COMMONWEALTH OF VIRGINIA
BOARD OF LOCAL AND REGIONAL JAILS

MINUTES

APPROVED JULY 16, 2025

REGULAR MEETING

May 21, 2025; 1:00 p.m.

LOCATION

6900 Atmore Drive, Richmond, Virginia

PRESIDING

The Honorable Charles Jett, Chairman

BOARD MEMBERS PRESENT

Dr. Cleopatra Lightfoot-Booker, PsyD
Michael Carrera
David Hackworth
Tiffany Jenkins
Dr. Anita Maybach
Jessica Vermont

BOARD MEMBERS ABSENT

Captain Charles Carey
Roland Sherrod, Jr.
Dr. Amanda Trent
Lieutenant Joseph Tucker

BOARD STAFF PRESENT
Tawana Ferguson, Regulatory Compliance Supervisor
Brian Flaherty, Executive Director
Mary-Huffard Kegley, Policy Analyst
Alison Lautz, Jail Death Investigator
Gerald Olson, Architect
John Rock, Jail Death Investigator

OTHERS PRESENT
Jeff Dillman, Riverside Regional Jail

CALL TO ORDER

Chairman Jett called the meeting to order at 1:06 p.m. and welcomed attendees.

DETERMINATION OF QUORUM

COMMONWEALTH OF VIRGINIA
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Chairman Jett determined quorum present.

APPROVAL OF MARCH BOARD MEETING MINUTES

Motion by Mr. Carrera to approve minutes of the March 19, 2025, Board meeting, second by Dr. Booker. Unanimous approval.

PUBLIC COMMENT PERIOD

None

POLICY & REGULATIONS COMMITTEE (PRC) REPORT

Dr. Booker presented the certification, inspections and audit report.

The following was offered by Dr. Booker in the form of a **Motion**, second by Mr. Hackworth:

a. **Motion:** As a result of 100% compliance with Board standards, I **RECOMMEND** unconditional certification for the following facilities:
   i. Prince William-Manassas Adult Detention Center
   ii. Middle River Regional Jail
   iii. Galax City Lockup
   iv. Danville City Adult Detention Center
   v. Southwest Virginia Regional Jail Authority – Tazewell Adult Detention Center

   a.

b. **Motion:** As a result of 100% compliance with Board standards, I **RECOMMEND** suspension of the 2025 life, health and safety inspections for the following facilities:
   i. Prince William-Manassas Adult Detention Center
   ii. Middle River Regional Jail
   iii. Galax City Lockup
   iv. Danville City Adult Detention Center
   v. Southwest Virginia Regional Jail Authority – Tazewell Adult Detention Center

Unanimous approval.

JAIL REVIEW COMMITTEE (JRC) REPORT

Case recommendations

1. Mr. Carrera read the **Motion** as follows:

> The JRC investigated the following cases by reviewing institutional, medical, and mental health records and other relevant evidence of the circumstances surrounding each death. The JRC finds that investigation did not reveal any evidence indicating that the facility was out of compliance with the regulations promulgated by the Board. NOW THEREFORE, I **MOVE** that the following cases be recommended to the Board for closure:
> *Case number 24-0038*
> *Case number 24-0041*
> *Case number 25-0006*
> *Case number 25-0012*
> *Case number 25-0018*
>
> **Motion** by Mr. Carrera, second by Mrs. Jenkins. Unanimous approval.

2. Mr. Carrera read the **Motion** as follows:

> The Jail Review Committee investigated the following cases by reviewing institutional, medical, and mental health records and other relevant evidence of the circumstances surrounding each death. The Jail Review Committee finds that the investigation did reveal evidence indicating that the facility was out of compliance with the regulations promulgated by the Board. However, the Jail Review Committee finds that the corrective actions taken by the jail appropriately address the substance of the violation such that no further measures are necessary. NOW THEREFORE, I **MOVE** that the following cases be recommended to the Full Board for closure:
> *Case number 24-0025*
> *Case number 24-0027*
>
> **Motion** by Mr. Carrera, second by Dr. Booker. Unanimous approval.

