

# MINUTES OF PREVIOUS MEETING

Regular Meeting – July 16, 2025

Live Stream of Meeting:

<https://www.youtube.com/watch?v=MZ6wN0FCahc>



**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, July 16, 2025, 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): Hill, Kostelecky, Lenox, Newsham, Petty, and Torres. Absent: Austin, Bailey, Climer, Guzman, and Smith. ***Quorum established.***

Jail staff present: Jamie Click (Director of Financial Services), Captain Cortes (Director of Administration), Captain Cowthran (Director of Technology and Community Relations), Captain Dickinson (Director of Classification and Treatment), Captain Kepler (Director of Security), Major McMahon (Director of Support Services), and Colonel West (Superintendent).

Jail Board Secretary: Ashley Jensen

Legal Counsel: Brendan Hefty was present.

**2) Public Comments**

Written comments were received and made available to all Jail Board members.

Members of the public who were present to speak to the Jail Board:

- Mr. and Mrs. William and Betsy Kyker of Fairfax, Virginia.
- Mr. Zachary Murphy of Manassas, Virginia.
- Mr. Kenny Loveless of Manassas, Virginia.
- Mr. Ben Walters of Manassas, Virginia.

Members of the public who were present to observe:

- Ms. Carol Noggle of Gainesville Virginia.

ADC Interns who were present to observe:

- Paul Harrigan
- Mansur Yahya
- Aiden Bannerton
- Ian Dinwiddie

Mr. and Mrs. William and Betsy Kyker of Fairfax, Virginia, expressed concerns about inmate lockdown procedures, recreation time, and communication. Chairman Hill requested that Superintendent West contact Mr. and Mrs. Kyker.

Mr. Zachary Murphy of Manassas, Virginia, voiced concerns regarding community safety and the increase in crime. He requested that the Jail Board consider supporting immigration proposals from the GOP.

Mr. Kenny Loveless of Manassas, Virginia, expressed hope that the Jail Board would continue to assist in maintaining public safety within Prince William County and review matters related to Class 1 misdemeanors and the release of individuals back into the community.

Mr. Ben Walters of Manassas, Virginia, expressed concerns about community safety and asked the Jail Board to consider strengthening the current policy by including ICE notifications for Class 1 misdemeanors if not already addressed in the current policy.

**Let the record show that Ms. Guzman arrived at 6:20 p.m.**

### **3) Approval of Agenda**

Chairman Hill requested a motion to approve the agenda for July 16, 2025. The motion was made by Ms. Lenox; seconded by Chief Newsham. 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 May 21, 2025. A motion was made by Mr. Torres; seconded by Ms. Lenox. Vote unanimous. ***Motion Carried.***

### **5) Superintendent's Report**

#### **a. Inmate Population Report**

Complex average daily population (ADP) for twelve months of FY 2025 was 545, with the complex high

being 1,131 in FY 2015. Transfers to the Department of Corrections: May – 5, June – 16. Commitments: May – 672, June – 627. Releases: May – 659, June – 655. Process only, not committed: May – 36, June – 53.

The complex average daily population for May was 534 with a high of 554. Complex average daily population for June was 533 with a high of 559.

**b. Status of FY 2026 Objectives**

**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)**

- 1 Substantiated Sexual Harassments
- 3 Unfounded Sexual Harassments

**3. Ensure for Career Development Training**

- Medical Staff Self-Defense Class
  - 20 Staff

**4. Monitor the renovation of the Central Lobby.**

- The lobby project has been awarded to Taft Construction on May 2, 2025. Work will begin once material is in.

**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, 859 boxes of Narcan have been given to inmates upon release.
- Currently, 71 inmates receive medicated assisted treatment.

**c. Jail Population Report**

The Manassas Complex ADP was 530. Central Building's population remains stable with an average population of 364. The Main Building's average population was 157. Work Release average population was 9. The Work Release program is temporarily closed as of June 2025. The Modular Building is closed. Monthly Transfers to the Department of Corrections: March – 9, April – 13, May – 5, June – 16. The average number of commitments for FY 2025 was 621. The ADP for FY 2025 was 545.

**d. Other Comments**

Superintendent West reported that the County was reviewing agency vacancies that had remained open for 270 days or more. He noted that when he became Superintendent, there were approximately 30 vacancies, which had since been reduced to eight (five sworn and three civilian). He stated that 96 applicants are currently in the hiring process and overall vacancies have decreased from 88 to 61. Superintendent West commended Captain Cortes and the Human Resources staff for their efforts and stated that the upcoming Fall Jail Basic Academy is expected to be filled with 30 cadets, with the potential to run two academies simultaneously.

Beginning in August, officers will read to children at Barnes & Noble twice a month as part of the agency's community outreach efforts. One of Superintendent West's initiatives was to expand the agency's internship program and different avenues for recruitment. He noted that two interns are in the hiring process. Superintendent West then invited intern Mr. Mansur Yahya to address the Jail Board and share what inspired him to apply to work at the ADC.

