

TAKE THIS BOOK

Client and Family Handbook

Provided by:
The Office of the Public Defender
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Oliver Hill Courthouse
1600 Oliver Hill Way
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INTRODUCTION

The Richmond Public Defender's Office is pleased to offer this book to assist our clients, their families, and members of the public to better understand how our local criminal justice system works. I hope it answers any questions you have, but I want to encourage you to call our office if you have more specific questions about a particular case or situation. As a public agency, we strive to provide the best possible service to our clients and this community. Additionally, if you have a complaint or suggestion for how we can do better, please call me directly.

Beyond the facts and the data contained in this book, you should know that the entire staff at the Public Defender's Office takes great pride in the work we do. Our mission is to promote a culture of excellence, be client - centered in our representation, zealously advocate for our clients and be united in our mission. We are truly honored to make the Sixth Amendment right to counsel a reality in Richmond. We hope to be a partner in changing the criminal justice system for the better.

Tracy Paner
Richmond Public Defender

USING THIS HANDBOOK

The Client and Family Handbook is designed to help you and your family understand the criminal justice process, the legal steps your case will go through, how your public defender will handle your case, and what resources are available to help you and your family get through this difficult time.

In writing the Handbook, we have tried to be as accurate as possible, but the criminal justice system is always changing and every case is different. The Handbook is only a guide. You should always listen to your attorney since your attorney knows your particular case. Families should also double-check visitation times with the jail before you make a trip to the jail.

After an introductory section about the Richmond Office of the Public Defender, this Handbook has sections about:

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THE PUBLIC DEFENDER'S OFFICE

The lawyers in the Office of the Public Defender are appointed by the courts of Richmond to represent people who have been accused of crimes and do not have money to hire a lawyer. The Public Defender's Office does not handle civil cases and does not bring lawsuits or criminal charges against people.

The Public Defender's Office is an office within the Indigent Defense Commission, a statewide agency.

The Public Defender's Office represents both adults and juveniles. The Juvenile Office is located in the Oliver Hill Courthouse, 1600 Oliver Hill Way. The main office is located in Suite 600, 701 E. Franklin St, at the corner of 7th and Franklin Streets.

In addition to the lawyers in the office, your case will receive the attention of support staff that includes investigators, sentencing advocates, interns and secretaries.

All lawyers in the Public Defender's Office are licensed to practice law in the Commonwealth of Virginia and must attend classes every year to learn new developments in the law. The office holds training classes for the staff and always keeps up with the latest legal decisions.

KEEPING IN CONTACT WITH YOUR ATTORNEY

Lawyers, investigators, sentencing advocates and interns from the Public Defender's Office make regular visits to the jails to talk to their clients. Your lawyer will meet with you as often as needed, but they cannot see you every time they are at the jail, or as often as you may wish they could.

A letter or phone call to your lawyer can often solve many problems. If you are in jail, your letters you write to your lawyer are private and confidential. Please do not have someone else write for you or read what you have written. Our office is not able to accept collect calls. If you call your lawyer using a three way phone call, the conversation will be recorded by the jail.

Remember, what you tell your lawyer is confidential and privileged as long as it remains between you and your lawyer, or your lawyer's assistants. Information you give your lawyer will not be used against you.

THE PUBLIC DEFENDER’S OFFICE CONTACT INFORMATION

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The Adult Legal Process

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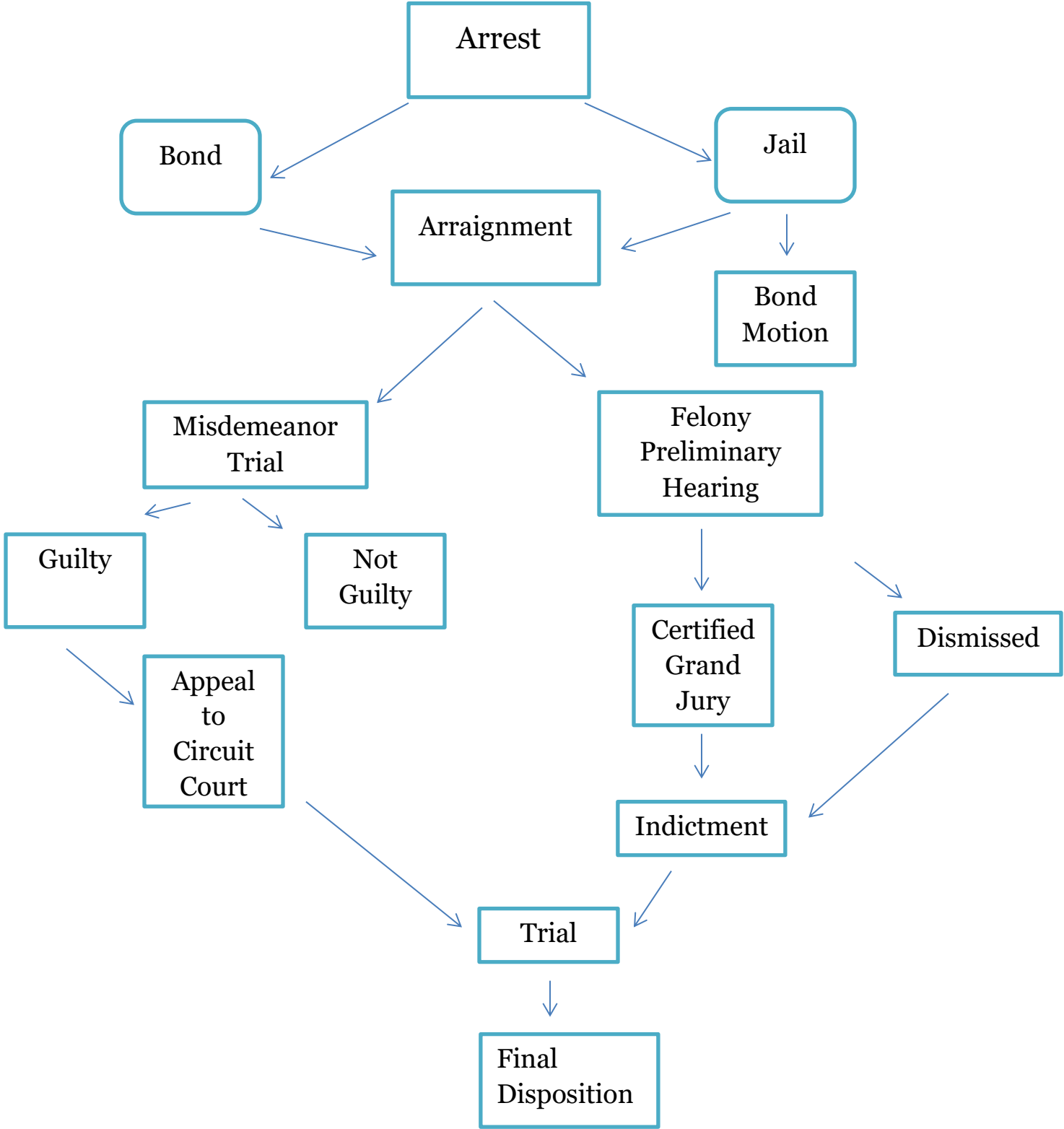
Following Your Case

