

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



## **ANNUAL REPORT FISCAL YEAR 2011 JULY 1, 2010 – JUNE 30, 2011**

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Colonel Peter A. Meletis

## **MESSAGE FROM THE SUPERINTENDENT**

During FY 2011, the Adult Detention Center (ADC) completed and occupied the first floor renovation of the Main Facility which originally opened in 1982. The enhancements included a modern correctional medical unit and an updated inmate laundry. Several new inmate beds were also added to the first floor.

Staff received several accolades to include twenty-one graduates from two Jail Basic Academies. The agency received the Prince William County Safe Driving Award and acknowledgement from the Prince William Clean Community Council. For the third straight year, the agency participated in the LawFit Challenge comprised of law enforcement agencies throughout the country with a competitive and excellent finish.

The ADC continues to serve the community where needed; involved in a local food drive, participated in the Santa Cops program for children in the community, assisted with the annual Senior Center picnic, raised several thousand dollars for the Muscular Dystrophy Association (MDA), supported Securing Emergency Responses through Volunteer Efforts (SERVE) as our adopted charity and participated in the United Way campaign. A special project for staff this year was a coat drive. There were over 100 new or slightly used children's coats donated to Prince William County Social Services.

The agency continues to provide many programs to the inmate population, which assists with their return to the community. Programs include the General Educational Development (GED), Life Skills, Drug Treatment, Religious Programs, etc with assistance of over three hundred volunteers.

As the agency looks ahead into the future, our commitment to protect and serve the community while operating a safe and secure environment, remains the number one priority. We will continue to offer a wide variety of progressive rehabilitation programs to the inmate population.

## **STATUTORY AUTHORITY**

The Prince William-Manassas Regional Adult Detention Center and its governing Jail Board operate under authority granted by Title 53.1, Chapter III, Article V, of the Code of Virginia.

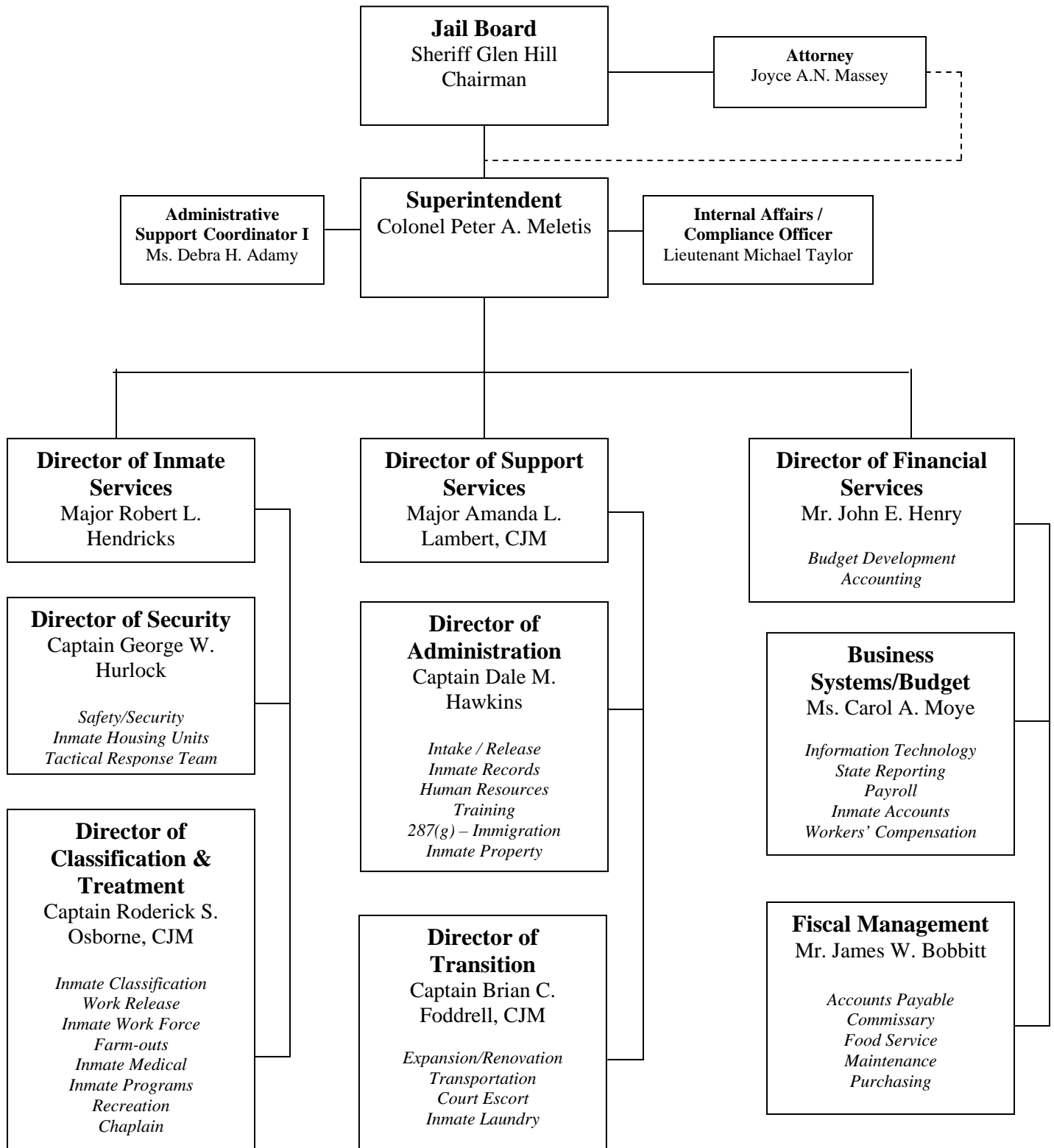
The Prince William-Manassas Regional Jail Board was formed in 1978. It is the operating authority for the Regional Adult Detention Center. The Board is composed of 11 members from the two participating jurisdictions. Since July 1, 1990, the Sheriff sits on the Board by statutory authority; eight additional members are appointed by the Prince William Board of County Supervisors, and two by the Manassas City Council.

