



**FY 2024**

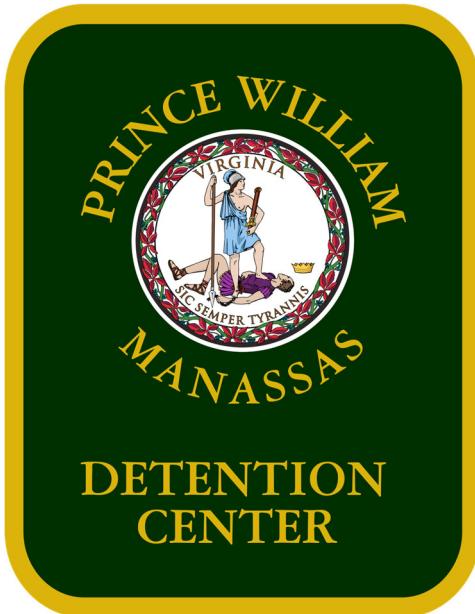
# **ANNUAL REPORT**

**PRINCE WILLIAM-MANASSAS REGIONAL  
ADULT DETENTION CENTER**

---

**JULY 1, 2023 — JUNE 30, 2024**





# Prince William-Manassas Regional Adult Detention Center

9320 Lee Avenue  
Manassas, Virginia 20110  
703-792-6420

Email: [adc@pwgov.org](mailto:adc@pwgov.org)

Website: <https://www.pwcva.gov/adc>

# Mission Statement:

To protect the community by providing for the secure, safe and healthful housing of prisoners admitted to the Detention Center. To ensure the safety of the Detention Center staff. To conduct rehabilitative programs which reduce the likelihood of recidivism among prisoners released from the Detention Center. To do these things in as cost-effective a manner as possible.

# TABLE OF CONTENTS

**01-05**

## Organization & Objectives

Message from the Acting Superintendent	.....	01
Jail Board Members	.....	02
Organizational Chart	.....	03
Objectives	.....	04
Office of Professional Standards	.....	05

**06-15**

## Inmate Services

Security	.....	06
Tactical Response Team (TRT)	.....	07
Classification	.....	08
Re-Entry Services	.....	09-10
Veterans Services	.....	10
Drug Dorm	.....	11
Work Release	.....	12
Electronic Incarceration Program	.....	12
Workforce	.....	13
Good News Jail & Prison Ministry	.....	14
Medical	.....	15
Mental Health	.....	15

# TABLE OF CONTENTS

<b>16-23</b>	<b>Support Services</b>	
	Human Resources	..... 16
	Training	..... 17-18
	Intake and Release	..... 19
	Records Section	..... 20
	Support Services	..... 21
	Transition	..... 22-23
<b>24-25</b>	<b>Financial Services</b>	
<b>26</b>	<b>Average Daily Population</b>	
<b>27</b>	<b>Employee Recognition</b>	

# MESSAGE FROM THE ACTING SUPERINTENDENT

Over the past year, we have made significant strides in strengthening our relationships with County partners and officials. These efforts have fostered a more transparent, collaborative, and informed approach to ensuring our agency's needs are understood and prioritized within the County budget. By openly sharing our challenges and aligning on long-range planning strategies, we are laying the groundwork for sustained success.

One of the highlights of this effort was hosting the County Executive and his team for an on-site retreat. With the support of our department experts, we provided a comprehensive look at our facility, key operational processes, and the performance measures that reflect our staff's productivity and unwavering commitment to our mission.

Our team also embraced innovative recruitment and retention strategies. We streamlined and shortened the hiring process, launched a proactive outreach and event strategy, and adopted a more engaged approach to candidate management. These efforts are helping us attract and retain top talent in a competitive market.

Notably, we met individually with each member of the Board of County Supervisors to build new relationships and advocate for critical support. These conversations focused on keeping our sworn pay scale competitive with neighboring jurisdictions, increasing hiring incentives to market levels, and exploring retention incentives to support our dedicated staff.

In addition to our operational focus, we remained deeply engaged in the community. Our staff continued to participate in beloved public safety events and launched new traditions to enhance the public's understanding and appreciation of our work.

We also initiated a transformative project to implement innovative software in our security operations. This technology will automate manual processes, provide real-time data, and support informed decision-making. It promises to enhance facility security, improve compliance monitoring, and increase staff efficiency.

I am incredibly grateful for the opportunity to serve as Acting Superintendent. It has been an honor to work alongside such dedicated professionals, strengthen relationships across the County, and help shape a promising new chapter for our agency and the community we serve.

