

MINUTES OF PREVIOUS MEETING

Regular Meeting – March 19, 2025

Live Stream of Meeting:

<https://www.youtube.com/watch?v=YaxlFuk63w8>



**PRINCE WILLIAM – MANASSAS
Regional Adult Detention Center
9320 Lee Avenue
Manassas, Virginia 20110
703-792-6420
Fax 703-792-6718**



PRINCE WILLIAM – MANASSAS REGIONAL JAIL BOARD

MINUTES

1) Meeting Called to Order and Roll Call

On Wednesday, March 19, at 6:00 p.m., the Prince William-Manassas Regional Jail Board Meeting was called to order by Chairman Hill.

Roll call (members/alternates present): Climer, Guzman, Kostelecky, Hill, Lawler, Lenox, Newsham, and Torres. Absent: Austin, Bailey and Smith. *Quorum established.*

Jail staff present: Jamie Click (Director of Financial Services), Captain Harmon (Director of Transition), Major Hurlock (Director of Inmate Services), Major McMahon (Director of Support Services), and Colonel West (Superintendent).

Jail Board Secretary: Ashley Jensen

Legal Counsel: Sharon Pandak was present.

2) Public Comments

Written comments were received and sent to all Jail Board members.

Members of the public present to observe:

- Ms. Carol Noggle, chair of the League of Women Voters, Prince William County
- Mr. Kenny Loveless, Manassas
- Ms. Lisa Polgar and Ms. Carmen Rodriguez, Latino Advocacy Network, Prince William County
- Ms. Cher Musik from the Prince William County Times, Prince William County

3) Approval of Agenda

Chairman Hill requested a motion to approve the agenda for March 19, 2025. The motion was made by Ms. Lenox; seconded by Ms. Guzman. Vote unanimous. *Motion Carried.*

4) Approval of Minutes

Chairman Hill requested a motion to approve the minutes for the Regular Meeting of the Regional Jail Board on January 15, 2025. A motion was made by Mr. Torres; seconded by Ms. Climer. Vote unanimous. ***Motion Carried.***

Chairman Hill requested a motion to approve the minutes for the Special Meeting of the Regional Jail Board on February 13, 2025. A motion was made by Mr. Torres; seconded by Ms. Lenox. Vote unanimous. ***Motion Carried.***

5) Acting Superintendent's Report

a. Inmate Population Report

Complex average daily population (ADP) for eight months of FY 2025 was 552, with the complex high being 1,131 in FY 2015. Transfers to the Department of Corrections: January – 10, February –5. Commitments: January – 522, February – 474. Releases: January – 540, February – 484. Process only, not committed: January – 47, February – 67.

Complex average daily population for January was 549 with a high of 563. Complex average daily population for February was 532 with a high of 547.

b. Status of FY 2024 Objectives – Status Updates for the 2-month period September-October 2024

1. Implement additional strategies to increase recruitment and hiring of Adult Detention Center Staff to fill vacant positions

- The ADC is currently advertising vacancies on nine job search websites.

2. Prison Rape Elimination Act (PREA)

- The ADC had 0 substantiated PREA allegations for January and February.

3. Ensure for Career Development Training

- Crisis Intervention Training
 - 7 Staff
- Jail Basic Academy
 - 13 Graduates
- CPR and First Aid Recertification
 - 199 Staff

4. Monitor the renovation of the Central Lobby.

- The Lobby Renovation Project is going out to rebid.

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, while benefiting the Adult Detention Center.

- Since 10/19/21, 849 boxes of Narcan have been given to inmates upon release.
- Currently, 82 inmates receive medicated assisted treatment.

c. Jail Population Report

The Manassas Complex ADP (past 24 months) high count was 578 in February 2024 and the lowest count was 474 in April 2023. The high count for the quarter was 559 in November 2024 and the lowest count was 532 in February 2025. The Central Building had a high count of 452 but had dropped down to 357 due to the pipe repair project being completed and inmates being moved to the Main Building. The Main Building had a high count of 163 and the Modular Building remains closed. Work Release had an average of 9. Transfers to DOC: November – 10, December – 11, January – 10, and February – 5. Commitments for FY 2025 were 552.