The legal process is very hard to understand. There are many steps in the process and you will have several decisions to make. Your attorney will explain all of your choices and help you to make the best decision.

The charts on pages 7 and 14 try to show the steps of the legal process and how a typical case would flow through the system. Since every case is different, they may not show the exact steps of your case, but they are close. Keep these diagrams handy and when you are talking to your attorney, they can explain where you are in the process and explain the next steps.

Many of the steps on these diagrams are explained in the sections that follow. Your attorney will help you to understand these steps, but you should read this Handbook carefully so that you can help in making important decisions.

The Legal Process



First Court Appearance and Bond

If you are arrested, you will be taken before a magistrate. The magistrate is open 24 hours a day on the first floor of the Richmond Justice Center at 1701 Fairfield Way. The magistrate will tell you what you have been charged with and will set the amount of your bond.

Bond is an amount of money paid in order to release you from jail while you are waiting for your case to go to court. The reason for the bond is to make sure you come back to court. Certain charges carry a presumption against bond that may be overcome by evidence presented to a judge.

In deciding whether to set a bond and in what amount, the magistrate will look at the kind of crime that you have been charged with, the evidence against you, your prior criminal record, if you have failed to appear in court before, how long you have lived in the area, family and friends in the area, employment, and how long you have had your job. If your bond is too high, your lawyer can file a motion asking the Judge to reduce your bond. A judge can reduce your bond, increase it, or add conditions to it.

Types of Bond

There are several types of bond. If you have no criminal record, you may be released on your own recognizance, or promise to return to court. You do not have to pay any money. You may be required to report to Pre-Trial Supervision through the **Department of Adult Probation, located at 501 North 9th Street**. There you will be assigned to a Pre-Trial counselor and told to report on a regular schedule.

Other types of bond include:

1. **Cash Bonds:** You or someone puts up the entire bond amount. You will get the money back if you come to all of your court dates and turn in the receipt to the clerk's office at the end of your case.
2. **Bonding Company:** Generally, bonding companies will charge you 10% of your bond plus a bonding fee. For example, if your bond is \$1,000.00 the bonding company will charge you \$100.00 plus the bonding fee. This money is not refundable.
3. **Surety Bonds or Property Bonds:** You must own land without a mortgage or a lien on the property. You can take the title to the Court Clerk's Office and they will allow you to make the bond. If you do not show up to court, you lose the property.

4. **Pretrial Electronic Monitoring:** Supervised by the Division of Adult Probation. You are fitted with a GPS ankle monitor. There is a sliding scale fee for the monitor, if your income is less than \$24,960 per year (or \$12 per hour) there is no cost. You must have a permanent stable address within the Richmond Metro area and have a basic land line telephone or cellular service. You cannot have any outstanding warrants for your arrest to be on the monitor. Someone will visit your home to verify that you are living there Monday through Friday 9am – 7pm and Weekends 9am - 1pm. **DAP is located at 501 N. 9th Street, Richmond. (804)-646-1436.**

Arraignment in Court

If you are released on bond, your first court appearance will be on the arraignment Docket in General District Court, either in the **John Marshall Courthouse at 400 North 9th Street, or Manchester Courthouse at 10th and Hull Streets or the Oliver Hill Courthouse.** If you are released on a summons instead of being arrested, you will be required to appear for arraignment within a few weeks of getting the summons.