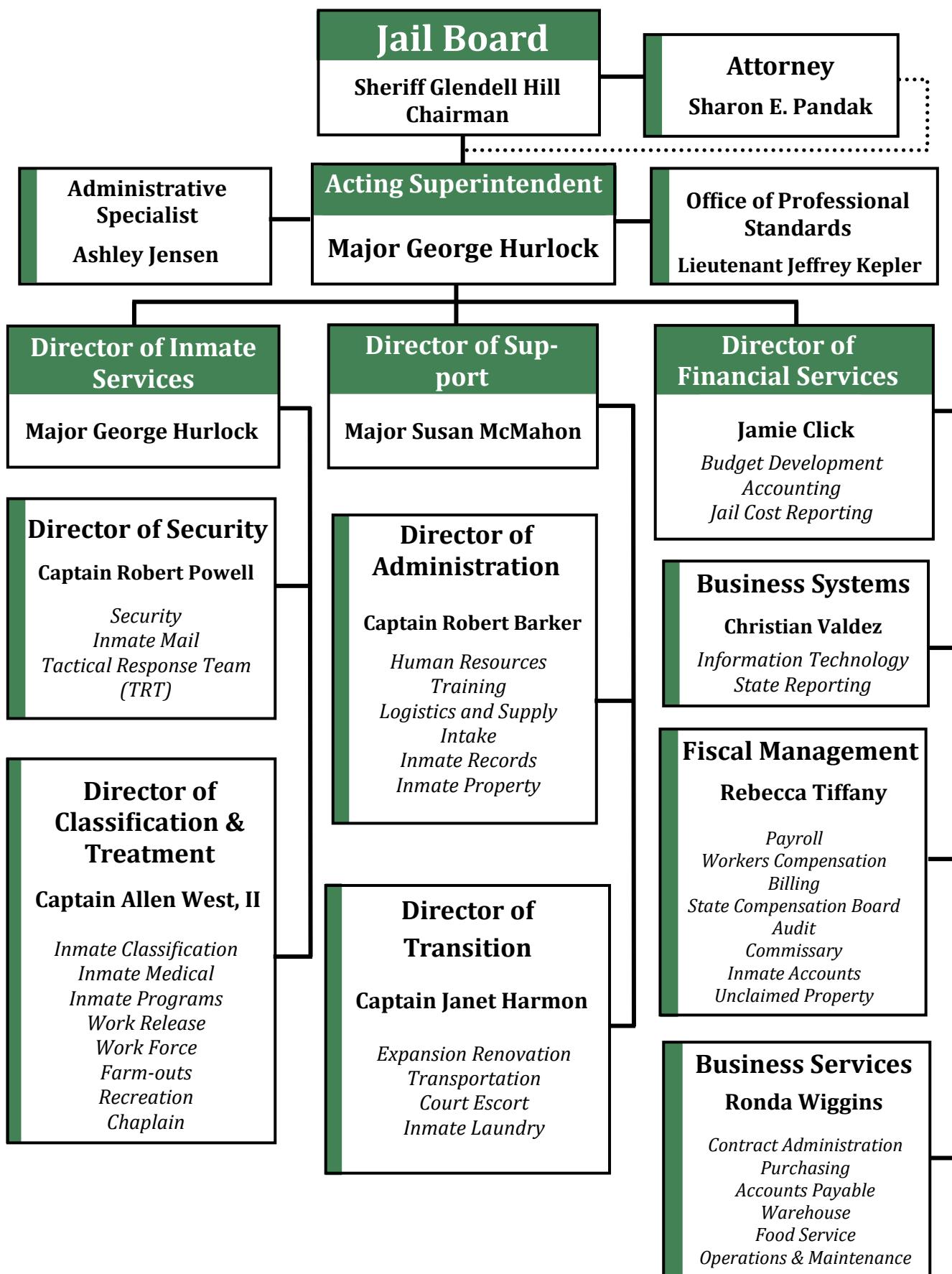


***Major George Hurlock  
Acting Superintendent***

# JAIL BOARD MEMBERS

Board Member	Jurisdiction	Alternate
<b>Glendell Hill</b> (Chair)	Sheriff Prince William County	
<b>Douglas W. Keen</b> (Vice Chair)	Chief of Police City of Manassas	Captain Jacob Martz City of Manassas Police Department
Amy Ashworth	Commonwealth's Attorney Prince William County	Anthony Kostelecky
Steve Austin	Director of Criminal Justice Services Prince William County	
Rev. Cozy Bailey	Citizen-at-Large Prince William County	Zalouteacha Jackson Prince William County
Lisa C. Climer	Citizen-at-Large City of Manassas	
Elizabeth Guzman	Citizen-at-Large Prince William County	Richard Maddox Prince William County
Tracey Lenox	Public Defender Prince William County	
Peter Newsham	Chief of Police Prince William County	Deputy Chief Jared Phelps Prince William County Police Department
Jacqueline Smith	Clerk of the Circuit Court Prince William County	
Raul Torres	Executive Director Human Rights Office Prince William County	

# ORGANIZATIONAL CHART



# YEAR-END STATUS FY 2024 OBJECTIVES

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

*The Adult Detention Center is utilizing NeoGov, a County Human Resources initiative, which enhances the hiring process through advertisement and recruiting. The Human Resources section has attended multiple job fairs.*

## 2. Prison Rape Elimination Act (PREA)

- Comply with PREA policies.

*The Adult Detention Center has fully complied with PREA policies.*

## 3. Career Development Training

- Master Jail Officer (MJO) Program
- 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, conference, internet courses, etc.

*This objective is ongoing.*

## 4. Monitor any developments involving or impacting the Main Facility repair project, which started in May 2021. Estimate Completion time is 9 months.

