



ANNUAL REPORT FY 2020

Prince William – Manassas Regional Adult Detention Center

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MESSAGE FROM THE SUPERINTENDENT



Colonel Peter A. Meletis, Superintendent

Phase II Permanent Expansion is scheduled to open March 2021. This facility will house general population inmates, the Classification Section, a special housing unit for inmates with mental health illnesses, warehouse operations, maintenance, Human Resource Section, inmate laundry, and the Work Release Center.

This past year, twenty-two Adult Detention Center Jail Officers graduated from two Jail Basic Academies conducted by ADC instructors. Nine ADC employees received Employee of the Quarter Awards for their exemplary services throughout the year.

ADC staff continue to support Good News Jail and Prison Ministry, the “Doc” Shaw Educational Scholarship, Trunk or Treat, National Night Out and Santa Cops; a law enforcement initiative. These programs benefit the community while at the same time creating a positive relationship with ADC staff.

During 2015 the Evidence-Based Decision-Making (EBDM) Policy Team was formed. Since then the Adult Detention Center inmate count has decreased significantly due to the enhanced and new inmate programs. The Policy Team consists of all members of the Criminal Justice System. We continue to meet every other month while planning new evidence-based initiatives which ultimately improve community safety.

This year COVID-19 became a priority issue on a daily basis. The ADC staff have done a great job minimizing COVID-19 which resulted in a manageable number of positive cases. These successes are the result of a 14-day quarantine unit for newly committed inmates and those exposed or tested positive. Early releases from our court system contributed to unoccupied inmate beds, which were utilized for the quarantine pod. Other initiatives included mandatory masks for staff, inmates and visitors, social distancing, hand washing and temperature checks for anyone entering the ADC.

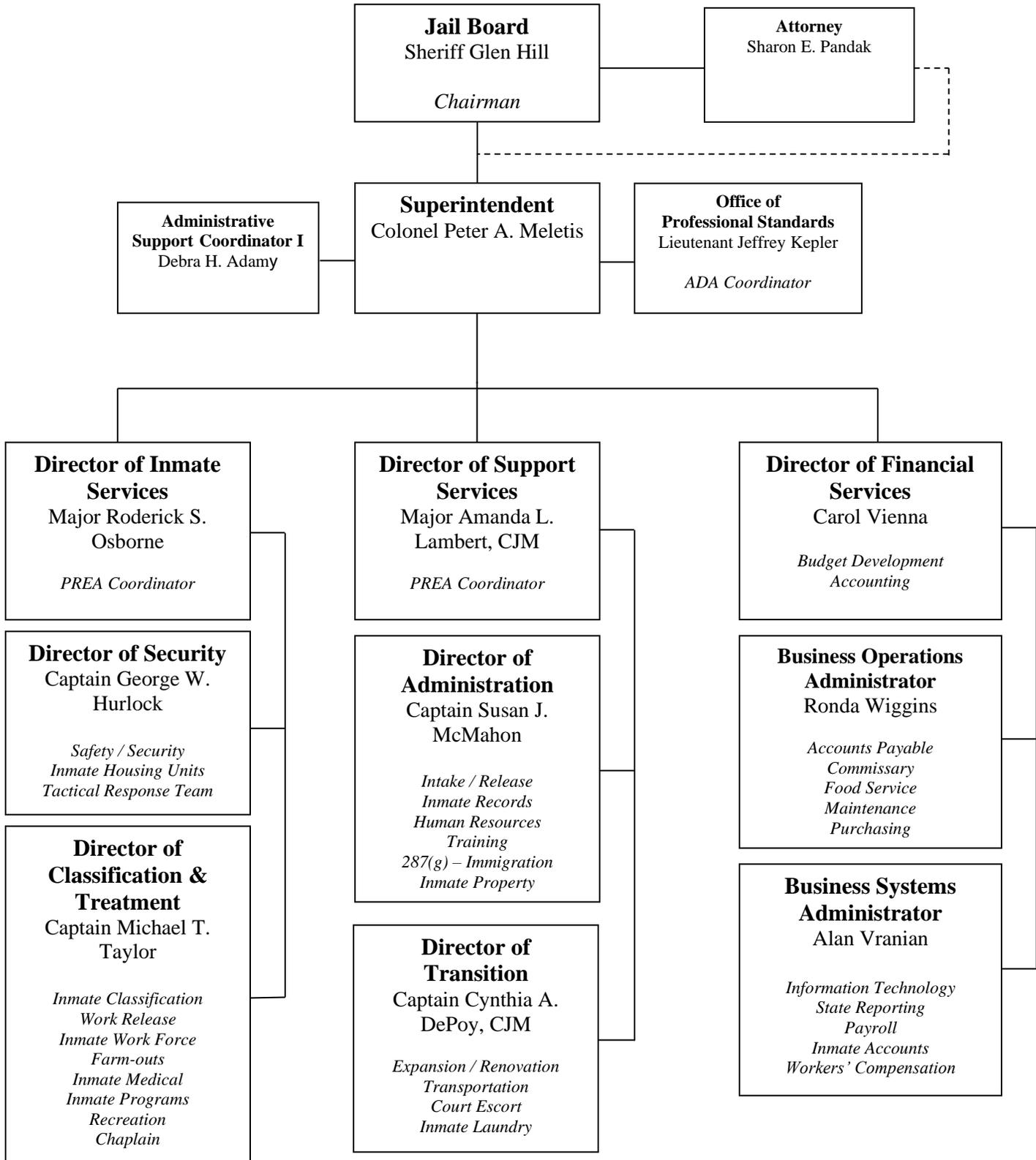
The Adult Detention Center staff, both sworn and civilian, continue to maintain a safe and secure jail environment while enhancing the safety of the staff, inmates, visitors and community. They are a professional and a dedicated staff that will accept any challenge.

