionality, reporting, interface, administration, implementation, maintenance and support, and technical requirements. October brought the completion of several rounds of scoring which included reference checks and demonstrations. Five team members traveled to five different states in five days to meet with clients of the top two vendors in person. The site visits proved to be very beneficial and allowed the eTeam to observe the vendors' proposed product in a fully functional production environment.

After careful evaluation, the eTeam selected a vendor in December 2019 who would best meet the agency needs and requirements. After the completion of the Statement of Work (SOW), the Vendor Kick-Off Meeting was held in March 2020 with Dulles Technology Partners, the selected software development and systems integration firm.

The cross agency collaboration was essential to the vendor selection process and will ultimately result in improved service for stakeholders and staff. The new system will provide instant cost savings and increase staff efficiency and productivity.

DCJS welcomes Tom Nyilasi and his team from Dulles Technology Partners and looks forward to offering sub-grantees a new and improved grants management environment in early 2021.

Division of Finance and Administration – Computer Services

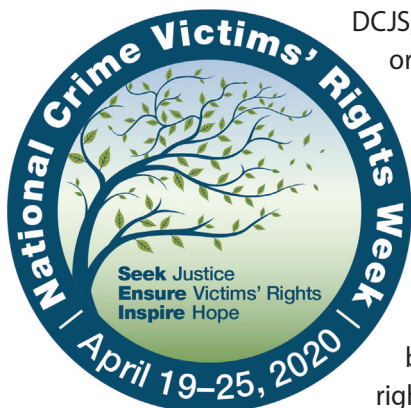
The DCJS Computers Services Section has turned a new corner. On the heels of the IT Manager retiring, the position was transformed with the purpose of bringing enthusiasm and a new vision of IT services to DCJS. The agency's own Tivona King filled the role to become the first Chief Technology Officer at DCJS. With new leadership, Computer Services has already taken on a number of projects. One major project underway is the prioritization of replacing all legacy systems. Managing the resources needed to

upgrade and/or replace legacy systems is always a challenge. CapTech has been enlisted to assist with that task. An in depth review of each system has begun. Staff has been hard at work reviewing technology, functionality, work flow and business processes. This is a thorough process that will identify the needs of the user and the staff. Any emerging risks and challenges will be identified. At the conclusion of this project, Computer Services will have a solid plan to move forward with replacing the agency's legacy systems.

Division of Programs and Services – Victims Services

According to the Federal Bureau of Investigation's 2018 National Crime Clock, a violent crime occurred every 26.2 seconds in United States. In the same year, a murder occurred every 32.5 minutes, a rape occurred every 3.8 minutes, and an aggravated assault every 39.2 seconds. Also in 2018, according to the *Crime in Virginia* report from the Virginia State Police, citizens reported 18,269 violent crimes and 239,825 property crimes.

These numbers are not just empty statistics; rather, they represent individuals whose lives are forever changed by these criminal acts. These numbers also speak to the countless hours of service provided by dedicated law enforcement officers, prosecutors, victim advocates, and other allied professionals on behalf of these victims. These professionals have devoted their careers to assisting crime victims with the safety, financial, legal, and emotional needs caused by the victimization. They provide the necessary information, guidance, and support to assist victims as they seek justice and healing.



DCJS, along with victim-serving organizations across the country, recognize this important work during National Crime Victims' Rights Week. Observed from April 19–25, 2020, National Crime Victims' Rights Week brings awareness of the rights and needs of crime victims, and honors the work of

professionals who serve and support them. This national observance was first established by President Ronald Reagan in 1981 as part of a larger effort to enhance victims' rights. For 2020, the week's theme is "Seek Justice. Ensure Victims' Rights. Inspire Hope." This theme highlights the important roles played by victim-serving professionals in protecting, informing, and supporting crime victims. A National Crime Victims' Rights Week [video](#) from the federal Office for Victims of Crime illustrates the important role each discipline plays in seeking justice, ensuring victims' rights, and inspiring hope. (Video link: https://ovc.ncjrs.gov/ncvrw2020/theme_video.html)

