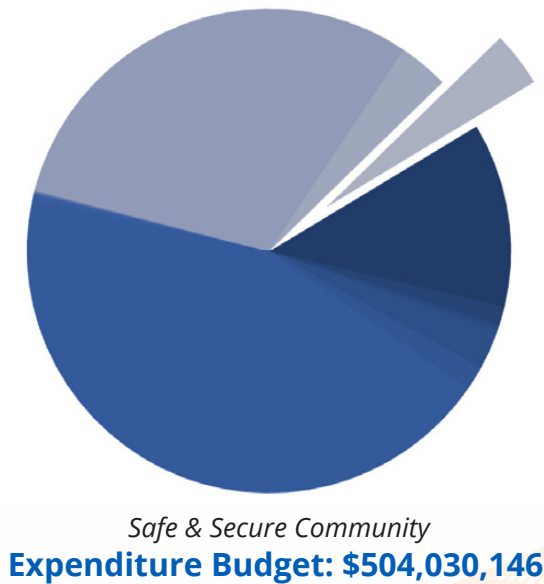


# Sheriff's Office

## Mission Statement

The Sheriff's Office, in partnership with elected leaders, staff, and citizens will help to ensure a safe and secure Judicial Complex. The Sheriff's Office will serve all legal proceedings, judiciary processes, and provide mandated transports of prisoners, and mental health patients. The Sheriff's Office will continue to provide law enforcement services while developing and enhancing collaboration with partners to meet community needs. The Sheriff's Office's unwavering commitment to those served now and in unprecedented times will remain with the emphasis on putting citizens first.



## Expenditure Budget: \$18,540,797

3.7% of Safe & Secure Community

### Programs:

- Operations: \$4,758,244
- Court Services: \$9,395,704
- Office of Professional Standards: \$1,905,191
- Support Services: \$2,481,658

## Mandates

The Code of Virginia mandates several activities that must be carried out by the Sheriff's Office. Primary among these is the provision of 24-hour continuous security at the Judicial Complex. Other mandates include service of all civil processes, including subpoenas, levies, seizures, and evictions; internal affairs; and training.

**State Code:** [15.2-1603](#) (Appointment of Deputies; their powers; how removed), [1606](#) (Defense of Constitutional Officers; appointment of counsel), [1609](#) (Sheriff), [1636.14](#) (Proportion borne by Commonwealth and by localities), [1711](#) (Providing legal fees and expenses for law-enforcement officers; repayment to locality of two-thirds of amount by Compensation Board), [2.2-1840](#) (Blanket surety bond plan for state and local employees), [1841](#) (Blanket surety bond plan for moneys under control of court), [15.2-1527](#) (Bonds of officers), [1528](#) (Penalties of bonds of sheriffs, clerks of the circuit court and commissioners of the revenue), [19.2-80](#) (Duty of arresting officer; bail), [37.2-808](#) (Emergency custody; issuance and execution of order), [809](#) (Involuntary temporary detention; issuance and execution of order) [8.01-293](#) (Authorization to serve process, capias or show cause order; execute writ of possession or eviction and levy upon property), [53.1-67.5](#) (Director to prescribe standards), [113](#) (Transportation of prisoners to jail or jail farm), [19.2-182.9](#) (Emergency custody of conditionally released acquittee), [310.2](#) (Blood, saliva, or tissue sample required for DNA analysis upon conviction of certain crimes; fee)

**County Code:** [Chapter 16-17](#) (Riots and unlawful assemblies)

# Sheriff's Office

## Expenditure and Revenue Summary



Expenditure by Program	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted	% Change Budget FY24/ Budget FY25
Operations	\$4,801,960	\$4,482,035	\$4,000,567	\$4,713,754	\$4,758,244	0.94%
Court Services	\$6,371,489	\$6,725,755	\$7,963,228	\$8,628,175	\$9,395,704	8.90%
Office of Professional Standards	\$2,683,171	\$1,664,885	\$1,852,954	\$1,706,797	\$1,905,191	11.62%
Support Services	\$0	\$1,545,242	\$1,871,788	\$1,882,999	\$2,481,658	31.79%
<b>Total Expenditures</b>	<b>\$13,856,620</b>	<b>\$14,417,917</b>	<b>\$15,688,538</b>	<b>\$16,931,725</b>	<b>\$18,540,797</b>	<b>9.50%</b>

