

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

**ANNUAL  
REPORT**



**FY 2023**

**JULY 1, 2022 – JUNE 30, 2023**

# Prince William–Manassas Regional Adult Detention Center

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# 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.

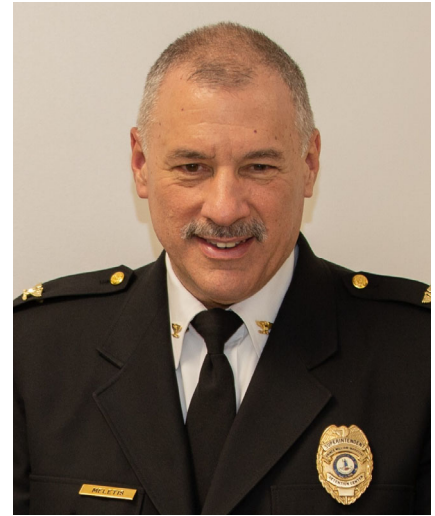
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# MESSAGE FROM THE SUPERINTENDENT

Our employees are our greatest asset. Staff wellness has been a focus over the past fiscal year. The ADC now offers services to staff through our partnership with the Prince William County Public Safety Resilience Center. A variety of services are offered to help staff manage work-related stressors and non-work-related stressors. Our partners at the Resilience Center have also encouraged and supported our Peer Support Team development, training, and certification.



***Colonel Peter A. Meletis  
Superintendent***

Peer Support Team members come from various departments throughout the ADC and are both sworn and civilian employees. The Peer Support Team and our partnership with the Public Safety Resilience Center, have strengthened our ability to support staff through difficult situations encountered at work, issues they face at home, and to remember to celebrate the happy moments, too. Other wellness focused developments are a quiet room where staff can take a break in a meditative environment, and an on-site gym for staff to use during their non-working hours. Staff are also encouraged to take advantage of webinars, workshops, and services offered by County Risk and Wellness. All these services have been well received by the staff. With the assistance of the ADC Employee Association, the ADC plans to continue to offer more services and programs to staff focused on increasing their wellbeing.

Phase II Central Building is a 204 bed facility which includes a warehouse, maintenance shop, ADC human resource suite, laundry, inmate Work Release section, a special housing unit for inmates with mental health illnesses and work place for our dedicated mental health therapists.

ADC staff continue to partner with Good News Jail and Prison Ministry. Chaplain Perez manages his program with passion and dedication. He also assists ADC staff in their time of need. The ADC staff participated with National Night Out, Legal Food Frenzy, Toys for Tots, and Santa Cops, which is a great program that assists under privileged children. We also continue to honor Richard “Doc” Shaw annually with the “Doc” Shaw Education Scholarship for staff. The staff continue to work with the Evidence Based Decision Making Policy Team, which enhances the criminal justice system. The ADC staff along with 212 volunteers from the community continue to facilitate 74 inmate re-entry programs which has lowered the inmate recidivism rate from fifty percent to twenty-one percent.