It is very important that you appear in court on the correct date and on time. The Court is concerned with whether or not you have a lawyer and if not, if you qualify for the services of the Public Defender. The judge will ask you questions and/or have you fill out a paper with questions about your income, bills, and family to find out if you can afford to pay a lawyer. If you cannot pay a lawyer, the judge will appoint one to represent you.

General District Court

There are four General District Courts for adults in Richmond. Your summons or bond paperwork will tell you which courthouse will hear your case. If you are charged with a misdemeanor offense (a crime for which the punishment is up to 12 months in jail), your case will be heard in General District Court. Your case may be settled by a plea agreement. A plea agreement is when the Commonwealth's Attorney agrees to reduce the charge, dismiss all or part of the charge, and /or recommend an agreed punishment in return for your guilty plea. If you do not reach an agreement with the Commonwealth's Attorney, you can have a trial.

There are no juries in General District Court. You can have a trial where the judge hears the evidence, decides if you are guilty or not guilty, and sets the punishment if you are found guilty. If you are unhappy with the outcome of the trial, you or your attorney can

file an appeal to the Circuit Court. **You must note your appeal within 10 days of your trial in General District Court.** Ask your attorney about this.

If you are charged with a felony offense, you will usually have a preliminary hearing for the judge to decide if there is “probable cause” that a crime was committed and that you were the one who committed the crime. If the judge finds probable cause then your case will be sent to the grand jury. The court will tell you the date the grand jury meets and the importance of keeping in touch with your attorney. It is very important to discuss the advantages of a preliminary hearing with your lawyer.

Grand Jury

Your felony case will go to the Grand Jury by Direct Indictment or by being certified after the Preliminary Hearing. Direct Indictment is when the prosecutor goes directly to the Grand Jury through a “Sealed Indictment”. If a General District judge dismisses a case at the preliminary hearing, the prosecutor may seek a Direct Indictment.

The Grand Jury consists of twelve people who hear evidence and determine if you should be formally charged with a crime. You and your lawyer do not have the right to appear before the Grand Jury and they do not determine guilt or innocence. Their job is to determine if there is good reason or “probable cause” to charge you.

If the Grand Jury determines there is probable cause, they return a “True Bill”, which means you have been ‘indicted’ and your case will be set for a court date in Circuit Court. If the Grand Jury returns a “No True Bill”, the case against you is over unless the Commonwealth’s Attorney resubmits the case to a new Grand Jury and that Grand Jury indicts you.

During the time between your General District court date and your court date in Circuit Court, your lawyer will discuss your case with you, file motions, do investigation and research and discuss the charges and evidence with the Commonwealth’s Attorney. It is very important for you to remain in contact with your lawyer during this time.

Court Appearances

You must appear in court, on time, for all scheduled court dates and hearings.

If you change your address or phone number while waiting for your case to be resolved, you must notify your lawyer.

Always arrive early for your court appearance, as your lawyer may need to discuss your case with you. If an emergency prevents you from being in court, notify your lawyer

immediately. If no one knows where you are when your name is called, the judge may revoke your bond and issue a *capias* for your arrest. This means the police will arrest you again and you are no longer on bond.

Equally as important as showing up on time is your appearance. A neat and clean appearance will give the judge a good impression of you. On the other hand, a sloppy or too casual appearance will reflect poorly on you. For men: no shorts, no saggy pants (must be belted around the waist and tucked in), no t-shirts with offensive slogans, no tank tops and no hats. Women should not wear clothing that is revealing in any way. Do not wear shorts, halter tops, see-through tops or expose the midriff. Be advised that some judges will make you leave the courtroom to change if the judge finds you clothing offensive.

Investigating Your Case

Anything you tell your lawyer or your lawyer's investigator is confidential. You should never discuss the facts of your case with anyone else, including your family and friends, unless your lawyer has told you to do so. Information you give to other people may be used against you in Court – be careful. Additionally, if you are in jail you should **NEVER** discuss the facts of your case over the phone or during a video visit. Jail calls and video conversations are recorded and will be used against you in Court.

You should play a very important part in the investigation of your case. Your lawyer needs to know as soon as possible the names and addresses of any witnesses. You can help by finding witnesses and notifying your lawyer by letter, phone, or coming into the office. If you are in jail, your family and friends may be able to help.

A witness can be anyone who was present when the incident occurred, who knows you could not have committed the crime because you were somewhere else when the crime occurred, or has any information that may show that you are not guilty or the crime was not as serious as the Commonwealth claims.

Preparing Your Case

To represent you properly in court, your lawyer must investigate, research and prepare your case. Extra time in preparation may save you from years in jail.

If you are unhappy with the way your case is being handled, talk to your lawyer. If you have talked to your lawyer and you are still unhappy, write to Tracy Paner, the Public Defender. Personality conflicts can occur. Your concern should be your lawyer's ability to represent you in Court, not whether or not you like him or her.

After arraignment, your lawyer will file a discovery motion for information about your case. Discovery is very limited in Virginia. Your lawyer will not receive a list of witnesses or what they are going to say. You will receive any statements you made to law enforcement, the results of scientific tests, and any physical evidence. Your lawyer will review the evidence with you, explain the law under which you are charged, and discuss all possible defenses you may have. You will also talk about the strengths and weaknesses of the Commonwealth's case and your chances a success should you go to trial. The possible punishments for the crime with which you are charged will also be explained to you.