## **MISSION STATEMENT**

The Mission of the Prince William-Manassas Regional Adult Detention Center is:

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

# ORGANIZATIONAL CHART



**REGIONAL JAIL BOARD MEMBERS**  
**JULY 1, 2010 ~ JUNE 30, 2011**

<u>Jail Board Member</u>	<u>Jurisdiction</u>	<u>Alternate</u>
Steven R. Austin	Director, Office of Criminal Justice Services Prince William County	
Hugh J. Brien	City of Manassas	
W.S. (Wally) Covington	Board of County Supervisor Brentsville District Prince William County	Cleil W. Fitzwater Human Resources Director
Charlie T. Deane	Chief of Police, Prince William County	Major Stephan M. Hudson Asst. Chief of Operations
Paul B. Ebert	Commonwealth's Attorney Prince William County	Sandra R. Sylvester Asst. Commonwealth's Attorney
Glendell Hill (Chairman)	Sheriff Prince William County	
Anthony Kostelecky (Vice Chairman)	City of Manassas	
Raymond B. Krull	Citizen-at-Large Prince William County	
Michèle B. McQuigg	Clerk of the Circuit Court Prince William County	
Rev. Victor Riley	Citizen-at-Large Prince William County	

# OBJECTIVES

## Year-end Status of FY 2011 Objectives

1. Renovation of the Main Facility
  - Coordinate with other participants.
  - Maintain security throughout the project.
  - Completion of new laundry for the complex.
  - Train staff and occupy completed renovation area.

*Complete.*
2. Modular Building structure and environmental evaluation
  - Review engineer (Moseley Architects) recommendations; take necessary actions to implement the same to ensure a safe and secure environment.
  - Begin renovation of the Modular Building.

*Inmates housed in one half of the building have been relocated to the Main and Central Buildings. The other half of the building has been secured with partitions. Mold abatement has begun in the construction area.*
3. 287(g) Program
  - Complete the Inter-Governmental Service Agreement (IGSA).
  - Initiate the processing of 95-100% foreign-born commits.
  - Ensure compliance for training and yearly certification requirements.

*On-going. Negotiations have been completed with the U.S. Marshals Service with an agreement for an increase in the per diem rate.*
4. Career Development Training
  - First-line supervisors
  - Mid-level to senior level managers

*On-going.*
5. H1N1 Virus
  - Train and prepare for possible fall virus outbreaks.
  - Obtain and administer vaccinations.
  - Evaluate, obtain and train for use of equipment (masks).
  - Update plan for potential staff shortages.
  - Update plan for inmate illnesses to limit exposure and address medical needs.

*Complete. The Adult Detention Center has a good plan in effect.*
6. Peumansend Creek Regional Jail (PCRJ)
  - Monitor any relevant information on admission criteria or participant changes.
  - Update the number of inmates transferred monthly.

*The Adult Detention Center continues to utilize the 75 allotted beds at PCRJ.*
7. Monitor any developments involving or impacting Phase 2 Expansion.

*Capital Improvement Projects (CIP) have been canceled due to budget issues.*

## **Adopted FY 2012 Objectives**

1. Initiate repairs to the Modular Building
  - Phase I – health and safety issues to include mold abatement, plumbing repairs, emergency lighting repairs, floor repairs with estimated completion date of May 2012.
  - Phase II – upgrade security system, floor, HVAC, kitchen, control center, door frames and hot water heater.
2. 287(g) Program
  - Complete the Inter-Governmental Service Agreement (IGSA)
  - Initiate the processing of 95-100% foreign-born commits.
  - Ensure the compliance for training and yearly certification requirements.
3. Automation of the Inmate Medical Records to include special diets and pharmaceutical products.
4. Career Development Training
  - 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, conferences, internet courses, etc.
5. Peumansend Creek Regional Jail (PCRJ)
  - Monitor any relevant information on admission criteria changes or participant changes.
  - Update the number of inmates transferred monthly.
6. Monitor any developments involving or impacting the Central Building Phase 2 Expansion.



# INMATE SERVICES

## SECURITY

The Security Section operates the secure areas of the Central Building, Main Building and Modular Building which houses an average daily population of 781 inmates. Staff maintains the safety and security of the facilities and inmate population with very few problems.