As a member of the Prince William-Manassas Public Safety Group, we are all willing and accessible to assist each other any time to benefit the community.

JAIL BOARD MEMBERS

<u>Jail Board Member</u>	<u>Jurisdiction</u>	<u>Alternate</u>
Amy Ashworth	Commonwealth's Attorney Prince William County	
Steven R. Austin	Director, Office of Criminal Justice Services Prince William County	
Rev. Cozy Bailey	Citizen-at-Large Prince William County	
Barry M. Barnard	Chief of Police Prince William County	
Lisa C. Climer	Citizen-at-Large City of Manassas	Captain Victor Hatcher City of Manassas Police Dept.
Elizabeth Guzman	Citizen-at-Large Prince William County	Richard Mattox Prince William County
Glendell Hill (Chair)	Sheriff Prince William County	
Douglas W. Keen (Vice Chair)	Chief of Police City of Manassas	Captain Victor Hatcher City of Manassas Police Dept.
Tracey A. Lenox	Citizen-at-Large Prince William County	Zalouteacha Jackson Prince William County
Christopher E. Martino	County Executive Prince William County	Raul Torres Prince William County
Jacqueline Smith	Clerk of the Circuit Court Prince William County	

ORGANIZATIONAL CHART



YEAR-END STATUS FY 2020 OBJECTIVES

1. 287(g) Program

- Initiate the processing of 95-100% foreign-born commits.
- Ensure the compliance for training and yearly certification requirements.

The 287(g) Program ended on July 1, 2020.

2. Prison Rape Elimination Act (PREA)

- Comply with PREA policies.

PREA compliance inspection was April 27-29, 2020. The Adult Detention Center received full compliance in the final report.

3. Career Development Training

- First-line supervisors to receive supervisory training within one year of promotion.
- Mid-level to senior level managers must complete a relevant management course within one year to include seminars, conferences, internet courses, etc.

This objective is ongoing.

4. Monitor any developments involving or impacting the Central Building Phase II Permanent Expansion.

After being housed in the Iron Building since 1989, Work Release is scheduled to relocate to Phase II on August 3, 2020.

5. Participate with the Evidence-Based Decision Making (EBDM) Policy Team through collaboration to enhance safety in the community and improve the Criminal Justice System.

Current initiatives include the implementation of Medication Assisted Therapy for high-risk opioid users. Received a grant through Community Services to issue Narcan to high-risk opioid users upon release.

OFFICE OF PROFESSIONAL STANDARDS

The Office of Professional Standards monitors the Standard Operational Procedures (SOPs) to include review, implementation and compliance. This office also conducts Internal Affairs investigations. Ensuring compliance with Americans with Disabilities Act (ADA) and the Freedom of Information Act (FOIA) are also coordinated through this office.

For FY 2020, this section assisted the Commonwealth's Attorney's Office for Prince William County and the Cities of Manassas and Manassas Park, and other outside law enforcement agencies to address ongoing criminal investigations and wrongdoings by providing phone recordings and video footage recordings.

The following inspections and audits were completed:

- Life, Health and Safety Inspection with the Virginia Department of Corrections
- Immigration and Customs Enforcement (ICE) Annual IGSA Audit
- Office of Juvenile Justice and Delinquency Prevention Annual Audit
- Fire Marshal Annual Inspection
- U.S. Marshals Service Annual Audit
- Virginia Department of Health Inspection
- Prison Rape Elimination Act (PREA) Audit

These inspections and audits review the overall compliance standards in meeting the medical and safety needs of inmates, which also includes staff training and physical condition of the institution.

The agency continues to respond to surveys from the U.S. Census Bureau and the U.S. Department of Justice.

To protect the community by providing for the secure, safe and healthful housing of the prisoners admitted to the Detention Center

INMATE SERVICES

SECURITY

This section consists of four security shifts. Each shift has one Lieutenant, three First Sergeants, five Sergeants and forty jail officers. With an average daily inmate population system-wide of 792 the security shifts are tasked with the care and custody of the inmate population. The officers assigned to the inmate housing units provide safety for the inmates and maintain the security of the facility while keeping the community safe. Each inmate-housing unit is staffed twenty-four hours a day, seven days a week. Adult Detention Center officers continue to assist our public safety agencies as needed. During FY2020 the agency was affected by the COVID-19 virus. The staff assisted the Virginia National Guard with conducting a Point Prevalence survey at the ADC. This was to determine the affect the virus had on the staff and the inmate population. The National Guard medical unit conducted COVID testing on all inmates and staff as pictured below.