Motions

Your lawyer may determine that certain motions should be filed in your case. A motion is where your lawyer is asking the judge to decide something, such as whether an identification or statement should not be used against you, and whether certain evidence should not be used, or where you and your lawyer need the judge's help to find information to prepare your case. After any motion is filed, it will be set for a hearing in court and the judge will rule on it.

If you feel a motion should be filed in your case, talk to your lawyer and let your lawyer file it. It is not a good idea for you to file your own motions because you are not a lawyer and you may include information in your motion that could hurt your case. Allow your lawyer to handle motions for you.

Pleas

There are basically three ways you can plead: 1) Not Guilty, 2) Guilty, and 3) No Contest. A not guilty plea is entered when you are not guilty of the crime, when you are not sure which plea to enter, when there is not enough evidence to prove your guilty, or when you want a trial.

If you plead guilty or no contest, the judge must be convinced; that there is a factual basis for your plea, that you understand what you are pleading to, that you understand your rights when you plead guilty, and that no one has forced you to enter a plea. If you plead guilty, you must admit you committed the crime. If you plead no contest, you do not admit your guilt, but the judge finds you guilty.

When you plead guilty or no contest, you give up your right to a trial, to confront the witnesses, and to remain silent. You waive issues on appeal that arise prior to your plea. The only remaining issue is your sentence.

Most guilty and no contest pleas are entered as part of a plea agreement. A plea agreement is when the Commonwealth's Attorney agrees to reduce the charge, dismiss all or part of the charges, and/or recommend a sentence in return for your plea. Plea agreements can only be entered with your approval and the judge's acceptance. The decision whether to enter a plea or take a case to trial is yours. The Public Defender's Office will advise you but the final word is yours.

The Trial: The Process

If your case is set for trial, there is a diagram on the following page that shows some of the basic steps in most criminal trials. If you have any questions, ask your attorney.

A jury trial is where the judge presides and people from the community determine whether you are guilty. A bench trial is where the judge decides the case. You and your lawyer must decide whether you want a jury or bench trial. The Judge, the defendant and the Commonwealth each have the right to demand a jury trial.

If you have a trial, you and your lawyer must make several decisions about the presentation of your defense including whether or not you will testify. You are not required to testify, but you can testify. Your lawyer will give you advice about this and help you decide.

The Legal Process: Trial

Steps in the Trial	Judge's Role	Prosecutor's Role	Defender's Role
Motion in Limine	Rules on the Defense Motion	Argues against defense motions	Files motions concerning certain aspects of the case
Jury Selection (Voire Dire)	Jurors asked about their ability to sit on a jury	Asks questions. May strike someone from jury	Asks questions. May strike someone from jury
Reading of the Indictment			
Defendant Enters Plea			Responds to the charges with a plea Of not guilty
Opening Statements		Makes a statement about what they can prove	Makes a statement about what they can prove
Commonwealth's Evidence	Judge rules on objections	Puts on witnesses and evidence to prove guilt	Cross-examines witnesses and objects to evidence
Motion to Strike	Judge rules on motion and can dismiss		Asks for dismissal because not enough proof
Defense Evidence	Judge rules on the objections	Cross-examines witnesses and objects to evidence	Put on witnesses and evidence to prove innocence
Commonwealth's Rebuttal		Puts on witnesses and evidence to rebut defense proof	Cross-examines witness and objects to evidence
Closing Argument		Makes a statement about what they proved during trial	Makes a statement about what they proved during trial
Jury Instructions	Judge instructs the jury about to decide innocent or guilty		
Verdict	Judge delivers verdict		

The Trial: Presentation of the Case

In a jury trial, the Commonwealth's Attorney, and your lawyer will each question the people who may be on the jury and try to select the best ones to hear your case. You will help your lawyer in making this decision.

After a jury has been selected, each side makes an opening statement telling the jury about the case. Then the Commonwealth's Attorney presents their witnesses and evidence and your lawyer can question these witnesses.

Before a person can be convicted of a crime, the Commonwealth's Attorney must present evidence proving beyond a reasonable doubt that the accused person committed a crime. Evidence may be a physical thing like a gun, a fingerprint, or a lab report. Evidence is also the testimony of a witness who says that he or she saw, heard or did something that is relevant to the trial.

After the Commonwealth's Attorney's witnesses are finished, your lawyer can ask the judge to dismiss the charge if the Commonwealth's Attorney did not present enough evidence to prove your guilt. If this motion is denied, your lawyer may then present defense witnesses and evidence. The decision as to how best to defend you and is very complicated and you should discuss it very carefully with your lawyer.

When all the evidence has been presented, the judge then tells the jury what rules of law they should apply while trying to make their decision. Then each side makes a final argument to the jury. The jury then goes into a jury room to talk about the case and try to reach a unanimous decision as to whether or not you have been proven guilty. They must all agree. If they cannot reach a unanimous decision, a mistrial occurs and your case is set for another trial.

Pre-Sentence Report

If you plead guilty or no contest without an agreement as to sentence, or if you are found guilty after a trial, the judge will set a date for a sentencing hearing and order that a pre-sentence report (PSR) be prepared. The PSR gives the judge information they need to help decide your sentence.

A probation officer will question you and may question your family, friends, employer, and witnesses in order to prepare this report. The PSR will include a statement of the facts of your case, your prior criminal record, family background, employment history, and possibly a statement from you. In making any statements, be careful not to discuss the actual facts of your case until you have first talked to your lawyer.

