

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



## **ANNUAL REPORT FISCAL YEAR 2010 JULY 1, 2009 – JUNE 30, 2010**

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Colonel Peter A. Meletis

## **MESSAGE FROM THE SUPERINTENDENT**

During fiscal year 2010, the Adult Detention Center (ADC) began a renovation to the first floor of the Main Facility, which opened in 1982. The renovation will include an updated medical unit and laundry, special housing cells for inmates and needed amenities for the staff.

This past year, the staff received several accolades to include twenty eight graduates from two Jail Basic Academies. One of our officers received the Law Enforcement Officer of the Year award from the Veterans of Foreign Wars, Post 1503, and the agency participated in the LawFit Challenge comprised of law enforcement agencies throughout the country with an excellent fifth place finish.

The ADC continues to serve the community where needed; being 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), and continued to support Securing Emergency Responses through Volunteer Efforts (SERVE) as our adopted charity. We continue to provide many programs to the inmate population, which will assist with their return to the community. Programs include the General Educational Development (GED), Life Skills, Drug Treatment, Religious Programs, etc. while utilizing 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. An example of this commitment was evident during the adverse weather conditions this past winter to include two serious snow storms. Both security and civilian staff reported for duty full strength without incident to carry out this mission.

## **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.

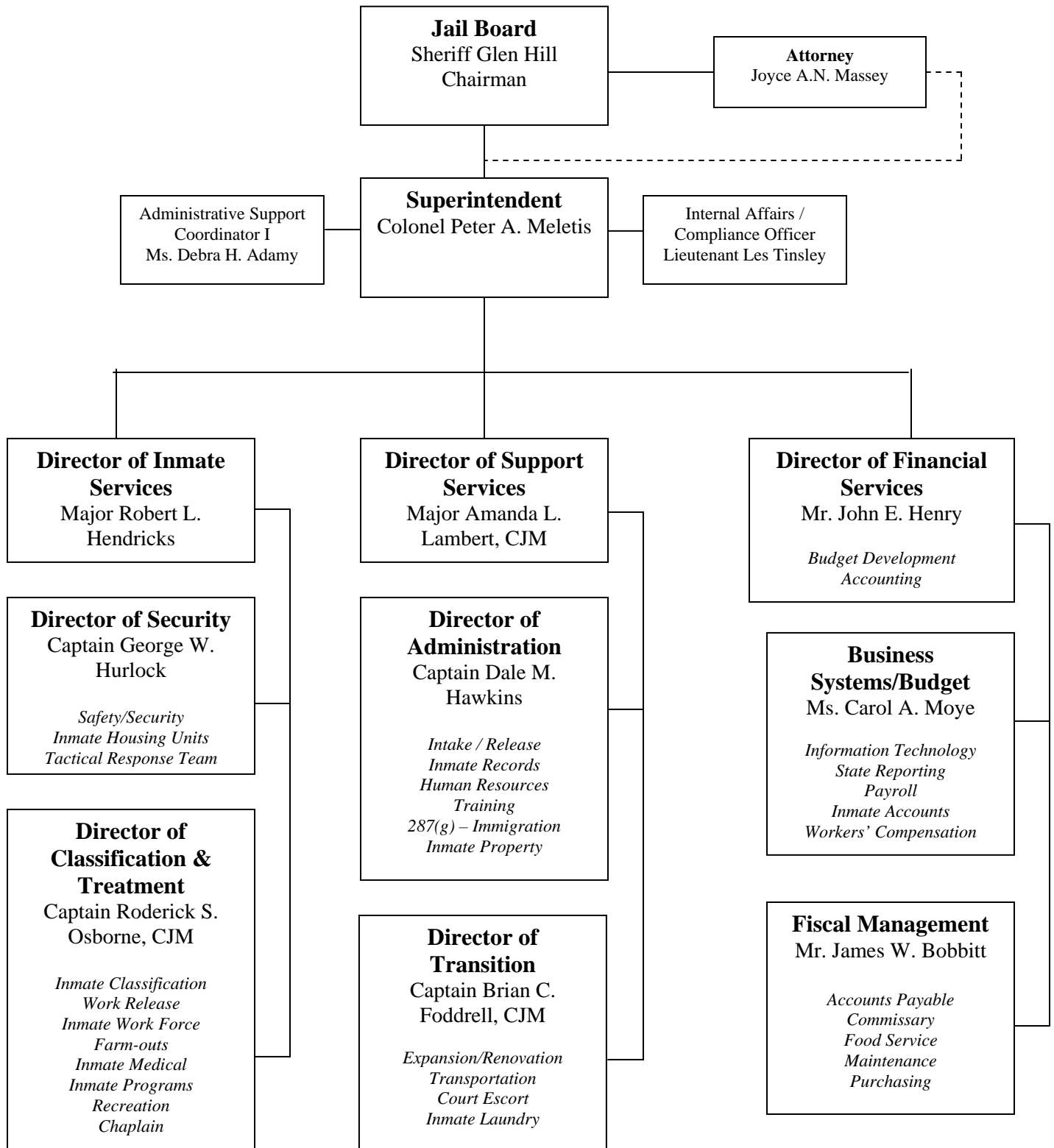
The Prince William-Manassas Regional Jail Board was formed in 1978. It is the operating authority for the Regional Adult Detention Center. The Board is composed of 10 members from the two participating jurisdictions. The Sheriff sits on the Board by statutory authority; seven additional members are appointed 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, 2009 ~ JUNE 30, 2010**