TACTICAL RESPONSE TEAM

The Tactical Response Team (TRT) was formed in late 1982. The Officer-in-Charge (OIC) holds the rank of Lieutenant and reports directly to the Director of Security. The assistant OIC holds the rank of First Sergeant and serves as the team's Communications Officer. There is a Rapid Response Team consisting of six members who can respond to an incident; an Entry Team trained in entry and search of an assigned area; and an Arrest Team trained in the arrest of inmates causing disturbances.



Three members of the team are certified instructors with the Department of Criminal Justice Services (DCJS) with one member as a Defensive Tactics instructor. The TRT has received Emergency Vehicle Operator Course (EVOC) training for high-risk transports and weapons training. The team has completed the Community Emergency Response Team (CERT) program through the Department of Homeland Security. They have also completed courses in Incident Command through the Federal Emergency Management Agency (FEMA). Ongoing training is provided by instructors on the team with assistance from the Adult Detention Center's Training Department.



To conduct rehabilitative programs which reduce the likelihood of recidivism among prisoners released from the Detention Center

CLASSIFICATION

The Classification Section is responsible for interviewing inmates as they are processed into the Adult Detention Center to determine custody levels and identify programs to address the needs of the inmate. Staff in this section manages the inmate programs, recreation and inmate workers who work in the jail.

This section works closely with Medical and Mental Health in evaluating and deciding the best course of care for inmates who have special needs or who are mentally or physically challenged.

For this fiscal year 2020:

- 3,492 inmates classified
- 9,990 inmate custody status reviewed
- 3,234 inmates attended religious services
- 726 inmates utilized the Law Library
- 9,166 volunteer hours
- 76 inmates received VDOT Flagger certification

RE-ENTRY SERVICES

The Prince William-Manassas Regional Adult Detention Center (ADC) works with those inmates that are transitioning from incarceration back into the community. The goal is to reduce recidivism by addressing the needs of the inmates prior to their release from the ADC. The ADC has a Re-Entry Dorm dedicated to those inmates needing transitional support prior to release.

Using an assessment tool known as the Risk-Need-Responsivity tool, staff meet with potential programming candidates to formally evaluate their barriers, needs, and goals. This assessment will prioritize the needs and is used to create an individualized case plan. During the ninety to one-hundred and twenty days of programming within the Re-Entry Dorm the pre-release inmates are provided the opportunity to obtain the following:

- Vital Records: Birth Certificate, DMV ID, Social Security Card
- Federal Bonding Eligibility Letter
- DMV Compliance Summary
- Information on the restoration of their voting rights
- Employment Readiness: Resume preparation, mock job interviews, job searching, computer skill training, business development, GED/ABE
- Health and Wellness: INOVA Health CHARLI Program (HIV testing), Chronic Disease Self-Management, Health Insurance
- Vocational Training: VDOT Flagger Certification, SERVSAFE
- Substance Abuse Classes: Narcotics Anonymous, Alcoholics Anonymous, Community Services Board Substance Abuse Class, Common Recovery
- Life Skills: Catholics for Housing, Anger Management, Domestic Violence Prevention, McLean Bible Church Aftercare Ministry (personalized mentorship with aftercare), Decision Points, Fatherhood Initiative, Freedom Speakers – Leadership Development
- Finances: Virginia Cooperative Extension – Financial Recovery, DCSE – individualized meetings
- Transitional Support: VA Cares, Northern VA Family Services (Housing Locator), Probation and Parole

Those inmates who do not qualify for the Re-Entry Dorm due to having a sentence or classification restrictions will have one-on-one sessions with Classification staff to address the needs of the inmate before they are released back into the community.

SERVSAFE graduation on 03/20/2020.





ADC teams up with the Hopeful Hearts Ministry and provides Christmas gifts for the children of the inmates that are participating in the Re-entry Dorm, Drug Dorm and the Chaplain's programs. (Men In New Direction and Women In New Direction)

VETERANS SERVICES

The Prince William – Manassas Regional Adult Detention Center (ADC) works in identifying inmates who are veterans of the military. We work with the U.S. Department of Veterans Affairs and also with Virginia Department of Veterans Services connecting inmates to treatment if appropriate, assistance in filling out paperwork to enroll in veteran benefits and setting up a visit with a Veteran Specialist prior to release. While incarcerated, we have Veteran only classes for them to attend. A list of classes includes:

- Alcoholics Anonymous (AA)
- Bible Study
- Common Recovery for Vets
- Alexandria Vets Center (Trauma – informed care)
- Jobs for Veterans
- Communication 01 (Acts Suicide Prevention Classes)
- Virginia Vets and Family Support
- Virginia Regional outreach 211

DRUG DORM

The Prince William-Manassas Regional Adult Detention Center has partnered with Prince William County Community Services to provide two housing units within the PWRADC for individuals who are interested in living clean and sober. The male dorm offers four months of intensive group treatment that addresses both drug and alcohol dependence, mental health issues and criminal thinking behavior. Clients begin making changes necessary to establish a life in recovery. The female dorm affords women four months of small group treatment to examine the effects of drug and alcohol use, the trauma on their lives and the criminal behaviors associated with substance dependence. Clients begin making the changes necessary to establish a life in recovery. Additional services include a comprehensive assessment for drug and mental health problems, treatment planning with their therapist, drug and alcohol education, motivation building activity programs to change criminal thinking, behavior, anger, stress management, relapse prevention recovery planning, decision-making, life skills, Alcoholics Anonymous (AA) and Narcotics Anonymous (NA).