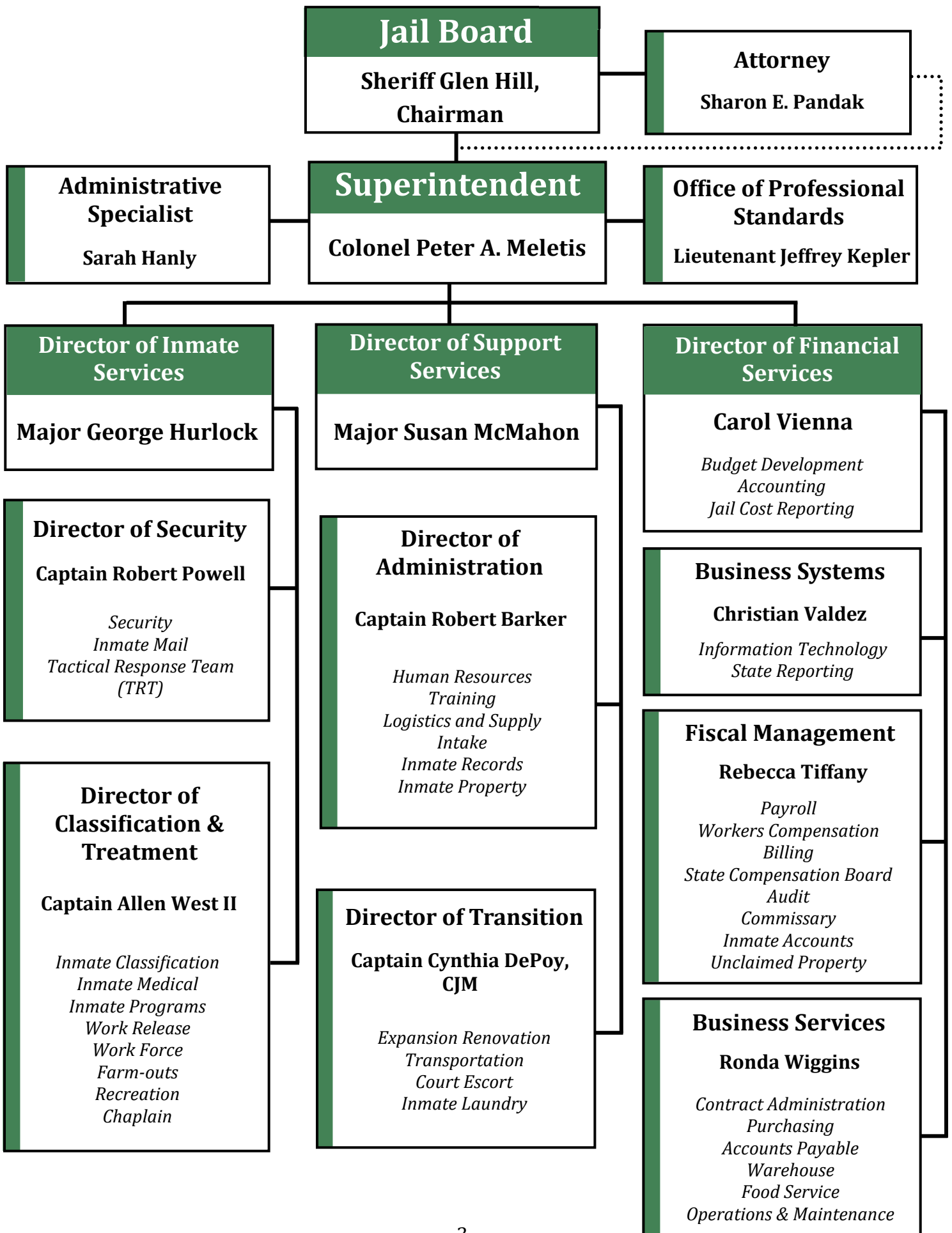
This past year, twenty-four jail officers graduated from two Jail Basic Academies conducted by ADC instructors. Ten staff received Employee of the Quarter for their exemplary service. As a member of the Prince William-Manassas Public Safety Group, we will assist our partners at any time for the benefit of the community. ADC Tactical Response Team members are trained in search and rescue, active shooter, mass arrest, high risk transports and are accessible to the ADC during a major event.

ADC sworn staff, and dedicated civilian staff, carry out their duties in a professional manner while accepting any challenge and are responsible for the successes of the agency.

# 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 Tina Laguna City of Manassas Police Department
Amy Ashworth	Commonwealth's Attorney Prince William County	Anthony Kostelecky
Steve Austin	Director Office 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	Captain Vic Hatcher City of Manassas Police Department
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 2023 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 nine 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 749 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

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

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

This section of Inmate Services consists of four security shifts. Each shift has one Lieutenant, three First Sergeants, five Sergeants and forty jail officers totaling forty-nine staff per shift working. At the present time, due to the number of inmates that were released by the courts and current officer vacancies, the average number of staff per shift is thirty-six. This is due to officer turnover. The average daily inmate population system-wide was 478 and the security shifts are tasked with the care and custody of the inmate population. The officers assigned to the inmate housing units provide safety for the inmates and maintain the security of the facility while keeping the community safe.