National Crime Clock Statistics:

A Violent Crime Occurred Every	26.2 seconds
One Murder every	32.5 minutes
One Rape every	3.8 minutes
One Robbery every	1.9 minutes
One Aggravated Assault every	39.2 seconds
A Property Crime Occurred Every	4.4 seconds
One Burglary every	25.7 seconds
One Larceny-theft every	6.1 seconds
One Motor Vehicle Theft every	42.2 seconds

Crime Reported in Virginia:

Total Violent Crimes Reported	18,269
Number Reported – Murder	372
Number Reported – Rape	1,813
Number Reported – Robbery	3,623
Number Reported – Aggravated Assault	8,648
Total Property Crimes Reported	239,825
Number Reported – Burglary	15,106
Number Reported – Larceny-theft	117,193
Number Reported – Motor Vehicle Theft	10,472

Source: *Crime in the U.S. 2018*, U.S. Department of Justice, Federal Bureau of Investigation (FBI)
Source: *Crime in Virginia 2018*, U.S. Virginia State Police (VSP)

This year is also significant for crime victims' rights in Virginia, as 2020 marks the 25th anniversary of the passage of the Crime Victim and Witness Rights Act (*Code of Virginia § 19.2-11.01*). In 1995, this legislation codified the rights of crime victims and witnesses in Virginia in several ways. First, according to the Act, a victim is defined as "a person who has suffered physical, psychological, or economic harm" as the direct result of the commission of a felony or certain misdemeanors. Victims may be those directly impacted by crime, or family members of those impacted. The Act specifies crime victims' rights in six areas: protection, financial assistance, notification, victim input, courtroom assistance, and post-trial assistance. Some examples of specific rights within these six areas include: the right to confidentiality, the right to be notified of court hearing and offender release dates, the right to restitution and other financial assistance from the Virginia Victims Fund, the right to prepare a written impact statement, and the right to protection from further harm and threats of harm. To learn more about victims' rights in Virginia, "*A Summary of Virginia's Crime Victim and Witness Rights Act*" brochure may be found on the DCJS website at www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/victims/summary-virginias-crime-victim-witness-rights-act.pdf.

DCJS is proud to have partnerships with many victim-serving organizations, and to support these organizations through grant funding, technical assistance, training, and other efforts. In observance of both National Crime Victims' Rights Week and the 25th anniversary of the Virginia Crime Victim and Witness Rights Act, the DCJS Victims Services team thanks and honors those who have dedicated their careers to upholding the rights of crime victims, and who steadfastly accompany victims on the path towards justice and healing.

Central Shenandoah Criminal Justice Training Academy Receives CALEA Accreditation

Central Shenandoah Criminal Justice Training Academy sought and achieved CALEA accreditation in 2019 under the leadership of Academy Director Andy McNally. This was a huge undertaking which required a lot of hard work and long man hours. The academy staff went through a multi-year self-assessment phase and a meticulous site-based assessment of community engagement, policy, procedures, equipment and facilities by CALEA assessors. Audits included interviews with member agencies and an interview with Dave Hewes, the DCJS Field Rep for the academy. Additionally, there was a public comment period open for community comment as well. Upon completion of the assessment, an award of CALEA accreditation signifies excellence in public safety and commitment to community.

The Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation awards are reserved for those public safety agencies that have demonstrated compliance with a high level of standards. These standards are practitioner-informed and developed, and many are influenced by evidence-based practices. CALEA offers the only national, practitioner and research informed system of standards for law enforcement.



R–L: Dave Hewes, DCJS; Chief Eric Reiley, Woodstock Police Department/Academy Board Chair; Executive Director Andy McNally; Assistant Director Steve Arney; and Frank Pitzer, DCJS.



R–L: Superintendent Derek Almarode, Rockbridge County Regional Jail; Sheriff Steve Smith, Greene County Sheriff's Office; Chief Chris Jenkins, Culpeper Police Department; Chief Eric Reiley, Woodstock Police Department; Executive Director Andy McNally, Central Shenandoah Criminal Justice Training Academy(CSCJTA); Accreditation Manager Laurie Skinner, CSCJTA; and Chief James Williams, Staunton Police Department.