Continuing treatment in the community after release is essential for success. Discharge planning services are available through Community Services to help Drug Dorm participants to address individual, group or family psychiatric services and housing assistance.

During FY 2020, there were 143 inmates who participated in the Drug Dorm Program.

WORK RELEASE

The Work Release Program affords inmates the opportunity to maintain or seek new employment while incarcerated. This also gives them an opportunity to support their families, pay court costs and fines, and to build a savings for when they are released. The program has strict guidelines for placement that inmates must meet. Located at 9127 Euclid Ave., this program works closely with employers, probation officers, family members and the court system.

Global Positioning System (GPS) units and random drug testing are some of the tools used by staff to monitor the inmates on the program. Many inmates who have a substance abuse history are required to attend programs such as Alcoholics Anonymous (AA) and Narcotics Anonymous (NA), and life skill classes.

The Work Release Section participates in the Adopt-A-Spot Program for the City of Manassas and collects several hundred bags of trash. The inmates on the program participated in several outside events including the Good News Jail & Prison Ministry Banquet. During this event the inmates were involved in set-up, serving of food and clean-up. Also, we were able to facilitate a computer learning course, Electrician Assistant program, and a heavy equipment training course at the Work Release Center. An inmate leaving jail unprepared can be very difficult; they can face many obstacles after release. Job readiness training can help to build their character and confidence. This practical knowledge is necessary to be successful upon reintegration into the community.



These individuals at the Work Release Center completed the Electrical Assistant Program.

Work Release Statistics for Fiscal Year 2020:

- 12 Average Daily Population
- 16 Inmates successfully completed the program
- 21 Inmates placed on the program
- 5 Work Release Removals
- Total number of man hours by Work Release inmates for Central Building clean-up = 2428.5
- Total number of hours by Work Release inmates for snow removal = 58.5

*Numbers were down for the fiscal year from the past years because of COVID-19

WORK FORCE

The Work Force Program consists of inmates who have been screened and meet the criteria to perform community-based work under the supervision of an officer of the Adult Detention Center.

Daily work activity for the Work Force includes seasonal mowing and landscaping several properties to include the Judicial Complex and a historical cemetery. The program is responsible for several janitorial services in Prince William County and litter details along the roadways. During inclement weather they assist in the removal of debris, snow and ice.

Several inmates participating in the Work Force Program move on to be successful in the Work Release Program. The criteria for both programs are similar except for length of time to serve. Time spent on the Work Force helps develop good work habits and prepare them for future employment. For many of the inmates it is the first time they have had this level of day-to-day commitment in the work setting.

ELECTRONIC INCARCERATION PROGRAM

The Electronic Incarceration Program (EIP) is an extension of the Work Release Program. Inmates on this program can remain at home and work in the community. All EIP participants are monitored by Global Positioning System (GPS) units to ensure compliance with program rules and regulations. They are the lowest risk inmates in our system.

Statistics for Fiscal Year 2020:

- 2 EIP placements
- 0 EIP completions
- 1 removal from EIP
- 2 average daily population

GOOD NEWS JAIL & PRISON MINISTRY

The chaplaincy services in the Adult Detention Center are coordinated by Chaplain Ray Perez and are facilitated through the Good News Jail and Prison Ministry.

Highlights from this year:

- Maintained a healthy relationship with the inter-faith community including the Muslim, Jewish, Catholic, Jehovah's Witness and Mormon communities.
- Facilitated the placement of four women in the Entrusted Connections Life House in Manassas which is a residential facility that is designed to provide after-care and reintegration support to ex-offenders.
- Continued to support agency staff by providing a pastoral presence in the facility and providing a daily devotional for those staff requesting this service.
- Reformatted the delivery of services supporting the Men In New Direction (MIND) & Women In New Direction (WIND) programs due to COVID crisis.

Chaplain Perez continues to serve as a part of the following groups:

- Prince William County Re-Entry Council Steering Committee
- Evidence-Based Decision-Making Committee
- Prince William Ministerial Association
- DIVERT Group – Mental Health Diversion Program
- Advisory Board for ECLH (Female after-care residential program)

Chaplain Perez serves pastorally throughout the agency supporting staff, inmates and volunteers.

Other areas that he oversees are:

- Recruiting religious volunteers for on-site religious services.
- Planning, scheduling and overseeing all religious services for inmates of all religious faiths.
- Coordinating pastoral visitation services for inmates of all faiths.
- Directing two MIND dorms and one WIND dorm, which are faith-based programs in the Adult Detention Center.
- Maintaining a pastoral presence in the agency.



OAR FY 2020 Outcomes Summary

The mission of OAR (Opportunities, Alternatives, and Resources) is to rebuild lives and create a safer community with opportunities, alternatives, and resources for justice-involved individuals and their families. The onsite OAR team at the PWMRADDC helps fill a critical service need for inmates. Clients demonstrate cognitive and behavioral changes from participation in OAR programs and prepare for a successful return to the community after incarceration.

In fiscal year 2020 (7/1/19 – 6/30/20), OAR’s second year onsite at the PWMRADDC, full time classes and services were offered at the Adult Detention Center that are evidence based and evidence informed. In addition to the three new courses available Spring 2019, the number of courses offered this fiscal year expanded from 8 to 12. Based on inmate requests, the Employability Skills, Financial Literacy and Life Skills curricula were updated and/or expanded. There was also a growing demand to expand the new Fatherhood and Motherhood classes into a series.