PRESENTATION
Gerald Olson, Board Architect

a. Piedmont Regional Jail Security Upgrades

> **Motion**: The Board APPROVES Piedmont Regional Jail's request for State funding for security upgrades in the facility. This motion recognizes a total eligible cost of $1,119,307 of which up to 25% or $279,827 would be eligible for State reimbursement in a lump sum payment. Such reimbursement is subject to the availability of funds and compliance with Board Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities, 2018, and §§53.1-80 through 82, Code of Virginia.

MOTION by Mr. Hackworth, second by Mr. Carrera. Unanimous approval.

b. Roanoke County Jail Renovation Project

Motion: The Board APPROVES Roanoke County Jail's request for State funding for a renovation project in the facility. This motion recognizes a total eligible cost of $20,096 of which up to 25% or $5,024 would be eligible for State reimbursement in a lump sum payment. Such reimbursement is subject to the availability of funds and compliance with Board Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities, 2018, and §§53.1-80 through 82, Code of Virginia

MOTION by Mr. Carrera, second by Mr. Hackworth. Unanimous approval.

Mr. Hackworth recused himself at this time during the Committee meeting.

c. Western Tidewater Regional Jail Authority Security Upgrades

Motion: The Board APPROVES Western Tidewater Regional Jail's request for State funding for security upgrades in the facility. This motion recognizes a total eligible cost of $3,819,969 of which up to 25% or $954,992 would be eligible for State reimbursement in a lump sum payment. Such reimbursement is subject to the availability of funds and compliance with Board Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities, 2018, and §§53.1-80 through 82, Code of Virginia.

MOTION by Mr. Carrera, second by Dr. Booker. Unanimous approval.

POLICY & REGULATIONS COMMITTEE REPORT

1. Dr. Booker presented the revised by-laws for consideration.

Motion: I **MOVE** approval of the revised by-laws effective May 21, 2025.

MOTION by Dr. Booker, second by Mr. Carrera. Unanimous approval.

2. Decommissioning Lockups

a. Highland County

Motion: I **MOVE** approval to decommission the Highland County Lockup

MOTION by Dr. Booker, second by Mr. Carrera. Unanimous approval.

BUSINESS

Mr. Flaherty:

1. COV §9.1-192, Annual Report Update is on schedule for the July 1, 2025, due date.

2. Additional legislative reports due include:
   - Annual Capacity Report
   - Telehealth in Jails (SB 1039)
   - Inmate ID (HB 2221)

Chairman Jett shared that his Board appointment expires June 29, 2025, and thanked Board members and staff for support during his service.

ADJOURNMENT

There being no further business, upon a **Motion** by Mr. Hackworth and second by Mr. Carrera the meeting was adjourned.

COMMONWEALTH OF VIRGINIA
BOARD OF LOCAL AND REGIONAL JAILS

MINUTES

Board of Local and Regional Jails

(804) 887-7850

P.O. BOX 26963
RICHMOND, VIRGINIA 23261

Charles Jett, Chair
Cleopatra Lightfoot-Booker, Psy.D., Vice Chair
Amanda K. Trent, Ph.D., Secretary

Charles Carey
Michael Carrera
David Hackworth
Tiffany D. Jenkins
Anita M. Maybach, M.D.
Roland Sherrod, Jr., CPA
Joseph Tucker
Jessica Vermont

Certification Report of the State Board of Local and Regional Jails

May 21, 2025

Jail and Lockup Compliance Audits

Compliant Facilities - 5

Prince William-Manassas Adult Detention Center was audited March 25-27, 2025. The facility was found compliant with 41 out of 43 applicable ***Life, Health and Safety*** standards

(2 N/A's) and 82 out of 85 applicable other standards (3 N/A's). The facility is not certified to house juveniles and the superintendent is not requesting certification. There were no deficiencies cited during this audit cycle. **(revised)**

Non-applicable Standards

- *6VAC15-40-1111,* ***Self-Contained Breathing Apparatus***
- *6VAC15-40-1190,* ***Housing of Juveniles***
- *6VAC15-40-1193,* ***Separation of Juveniles***
- *6VAC15-40-1195,* ***Contact with Juveniles*** ***(LHS)***
- *6VAC15-40-1200,* ***Isolation and Segregation of Juveniles*** ***(LHS)***

RECOMMENDATION: Unconditional certification.