Each inmate-housing unit is staffed twenty-four hours a day, seven days a week. Adult Detention Center officers continue to assist our public safety agencies as needed. During FY 2023 the agency was still affected by some cases of COVID-19. The staff and inmates continue to wear facemasks on the quarantine unit to ensure the safety of all inmates and staff within the facility. Newly committed inmates are tested for COVID-19 regardless if they have symptoms or not to continue to maintain a safe and healthy environment.

The Security Shifts like to participate and donate to a variety of charities.

### *Pie in the Face for Charity*



*“C” Shift organized “A pie in the face for charity” which was a great success.*

### *Ready to start the day!*



# TACTICAL RESPONSE TEAM

The Tactical Response Team (TRT) was formed in late 1982. The Officer-in-Charge (OIC) holds the rank of Lieutenant and reports directly to the Director of Security. The assistant OIC holds the rank of First Sergeant and serves as the team's Communications Officer. There is a Rapid Response Team consisting of five members who can respond to an incident; an Entry Team trained in entry and search of an assigned area; and an Arrest Team trained in the arrest of inmates causing disturbances.

Twelve members of the team are certified instructors alongside the Department of Criminal Justice Services (DCJS) with two members as Defensive Tactics instructors and two members being Firearms instructors. Nine members are trained and certified in Search & Rescue by the Virginia Department of Emergency Management (VDEM). Three members were trained and certified in Active Shooter by Department of Homeland Security (DHS). Nine members were trained in Active Shooter through certified instructors approved by the Department of Homeland Security (DHS).

The TRT has received Emergency Vehicle Operator Course (EVOC) training for high-risk transports and weapons training. The TRT members also assist the Prince William County Police at Jiffy Lube Live during the summer months. The team has completed the Community Emergency Response Team (CERT) program through the Department of Homeland Security. They have also completed courses in Incident Command through the Federal Emergency Management Agency (FEMA). Ongoing training is provided by instructors on the team with assistance from the Adult Detention Center's Training Department. Members of the Adult Detention Center's Tactical Response Team practices in two separate groups to ensure that no one is left behind during training. The Tactical Response Team continues to assist outside agencies with National Night Out, Trunk or Treat in October, and Santa Cops in December.



**National Night Out**



**Trunk or Treat**



**Santa Cops**

# 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 FY2023:

- 2,900 inmates classified
- 8,551 inmate custody files reviewed
- 2,453 inmates attended religious services
- 381 inmates utilized the Law Library
- 4,656 hours volunteered
- 19 inmates received VDOT Flagger certification
- 21 inmates received a ServSafe Certification

*“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, computer skill training, business development, GED/ABE
- 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: Narcotics Anonymous, Alcoholics Anonymous, Community Services Board Substance Abuse Class, Common Recovery
- 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



***Congratulations GED Graduates!***

## 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.



***The Adult Detention Center teams up with the Hopeful Hearts Ministry and provides Christmas gifts for the children of inmates that are participating in the Re-entry Dorm, Drug Dorm, and the Chaplain's programs (Men In New Direction and Women In New Direction).***

## 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. While incarcerated, we have Veteran only classes for them to attend. A list of classes includes:

- Alcoholics Anonymous (AA)
- Bible Study
- Common Recovery for Vets
- Alexandria Vets Center (Trauma-informed care)
- Jobs for Veterans
- Communication 01 (Acts Suicide Prevention Classes)
- Virginia 411
- Virginia Vets and Family Support
- Virginia Regional outreach 211

# 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 2023, there were 111 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 FY2023:

- 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 FY2023:

