



# COMMON GROUND

NOVEMBER 2017 ISSUE

MEET SUPERVISOR OF RECORDS  
**AMANDA NEFF**

DEPARTMENT'S  
**RICKY DEVER**  
ADDED TO MA LAW  
ENFORCEMENT  
MEMORIAL

INSIDE THE SCSD'S  
**RECORDS DIVISION**

# Sheriff's Statement



In last month's issue, we featured our Transportation Division and spoke about its great importance as one of the many crucial gears that allows the wheels to turn every day within the Department. In this issue, we turn our focus to another such division without which the Department could not fulfill its mandate for the care and custody of those remanded to our facilities – the

Suffolk County Sheriff's Department Records Division.

Along with the recording, maintenance and dissemination of data that is used to help monitor discharge dates, court schedules and track outstanding warrants, the Records Division provides information that assists with classification and transportation, and aids a number of external law enforcement and criminal justice agencies.

In addition to our feature on the Department's Records Division and the supervisor of its House of Correction designation, we report on our women's self-defense program, D.A.S.H., and the Jamaica Plain residents who took part in it. We also highlight the ceremony that included the induction of late Suffolk County Sheriff's Department Deputy Ricky Dever to the Law Enforcement Memorial Wall; present our newest graduates of the Department's Choice program; and showcase several other topics.

I hope that you enjoy reading this edition of the Common Ground newsletter and, as always, I look forward to keeping you up to date and informed about the many programs and activities of the Sheriff's Department throughout the year.

-Sheriff Steven W. Tompkins

# Index

## Sheriff Tompkins, Department Bring Women's Self Defense Program to JP

Read about the Suffolk County Sheriff's Department women's self-defense program, "D.A.S.H.," and its recent training in Jamaica Plain.



## Meet the House of Correction Supervisor of Records

Featuring a profile of Amanda Neff, the Supervisor of Records for the House of Correction.



## SCSD's Records Department

Learn about the division responsible for the collection, maintenance and dissemination of inmate records and information for the Department's House of Correction.



# SHERIFF TOMPKINS, DEPARTMENT BRING WOMEN'S SELF-DEFENSE PROGRAM "D.A.S.H." TO JAMAICA PLAIN



Suffolk County Sheriff Steven W. Tompkins and the Suffolk County Sheriff's Department recently brought the Department's self-defense program for women to the Anna M. Cole Community Center in Jamaica Plain.

The program, D.A.S.H., which stands for "Defensive Aids in Situations of Help," was created as a part of the Department's public safety initiative and aims to provide women with a greater sense of confidence and security through basic physical self-defense training and instruction.

The program, offered to participants free of charge, is led by officers from the Department's Training Division and covers a range of issues and topics, including de-escalation techniques, avoidance strategies and basic physical scenario-based techniques that can be used to deter and escape potential aggressors. Women ages 18 and older are encouraged to participate.

"I want to congratulate the women who participated in the D.A.S.H. program this morning at the Anna M. Cole Community Center in Jamaica Plain," said Sheriff Steven W. Tompkins. "Our women's self-defense program is an extension of the Department's mission to help promote public safety within the communities of Suffolk County. The D.A.S.H. program can help to decrease one's feeling of powerlessness and provides participants with a greater sense of self-confidence and security. Everyone has the right to feel safe, and it is our hope that participation in our training will help women to achieve this goal."

For more information about the program, please contact Nadia Lovinsky at (617) 704-6656, or visit [www.scsdma.org](http://www.scsdma.org).





## Amanda Neff

### Records Supervisor

### Employee Profile

**A**manda Neff currently serves as the Supervisor of Records at the Suffolk County Sheriff's Department House of Correction. Joining the Department in 2000, Neff has overseen the Records Division for the last 11 years.

“When I was first applying for a position here, I thought that it seemed like an interesting field to go into, very different, but interesting,” Neff said about finding the job. “I started in Records and over the next few years I worked the day shift. I got a promotion and a new job was created in 2004-05. I began working in custody assessment and was doing intakes for new arrivals, working as an intake caseworker and classifying them.”

In her current role, Amanda Neff oversees the entire Records Division, which includes all records and communication with the courts, Sex Offender Registry Board (SORB), State Police Crime Lab, Department of Criminal Justice Information Services (DCJIS), and other county sheriff's departments.

As the Supervisor of Records for the House of Correction, Neff is responsible for the verification and accuracy of all currently incarcerated individuals as well as the supervision of eight division employees over two shifts.

“In my current role, every morning I review every inmate who is booked into the House of Correction and I go through paperwork to ensure that it is accurate and legal,” said Neff. “Working in the Records Division, you deal with a lot of paperwork and important information, but there is a person behind the paper. We take our duty of proper maintenance of inmate records very seriously.”