DCJS Field Representative Terry Montgomery Presents to the Police Science Program at Wytheville Community College

The Police Science program at Wytheville Community College welcomed DCJS Field Representative Terry Montgomery to speak to the class earlier this year. Terry was invited by adjunct instructor Rick Clark, the retired Chief of Police for the city of Galax, Virginia, a former President of the Virginia Chiefs of Police Association, and the former Chairman of the Committee

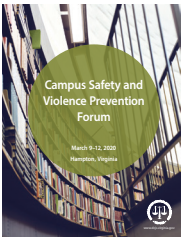


DCJS Field Representative Terry Montgomery (second from left/front row) pictured with students from the Police Science program at Wytheville Community College.

on Training for the Criminal Justice Services Board. Terry has an extensive background in law enforcement as a former deputy sheriff with Wythe County Sheriff's Office serving as a jail officer and as a patrol officer. He also served on the academy staff at the New River Criminal Justice Academy and was the interim director before joining with DCJS. He shared his vast knowledge with the group on how DCJS interacts with criminal justice agencies, and he offered tips on how they could achieve their goals in the criminal justice field.

Virginia Center for School and Campus Safety

2020 Campus Safety and Violence Prevention Forum



The 2020 Campus Safety and Violence Prevention Forum was held at the Hampton Roads Convention Center on March 9-12, 2020. The forum was hosted by the DCJS Virginia Center for School and Campus Safety (VCSCS), in partnership with the Virginia Association of Campus Law

Enforcement Administrators (VACLEA) and the International Association of Campus Law Enforcement Administrators (IACLEA), and was attended by nearly 200 professionals including campus police and security personnel, municipal law enforcement with a connection to institutions of higher education, student conduct professionals, Title IX coordinators and investigators, counseling and women's center professionals, prosecutors, mental health professionals, victim advocates, residence life staff, and other campus and community personnel.

The Pre-Conference session on March 9, focused on "Identifying and Responding to Leadership Challenges in Public Safety and Policing." Led by Ronnell Higgins, Chief of Police and Director of Public Safety at Yale University and Lee Struble, President of WSM Trainers and Consultants, this was an interactive program involving participants in a process of identifying core challenges to public safety leadership.



On March 10-11, the forum offered sessions on a variety of topics relevant to the higher education environment. Attendees heard from national, state and local presenters as they discussed intimate partner violence, critical

incident management, threat assessment, human trafficking, hazing, Clery Act and Title IX compliance, trauma and resiliency, and more. In addition, opportunities were provided to network with colleagues, share best practices and visit vendors and exhibitors to learn about available products and services that can support campus and community personnel.

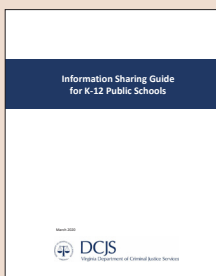
The Post-Conference session on March 12, "Know More, Do More: Recognizing and Responding to Stalking," was presented by Dana Fleitman, Associate Advisor, Stalking Prevention, Awareness, and Resource Center (SPARC)

of Aequitas. It explored the dynamics of stalking, common tactics used by offenders (including the use of technology) and the co-occurrence of stalking with domestic and sexual violence. This session concluded another successful Campus Safety and Violence Prevention Forum. Feedback received from participants for the entire event was overwhelmingly positive. (*More conference photos featured on Flickr.*)



VCSCS Resources and Curriculum Development

Information Sharing Guide for K-12 Public Schools



In response to Chapter 719 of the 2019 Acts of Assembly, the DCJS Virginia Center for School and Campus Safety (VCSCS) was tasked with convening a workgroup to develop guidelines and best practices for sharing information between local school boards

or public institutions of higher education and law enforcement concerning students whose behavior may pose a threat to the safety of a school, institution or

community. The workgroup, composed of stakeholders, local school divisions, and law enforcement practitioners, convened in May and September of 2019 to provide input and guidance. The VCSCS also sought input from legal consultants, including contracting with a law firm with national Family Educational Rights and Privacy Act (FERPA) experts to review the guide and ensure it comports with federal and state laws. Because VCSCS constituents seek technical assistance and guidance on information sharing, especially in the context of student records and threat assessment teams, creating an information sharing guide is vital. While FERPA should not be an impediment

Continued on page 6

to record sharing, it can be confusing for educational institutions. This guide will help our constituents navigate information sharing while balancing the interests of public safety and student privacy. VCSCS is developing separate guides for addressing information sharing in K-12 public schools and institutions of higher education.

