



Six Month Work Plan

January – June, 2019



County Administrator's Memo

To: Members of the Board of Supervisors
From: Percy C. Ashcraft
Date: 1/08/19
Re: Six Month Work Plan

Contained within is the six-month work plan established for the period of January - June, 2019. This work plan incorporates goals established by the County Administration and reaction to policy decisions made by the Board of Supervisors. It is not to be confused with day-to-day tasks that are assigned to each department.

There are 340 goals submitted and agreed upon by County Staff and Administration.

As applied in the previous six months, an evaluation system will be implemented for each item contained in the six-month work plan. The department grades for the period of July - December, 2018 are as follows:

4.0 – Economic Development, Tourism & Planning
Fire & EMS
Community Development & Code Compliance

3.9 – Police
Human Resources
Social Services
Community Corrections
Parks & Recreation

3.8 – Real Estate Assessor
Special Projects

3.6 – Engineering & Utilities Information Services

3.5 – General Services

3.4 – Finance

3.8 – Team Average

The grading system for evaluating the items is as follows:

4 Points – Full completion of item.

2 Points – Substantial completion of item.

1 Points – Partial completion of item.

0 Points - Item not started.

This efficiency rating system is used to track the effectiveness of performance of the department over each six-month period. Those in charge of implementation of this plan will be held accountable.

I also raise your awareness this document will be shared with the public, thus allowing for comment and feedback. I continue to encourage department heads to share this with their employees so they can be challenged to improve the scores every six-month period.

Please share with me any concerns or questions you might have upon review of this plan.

Prince George County *Virginia*

Six Month Work Plan *January - June 2019*

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Economic Development, Tourism & Planning

-Staff Goals-

- 1. Economic Development – Seat the 2019 Citizens Academy.**
- 2. Economic Development – Seat the 2019 Business Roundtable.**
- 3. Economic Development – Business Retention Program that Includes 12 visits to local businesses.**
- 4. Economic Development – Increase attendance at marketing trade shows and increase interaction with site consultants.**
- 5. Economic Development – Participate in Central Wellness Center revitalization and reuse plan.**
- 6. Economic Development – Complete Comcast franchise renewal process.**
- 7. Economic Development – Enroll Economic Development Specialist in OU/EDI Program.**
- 8. Economic Development – Host a Small Business Workshop.**
- 9. Economic Development – Monitor Workforce Development programs.**
- 10. Tourism – Create Tourism Zone Application & Process for Exit 45.**
- 11. Tourism – Coordinate 10-Year Anniversary event with the Heritage Center.**
- 12. Tourism – Participate in Virginia Tourism Week.**

- 13. Tourism – Complete FY '19 Marketing Program with Sports Destination Management.**
- 14. Tourism – Facilitate the design and construction of the EMS Museum.**
- 15. Planning – Comprehensive Plan:**
 - a. Prepare 2020 Update.**
 - b. Begin Housing, Land Use & Transportation sections.**
 - c. Manage all County departments with update language.**
 - d. Work with GIS for updated tables and maps.**
- 16. Planning – Prepare Conditional Use Planned Development (CUPD) Zoning Approval Process to be used along with the existing PUD zoning process.**
- 17. Planning – Prepare BZA Zoning Ordinance Amendment for hardships based on state code changes.**
- 18. Planning – Continue to create EnerGov software for development review and zoning enforcement tracking processes.**
- 19. Planning – Assist Environmental Division with Septic Pump Out mailings and DEQ related compliance paperwork for the Chesapeake Bay Act.**
- 20. Planning – Assist James River Soil & Water Conservation District with DEQ Conservation Assessments.**
- 21. Planning – Finalize Sign Ordinance Amendment.**
- 22. Submit Annual Report.**
- 23. Visit another locality to observe Economic Development, Tourism and Planning operations.**

Finance

-Staff Goals-

A. General Accounting

- 1. Prepare & publish FY'20 Budget & Capital Improvements Plan.**
- 2. Include long-term strategic & financial goals into FY'20 Budget.**
- 3. Make recommendations for Phase II of the employee salary study.**
- 4. Certification courses for Accounting Supervisor.**
- 5. Examine feasibility of starting a 'green' propane auto gas conversion program.**
- 6. Examine feasibility of installing solar panels on Administration Building.**
- 7. Work with Human Resources Director to evaluate the Virginia Deferred Compensation Program.**
- 8. Partner with Cooperative Extension to provide 'Summer Camp Lesson.'**
- 9. Devise a multi-year vehicle replacement plan.**
- 10. Review need to 'cleanup' Revenue AR Charge codes.**
- 11. Continue update of departmental instructions following Munis upgrade.**
- 12. Submit Annual Report.**
- 13. Visit another locality to review Finance operations.**