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

# WORK FORCE

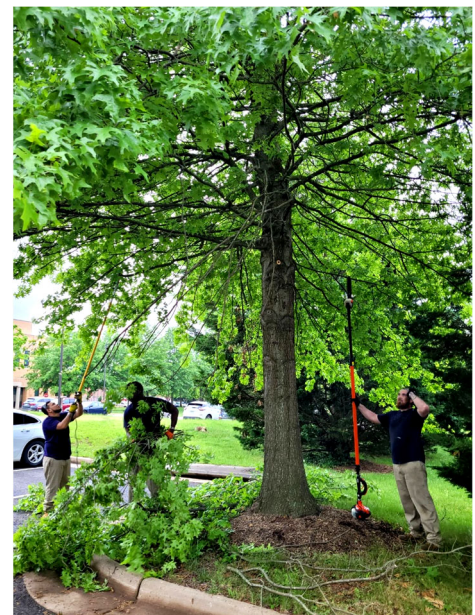
The Work Force Program consists of inmates who have been screened and meet the criteria to perform community-based work under the supervision of an officer of the Adult Detention Center.

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 8,191.75-man hours this fiscal year.



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



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

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

# GOOD NEWS JAIL & PRISON MINISTRY

The chaplaincy services in the Adult Detention Center are coordinated by Chaplain Ray Perez and are facilitated through Good News Jail and Prison Ministry based in Richmond, Virginia.

## Highlights of this year

- Good News Jail and Prison Ministry was recognized as an organization committed to 2<sup>nd</sup> Chances by Governor Glen Youngkin. The Governor donated his 1<sup>st</sup> quarter salary to the ministry for its work in Virginia and specifically in Prince William County.
- Assisted numerous released offenders with travel to communities outside of Prince William County and out of state.
- Elicited many donations of religious materials from the Muslim, Catholic, Jehovah's Witness, Mormon, Buddhist, Christian, and other religious communities for the religious needs of the inmates in the facility.



*Chaplain Ray Perez*



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

- Evidence-Based Decision-Making Committee
- Advisory Board for ECLH (Female after-care residential program)

Other areas he 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) program and the WIND (Women In New Direction) program which are 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 FY2023:

- 2,038 daily sick call visits by nursing staff
- 1,316 visits by inmates to the Physician
- 363 visits by inmates to the Dentist
- 14 emergency mental health commitments
- 957 mental health referrals
- 431 psychiatric inmate visits
- 126 hospital days
- 113 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 programming, 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 FY2023:

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



# HUMAN RESOURCES

## “To ensure the safety of the Detention Center Staff”

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-one (41) 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 FY2023:

- 405 authorized positions
- 41 new staff hire
- 13% turnover rate
- 372 applications processed
- 150 interviews (83 jail officers; 67 civilians)
- 85 Jail Officer applicant tests
- 73 polygraphs
- 39 psychological exams
- 41 pre-employment medicals
- 3 facility tours
- 81 pre-employment physical fitness tests
- 5 Language Stipend tests
- 57 tested for Jail Sergeant eligibility
- 16 tested for Jail First Sergeant eligibility
- 15 went before the Jail First Sergeant Oral Board
- 18 tested for Master Jail Officer eligibility

# 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 2023:

- 24 officers completed Jail Officer Basic Academy
- 153 officers/staff completed In-Service Training
- 60 completed supervisor In-Service Training
- 11 New Supervisors Training
- 241 officers completed Firearms Training
- 18 General Instructors Recertification
- 14 General Instructors Train the Trainer Course
- 38 staff completed REVIVE (Narcan) Training
- 292 officers/staff completed Cyber Awareness Training
- 120 completed Culture Diversity Training
- 35 staff completed VCIN Recertification Training
- 2 new VCIN Certification
- 2 staff attended CIT International Conference
- 333 officers completed PREA Investigation Sexual Abuse Training
- 22 officers completed the Master Jail Officer Course
- 25 staff completed Mental Health First Aid
- 241 staff completed First Aid/CPR/AED training
- 17 staff completed Crisis Intervention Team (CIT)
- 24 officers completed Emergency Vehicle Operations (EVOC) training
- 361 OSHA/VOSH
- 5 officers completed EVOC instructor recertification training

