

MINUTES OF PREVIOUS MEETING

Regular Meeting – November 19, 2025

Live Stream of Meeting:

<https://www.youtube.com/watch?v=5AWCII3k32E>



**PRINCE WILLIAM – MANASSAS
Regional Adult Detention Center
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PRINCE WILLIAM – MANASSAS REGIONAL JAIL BOARD

MINUTES

1) Meeting Called to Order and Roll Call

On Wednesday, November 19, 2025, at 6:01 p.m., the Prince William-Manassas Regional Jail Board Meeting was called to order by Chairman Hill.

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

Jail staff present: Captain Cowthran (Director of Technology and Community Relations), Captain Dickinson (Director of Classification and Treatment), Captain Harmon (Director of Transition), Major Hurlock (Director of Inmate Services), Captain Kepler (Director of Security), and Colonel West (Superintendent).

Jail Board Secretary: Ashley Jensen

Legal Counsel: Brendan Hefty was present.

2) Public Comments

No written comments were received.

Mr. Kostelecky, alternate to Jail Board member Amy Ashworth, was present to observe.

3) Approval of Agenda

Chairman Hill requested a motion to approve the agenda for November 19, 2025. The motion was made by Chief Keen; 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 September 17, 2025. A motion was made by Chief Newsham; second by Chief Keen. Vote unanimous. ***Motion Carried.***

5) Superintendent's Report

a. Inmate Population Report

Complex average daily population (ADP) for four months of FY 2026 was 520, with the complex high being 1,131 in FY 2015. The complex average daily population for the past 12 months was 532. Transfers to the Department of Corrections: September – 12, October – 12. Commitments: September – 636, October – 639. Releases: September – 655, October – 642. Process only, not committed: September – 52, October – 48.

Let the record show that Ms. Climer arrived at 6:03 PM.

The complex average daily population for September was 522 with a high of 542. Complex average daily population for October was 516 with a high of 531.

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.

Superintendent West commented that recruitment efforts have been successful and the ADC had 18 sworn and 11 non-sworn vacancies. He noted that there were 88 total vacancies back in February 2025. He anticipated that by December 2025 the ADC will be in the single digits for vacancies.

He thanked those who attended the recent Jail Basic 42 Academy graduation. He updated the Jail Board that the next graduation is set to take place on Friday, December 19, 2025. He encouraged Jail Board members to attend and said that there would be 17 graduates. The agency will have many newly certified officers starting in January to ensure that all the shifts are fully staffed to maintain safety.

Let the record show that Rev. Bailey arrived at 6:05 PM.

2. Prison Rape Elimination Act (PREA)

- 2 Unfounded Harassment Complaints
- 1 Substantiated Harassment Complaint

3. Ensure for Career Development Training

- Master Jail Officer Program
 - 4 Staff
- Crisis Intervention Training
 - 9 Staff

- Women in Law Enforcement Conference
 - 5 Staff
- VA Gang Investigators Association Conference
 - 4 Staff

4. Monitor the renovation of the Central Lobby.

- The lobby renovation project is still underway. Work is expected to be completed by the end of the year.

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, 878 boxes of Narcan have been given to inmates upon release.
- Currently, 69 inmates receive medicated assisted treatment.

c. Jail Population Report

The Manassas Complex ADP was 520. Central Building's population remains stable with an average population of 368. The Main Building's average population was 148. Work Release average population was 3. The Work Release program is temporarily closed as of June 2025. The Modular Building is closed. Monthly Transfers to the Department of Corrections: July – 15, August – 12, September – 12, October – 12. The average number of commitments for FY 2026 was 648. The ADP for FY 2026 was 520.

d. Other Comments

Superintendent West reported that the VACo award was presented to the ADC for the Reentry Center at the Board of County Supervisors meeting held on October 28, 2025.

Superintendent West informed the Jail Board that staff were present and recognized them for their quick response to saving lives. Each award was presented by members of the executive staff. Captain Kepler presented the Employee of the Quarter award to Officer Diaz. Captain Cowthran presented the Employee of the Quarter award to Officer Smitley. Captain Harmon presented the Employee of the Quarter award to Officer Newton and Officer Gordillo.

