



# City of Salem Sheriff's Office

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## 2024 ANNUAL REPORT



“TO SERVE WITH HUMILITY SO THAT WE BECOME  
THE EXAMPLE TO OTHERS”



*City of Salem Sheriff's Office*  
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## **MISSION STATEMENT**

We, the professional men and women of the Salem Sheriff's Office are empowered to defend the Constitution of the United States and the Commonwealth of Virginia. Through courtesy, care, trust, and commitment, we will work diligently to provide the most effective and safe delivery of court services to our citizens.

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## **GUIDING PRINCIPLES**

### **Integrity**

We have integrity. We serve the citizens with the highest moral and ethical standards. Honesty and moral courage guide us in our relations with all persons.

### **Respect**

We show respect. We treat each other and all people with respect in a consistent manner.

### **Professionalism**

We are professionals. We listen compassionately and act with respect, sincerity, and courtesy when interacting with each other and the citizens. We are firm in our convictions in upholding the laws, while treating others as we would want to be treated.

### **Commitment**

We are committed. We work in a partnership with court personnel, city officials, other law enforcement agencies and the citizens of Salem to gain mutual respect and appreciation for one another. Together we will provide responsive and efficient quality service through cooperation, problem solving, and accountability.

## **COURTHOUSE SECURITY**

One of the primary functions of the Salem Sheriff's Office is security of the courts. This responsibility includes ensuring the safety of all courthouse staff and members of the public who enter the building for court or personal business.

For security reasons, we use the x-ray machine and magnetometer to screen every person who enters the courthouse for weapons and prohibited items.



Salem Deputies scan visitors and the items they bring inside the courthouse.

Visitors are not allowed to bring electronic devices such as cell phones past the checkpoint.



In 2024, there were 129 Juvenile and Domestic Relations Court sessions, 149 General District Court sessions, and 131 Circuit Court sessions. There were 623 inmate video hearings. The Grand Jury met 5 times. There was a total of 31,573 Courthouse visitors.

## **TRANSPORTATION OF PERSONS IN CUSTODY**

Our office is responsible for the safe transportation and handling of inmates who are scheduled for court appearances in Salem. Transportation may be from any local jail or detention facility in the Commonwealth of Virginia, unless the inmate is housed at the Western Virginia Regional Jail (WVRJ). Per our agreement, the WVRJ transportation staff deliver and pick up Salem inmates housed in their facility. Our office transported 485 inmates to court appearances in 2024.

We also transport inmates housed at the Roanoke County/Salem Jail to medical appointments, or emergencies as needed. There were 13 medical transports for 2024.

Other responsibilities include inmate transfers from one facility to another, mental health transports by court order, extraditions of inmates from other states, and any other court-ordered transports issued by a judge. There were 67 transfers, 24 mental health transports, and 4 extraditions in 2024.

We traveled 49,610 miles in performance of our duties through 593 total transports in 2024.



## **CIVIL PROCESS**

Civil process service is the delivery of legal documents to named persons in a lawful manner. These documents typically arise from the courts. We also process paperwork issued by or on behalf of attorneys, businesses, and members of the public. Our staff answers questions people may have about the documents being served on them.

In addition, the Sheriff's Office prints and serves Circuit Court jury summonses and Grand Jury summonses five times per year. We always attempt to serve jury summonses in person. If a potential juror is not home when we attempt to serve the summons, we request that they call in to our office before we post their summons to their door. This way, we can verify information, explain what is required of them as jurors, and answer their questions about the jury duty process.

We processed 28,889 documents in 2024.

## **TRAINING**

The Salem Sheriff's Office is committed to ensuring that all appointees receive the best training possible to face the current challenges of law enforcement. Along with hundreds of hours of out-of-office training, we also completed in-house training utilizing our own certified instructors.

Training attended this year included 2024 VSI Annual Conference, VSA Legislative Reception, Lawful Employment Practices, Field Training Officer, Use of Force Training Program, 2024 VALEAC Conference, Three C's of Leadership, Advanced Social Media Practices for First Responders, Glock Armorer's Course, and many others.