Let the record show that Rev. Bailey arrived at 6:04 p.m.

d. Other Comments

Superintendent West informed the Jail Board that the Jail Basic Academy Graduation will be held on April 4, 2025, at 11:00 am. He encouraged Jail Board members to attend. On January 21st, Supervisor Bailey presented a proclamation to the agency in recognition of the programs and re-entry services that were provided. Superintendent West, Major Hurlock, Major McMahon, and Ms. Click met with each Board of County Supervisor Member to discuss the agency's budget, salaries and staying competitive with other jurisdictions. Each BOCS member was encouraged to tour the facility. Superintendent West will have a meeting with the County Executive at the end of the month. Superintendent West updated the Jail Board of committees he had formed. The committees include one for wellness and morale for staff and the other for recruitment to assist with hiring and retention. A strengths, weakness, opportunities and threats (SWOT) analysis was underway with the focus being recruitment, retention, and morale. Superintendent West highlighted the accomplishment of the ADC Employee Association for winning 3rd place in a category for their parade float at the Manassas Christmas Parade. Captain Powell will be retiring April 30, 2025, after a 35-year career at the ADC.

Chairman Hill asked for the current number of vacancies. Superintendent West replied that there were approximately 77 or 78 vacancies for both civilian and sworn positions combined. Major McMahon added that there were civilian staff starting soon.

Mr. Torres asked if the ADC would participate in the County's Human Resources Expo on April 12, 2025. Major McMahon and Ms. Click replied that the agency plans to have a booth there. Mr. Torres added that the Board of County Supervisors formed a new committee that was set to meet on March 25, 2025, and one of the discussions would regard vacancies. He wanted the agency to be aware of this meeting. Ms. Click stated that they are aware and have already been in touch. Superintendent West added that his meeting with the County Executive would discuss vacancies. Mr. Torres stated that vacancies could be due to certain positions being difficult to hire. Ms. Click added several positions, such as nursing, are difficult to fill. Ms. Click then stated that staffing issues began in 2021 and had been a challenge to bring the numbers back up since.

Chairman Hill recognized the public who were in attendance.

6) Budget Update

Ms. Click presented the agency budget updates for FY 2025 as of February 28, 2025. The agency was on target to exceed the budgeted revenue goal for the fiscal year by approximately \$1.7 million or 2.8%, attributable to State Compensation Board revenue being slated to be slightly higher than expectations. The City of Manassas year-to-date utilization rate as of February 28, 2025, was 10.6%. The agency budgeted for a utilization rate of 13.5% and therefore will result in a refund at the end of the year for overpayment.

The operating expenditure's actual spending as of February 28, 2025, represented 68.6% of the total budget with 66.7% of the fiscal year elapsed; a reasonable spending pace to fall at budget expectations.

ICE was billed for fifty-six days in January and six days in February.

The proposed budget from the CXO for FY2026 had a revenue increase of \$1.3 million. The amount increased to \$2.8 million when the State published the official 2026 estimates for revenue, which will be reflected in the budget moving forward. The market and scale adjustments from the Sworn Staff Compensation Study detailed in the CXO's budget were slated at 1.25% and, depending on rank, between 4.47% - 8% to the scale, which aligned closer with the Sheriff's Office. The ADC will still be behind market competitors by 4.6% on average and 9.0% behind Loudoun. The General Fund Support garnered in the proposed budget was the \$268k contractual increases required and the rest of the budget requests are funded by the agency's fund balance.

Commissary spend for FY2025 as of February 28, 2025, landed at about \$400k, which is about 28% of the budget. The commissary cash balance was just over \$2 million, and inmate trust account balances totaled \$83,283 in January and \$76,676 in February.

Ms. Click presented to the Jail Board updates from the Virginia State Budget. The impact on the agency

included a 3% across-the-board salary increase for state supported positions and a 1.5% salary bonus to state supported employees effective July 1, 2025. The language included in the introduced budget bill that would have withheld funding if local law enforcement agencies and/or jails did not comply with detainer requests from ICE or not communicate with ICE had been removed. The Governor has until March 24, 2025, to make amendments until it goes back to the general assembly on April 2, 2025.

Chairman Hill asked if the 1.5% bonus would go to state-supported employees or to the County. Ms. Click responded that that was not known yet and will need to be discussed in the future. Chairman Hill then asked if there were changes to the per diem. Ms. Click replied that there were no changes.