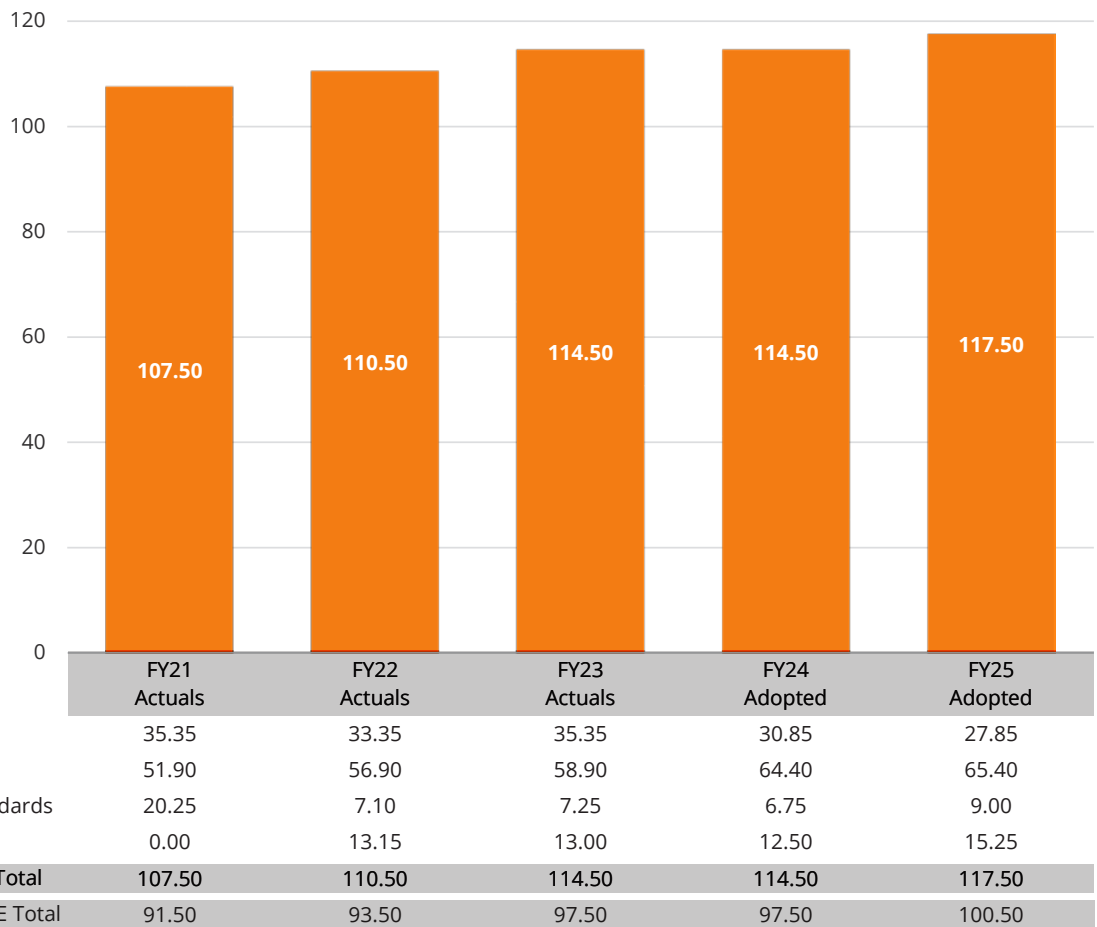
### Expenditure by Classification

Salaries & Benefits	\$12,372,460	\$12,580,857	\$13,196,780	\$14,734,278	\$16,009,610	8.66%
Contractual Services	\$83,162	\$98,843	\$379,218	\$387,411	\$420,365	8.51%
Internal Services	\$877,913	\$955,131	\$1,401,367	\$1,313,359	\$1,355,239	3.19%
Purchase of Goods & Services	\$347,352	\$654,159	\$582,981	\$439,954	\$573,580	30.37%
Capital Outlay	\$239,422	\$111,051	\$125,764	\$3,814	\$129,094	3,284.74%
Leases & Rentals	\$12,709	\$13,667	\$14,225	\$8,400	\$8,400	0.00%
Reserves & Contingencies	(\$76,399)	(\$48,574)	(\$64,581)	(\$8,274)	(\$8,274)	0.00%
Transfers Out	\$0	\$52,783	\$52,783	\$52,783	\$52,783	0.00%
<b>Total Expenditures</b>	<b>\$13,856,620</b>	<b>\$14,417,917</b>	<b>\$15,688,538</b>	<b>\$16,931,725</b>	<b>\$18,540,797</b>	<b>9.50%</b>