## **SHERIFF'S WORKFORCE PROGRAM**

The Salem Sheriff's Office workforce program, implemented in 2010, is an alternative to incarceration for low level offenders. Instead of reporting to jail, participants voluntarily work at departments within the City of Salem. Those who successfully complete the program may, at the discretion of the Judge, have their charges dismissed or their jail time suspended. Those who are unsuccessful are returned to court and may then be convicted of the crime as charged.

Sheriff's Office staff checks in with participants and tracks their progress and partners with departments such as the Salem Civic Center and Parks and Rec, where many participants complete their required hours. There were 35 workforce volunteers who completed a total of 531 hours in 2024, with 7 current volunteers going into 2025.

## **UNCLAIMED AND INDIGENT PERSONS**

The Salem Sheriff's Office works closely with Lewis Gale Hospital and several local funeral homes to assist in cases where persons who lived or died in Salem. The next of kin meet poverty guidelines, or next of kin is unknown.

We conduct research to locate family or friends who may want to claim the body of a loved one, and we review applications for financial assistance. Through our partnerships with local funeral homes, we often take on the responsibility of providing funding for cremation in these situations. In 2024, we processed 8 unclaimed person cases, 10 indigent cases, and investigated an additional 12 cases, for a total of 30 cases.

## **COMMUNITY INVOLVEMENT**

This year we volunteered our time within the community. Some of the events we participated in are, Sleep in Heavenly Peace, Salem Sheriff's Office Open House, Glenvar High School Career Day, National Night Out, and Special Olympics.



*Deputies Lynch and Sturgill at Glenvar High School for Career Day*



*Deputy Lynch at National Night Out*

## **2024 BRINGS CHANGES**

In July, Sergeant Jonathan Branson was promoted to Captain. Then in August, Captain Branson was sworn in as Interim Sheriff to replace Sheriff Staton, who resigned effective August 31, 2024. There was a special election held in November 2024 to fill the remainder of Sheriff Staton's term. Christopher G. Shelor won that election and was sworn in on December 20, 2024, to start the remaining term on January 1, 2025.

We also welcomed Part-Time Deputy Kim Miniclier to our staff in November. She is a retired Major from Roanoke City Sheriff's Office who brings a wealth of knowledge and experience to our team and office.



*Captain Branson (top left) and Part Time Deputy Miniclier (right) being sworn in. Sheriff Shelor (bottom left) being sworn in as Sheriff.*

## **Partnership**



After winning the special election in November, Shelor immediately began meeting with Branson, who had been serving as interim Sheriff since September. Shelor and Branson both wanted a smooth transition and agreed it was important to combine their strengths, knowledge, and experience for the benefit of the Sheriff's Office, staff, and the citizens of Salem.

As 2024 drew to an end, Shelor was regularly in the office, partnering with Branson on important issues such as budgeting and accreditation. As Shelor took on the role of Sheriff, Branson returned to his role as Captain where their partnership continued to grow. We are off to a great start in 2025 as these two leaders demonstrate a high level of teamwork and commitment that benefits everyone.

## **SALEM HIGH SCHOOL INTERNSHIP PROGRAM**

This Spring, the Sheriff's Office teamed up with Salem High School to develop an internship program for students participating in the Jobs for Virginia Graduates program. The students went through a selection process that required filling out an application and questionnaire, a panel interview, and providing references that verified their strong character.

Our internship program is designed to give students who are interested in a career in law enforcement an in-depth view of our daily operations. Below are the two graduates who pioneered this program: Rebecca Rose and Ruby Spence.



## **DRUG USE IN THE ROANOKE VALLEY**

Many of you probably know of someone who has been affected by addiction.

Drug abuse brings with it an increase in retail theft, hospitalization, and overdoses. As a community, we need to do what we can to help those families in need and to provide resources so that those affected can work to improve their quality of life.