After the report has been prepared, your lawyer will receive a copy, review it with you, and prepare for your sentencing hearing.

Sentencing Hearing

The judge will review the PSR and consider other testimony at the Sentencing Hearing. The judge will give you an opportunity to talk. You and your lawyer should discuss this and carefully prepare for your testimony should you decide you want to talk to the judge. The judge will also consider statements from the Commonwealth's Attorney, your lawyer, and other interested persons. If you have people who would testify on your behalf, be sure to give their names and addresses to your lawyer so they can be contacted before your hearing.

Remember, every case and every client is different. Do not try to compare your sentence to sentences received by others in their cases.

Incarceration

You may be sentenced to a period of time in either a city or state facility. There are many different places, amounts of time and programs involved in the incarceration process. You should discuss these options with your attorney.

The maximum time on a misdemeanor is 12 months. All this time will be in the Richmond Justice Center. You will actually serve half of your sentence for misdemeanors, unless you have received a mandatory minimum sentence. So for a 12 month sentence you will serve 6 months.

If you have a felony conviction with a sentence of 3 years or less, you will most likely spend that time in the Richmond Justice Center. If your sentence is over 3 years, you will be incarcerated at one of the state prisons throughout Virginia.

Probation

Probation may be in addition to a period of incarceration, or instead of incarceration.

If placed on probation, the judge will make several conditions part of your probation. These conditions may include: 1) reporting regularly to your probation officer, 2) notifying and receiving permission before changing your address, changing your job, or traveling out of state, 3) receiving drug or alcohol treatment, and 5) not committing any other crimes.

If you violate any probation conditions, a hearing will be held and the judge may revoke your probation without waiting to see if you are convicted of the new charge. You will

have a hearing if you are charged with a probation violation and the judge will decide what should be done. You have a right to have a lawyer at that hearing.

The Richmond Adult Drug Treatment Court

The Richmond Adult Drug Treatment Court, RADTC, is a court-supervised substance abuse intervention and treatment program for non-violent felony offenders. It is a voluntary program that includes regular court appearances before the Circuit Court judge presiding over the RADTC. Treatment includes drug testing, individual and group counseling, and regular attendance at recovery group meetings i.e., 12 step meetings (Narcotics Anonymous or Alcoholics Anonymous). A team approach is used with on-site clinicians providing substance abuse treatment, and probation officers and case managers coordinating services. The program lasts at least 18 months. However, the actual length of time you stay in the program is determined by your progress as a Drug Court participant. Throughout the program, you will be encouraged and assisted to:

- Obtain a drug free lifestyle
- Develop and maintain a productive, law abiding lifestyle
- Enhance employment skills through vocational training and/or job placement services
- Increase involvement in the recovery community
- Identify the warning signs of relapse and engage in relapse prevention planning
- Identify specific needs for your lifestyle and develop a treatment plan designed to work toward recovery

You are eligible to participate in the RADTC if you are convicted or charged with a non-violent offense, including drug offenses and drug related property crime.

If you have any criminal history of violent offenses (as defined in §17.1-805 or §19.2-297.1 of the Code of Virginia), sex offenses, felony weapons convictions, or with significant mental health problems (to the extent they are unable to participate in an outpatient program), you are **not** eligible to participate in the program. Distribution offenses may be eligible at the discretion of the Commonwealth's Attorney. The Commonwealth's Attorney has the absolute right to a veto, denying anyone into the Adult Drug Court, without giving any reason.

If you have pending charges in additional jurisdictions, they must be resolved before entering the RADTC. You must live within a 25 mile radius of the RADTC office.

Mental Health Docket

The City of Richmond Mental Health Docket enables the Richmond General District Court to identify persons with mental illness. Defendants are assessed for a clinical diagnosis and to determine risks and needs as part of a mental health treatment plan. The assessment is to help case managers and to identify those who may be suitable for supervision in the community.

Partners in the operation of the docket include Richmond General District Court Judges, Office of the Commonwealth's Attorney, Richmond Sheriff's Office, Richmond Behavioral Health Authority (RBHA), Richmond Department of Justice Services, and Richmond Public Defender's Office or private attorney.

Anyone currently under the jurisdiction of the General District Court for pending charges may be assessed for eligibility, regardless of the nature or grade of offense. The Court will review the risk and clinical assessments to determine if an individual is appropriate and eligible to participate in the program.

You must meet eligibility requirements to be considered for program placement. When the Court determines that you are a suitable candidate, the Court will consider whether you should be supervised by Probation Officers who specialize in supervising people with mental illness. Among other things the court shall consider whether:

- You are an adult (18 or older);
- The current conviction is for a non-violent misdemeanor (excluding sex offenses);
- A diagnosis of a major mental illness has been documented. Individuals diagnosed with characterological disorders and/or moderate to severe intellectual disabilities may not be eligible to participate in the Mental Health Docket based on their ability to participate. An individual determined to be incompetent to stand trial cannot participate in the Mental Health Docket;
- You are willing and capable of complying with treatment and medication management; and
- If you have a history of supervision, you must have demonstrated significant effort to comply with pretrial or probation supervision.

Appeal

The Public Defender's office has an appellate division that will work on the appeal of your case if an appeal becomes necessary. You can appeal a conviction, a sentence given by the judge, or rulings on motions that affected the evidence in your case. An appeal will only help you if the judge did not follow the law or if you were prevented from properly exercising your legal rights.