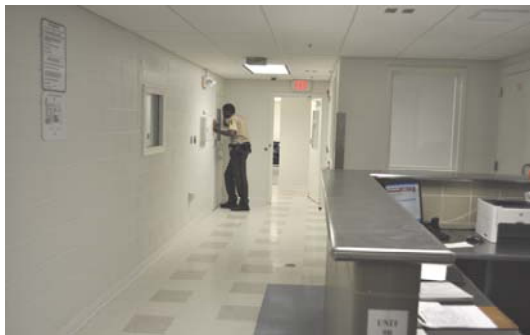
In January 2011, the security staff began occupying the newly renovated first floor of the Main Facility. The renovated area has four new inmate housing units. These units may house inmates that have medical issues, disciplinary problems, participants in the work force program and inside workers.



Information Desk – Central Building



Roll Call – Main Facility



Unit 9B – Main Facility



Work Force Dorm – Main Facility

The Security Section continues the responsibility of the Information Desk that is located in the Lobby of the Central Building. This area consists of a First Sergeant, Sergeant and Jail Technician who report to the Director of Security. These tasks include:

- Assisting the general public with questions regarding people that are incarcerated
- Providing bond and court information
- Coordinating daily inmate visiting
- Conducting legal non-contact visiting for attorneys and monitor contact legal visits
- Directing the general public to the Magistrate's Office
- Operating and maintain the x-ray machine as well as the metal detector
- Assisting the security shifts when needed

## **CLASSIFICATION**

The Classification Section is responsible for interviewing inmates as they are processed to determine risk. The section assigns inmates to housing. Classification manages the inmate programs, recreation and the inmate workers that work in the jail. This section also oversees the in-house inmate disciplinary process for rule violations. They work closely with the Medical and Mental Health Sections in evaluating and deciding the best course of care for inmates who have special needs or who are mentally or physically challenged.

A wide variety of programs and services is provided for the inmates. This area supervised by an Inmate Programs Coordinator who is responsible for overseeing the volunteer services. These volunteers attend a three-hour orientation session giving them information on the inmate population, classification levels, rules and regulations. There are approximately 350 people who volunteer their services.

For this fiscal year, the Classification Section accomplished the following statistics:

- 19 inmates graduated with a GED
- 5,201 inmates classified
- 10,379 inmate files reviewed
- 11,103 participated in inmate religious services
- 1,095 inmates utilized the Law Library to prepare for their cases
- 10,229.75 volunteer hours



GED Graduation – April 24, 2011

## **MEDICAL**

The Medical Section, which is comprised of Registered and Licensed Practical Nurses, Correctional Health Assistants as well as two Mental Health Therapists, now occupies the newly renovated lower level of the Main Building. This area underwent an extensive makeover that included exam rooms, a large nurses' station and a negative pressure room designed to accommodate inmates with respiratory diseases. This area has been long awaited and is much appreciated by staff and inmates.



Examining Room



Negative Pressure Room

The Medical Section continues to strive to give inmates the best care possible by qualified and capable persons with a variety of background in care.

Statistics from the Medical and Mental Health Sections during this fiscal year:

- 3,333 daily sick call visits by inmates
- 1,074 visits by inmates to the Physician
- 1,691 visits by inmates to the Dentist
- 12 emergency mental health commits
- 1,242 mental health group and individual visits

### **WORK RELEASE**

The Work Release Program affords inmates the opportunity to maintain employment or seek new employment while incarcerated. This also provides an opportunity to financially support their families, pay off court costs and fines, and build a savings in order to get back on their feet once released. The program has strict guidelines that inmates must qualify for placement. Located on Euclid Avenue this program works closely with employers, probation officers, family members and the courts to place and keep offenders on the program.

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 background are required to attend programming such as Alcohol Anonymous (AA) and Narcotics Anonymous (NA), among other life skill classes.

The Work Release Section participates in the Adopt-A-Spot Program for the City of Manassas and collected several hundred bags of trash. They have participated in several outside events including the Prince William Senior Center Picnic and the Good News Jail & Prison Ministry Banquet. During these events the inmates were involved in set-up, serving of food and clean-up.

- The average daily population was 67
- Total number of successful completions 221
- Total placements 264

## WORK FORCE

The Work Force Program consists of inmates who are screened and meet the criteria to perform community-based work under the supervision of an armed officer of the Adult Detention Center. Daily work activity for the Work Force includes seasonal mowing and landscaping of several City of Manassas properties. They also provide services that include the Judicial Complex and a number of historical cemeteries. The program is also responsible for some 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.



Snow Removal



Trash Detail – Prince William County Parkway

Work Force is called upon to assist in a variety of special functions within Prince William County and the City of Manassas. These include events in Old Town Manassas such as the clean-up after Fourth of July celebrations as well as events at the Manassas Museum.

The Work Force was involved in the preparation of Pageland Farm for the Civil War reenactments. This assignment required the trimming of trees, removal of old fencing and debris. A significant number of man-hours were provided for mowing of the property. There were 108 officer hours and 595 inmate hours spent on the project for this fiscal year.