<b><u>Jail Board Member</u></b>	<b><u>Jurisdiction</u></b>	<b><u>Alternate</u></b>
Steven R. Austin	Director, Office of Criminal Justice Services Prince William County	
Hugh Brien	City of Manassas	
Stephen Copeland	Citizen-at-Large Prince William County	
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	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	City of Manassas	
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 2010 Objectives

1. Renovation of the Main Facility
  - Coordinate with other participants.
  - Maintain security throughout the project.
  - Relocate all main control functions to the Central Building, enclose Central sallyport and expand laundry.
  - Train staff and occupy completed renovation area.

*Complete; except for the expansion of the laundry function.*
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.

*Complete.*
3. 287(g) Program
  - Attain new Memorandum of Agreement (MOA) initiated by Immigration and Customs Enforcement (ICE).
  - Complete the Inter-Governmental Service Agreement (IGSA).
  - Initiate the processing of 95-100% foreign-born commits.
  - Ensure compliance for training and yearly certification requirements.

*Complete; except for the IGSA. Currently all IGSA(s) with ICE are on hold waiting for legislature on illegal immigration reform.*
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.*
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 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.
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.
3. 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.
4. Career Development Training
  - First-line supervisors
  - Mid-level to senior level managers
5. H1N1 Virus
  - Monitor H1N1 virus.
  - Review and update agency plans, if necessary.
6. Peumansend Creek Regional Jail (PCRJ)
  - Monitor any relevant information on admission criteria changes or participant changes.
  - Update the number of inmates transferred monthly.
7. Monitor any developments involving or impacting Phase 2 Expansion.



# INMATE SERVICES

## SECURITY

During this past fiscal year, the Security Section assumed 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. Tasks include:

- Assist the general public with questions regarding people that are incarcerated.
- Provide bond and court information.
- Coordinate daily inmate visiting.
- Conduct legal non-contact visiting for attorneys and monitor contact legal visits.
- Direct the general public to the Magistrate's Office
- Operate and maintain the x-ray machine as well as the metal detector.
- Assist the security shifts when needed.



Information Desk

## TACTICAL RESPONSE TEAM



The agency's Tactical Response Team (TRT) has trained in riot control as well as cell extraction of disruptive inmates. The team is also used for high-risk inmate transports, facility-wide searches and major incidents within the facility.