***The Adult Detention Center's Jail Officer Basic Academy had 24 officers graduate in FY 2023!***



***Jail Basic Academy # 36***



***Jail Basic Academy # 37***

# TRAINING (cont.)

- 16 selected for the Master Jail Officer Program
- 29 Trained in Transporting to the ADC
- 32 Struggle Well: Officer Wellness class
- 79 officers completed TASER Recertification training
- 1 officer completed Outlaw Motorcycle Gang Training
- 1 staff member completed Lawful Employment Training



*Jail Basic #36 learning CPR/AED*



*Crisis Intervention Team Graduation  
September 2022*



*Jail Basic #37 at the range*



*Master Jail Officer Graduation  
April 2023*



*General Instructors Training  
October 2022*

# 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 2023, the Intake and Release Section was Responsible for:

- 7,473 inmates committed into the Adult Detention Center
- 7,407 inmates released from the Adult Detention Center
- 112 inmates transferred to the Virginia Department of Corrections
- 880 arrestees processed but not committed to jail



In FY 2021 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 2023 the Intake staff served 232 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, and 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 7,632 images in FY 2023.



# 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 request was 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 2023 the records manager completed 273 expungement orders.

*“During FY 2023, the Records section processed 120 record requests.”*

# TRANSPORTATION

The Transportation Section is comprised of thirteen staff that manage arraignments, court escorts, laundry, kitchen security and inmate transports. Officers are responsible for escorting all inmates to and from court and assist in the utilization of the video arraignment process. Officers are designated to oversee the inmate laundry throughout the facility and maintain security within the Central Kitchen. Staff are responsible for transporting inmates that require medical appointments outside the Adult Detention Center. They handle transporting inmates to other jails within the Commonwealth of Virginia, inmates sentenced to the Department of Corrections and inmates that require mental health intervention to mental health facilities.



***Inmate Being Escorted to Court***

## Fiscal Year 2023 Statistics:

- 6,741 inmates to court
- 356 inmates detained from court
- 5,327 video arraignments conducted
- 53 transports to other jurisdictions within the Commonwealth
- 36 transports to the Department of Corrections
- 129 emergency transports
- 220 medical transports
- 64 transports to Mental Health facilities
- 85,529 total miles driven



***Laundry***



***Kitchen***



***Court Hearing through Video Arraignment***

# TRANSITION



During this fiscal year, the Main Roof Repair was completed on September 22, 2022. All roofing membrane and drains were replaced, installation of the coping around the roof edges, the scupper and downspout installation were complete. The Central Building Showers needed repair. The project was conducted between November 2022 to February 2023, all shower walls and floor tiles were removed and replaced with epoxy. This type of material is more durable and requires less maintenance than the tile that we currently had.