A notice of appeal is filed with the Circuit Court. If your case is appealed, the judge may set an appeal bond that would allow you to remain out of jail if the bond is posted, until a decision has been made on your appeal. It is rare for an appeal bond to be granted following a conviction in the trial court.

If you plead guilty to a crime as part of a plea bargain, you can appeal your sentence if it was more than the law allows or if the court never had jurisdiction to try the case.

You should discuss the appeal process with your lawyer immediately after your trial or sentencing because there are very strict time limitations on filing an appeal.

Work Release/Study Release

In the work release program you are allowed to leave the jail during your regular working hours and continue working your regular job. Your employer must be a licensed business. You can work a maximum of 50 hours per week. No overtime is allowed and you are only allowed to work Monday through Friday. You must provide your own transportation to and from work. Work release may be ordered by the court, or you can put in a request at the jail. Your work release will begin after the sheriff's department has verified your employment, your hours and your transportation and looked at your prior record. You must have been sentenced to two years or less and must agree to wear an electronic monitoring device which will track your location at all time. You can earn good time credit (50% on a misdemeanor and 15% on a felony). The program costs \$98 per week or \$14 per day. Payments are due prior to the being released.

Home Electronic Incarceration

To participate in the Home Electronic Incarceration program, you must be sentenced to 2 years or less. You are allowed to go to work and attend doctor's appointments. You will be fitted with a GPS ankle bracelet and given instructions about recharging it. You **MUST** have an operable telephone service (cell or landline).

You must go to jail to be processed. Once booked and classified, you will be placed on the electronic monitor. This process can take up to one week. There is nothing we can do up front to speed the process. If the Court Order says HEI “if eligible” – the Sheriff determines suitability. Ineligible crimes include sex offenses, PWID, violent and/or brutal crimes, gang related offenses, gun charges, and multiple narcotic convictions. Even with a Court order, the sheriff can still say no. There is no good time credit (30 days = 30 days on HEI) The cost is \$84.00 per week, \$12.00 per day. Payment for the first week is due prior to being released from custody.

Weekend Confinement

In this program you report to the RCJC on the weekend. Participants’ report time may vary if it conflicts with work schedules, but must advise staff at orientation. Participants stay until 5:00 p.m. on Sundays. They may choose to stay until 6:00 a.m. Monday, but must advise staff of their intent upon booking in on Friday. Until their sentence is completed, participants will report every weekend. Individuals may also report on weekdays, if their work schedule does not permit them to report on Friday. The participant would participate in community service projects during the day and reside at the RCJC overnight. Orientation is held Wednesdays at RCJC at 9:30 am and 12:00 noon. Participants must bring a photo ID and \$60 money order. There is a \$10 per weekend meal fee.

Misdemeanor Community Service Program

This program allows you to report to the jail on Saturday and Sunday at 9:30 am for work detail. You will perform community service projects with the Department of Public Works and other civic organizations providing city-wide clean up and park beautification projects. Deputies provide direct supervision at all of the work sites. The days end at 2:30 pm. You will **NOT receive good time credit** in this program (30 day sentence = 30 days of work detail). Orientation is held Wednesdays at RCJC at 9:30 am and 12:00 noon. Participants must bring a photo ID and \$60 money order.

N.E.A.T. New Environment Action Team

Similar to the Misdemeanor Community Service Program, but during the week. Participants report Monday – Friday to complete community service projects in the City. Orientation is held Wednesdays at RCJC at 9:30 am and 12:00noon. Participants must bring a photo ID and \$60 money order.

Richmond Justice Center Programs

Jail time does not have to be wasted time. There are programs in the jail that can help you in kicking your drug or alcohol addiction, building a stronger family, or just dealing with personal problems.

There are many advantages to being in a program:

- You can deal with the problems that may be the cause of you being arrested.
- Your time in jail will seem to go faster if you are involved in a program rather than sitting around doing nothing.
- The judge may consider your participation in the program and give you a reduced sentence.

The judge may make a program part of your sentence. The judge may require you to successfully complete a drug and alcohol program before you can be released. Whether you are required to go to a program or you choose to attend, you should take advantage of what the program has to offer.

G.R.A.C.E. Growth through Recovery over Addiction with Counseling to Empower.

Inmates request the GRACE program by submitting an Inmate Request Form to the Substance Abuse Programs in the Classification Division. The GRACE program accepts residents from Level 3 through Level 5 (Medium Security) and Level 6 through Level 8 (Minimum Security). Good time will be provided up to five (5) days for thirty (30) days for time served and will be determined when the Classification Division is notified of the inmate's successful completion of all phase work. Inmates are provided orientation for the GRACE program. A substance abuse assessment, program rules and support are provided. The Inmate is assigned an Advocate who will monitor them and will provide at least three one to one interviews during their program stay. The Advocate will collaborate with the inmate to create a treatment plan designed to their specific needs. Referrals may be made to the Re-Entry program, Mental Health Pilot Program, Work Detail or OAR.