The TRT further assists law enforcement agencies in the community when needed.

## **CLASSIFICATION**

The Classification Section is responsible for interviewing inmates as they are processed in to determine custody levels and where they will be housed. They manage the inmate programs, recreation and the trusties that work in the jail. Classification is also responsible for overseeing volunteers that are screened and utilized in programming. They oversee disciplinary procedures that are handled in-house for infractions. This section works closely with Medical and Mental Health in evaluating and deciding the best course of care for inmates who have special needs or who are mentally or physically challenged. For the past fiscal year, the Classification Section has processed the following statistics:

- 39 inmates graduated with a GED
- Classification staff classified 5,245
- Classification staff reviewed 11,280 inmates files
- Participation in inmate religious services totaled 10,019
- 1,086 inmates utilized the Law Library to prepare for their cases
- 4,408 volunteer religious hours



GED graduate

## **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 to include the Judicial Complex and a number of historical cemeteries. The program is also responsible for janitorial services in Prince William County and litter details along the roadways. During inclement weather, they assist in the removal of debris or snow and ice removal (2,577 total officer hours; 8,237 total inmate hours).



One of the many job duties of the Work Force is the trash detail along Prince William County Parkway.

## **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 support inmate 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.

GPS 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 AA (alcohol anonymous) and NA (narcotics anonymous) among other life skill classes.

The Work Release Section participates in the Adopt-A-Spot Program for the City of Manassas and Prince William County. They have collected 1,566 bags of trash with 472 man hours during this fiscal year. The Work Release inmates 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 the setup, serving and clean up.

- The average daily population was 71
- Total number of successful completions 121
- Total placements 297

## **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) to ensure compliance with program rules and regulations.

- Total number of EIP placements: 46
- Total number of completions: 32
- Total number of removals from EIP: 9
- Total number of inmates court ordered to EIP: 3
- Average daily population: 16

## **MEDICAL**

The Medical Section, which is comprised of Registered and Licensed Practical Nurses as well as two Mental Health Therapists, has adjusted well to the changes that came with moving into the Central Building. Now, the Medical Section prepares for the most important move since its inception in 1982. The renovation of the Main Building is near completion and the main focus is the new Medical and Mental Health Section.

One of the objectives for the Medical Section in the past year was to remain prepared for any H1N1 resurgence. The Medical Section has also worked with the Transition Section in the planning of its occupation of the new section in the Main Facility.

Some of the statistics from the Medical and Mental Health Section during the 2010 fiscal year are as follows:

- 3,223 daily sick call visits by inmates
- 2,028 visits by inmates to the Physician
- 865 visits by inmates to the Dentist
- 17 emergency mental health commits
- 2,757 mental health group and individual visits

## **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 continues to serve as the Chaplain for the American Jail Association.
- Chaplain Chuck Freer completed his first year in his supporting role and has served in a superior manner.
- 72 men and 27 women graduated from their respective faith-based programs known as the WIND (Women In New Direction) and MIND (Men In New Direction) dorms.
- 4,470 inmates attended religious programs and 10,019 attended 732 religious services
- There were more than 4,400 volunteer hours and 373 volunteer lead groups.

## **D&A BEHAVIORAL SOLUTIONS**

D&A Behavioral Solutions, Inc. (DABS) is constructed to provide a Life Skills program to the inmates (males and females) of the Prince William-Manassas Regional Adult Detention Center (ADC). More than 60% of the program is dedicated to the internal security of the ADC.

The goal is to reduce recidivism by equipping inmates to understand and identify the flawed thinking, beliefs, attitudes and values that cause their problems, as well as learned personal self-management, general social skills and personal responsibility, e.g., accountability vs. excuses. Emphasis is on the development of personal dignity, which is the vital catalyst to changing aberrant behavior.

Enrollment is on a volunteer basis. In FY 2010, a total of 232 classes facilitated with 1,175 enrollees. Successful completion rate was at 80%. A total of 590 certificates issued with 54% earning Certificates of Academic Excellence for perfect attendance and passing the DABS examination.