*There is no completion date at this time.*

## 5. Participate in 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 increasing peer navigators for opioid users and mentally ill inmates upon release. Continuation of Medication Assisted Treatment (MAT) for high-risk opioid users.*

*On October 19, 2021, the ADC began providing Narcan to inmates upon their release if they requested it. Since that date, the ADC has passed out 810 boxes of Narcan.*

# 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.

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
- Office of Juvenile Justice and Delinquency Prevention Annual Audit
- Fire Marshal Annual Inspection
- U.S. Marshals Service Annual Audit
- Virginia Department of Health Inspection
- Board of Local and Regional Jails Triennial Audit
- Prison Rape Elimination Act (PREA) Triennial 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.

# SECURITY

There are four Security Shifts that provide the secure, safe, and healthful housing of prisoners admitted to the Detention Center. They ensure the safety of Detention Center staff, visitors, and public. The four Security Shifts are "A", "B", "C", and "D" Shift. Currently, each shift consists of one Lieutenant, three 1<sup>ST</sup> Sergeants, five Sergeants, six Master Jail Officers (Field Training Officers), and twenty-two Jail Officers for a total of thirty-seven staff per shift. There should be approximately fifty-six staff per shift for the Main Facility, Modular Facility, Central Building, and Phase II when at capacity. The Security Shifts maintain the safety and security of the inmate housing units and the inmates that are assigned to that Unit. Officers on units are in the care of sixty-eight inmates that are on their Unit. This makes the ratio 68 inmates to 1 officer. The Unit Officer ensures that the inmates follow the posted rules and regulations of the ADC and the policies and procedures set forth by the Department of Corrections (DOC).

Along with the daily safety and security baseline duties, both Officers and supervisors find themselves interacting in many other daily duties both on and off the unit they are assigned to. All, while expected to concurrently maintain safety and security. Such duties may include:

- Emergency inmate transports to hospitals.
- Serving 3 meals a day to each individual inmate on the unit.
- Removal of trash throughout the facility daily.
- Inmate escorts throughout the facility.
- Preparing, offering, implementing, and documenting recreation for inmates on the unit.
- Preparing, offering, implementing, and documenting showers for inmates housed in lock down units.
- Escorting medical staff while medication is distributed.
- Provide basic medical assistance in emergencies.
- Preparing, offering, implementing, and documenting phone/tablet usage for inmates housed in lock down units.
- Conduct searches of inmates and units to find and collect contraband to maintain safety and security.
- Basic plumbing and maintenance.
- Training Officers are required to oversee newly hired officers while maintaining working units.
- Separating, searching, and distributing mail.
- Issuing, replacing, and distributing laundry.

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

# TACTICAL RESPONSE TEAM

The Tactical Response Team primary objective in all emergency situations shall be the speedy resolution of the incident while preserving life, preventing injury, and protecting property, each emergency incident is unique. Intelligence, training, and tactical experience must be used in assessing each situation. Tactical Response Team members may be summoned to resolve riots, hostage situations, barricade situations, escapes, bomb threats, transports for high security risk inmates, high risk security searches and mass arrest. The Tactical Response Team consists of an Officer in Charge (OIC) which holds the rank of Lieutenant, Assistant Officer in Charge (AOIC) with the rank of 1<sup>st</sup> Sergeant or Lieutenant. Four Team Leaders, four Assistant Team Leaders and four Team Members. This makes up each Entry Team a team of six highly trained members. Several members of the team are certified instructors with the Department of Criminal Services, four members are Defensive Tactics Instructors and six firearms instructors. The Tactical Response Team received Emergency Vehicle Operator Course training for high-risk transports and weapons training.



## National Night Out

There is a Rapid Response Team consisting of six members who can respond to an incident. The Tactical Response Team has members that are certified to respond to an Active Shooter situation. The team also has certified staff trained for Search and Rescue situations and has all certified gear to do so if asked to assist. The Tactical Response Team assists the Prince William County Police at Jiffy Lube Live and the Prince William County Sheriff's Department when needed for Court House Security, cross train with the Sheriff's Department, community engagements and Emergency Operations for the facility. The Tactical Response Team continues to train twice a month to stay abreast of any issues that may arise.



# Tactical Response Team

# CLASSIFICATION

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

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



***ServSafe Certifications***

## Classification Statistics for FY 2024:

- 3,053 inmates classified
- 8,702 inmate custody files reviewed
- 3,609 inmates attended religious services
- 375 inmates utilized the Law Library
- 5,470 hours volunteered
- 19 inmates received VDOT Flagger certification
- 16 inmates received a ServSafe Certification
- 9 GED credentials earned with 2 being in Spanish

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

# RE-ENTRY SERVICES



The Adult Detention Center 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 Re-Entry Program is 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 twenty days of programming within the Re-Entry Program 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, career and financial readiness, GED/ABE, small business startup
- Health and Wellness: INOVA Health CHARLI Program (HIV testing), Chronic Disease Self-Management, Health Insurance
- Vocational Training: VDOT Flagger Certification and ServSafe.
- Substance Abuse Classes: NA, AA, CS Substance Abuse Program, Common Recovery, MAT support meeting, now or never
- 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