FY 2020 Courses
Impact of Crime
Anger Management
Workplace Skills
Life Skills <i>Expanded</i>
Money Smart 1 & 2 <i>Expanded</i>
Employability Skills <i>New Curriculum</i>
Fatherhood 1 & 2 <i>New Series</i>
Motherhood 1, 2 & 3 <i>New Series</i>

	FY 2020 <i>July 2019 – June 2020</i>	COVID Snapshot <i>March - June 2020</i>
Classes	116 class sessions available and/or offered in Spanish 527 class sessions available and/or offered in English 610 individuals enrolled with regular program attendance 478 certificates issued (78%) <i>Criteria for certificate: Attendance (90%), active participation & all homework completed</i>	<i>OAR services continued during COVID surges inside the ADC. The ADC staff facilitated inmate requests for information & assistance with OAR so that services continued while working offsite.</i>
Services	281 individuals received 1 to 1 coaching 775 clothing items placed into Property 8 individuals received bikes (w/ helmets & locks) <i>4 of 8 were donated to the Work Release program</i> \$4,810 provided in direct assistance for housing, employment needs, transportation and other emergency assistance	199 clothing items in Property \$1,429 transportation, housing, & employment assistance 34 job leads to 20 persons released 26 persons with housing and food assistance

OAR services fill a critical service gap for justice-involved community members producing cognitive and behavioral changes that prepare individuals for a successful return to the community after incarceration. OAR services make communities safer by helping individuals achieve a successful crime-free life and are a significant cost-savings over a cycle of crime that results in repeated incarcerations.

MEDICAL AND MENTAL HEALTH

The Medical Section is comprised of Registered and Licensed Practical Nurses, Corrections Health Assistants and Mental Health Therapists. Medical has examination rooms, a large nurse's station and a negative pressure room designed to reduce the transmission of respiratory diseases.

Medical strives to give inmates the best care possible by qualified personnel. Fiscal Year 2020 statistics:

- 2,966 daily sick call visits by nursing staff
- 1,041 visits by inmates to the Physician
- 328 visits by inmates to the Dentist
- 22 emergency mental health commits
- 529 mental health referrals
- 467 psychiatric inmate visits
- 145 hospital days
- 274 emergency room visits

The Prince William-Manassas Regional Adult Detention Center (ADC) continues to work with the Mental Health Pilot Program Grant that was awarded through the Virginia Department of Criminal Justice Services (DCJS). The focus of the grant is to provide psychiatric services, therapeutic programming, case management, discharge planning, transportation, transitional medication and housing. The goal is to reduce recidivism among the female offenders diagnosed with mental illness.

To ensure the safety of the Detention Center staff

SUPPORT SERVICES

TRAINING

The Prince William-Manassas Regional Adult Detention Center's Academy is a satellite training facility of the Prince William County Criminal Justice Academy. During FY 2020 the Training Section conducted two Jail Basic classes with 22 new Jail Officers successfully completing the training. On June 15, 2020, a new Jail Basic class began with 21 officers enrolled.



Jail Basic Academy #29 – November 1, 2019



Jail Basic Academy #30 – March 27, 2020

Training continues for staff. All sworn staff met in-service objectives and annual firearms qualifications. The following are mandated training requirements and courses completed in FY 2020:

- 22 officers completed Jail Officer Basic Academy
- 160 officers/staff completed In-Service Training
- 7 staff completed New Supervisor Training
- 65 officers completed Firearms Training
- 2 officers completed Taser Instructor Certification Training
- 1 officer completed the Effective Supervisors Program

- 46 officers completed REVIVE (Narcan) Training
- 1 officer completed Mental Health First Aid Instructor Certification Training
- 1 officer completed Control Tactics Instructor Certification Training
- 255 officers/staff completed Cyber Awareness Training
- 34 completed Culture Diversity Training
- 1 officer completed National Association of Drug Court Professionals Training
- 2 Officers completed 287(g) Designated Immigration Officer Refresher Training
- 31 officers/staff completed VCIN Recertification Training
- 18 officers completed PREA Investigation Sexual Abuse Training
- 12 officers completed the Master Jail Officer Course
- 2 officers completed Advanced Internal Affairs training
- 10 officers completed Juvenile Mental Health First Aid training
- 1 officer completed Legal Update training
- 2 officers completed the Penn State Justice & Safety High Impact Supervision course
- 35 staff completed First Aid/CPR/AED training
- 25 staff completed Crisis Intervention Team (CIT) Certification training
- 35 officers completed Emergency Vehicle Operations (EVOC) training
- 1 officer completed the DCJS Bullet Proof Mind course

HUMAN RESOURCES

The Human Resources Section coordinates the hiring and separation process for all sworn and civilian staff. Sworn positions range from Jail Officer to the Superintendent. Civilian positions range from Administrative, Finance and Accounting, Jail Records, Information Technology, Medical and Mental Health Care, Food Services, and Maintenance.

The ADC seeks to hire career-minded professionals who desire to join the agency's team-oriented staff. The staff spent part of the fiscal year attending career fairs at local colleges, military bases, and law enforcement recruitment fairs. Recruitment efforts were affected by the COVID-19 pandemic. The staff adjusted, continued their efforts to recruit, and hired seventy-eight (78) new staff.