Ms. Guzman asked if the money for the 1.5% would come from the State. Ms. Click said yes, but more discussions would need to take place. Ms. Guzman then asked if employees are part of the Virginia Retirement System (VRS) and if it was relevant to the vacancies. It was passed that law enforcement would be allowed to be rehired even if they had retired. Ms. Click stated that yes, but positions offered are only part-time. It can be challenging to rehire due to the ranking system of officers.

7) Resolutions

Captain Lawler introduced the resolution to approve the purchase of duty the weapon for Captain Robert Powell. **Resolution No. 2025-7** the Prince William-Manassas Regional Jail Board does hereby approve Captain Robert Powell to purchase his duty weapon. The motion was seconded by Rev. Bailey. The roll was called by Ms. Jensen. Vote unanimous. ***Motion carried.***

8) Jail Board Member Comments

Rev. Bailey had no comments.

Ms. Lenox had no comments.

Ms. Guzman commented that with the cost of living going up that there might be some people interested in filling the vacancies.

Ms. Climer had no comments.

Mr. Torres had no comments.

Mr. Kostelecky had no comments.

Captain Lawler had no comments.

Chief Newsham commended Superintendent West for his goal of filling thirty vacancies by August and the recruiting efforts he discussed as well as improving morale. He stated that if the pay is increased and morale improves, he should be close to that goal.

Sheriff Hill thanked the Superintendent and had no comments. He updated the Jail Board that Ms. Pandak submitted her resignation but hoped that she could extend her time as Legal Counsel. Ms. Pandak stated that she discussed it with the Superintendent as well as the County Purchasing and there would be some transition time.

9) **Adjournment**

At 6:30 p.m., Ms. Lenox made a motion to adjourn; seconded by Captain Lawler. All members present agreed to adjourn the Regular Meeting of the Regional Jail Board. ***Motion Carried.***

The next regular meeting of the Prince William-Manassas Regional Jail Board is scheduled for Wednesday, May 21, 2025, at 6:00 p.m., Central Building's Board Room. 9320 Lee Avenue, Manassas, VA 20110.

Resolutions

MOTION: Lawler

SECOND: Bailey

**Regular Jail Board Meeting
March 19, 2025
Resolution No. 2025-7**

RE: Approve the Purchase of Duty Weapon

WHEREAS, Captain Robert Powell will retire on April 30, 2025, in good standing from the Prince William-Manassas Regional Adult Detention Center after 35 years of exemplary service and

WHEREAS, in honor of his dedicated years of service and

WHEREAS, in accordance with Virginia State Code 59.1-148.3 “Purchase of handguns of certain officers” allows Captain Robert Powell to purchase his duty weapon,

NOW, THEREFORE, BE IT RESOLVED that the Prince William-Manassas Regional Jail Board does hereby approve Captain Robert Powell to purchase his duty weapon.

VOTES:

AYES: Climer, Guzman, Kostelecky, Hill, Lenox, Newsham, Torres

NAYS:

ABSTAIN:

ABSENT: Austin, Smith

For Information:

Colonel Allen West, Superintendent, Prince William-Manassas Regional ADC

Major Susan McMahon, CJM, Director of Support Services, ADC

Captain Jeffrey Kepler, Director of Administration, ADC

Jamie Click, Director of Financial Services, Prince William-Manassas Regional ADC

Public Comments

Carmen E. Rodríguez (Occoquan)
Lisa McFarren-Polgar (Potomac)
03/13/2025

Dear Jail Board members-

We are grateful that the Jail Board stopped enforcing the 287(g) program in Prince William County years ago. This decision protected immigrant families from the constant fear of deportation and helped build trust between local law enforcement and our diverse community. It ensured that all residents, regardless of immigration status, could live without the threat of being unfairly targeted or profiled.

As the most diverse county in Virginia, Prince William must remain a place where all residents are treated with dignity and respect, free from persecution by police acting as ICE agents. Enforcing programs like 287(g) undermines community safety and fosters fear, not trust.

We urge the jail board to stay committed, to stand firm in protecting the rights and safety of ALL residents. The decision to refrain from enforcing policies/initiatives that put community trust at risk is vital to ensuring that Prince William remains a welcoming and secure place where everyone can live with dignity, free from fear and persecution.