Middle River Regional Jail was audited April 1-3, 2025. The facility was found compliant with 41 out of 43 applicable *Life, Health and Safety* standards (2 N/A's) and 80 out of 85 applicable other standards (5 N/A's). The facility is not certified to house juveniles and the superintendent is not requesting certification. There were no deficiencies cited during this audit cycle.

Non-applicable Standards

- *6VAC15-40-190,* ***Conditions for Inmate Participation in Educational Release or Rehabilitation Release Programs***
- *6VAC15-40-200,* ***Furlough***
- *6VAC15-40-1111,* ***Self-Contained Breathing Apparatus***
- *6VAC15-40-1190,* ***Housing of Juveniles***
- *6VAC15-40-1193,* ***Separation of Juveniles***
- *6VAC15-40-1195,* ***Contact with Juveniles (LHS)***
- *6VAC15-40-1200,* ***Isolation and Segregation of Juveniles (LHS)***

RECOMMENDATION: Unconditional certification.

Galax City Lockup was audited April 14, 2025. The facility was found compliant with 11 out of 12 applicable *Life, Health and Safety* standards (1 N/A's) and 6 out of 6 applicable other standards. The facility is not certified to house juveniles and the police chief is not requesting certification. There were no deficiencies cited during this audit cycle.

Non-applicable Standards

- *6VAC15-40-1280,* ***Juvenile Detention (LHS)***

RECOMMENDATION: Unconditional certification.

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Danville City Adult Detention Center was audited April 15-17, 2025. The facility was found compliant 40 out of 43 applicable *Life, Health and Safety* standards (3 N/A's) and 73 out of 85 applicable other standards (12 N/A's). The facility is not certified to house juveniles and the director is not requesting certification. There were no deficiencies cited during this audit cycle.

Non-applicable Standards

- 6VAC15-40-470, ***Medical Co-Payment***
- *6VAC15-40-480,* ***Set Fees Required***
- *6VAC15-40-490,* ***Policy and Procedure Information***
- *6VAC15-40-500,* ***Inmates Advised of Procedure***
- *6VAC15-40-510,* ***Ability to Pay***
- *6VAC15-40-520,* ***Acknowledgement in Writing***
- *6VAC15-40-530,* ***Accounting Procedures***
- *6VAC15-40-831,* ***Fee for Inmate Keep***
- *6VAC15-40-840,* ***Post to Control Security Jail***
- *6VAC15-40-985,* ***Restraint of Pregnant Offenders***
- *6VAC15-40-1111,* ***Self-Contained Breathing Apparatus***
- *6VAC15-40-1190,* ***Housing of Juveniles***
- *6VAC15-40-1193,* ***Separation of Juveniles***
- *6VAC15-40-1195,* ***Contact with Juveniles***
- *6VAC15-40-1200,* ***Isolation and Segregation of Juveniles***

RECOMMENDATION: Unconditional certification.

Southwest Virginia Regional Jail Authority – Tazewell Adult Detention Center was audited April 15-17, 2025. The facility was found compliant 41 out of 43 applicable *Life, Health and Safety* standards (2 N/A's) and 73 out of 85 applicable other standards (12 N/A's). The facility is not certified to house juveniles and the superintendent is not requesting certification. There were no deficiencies cited during this audit cycle.

Non-applicable Standards

- 6VAC15-40-160, ***Written Procedures for Release Program Eligibility Criteria***
- *6VAC15-40-170,* ***Written Procedures for Accountability of Inmate Participants***
- *6VAC15-40-180,* ***Conditions for Inmate Participation in a Work Release Program***
- *6VAC15-40-190,* ***Conditions for Inmate Participation in Educational Release or Rehabilitation Release***
- *6VAC15-40-200,* ***Furlough***
- *6VAC15-40-210,* ***Earnings***
- *6VAC15-40-220,* ***Removing Inmate Participants from Program***
- *6VAC15-40-230,* ***Written Agreement with Director (VADOC)***
- *6VAC15-40-240,* ***Offender Participation in Compliance with Appropriate Criteria and Approval***
- *6VAC15-40-1111,* ***Self-Contained Breathing Apparatus***
- *6VAC15-40-1190,* ***Housing of Juveniles***
- *6VAC15-40-1193,* ***Separation of Juveniles***
- *6VAC15-40-1195,* ***Contact with Juveniles (LHS)***
- *6VAC15-40-1200,* ***Isolation and Segregation of Juveniles (LHS)***

RECOMMENDATION: Unconditional certification.