Several inmates who participate in the Work Force Program move on to be successful in the Work Release Program. This occurs when their sentence length complies with Work Release guidelines. The criteria for both programs are similar with the exception to length of time to serve. The time spent on Work Force helps to develop good work habits and prepare them for labor-oriented jobs. For many of the inmates it is the first time they have had this level of day-to-day commitment in a work setting.

## **ELECTRONIC INCARCERATION PROGRAM**

Electronic Incarceration Program (EIP) is an extension of the Work Release Program. Inmates on this program are able to 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.

- Total number of EIP placements: 33
- Total number of completions: 29
- Total number of removals from EIP: 7
- Total number of inmates court ordered to EIP: 5
- Average daily population: 19

## **GOOD NEWS JAIL & PRISON MINISTRY**

The Chaplaincy inside the Adult Detention Center is facilitated through the Good News Jail and Prison Ministry. This fiscal year has seen yet even more changes in the ministry at the Adult Detention Center. Some of the highlights are bulleted:

- Chaplain Raymond Perez recently served as the Senior Chaplain for both Prince William-Manassas Regional Adult Detention Center and Fairfax County Adult Detention Center overseeing both ministries from June 2008 to July 2010 while training chaplains in both facilities.
- Chaplain Perez also served as the Chaplain for the American Jail Association, a professional association that serves the nation's jails and correctional leaders from June 2008 to May 2011. He has written articles for the American Jail Association Journal and other publications.
- Chaplain Perez is an active member of the Prince William Ministerial Association and promotes regional reintegration of ex-offenders into the local community.
- 27 men and 8 women graduated from their respective faith-based programs known as the MIND (men in new direction) and WIND (women in new direction) dorms.
- 3,658 inmates attended religious programs and 10,379 attended 990 religious services.
- There were more than 9,638 volunteer hours and 372 volunteer lead groups.

As always the Good News Jail and Prison Ministry banquet is a success with past offenders and citizen leaders present to give their story. This event raises support and awareness of ministry accomplishments.



## D&A BEHAVIORAL SOLUTIONS



Anita Sager and "Doc" Shaw

D&A Behavioral Solutions, Inc. (DABS) is a Life Management Program and Services which provides reintegration services for the overall general inmate population of the Prince William-Manassas Regional Adult Detention Center (ADC). DABS Behavior Awareness and Modification classes address the cause and effect of general aberrant behaviors; not specific to drug or alcohol issues/treatment.

Enrollment is on a volunteer basis. In FY 2011, a total of 220 classes were facilitated with approximately 1,000 attendees. Certificates were issued for successful completion and acknowledgments were given for various levels of completion.

At the request of the Drug Offenders Rehabilitation Module (D.O.R.M.) supervisor, DABS facilitates Anger Management classes for the male and female pre-dorm units. The Anger Management classes are for the more advanced D.O.R.M. programs.

DABS provide personal counseling to all classifications of inmates. There were 150 personal counseling sessions provided during this fiscal year. Referrals were received from inmates, ADC staff, ADC mental health therapists, GED teachers, ADC medical staff, D.O.R.M. staff, Probation and Parole officers, personal call-ins and DABS generated.

Voluntary Essay Program was initiated as another way, beyond successful completion of classes, to strengthen the belief that the message is being heard. A total of 84 participants submitted 172 program essays.

A total of 423 hours of community service opportunities was provided by DABS: 183.5 hours of court mandated community service; 177.5 hours from college and high school students for curriculum requirements; 62 hours from other individuals.



DABS continues to sponsor students with the opportunity to gain hands-on experience while fulfilling the requirements of both hours and education for completion of course work.

Pictured is an intern from Howard University majoring in Administration of Justice with a minor in Political Science.

# SUPPORT SERVICES

## ACADEMY

The Prince William-Manassas Regional Adult Detention Center's Academy is a satellite training facility of the Prince William County Criminal Justice Academy.

The Training Section conducted two Jail Basic classes; twenty-two new Jail Officers successfully graduated. Below are pictures from the Academy.



Jail Basic #010 – November 19, 2010



Jail Basic #011 – March 25, 2011



Firearms Training



Defensive Tactics

Training continues for all the current staff. From supervisors to veteran officers; all met their in-service objectives and annual firearms qualifications. The following are courses and training requirements that were completed in FY 2011.

<u>Mandated Training Requirements</u>	<u>Fiscal Year 2011</u>
1. Officers completing Basic Jail Officers Academy	22
2. Officers/Staff completing in-service training	124
3. Officers/Staff completing CPR/FA/AED training	267
4. Officers completing firearms training	298

## **HUMAN RESOURCES**

The Human Resources Section coordinates the hiring and separation process for all sworn and civilian staff. Sworn positions range from Jail Officers to the Superintendent. The civilian positions range from Administrative, Accounting, Jail and Records Technicians, Information Technology, Correctional Health Nurses and Assistants, Food Services, Maintenance to Director of Finance.