B. Accounts Payable

- 14. Feasibility of importing Social Services Thomas Brothers invoices into Munis.**
- 15. Evaluate benefits of paying utility bills by 'auto pay' with Pcard.**
- 16. Prepare & distribute 2018 1099 forms.**
- 17. Conduct review of active vendors in Munis system.**

C. Purchasing

- 17. Bid out and select Section 125 Cafeteria plan.**
- 18. Incident reporting system to insurance carrier.**

D. Payroll

- 19. Explore bi-weekly payroll.**
- 20. Prepare & distribute 2018 W-2s.**
- 21. New time & attendance system for Police, Animal Services & Communication Center.**
- 22. Migration to a paperless payroll for Fire & EMS.**

Fire & EMS

-Staff Goals-

- 1. Submit Annual Report.**
- 2. Continue efforts on the Burn Building project.**
- 3. Develop a method of providing rapid organizational updates to all members.**
- 4. Continue improving the County-wide incident accountability program.**
- 5. Conduct a mini academy for new full-time employees.**
- 6. Continue Phase II of the new Public Safety Radio System.**
- 7. Continue the Fire 7 EMS Station 7 project and coordinate ribbon cutting.**
- 8. Explore strategies that measure benchmarks for critical calls.**
- 9. Develop probationary manuals for all new probationary employees.**
- 10. Implement and monitor changes in the CAD updates.**
- 11. Expand role of Local Emergency Planning Committee (LEPC) in countywide disaster planning and response.**
- 12. Upgrade and enhance the Emergency Operations Center.**
- 13. Enhance the Unmanned Aerial System (UAS) Program.**
- 14. Develop unit specific training manuals for Fire & EMS apparatus.**
- 15. Expand use of Community Emergency Response Team (CERT).**

- 16. Continue planning with the Apparatus Replacement work group.**
- 17. Present updated County Emergency Operations Plan.**
- 18. Coordinate the 4th Annual Guns and Hoses Softball Game.**
- 19. Promote opportunities for EMS Appreciation Week.**
- 20. Conduct two (2) pre-incident emergency plans.**
- 21. Conduct the 5th Annual Youth Public Safety Camp.**
- 22. Conduct one fire in-service training session.**
- 23. Improve personnel filing system.**
- 24. Explore strategies to improve recruitment & retention of personnel.**
- 25. Explore opportunities to enhance the volunteer incentive programs.**
- 26. Explore opportunities to improve turnout gear.**
- 27. Coordinate the 4th Annual Hometown Heroes Day events.**
- 28. Partner with the Police Department to conduct driving habits for emergency responders training.**
- 29. Coordinate the 2019 Basic Fire Academy.**
- 30. Coordinate the joint BFA/BEMSA graduation ceremony.**
- 31. Provide monthly CEU topics/courses for EMS recertification.**
- 32. Maintain compliance for SAFER Grant requirements.**
- 33. Explore strategies to improve quality & quantity of incident data.**
- 34. Provide opportunities for Incident Command training.**

- 35. Provide leadership/organizational management training.**
- 36. Explore opportunities to enhance the 'Stop the Bleeding' Program at Prince George Public Schools.**
- 37. Conduct a severe weather campaign.**
- 38. Conduct hose testing.**
- 39. Conduct the Annual Statewide Tornado Drill.**
- 40. Upgrade the cascade systems in stations & apparatus.**
- 41. Conduct a Survivor Day Program.**
- 42. Improve the cancer risk reduction program.**
- 43. Conduct Pillowcase Program training to 4th grade students in Prince George Public Schools.**
- 44. Visit another locality to observe Fire & EMS operations.**

Human Resources

-Staff Goals-

- 1. Complete Annual Benefits Enrollment.**
- 2. Complete Annual Report.**
- 3. Coordinate Youth Workforce Program.**
- 4. Coordinate Employee Appreciation Picnic.**
- 5. Coordinate Spring Newsletter.**
- 6. Update ESS Resources.**
- 7. Update ESS User Manual.**
- 8. Implement Procedure Manual for all HR functions.**
- 9. Continue to modify employee performance evaluations.**
- 10. Coordinate 'Employee Day to Serve' activities.**
- 11. Continue to work with Finance on Phase II of the Employee Salary Study.**
- 12. Explore background check procedures and costs.**
- 13. Finalize County Safety Program.**
- 14. Design the Core Value Wall in the Human Resources Department.**
- 15. Introduce the Core Values and Code of Ethics to all new and existing employees.**