Certification Report prepared by:

Tawana M. Ferguson, Regulatory Compliance Supervisor

LHS** – **Life, Health and Safety Standards

COMMONWEALTH OF VIRGINIA
BOARD OF LOCAL AND REGIONAL JAILS

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Board of Local and Regional Jails (BLRJ) By-Laws Draft Revisions Outline

Article I ~~Organization,~~ Purpose, Powers, and Duties

- No substantive change

Article II added – Membership; Qualifications; Terms

- Board membership enumerated per Code of Virginia (COV)

Article III (previously Article II) Officers~~; Election; Procedures~~ incorporates previous Article III Officer Responsibilities

- §1 no substantive change
- §2 clarifies the Chair as ex-officio to all Committees, has the right, but not the obligation to participate in Committee meetings
- §3 no substantive change
- §4 no substantive change
- §5 no substantive change
- §6 no substantive change
- §7 no substantive change

Article IV Meetings

- §1 no substantive change
- §2 no substantive change
- §3 requires Board members to notify Executive Director of anticipated absence
- §4 no substantive change
- §5 clarifies FOIA Code of Virginia (COV)
- §6 additional FOIA clarification

Article V ~~Standing~~ Committees

- §1 no substantive change
- §2 Policy & Regulations Committee: Board Chair designates Committee Chair, Committee Chair designates 1 member of Board as Vice Chair; quorum determined by majority of Board members in attendance at Committee meeting.

- §3 Jail Review Committee: Board Chair designates Committee Chair, Committee Chair designates 1 member of Board as Vice Chair; quorum determined by majority of Board members in attendance at Committee meeting.
- §4 Liaison Committee: Committee membership designates Committee Chair; Committee Chair designates Vice Chair.

Article VI Board Activities/Representation

- §1 no substantive change
- §2 no substantive change
- §3 no substantive change

Article VII By-Laws Amendments~~; Compliance~~

- §1 no substantive change
- §2 no substantive change
- §3 no substantive change

COMMONWEALTH OF VIRGINIA
BOARD OF LOCAL AND REGIONAL JAILS

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BY-LAWS OF THE STATE BOARD OF LOCAL AND REGIONAL JAILS

ARTICLE I

~~Organization~~ Purpose, Powers, and Duties

The Board of Local and Regional Jails *(BLRJ)* is established by the Code of Virginia *(COV)* as a policy board with a broad range of responsibilities. The purpose, powers, and duties of the Board are ~~those~~ enumerated in ~~Title~~ §53.1-5 of the ~~Code~~ *COV*. ~~Chief d~~ *D*uties of the Board include, but are not limited to, developing and establishing operational and fiscal standards governing the operation of local correctional facilities and lockups; advising the Governor on matters relating to local corrections; making, adopting and promulgating such rules and regulations as may be necessary to carry out the provisions of this *Section* ~~title~~ and other laws of the Commonwealth pertaining to local correctional facilities and lockups; and developing and implementing policies and procedures for the review of the death of any inmate that the Board determines warrants review that occurs in the custody of any local correctional facility or lockup.

ARTICLE II

Membership; Qualifications; Terms

Pursuant to §53.1-2 COV, Board membership consists of 11 residents of the Commonwealth appointed by the Governor and subject to confirmation by the General Assembly. Members of the Board serve at the pleasure of the Governor for four (4) year terms, and vacancies other than by expiration of a term are filled by the Governor for the unexpired term. Board members may not serve more than two (2) full consecutive four-year terms.