The Human Resources Section seeks to hire career-minded professionals who desire to join its team-oriented staff. They participate in career fairs sponsored by Congressman Frank Wolf (10<sup>th</sup> District of Virginia), local colleges such as the University of Phoenix, ECPI, Westwood and Northern Virginia Community College.

In addition, the ADC Human Resources Section coordinates annual TB and Flu shots with Employee Health, schedules voluntary ICMA financial sessions for all staff and facilitates the foreign language stipend testing for all qualified staff.

Listed below is the Personnel Report and Statistics for Fiscal Year 2011:

Authorized Positions	337
Number Hired	29
Turnover Rate	10%
Applications Processed	701
Jail Officers	423
Civilian	278
Interviews	157
Jail Officers	105
Civilian	52
Polygraphs	91
Pre-employment Medicals	30
Tours	111
Pre-employment Physical Fitness Tests	72

## **INTAKE & RELEASE**

The Adult Detention Center processes arrests for Prince William County, City of Manassas, City of Manassas Park and the Virginia State Police.

During Fiscal Year 2011, the Intake and Release Section was responsible for processing:

- 11,701 inmates committed into the Adult Detention Center
- 11,732 inmates released from the Adult Detention Center
- 236 inmates transferred to Virginia Department of Corrections
- 242 inmates transferred to Peumansend Creek Regional Jail
- 603 people processed; not committed to jail





Intake & Release



Live Scan Area

## **IMMIGRATION AND CUSTOMS ENFORCEMENT / 287(g) Program**

The 287(g) section began operation on July 10, 2007. Operating within the agreement between Immigration and Customs Enforcement (ICE) and the Prince William-Manassas Regional Adult Detention Center, immigration trained and certified officers at the jail perform immigration law enforcement functions. The officers screen all foreign-born prisoners, incarcerated for local and state crimes, to determine the immigration status of the prisoner. If the prisoner is determined to have violated immigration law, an immigration detainer may be placed on the individual. The section began 24-hour operation in November 2008.



Pictured left to right: Jail Officers Charles Mitchell, Josh Huff, David Headley and Brian Butler.

The section is comprised of one lieutenant, one sergeant and ten officers. On June 17, 2011, four officers were trained and certified from the Federal ICE Training Program at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

The Secure Communities Program became a part of the Live Scan identification process in the Adult Detention Center's Intake Section on September 29, 2009. This tool enhances the 287(g) Program to further identify criminal illegal aliens.

## **TRANSITION**

In Fiscal Year 2011, a first floor renovation of the Main Building was completed. Included in the renovation was a new staff roll call area, new laundry equipment, inmate program space, a 24-bed dormitory unit, mental health area, medical infirmary, staff weight room and locker room, armory, storage and staff administration offices. The new medical unit assists with efficiency in meeting the needs of the inmate population with exam rooms for doctor and dental sick call. The new laundry facilities have given the ability to complete inmate laundry more efficiently. The locker, weight and training rooms consists of showers, personal lockers, treadmills, elliptical machines and weight benches for staff personal use.



Front Entrance



Laundry Area



Staff Gym

The Modular Building was built in 1990 for 200 minimum security inmates. The building is divided into eight 25-bed dormitories. The planning stages for major repairs and upgrades to the Modular Building occurred during this fiscal year. The repairs have been scheduled to be accomplished into two phases. Phase I is to begin July 2011 and end May 2012. Phase II will begin after the completion of Phase I. Phase II consists of repair to the flooring and upgrade security devices, which will maintain a safe and healthy environment for staff and inmates. These upgrades and repairs will continue to preserve and maintain the function of the Modular Building for years to come.

## TRANSPORTATION

In Fiscal Year 2011, the Transportation Section transported 2,961 inmates and provided support to other departments of the Adult Detention Center for a total of 159,200 miles.