- 16. Improve training program by utilizing existing employee talent.**
- 17. Coordinate call-out schedule for all outside employees during weather events.**
- 18. Host EAP trainings:**
 - a. Maintaining respect & civility in the workplace.**
 - b. Clean living.**
 - c. Overcoming burnout.**
 - d. Communicating with your teen.**
 - e. Drug Awareness.**
- 19. Visit another locality to observe Human Resources operations.**

Parks & Recreation

-Staff Goals-

- 1. Continue working with Community Development to develop the Scott Park Master Plan.**
- 2. Work with General Services & Community Development to advance Concession Stand/Restroom project at New Scott Park.**
- 3. Install new benches at the Temple basketball & tennis courts.**
- 4. Install new benches at the basketball courts behind the Central Wellness Center.**
- 5. Renew certification in Arthritis Foundation fitness for continuation of exercise classes.**
- 6. Plan an Adult Wiffleball League for the fall season.**
- 7. Develop 'Brick-Naming Program' for Moore Athletic Complex to raise funds for the Parks & Recreation Foundation.**
- 8. Install bullpens at Moore Athletic Complex on fields #1, #3 and #4.**
- 9. Plan ceremony naming the gymnasium at the Central Wellness Center in honor of Reggie Jones.**
- 10. Coordinate a 'Community Yard Sale' to be held concurrently with the Annual Kite Festival.**
- 11. Purchase & supervise installation of fencing around Scott Field #6.**
- 12. Permit employees of Prince George-based businesses to utilize Parks & Recreation fitness facilities.**

- 13. Place large soccer goals at New Scott Park on fields #6 and #7.**
- 14. Purchase and grade infield dirt at the Moore Complex.**
- 15. Host an adult Arm Wrestling Tournament at the Central Wellness Center.**
- 16. Upgrade sink in Scott concession stand.**
- 17. Complete Annual Report.**
- 18. Plan and coordinate spring and summer travel tournaments.**
- 19. Begin planning for Ice Skating venue for 2019 holiday season.**
- 20. Visit another locality to observe Parks & Recreation operations.**

Engineering & Utilities

-Staff Goals-

- 1. Review & begin to update Design Utility Standards and Specifications.**
- 2. Recommend mandatory amendment for compliance with Groundwater Management Act & Groundwater Withdrawal regulations.**
- 3. Complete Phase III of SCADA implementation to include Richard Bland water tank and the Jordan on the James/Beechwood Manor water system.**
- 4. Develop Phase IV SCADA plan to include all terminal pump stations and flow metering devices at discharge locations to Petersburg.**
- 5. Finalize changes to Connection Fee ordinance.**
- 6. Continue work on the Food Lion Water System main extension.**
- 7. Continue work on the Food Lion Water System Booster Station upgrade.**
- 8. Assist in utility development if site for new elementary school is determined.**
- 9. Work with City of Petersburg to resolve billing and other issues.**
- 10. Continue water meter change-out in remote or potentially dangerous areas.**
- 11. Continue permit process for water intake from Appomattox River.**
- 12. Begin permitting & analysis for new wastewater treatment plant at Blackwater Swamp.**

- 13. Monitor rate increase proposal by Virginia American Water.**
- 14. Recommend a 'Pro Rate Share Policy or Utility Cost Participation' policy for new developments.**
- 15. Repair water infiltration of gravity sewer at Wildwood Farms.**
- 16. Explore amended capacity agreement with South Central Wastewater Authority.**
- 17. Prepare Annual Report.**
- 18. Explore Munis Utility Work Order System.**
- 19. Prepare a plan to address infiltration of sewer within the drainage ditches at Birchette Estates.**
- 20. Select firms for the Annual Engineering Services contract.**
- 21. Visit another locality to observe Utility operations.**

Community Development & Code Compliance

-Staff Goals-

- 1. Continue implementation of new software.**
- 2. Update all forms and informational documents in office and on website to the new ICC 2015 codes.**
- 3. Complete second round of enforcement for the Septic Pump out Program.**
- 4. Provide code update training for all Inspections Staff.**
- 5. Refresh the Community Development & Code Compliance**
- 6. Monitor major stormwater projects in 2019:**
 - a. Birchett Estates**
 - b. Cedar Creek (1)**
 - c. Cedar Creek (2)**
- 7. Submit Annual Report.**
- 8. Visit another locality to observe Community Development & Code Compliance operations.**