# RE-ENTRY SERVICES (cont.)

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



***Community Services Fall Resource Fair***

## VETERANS SERVICES

The Adult Detention Center works to identify inmates who are veterans of the military. The ADC partners with the U.S. Department of Veterans Affairs and the Virginia Department of Veterans Services to help connect inmates to the appropriate treatment, assistance with filling out paperwork to enroll in veteran benefits and setting up a visit with a Veteran Specialist prior to release. Referrals are made when appropriate to the coordinator of the Veterans Treatment Docket of Prince William County. While incarcerated, we facilitate meetings with various veteran agencies to include:

- Virginia Employment Commission-Jobs for Vets
- Virginia Vets and Family Support
- Department of Veterans Affairs

# DRUG DORM

The Adult Detention Center has partnered with Prince William County Community Services to provide two housing units within the ADC 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, and 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 2024, there were 186 inmates who participated in the Drug Dorm Program.

*“On the road to recovery.”*

# WORK RELEASE

The Work Release Program provides 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. 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.

Leaving jail unprepared can be very difficult for the inmate; they can face many obstacles after release. Most of the inmates on Work Release receive job readiness training which helps build confidence for future employment. This practical knowledge is necessary to assist with a successful reintegration into the community.

## Work Release Statistics for FY2024:

- 10 Average Daily Population
- 32 Inmates successfully completed the program
- 33 Inmates placed on the program
- 6 Work Release Removals

# 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.

## Electronic Incarceration Program Statistics for FY2024:

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

# 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 Workforce includes seasonal mowing and landscaping several properties to include the Judicial Complex and several historical cemeteries. 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 the community workforce. For many of the inmates it is the first time they have had this level of day-to-day commitment in the work setting. The Work Force inmates conducted a total of 7,532.35 man hours this fiscal year.

*“To develop good work habits and prepare for the community workforce.”*



***Work Force striping and waxing the floors at the Rescue Squad building***



***Work Force trimming branches off of a tree on the complex***

# GOOD NEWS JAIL & PRISON MINISTRY



The chaplaincy services at the Adult Detention Center are coordinated by Chaplain Ray Perez and facilitated by Good News Global, based in Richmond, Virginia.

## Highlights of this year:

- Partnered with many churches in the community to support the Branch of Love program that provides Christmas gifts for the children of incarcerated inmates.
- Participated in numerous baptismal services, helping inmates reintegrate into local communities and connecting them with local faith communities
- Built connections with post-release residential care programs that support healthy reintegration and encourage recovery and treatment. (common Recovery Entrusted Connections Life House and Konnect Ministries)



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

- Evidence-Based Decision Making Committee
- Advisory Board of ECLH (female after-care residential program)
- Calling the Church to Unity—Pastoral ministry support group

Other areas Chaplain Perez Oversees are:

- Recruits religious volunteers from all religious faith communities.
- Plans, schedules, and oversees religious services for inmates of all religious faiths.
- Coordinates pastoral visitation for inmates of all faiths.
- Directs the MIND (Men in New Direction) and WIND (Women in New Direction) faith-based programs at the Adult Detention Center.
- Maintains a pastoral presence in the facility for staff and inmates.

# MEDICAL

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.

## Medical Statistics for FY2024:

- 2,431 daily sick call visits by nursing staff
- 1,622 visits by inmates to the Physician
- 498 visits by inmates to the Dentist
- 14 emergency mental health commitments
- 957 mental health referrals
- 431 psychiatric inmate visits
- 226 hospital days
- 128 emergency room visits

# MENTAL HEALTH

The Mental Health program is comprised of Licensed Professional Counselors, a Clinical Supervisor, Residents in Counseling and Quality Mental Health Providers. In addition, the ADC continues to work with the Jail Mental Health Program (JMHP) Grant. This grant was awarded through the Virginia Department of Criminal Justice Services (DCJS). The focus of the grant is to provide psychiatric services, therapeutic programing, case management, discharge planning, transportation, transitional medication, and housing to female and male offenders diagnosed with mental illness. The overall goal is to reduce recidivism among this population.

## Mental Health services provided in FY2024:

- Individual Counseling
- Mental Health Clinic
- Group Therapy
- Discharge Planning and Re-Entry Services
- Collaboration with Prince William County Community Stakeholders



# 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 human resources staff spent part of the fiscal year attending career fairs at local colleges, military bases, and law enforcement recruitment fairs. The ADC hired forty-five (45) new staff.