Inmates are allowed to share and facilitate recovery topics that will motivate other residents in their recovery. Community Meetings occur on Monday mornings, three Fridays per month. Participants move through four phases of the program. Each phase has a Phase Book which consists of reading material and answering questions. Once each phase is completed, the manual is checked and the participant is given an essay test followed by 25 multiple choice questions. Graduation occurs when the participant has completed all four phases of the first Tier of the Grace Program, having no behavioral infractions or disruptive behaviors for sixty (60) days and demonstrates

progress and growth. Participants may request a letter, documenting their level of phase work, to take to court.

General Education

There are opportunities for furthering your education while you are in the jail. Classes meet several times per week. Inmates are encouraged to complete their GED if they have not previously graduated from high school. If they have a GED or high school diploma, they have the opportunity to enroll in college courses offered by Virginia Commonwealth University, Virginia Union University and the University of Richmond. Some of these courses offer college credit, others offer certificates of completion.

Religious Programs

The jail offers a wide range of religious programs for residents who are interested. Representatives from just about every faith provide services to the jail (Catholic, Muslim, Baptist, Jehovah's Witness, Church of Christ) as well as several non-denominational groups. Activities provided by these religious groups include individual counseling, Bible study and worship services. Everyone is welcome to participate in these activities. If you are interested in being involved in religious activities, talk to the faith leader on your floor. If your faith is not represented, a request can be made for appropriate services.

Information For Families

It can be a very frightening and confusing time for you when someone you care about is arrested and charged with a crime. You may feel angry and bitter. You may feel alone, but you are not alone. The people who work in the Richmond Public Defender's Office are here for you. We care about our clients, their families and their friends. We are here to help.

Hopefully, the information contained in this booklet can answer many of your questions. Be sure to read through the sections that explain the criminal justice process as well as the sections directed to the family because important information is found there, too. If you cannot find the answer to your questions in this booklet, be sure to call our office. If we do not know the answer, we can at least refer you to someone else who can help.

Keep in close contact with your loved one's lawyer. Call them as often as you need. If they are in court, at jail or meeting with clients, please leave a message and your call

will be returned as soon as they have a moment. The support of family and friends can be very helpful in working out a good solution to your loved one's legal problems.

Places Where Inmates Are Held

It is important for you to know where your loved one is being held because each facility has different rules and schedules. If you do not know where your loved one is being held, www.vinelink.com can provide that information. These are the most commonly used facilities for people facing charges in the City of Richmond

- Richmond Justice Center
- Pamunkey Regional Jail
- Riverside Regional Jail
- Henrico County Jail
- New Kent Regional Jail

Visitation Information

The officials at the jail recognize the importance of visitation and try to be helpful, but their chief concern is security, so you may be searched for weapons or drugs.

Before you leave to go to the jail to visit a loved one you should make sure to:

1. Carry proper identification, but leave your purse in the car or with a friend
2. Know the exact location of your loved one
3. Check the visitation time to make sure that you can visit your loved one at that time
4. Dress modestly.
5. Empty your pockets of any prescription or over the counter drugs and anything that could be considered a weapon.
6. Don't drink alcohol just before going to the jail
7. Prepare children and other family members for what may be a difficult and frustrating experience.
- 8. Your conversation will be recorded! Do not discuss any pending charges.**

Once you get to the jail, show respect for jail officials and other visitors.

Richmond Justice Center :

for inmate mail, use first and last name with inmate number

1701 Fairfield Way

Richmond, VA 23223

Telephone: (804)-646-4464

Who can visit an inmate in the Richmond Justice Center?

Anyone over the age of 18 (not on felony probation) and has a valid government-issued photo ID can be approved to visit an inmate.

Visitation applicants in Richmond City must sometimes submit to a background check. Inmates are limited to two adult visitors each week.

Children under 18 years of age must be accompanied by the parent or legal guardian, and must provide proof of their guardianship. Children must be supervised at all times.

The Richmond Justice Center might deny visitation to anyone with a past felony conviction regardless of probation/parole status. Call (804)-646-4464 before arriving for jail guidelines regarding your legal status.

If you are a co-defendant with the inmate in a pending case, your visit will be denied. The Richmond Justice Center reserves the right to deny any person the right to enter the jail it chooses and for any reason.

Leave all personal belongings, except for your state ID, in your vehicle or in a locker.

Richmond Justice Center visitation application process

The Justice Center requires all visitors to fill out an application before visiting an inmate.

Honesty, especially regarding past criminal convictions, probation, etc., is important. Call (804)-646-4464 to ask specific questions about the application.

Visiting Hours: 7 days a week; 9am -6pm, limited to one visit every seven days with a maximum of four visitors.

Dress Code: Wear clothes that are not revealing. Don't wear see-through material. Have all undergarment covered (men and women) and avoid a lot of cleavage. Shorts and skirts should reach mid-thigh. Sleeves should be at least half-way to your elbow.

Inmate Accounts/ Money: Inmates are not allowed to possess cash money while in custody. The Justice Center maintains a 'bank account' for the inmate to purchase products and services from the canteen store. Inmates can use money from their account to purchase phone time credits or prepaid phone cards in order to make outside phone calls to friends and family members. **All phone calls are monitored and recorded, so never discuss the charges with anyone on the phone.** Inmates' accounts are also used to pay the co-payment

for medication and visits to the Justice Center’s medical clinic should they become ill. Anyone can contribute funds to an inmate’s account, as long as there isn’t a no-contact order in place. Inmates are charged \$2 per day they are held at the Justice Center.