***Main Roof Repair was completed  
September 2022***



***Shower floors before***

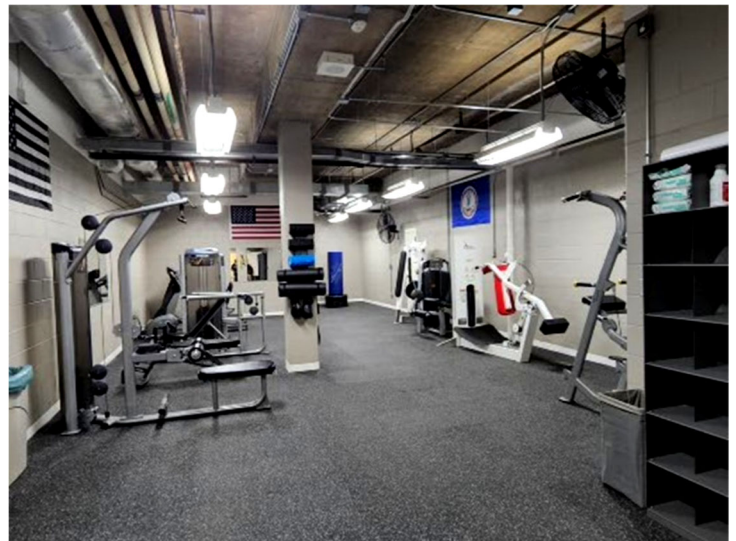


***Shower floors after***

During this fiscal year, the agency focused on staff wellness areas within the facility. A micro market was built to give staff opportunities to have food on hand during working hours. The micro market has drinks, fresh and frozen foods, snacks, and a coffee/tea bar. A quiet room was created for staff to go and decompress after a major incident or to enjoy quiet time in a stress-free area. The areas are comprised of anti-gravity chairs, white noise machines, stress balls, and charging stations. The staff gym was built with surplus equipment we received free from other agencies within Prince William County. This gym will certainly assist in staff becoming more fit and healthier.



***Quiet room for staff to unwind and decompress***



***Staff gym***

*“Staff wellness and self-care was a main focus this fiscal year.”*

# FINANCIAL SERVICES

## 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 2022 was \$286.04 and for FY 2023 was \$326.24

	<u>FY22 Expenditures</u>	<u>FY23 Adopted Budget</u>	<u>FY23 Expenditures</u>
Salaries <sup>3</sup>	\$28,980,428	\$32,687,767	\$29,262,000
Fringe Benefits	9,993,910	12,282,569	10,020,128
Contractual Services	1,442,939	1,957,974	1,998,176
Internal Services	1,760,314	3,362,706	3,266,498
Goods & Services	5,003,462	7,126,793	6,163,983
Capital Outlay	10,112	61,084	-
Leases & Rentals	25,474	83,181	23,870
Transfers: LEOS, TIP Vehicles & Audit	<u>1,897,964</u>	<u>1,983,392</u>	<u>1,983,392</u>
TOTAL	\$49,114,603	\$59,545,467	\$52,718,047

	<u>FY22 Revenue Earned</u>	<u>FY23 Adopted Budget</u>	<u>FY23 Revenue Earned</u>
Electronic Incarceration	\$4,792	\$29,200	\$656
Non-Consecutive Time Fee	90	0	128
Work Release Per Diem	28,975	210,000	16,400
Jail Processing Fee	17,069	50,000	16,900
Jail Room & Board Charges	131,345	175,562	110,091
Cafeteria Sales	21,786	21,000	24,525
Miscellaneous Revenue	54,827	62,020	43,256
Manassas Park Per Diem	470,496	713,416	459,447
State Reimbursement	15,417,901	13,810,936	15,974,342
Federal Per Diem	8,209	92,500	4,316
Other Federal Funds <sup>1</sup>	484,340	748,536	748,536
Social Security Bounty Payments	9,800	0	11,300
Other Governmental Revenues	0	437,928	0
City of Manassas <sup>2</sup>	5,476,632	4,101,616	5,388,946
Prince William County <sup>2</sup>	<u>35,374,694</u>	<u>32,739,412</u>	<u>32,739,412</u>
TOTAL	\$57,900,956	\$53,192,126	\$55,538,255

<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 2023: 14.3% City; 85.7% County. The operating revenue, overhead, and share of capital repair costs paid by the City was \$375.

<sup>3</sup> The Salaries budget for FY 2023 includes \$1,765,417 in Budgeted Salary Lapse. Funds were available due to the number of staff vacancies. There was \$221,846 reimbursement received from the Virginia Department of Criminal Justice Services (DCJS) for the State Mental Health Grant.

FOOD SERVICE – During FY 2023, there were 636,336 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 2023 was \$509,095 with a net profit of \$245,250. In addition, \$221,558 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 \$466,809. 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 72% served in the Central, 20% in the Main, 4% in the Modular and 4% in the Annex buildings in FY 2023. All repair requests involving security issues are given top priority.