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

## Human Resources Statistics for FY2024:

- 405 authorized positions
- 45 new staff hired
- 10% turnover rate
- 554 applications processed
- 185 interviews (93 Jail Officers; 92 Civilians)
- 93 Jail Officer applicant tests
- 110 polygraphs
- 30 psychological exams
- 49 pre-employment medicals
- 6 facility tours
- 64 pre-employment physical fitness tests (stopped in May 2024)
- 3 Language Stipend tests
- 56 tested for Jail Sergeant eligibility
- 18 tested for Jail First Sergeant eligibility
- 14 went before the Jail First Sergeant Oral Board
- 20 tested for Master Jail Officer eligibility

“To ensure the safety of the Detention Center Staff”

# TRAINING

The Adult Detention Center is proud to offer continued growth and education for employees. All sworn staff met in-service objectives and annual firearms qualifications. The following are mandated training requirements and courses completed in FY 2024:

- 25 officers completed Jail Officer Basic Academy
- 302 officers/staff completed In-Service Training
- 17 officers/staff completed CPR/FA/AED Training
- 222 officers completed Firearms Training
- 33 staff completed Cultural Diversity Training
- 25 staff completed Mental Health First Aid
- 17 staff completed REVIVE Training
- 288 staff completed Cyber Security Training
- 262 staff completed PREA Training
- 244 Line of Duty Act (LODA)
- 330 OSHA/VOSH
- 2 officers completed Shooting Fundamentals for Women in Law Enforcement
- 2 Taser Instructor Recertification
- 4 Taser Instructor Certification
- 16 New Supervisor Training
- 3 REVIVE Instructor Recertification
- 16 Extendible Baton Certification
- 10 officers completed Firearms Instructors School
- 10 Support Services Squad Day EVOC Refresher Training
- 7 Live Scan Train the Trainer
- 5 American Red CPR/AED First Aid Instructor Training
- 5 Public Speaking

***The Adult Detention Center's Jail Officer Basic Academy had 25 Jail Officers graduate in FY 2024!***



***Jail Basic Academy 38***



***Jail Basic Academy 39***

# TRAINING (cont.)

- 5 General Instructor School
- 87 Taser Recertification
- 222 Wellness in Law Enforcement
- 3 Glock Armors School
- 2 Tactical Emergency Casualty Care Train the Trainer
- 63 Shotgun Recertification



*Jail Basic Academy 39*



*Firearms Instructor Class November 2023*



*CIT Graduation September 2023*



*CIT Graduation June 2024*



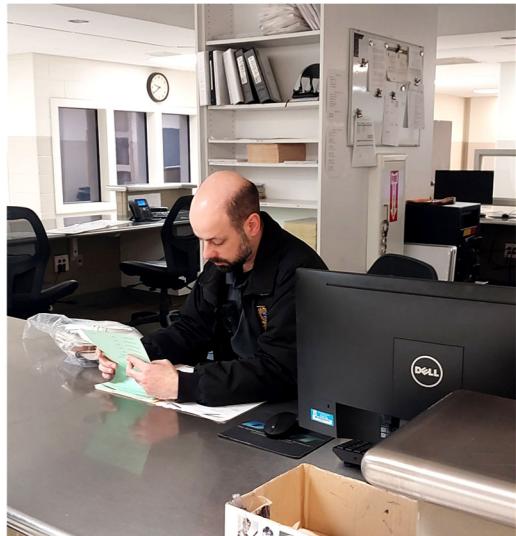
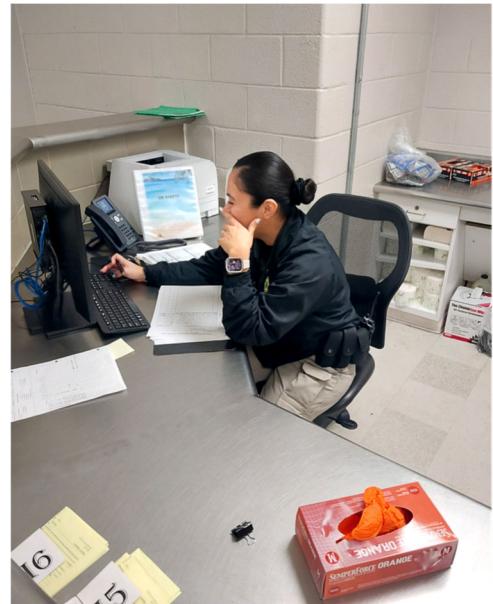
*Master Jail Officer Graduation*

# INTAKE AND 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 2024, the Intake and Release Section was Responsible for:

- 7,908 inmates committed into the Adult Detention Center
- 7,855 inmates released from the Adult Detention Center
- 143 inmates transferred to the Virginia Department of Corrections
- 904 arrestees processed but not committed to jail



In FY2021 the Prince William-Manassas Adult Detention Center's Intake staff started serving criminal warrants obtained by outside jurisdictions. In addition, the Intake staff served Prince William County Police Department issued criminal warrants during the release process if outstanding warrants were discovered. The serving of criminal warrants includes running a VCIN check to include criminal history, obtaining any outstanding warrants, attending a Magistrate's hearing, finger printing and updating the ADC's Offender Management System. During FY 2024 the Intake staff served 246 criminal warrants.

In July of 2020 the Prince William-Manassas Adult Detention Center purchased a Tek84 Intercept body scanner. In August of 2020 the body scanner was installed, staff training was conducted, the body scanner was registered and inspected by the Virginia Department of Health. On September 18, 2020, the Tek84 Intercept body scanner was put into service and took 9,841 images in FY 2024.

# RECORDS



The Adult Detention Center maintains and updates inmate files for all current inmates. The Records section is tasked to process all record requests to include, but not limited to, recorded phone calls, messages, visits, incident reports, classification reports, programs, medical, mental health, mail, booking photos, booking file, and account transactions. On September 20, 2021, the Adult Detention Center began logging each request as the requests were received and when the requests were completed.