There are two clothing closets maintained by DABS for the inmate population which have become a vital and continuous support to the ADC in meeting the clothing needs of inmates for court appearances, funerals, work release, pre and post-release. Donations of clothing and volunteers are solicited from various outreach sources.

DABS initiated a Voluntary Essay Program to further engage program participants. Certificates of Special Recognition were issued for that participation. In November 2009, personal counseling sessions were provided by DABS and recognized as part of an inmate's overall program education/treatment history recorded by the Inmate Programs Coordinator. Volunteer opportunities were provided for court-ordered individuals referred by Volunteer Prince William, work release participants, high school and college students seeking to meet club and course requirements. Instructional sessions were conducted at the Jail Basic Academy and In-Service Training for the ADC staff.

In May 2010, DABS sponsored its first intern with a senior student attending Old Dominion University (ODU), majoring in Criminal Justice and Sociology, providing the student with the opportunity to gain hands-on experience while fulfilling the requirements of both hours and education for completion of course works.



Intern from Old Dominion University



# SUPPORT SERVICES

## ACADEMY

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

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



Capstun Training



Firearms Training



Jail Basic 008 – November 20, 2009



Jail Basic 009 – March 26, 2010

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 FY2010.

<u>Mandated Training Requirements</u>	<u>Fiscal Year 2010</u>
1. Officers completing Basic Jail Officers Academy	28
2. Officers/Staff completing in-service training	151
3. Officers/Staff completing CPR/FA/AED training	264
4. Officers completing firearms training	208

## HUMAN RESOURCES

The Human Resources Section of the Prince William-Manassas Regional Adult Detention Center (ADC) 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 and Northern Virginia Community College.



Career Fair at ECPI in Manassas, VA

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

In addition, listed below is the Personnel Report and Statistics for Fiscal Year 2010:

Authorized Positions	337
Number Hired	29
Turnover Rate	7%
Applications Processed	360
Jail Officers	219
Civilian	141
Interviews	199
Jail Officers	144
Civilian	55
Polygraphs	97
Pre-employment Medicals	50
Tours	82
Pre-employment Physical Fitness Tests	84

## **INTAKE & RELEASE**

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



Officer Minx operating Live Scan

During fiscal year 2010, the Intake and Release Section was responsible for processing:

- 12,128 inmates were committed into the Adult Detention Center
- 12,042 inmates were released from the Adult Detention Center
- 144 inmates transferred to Virginia Department of Corrections
- 237 inmates transferred to Peumansend Creek Regional Jail
- 767 inmates transferred to Immigration & Customs Enforcement

## **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 to 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, which increased the percentage of foreign-born prisoners screened.

The section is comprised of one lieutenant, one sergeant and nine officers. On April 8, 2010, two officers were trained and certified from the Federal ICE Training Program at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.



Officer Tom Harris



Officer Mary Anne Robinson



The Secure Communities Program became part of the Live Scan identification process in the Adult Detention Center's Booking Section on September 29, 2009. This tool will enhance the 287(g) Program at the Adult Detention Center in further identifying criminal illegal aliens.

### **TRANSITION**

In Fiscal Year 2010, the Adult Detention Center leased a new 4,597 square foot warehouse. With the new construction of the Central Building along with bringing all farm-out inmates back to the complex created the demand for more storage space for supplies, materials and commissary items. The warehouse has office space, mini storage rooms and a large bay area for bulk storage. It gives the Adult Detention Center the ability to organize, maintain inventory, and distribute supplies and commissary items in an efficient manner. Thus far, the lease of the new warehouse space has proven to be a great asset to the day-to-day operations of the Adult Detention Center.