Appointees are:

1. *One (1) former sheriff*
2. *One (1) former superintendent of a regional jail facility*

3. Two (2) individuals employed by a public mental health services agency with training in or clinical, managerial, or other relevant experience working with individuals subject to the criminal justice system who have mental illness

4. One (1) individual with experience overseeing a correctional facility's or mental health facility's compliance with applicable laws, rules, and regulations

5. One (1) physician licensed in the Commonwealth

6. One (1) individual with experience in administering educational or vocational programs in state or local correctional facilities

7. One (1) individual with experience in financial management or performing audit investigations

8. One (1) citizen member who represents community interests

9. Two (2) individuals with experience in conducting criminal, civil, or death investigations.

ARTICLE III

Officers~~; Election Procedures~~

§1. The Officers of the Board shall be the Chair, Vice Chair, and Secretary.

§2. Chair: The Chair shall be the presiding officer of the Board according to parliamentary *procedure* ~~rules~~. The Chair shall appoint members to all committees, task forces, advisory councils, and other like assignments. The Chair shall act as the official spokesperson or representative of the Board and shall perform such additional duties as required. The Chair is an ex-officio member of all committees, *to exclude Nominating Committees for Board officers. As an ex-officio member, the Chair has the right, but not the obligation, to participate in the proceedings of the Committees, and is not counted in determining the number required for quorum.*

§3. Vice Chair: The Vice Chair shall assume all powers and duties of the Chair in the absence ~~or disability~~ of the Chair. The Vice Chair shall perform other duties as assigned by the Chair or the Board to include, but not be limited to, *assignment* ~~appointment~~ to the Liaison Committee.

§4. Secretary: The Secretary shall be responsible for co-authorizing the Board minutes with the Chair and performing other duties as assigned by the Chair or the Board.

§5. The Officers shall be elected through a three (3) member Nominating Committee, to be appointed by the ~~current~~ Chair at a meeting prior to the election. Elections shall be held in even numbered years in September or as soon thereafter as a quorum of the Board is present. The Nominating Committee shall nominate at least one (1) Board member for the offices of Chair, Vice Chair and Secretary, and report the nominees to the full Board for vote. *Upon receiving the Nominating Committee's report, Board members in attendance may* ~~Board members may~~ add ~~other~~ nominees to those recommended by the Nominating Committee. The Officers shall be elected by the majority *voice or show of hands* vote of the *Board* ~~Committee~~ quorum in attendance. Pursuant to §2.2-3710 et.seq. *COV*, no public body shall vote by secret or written ballot, and unless expressly provided by *Title 2.2, Chapter 37 COV* ~~this chapter~~, no public body shall vote by telephone or other electronic communication means.

§6. Officers so elected shall serve a term of two (2) years and Officers may succeed themselves consecutively with no term limit. An Officer may resign at any time or may be removed prior to a regularly scheduled election at any Board meeting upon motion by any Board member and a two-thirds (2/3) vote of the Board membership. A successor may thereafter be elected for the remainder of the term using the interim election process as per Article III, §7 ~~of these By-Laws~~.

§7.Should it become necessary to hold an interim election due to the illness, resignation, and/or replacement of any Board Officer, and/or expiration of any Board Officer's *term of appointment*, such election shall be held as soon ~~thereafter~~ as possible utilizing the above-stated process. A quorum of the Board must be present to effect the election. In the interim and until such election is held, a parliamentary succession shall be utilized~~, i.e., Vice Chairman to Chairman; Secretary to Vice Chairman~~. Should it not be possible for a ~~P~~*p*arliamentary succession due to a current Officer ~~holder~~ being replaced by the Governor, the process shall be that a *Board* member in good standing shall be selected by the membership to act as temporary Chair~~man~~ and presiding Officer ~~in order~~ to effect appointment of a Nominating Committee. Once that step has been taken, the Nominating Committee shall complete its assignment as outlined in §4 ~~above~~. *Upon completion*

of an interim election~~, Once an interim election has taken place~~, the results are binding ~~upon the membership~~ until the next election.

ARTICLE IV

Meetings

§1. Pursuant to §53.1-4 ~~of the Code of Virginia~~, *COV* the Board shall hold regular meetings at least six (6) times each calendar year ~~at such times and places as it deems appropriate~~. Five (5) members shall constitute a quorum.