How to put money on an inmate account:

1. By using the kiosk in the jail lobby with cash or credit card. The amount deposited will appear on the inmate’s account as soon as the transaction is complete. You must know the inmate’s number.
2. Toll-free phone by telephone, minimum of \$3.95, at 1-866-345-1884.
3. On the internet, at www.accesscorrections.com. There is a \$2.95 minimum.

IMPORTANT TELEPHONE NUMBERS

ALCOHOL AND DRUG COUNSELING

Alcoholics Anonymous.....	355-1212
Al-Anon	353-4885
The Healing Place of Richmond.....	230-1217
Richmond Behavioral Health Authority.....	819-4000

CLOTHING CLOSETS

First Baptist Church	2709 Monument Ave.	M & W 10-12	355-8637
S. Richmond Baptist	700 E. Belt Blvd	Th 1-3:30	232-0174
Christian Wellness Ctr	2011 Fairmount Ave.	M 1-3	780-0053
The Father’s House	5701 S. Laburnum Ave.		226-8007

COURT CLERKS

Circuit Court Criminal Clerk.....	646-6553
General District Court Clerk, John Marshall.....	646-6431
General District Court Clerk, Manchester.....	646-6677
Juvenile and Domestic Relations Court Clerk.....	646-2942

FOOD PANTRIES (need ID and SS number for each household member)

CAP-UP Richmond	1021 Oliver Hill Way	M-F 9:30-3pm	788-0050
Catholic Charities	512 Willow Lawn Dr.	T, W & Th 9-12	285-5986
Faith Landmark	8491 Chamberlayne Rd.	W 9pm, Sun 10 – 1	262-7104
Family Resource Ctr	2405 Jefferson Ave.	M-F 10:30-4	644-4496

Quioccasin Baptist	9011 Quioccasin rd	M-Th 10:30-11:30	741-2313
S. Rich Baptist Ctr	700 E. Belt Blvd.	3 rd & 4 th Th 1-2:30	232-0174
Christian Wellness Ctr	2011 Fairmount Ave.	2 nd & 4 th Th	780-0053

HOMELESS SHELTERS

Home Again.....	648-4177
Daily Planet.....	783-0678
Good Samaritan Ministries.....	231-9995
The Healing Place.....	230-1217
The ROC Ministries.....	675-4101

HOUSING

Richmond Redevelopment Housing Authority (RRHA).....	780-4200
Housing Opportunities Made Equal (HOME).....	354-0641

LEGAL SERVICES (housing, employment, etc.)

Legal Aid.....	648-1012
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LOCAL JAILS

Richmond Justice Center	1701 Fairfield Way.....	646-4463
Pamunkey Regional Jail	7240 Courtland Farm Rd.....	365-6400
	Hannover VA 23069	
Henrico County Jail	4301 E. Parham Rd.....	501-4586
New Kent Regional Jail	17320 New Kent Highway.....	501-5860
	Barhamsville, VA 23011	
Riverside Regional Jail	500 Folar Trail.....	524-6600
	N. Prince George VA 23860	

MEAL PROGRAMS

31 st St. Baptist Ch.	823 N. 31 st St.	M-F 11:30-1	226-0150
Bloomfield CME	609 Jeff Davis	M-F Noon	232-5680
Mt. Moriah Baptist	913 N. 1 st St.	M-F Noon	644-9208
2 nd Presbyterian Ch.	5 N. 5 th St.	M 11:30-12:45	649-9148
St. Peter's Catholic	800 E. Grace St.	T 10:30-12:30	643-4315
3 rd St. Bethel AME	614 N. 3 rd St.	W 10:30-1	643-8157
Sharon Baptist	22 E. Leigh St.	Th 11-1	643-3825
St. Paul Episcopal	815 E. Grace St.	Th 10:30-1	648-7410
6 th Mt. Zion Baptist	14 W. Duval St	F 11-12	648-7511

Centenary UM	411 E. Grace ST	F 10:30-12	648-8319
Grace & Holy Trinity	8 N. Laurel St	F 1-1:45	359-5628
2 nd Baptist Church	1400 Idlewood Av.	Sat 10:30	353-7682

MEDICAL AND HEALTH PROVIDERS

Health Brigade (formerly Fan Free Clinic).....	358-6343
Daily Planet	783-0678
Capital Area Health Network.....	780-0840
Richmond Behavioral Health Authority.....	819-4000
Richmond Health Dept.....	205-3500
Cross Over Ministry.....	233-5016

PROBATION AND PAROLE

District One.....	786-0251
Division of Adult Probation.....	646-8955
Capital Area ASAP.....	367-6090
Day Reporting Center.....	343-3682

PUBLIC DEFENDER’S OFFICE

Adult.....	225-4330
Adult fax.....	371-4908
Juvenile.....	646-2958
Juvenile fax.....	646-3205

RE-ENTRY SERVICES

Boaz & Ruth.....	329-4900
Goodwill Industries.....	675-9910
OAR (Opportunity, Alliance and Re-entry).....	643-2746

SOCIAL SERVICES (food stamps, Medicaid, TANIF)

East District Initiative.....	646-4599
Marshall Plaza.....	646-7000
Southside Plaza.....	646-8800

Social Security.....1-800-772-1213

VETERAN’S SERVICES

McGuire Veteran’s Medical Center.....675-5000

Veteran’s Affairs.....353-8958

Disabled American Veterans.....745-3453