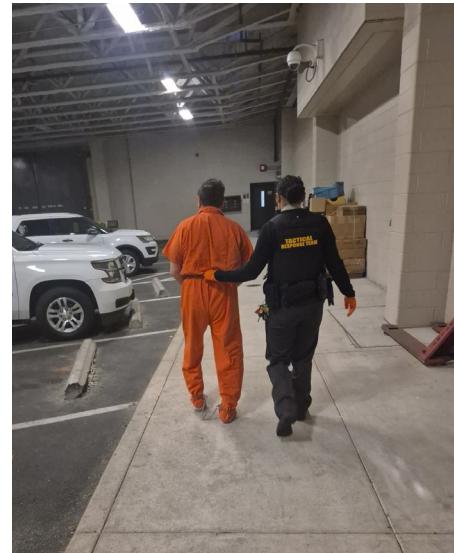
The records manager is responsible for the completion of expungement orders sent from the Virginia State Police. To process and complete an expungement order, all records relating to the offenses listed in the order must be removed from physical and electronic files, placed in a sealed file and placed in a secure location by an identifying number pursuant to Virginia Administrative Code of 6VAC20-80E.

During FY 2024, the records manager completed 294 expungement orders.

*During FY 2024, the Records section processed 255 record requests.*

# SUPPORT SERVICES

The Transportation Section is comprised of thirteen staff that manage video arraignments, court escorts, laundry, kitchen security and inmate transports. Transportation officers are responsible for escorting all inmates to and from court and video arraignments. They manage the inmate laundry throughout the facility and oversee the inmate laundry workers. Transportation officers are assigned to the Central kitchen to maintain security while the inmate workers are in the kitchen. They are responsible for all medical and mental health related transports outside of the Adult Detention Center as well as escorting inmates that have been approved for a furlough. The Transportation officers also transport all inmates to the Department of Corrections as well as to and from other jails within the Commonwealth of Virginia.

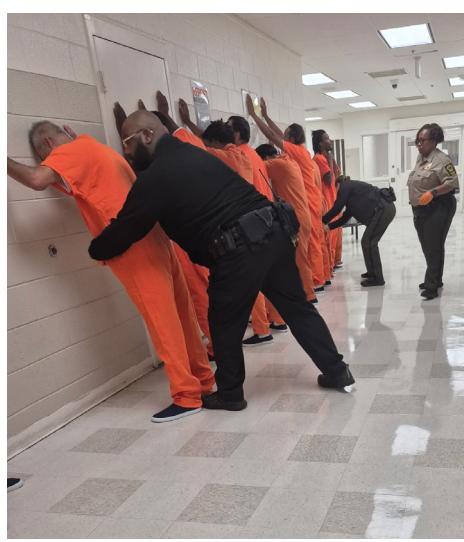


## Fiscal Year 2024 Statistics:

- 8,311 inmates to court
- 421 inmates detained from court
- 5,078 video arraignments conducted
- 51 transports to other jurisdictions within the Commonwealth
- 24 transports to the Department of Corrections
- 149 emergency transports
- 309 medical transports
- 89 transports to Mental Health facilities
- 108,763 total miles driven



*Laundry*



*Preparing for Court*



*Court Hearing through Video Arraignment*

# TRANSITION

During this fiscal year, new flooring was installed throughout the facility. Luxury Vinyl Tile (LVT) was installed in all elevators, the Records Department, Intake and Release, Administration, staff break areas and locker rooms. The inmate rec yards outside had epoxy floors installed and fresh coats of paint on the walls.



