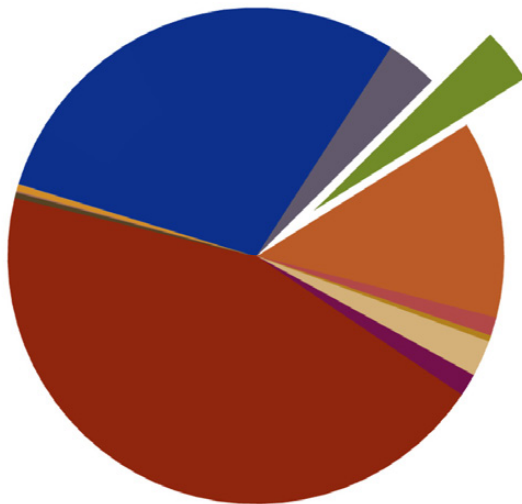


Mission Statement

The Sheriff's Office, in partnership with elected leaders, staff, and citizens will help to ensure a safe and secure Judicial Complex. The Sheriff's Office will serve all legal proceedings, judiciary processes, and provide mandated transports of prisoners, and mental health patients. The Sheriff's Office will continue to provide law enforcement services while developing and enhancing collaboration with partners to meet community needs. The Sheriff's Office's unwavering commitment to those served now and in unprecedented times will remain with the emphasis on putting citizens first.



Public Safety Expenditure Budget:
\$472,166,990

Expenditure Budget:
\$16,931,725



3.6% of Public Safety

Programs:

- Operations: \$4,713,754
- Court Services: \$8,628,175
- Office of Professional Standards: \$1,706,797
- Support Services: \$1,882,999

Mandates

The Code of Virginia mandates several activities that must be carried out by the Sheriff's Office. Primary among these is the provision of 24-hour continuous security at the Judicial Complex. Other mandates include service of all civil processes, including subpoenas, levies, seizures, and evictions; internal affairs; and training.

State Code: [15.2-1603](#) (Appointment of Deputies; their powers; how removed), [1606](#) (Defense of Constitutional Officers; appointment of counsel), [1609](#) (Sheriff), [1636.14](#) (Proportion borne by Commonwealth and by localities), [1711](#) (Providing legal fees and expenses for law-enforcement officers; repayment to locality of two-thirds of amount by Compensation Board), [2.2-1840](#) (Blanket surety bond plan for state and local employees), [1841](#) (Blanket surety bond plan for moneys under control of court), [15.2-1527](#) (Bonds of officers), [1528](#) (Penalties of bonds of sheriffs, clerks of the circuit court and commissioners of the revenue), [19.2-80](#) (Duty of arresting officer; bail), [37.2-808](#) (Emergency custody; issuance and execution of order), [809](#) (Involuntary temporary detention; issuance and execution of order) [8.01-293](#) (Authorization to serve process, capias or show cause order; execute writ of possession or eviction and levy upon property), [53.1-67.5](#) (Director to prescribe standards), [113](#) (Transportation of prisoners to jail or jail farm), [19.2-182.9](#) (Emergency custody of conditionally released acquittee), [310.2](#) (Blood, saliva, or tissue sample required for DNA analysis upon conviction of certain crimes; fee)

County Code: [Chapter 16-17](#) (Riots and unlawful assemblies)

Expenditure and Revenue Summary



Expenditure by Program	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted	% Change Budget FY23/ Budget FY24
Operations	\$4,676,690	\$4,801,960	\$4,482,035	\$4,890,813	\$4,713,754	(3.62%)
Court Services	\$6,205,730	\$6,371,489	\$6,725,755	\$7,452,338	\$8,628,175	15.78%
Office of Professional Standards	\$2,399,039	\$2,683,171	\$1,664,885	\$1,098,870	\$1,706,797	55.32%
Support Services	\$0	\$0	\$1,545,242	\$2,168,884	\$1,882,999	(13.18%)
Total Expenditures	\$13,281,458	\$13,856,620	\$14,417,917	\$15,610,905	\$16,931,725	8.46%