If you know of someone who is affected by drug use, we have listed some resources that offer opportunities for those in need of treatment. Let's work together to make a difference. Please share these numbers:



- ❖ **Veterans Affairs (VA) Medical Center (Salem): 540-982-2463 x2585**
- ❖ **LewisGale Center for Behavioral Health (Salem): 540-772-2801**
- ❖ **Mount Regis Center (Salem): 540-389-4761**
- ❖ **Center for Emotional Care (Salem): 540-387-3105**
- ❖ **Roanoke Comprehensive Treatment Center (Roanoke): 540-227-8426**
- ❖ **Intercept True North Health Clinic (Roanoke): 540-523-8080 x1**
- ❖ **Carilion Clinic Psychiatry & Behavioral Medicine (Roanoke): 540-981-8025**
- ❖ **Blue Ridge Behavioral Healthcare Recovery Center (Roanoke): 540-343-3007**
- ❖ **Bethany Hall for Chemically Dependent Women (Roanoke): 540-343-4261**
- ❖ **Thriveworks Counseling (Roanoke): 540-788-509**



## **Salem Sheriff's Office**

### **Goals and Objectives for 2025**

- Ensure daily delivery and practice of core values while fulfilling the mission of the office
- Promote professional growth and development of appointees
- Continue to research and apply for grant opportunities
- Continue to refine our outreach with the youth in the community by building lasting relationships and create trust in law enforcement
- Ensure courthouse facilities meet the evolving needs of the community and the Sheriff's Office
- Work in partnership with the community to enhance programs that ensure the highest level of service
- Continue to build trust and support with our citizens and community partners
- Continue to provide a safe and secure courthouse environment through awareness, education, and training
- Continue to be fiscally conservative with budget requests, yet not forsake the importance of manpower and other needs that maximize the safety of our community and Sheriff's Office appointees
- Work to ensure the office is sufficiently staffed and that employee morale remains high

## **COMMENDATIONS OR CONCERNs**



We, the staff of the Salem Sheriff's Office, strive to deliver to the public the most professional and efficient delivery of court services. There may be times when you wish to commend or compliment one or all members of our staff for a job well done. If so, we would like to hear from you personally. You may e-mail, call, or come by our office and ask to speak to a supervisor.

We also recognize that there may be times when you have a question, concern, or even a complaint about our operation. If you would like to voice these concerns or register a complaint, please come by our office and we will instruct you as to the proper procedure.

We would like to thank our citizenry and encourage input whenever possible. Together we can strive to meet our goals and perform our mission as it pertains to the overall administration of justice.

**For more information, please visit our website:**

**<https://salemva.gov/Departments/Sheriffs-Office>**



## CITY OF SALEM SHERIFF'S OFFICE WORKLOAD MEASURES FOR 2024

<i>Service of Court Papers</i>	
Levies	14
Writ of Possessions/Fieri Facias & Writ of Evictions	189
Subpoenas served	7,801
Jury summons served	711
Temporary Detention Orders served	21
Criminal warrants served	12
Other civil process served	20,344
<b>TOTAL SERVICES</b>	<b>28,889</b>
<i>Collections</i>	
Fees and Commissions	\$2,635.67
Collections on Levies	-
Sheriff's Sales	\$90.00
Total Money handled and disbursed	\$2,725.67
<b>REMITTED TO TREASURER</b>	<b>\$2,635.67</b>
<i>Courts Worked</i>	
Circuit Court	131
General District Court	149
Juvenile & Domestic Relations Court	129
<b>TOTAL SESSIONS</b>	<b>409</b>
Courthouse Visitors	31,573

<i>Transportation</i>	
Adult Court Related Transports	420
Juvenile Court Related Transports	65
Inmate medical events	13
Transfers	67
Adult mental transports	20
Juvenile mental transports	4
<i>Extraditions</i>	
Extraditions (out of state)	4
<b>TOTAL TRANSPORTS</b>	<b>593</b>
<b>TOTAL MILEAGE</b>	<b>49,610</b>
<i>Custody</i>	
Persons taken into custody	78
Inmates placed in Roanoke Co/Salem Jail	1,056
Inmates placed in WVRJ	1,024
<i>Deputy Accidents/Injuries</i>	
Consecutive days in 2024 without a lost-time accident/injury	365
<i>Use of Force</i>	
Use of Force Incidents	0
Use of Force Incidents-Policy compliant	0
Use of Force Incidents-Requiring disciplinary action	0
Use of Force Complaints	0



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