Also in this fiscal year, the Adult Detention Center began renovation to the first floor of the Main Building. This is the final part of Phase I construction that also involved the completion of the Central Building. It will consist of a new medical unit, roll call room, staff locker room, staff exercise room, mental health unit, program space, recreation court, administrative offices, additional storage, new security devices, renovation of the laundry room, enclosing the vehicular sally port with a roof and an inmate dormitory. With these new areas, the Adult Detention Center will be able to provide services for staff, other agencies bringing detainees in, as well as providing areas to better assist with medical needs for the inmates. This project is scheduled to be completed October 24, 2010.



Construction of the Vehicular Sally Port

## TRANSPORTATION

The Transportation Section made a total of 2,951 trips (185,516 total miles) transporting inmates to and from other facilities, as well as medical and mental health facilities. There has been a rise in the number of local transports to medical and mental facilities due to the increase in the complex population.

INMATE TRANSPORTATION STATS FOR FY 2010													
Transports to/from	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS
<b>ADC TO COURT</b>	614	596	584	593	519	512	494	473	566	523	537	583	<b>6594</b>
<b>OFF STREET</b>	160	147	200	256	123	134	211	153	226	188	172	179	<b>2149</b>
<b>LUNCHES ADC</b>	342	458	425	468	422	470	376	431	492	442	477	551	<b>5354</b>
<b>LUNCHES COURT</b>	117	104	129	118	79	72	112	74	141	134	94	121	<b>1295</b>
<b>VIDEO ARRAIGNMENTS</b>	540	440	486	458	414	380	408	364	488	478	429	545	<b>5430</b>
<b>MEDICAL TRANSPORT</b>	64	37	65	75	41	27	35	36	51	75	56	43	<b>605</b>
<b>DEPT. OF CORRECTION</b>	5	2	4	5	3	7	3	2	5	6	19	5	<b>66</b>
<b>LOCAL FACILITIES</b>	56	60	67	44	50	55	45	52	81	71	25	72	<b>678</b>
<b>MENTAL FAC/EVALS</b>	4	4	5	5	5	5	5	3	3	1	5	16	<b>61</b>
<b>PEUMANSEND</b>	10	6	8	8	8	6	7	10	10	9	23	8	<b>113</b>
<b>COMMONWEALTH ATTY</b>	3	2	0	3	4	2	3	2	4	1	1	3	<b>28</b>
<b>TOTAL TRANSPORTS</b>	<b>142</b>	<b>111</b>	<b>149</b>	<b>140</b>	<b>111</b>	<b>102</b>	<b>98</b>	<b>105</b>	<b>154</b>	<b>163</b>	<b>129</b>	<b>147</b>	<b>1551</b>
<b>Individual Inmates Transported</b>	<b>145</b>	<b>119</b>	<b>131</b>	<b>139</b>	<b>104</b>	<b>102</b>	<b>80</b>	<b>89</b>	<b>124</b>	<b>109</b>	<b>124</b>	<b>134</b>	<b>1400</b>
<b>Total Inmate Transported</b>												<b>2,951</b>	
<b>Total Mileage</b>												<b>185,516</b>	

## COMPLIANCE

The Compliance Section monitors Standard Operational Procedures to include review, implementation and compliance. This section also assists with outside law enforcement investigations.

During Fiscal Year 2010, the Prince William-Manassas Regional Adult Detention Center completed the following inspections and audits:

- Life, Health and Safety Inspection with the Virginia Department of Corrections
- Minimum Standards Audit (three year) with the Virginia Department of Corrections
- Immigration and Customs Enforcement (ICE) Annual Audit
- Office of Juvenile Justice and Delinquency Prevention Annual Audit

These audits review the overall compliance standards in how the jail meets the medical and safety needs of the inmates. It also includes staff training and the 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 are \$860,590 actual FY 2009 and \$822,214 FY 2010 for 75 beds. There was \$1,147,357 budgeted for 100 beds in FY 2010. Peumansend Creek Regional Jail is excluded from the amounts shown in the chart below. The \$39,982 for 800 MHz radio capital costs for FY 2009 and FY 2010 are not included in these expenditure and revenue budgets. The operating cost per inmate per day for the Manassas Complex for FY 2009 was \$116.12 and for FY 2010 was \$113.45.