*Elevator Before*



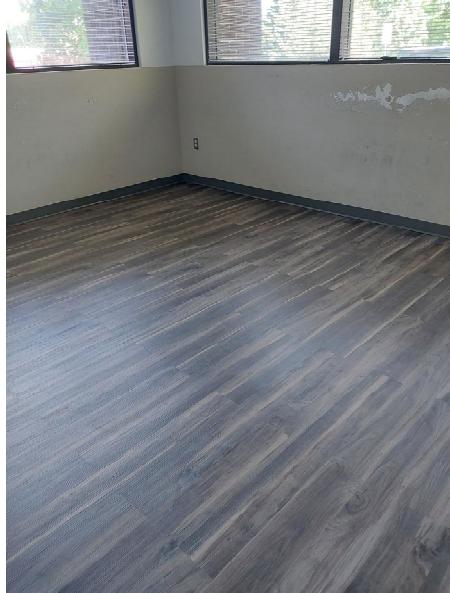
*Employee Break Room  
Before*



*Main Building Outdoor  
Recreation Floor Before*



*Elevator After*



*Employee Break Room  
After*



*Main Building Outdoor  
Recreation Floor After*

# TRANSITION (cont.)



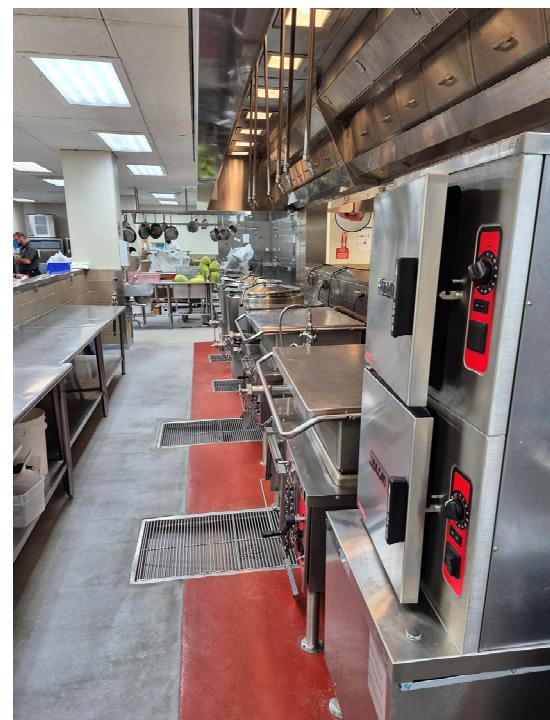
*A Pod Epoxy Floor Before*



*A Pod Epoxy Floor After*



*New Staff Dining Room  
Service Line*



*New Kitchen Equipment*

# 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 42 civilian positions authorized for the Financial Services Division. The on-going main jail capital repair funding is excluded from the amounts shown in the chart below. The operating cost per inmate per day for the Manassas Complex for FY 2023 was \$326.24 and for FY 2024 was \$325.99.

	<u>FY23 Expenditures</u>	<u>FY24 Adopted Budget</u>	<u>FY24 Expenditures</u>
Salaries <sup>3</sup>	\$29,262,000	\$33,084,990	\$32,010,920
Fringe Benefits	10,020,128	12,323,703	10,809,886
Contractual Services	1,998,176	2,997,220	2,496,883
Internal Services	3,266,498	3,317,545	3,375,335
Goods & Services	6,163,983	6,194,380	5,263,389
Capital Outlay	-	494,404	523,138
Leases & Rentals	23,870	28,048	26,139
Transfers: LEOS, TIP Vehicles & Audit	<u>1,983,392</u>	<u>1,920,377</u>	<u>1,920,377</u>
<b>TOTAL</b>	<b>\$52,718,047</b>	<b>\$60,360,667</b>	<b>\$56,426,067</b>

	<u>FY23 Revenue Earned</u>	<u>FY24 Adopted Budget</u>	<u>FY24 Revenue Earned</u>
Electronic Incarceration	\$656	\$29,200	\$3,632
Non-Consecutive Time Fee	128	-	127
Work Release Per Diem	16,400	210,000	9,921
Jail Processing Fee	16,900	50,000	14,725
Jail Room & Board Charges	110,091	175,562	117,921
Cafeteria Sales	24,525	21,000	24,253
Miscellaneous Revenue	43,256	62,019	46,692
Manassas Park Per Diem	459,447	713,416	362,148
State Reimbursement	15,974,342	14,449,138	17,374,469
Federal Per Diem	4,316	92,500	5,670
Other Federal Funds <sup>1</sup>	748,536	1,155,692	1,264,507
Social Security Bounty Payments	11,300	-	10,500
Other Governmental Revenues	-	536,769	-
City of Manassas <sup>2</sup>	5,388,946	4,879,809	5,364,382
Prince William County <sup>2</sup>	<u>32,739,412</u>	<u>39,482,085</u>	<u>39,482,085</u>
<b>TOTAL</b>	<b>\$55,538,255</b>	<b>\$61,857,190</b>	<b>\$64,081,032</b>

<sup>1</sup>Other Federal Funds were for the State Criminal Alien Assistance Program (SCAAP).

<sup>2</sup> Actual prisoner day participation percentages for the City and County for FY 2024: 11.5% City; 88.5% County. The operating revenue, overhead, and share of capital repair costs paid by the City was \$5,022,075.

<sup>3</sup> The Salaries budget for FY 2024 includes \$1,765,417 in Budgeted Salary Lapse. Funds were available due to the number of staff vacancies. There was \$144,251 reimbursement received from the Virginia Department of Criminal Justice Services (DCJS) for the State Mental Health Grant.

**FOOD SERVICE** – During FY 2024, there were 704,484 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 2024 was \$585,893 with a net profit of \$279,338. In addition, \$244,668 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 \$524,006. 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 191 per month, with 77% served in the Central, 16% in the Main, 6% in the Modular and 1% in the Annex buildings in FY 2024. All repair requests involving security issues are given top priority.

**INFORMATION TECHNOLOGY** – The Information Technology team supports critical security equipment and software systems utilized to perform key work processes within the facility. The team also submits required reporting to the State and provides a myriad of operational metrics and data that assist in supporting financial and management decision-making, in addition to providing data to the Jail Board in support of its oversight role.