Mr. Yahya spoke to the Jail Board. He shared his interest in pursuing a career in public safety and his commitment to serving the community. He thanked Superintendent West for the opportunity to speak to the Jail Board.

Chairman Hill asked the Jail Board if they had questions for the Superintendent.

Mr. Torres requested details of the substantiated sexual harassments. Captain Kepler stated that a keep separate was put in place after the investigation.

Ms. Lenox asked if it was between inmates. Colonel West confirmed it was between inmates.

Mr. Kostelecky inquired about the closure of the Work Release Program. Colonel West explained that the program was suspended due to low inmate participation and staffing shortages, with staff reassigned to Human Resources to support hiring efforts. He noted that the program will be reinstated once staffing levels are sufficient.

**6) Budget Update**

Ms. Click presented the preliminary agency budget updates for FY 2025 as of June 30, 2025. The agency was on target to exceed the budgeted revenue for the fiscal year by approximately \$1.3 million or 2.2%, 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 June 30, 2025, was 10.8%. The agency budgeted for a utilization rate of 13.5% and therefore will result in a refund of approximately \$1 million.

The operating expenditure's preliminary results of actual spending as of June 30, 2025, represented 95.8% of the total budget with 100% of the fiscal year elapsed with savings of approximately \$2.7 million. The agency had \$3.72 million in salary vacancy savings that masked a net shortfall in operating expenditures of approximately \$538k, or 3.1% of total non-salary related operating costs. The agency continued to seek additional support through the budget process; however, these requests were consistently denied due to the vacancy savings. Ms. Click noted that while recruitment efforts showed improvement in July, FY 2025 ultimately concluded with vacancy levels remaining unchanged.

The federal government agencies monthly billing for FY 2025 total billed was \$13,879.32.

Ms. Click stated that there were no upcoming Board of County Supervisors agenda items.

Commissary spend for FY 2025 as of June 30, 2025, ended in just over 2 million and remained consistent throughout the year. The inmate trust account cash balance for May was \$118,558 and \$117,948 in June.

Mr. Torres asked who managed the commissary. Ms. Click responded that an external contractor, Keefe Group, supplied goods. The warehouse staff receive the orders from the inmates and forward them to Keefe Group to fulfil, then staff distribute the items to the inmates. Mr. Torres inquired about procedures for checking expired items. Ms. Click responded that inmates notify warehouse staff if items are expired and then the issue is reported to Keefe.

Ms. Lenox asked how the agency would change the GTL system used for communication and the source of funding. Ms. Click explained that it was under a commissary contract, which the Jail Board has authority to renew. She noted that the contract was recently renewed for an additional five years. The funds are drawn from the Commissary balance.

## **7) Jail Board Member Comments**

Ms. Guzman had no comments, but expressed enthusiasm for the internship program and the valuable experience it would provide for the interns.

Ms. Lenox expressed her appreciation that the medical and mental health vacancies had been filled, emphasizing the significant impact those positions have on the jail population. She commended Superintendent West for the recruitment efforts and the agency's creative community engagement initiatives. Ms. Lenox acknowledged the public comments presented to the Jail Board regarding 287g and the agency's cooperation with ICE. She stated that she had reviewed the information provided and addressed her findings in relation to the statistics referenced during public comments. She praised the ADC for fulfilling the directive issued by the Jail Board in 2020 and for its efforts to protect the community.

Mr. Torres echoed Ms. Lenox and said that the Jail Board had extensively discussed the policy adopted back in 2020, using statistics from the ADC. He stated that approximately 74% of detainees reported to ICE were misdemeanors with few reported as felonies. Mr. Torres emphasized that the Jail Board's policy was designed to balance the needs and safety of Prince William County. He noted that any reconsideration of the policy would need to be based solely on statistics provided by the ADC.

Mr. Kostecky stated that he looks forward to the resumption of the Work Release program.

Captain Petty commended Superintendent West for the recruitment efforts, the internship program and the agency's community engagement initiatives.

Chief Newsham had no comments.

Chairman Hill acknowledged the public comments and stated that he would reach out to Jail Board members to determine whether they wished to discuss and potentially amend the current policy regarding 287(g). He stated that his priority is Prince William County and serving the community. Chairman Hill thanked the public for attending the meeting and those who spoke to the Jail Board.

## **8) Adjournment**

At 6:57 p.m., Mr. Kostecky made a motion to adjourn; seconded by Chief Newsham. 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, September 17, 2025, at 6:00 p.m., Central Building's Board Room. 9320 Lee Avenue, Manassas, VA 20110.