Transports to/from	INMATE TRANSPORTATION STATS FOR FY 2011												TOTALS
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
<b>ADC TO COURT</b>	520	517	554	545	503	519	571	533	601	615	524	569	<b>6571</b>
<b>OFF STREET</b>	185	195	202	180	152	124	208	168	208	185	209	189	<b>2205</b>
<b>LUNCHES ADC</b>	447	520	526	559	469	555	546	533	560	602	515	529	<b>6361</b>
<b>LUNCHES COURT</b>	106	100	112	69	78	107	100	69	70	82	85	75	<b>1053</b>
<b>VIDEO ARRAIGNMENTS</b>	490	486	465	342	440	430	454	373	492	462	508	507	<b>5449</b>
<b>MEDICAL TRANSPORT</b>	42	63	51	49	49	26	39	44	56	46	55	65	<b>585</b>
<b>DEPT. OF CORRECTION</b>	8	5	5	4	4	4	4	1	6	5	3	4	<b>53</b>
<b>ARLINGTON JAIL</b>	1	0	1	0	2	0	0	0	0	0	0	0	<b>4</b>
<b>MENTAL FAC/EVALS</b>	6	4	3	2	3	2	3	3	2	7	1	4	<b>40</b>
<b>PEUMANSEND</b>	8	9	7	8	10	7	5	11	7	11	7	15	<b>105</b>
<b>U S MARSHALS</b>	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>ALEXANDRIA</b>	1	1	0	0	0	0	0	0	2	0	0	0	<b>4</b>
<b>FAUQUIER JAIL</b>	0	0	0	0	0	0	0	0	2	1	0	0	<b>3</b>
<b>FAIRFAX JAIL</b>	3	2	6	7	1	3	3	8	6	4	5	4	<b>52</b>
<b>RAPPAHANNOCK JAIL</b>	9	5	4	5	5	10	7	7	6	8	2	8	<b>76</b>
<b>COMMONWEALTH ATTY</b>	2	2	3	0	2	0	1	2	6	4	3	0	<b>25</b>
<b>LOUDON JAIL</b>	2	0	0	0	2	1	0	0	0	2	1	1	<b>8</b>
<b>MCCORT BUILDING</b>	6	1	5	5	3	5	2	1	3	3	1	5	<b>40</b>
<b>NORTHWESTERN</b>	0	3	0	0	0	1	0	0	0	0	2	0	<b>6</b>
<b>Emergency Transports</b>	0	0	0	0	0	0	0	6	3	11	8	6	<b>34</b>
<b>Local Facilities</b>	29	27	26	31	23	20	21	14	18	17	10	18	<b>254</b>
<b>TOTAL TRANSPORTS</b>	<b>117</b>	<b>122</b>	<b>111</b>	<b>111</b>	<b>104</b>	<b>79</b>	<b>85</b>	<b>97</b>	<b>117</b>	<b>117</b>	<b>99</b>	<b>130</b>	<b>1289</b>
<b>Individual Inmates Transported</b>	<b>132</b>	<b>171</b>	<b>120</b>	<b>132</b>	<b>157</b>	<b>209</b>	<b>124</b>	<b>110</b>	<b>129</b>	<b>145</b>	<b>110</b>	<b>133</b>	<b>1672</b>
							<b>Total In</b>		<b>Total Inmate Transported</b>				<b>2,961</b>
									<b>Total Mileage</b>				<b>159,200</b>

## COMPLIANCE

The Compliance Section monitors Standard Operational Procedures (SOPs) to include review, implementation and compliance.

During FY 2011, this section assisted the Commonwealth's Attorneys Office and outside law enforcement investigations in approximately 480 criminal cases by providing phone recordings and video surveillance tapes.

The following inspections and audits were completed:

- Life, Health and Safety Inspection with the Virginia Department of Corrections
- Immigration and Customs Enforcement (ICE) Annual Audit
- Office of Juvenile Justice and Delinquency Prevention Annual Audit
- Fire Marshal Annual Inspection
- U.S. Marshals Service Annual 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 U.S. Department of Justice.

## 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, the inmate commissary and inmate mail. There are 29 civilian positions authorized and one contractor for the Financial Services Department. Operating costs for Peumansend Creek Regional Jail (PCRJ) were \$822,214 actual FY 2010 and \$744,531 FY 2011 for 75 beds. There was \$1,032,621 budgeted for 100 beds in FY 2011, to provide 25 additional beds if needed for the space closed for repair in the Modular Jail. The PCRJ \$1,032,621 budget is excluded from the amounts shown in the chart below. The \$39,982 for 800 MHz radio costs for FY 2010 and FY 2011 are not included in these expenditure and revenue budgets. There were 130 new 800 MHz radios purchased in FY 2011 at a cost of \$467,900. Manassas will share in the cost at the 9.7% based on the prisoner day participation rate, or \$45,386. The operating cost per inmate per day for the Manassas Complex for FY 2010 was \$113.45 and for FY 2011 was \$113.55 which includes the 800 MHz radio purchase and the Modular Jail repair expenses incurred.

	<u>FY10 Expense</u>	<u>FY11 Adopted Budget</u>	<u>FY11 Expense</u>
Personal Services	\$21,129,171	\$20,880,824	\$20,340,964
Fringe Benefits	6,426,712	6,726,792	6,524,574
Contractual Services	1,814,417	1,754,255	1,527,980
Internal Services	922,884	720,685	920,422
Other Services	4,046,480	4,307,640	4,397,733
Capital Outlay	72,295	8,000	29,878
Leases & Rentals	384,758	312,891	377,640
Transfers: LEOS & Audit	1,178,063	1,153,598	1,153,597
Modular Jail Repairs	<u>9,736</u>		<u>149,877</u>
TOTAL	\$35,984,516	\$35,864,685	\$35,422,665

	<u>FY10 Revenue Earned</u>	<u>FY11 Revenue Budget</u>	<u>FY11 Revenue Earned</u>
Electronic Incarceration	\$ 82,604	\$ 157,486	\$ 105,308
Non-Consecutive Time Fee	14,264	0	11,355
Work Release Per Diem	186,134	318,726	197,116
Jail Processing Fee	31,929	50,000	36,633
Jail Room & Board Charges	146,310	125,562	147,048
Cafeteria Sales	16,001	11,000	22,283
Miscellaneous Revenue	91,302	57,020	101,081
Manassas Park Per Diem	393,835	376,404	510,120
State Reimbursement	2,923,335	9,637,228	9,320,744
Social Security Referrals	0	0	384
Federal Per Diem	166,790	182,500	244,512
Other Federal Funds <sup>1</sup>	8,271,021	300,000	563,548
Sale of Vehicles	1,276	0	3,595
City of Manassas <sup>2</sup>	2,560,390	2,640,368	2,524,217
Prince William County <sup>2</sup>	21,459,134	21,322,998	21,408,980
ADC Fund Balance	<u>500,000</u>	<u>685,393</u>	<u>685,393</u>
TOTAL	\$36,844,325	\$35,864,685	\$35,882,317