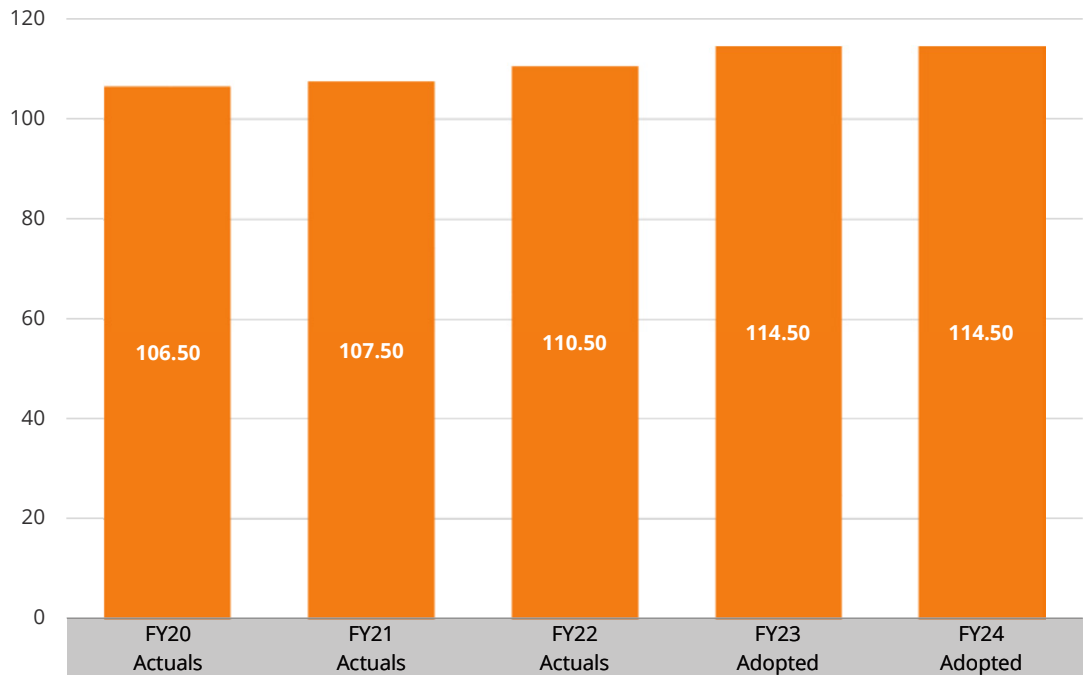
Expenditure by Classification

Salaries & Benefits	\$11,722,495	\$12,372,460	\$12,580,857	\$13,172,616	\$14,734,278	11.86%
Contractual Services	\$84,612	\$83,162	\$98,843	\$432,527	\$387,411	(10.43%)
Internal Services	\$906,011	\$877,913	\$955,131	\$1,242,210	\$1,313,359	5.73%
Purchase of Goods & Services	\$356,502	\$347,352	\$654,159	\$594,555	\$439,954	(26.00%)
Capital Outlay	\$146,925	\$239,422	\$111,051	\$107,814	\$3,814	(96.46%)
Leases & Rentals	\$12,130	\$12,709	\$13,667	\$8,400	\$8,400	0.00%
Reserves & Contingencies	\$0	(\$76,399)	(\$48,574)	\$0	(\$8,274)	-
Transfers Out	\$52,783	\$0	\$52,783	\$52,783	\$52,783	0.00%
Total Expenditures	\$13,281,458	\$13,856,620	\$14,417,917	\$15,610,905	\$16,931,725	8.46%

Funding Sources

Revenue from Other Localities	\$1,167,624	\$1,118,194	\$1,280,457	\$1,486,337	\$1,584,747	6.62%
Miscellaneous Revenue	\$7,720	\$16,742	\$8,296	\$0	\$0	-
Charges for Services	\$565,904	\$343,321	\$365,444	\$585,834	\$585,834	0.00%
Revenue from Commonwealth	\$1,906,763	\$1,908,020	\$2,092,282	\$2,002,147	\$2,093,511	4.56%
Total Designated Funding Sources	\$3,648,011	\$3,386,276	\$3,746,479	\$4,074,318	\$4,264,092	4.66%
Net General Tax Support	\$9,633,448	\$10,470,344	\$10,671,438	\$11,536,587	\$12,667,633	9.80%
Net General Tax Support	72.53%	75.56%	74.02%	73.90%	74.82%	