PUBLIC COMMENTS OF PREVIOUS  
MEETING

July 16, 2025



**Noah Lerman  
Chief of Staff  
Office of Delegate Lovejoy  
July 14, 2025**

Good afternoon,

On behalf of Delegate Lovejoy's office, we wanted to pass along this letter from Delegate Lovejoy for the upcoming jail board meeting.

Thank you, and please let us know if you have any questions.

Warm regards,  
Noah

Noah Lerman  
Chief of Staff  
Office of Delegate Lovejoy  
Virginia House of Delegates, District 22  
c. (703) 608-5221 w. (session only) (804) 698-1322  
[www.DelegateLovejoy.com](http://www.DelegateLovejoy.com)





COMMONWEALTH OF VIRGINIA

**HOUSE OF DELEGATES**  
RICHMOND

**IAN T. LOVEJOY**

8665 SUDLEY ROAD  
BOX 195  
MANASSAS, VIRGINIA 20110  
TWENTY-SECOND DISTRICT

COMMITTEE ASSIGNMENTS:  
COUNTIES, CITIES AND TOWNS  
COMMUNICATIONS, TECHNOLOGY  
AND INNOVATION

14 June 2025

Chairman Sheriff Hill and Members of the Jail Board,

As the Delegate for House District 22 in the Virginia House of Delegates, I'm writing to inquire about a potential change to the Jail Board's current policy on immigration status notifications.

Protecting public safety is one of our most important responsibilities, and I believe there is an opportunity to bolster existing procedures. As it stands, notification to federal immigration authorities (ICE) is required for illegal inmates who are charged with or convicted of felonies. I urge the Board to consider expanding this policy to also include individuals who are on a state or federal sex offender registry, as well as those charged with violent Class 1 misdemeanors such as assault, human trafficking, or destruction of property- when an immigration detainer is in place.

We can all agree that community safety is not a partisan issue. Ensuring that all members of our community- especially the most vulnerable, are protected from violent offenders should be a goal for all of us.

Thank you for your consideration, and I look forward to continued partnership in keeping our communities safe.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ian T. Lovejoy".

Ian T. Lovejoy  
Delegate, District 22  
Virginia House of Delegates

**Kenny Loveless**  
**Manassas Virginia**  
**July 14, 2025**

**Sheriff Hill and Members of the**  
Prince William – Manassas Regional Jail Board

Dear Sheriff Hill and Members of the Jail Board,

I write to you not to cite statistics or legal codes—others will provide those. Nor do I come before you to argue with political positions or promote partisanship. Instead, I write from a human perspective, and I speak from the heart. This issue is about our duty to care for and protect our neighbors. It is about compassion—but real, grounded compassion—and the courage to uphold trust in our system.

At the core of any society is trust. Trust that our laws will be enforced fairly. Trust that victims of crime will be protected. Trust that those who harm others will face consequences. When we choose not to cooperate with ICE in cases involving serious misdemeanor crimes, we are breaking that trust. We are failing those who rely on us for safety—especially the most vulnerable in our communities.

We have all heard the tragic stories of women, children, and young people who have suffered unimaginable trauma at the hands of individuals who should never have been allowed to remain in our neighborhoods. These stories may not always make the headlines, but they are real. Their pain is real. And it is made worse when the very system that was supposed to protect them turns away from one of the tools that could have stopped it from happening.

Let me be clear: cooperation with ICE is not about random deportations. It is about acknowledging when someone in our custody has already violated our laws—already shown disregard for the safety of others—and ensuring that they are not quietly released to start the cycle of harm all over again.

Refusing to cooperate with ICE in cases of serious crimes is not an act of compassion. It is an act of neglect—neglect of our responsibility to safeguard all residents, particularly the innocent.

This is not about rounding people up or engaging in mass enforcement. It is about honoring lawful detainers for individuals who have already been arrested, already screened, and already found to have committed serious crimes. It is about doing what is right.

I urge you, as stewards of public trust, to make the responsible decision. Do what is right—not what is easy or politically convenient—but what upholds the integrity of our justice

system and protects the safety of our community. Cooperate with ICE in serious cases. Restore trust. And above all, protect the innocent.

Sincerely,

**Kenny Loveless**

**George Ellis**  
**Manassas, VA**  
**07/14/2025**

Good Afternoon Jail Board and Sheriff Hill,

On behalf of our membership, the Manassas Republican Party would like to formally submit the attached letter with our request for the Board to expand on its immigration notification policy. Please confirm once all board members have received. Thank you for your consideration.

George Ellis  
Chair

**Letter from the Manassas Republican Committee  
Manassas Virginia**

July 9, 2025

Chairman Sheriff Hill, Members of the Jail Board:

One of the most important responsibilities of any municipality is providing a safe community for everyone who lives in that community. We are concerned that all members of our community, including our children, are at risk because violent individuals are not being processed and/or prosecuted causing unsafe neighborhoods.