	<u>FY09 Expense</u>	<u>FY10 Adopted Budget</u>	<u>FY10 Expense</u>
Personal Services	\$20,275,333	\$20,998,904	\$21,129,171
Fringe Benefits	6,311,219	6,542,153	6,426,712
Contractual Services	2,687,024	1,754,255	1,814,417
Internal Services	1,071,994	720,685	922,884
Other Services	3,704,897	3,847,640	4,046,480
Capital Outlay	76,704	8,000	72,295
Leases & Rentals	367,515	312,891	384,758
Transfers: LEOS & Audit	1,109,216	1,178,063	1,178,063
Modular Jail Repairs			<u>9,736</u>
TOTAL	<u>\$35,603,902</u>	<u>\$35,362,591</u>	<u>\$35,984,516</u>

	<u>FY09 Revenue Earned</u>	<u>FY10 Revenue Budget</u>	<u>FY10 Revenue Earned</u>
Electronic Incarceration	\$ 79,688	\$ 157,486	\$ 82,604
Non-Consecutive Time Fee	10,985	0	14,264
Work Release Per Diem	193,214	318,726	186,134
Jail Processing Fee	30,554	50,000	31,929
Jail Room & Board Charges	133,766	125,562	146,310
Cafeteria Sales	12,889	11,000	16,001
Miscellaneous Revenue	99,143	57,020	91,302
Manassas Park Per Diem	450,385	376,404	393,835
Commonwealth Reimburseme	7,247,370	9,637,228	2,923,335
Federal Per Diem	189,904	182,500	166,790
Other Federal Funds <sup>1</sup>	3,717,084	300,000	8,271,021
Sale of Vehicles	875	0	1,276
City of Manassas <sup>2</sup>	2,335,497	2,605,531	2,560,390
Prince William County <sup>2</sup>	23,975,355	21,041,134	21,459,134
ADC Fund Balance	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>
TOTAL	<u>\$38,976,709</u>	<u>\$35,362,591</u>	<u>\$36,844,325</u>

<sup>1</sup> Other Federal Funds were for Alien Assistance: \$582,450 (FY 2009), and \$835,677 (FY 2010); and the substitution of ARRA funds for state Compensation Board funds \$3,134,634 (FY 2009), and \$7,435,344 (FY 2010).

<sup>2</sup> The amount shown is the actual participation percentage of prisoner days for the City and Count for FY 2009: 9.5% City / 90.5% County; and FY 2010: 9.9% City / 90.1% County.

## **KITCHEN**

The ADC currently operates two kitchens. A new state-of-the-art kitchen was included in the Central Jail that is equipped to serve up to 1,500 inmates per meal. The kitchen includes an Officer's Dining Room (ODR). In FY 2010, there were 675,422 meals prepared in the new kitchen. There is a second kitchen that serves the Modular Jail. In FY 2010, there were 356,690 meals prepared in that kitchen.

Modular Jail repairs are expected to begin in 2011. When those repairs begin, that kitchen will be temporarily closed, with all meals being prepared in the Central kitchen. A temporary food transportation plan is currently being developed to accomplish this.

## **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 2010 were \$432,614.43. In addition, \$261,339.68 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 is updated at regular meetings.