<sup>1</sup> Other Federal Funds were for Alien Assistance: \$835,677 (FY 2010), and \$563,548 (FY 2011); and the substitution of ARRA funds for state Compensation Board funds \$7,435,344 (FY 2010).

<sup>2</sup> The actual prisoner day participation percentage for the City and County for FY 2010: 9.9% City / 90.1% County; and for FY 2011: 9.7% City / 90.3% County.

## **KITCHEN**

The Adult Detention Center operated two kitchens for most of FY 2011. On May 21, 2011, the Modular Jail kitchen was closed for building repairs. All meals are being served from the state-of-the-art kitchen that was included in the Central Jail. It is equipped to serve up to 1,500 inmates per meal. There were about 1,010,000 meals prepared and served, an average of 922 per meal. In FY 2011, a new Officers' Dining Room (ODR) menu was developed with more healthy food selection. This along with the enhanced environment encouraged staff to eat in the new ODR, an average of 25 meals per day which is higher than any prior year.

## **COMMISSARY**

The ADC Commissary provides items such as candy bars, chips, treats and personal care products inmates may purchase. Profits from the Commissary are used for morale, welfare and other beneficial items for the inmates.

Gross Commissary sales in FY 2011 were \$418,215.74. In addition, \$255,027.35 inmate phone revenue was earned that is also used to support inmate programs. Expenses less than \$4,000 are approved by the Superintendent or Director of Financial Services, and anything over \$4,000 by the Jail Board. A Commissary budget for inmate support items is submitted to the Jail Board for annual approval and updated at regular meetings.

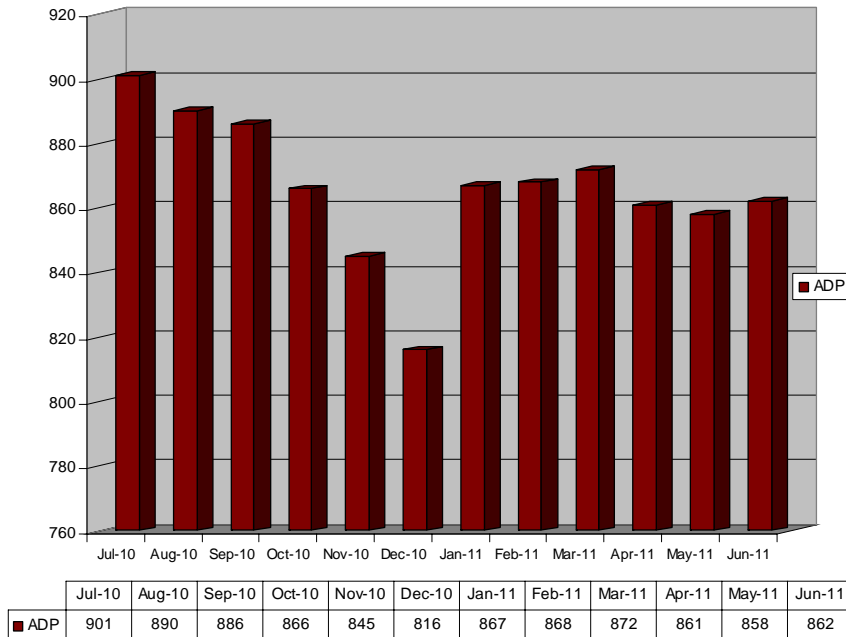
## **MAINTENANCE**

Four maintenance staff manage, maintain and repair the five Adult Detention Center facilities containing over 270,000 square feet. One maintenance staff member was primarily assigned to manage the construction of the new Central Building while it was being built from summer 2006 to fall 2008, with follow-on responsibility to monitor Main Jail first floor renovation, which was completed in FY 2011. The new building added over 132,000 square feet for maintenance needs including new building systems and preventative maintenance requirements. That person is now monitoring the progress and process of Modular Jail repairs. Maintenance repair requests average 210 per month, with 41 percent related to the new Central Building. All repair requests involving security issues are given top priority.