§2. Special meetings of the Board may be called by the Chair. In the Chair's absence, ~~or disability, by~~ the Vice Chair or ~~by~~ any three (3) members of the Board *may call a special meeting*. ~~at such dates, times, and places as may be specified in the call for the meeting~~. A quorum of the Board is required to conduct a special meeting~~. A~~ and special ~~M~~*m*eetings ~~may count towards~~ *qualify for* the requirement of ~~meeting~~ at least six (6) *meetings per year*. ~~times a year~~.

§3. Meaningful participation is essential to the fulfillment of the function of membership. Situations of inappropriate participation or lack of participation shall be referred to the Chair ~~for appropriate action~~. *If a Board member anticipates absence from a meeting, the Board member shall notify the Executive Director of the Board, who shall notify the Chair.*

§4. *Meetings shall be conducted in accordance with these By-Laws and Robert's Rules of Order, Newly Revised, unless preempted by the COV.* ~~All meetings shall be conducted in accordance with the principles of procedures prescribed in the current edition of Robert's Rules of Order, Newly Revised~~.

~~Adequate notice in writing shall be given to Board members of the time and place of all meetings. A waiver of notice of meeting in writing signed by any member, whether before or~~

~~after the time stated therein, shall be equivalent to the giving of proper notice, and any member who attends a meeting shall be deemed to have the timely and proper notice of the meeting~~

~~unless the express purpose of the member's attendance at such meeting is to object because the meeting is not lawfully called or convened.~~

§5. Meeting activities shall comply with the Freedom of Information Act *(FOIA)* requirements. Minutes shall be recorded at all public meetings and voting by secret or written ballot *or by electronic communication* is not permissible. *(§2.2-3710 COV)*. Closed sessions may be called only for ~~those~~ purposes outlined in §2.2-3711 *COV* ~~of the Code of Virginia~~.

§6. As required by the ~~Freedom of Information Act~~ *FOIA* and in accordance with guidelines set forth in the Virginia Register of Regulations, notice shall be made to the public of ~~*any*~~ Board ~~*and Committee*~~ meetings ~~or any Committee meetings~~. ~~By *COV*~~, A ~~a~~ meeting is defined as including work sessions, when sitting physically, or through *electronic communication* ~~telephonic or video equipment~~ pursuant to §2.2-~~3707~~ *3708.2 or §2.2-3708.3 COV*, as a body or entity, or as an informal assemblage of (i) as many as three (3) members or (ii) a quorum, if less than three (3) of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body. In addition, notices for meetings of state public bodies on which there is at least one (1) member appointed by the Governor, shall state ~~whether or not~~ *if* public comment will be received at the meeting and~~, if so,~~ the approximate point during the meeting when public comment shall be received (§2.2-3707.~~F (~~*G*) *COV)*~~ of the Code of Virginia~~). For special or emergency meetings, notice shall be given to the public concurrently with the notice provided members of the public body conducting the meeting. Results of such meetings are not official actions of the Board until brought to the membership for vote.

~~*§7. Pursuant to §2.2-3712 (G) COV, a member of a public body shall be permitted to attend a closed meeting held by any committee or subcommittee of that public body, or a closed meeting of any entity, however designated, created to perform the delegated functions of or to advise that public body. Such member shall in all cases be permitted to observe the closed meeting of the committee, subcommittee or entity. In addition to the requirements of §2.2-3707, the minutes of*~~

~~*the committee or other entity shall include the identity of the member of the parent public body who attended the closed meeting.*~~

~~*§8. Committee considerations and discussions shall be limited to Board members assigned to the committee. Participation in committee discussions by Board members not assigned to the committee is considered a meeting of the Board and must be publicly noticed as such.*~~

~~§5. Pursuant to §2.2-3708.2 *3* of the Code of Virginia , *COV,* a Board member may participate in a Board meeting through electronic communication means from a remote location that is not open to the public only in accordance with the requirements of this section. On or before the day of a meeting, a Board member shall notify the Board Chair that such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter or due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance. The Board shall record in its minutes the specific nature of any personal matter and the remote location from which the member participated. Such participation by the member shall be limited each calendar year to two (2) meetings. A quorum of the Board must be physically assembled at the primary or central meeting location and the voice of the remote participant must be heard by all persons at the primary or central meeting location.~~