Respectfully,

Carmen E. Rodríguez (Occoquan)
Lisa Polgar (Potomac)
| Community Activists

Carmen E. Rodríguez

Carmen E. Rodríguez (Occoquan)
Lisa McFarren-Polgar (Potomac)
03/17/2025

Dear Members of the Prince William-Manassas Regional Jail Board,

I hope this message finds you well.

Attached, please find a letter from the concerned citizens and members of Indivisible NoVa West and the Latino Advocacy Network. In the letter, we urge you to reject participation in the 287g program, as outlined in Governor's Executive Order 47, which ties local law enforcement to federal immigration enforcement. As detailed in the letter, this program fosters fear and mistrust within immigrant communities, discourages cooperation with local authorities, and ultimately undermines public safety.

Furthermore, **Carmen Rodríguez** and **Lisa McFarren-Polgar**, co-founders of the Latino Advocacy Network of the DMV, **will be present at the upcoming meeting on March 19th at 6:00 PM** to discuss this matter. We hope to have the opportunity to address the Board in person and advocate for a safer, more inclusive community for all residents of Prince William County and Manassas.

We appreciate your time and consideration and look forward to the upcoming discussion.

Thank you,

Carmen, Lisa and Marilyn
Community Activists

Lisa McFarren-Polgar & Carmen E. Rodríguez
Co-Founders, Latino Advocacy Network of the DMV
Marilyn Karp
Founding Member, Indivisible NoVa West



March 17, 2025

Attn: Prince William-Manassas Regional Jail Board
1 County Complex Ct.
Prince William, VA 22192

RE: Call to Reject the 287g Program and Protect Immigrant Communities in PWC

Dear Members of the Prince William-Manassas Regional Jail Board,

We, the concerned citizens and members of Indivisible NoVa West and the Latino Advocacy Network, write to strongly urge you to reject participation in the 287g program as outlined in [Governor's Executive Order 47](#). This program dangerously ties local law enforcement to federal immigration enforcement, creating fear and mistrust within immigrant communities, and it undermines public safety.

As you may recall from a few years ago, the 287g program has proven to create a divide between immigrant communities and local law enforcement. When immigrant individuals fear being reported to federal immigration officials, they are less likely to report crimes, cooperate with investigations, or seek help in emergencies. This reluctance to engage with law enforcement only puts everyone at greater risk and harms community safety.

Rather than being involved in enforcing federal immigration laws—which disproportionately impact our Latino neighbors—local law enforcement resources should be used to address crime and ensure public safety. Participation in 287g would divert attention from these priorities and strain relationships between law enforcement and immigrant communities, making it more difficult for individuals to trust the authorities that are meant to protect them.

By opting out of the 287g program, the PW-Manassas Regional Jail Board can send a clear message that the safety and well-being of all residents, regardless of immigration status, will be prioritized. This would not only support the dignity of our Latino and immigrant communities but also help foster an environment where all individuals feel secure in seeking assistance when needed.

With nearly 1,000 members combined, we strongly urge the PW-Manassas Regional Jail Board to stand in solidarity with our immigrant communities, reject the harmful consequences of the 287g program, and focus on policies that strengthen our collective well-being.

We can be reached at hlpolgar@gmail.com, 703.678.8411 (Lisa), rodriguez.ce8@gmail.com, 202.716.8940 (Carmen), or marilynkarpp@gmail.com, 703.244.1903.

Respectfully,


Lisa McFarren-Polgar
Co-Founder, Latino Advocacy Network


Carmen E. Rodríguez
Co-Founder, Latino Advocacy Network


Marilyn Karp
Founding Member, Indivisible NoVa West

Ben Walters (Manassas)
02/26/2025

Dear Members of the Jail Board,

My name is Ben Walters, and I have been a resident of Manassas city for 3 years. As an active member of our community, I serve on the Community Emergency Response Team (CERT), and I'm a member of the Board of Zoning Appeals. I have a small child and another one on the way.

I am writing to express my deep concern regarding the current policy that limits the processing of ICE detainees to individuals charged with felony offenses. This policy inadvertently allows dangerous gang members and reoffenders who are initially arrested on misdemeanor charges to evade proper identification and potential removal, posing a significant threat to our community.