In addition, the Human Resources staff coordinates annual TB testing and flu shots with Prince William County Employee Health staff, schedules benefit information sessions, and facilitates foreign language stipend testing for qualified staff.

Statistics for FY 2020:

- 451 authorized positions
- 78 new staff hire
- 6% turnover rate
- 379 applications processed (240 jail officers; 139 civilians)
- 174 interviews (121 jail officers; 53 civilians)
- 144 Jail Officer applicant tests
- 148 polygraphs
- 87 pre-employment medicals
- 53 facility tours
- 116 pre-employment physical fitness tests
- 10 Language Stipend tests
- 61 tested for Jail Sergeant eligibility
- 21 tested for Jail First Sergeant eligibility
- 21 went before the Jail First Sergeant Oral Board
- 18 tested for Master Jail Officer eligibility

INTAKE & RELEASE

The Adult Detention Center processed arrests for Prince William County, City of Manassas, City of Manassas Park, the Virginia State Police, the incorporated towns of Dumfries, Haymarket, Occoquan and Quantico.

During FY 2020, the Intake and Release Section was responsible for processing:

- 8,035 inmates committed into the Adult Detention Center
- 8,475 inmates released from the Adult Detention Center
- 111 inmates transferred to the Virginia Department of Corrections
- 803 arrestees processed but not committed to jail

IMMIGRATION AND CUSTOMS ENFORCEMENT / 287(g) Program

The 287(g) Section began operation on July 10, 2007. Operating within the agreement between Immigration and Customs Enforcement (ICE) and the Prince William-Manassas Regional Adult Detention Center, Jail Officers are trained and certified as Designated Immigration Officers. The officers screen all foreign-born inmates incarcerated for local and state crimes, to determine the immigration status. They perform immigration enforcement functions as authorized under section 287(g) of the Immigration and Nationality Act.

Officers within the 287(g) section are required to attend Designated Immigration Officer Recertification training every two years. In FY 2020, two officers completed the recertification training at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

On June 17, 2020, the Jail Board elected not to sign a new Memorandum of Agreement (MOA) with ICE. The 287(g) program is scheduled to end effective July 1, 2020.

TRANSITION

The pictures below show a progression of the Phase II Permanent Expansion. The Notice to Proceed was issued on December 4, 2017. The expansion will provide an additional 204-beds consisting of direct supervision pods, dormitory style housing, a classification pod, special housing pod, a warehouse, maintenance shop, human resource suite, laundry facility and expansion of the ADC kitchen dry and freezer storage space and a 65 bed Work Release Center.

During this fiscal year, mechanical, electrical, and plumbing were installed throughout the building. The Electronic Security System was installed within Phase II Permanent Expansion and an upgrade to the existing system within the Main Facility. All electrical and plumbing fixtures were installed. On June 5, 2020, Department of Corrections conducted their site inspection of the Work Release Center and we received 100% approval. The expected move in date for the Work Release Center is August 3, 2020. The expected completion date of the project has been changed due to COVID-19 delays is September 30, 2020.



TRANSPORTATION

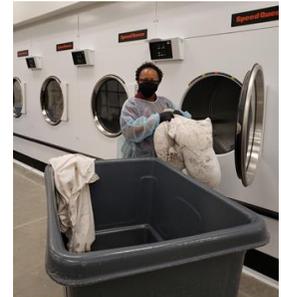
The Transportation Section is comprised of fourteen staff that manages arraignments, court escorts, laundry, kitchen security and inmate transports. Officers are responsible for escorting all inmates to and from court and assist in the utilization of the video arraignment process. Officers are designated to oversee the inmate laundry throughout the facility and maintain security within the Central Kitchen. Staff are responsible for transporting inmates that need medical appointments outside of the Adult Detention Center. They handle transporting inmates to other jails within the Commonwealth of Virginia, inmates sentenced to the Department of Corrections and inmates that require mental health intervention to mental health facilities.



Video Arraignment
Court

Fiscal Year 2020 statistics:

- 5,914 inmates to court
- 904 inmates taken off the street from court
- 6,064 video arraignments conducted (Prince William County, outside jurisdictions and the divert docket)
- 110 transports to other jurisdictions within the Commonwealth
- 25 transported to Department of Corrections
- 158 emergency transports
- 623 medical transports
- 71 transports to Mental Health facilities
- 430 miscellaneous transports
- 110,691 total miles driven in FY 2020



Laundry Services



Inmate Transport



Kitchen Security

To do these things in as cost-effective a manner as possible

FINANCIAL SERVICES

The Financial Services Division directed by a civilian professional is responsible for managing accounting, budgeting, information systems, internal auditing, purchasing, payroll, inmate accounts, funds management, risk management (self-insurance), food service, maintenance, inmate commissary and the warehouse. There are 30 civilian positions authorized and one contractor for the Financial Services Division. The on-going replacement funding for 800 MHz radios is excluded from the amounts shown in the chart below. The cost of housing inmates at other jails was \$347,098 in FY 2019 and \$26,285 in FY 2020. The operating cost per inmate per day for the Manassas Complex for FY 2019 was \$122.94 and for FY 2020 was \$170.95.