A major solution to this threat to our local communities would be that anyone who goes through the jail system would be fully processed to include an immigration status check with notification.

Since this is not a partisan issue, but a safety issue, we call on other community leaders such as our elected officials and the local Democratic Party to join the Manassas Republican Party in requesting a reform in the Jail Board's current policy on immigration status notifications.

**We urge the Jail Board to expand the current policy to require notification, not only for inmates charged with or convicted of felonies, but also for inmates on a state or federal sex offender registry or charged with and/or convicted of Class 1 misdemeanors, when an immigration detainer is in place.**

Below you'll find a specific list of examples of Class 1 misdemeanors that would be covered under an expanded immigration notification policy.

Sincerely,

Manassas Republican Committee

**Letter from the Manassas Republican Committee (cont.)**  
**Manassas Virginia**

Assault and Battery

1. Assault & Battery – [Va. Code § 18.2-57]  
Physical attack without serious bodily injury.
2. Domestic Assault & Battery – [Va. Code § 18.2-57.2]  
Assault against a family or household member.
3. Assault & Battery Against Law Enforcement or Emergency Personnel (no serious injury) – [Va. Code § 18.2-57(C)]  
Attacks against officers, EMTs, or teachers.
4. Unlawful Wounding Attempt (Under Battery Statute) – Often charged under [§ 18.2-57]  
Attempted violence without a weapon or serious injury.
5. Obstruction of Justice (Physical Interference) – [Va. Code § 18.2-460]  
Interfering with law enforcement during lawful duties.

Human Trafficking–Related Offenses

1. Aiding Prostitution or Illicit Sexual Intercourse – [Va. Code § 18.2-348]  
Facilitating another person's engagement in prostitution.
2. Using Vehicles to Promote Prostitution – [Va. Code § 18.2-349]  
Transporting or enabling sex trafficking through vehicle use.
3. Keeping or Residing in a Bawdy Place – [Va. Code § 18.2-347]  
Frequenting or maintaining a location used for prostitution.
4. Promoting Travel for Prostitution – [Va. Code § 18.2-348.1]  
Advertising or arranging travel for the purpose of sex work.

Firearm Offenses

1. Brandishing a Firearm – [Va. Code § 18.2-282]  
Displaying a firearm in a threatening manner.
2. Reckless Handling of a Firearm – [Va. Code § 18.2-56.1]  
Endangering others by mishandling a gun.
3. Possession of a Firearm Following a Misdemeanor Domestic Violence Conviction – [Va. Code § 18.2-308.1:8]  
Prohibited possession for three years following conviction.
4. Carrying a Firearm into a Courthouse or Airport Terminal – [Va. Code § 18.2-283.1]  
Unlawful possession of a firearm in restricted government areas.
5. Allowing Access to Firearms by Children – [Va. Code § 18.2-56.2]  
Leaving loaded firearms unsecured around minors.

### Gang-Related Offenses

1. Participation in a Criminal Street Gang (1st offense) – [Va. Code § 18.2-46.2]
2. Recruiting for Gang Activity (1st offense) – [Va. Code § 18.2-46.3]
3. Providing False ID to Law Enforcement – [Va. Code § 19.2-82.1]

### Property Crimes

1. Petit Larceny – [Va. Code § 18.2-96]  
Theft of goods or cash valued under \$1,000.
2. Destruction of Property (less than \$1,000, with intent) – [Va. Code § 18.2-137(B)]  
Vandalism, graffiti, or minor damage.
3. Trespassing (Posted or Private Property) – [Va. Code § 18.2-119]  
Unlawful entry onto restricted or private premises.



**Ben Walters**  
**Manassas, Virginia**  
**July 14, 2025**

Hello Jail Board,

My name is Ben Walters and I live in Old Town Manassas. I am planning to be there to speak on Wednesday and want to thank the Chair for opening up citizen time. I'll elaborate more at that time, but for now, I wanted to share some recent data I've obtained from ICE (via the Center for Immigration Studies) documenting each instance between October 2022 and February 2025 in which the Prince William County Adult Detention Center declined to honor an ICE detainer. A total of 174 individuals identified by ICE as deportable criminal aliens were released—many with records of violent offenses. We're talking about sexual assaults, domestic violence, gun violence, violence against children...there's even a homicide. According to the Center's analysis, the PWC ADC facility now ranks 24th in the nation for such releases. You can read the full report [here](#).

I would like to better understand the root of this problem. Is it a matter of policy? A breakdown in process? Is ICE failing to follow through after receiving notifications? Whatever the cause, this is not merely a bureaucratic issue—it's a public safety issue. As long as those responsible for the most serious violent crimes are allowed to walk free, vulnerable legal immigrant communities will continue to be exploited.

Thank you for your time and service.

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**Ben Walters**  
about.me/benwalters