Staff History by Program



	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Operations	41.85	35.35	33.35	35.35	30.85
Court Services	49.40	51.90	56.90	58.90	64.40
Office of Professional Standards	15.25	20.25	7.10	7.25	6.75
Support Services	0.00	0.00	13.15	13.00	12.50
Full-Time Equivalent (FTE) Total	106.50	107.50	110.50	114.50	114.50
Auth. Uniform Strength FTE Total	90.50	91.50	93.50	97.50	97.50

Future Outlook

The Prince William County (PWC) Sheriff's Office strives to uphold unprecedented levels of standards in all organizational functions. As the first Sheriff's Office in the State of Virginia to receive accreditation by the Virginia Law Enforcement Professional Standards Commission, an exceptionally high standard is supported by teamwork and dedication to the community. The Sheriff's Office provides essential support to the public safety agencies of PWC, the cities of Manassas and Manassas Park, and the towns of Dumfries, Haymarket, Occoquan, and Quantico. As the Sheriff's Office strives to enhance quality of life, citizen satisfaction, and local law enforcement support, it is of utmost importance for the Sheriff's Office to meet the challenges of proper staffing, technology, and infrastructure.

Judicial Complex and Campus Anti-Terrorism Measures – To help keep the Judicial Complex and campus safe from the threat posed by terrorism or other hostile activity, anti-terrorism measures such as non-removable barricades, permanent bollards, and chain fences around the exterior of the courthouse are a necessity. This will ensure a safe and secure environment while enhancing quality of life for all citizens who utilize the Judicial Complex and campus, in conjunction with supporting the mission of all public safety partners within PWC and meeting strategic outcomes.

Dedicated Multi-Purpose Complex for Citizen Services and Employees – To meet the ever-growing needs of the community, a dedicated Sheriff's Office will provide multi-purpose benefits for citizens while doing so in a safe and secure environment. This facility will have the necessary space to handle the operational tempo of the day-to-day needs of the Sheriff's Office. The multi-purpose complex will provide ample space for the growing number of Sheriff services the community demands. The separation of services from the Judicial Complex and the Sheriff's Office will enhance the quality of life for the citizens and communities of PWC by providing a separate, established location for all Sheriff's Office responsibilities not requiring use of the Judicial Complex.

General Overview

- A. Pay Plan Adjustment** – On April 25, 2023, the Board of County Supervisors (BOCS) approved [BOCS Resolution 23-221](#) to authorize amendments to the position classification and pay plan in accordance with the county's compensation policy. Retroactively effective April 1, 2023, Sheriff's Office sworn staff members received a 15% market salary adjustment. The total market adjustment cost for Sheriff's Office sworn positions is \$1.6M in FY24.
- B. Removal of One-Time Costs from the Sheriff's Office** – A total of \$318,223 has been removed from the Sheriff's Office FY24 budget for one-time costs (vehicles and equipment) associated with the addition of 4.00 FTEs (Sheriff's Deputy positions) for the Court Services program, added in accordance with the Sheriff's Office Staffing Plan and the staffing for the 7th Circuit Court Judge in the FY2023 Budget.
- C. Position Realignment: Shift of 5.50 FTEs into Court Services** – To support staffing needs in the Court Services program, a total of 5.50 FTEs were shifted from Operations, Office of Professional Standards, and Support Services divisions during FY23. This resulted in a 4.50 FTEs decrease in Operations, and 0.50 FTE reduction in the Office of Professional Standards and Support Services. This FTE shift allowed the Sheriff's Office to meet service needs in courtroom security, courthouse security, inmate escorts, inmate fingerprinting, the collection of deoxyribonucleic acid (DNA) for state forensics and offender updates, and the completion of criminal background checks.
- D. Fleet Maintenance Redistribution** – Funding to support gasoline and vehicle maintenance was redistributed to agencies in an effort to more accurately reflect historical actuals. This reallocation of existing budget increases the Sheriff's Office FY24 budget by \$71,502.
- E. Revenue Increase for Shared Services (City) Billings** – The billings represent reimbursement from the City of Manassas and Manassas Park for services rendered in the previous year. Services rendered include activities within public safety, community development, and human services functional areas. Amounts are calculated using an annual cost allocation report. As a result of the annual report, the Sheriff's Office allocation increased \$98,410.