	<u>FY19 Expenditures</u>	<u>FY20 Final Budget</u>	<u>FY20 Expenditures</u>
Salaries ³	24,991,433	27,133,592	28,253,877
Fringe Benefits	8,007,306	10,106,346	9,277,016
Contractual Services	2,438,808	3,333,494	2,240,935
Internal Services	1,418,525	2,006,646	1,716,512
Goods & Services	5,141,106	6,337,756	5,581,458
Capital Outlay	110,139	348,421	347,140
Leases & Rentals	301,852	283,204	304,682
Transfers:LEOS,TIP Vehicles & Audit	<u>1,600,321</u>	<u>1,733,241</u>	<u>1,733,241</u>
TOTAL	\$44,009,490	\$51,282,700	\$49,454,861

	<u>FY19 Revenue Earned</u>	<u>FY20 Revenue Budget</u>	<u>FY20 Revenue Earned</u>
Electronic Incarceration	\$36,088	\$29,200	\$19,092
Non-Consecutive Time Fee	460	0	329
Work Release Per Diem	212,208	210,000	181,729
Jail Processing Fee	39,363	50,000	29,892
Jail Room & Board Charges	206,889	175,562	164,095
Cafeteria Sales	27,622	21,000	22,573
Miscellaneous Revenue	85,921	62,020	80,168
Manassas Park Per Diem	886,095	713,416	541,140
State Reimbursement	11,515,089	12,624,747	11,786,784
Federal Per Diem	142,771	92,500	128,553
Other Federal Funds ¹	272,456	752,598	752,598
Social Security Bounty Payments	20,400	0	27,000
Modular Repair State Reimbursement	53,175	0	0
City of Manassas ²	4,154,143	4,148,587	4,479,508
Prince William County ²	<u>30,127,225</u>	<u>31,657,581</u>	<u>31,657,581</u>
TOTAL	\$47,779,905	\$50,537,211	\$49,871,042

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Other Federal Funds were for the State Criminal Alien Assistance Program (SCAAP). The federal government did not accept applications during FY 2018.

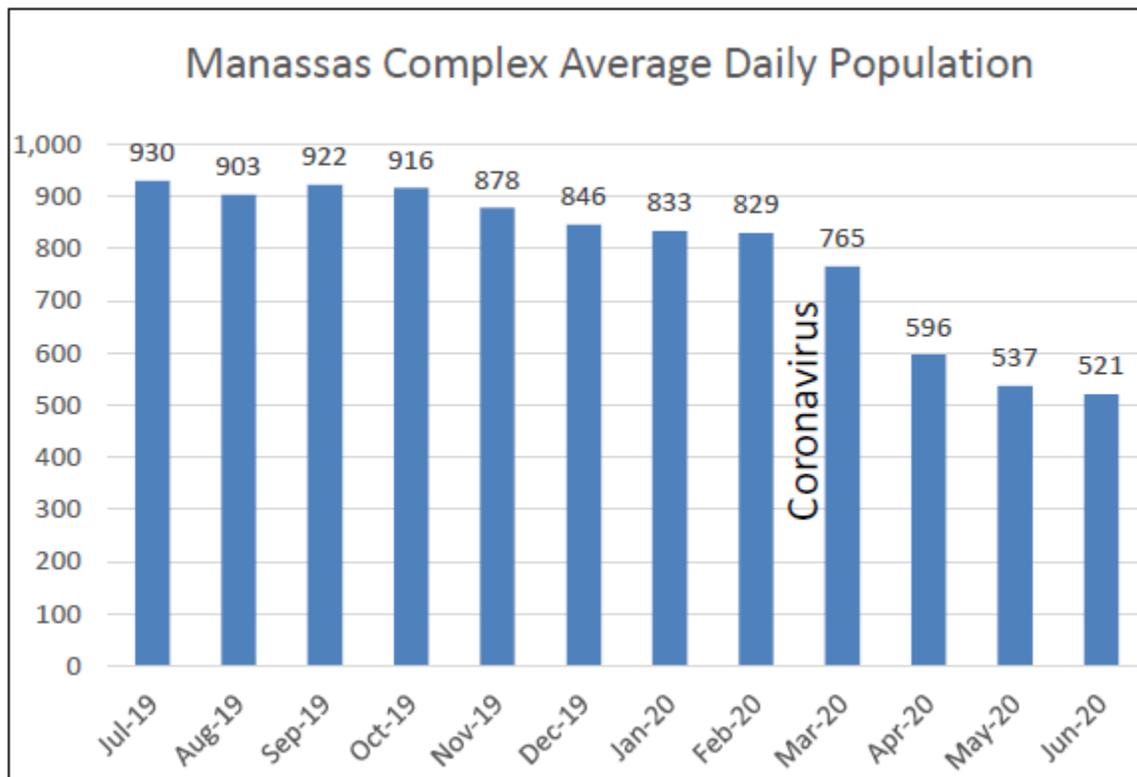
² Actual prisoner day participation percentages for the City and County for FY 2019: 12.0% City; 88.0% County. The operating revenue and overhead paid by the City were \$4,026,464. This amount included a \$3,563 credit for the state reimbursement received for the Modular Jail Repair Project.