Financial Implications

Beyond the immediate safety concerns, I want to raise the alarm over the very real chance that current policy may jeopardize essential federal funding for Prince William County, and independent cities in the regional jail system including Manassas and Manassas City. The designation of our jurisdictions as "sanctuary" areas due to non-cooperation with federal immigration enforcement can and most likely will result in significant financial repercussions. The "No Bailout for Sanctuary Cities Act" is making it's way through Congress and would deny funds to jurisdictions that don't fully cooperate with ICE on information sharing and processing of EVERY immigration detainee.

Combined FY 2024 federal funding to Prince William County and small independent cities in our jail system totals over \$100 million. Here are just a few examples:

1. **City of Manassas:** \$3 million from the EPA designated for upgrading our drinking water infrastructure, ensuring a reliable and resilient system for residents.
2. **City of Manassas:** \$3 million from the Department of Transportation allocated for reconstructing taxiway lighting at our regional airport.
3. **Prince William County:** \$20M for the Prince William County School Board.

The loss of these funds would have a profound impact on the overall well-being of our entire region.

A Call to Action

Reinstating the 287(g) program would empower our local law enforcement with the necessary tools to identify and address threats effectively. This proactive measure would ensure that individuals posing risks are not inadvertently released due to insufficient information and/or training. Obama-era collaboration between local agencies and ICE has previously proven effective in enhancing public safety and deterring criminal activity.

I respectfully urge the Jail Board to reconsider the current policy and reinstate the 287(g) program. By doing so, we can fortify our commitment to protecting our families and preserving public safety.

Thank you for your attention to this critical matter.

Sincerely,

Ben Walters

Kenny Loveless (Manassas)

03/17/2025

Dear Members of the Jail Board,

My name is Kenny Loveless. I have been a resident of Manassas for 50 years and a businessman in the City for almost that entire time. I am an active member of our community. I am a 30 year member of the Rotary Club of Manassas, have been active on Manassas City committees and currently am involved as Vice Chair with the City of Manassas Republican Committee. I raised my family in Manassas and my children and grandchildren also live in the City or Pr. William County. I belong to Nativity of Our Lord Orthodox Church here in the City.

I am writing today to express my deep concern regarding the current policy that limits the processing of ICE detainers to individuals charged with offenses. This policy inadvertently allows dangerous gang members arrested on misdemeanor charges to evade proper identification and potential removal, posing a significant threat to our community.

Previously, the 287(g) program facilitated an effective partnership between our local law enforcement and federal immigration authorities. This cooperation was instrumental in identifying and removing dangerous criminals from our City and County. I still remember when the County leadership fully understood the importance of this relationship and vividly remember the beginning of our problems when the County leadership drifted away from 287(g) enforcement. This has not brought good outcomes to our community, and it is time we support our President and restore this cooperation. We owe it to our families.

Under the existing policy, individuals arrested for misdemeanor offenses are not subject to ICE detainer notifications. This creates a critical gap, as many gang members and repeat offenders are initially apprehended for lesser charges.

Without access to ICE databases, our local police are unable to ascertain the full criminal backgrounds of these individuals, leading to their release back into our community. This oversight not only endangers public safety but also undermines the efforts of our law enforcement agencies and has had horrible outcomes.

Beyond the immediate safety concerns, the current policy may jeopardize essential federal funding for both Prince William County and the City of Manassas. The designation of our jurisdictions as "sanctuary" due to non-cooperation with federal immigration enforcement can and most likely will result in significant financial repercussions. The loss of these funds would have a profound impact on the overall well-being of our community.

Reinstating the 287(g) program would give our local law enforcement the necessary tools to identify and address threats effectively. This proactive measure would ensure that individuals posing risks are not inadvertently released due to insufficient information. The collaboration between local agencies and ICE has previously proven effective in enhancing public safety and deterring criminal activity.

I respectfully urge, no, I plead, for the safety of our families, that the Jail Board reconsider the current policy and reinstate the 287(g) program. By doing so, we can protect our families, preserve public safety, and maintain the trust and confidence of our community.

Thank you for your attention to this critical matter.