Police

-Staff Goals-

- 1. Research feasibility of implementing a peer support group program.**
- 2. Research the logistics & funding of an E-Summons Program.**
- 3. Submit 2018 Annual Report.**
- 4. Research scheduling software that will work for the entire department.**
- 5. Develop a more effective & efficient background investigation process for applicants.**
- 6. Construct a selection process for Warrant Team members.**
- 7. Conduct personality & learning style assessments with department supervision.**
- 8. Research a Civilian Volunteer Program.**
- 9. Develop informational pamphlet for the department.**
- 10. Develop a brochure with Fire & EMS for the Public Safety Foundation.**
- 11. Develop educational pamphlet for inoperative vehicles.**
- 12. Explore expanding the K-9 Program.**
- 13. Study the advantages of in-car camera systems vs. body worn cameras.**
- 14. Develop new standards for Emergency Medical Dispatching.**

- 15. Train an officer to be a recruitment specialist.**
- 16. Produce a recruiting video.**
- 17. Explore adding top rocker to name tags with career development step.**
- 18. Explore creation of voluntary fitness challenge program.**
- 19. Plan for 2019 National Night Out activities.**
- 20. Plan & participate in the 2019 Special Olympics Polar Plunge.**
- 21. Conduct a minimum of three (3) CRASE trainings for local businesses and churches.**
- 22. Participate in regional Click It or Ticket operation.**
- 23. Execute a minimum of two (2) traffic checkpoints.**
- 24. Plan & organize the Public Safety Academy.**
- 25. Execute two (2) child safety seat events.**
- 26. Execute a minimum of one (1) Bike Rodeo.**
- 27. Conduct two (2) neighborhood inoperable vehicle sweeps.**
- 28. Explore feasibility and use of satellite office at Central Wellness Center.**
- 29. Deploy tactical protective gear for personnel.**
- 30. Create educational pamphlet for Department's new speed calming program.**
- 31. Update the 'Authorized Towing & Recovery Rotation List Agreement.'**
- 32. Update County bridge/overpass 'No Loitering' signage in cooperation with VDOT.**

- 33. Plan & execute reoccurring meetings with the Commonwealth Attorney.**
- 34. Explore 'Below 100' driver training for new Fire & EMS personnel.**
- 35. Reorganize Department's Crash team.**
- 36. Begin working on police chaplain recruitment & program enhancement.**
- 37. Assist Human Resources with training courses & checklists.**
- 38. Advance fund-raising efforts for Public Safety Foundation.**
- 39. Finalize Term 1 & 2 of accreditation in Power-DMS.**
- 40. Submit Annual Report.**
- 41. Visit another locality to observe Police operations.**
- 42. Plan Guns and Hoses game.**
- 43. Animal Services – Hold a minimum of three (3) off-site adoption events.**
- 44. Animal Services – Execute a minimum of four (4) therapy dog visits.**
- 45. Animal Services – Conduct an off-site rabies clinic.**
- 46. Animal Services – Enroll Animal Services officer in crisis intervention training.**
- 47. Animal Services – Hold monthly staff meetings with all employees within Animal Services.**
- 48. Animal Services – Hold two volunteer orientation days.**

- 49. Animal Services – Hold a volunteer appreciation event.**
- 50. Animal Services – Conduct a minimum of two (2) neighborhood rabies & dog license sweeps.**
- 51. Communications – Choose a vendor for the new radio system.**
- 52. Communications – Finalize details with Fort Lee CAD project.**
- 53. Communications – Continue progression with Next Generation 9-1-1.**
- 54. Communications – Update all call type related SOPs in CAD.**

Social Services

-Staff Goals-

- 1. Plan & Coordinate the 2019 Toddler Fair.**
- 2. Implementation of the Laserfiche system.**
- 3. Convert room in first floor of the Human Services Building to an Adult Services Center.**
- 4. Initiate 'Scan to Email' capability from large copiers.**
- 5. Complete Thomas Brothers to Munis direct upload of DSS finance records.**
- 6. Revise MOU with Fort Lee for Child Protective Services.**
- 7. Revise MOU with Crater regional localities for Child Protective Services.**
- 8. Develop plan to introduce the new mandated 'Reporter' website.**
- 9. Serve as a pilot agency for the VDSS Domestic Violence Decision Tree Tool being tested in Child Protective Services cases.**
- 10. Senior Benefit Workers will learn & assume case reading/case monitoring responsibilities to meet recommendations from recent audit findings.**
- 11. Implement expansion of Medicaid Program.**
- 12. Two site visits for CSA Coordinator.**
- 13. Update the agency strategic plan.**