~~§7. Meaningful participation is essential to the fulfillment of the function of membership. Situations of inappropriate participation or lack of participation shall be referred to the Chair for appropriate action.~~

~~§8. All m *M*eetings shall be conducted in accordance with the principles of *and* procedures prescribed in the current edition of Robert's Rules of Order, Newly Revised.~~

COMMONWEALTH OF VIRGINIA
BOARD OF LOCAL AND REGIONAL JAILS

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ARTICLE V

~~Standing~~ Committees

§1. ~~The s~~ ~~Standing c~~ *C*ommittees of the Board shall be the Policy & Regulations Committee, the Jail Review Committee, and the Liaison Committee.

§2. The Policy & Regulations Committee~~: shall be composed of at least *five (5)* four (4) Board members appointed by the Board Chair.~~ The Board Chair will designate one (1) member of the *Board as Committee Chair of the Policy & Regulations Committee*. ~~Committee as Chair~~. The Committee Chair will designate one (1) member of the *Board* as Committee Vice Chair. *The quorum for Committee determinations shall be the majority number of Board members in attendance at the Committee meetings.* ~~, who will designate one (1) member to serve as Committee Chair. Members shall serve until such time as Committee assignments are rotated. The Committee Chair shall select a Committee Vice Chair from the Committee membership.~~

Responsibilities:

- *Provide regulatory recommendations to the Board*
- *Propose adoption or revision of Board policies and procedures*
- *Review findings of inspections and certification audits; recommend Board action*
- *Review findings of appeals submitted for audits and inspections results; present to Board for action*

~~*Pursuant to these By-Laws Article III § 2, the Chair shall serve as an ex-officio member of all committees, to exclude Nominating Committees for Board officers. As an ex-officio member, the Chair has the right, but not the obligation, to participate in the proceedings of the Committee, and is not counted in determining the number required for quorum.*~~

~~The Policy and Regulations Committee shall review the findings of inspections and certification audits and make recommendations to the Board regarding certification of jails and lockups. The Policy and Regulations Committee is also responsible for proposing adoption or revision of~~

~~Board policies and procedures and proposing changes to the Board's standards and regulations. Any recommendations or proposals made by the Committee shall not be deemed official until brought to the full Board for a vote.~~

§3. The Jail Review Committee: ~~shall be composed of at least three (3) Board members appointed by the Board Chair~~. The Board Chair will designate one (1) member of the *Board as* Committee ~~as~~ Chair *of the Jail Review Committee*. The Committee Chair will designate one (1) member of the *Board* as Committee Vice Chair. *The quorum for Committee determinations shall be the majority number of Board members in attendance at the Committee meetings.* ~~, who will designate one (1) member to serve as Committee Chair. Members shall serve until such time as Committee assignments are rotated. The Committee Chair shall select a Committee Vice Chair from the Committee membership.~~

Responsibilities:

- *Review in-custody jail deaths*
- *Report findings and provide recommendations to the Board*
- *Report findings of in-custody jail death reviews, including any recommendations for changes to the Board's standards*

~~*Pursuant to these By-Laws Article III § 2, the Chair shall serve as an ex-officio member of all committees, to exclude Nominating Committees for Board officers. As an ex-officio member, the Chair has the right, but not the obligation, to participate in the proceedings of the Committee, and is not counted in determining the number required for quorum.*~~

~~The Jail Review Committee shall conduct a review of each in-custody jail death and report the findings of the review to the Board. Based on the findings of such reviews, the Jail Review Committee may recommend changes to the Board's standards. The Jail Review Committee or their staff designee shall also create a detailed report of the findings of jail death reviews, including any recommendations for changes to the Board's standards, which shall be approved by the Board Chair and submitted to the Governor, the Speaker of the House of Delegates, and the President pro tempore of the Senate.~~

§4. *The Liaison Committee shall serve as a forum for law enforcement and jail officials to communicate and collaborate.*

Committee membership shall include:

1. *Board Chair*
2. *Board Vice Chair*
   ~~*One (1) member of the Policy & Regulations Committee*~~
3. *Board Chair may appoint* ~~*an*~~ *additional Board members*
4. *Representatives of:*
   The Virginia Department of Corrections
   The Virginia State Compensation Board
   The Office of the Secretary of Public Safety and Homeland Security
   The Office of the Attorney General
   The Virginia Sheriffs' Association
   The Virginia Association of Regional Jails

The Liaison Committee membership shall designate a Committee Chair to preside over meetings. The Committee Chair shall designate a Committee Vice Chair from the Committee membership. The Board representatives shall report Liaison Committee activities to the Board. Representation on the Committee shall be reviewed by the Board Chair as necessary.

~~, the Virginia State Sheriffs' Association, the Virginia Association of Regional Jails, the Board Vice Chair, the Chair and one member of the Board's Policy & Regulations Committee, and representatives from the Department of Corrections, and the State Compensation Board. Committee appointments shall be made by the Board Chair. The Board Chair may appoint an additional Board member to the Liaison Committee. The membership shall elect a Committee Chair to preside over meetings. The Committee Chair shall select a Committee Vice Chair from the Committee membership. Board members shall serve until such time as Committee assignments are rotated and other members shall serve a minimum of three years. The Liaison Committee, through its Board representative, shall report its activities to the full Board on a regular basis. Such reports are not official actions of the Board until brought before the membership for vote. Ex-officio members shall include a representative from the Office of the Secretary of Public Safety and Homeland Security and the Office of the Attorney General, as well as the President and Executive Director of the Virginia Sheriffs' Association. The Liaison Committee shall aim to promote more effective communications among law enforcement and jail~~

~~officials by creating a forum whereby public safety officials can meet and address issues of mutual concern.~~

§5. Committee ~~membership in standing~~ *assignments* shall be annually reviewed by the Board Chair and *following election of the Board Chair*. ~~Based on this review, Committee assignments shall be reconfirmed or changed, as appropriate~~. There *shall be* ~~is~~ no term limit to committee assignments. ~~Committee membership shall be reviewed subsequent to any election of a new Board Chair~~. The ~~Committee~~ Chair of each ~~respective~~ committee shall have authority to break any tie in voting. ~~that may occur.~~

ARTICLE VI

Board Activities/Representation

§1. The Board or Chair may determine special projects which call for ad hoc committees or ~~other~~ task forces. Board representation in these groups shall be determined by the Chair. ~~The Chair or Board shall establish the mission of the committee and specify the time within which the committee is to make its report to the Board~~.

§2. If an ~~outside~~ organization or community group requests *BLRJ* ~~Board of Local and Regional Jails'~~ representation on a committee or task force, the Board Chair, or a designee appointed by the Chair, shall fulfill this role ~~at the Chair's discretion~~.

§3. ~~Requests for information~~ *Inquiries* directed to a Board member by the media or ~~other outside~~ individuals/organizations for the *BLRJ* ~~Board's~~ position ~~or views on a subject~~ *or action* shall be referred to the Board Chair, or to a designee appointed by the Chair~~, for response~~. ~~No Board member may speak on the Board's behalf without explicit permission from the Board Chair~~. Board members shall not have authority to represent the Board to the media or individuals/organizations without explicit direction from the Board Chair.

COMMONWEALTH OF VIRGINIA
BOARD OF LOCAL AND REGIONAL JAILS

MINUTES

ARTICLE VII

By-Laws Amendments~~; Compliance~~

§1. These By-Laws may be amended *by majority vote of the Board, provided the proposed amendment(s) were included in notice of the meeting. Any amendment(s) become effective immediately upon Board approval, or on a date specified*. ~~at any regular or special meeting of the Board by an affirmative vote of the majority of the Board provided that the proposed amendment was included in the notice of the meeting.~~

§2. Failure to observe the provisions of these By-Laws by any Board member shall be referred to the Chair~~man~~ ~~for appropriate action~~.

§3. Failure to observe procedural provisions of these By-Laws does not affect the validity of Board action.

Approved ~~January 18, 2023~~

(*Signature copy on file*)

The Honorable Charles Jett, Chairman

State Board of Local and Regional Jails