New Curriculum Developed for Schools Security Officers and Campus Security Officers

The DCJS Virginia Center for School and Campus Safety is in the final stages of developing a new five-module School Security Officer (SSO) curriculum and Campus Security Officer (CSO) curriculum. The courses feature engaging learning modalities, encourage participation and retention, and are designed for various styles of adult learners. The SSO curriculum was piloted in December 2019 and February 2020. Participants rated the overall course content a 4.7 out of 5, and comments from the evaluations included, *"Extremely informative and engaging. Was interested every step of the way and the instructor's enthusiasm and breakdown of each module made this the best and most effective training I have been to in a long time. I have gained a very clear knowledge of what is expected as an SSO as well as best practices. Very clear separation of content*

that is easy to understand." The CSO curriculum was also piloted in December 2019 and received positive feedback.

K-12 Threat Assessment Curriculum

VCSCS is in the final stages of updating its K-12 Basic Threat Assessment curriculum, in addition to developing a new Applied Threat Assessment training. The updated K-12 Basic Threat Assessment course will include multiple interactive videos that engage participants in various real-life scenarios threat assessment teams face, as well as other opportunities for more hands-on learning. The new Applied Threat Assessment training is designed for individuals who have attended the basic session and can be delivered in two formats to meet the needs of the participants. The first provides an entire day of applying knowledge to varied case studies involving elementary, secondary, and adult threat scenarios. The second option provides a workshop setting in the morning, extending learning on topics not covered in the basic threat assessment training (such as stalking and domestic/dating violence), along with additional case studies in the afternoon. After receiving a final review by the Curriculum Advisory Committee, the new trainings will be ready to be piloted in late June.

Division of Licensure and Regulatory Services

Robbie Robertson



Prior to employment with the Virginia Department of Criminal Justice Services (DCJS), Robbie Robertson spent 16 years as Vice President, Compliance Agent, General Instructor, and Firearms Instructor with a

private security services business. Robbie began his employment with DCJS as the Administration Manager for the Private Security Section. In this position, he had the responsibility for the Criminal History, Credentials, and Customer Service Units. In 2007, he was assigned to the Compliance, Enforcement, and Training Unit as an Agent Investigator.

"I enjoy my job, and I am driven by analyzing an investigation to achieve completion."

As the Agent Investigator for the Southwest Region of the Commonwealth, Robbie investigates complaints alleging violations of the *Code of Virginia* and the Regulations for all programs under the Division of Licensure and Regulatory

Services, and conducts audits of Private Security Services Businesses, Training Schools, and Training Sessions. He provides technical assistance to Law Enforcement Agencies, individuals, businesses, and training schools on the requirements of Virginia law and regulations as it relates to all programs.

Robbie is a member of the Virginia State Crime Clinic – Central Chapter, where he serves as Treasurer and coordinator of all the training seminars for the crime clinic. Previously, he served as President of the Virginia State Crime Clinic, Inc., and Vice-Chair on the Private Security Services Advisory Board (PSSAB).

Addressing Vicarious Trauma During Times of Chaos

In recent months, DCJS facilitated five vicarious trauma trainings to support front-line workers and organizational leadership. Vicarious trauma in this context refers to the trauma experienced when an individual hears about the firsthand traumatic experiences of others. It can

have profound negative effects on professionals, but can be prevented and managed. By recognizing the effect of vicarious trauma across systems, staff is able to conduct their daily duties while feeling supported by their respective organizations. DCJS has been focused on preparing organizations across systems to handle trauma in a variety of capacities. The importance and impact of having organizations be responsive to trauma and traumatic behavior allows staff to flourish while feeling supported within the organization.