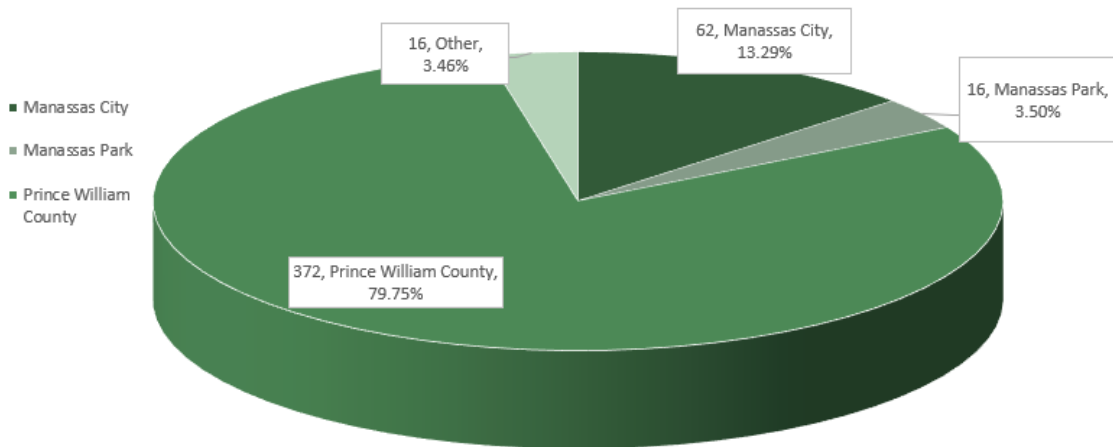
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**“To do these things in as cost-effective a manner as possible.”**

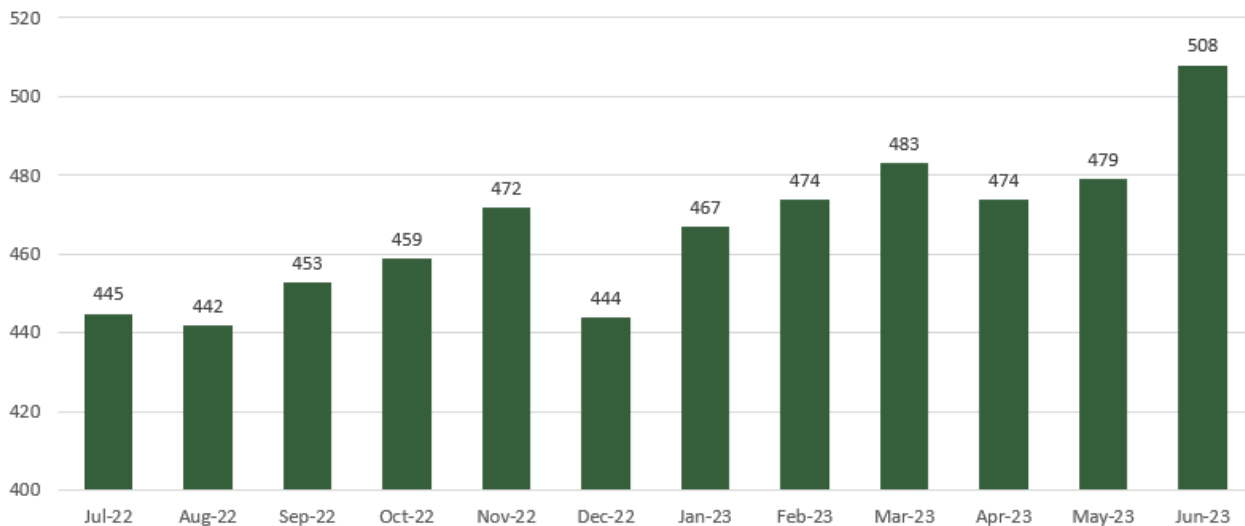
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## AVERAGE DAILY POPULATION

### FY2023 Average Daily Population Manassas Complex by Jurisdiction



### Manassas Complex Average Daily Population



# RECOGNITION

## EMPLOYEE RECOGNITION

### Employee of the Quarter

#### 1st Quarter



***1st Sgt. Cowthran, Col. Meletis, Ofc. Chan***

On August 18, 2022, 1<sup>st</sup> Sergeant Cowthran and Officer Chan jumped into action when a life-threatening situation occurred that resulted in an inmate's life being saved. The inmate was found lying on the floor with one end of a sheet wrapped around the toilet, twisted multiple times and the other end wrapped tightly around their neck. 1<sup>st</sup> Sgt. Cowthran instructed Officer Chan to open the cell door and call for Red Team and Medical. Both 1<sup>st</sup> Sgt. Cowthran and Officer Chan worked together to remove the sheet and release the pressure from the inmate's neck. The inmate was still not breathing, so 1<sup>st</sup> Sgt. Cowthran performed chest compressions until the inmate began to breathe again.