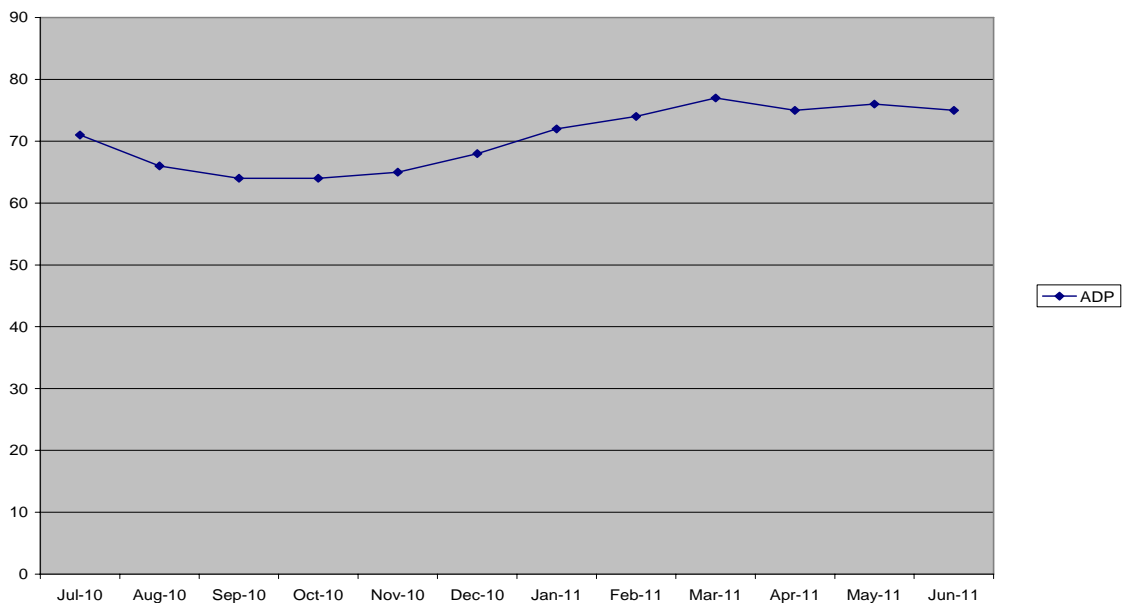
## STATISTICAL OVERVIEW

The Manassas Complex is comprised of five facilities located within Manassas. They are the Central Building, the Main Building, the Modular Building and the Iron Building. The Jail Annex is located on the complex and provides Administrative and Training space for the facility. The ADP of the Manassas Complex in fiscal year 2011 was 866. The average daily population at Peumansend Creek Regional Jail for FY 2011 was 71.

ADP



Peumansend Creek Regional Jail Average Daily Population



## AWARDS / ACHIEVEMENTS

In November of 1989, Dr. David L. Bever, a professor of health education at George Mason University, developed the LawFit Program for law enforcement personnel. Since the inception of LawFit, there has been a significant increase in the levels of fitness of officers who have participated.



Pictured from left to right: Colonel P. Meletis, Superintendent; 1<sup>st</sup> Sgt. D. Sanchez; Ofc. J. Walsh; MJO D. Fenner; Ofc. J. Brady; MJO D. Dotson

The Adult Detention Center participated in the 9<sup>th</sup> Annual LawFit Challenge which was held October 14-16, 2010, at George Mason University in Fairfax, Virginia. The team had a fifth place finish.



Pictured left to right: Lt. A. Harris; Sgt. C. Wines; MJO L. Molina; Ofc. C. Thompson; MJO J. Currier; Ofc. R. Castillo; MJO G. Lilly; MJO D. Robinson; MJO E. Miranda; Ofc. A. Butcher; Ofc. B. Boggs and 1<sup>st</sup> Sgt. L. Martinez (not pictured Ofc. S. Foddrell and MJO T. Bartley)

The Adult Detention Center received the Prince William County Safe Driving Award on February 3, 2011. This was in recognition for a 38% average reduction in their preventable collision frequency rate.

## **THE JOHN A. CHILDERS MEMORIAL EMPLOYEE OF THE QUARTER**

In 2005, the Prince William-Manassas Regional Adult Detention Center (ADC) implemented an award program to acknowledge employees for their exemplary conduct.

Listed below are the award winners for Employee of the Quarter for Fiscal Year 2011:



Lieutenant Allen Harris

(July ~ September 2010) – went above and beyond what was expected by protecting a mentally unstable citizen.



Sergeant Carla Goodman

(October ~ December 2010) – developed and spearheaded a “Coat Drive” for underprivileged children in the area. Over 100 new and slightly used coats were collected.



Lewis Hutchison



Alan Spade



Lonzell Terry



Calixto Mojica

(January ~ March 2011) – maintenance staff went beyond the call of duty in repairing as well as clean-up after a major sewer problem at the Modular Jail.



Officer Marcella Garner

(April ~ June 2011) – exemplary job in aiding an inmate that was facing a life threatening cardiac emergency.



## **Prince William-Manassas Regional Adult Detention Center's Employees Association**

The Prince William-Manassas Adult Detention Center's Employees Association has been busy this fiscal year. It hosted the annual Correctional Employee Week cookout and a number of retirement luncheons for veteran employees who have served the agency. The annual golf tournament was a huge success raising a substantial portion of the annual budget for the Association. A fall festival and Christmas party were also employee favorites.

This past fiscal year, the Association sponsored a coat drive to benefit underprivileged children in our community.



Sergeant Carla Goodman (center)  
with two staff from Social Services



Fall Festival at Nokesville Park



Santa Cops 2010 – Breakfast



Santa Cops 2010 - Shopping