Sincerely,
Kenny Loveless
City of Manassas

Zachary Murphy (Manassas)

03/03/2025

Dear Members of the Jail Board,

My name is Zachary Murphy, and I am a concerned resident of Manassas. Our city has been overwhelmed by rising crime, gang activity, illegal boarding, and failing infrastructure. These issues are spiraling out of control, and I urge you to reinstate the 287(g) program to help restore order and safety in our community.

The decision to limit ICE detainers to felony charges has created dangerous gaps in enforcement. Many violent criminals, including gang members, are first arrested for misdemeanors. Without full ICE cooperation, these individuals are released back into our neighborhoods, putting residents at risk and eroding trust in our justice system.

At the same time, illegal boarding and zoning violations are rampant, creating unsafe living conditions, overcrowding our schools, and driving up crime. Property values are declining, and many longtime residents are being priced out of their own community. Instead of enforcing existing laws, city officials have allowed these problems to grow unchecked.

Governor Youngkin's Executive Order 47 and new federal directives require full cooperation with ICE. If we continue ignoring enforcement, Manassas and Prince William County risk losing millions in state and federal funding, money desperately needed to fix our water issues, improve infrastructure, and support public safety, all major problems we are already struggling with.

We have a chance to turn this around. The 287(g) program worked before, and it can work again. Let's put the safety of our families and neighborhoods first. I urge you to act now before these issues become irreversible.

Sincerely,
Zachary J. Murphy

Amalfi Arias (Manassas)

03/04/2025

Honorable Members of the PWC Jail Board,

As a longtime resident of the City of Manassas, a first-generation immigrant, and a native Spanish speaker, I am deeply invested in our community. I actively volunteer, donate, and support the migrant population. However, despite raising my concerns with local and regional elected officials, my voice has not been heard. I urge you to consider these critical points as you deliberate.

Many migrants have expressed their distress, saying, *"I fled my country to escape gangs, only to find more gangs here."* Newly arrived migrants, unfamiliar with U.S. societal norms, often accept gang-run neighborhoods as a way of life. Additionally, many migrants and citizens are forced to live in overcrowded group homes, often unaware of who their housemates are. When incidents occur, they frequently go unreported due to fear or lack of trust in law enforcement.

Migrants come to America seeking a better life, yet current local policies have, in some cases, exposed them to even greater criminal threats. The vast majority of migrants and transient residents want to follow the law, work hard, and care for their families. However, we must address the small but dangerous criminal element—roughly 10%—that threatens community safety.

Reinstating **287(g)** is a decisive step in sending a clear message to criminals while also fostering trust between law enforcement and the community. At the same time, I urge the Jail Board, Prince William County, and the City of Manassas to implement measures that educate and assist undocumented migrants on their legal rights and pathways to proper documentation. This includes access to legal resources and guidance on identifying safe housing. For example, individuals should know who they are living with—if that information is unclear or unverifiable, they may need to seek alternative housing options.

Our community needs pragmatic, sound advice to ease fears and ensure safety. The current situation is tragic on multiple levels, and we must acknowledge that the decisions of elected officials and citizens alike have contributed to these challenges. Now, we must take responsibility and forge a path forward. Reinstating **287(g)** is a crucial first step.

Thank you for your time and consideration.

Jewel Eccleston
3/13/2025

Dear Prince William County Jail Board,

My name is Jewel Eccleston, and I am a Veteran, Registered Nurse, and relative of an incarcerated woman at Prince William County/Manassas Adult Detention Center. I am writing out of concern for the Detention Center's health policies for the inmates. The facility's meals lack nutrients and fresh fruits and vegetables. The inmates are served canned foods, and the commissary food options consist of processed calorie-dense snacks. I also understand that female inmates are rarely allowed to go outdoors. My sibling has not been outside in more than four months. That is a long time to be indoors, away from natural sunlight and fresh air.

Like other public service industries, I understand that the jail encounters hardships, including staffing shortages and budgetary restrictions, but inmates deserve proper nutrition. Furthermore, natural sunlight can improve inmates' mental health and reduce behavioral incidents.

I would like to speak to the Board about these concerns. Can you advise when the next public meeting will be held? Otherwise, I would like to schedule an over-the-phone or Zoom meeting with an available Board member.

I appreciate your time and consideration of this matter. The correction officers have done a great job maintaining inmates' safety. Please feel free to reach out to me with any other questions.

Respectfully,

Jewel Eccleston