### Funding Sources

Revenue from Other Localities	\$1,118,194	\$1,280,457	\$1,486,317	\$1,584,747	\$1,634,033	3.11%
Miscellaneous Revenue	\$16,742	\$8,296	\$12,862	\$0	\$0	-
Charges for Services	\$343,321	\$365,444	\$436,584	\$585,834	\$585,834	0.00%
Revenue from Commonwealth	\$1,908,020	\$2,092,282	\$2,109,443	\$2,093,511	\$2,114,249	0.99%
<b>Total Designated Funding Sources</b>	<b>\$3,386,276</b>	<b>\$3,746,479</b>	<b>\$4,045,206</b>	<b>\$4,264,092</b>	<b>\$4,334,116</b>	<b>1.64%</b>
<b>Net General Tax Support</b>	<b>\$10,470,344</b>	<b>\$10,671,438</b>	<b>\$11,643,332</b>	<b>\$12,667,633</b>	<b>\$14,206,682</b>	<b>12.15%</b>
<b>Net General Tax Support</b>	<b>75.56%</b>	<b>74.02%</b>	<b>74.22%</b>	<b>74.82%</b>	<b>76.62%</b>	

## Staff History by Program



## Future Outlook

The Prince William County (PWC) Sheriff's Office strives to uphold unprecedented levels of standards in all organizational functions. As the first Sheriff's Office in the State of Virginia to receive accreditation by the Virginia Law Enforcement Professional Standards Commission, an exceptionally high standard is supported by teamwork and dedication to the community. The Sheriff's Office provides essential support to the public safety agencies of PWC, the cities of Manassas and Manassas Park, and the towns of Dumfries, Haymarket, Occoquan, and Quantico. As the Sheriff's Office strives to enhance quality of life, citizen satisfaction, and local law enforcement support, it is of utmost importance for the Sheriff's Office to meet the challenges of proper staffing, technology, and infrastructure.

**Judicial Complex and Campus Anti-Terrorism Measures** – To help keep the Judicial Complex and campus safe from the threat posed by terrorism or other hostile activity, anti-terrorism measures such as non-removable barricades, permanent bollards, and chain fences around the exterior of the courthouse are a necessity. This will ensure a safe and secure environment while enhancing quality of life for all citizens who utilize the Judicial Complex and campus, in conjunction with supporting the mission of all public safety partners within PWC and meeting strategic outcomes. Additionally, dedicated enhancements of information technology in officer safety programming will increase and promote accountability, reduce liability, and increase transparency and public trust.

# Sheriff's Office

**Expansion of Multi-Purpose Complex for Citizen Services and Employees and Dedicated Space** – To meet the ever-growing needs of the community, the Judicial Center Complex is expanding to provide necessary services. As the complex expands, there is growth in security needs in and around the judicial complex. As such, the Sheriff's Office must adapt, change, and grow to ensure proper service provision and safety in and around the judicial complex for citizens and staff members. To better meet the growing security needs at the judicial complex and in the community, a dedicated Sheriff's Office would provide multi-purpose benefits for citizens while doing so in a safe and secure environment. This facility expansion will provide the necessary space to handle the operational tempo of the day-to-day needs of the Sheriff's Office. A multi-purpose complex would provide ample space for the growing number of Sheriff services the community demands, like expansion in the Project Life Saver program, which continues to grow in the provision of assistance to those who care for individuals battling Alzheimer's and other developmental disabilities in the County. A separation of services between the Judicial Complex and the Sheriff's Office will enhance the quality of life for the citizens and communities of PWC by providing a separate, established location for all Sheriff's Office responsibilities not requiring use of the Judicial Complex.

## General Overview

- A. Position Shift of 3.00 FTEs from Operations to Office of Professional Standards and Support Services** – To support staffing needs across the Sheriff's Office, a total of 3.00 FTEs were shifted from Operations to the Office of Professional Standards and to the Support Services divisions during FY24. This resulted in a 2.00 FTEs increase in the Office of Professional Standards and a 1.00 FTE increase in Support Services. These FTE shifts allowed the Sheriff's Office to meet service needs in the collection of deoxyribonucleic acid (DNA) for state forensics and offender updates, deputy training, decedent investigations, and the completion of criminal background checks.