Greg Anderson and Bruce Urani (Commissary) at the Warehouse

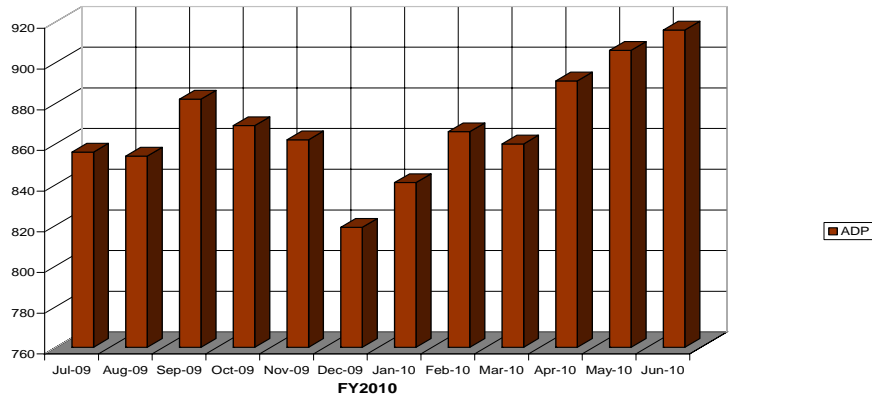
## **MAINTENANCE**

There is four maintenance staff to manage, maintain and repair the five ADC facilities. One maintenance person 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, now in process. The new building added over 125,000 square feet of maintenance needs which added new building systems and preventative maintenance requirements. All repair requests involving security issues are given top priority. Maintenance repair requests average 256 per month, with 42 percent related to the new Central Building.

## STATISTICAL OVERVIEW

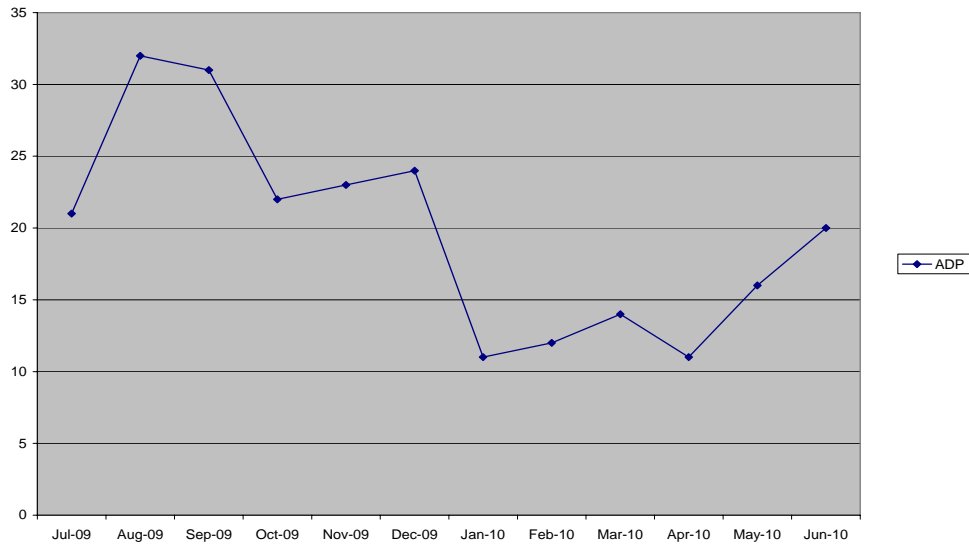
The Manassas Complex is comprised of five facilities located within Manassas. They are the Central Building, the Main Building, the Modular Building and the Iron Building. The Jail Annex is located on the complex and provides Administrative and Training space for the facility. The ADP of the Manassas Complex in fiscal year 2010 was 869. The average daily population at Peumansend Creek Regional Jail for FY 2010 was 75.

Average Daily Population



	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10
ADP	856	854	882	869	862	819	841	866	860	891	906	916