- 14. Submit Annual Report.**
- 15. Support for Community Partners:**
 - a. TRIAD/Senior Services.**
 - b. Special Olympics.**
 - c. LEPC.**
 - d. Farmers Market – SNAP**
 - e. Fort Lee Family Advocacy Committee**
 - f. CAPUP**
 - g. ELC**
 - h. CPMT/FAPT**
 - i. Prince George Promise**
- 16. Visit another locality to observe Social Services operations.**

Real Estate Assessor

-Staff Goals-

- 1. Vision CAMA Software:**
 - a. Complete data conversion of Proval data.**
 - b. Implement Land Valuation models.**
 - c. Implement Commercial Valuation system.**
 - d. Go live & roll out website.**
 - e. Create Land Valuation enhancements.**
 - f. Implement revised adjustment procedure.**
- 2. Study Sketch Check & Changefinder products from Eagleview (pictometry) to determine viability based on return on investment based on picking up unpermitted improvements for assessment.**
- 3. Study office reorganization to include a senior appraiser/deputy assessor and consolidation of administrative positions.**
- 4. Implement Record Digitization project.**
- 5. Visit another locality to observe Real Estate Assessor's operations.**
- 6. Submit Annual Report.**

Special Projects

-Staff Goals-

- 1. Begin Farmer's Market for 2019.**
- 2. Follow the actions of the General Assembly & recommend local follow-up if necessary.**
- 3. Support the activities of the Registrar in preparation for Primary elections.**
- 4. Host National Government Week Reception.**
- 5. Support the activities and programs for Wellness Committee.**
- 6. Hold Staff Retreat.**
- 7. Continue rehabilitation effort Mobile Home parks.**
- 8. Design and award contract for new 'Welcome Signs' into the County.**

Information Services

-Staff Goals-

- 1. IT – EnerGov software implementation.**
- 2. IT – Assessor’s CAMA software implementation.**
- 3. IT - Completion of Station 7 technology needs.**
- 4. IT - Completion of new courtroom technology needs.**
- 5. IT – Link Central Wellness Center, Fire Station #7 & Parks & Recreation directly to the County’s network.**
- 6. IT – County Administration Building Security upgrades.**
- 7. IT – Text to 9-1-1 implementation.**
- 8. IT – Explore what technology is needed for Police Satellite office at Central Wellness Center.**
- 9. IT – Implementation of cybersecurity report recommendations.**
- 10. IT – Assisting with Fort Lee tying into the County’s 9-1-1 system.**
- 11. IT – Complete review of County web pages for duplication and old material.**
- 12. IT – Assist the Treasurer’s Office with collection of delinquent accounts.**
- 13. GIS – Implement the capability to perform multi-user editing and access to County GIS database.**

- 14. GIS – Evaluate ArcGIS Pro so it will eventually become the main desktop GIS software.**
- 15. GIS – Correct parcel and CAMA discrepancies and errors.**
- 16. GIS – Produce updated and revised Tax MAP books for Assessor & Courts.**
- 17. GIS – Continue providing GIS support to the implementation of the EnerGov permitting and plan-review system.**
- 18. GIS – Create and maintain a GIS data download page on the County website for use by the public.**
- 19. GIS – Implement an automated system to keep GIS data that is accessed externally (data downloads, map services) up to date on a daily basis.**
- 20. Visit another locality to observe IT operations.**
- 21. Submit Annual Report.**

General Services

-Staff Goals-

- 1. Execute Plan for Next Phase of 'Go Green' Implementation.**
- 2. Achieve Asbestos Certifications for Building & Grounds Staff.**
- 3. Complete clean-up behind Fleet Garage & Utilities Shop Building.**
- 4. Complete sidewalk installation between Administration Building & Bland Building.**
- 5. Confirm design with Parks & Recreation and JEJ Moore Middle School officials for construction of new walking trails.**
- 6. Conduct 'Clean Community Day' in April.**
- 7. Replace bushes in front of the Heritage Center.**
- 8. Complete construction of new courtroom in the Courthouse.**
- 9. Coordinate/Assist Prince George Extension Agency with carport installation.**
- 10. Replace roof at Scott Park Cottage.**
- 11. Complete construction of Station 7.**
- 12. Host Board of Directors meeting of the Central Virginia Waste Management Association.**
- 13. Replace cooling tower lower level at the Human Services Building.**