Captain Dickinson informed the Jail Board that First Sergeant Rourke received the Virginia CIT Correctional Officer of the Year award.

Superintendent West updated the Jail Board that Major Hurlock will be retiring at the end of November. He praised his impressive career with the ADC and thanked Major Hurlock for his 41 years of service.

Major Hurlock spoke to the Jail Board and those present and thanked them.

Superintendent West let the Jail Board know that there would be a retirement celebration for Major Hurlock at the ADC Board Room on November 21, 2025.

Chairman Hill commended Major Hurlock's career at the ADC and congratulated him on his retirement. He stated that the Jail Board was proud of his career and wished him well.

6) Budget Update

Captain Dickinson presented the agency budget updates for FY 2026 as of October 31, 2025. The agency's budgeted revenue is projected to fall short for the fiscal year by approximately \$1.1 million or 1.7%, attributable to State Compensation Board revenue being slated to be slightly lower than expectations. The City of Manassas year-to-date utilization rate as of October 31, 2025, was 9.6%. The agency budgeted for a utilization rate of 11.2% and will result in a potential refund at the end of the year.

The operating expenditures actual spending as of October 31, 2025, would exceed funding based on staffing levels. The budget included the capacity to fill 8 jail officer positions with a net increase of 45 officers. The County has committed to releasing the necessary budgeted salary laps to cover any shortfalls. The operating expenditure was at a reasonable pace with no large or unusual expenditure to note.

The federal government agencies total monthly billing for the months of September and October was \$1,777.23.

The proposed FY 2027 budget was presented to the county CXO on the morning of November 19, 2025. Captain Dickinson commented that a noteworthy initiative on the proposed budget was an upgrade to Model 7 Tasers.

Commissary spend for FY 2026 as of October 31, 2025, was short of \$200k of the \$900k budget. Commissary cash balance fell a little below \$2 million at roughly \$1.96 million. A single item was purchased in October that fell within SOP 5107 (Inmate Commissary Account and Audit of the Accounts, disclosure range (\$2,500 to \$4,000) which was inmate security mirrors for \$3,499. The inmate trust account cash balance for September was \$118,511 and \$71,753 in October.

7) Resolutions

Chief Newsham introduced the resolution to approve the purchase of duty the weapon for Major George Hurlock. **Resolution No. 2026-1** the Prince William-Manassas Regional Jail Board does hereby approve Major George Hurlock to purchase his duty weapon. The motion was seconded by Chief Keen. The roll was called by Ms. Jensen. Vote unanimous. ***Motion carried.***

8) Jail Board Member Comments

Rev. Bailey had no comment.

Ms. Lenox had no comment.

Ms. Climer commended Superintendent West for the immense hiring initiative and successfully filling the vacancies. She congratulated Major Hurlock on his retirement and thanked him for his years of service.

Ms. Smith also acknowledged Superintendent West and was impressed with the statistics and turnaround of vacancies for the ADC. She observed that Superintendent West was diligent in making appearances throughout the county and commended the good work that ADC staff were doing.

Ms. Ashworth congratulated Major Hurlock on his retirement and thanked him for his service.

Chief Keen commended Superintendent West for filling the vacancies. He Congratulated Major Hurlock on his retirement. With that, he acknowledged the recent passing of an officer in a southern Virginia correctional facility and emphasized the dangers of being a correctional officer. He appreciated the dedication of Major Hurlock's career in corrections.

Chief Newsham commended Superintendent West for filling vacancies and noted that it would help ease the pressure of staff who work at the ADC. He acknowledged the staff who received the Employee of the Quarter awards. He noted that he could see that the staff appreciated being recognized and receiving the award from their captains for their achievements. He congratulated Major Hurlock on his 41-year career with the ADC and wished him well.

Chairman Hill commented that he was proud to be a part of Major Hurlock's career as well as the agency and the hard work that comes with it. He said that the work could be difficult and spoke on behalf of the Jail Board that they were proud of the work that staff achieve. He applauded Superintendent West and the agency's accomplishments.

9) Adjournment

At 6:34 p.m., Chief Keen 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, January 21, 2026, at 6:00 p.m., Central Building's Board Room. 9320 Lee Avenue, Manassa, VA 20110.