Program Summary

Operations

The Operations division is dedicated to the safe, efficient, and legal service of court documents. The Civil Process section is responsible for the timely service of legal documents within PWC, the cities of Manassas and Manassas Park, and the towns of Dumfries, Haymarket, Occoquan, and Quantico. This section also supports all the above police departments with calls-for-service. The Transportation section provides prisoner transport to and from criminal justice facilities throughout Virginia. This section assists the PWC Police Department with mental health transports and transports as mandated by Virginia code. The Warrants section serves warrants for local, out-of-county, and out-of-state offenses relating to failure to pay child support and post-conviction. This section is responsible for conducting extraditions throughout the United States and assisting the U.S. Marshall Service Task Force when it operates within the County.

Key Measures	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Prisoner escapes during transport	0	0	0	0	0
Police assist (Temporary Detention Order hours & associated overtime)	-	1,237	1,770	2,600	2,600
Documents served	-	52,977	56,894	68,000	68,000

Sheriff's Office

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Civil Process	\$2,180	\$2,138	\$2,521	\$1,935	\$2,740
Evictions	-	678	884	2,800	2,800
Funeral escorts	300	328	379	340	350
Warrants	\$372	\$325	\$323	\$387	\$427
Extraditions completed	38	30	21	35	25
Police assist (warrants served, received, closed)	-	1,171	1,134	800	1,000
Sheriff Transportation	\$2,124	\$2,339	\$1,638	\$2,569	\$1,546
Civil transports	866	207	136	100	100
Prisoner transports	1,959	1,285	1,374	1,500	1,250
Total transport miles driven	-	150,152	159,802	150,000	150,000

Court Services

The Court Services division maintains the safety and security of the Judicial Complex. The program is comprised of four areas: Courtroom Security, Courthouse Security, Vertical Deployment, and Control Center Dispatch. The Courtroom Security section provides support services to judges, manages jurors in the courtroom, and other court related tasks and duties as required. Courthouse Security screens all individuals entering the courthouse. Deputies are first responders to calls-for-service and emergency situations in and around the Judicial Complex. Vertical Deployment escorts inmates to and from the courtrooms. Deputies in this section are responsible for intake processing for movement to the Adult Detention Center. This section collects DNA for state forensic labs, updates sex offender information for all law enforcement within PWC and conducts criminal background checks for citizens applying for concealed weapon permits. Control Center Dispatch is responsible for monitoring security equipment, tracking of inmate movement within the Courthouse, Virginia Criminal Information Network and National Crime Information Center, and dispatching calls-for-service in the Judicial Complex.

Key Measures	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Incidents requiring uniform presence to reduce injury to visitors & judicial	-	0	0	0	0
Police assist (Temporary Detention Order hours & associated overtime)	-	1,237	1,770	2,600	2,600
Security screenings conducted with magnetometer	375,751	325,466	243,244	430,000	375,000