- 14. Replace ceiling tiles in two areas of the Animal Services Center.**
- 15. Initiate HVAC preventive maintenance contracts on selected buildings.**
- 16. Participate in the design of the new Fire & EMS Museum.**
- 17. Continue development and implement Apprenticeship Program for Fleet and Building & Grounds divisions.**
- 18. Continue County Complex landscape plan.**
- 19. Submit Annual Report.**
- 20. Develop plan to renovate Assessor's Office.**
- 21. Begin process to replace all R-22 units.**
- 22. Award contract for construction of new Scott Park Concession Stand.**
- 23. Install 'No Parking' signs at Prince George Library.**
- 24. Install snow guards at Prince George Library parking lot.**
- 25. Central Wellness Center Activities:**
 - a. Complete renovations to Outdoor Basketball Court.**
 - b. Assist Parks & Recreation with installing walking trail.**
 - c. Assist Parks & Recreation in 'Reggie Jones Gym' signage & ceremony.**
 - d. Replace main floor basketball goals and remove side goals above the bleachers.**
 - e. Prepare room for Police Department satellite office.**
 - f. Prepare room for Junior Woman's Club following BOS approval agreement.**
 - g. Prepare room for second Fire & EMS Training Room.**
 - h. Design plan for extension of Fitness Center.**
 - i. Develop plan to heat hallway.**
 - j. Provide lights to illuminate Wellness Center banner.**

- 26. Administration Building**
 - a. Research replacement of one boiler.**
 - b. Install snow/ice guards on roof system.**
 - c. Install gutters & downspouts on building.**
 - d. Research feasibility of installation of solar panels on Administration Building.**
 - e. Assist in replacement of security locks for new doors.**
 - f. Paint all previously painted surfaces on exterior.**

- 27. Courthouse:**
 - a. Paint all previously painted surfaces on exterior.**
 - b. Finalize plaque for Courthouse Basement project.**
 - c. Clean, seal coat & restripe rear parking lot.**
 - d. Renovate front entrance.**
 - e. Perform Phase 1 exterior masonry repairs.**
 - f. Perform Phase 1 interior carpet and tile replacement.**
 - g. Perform Phase 1 interior painting.**
 - h. Select furniture replacement.**
 - i. Repair sidewalk in rear of the Courthouse.**

- 28. General Services:**
 - a. Develop Safety Program with Human Resources.**
 - b. Continue process to bring Fleet & Building and Grounds under one unit for information and operations.**

- 29. Fleet:**
 - a. Finalize scope and pricing of construction of an 8th bay on north end.**
 - b. Install air lines in garage ceiling.**
 - c. Research electronic key box installation.**
 - d. Research feasibility of starting a pilot 'green' propane auto conversion.**
 - e. Research Fleet Management Work Order system software program.**
 - f. Install wand washer in bay.**

- 30. Visit another locality to observe Building & Grounds and Fleet operations.**

- 31. Establish 'Adult Services Center' for Social Services Department.**

Community Corrections

-Staff Goals-

- 1. Host the 4th annual luncheon for Riverside Regional Jail Booking & Records departments.**
- 2. Provide training on pretrial services and bond requirements to Riverside Regional Jail Booking & Records departments.**
- 3. Host the 3rd annual breakfast & carwash for the Police Department.**
- 4. Create Career Development Program for 2020 implementation.**
- 5. Revamp lobby employment center.**
- 6. Complete Community Service Project with offenders/defendants at the Animal Services Center, schools, etc.**
- 7. Create Drug Intoxicant Policy.**
- 8. Develop & implement Drug Court Mentor Program.**
- 9. Review & update in-house Assessment procedures with D-19.**
- 10. Develop an NA/AA/Peer Recovery meeting in Prince George County.**
- 11. Establish quarterly meetings with locality leaders in Prince George, Surry & Hopewell.**
- 12. Create & supply pregnancy prevention and safe sex kits for offenders/defendants.**

- 13. Provide 'shadowing & cross training' for Staff to improve skill sets.**
- 14. Provide EMS training on designer drugs for Staff.**
- 15. Provide fentanyl training for Staff.**
- 16. Secure in-house mental health and psychiatric services for Drug Court participants.**
- 17. Submit Annual Report.**
- 18. Visit another region to observe Community Corrections operations.**