Reflecting upon her work within the Department, Neff stated, “For me, working in the Records Division means paying a lot of attention to detail. All of the paperwork is double and triple checked on a daily basis to ensure accuracy. It needs to be accurate because one simple mistake can lead to much bigger problems down the line, so special attention to detail plays a big role.”

## AN INSIDE LOOK: SCSD'S RECORDS DIVISION



The Suffolk County Sheriff's Department Records Division is responsible for collecting, maintaining and disseminating inmate records and information internally, to law enforcement agencies and to the public.

The Records Division consists of nine administrative staff members who are responsible for a wide variety of records management functions including the completion of sentence computation for all commitments, determining the discharge dates for all inmates, posting all jail credit submissions, posting and monitoring all earned good time, tracking all outstanding warrants, and more.

"We are the heartbeat of the institution," said House of Correction Supervisor of Records Amanda Neff. "As people are coming into the House of Correction, we are processing all of their information and booking records, as well as verifying that their sentences are accurate and in compliance with Massachusetts General Laws."

The Records Division is in charge of all information pertaining to currently incarcerated individuals while in custody, including their movement and transportation to and from the various courts. Members of the Department

work together with each division within the Suffolk County Sheriff's Department, as well as externally with various county sheriff's departments, the courts, probation, and parole and other state and federal law enforcement agencies.

"We are also responsible for alerting other parts of the Suffolk County Sheriff's Department when inmates are sentenced, pardoned, or released, and we prepare all releases and discharges for the institution. We are also the 'keepers of records,' and this includes court orders and subpoenas, and we work with the General Counsel and the External Affairs Division to release records," said Amanda Neff.

The Records Division as a whole functions as a professional team and each member is cross-trained in the other's job responsibilities to ensure a continuous flow of timely and professional record maintenance. Members of the division also research DNA and are certified to take blood samples for inmates convicted with felony charges.

"Most people are unaware of just how much we do here in the Records Division, and they're often surprised when they find out," said Neff.

# SCSD'S RICKY DEVER ADDED TO MASSACHUSETTS LAW ENFORCEMENT MEMORIAL



The Suffolk County Sheriff's Department and Sheriff Steven W. Tompkins commemorated the life and memory of Deputy Sheriff Richard T. Dever during the Massachusetts Law Enforcement Memorial Foundation's Annual Ceremony. Sheriff Tompkins and Deputy Sheriff Richard "Ricky" Dever's family were joined with members of the law enforcement community to honor officers who gave their lives while protecting the citizens of the Commonwealth. This annual event is held to honor the memories of law enforcement officers who made the ultimate sacrifice in the line of duty.



Sheriff Tompkins and members of the Department reflected with surviving family members, fellow officers and community members on the ultimate sacrifice these brave officers made. "It was with tremendous pride but also sadness that I joined with law enforcement, elected officials and family members to honor the bravery and courage displayed by the men and women remembered today," said Sheriff Tompkins. He continued, stating, "the Suffolk County Sheriff's Department's Deputy Sheriff Richard T. Dever was recognized today at the Massachusetts Law Enforcement Memorial, which now stands for future generations and visitors to our state."



# AROUND SUFFOLK COUNTY

## SCSD Graduates New Class of Choice Officers

Suffolk County Sheriff Steven W. Tompkins visited the Department's Chelsea Correction Officer Training Academy (COTA) to congratulate officers on their completion of training in the Choice Program. The Choice Program, which sends this specially-trained cadre of community service officers into schools within Suffolk County, is designed to encourage children to respect themselves and others while preparing for the future. For more information about the Choice Program and how to request a presentation, please contact: Lieutenant Abiezer Ayuso (617) 704-6652 or [aayuso@scsdma.org](mailto:aayuso@scsdma.org).



## Sheriff Tompkins Receives Community Award

Suffolk County Sheriff Steven W. Tompkins received the Community Impact Excellence Award during the No Books No Ball 25th Annual Awards Gala. Sheriff Tompkins received the award alongside Mayor Martin J. Walsh and Former State Representative Gloria Fox. Congratulations to Sheriff Tompkins and to all of the awardees. No Books No Ball was founded by Anthony Richards in 1991 and is a broad based community action initiative. The organization marked its 25th anniversary of working with student athletes to develop teamwork, discipline, perseverance and goal-setting through educational basketball programs.



## SCSD Superintendents Featured On Common Ground Television Show

This month on the *Common Ground* show, Suffolk County Sheriff's Department member and co-host Fernandito Bossa interviewed Special Sheriff and Superintendent of the Suffolk County Jail Eugene Sumpter, and Superintendent of the Suffolk County House of Correction Yolanda Smith.

The *Common Ground* show was created as a means to promote public awareness of the programming within and operations of the Suffolk County Sheriff's Department while delivering on our commitment to increase public safety and provide taxpayers with transparency of the functions of the Department. The program also invites members of social and civic organizations, law enforcement agencies and city, state and federal entities to speak about issues and events of importance to the people of Suffolk County.





## COMMON GROUND *NEWSLETTER*

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