#### 2nd Quarter

Sergeant S. Golon was recognized for her response on October 21, 2022, to the Magistrates office for a distraught female that appeared to be under serious mental stress. Using her CIT skills, Sergeant Golon was able to help the female compose herself and



***Sgt. S. Golon, Col. Meletis***

convince her to go peacefully with the Police and voluntarily check herself into treatment for her mental health conditions.



***Sgt. M. Martin, Col. Meletis***

Sergeant M. Martin was recognized for his professional response on October 30, 2022. While serving as a volunteer with the Lake Jackson Fire and Rescue Department, Sergeant Martin was instrumental in saving the life of a participant in the annual Marine Corps Marathon.



# EMPLOYEE RECOGNITION (cont.)

## 3rd Quarter

On January 25, 2023, Sergeant Callahan, Master Jail Officer Goldsborough, Officer C. Sterling, and LPN Allen, showed incredible teamwork while using lifesaving skills under a very difficult situation. Each member of this team played an instrumental role in saving an inmate's life. Their swift response to the serious life-threatening situation resulted in the inmate's life being saved.



***Sgt. Callahan, Col. Meletis,  
Ofc. Sterling***



***Col. Meletis, LPN Amy  
Allen***



***Col. Meletis, MJO Goldsborough***

## 4th Quarter

Mental Health TDO/Court Order preparer Eleni Liagouris and Katherin Archer have gone above and beyond with communicating with the transportation department to meet the needs of our mental health inmates requiring immediate services that required a TDO to a mental hospital. They do this while trying there best to limit overtime and getting these inmates the services they need in the quickest and safest amount of time possible.



***Eleni Liagouris, Katherin Archer,  
Col. Meletis***

# RETIREMENTS

We extend our best wishes to employees who retired in FY 2023. Your teamwork and dedication to the ADC was greatly appreciated.

	Years of Service		Years of Service
Diane Brant	15	Gregory Deshields	34
Jerry Currier	19	Ramzy Azir	19
Mary Malone	26	Janet Baker	20
Joni Stevens	15	Gil Tolentino	7
Wendy Anderson	29	Cynthia DePoy	36

# PROMOTIONS

January 17, 2023

Robert Dickinson	Lieutenant	Keara Johnson	Sergeant
David Suda	Lieutenant	Jecica Magana	Sergeant
Normajean Harris	First Sergeant	Ynana Powell	Sergeant
James Hitt	First Sergeant	John Schneller	Sergeant
Matthew Minx	First Sergeant	Anthony Thompson	Sergeant
Gustavo Camargo	Sergeant		

Promoted to Master Jail Officer

July 23, 2022

April 29, 2023

May 27, 2023

Ofc. Roger Liptrap	Ofc. Weston Barrett	Ofc. Christopher Chess
Ofc. Jeneitha Manson	Ofc. Jessy Canas	Ofc. Nicole Dove
Ofc. Daniel Matthews	Ofc. Sandra Carvajal Carabali	Ofc. Mario Gill
Ofc. Jasmine Richards	Ofc. Jessica Krotzer	Ofc. Christel Hale
Ofc. Vincent Thompson	Ofc. Brian Johnston	Ofc. Maria Irish
Ofc. Melvin Wood	Ofc. Priscilla Flournoy (Pugh)	Ofc. Rebecca Joaquin
	Ofc. Catina Sterling	Ofc. Devon Kidwell
	Ofc. Anthony Tipton	Ofc. John Luther