³ The Salaries budget for FY 2019 includes \$1,269,680 in Budgeted Salary Lapse. The budget for Salaries was also decreased by \$1,985,000 to fund a County obligation. Funds were available due to the number of staff vacancies. There was \$204,525 received from the State Mental Health Grant.

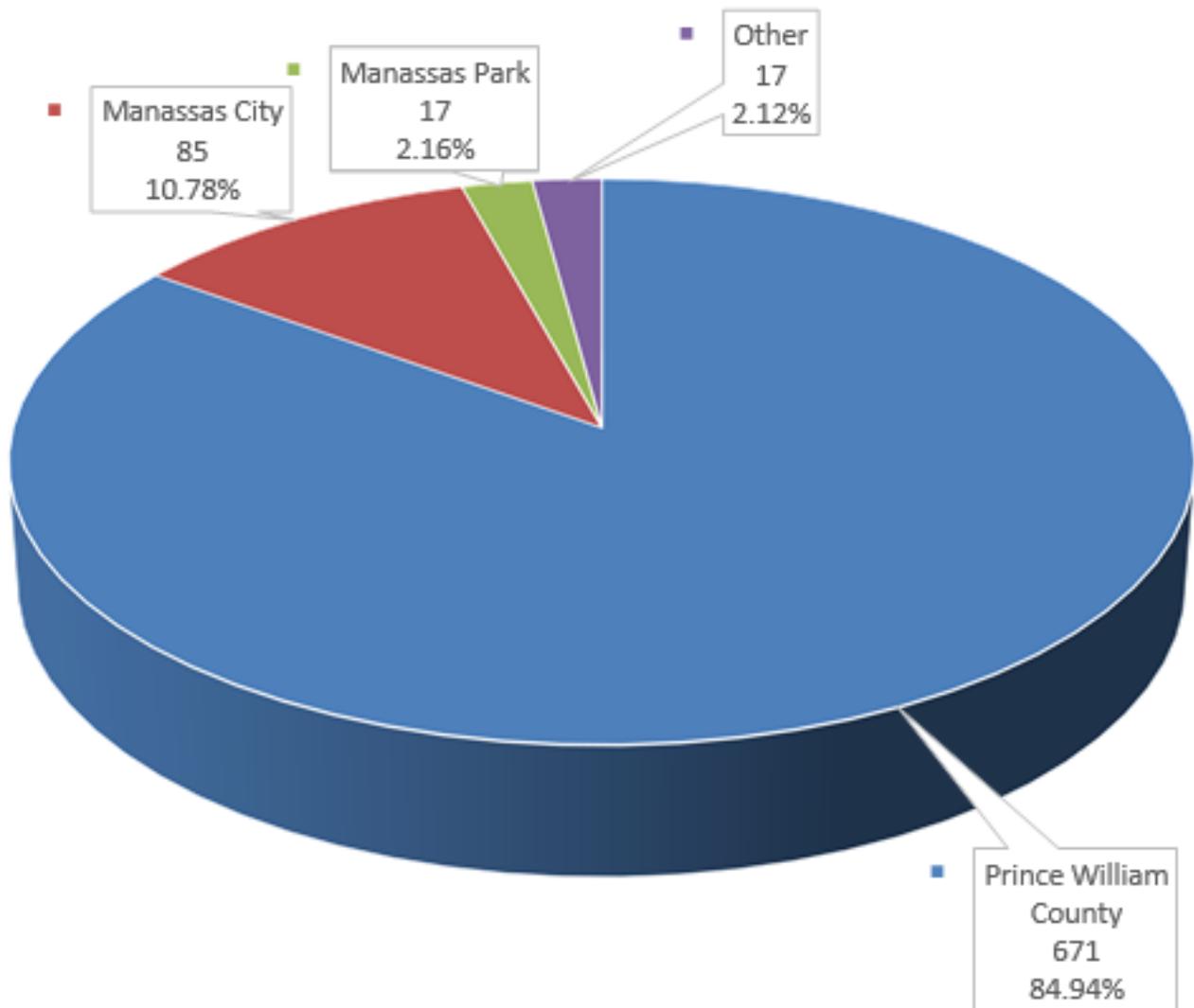
FOOD SERVICE – During FY 2020, there were 1,023,009 meals prepared and served in the facility. The Food Service Section ensures meal delivery and supervises inmate workers in the preparation of three daily meals, which includes special medical and religious diets.

COMMISSARY – The Commissary provides items such as candy bars, chips, treats and personal care products that inmates may purchase. Profits from the Commissary are used for morale, welfare and other beneficial items for the inmates. Gross Commissary sales in FY 2020 was \$694,970 with a net profit of \$324,906. In addition, \$245,249 inmate phone and tablet revenue was earned that is also used to support inmate programs. With other miscellaneous income earned, net income available to support inmate programs was \$570,155. A Commissary budget for inmate support items is submitted to the Jail Board for annual approval and updated at regular meetings.

MAINTENANCE – Seven maintenance staff members manage, maintain and repair the five Adult Detention Center facilities containing over 270,000 square feet. Maintenance repair requests averaged 254 per month, with 46% related to the Central Building and 39% related to the Main Building in FY 2020. All repair requests involving security issues are given top priority.



FY 20 Average Daily Population- Manassas Complex by Jurisdiction



■ Prince William County ■ Manassas City ■ Manassas Park ■ Other

FY 2020 Santa Cops

December 2019