## Budget Initiatives

### A. Budget Initiatives

#### 1. Sheriff Deputy Staffing – Court Services

Expenditure	\$155,793
Revenue	\$0
General Fund Impact	\$155,793
FTE Positions	1.00

- a. Description** – This initiative provides a Sheriff's Deputy position (1.00 FTE) to provide courthouse and courtroom security associated with a new, sixth judge in the Juvenile & Domestic Relations Court, as well as Sheriff operational needs. This addition includes \$129,793 in on-going costs for salary, benefits, fees, licenses, training, and technology, and \$26,000 in one-time costs for necessary public safety equipment.
- b. Service Level Impacts** – This budget initiative will allow the Sheriff's Office to maintain courtroom and court complex security, supporting the Safe & Secure Community Strategic Goal by providing appropriate staffing, equipment, and resources to public safety departments to ensure the highest quality of service.

#### 2. Sheriff Deputy Staffing – Office of Professional Standards and Operations

Expenditure	\$222,945
Revenue	\$0
General Fund Impact	\$222,945
FTE Positions	1.00

- a. Description** – This initiative provides a Sheriff's Deputy position (1.00 FTE) for dedicated decedent and unclaimed citizen investigations and services. This addition includes \$138,565 in on-going costs for salary, benefits, fees, licenses, training, and technology and \$84,380 in one-time costs for a vehicle and necessary public safety equipment.
- b. Service Level Impacts** – This budget initiative will allow the Sheriff's Office to meet growing needs in community services activities related to decedent investigations and unclaimed citizens, supporting the Safe & Secure Community Strategic Goal by providing appropriate staffing, equipment, and resources to public safety departments to ensure the highest quality of service.

### 3. Sheriff Deputy Staffing – Support Services

Expenditure	\$222,945
Revenue	\$0
General Fund Impact	\$222,945
FTE Positions	1.00

- a. **Description** – This initiative provides a Sheriff's Deputy position (1.00 FTE) for the Project Life Saver program. Project Life Saver conducts programming and services in the community serving elder citizens with health challenges and school age childing, providing a gun safety training program in county schools. This addition includes \$138,565 in on-going costs for salary, benefits, fees, licenses, training, and technology and \$84,380 in one-time costs for a vehicle and necessary public safety equipment.
- b. **Service Level Impacts** – This budget initiative will allow the Sheriff's Office to meet growing needs in community services activities related to training and care of children and elder citizens, ensuring safety and wellbeing in support of the Safe & Secure Community Strategic Goal by providing appropriate staffing, equipment, and resources to public safety departments to ensure the highest quality of service.

### 4. On-Call Pay for Sheriff's Deputies – Operations

Expenditure	\$100,000
Revenue	\$0
General Fund Impact	\$100,000
FTE Positions	0.00

- a. **Description** – This initiative provides funding for Sheriff's Deputies that must be on-call during scheduled off hours. Sheriff's Deputies must serve on-call periodically to support transports and Temporary Detention Orders. This initiative provides pay for the on-call work function.
- b. **Service Level Impacts** – This budget initiative will allow Sheriff's Deputies to receive similar compensation as other Public Safety officers for on-call responsibilities. This initiative supports the Safe & Secure Community Strategic Goal by promoting equitable pay across Public Safety agencies, providing appropriate staffing and resources.

### 5. Sheriff's Office Telecommunicators' Pay – Operations

Expenditure	\$25,000
Revenue	\$0
General Fund Impact	\$25,000
FTE Positions	2.00

- a. **Description** – This initiative provides additional market adjustment pay for Sheriff's Office telecommunicators. In FY24 the Sheriff's Office telecommunicators received a 6% market adjustment, which equaled the market adjustment received by general service employees. However, Public Safety Telecommunicators in the Office of Public Safety Communications received a 15% market adjustment in FY24. This initiative provides additional pay to increase the Sheriff's Office telecommunicators' market adjustment to 15%.
- b. **Service Level Impacts** – This budget initiative levels the market adjustment for public safety call-handlers and helps to maintain equity across public safety agencies, ensuring and supporting quality service.

# Sheriff's Office

## Program Summary

### Operations

The Operations division is dedicated to the safe, efficient, and legal service of court documents. The Civil Process section is responsible for the timely service of legal documents within PWC, the cities of Manassas and Manassas Park, and the towns of Dumfries, Haymarket, Occoquan, and Quantico. This section also supports all the above police departments with calls-for-service. The Transportation section provides prisoner transport to and from criminal justice facilities throughout Virginia. This section assists the PWC Police Department with mental health transports and transports as mandated by Virginia code. The Warrants section serves warrants for local, out-of-county, and out-of-state offenses relating to failure to pay child support and post-conviction. This section is responsible for conducting extraditions throughout the United States and assisting the U.S. Marshall Service Task Force when it operates within the County.