Peumansend Creek Regional Jail Average Daily Population

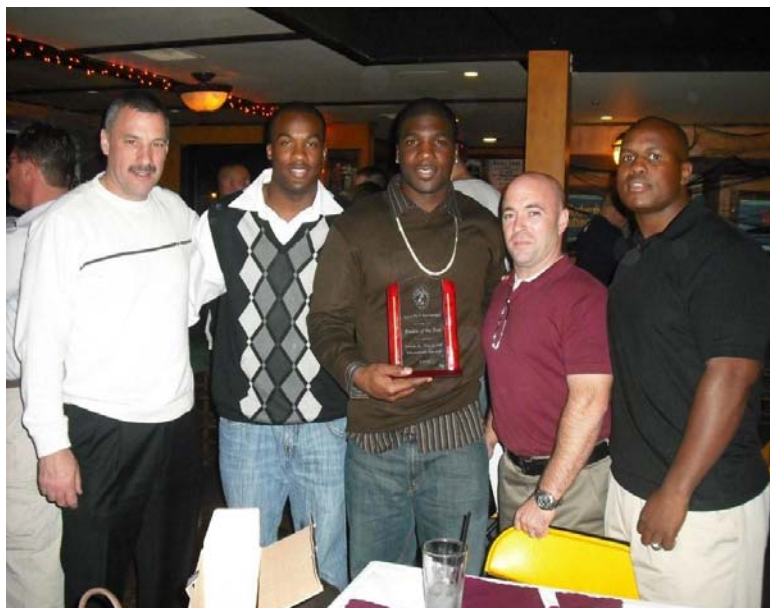


## AWARDS



On May 7, 2010, Master Jail Officer Chester Outland received from the Veterans of Foreign Wars, Post 1503, Law Enforcement Officer of the Year; bringing to justice a hit-and-run driver who seriously injured a Prince William County police officer, which prevented the possibility of a similar crime being committed.

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. In October 2009, the Adult Detention Center competed in the 8<sup>th</sup> Annual LawFit Challenge.



Pictured from left to right: Colonel Pete Meletis, Superintendent; Officers Derrick Fenner, Jameel Brady, John Walsh and Daniel Dotson.

Jail Officers Daniel Dotson, Jameel Brady, John Walsh and Derrick Fenner competed in the LawFit Challenge which was held October 15-17, 2009 at George Mason University. Law enforcement agencies throughout the country participated in this competition. The team from the Adult Detention Center finished fifth. Jail Officer Brady received second place in the bench press and was named “Rookie of the Year”.



## The John A. Childers Memorial Employee of the Quarter

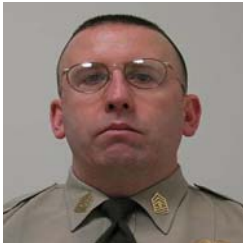
In 2005, the Prince William-Manassas Regional Adult Detention Center (ADC) implemented an award program to acknowledge employees for their exemplary conduct.

Listed below are the award winners for Employee of the Quarter for Fiscal Year 2010:



Greg Anderson  
Jail Commissary Manager

(July ~ September 2009) – Extraordinary efforts in planning, designing and implementing the physical requirements of relocating to a new warehouse while meeting the needs of the ADC by providing uninterrupted commissary service to the inmate population.



1<sup>st</sup> Sgt. Tracy Allen



MJO Christine Wright



Officer Ann Callahan

(October ~ December 2009) – Decisive actions in discovering and protecting a crime scene, comforting the victim of violence; a testament to their training and as a professional of the ADC.



Officer Julien Pierre

(January ~ March 2010) – Quick and decisive action while extinguishing an electrical fire on February 5, 2010, not only displayed professionalism, but prevented potentially disastrous results, both lost of life and severe property damage to the ADC.



CHA Marianna Williams

(April ~ June 2010) – Predicated on her life-saving, prompt and professional response to a potentially fatal medical condition of a staff person, which validates the quality of her professionalism.

## **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.



Retirement Luncheon

Another way the Association raises funds is by raffling a variety of prizes over the course of the year such as baskets filled with gift cards, dinner for two and a night's stay at a bed and breakfast.



Calixto Mojica (Maintenance Section)  
Winner of Valentine's Day Basket Raffle

For FY 2010, the Association chose SERVE (Securing Emergency Responses through Volunteer Efforts) as their adopted charity. It is a Manassas-based community organization that provides shelters, a food distribution center, transitional housing, emergency assistance, and life skills education for individuals and family needs.