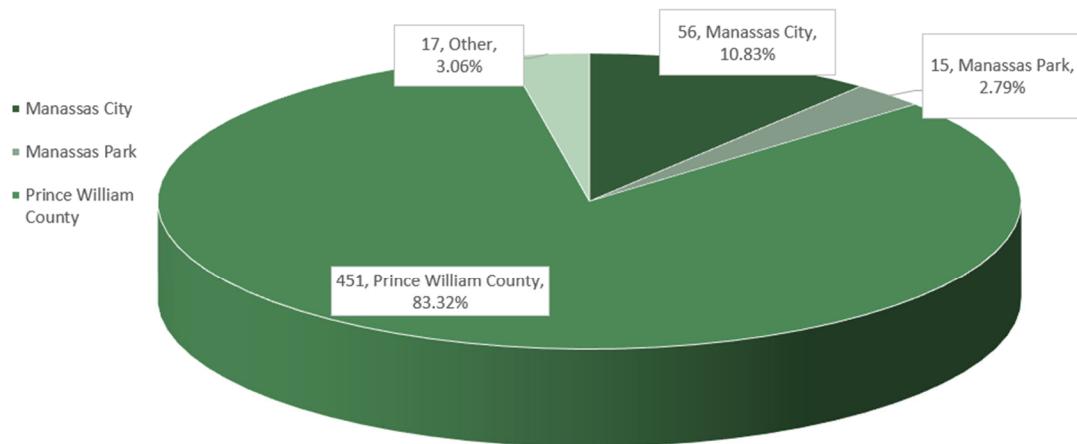
---

**“To do these things in as cost-effective a manner as possible.”**

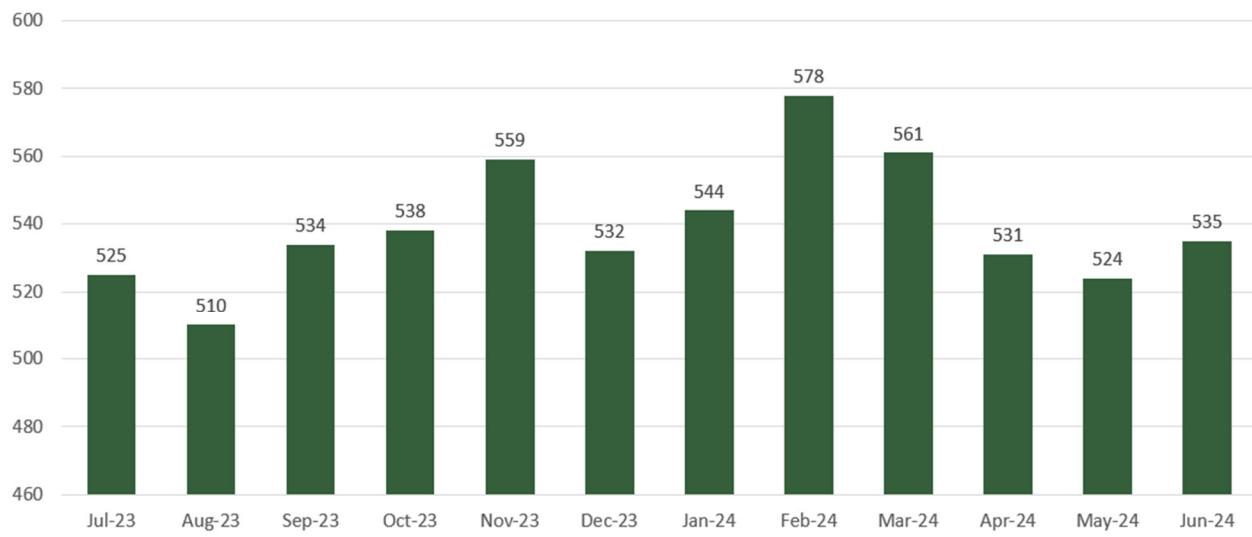
---

# AVERAGE DAILY POPULATION

## FY2024 Average Daily Population Manassas Complex by Jurisdiction



## Manassas Complex Average Daily Population



# RETIREMENTS

We extend our best wishes to employees who retired in FY 2024. Your teamwork and dedication to the ADC was greatly appreciated.

	<u>Retirement Date</u>		<u>Retirement Date</u>
R. Fyre	7/15/2023	E. Baker	12/31/2023
C. Vienna	7/31/2023	B. McGill	12/31/2023
T. Allen	9/28/2023	D. Sanchez	01/31/2024
S. Adamson	10/26/2023	P. Ford	05/01/2024
M. Hillman	11/12/2023		

# PROMOTIONS

J. Harmon	Captain	T. Tindall	Sergeant
B. Daily	Lieutenant	D. O'Connor	Sergeant
A. Rourke	First Sergeant	P. Melendez-Campbell	Sergeant
P. Chaneyfield	First Sergeant	K. McDonald	Sergeant
S. Pickard	First Sergeant	D. Hargrove	Sergeant
M. Martin	First Sergeant	P. Alvarado	Sergeant
J. Batkins	First Sergeant		

Promoted to Master Jail Officer

May 11, 2024

Ofc. P. Booker	Ofc. J. Harvatine	Ofc. J. Edwards
Ofc. E. Banin	Ofc. Z. Noll	Ofc. J. Smith
Ofc. M. Chung-Wilinksi	Ofc. S. Kinnett	
Ofc. A. Evanshaw	Ofc. B. Ralls	
Ofc. R. Glover	Ofc. E. Manoo	
Ofc. A. Goggins	Ofc. S. Sanchez Sandoval	