Sheriff's Office

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Courthouse Security	\$1,717	\$1,593	\$2,670	\$1,625	\$3,875
Hours spent providing Judicial Complex security	-	62,356	82,052	73,500	85,000
Security escorts from court	-	174	151	250	250
Citizen assists (ADA & senior citizen)	-	22	38	30	50
Courtroom Security	\$4,487	\$4,778	\$3,086	\$5,674	\$3,581
Docketed court cases	188,888	192,313	131,892	195,000	198,000
Hours spent providing courtroom security	26,077	27,691	32,021	45,000	45,000
Prisoner escapes	0	0	0	0	0
Total prisoners escorted to and from courtroom	13,580	4,946	15,395	6,500	17,000
Vertical Deployment	\$0	\$0	\$774	\$70	\$831
Police assist livescan (sex offender registry, conviction mandates)	-	288	817	1,000	1,000
Background checks for concealed weapons permits	6,519	9,689	5,697	9,500	8,500
Prisoners escorted to and from courthouse	13,580	4,946	15,395	6,500	17,000
Control Center Dispatch	\$0	\$0	\$196	\$82	\$341
Calls for service (phone, radio, dispatch)	-	984	126	1,000	125
Inmates tracked through dispatch (off street, ADC, transports)	-	9,701	18,747	9,000	19,000
Security monitoring hours	-	25,920	3,503	40,000	4,200
Activated alarms	-	6,977	12,894	15,000	13,500

Sheriff's Office

Office of Professional Standards

The Office of Professional Standards division provides the support required to ensure the Sheriff's Office meets the goals and mission of the agency. This program conducts background investigations on qualified applicants for hire and provides support for staff. This division is responsible for accreditation, internal affairs, training, and ensuring compliance with Department of Criminal Justice Service standards, in addition to unclaimed death investigations.

Key Measures	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Maintain state law accreditation	Yes	Yes	Yes	Yes	Yes

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Accreditation	\$178	\$190	\$251	\$313	\$428
Maintain proof of compliance as determined by VLEPSC	100%	100%	100%	100%	100%
Human Resources	\$60	\$67	\$100	\$114	\$418
Applications received	16	109	160	50	100
Applicants processed for hire	-	23	47	25	30
Internal Affairs	\$4	\$11	\$28	\$52	\$51
Disciplinary actions as a result of internal affairs investigations	0	3	1	0	0
Training	\$42	\$20	\$521	\$558	\$738
Staff training hours	11,512	8,317	11,058	15,000	12,000
Decedent Investigations	\$0	\$0	\$57	\$61	\$72
Unclaimed bodies	-	31	39	30	40
Unclaimed no family - Sheriff's Office paid	-	20	12	5	15
Community Services*	\$101	\$89	\$10	\$0	\$0
Administrative Services*	\$2,014	\$2,308	\$697	\$0	\$0

* Based on department reorganization, these measures were moved to other programs in FY22.

Sheriff's Office

Support Services

The Support Services division supports the community by providing lifesaving programs such as Project Lifesaver, Senior Safe, and Safe at Home Safe Alone (a gun safety program) and supports the Sheriff's Office's culture of transparency and accountability by overseeing the officer safety program, consisting of 103 body-worn cameras. This includes oversight of all hardware, software, data storage, and evidence management. The Administration section improves quality of life for citizens by providing support in-person, over the phone, via mail or by electronic mail. The Information Technology section provides up-to-date and immediate technology support to the Judicial Complex. This support includes video arraignments, teleconferencing, mobile data terminals and troubleshooting, and oversight of all Judicial Complex information technology issues.

Key Measures	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Students taught at Safe at Home, Safe Alone (Gun Safety Program)	-	0	5,024	4,500	5,000
Project Lifesaver responders trained	-	56	18	50	50

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Administration	\$0	\$0	\$846	\$1,103	\$913
Customers served at lobby service counter	34,084	2,995	18,022	15,000	18,000
Payment transactions	883	1,194	2,219	1,980	2,000
Community Service	\$0	\$0	\$316	\$589	\$466
Identification cards issued	3,564	3	1,526	2,500	2,500
Senior Safe clients	-	12	14	20	15
Project Lifesaver responders trained	-	56	18	50	50
Information Technology	\$0	\$0	\$383	\$477	\$505
Service calls related to courts (installs, arraignments, courtroom tech setup)	-	152	45	800	200
Judicial Complex security system calls	-	15	14	5	45
Miscellaneous IT calls in Judicial Complex	-	94	55	600	300