Key Measures	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted
Prisoner escapes during transport	0	0	0	0	0
Police assist (Temporary Detention Order hours & associated overtime)	1,237	1,770	2,122	2,600	2,000
Documents served	52,977	56,894	64,920	68,000	68,000

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted
<b>Civil Process</b>	<b>\$2,138</b>	<b>\$2,521</b>	<b>\$2,429</b>	<b>\$2,740</b>	<b>\$2,617</b>
Evictions	678	884	2,664	2,800	2,400
Funeral escorts	328	379	390	350	375
<b>Warrants</b>	<b>\$325</b>	<b>\$323</b>	<b>\$356</b>	<b>\$427</b>	<b>\$499</b>
Extraditions completed	30	21	21	25	25
Police assist (warrants served, received, closed)	1,171	1,134	1,159	1,000	1,150
<b>Sheriff Transportation</b>	<b>\$2,339</b>	<b>\$1,638</b>	<b>\$1,215</b>	<b>\$1,546</b>	<b>\$1,643</b>
Civil transports	207	136	164	100	150
Prisoner transports	1,285	1,374	1,544	1,250	1,400
Total transport miles driven	150,152	159,802	198,421	150,000	150,000

# Sheriff's Office

## Court Services

The Court Services division maintains the safety and security of the Judicial Complex. The program is comprised of four areas: Courtroom Security, Courthouse Security, Vertical Deployment, and Control Center Dispatch. The Courtroom Security section provides support services to judges, manages jurors in the courtroom, and other court related tasks and duties as required. Courthouse Security screens all individuals entering the courthouse. Deputies are first responders to calls-for-service and emergency situations in and around the Judicial Complex. Vertical Deployment escorts inmates to and from the courtrooms. Deputies in this section are responsible for intake processing for movement to the Adult Detention Center. This section collects DNA for state forensic labs, updates sex offender information for all law enforcement within PWC, and conducts criminal background checks for citizens applying for concealed weapon permits. Control Center Dispatch is responsible for monitoring security equipment, tracking of inmate movement within the Courthouse, Virginia Criminal Information Network and National Crime Information Center, and dispatching calls-for-service in the Judicial Complex.

Key Measures*	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted
Incidents requiring uniform presence to reduce injury to visitors & judicial**	38	122	216	0	175
Security screenings conducted with magnetometer	325,466	243,244	283,400	375,000	300,000

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted
<b>Courthouse Security</b>	<b>\$1,593</b>	<b>\$2,670</b>	<b>\$3,294</b>	<b>\$3,875</b>	<b>\$3,949</b>
Hours spent providing Judicial Complex security	62,356	82,052	71,464	85,000	85,000
Security escorts from court	174	151	121	250	175
Citizen assists (ADA & senior citizen)	22	38	38	50	45
<b>Courtroom Security</b>	<b>\$4,778</b>	<b>\$3,086</b>	<b>\$3,743</b>	<b>\$3,581</b>	<b>\$4,380</b>
Docketed court cases	192,313	131,892	183,217	198,000	207,000
Hours spent providing courtroom security	27,691	32,021	46,117	45,000	50,000
Prisoner escapes	0	0	0	0	0
Total prisoners escorted to and from courtroom	4,946	15,395	24,093	17,000	25,000
<b>Vertical Deployment</b>	<b>\$0</b>	<b>\$774</b>	<b>\$614</b>	<b>\$831</b>	<b>\$699</b>
Police assist livescan (sex offender registry, conviction mandates)	288	817	1,287	1,000	1,200
Background checks for concealed weapons permits	9,689	5,697	6,754	8,500	7,000
Prisoners escorted to and from courthouse	4,946	15,395	24,093	17,000	25,000
<b>Control Center Dispatch</b>	<b>\$0</b>	<b>\$196</b>	<b>\$312</b>	<b>\$341</b>	<b>\$367</b>
Calls for service (phone, radio, dispatch)	984	126	203	125	150
Inmates tracked through dispatch (off street, ADC, transports)	9,701	18,747	29,615	19,000	25,000
Security monitoring hours	25,920	3,503	4,395	4,200	4,200
Activated alarms	6,977	12,894	12,455	13,500	12,500

\*One measure: Police Assist (Temporary Detention Order hours & associated overtime) was removed due to duplicate reporting; it is now reporting in Operations only.