For organizational leaders, it is essential to be responsive, both to the vicarious trauma of its staff and to the experiences of its clients. The stress, compassion fatigue, co-victimization, and indirect trauma that front-line workers experience on a daily basis must be recognized and addressed by the organization as a whole. If organizations do not have healthy employees, they are not fostering a healthy workplace, positive work/life boundaries, or building resiliency to handle the daily demands of the job. Not creating a healthy workplace can lead to compacted stress and burnout. The negative effects of burnout include absenteeism, job turnover, low productivity, decreased

When Healing Hurts: MAKING SYSTEMIC CHANGE TO ADDRESS VICARIOUS TRAUMA

job satisfaction, reduced commitment to the job, negative effect on people's home life, and physical problems including insomnia, anxiety, and depression. Empowering employees to have support within and outside the organization is imperative to

the overall success of the organization and to the employee. Supports can include a positive, supportive workplace, paid mental health days for employees, a reduced caseload, a strong social circle and strong relationships outside the organization.

Now more than ever, as we are dealing with isolation, fear, and uncertainty of the current pandemic, it is even more important that organizations recognize the impact on employees and support them in taking care of themselves, taking breaks when needed, spending time with loved ones, using appropriate leave as needed, and having a strong vicariously trauma-informed organization is all part of positive self-care. One of the most prominent negative effects of working so closely with clients with trauma histories is exposure to upsetting stories of personal tragedy. These stories can manifest themselves in a variety of ways including conflicts, unrealistic expectations, moral and ethical dilemmas, and physical changes including anxiety, depression, lack of self-control, complacency, and lack of motivation. By focusing on their own mental and physical health, front-line service providers across systems can work with clients exposed to trauma in a more positive, helpful way.

¹ The DCJS Juvenile and Child Welfare Services Section supports a variety of constituents including child welfare, advocacy, courts, law enforcement, and victim services.

**DCJS
UPDATES**



Sign up for *DCJS Updates* to receive email notification of grants, training and events, publications, and other information from the Virginia Department of Criminal Justice Services as soon as it is available on our website. You may choose to receive all notices, or select specific ones of interest. To subscribe to this free service, begin by creating an account at: www.dcs.virginia.gov/subscribe.

Division of Programs and Services – Adult Justice Programs

New Adult Justice Programs Manager



Jen MacArthur joined DCJS in February, 2020 as the Manager of Adult Justice Programs. She came from the Office of the Attorney General where she had spent four months working as their Reentry Coordinator. Prior to that, she worked in the community corrections field for 18 years in Richmond and the surrounding counties. Jen started her career in Chesterfield County as a local probation officer, later moving to a clinician position in Chesterfield's Day Reporting Center. Then, she went to Henrico County as a probation supervisor and ended up in Richmond City overseeing the local probation and pretrial services agency.

Jen lives in the City of Richmond with her significant other, dog-cat, and cat-dog. She enjoys outdoor activities, being with friends, travel, reading, and wine. Jen is thrilled to be joining a fantastic team at DCJS.

FAACT

In exciting news, Framework for Addiction Analysis and Community Transformation (FAACT) has been named a finalist in StateScoop's 50 Awards for State IT Innovation of the Year. Leslie Egen, Criminal Justice Program Coordinator and Policy Analyst, has been working on this data sharing platform to help communities respond to the opioid and addiction crisis. DCJS awaits the final results as voting ended on May 1, 2020.

USEFUL LINKS

Division of Licensure and Regulatory Services information that may impact Registration, Certification, or License status during the COVID19 crisis:

www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/private-security/files/lr_banner_message_and_covid19_faqs.pdf

DCJS Conferences and Trainings: www.dcjs.virginia.gov/training-events

Online Regulatory Licensing System:

www.dcjs.virginia.gov/licensure-and-regulatory-affairs/online-regulatory-licensing

CONTACT DCJS

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