\*\*FY21 and FY22 Actuals were previously reported as zero inaccurately. Increased Judicial Complex demonstrations have resulted in a growing need for uniformed officer response.

# Sheriff's Office

## Office of Professional Standards

The Office of Professional Standards division provides the support required to ensure the Sheriff's Office meets the goals and mission of the agency. This program conducts background investigations on qualified applicants for hire and provides support for staff. This division is responsible for accreditation, internal affairs, training, and ensuring compliance with Department of Criminal Justice Service standards, in addition to unclaimed death investigations.

Key Measures	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted
Maintain state law accreditation	Yes	Yes	Yes	Yes	Yes
FTE equivalent of volunteer hours contributed (Sheriff)	-	-	-	-	-

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted
<b>Accreditation</b>	<b>\$190</b>	<b>\$251</b>	<b>\$191</b>	<b>\$428</b>	<b>\$427</b>
Maintain proof of compliance as determined by VLEPSC	100%	100%	100%	100%	100%
<b>Human Resources</b>	<b>\$67</b>	<b>\$100</b>	<b>\$121</b>	<b>\$418</b>	<b>\$336</b>
Applications received	109	160	50	100	75
Applicants processed for hire	23	47	14	30	20
<b>Internal Affairs</b>	<b>\$11</b>	<b>\$28</b>	<b>\$1</b>	<b>\$51</b>	<b>\$135</b>
Disciplinary actions as a result of internal affairs investigations	3	1	2	0	0
<b>Training</b>	<b>\$20</b>	<b>\$521</b>	<b>\$738</b>	<b>\$738</b>	<b>\$899</b>
Staff training hours	8,317	11,058	11,711	12,000	12,250
<b>Decedent Investigations</b>	<b>\$0</b>	<b>\$57</b>	<b>\$81</b>	<b>\$72</b>	<b>\$107</b>
<b>Decedent Investigations</b>	-	-	-	<b>\$57</b>	-
Unclaimed bodies	31	39	40	40	40
Unclaimed no family - Sheriff's Office paid	20	12	9	15	10
<b>Community Services*</b>	<b>\$89</b>	<b>\$10</b>	<b>\$80</b>	<b>\$0</b>	<b>\$0</b>
<b>Administrative Services*</b>	<b>\$2,308</b>	<b>\$697</b>	<b>\$640</b>	<b>\$0</b>	<b>\$0</b>

\* Based on department reorganization, these measures were moved to other programs in FY22. However, a mismatch in personnel allocations resulted in the reported FY23 Actuals.



# Sheriff's Office

## Support Services

The Support Services division supports the community by providing lifesaving programs such as Project Lifesaver, Senior Safe, and Safe at Home Safe Alone (a gun safety program) and supports the Sheriff's Office's culture of transparency and accountability by overseeing the officer safety program, consisting of 103 body-worn cameras. This includes oversight of all hardware, software, data storage, and evidence management. The Administration section improves quality of life for citizens by providing support in-person, over the phone, via mail or by electronic mail. The Information Technology section provides up-to-date and immediate technology support to the Judicial Complex. This support includes video arraignments, teleconferencing, mobile data terminals and troubleshooting, and oversight of all Judicial Complex information technology issues.

Key Measures	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted
Students taught at Safe at Home, Safe Alone (Gun Safety Program)	-	5,024	4,496	5,000	5,000
Project Lifesaver clients	34	34	38	-	45

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted
<b>Administration</b>	<b>\$0</b>	<b>\$846</b>	<b>\$928</b>	<b>\$913</b>	<b>\$1,292</b>
Customers served at lobby service counter	2,995	18,022	18,006	18,000	18,000
Payment transactions	1,194	2,219	2,265	2,000	2,000
<b>Community Service</b>	<b>\$0</b>	<b>\$316</b>	<b>\$455</b>	<b>\$466</b>	<b>\$659</b>
Identification cards issued	3	1,526	2,772	2,500	2,700
Senior Safe clients	12	14	16	15	20
Project Lifesaver responders trained	56	18	32	50	40
Hours maintaining Project Lifesaver client safety	-	-	-	-	200
<b>Information Technology</b>	<b>\$0</b>	<b>\$383</b>	<b>\$489</b>	<b>\$505</b>	<b>\$531</b>
Service calls related to courts (installs, arraignments, courtroom tech setup)	152	45	73	200	100
Judicial Complex security system calls	15	14	6	45	20
Miscellaneous IT calls in Judicial Complex	94	55	15	300	100