

PRINCE WILLIAM - MANASSAS REGIONAL ADULT DETENTION CENTER ANNUAL REPORT 2021



July 1, 2020 - June 30, 2021

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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.

TABLE OF CONTENTS

Message from the Superintendent _____	1
Jail Board Members _____	2
Organizational Chart _____	3
Objectives _____	4
Office of Professional Standards _____	5
Inmate Services _____	6
Security _____	6
Tactical Response Team _____	7
Classification _____	8
Re-Entry Services _____	8 - 10
Veterans Services _____	10
Drug Dorm _____	11
Work Release _____	11 - 12
Work Force _____	12
Electronic Incarceration Program _____	12
Work Release Programs _____	13
Good News Jail & Prison Ministry _____	14

Medical	15 - 16
Mental Health	17
Support Services	18
Human Resources	18
Training	19 - 20
Intake and Release	21
Transportation	22
Transition	23 - 25
Financial Services	26 - 27
Average Daily Population	28 - 29
Employee Recognitions	30 - 33

MESSAGE FROM THE SUPERINTENDENT

The Main Jail opened in 1982, and is undergoing a major repair project to include: shower renovations, new roof, light fixtures, bunks, tables, replacement of plumbing pipes and replacement of exterior windows as needed. The project is expected to be completed in March 2022.

Phase II permanent expansion was completed and occupied on March 8, 2021. It is a 204 bed facility which includes a warehouse, maintenance shop, ADC human resource suite, laundry, inmate Work Release section and a special housing unit for inmates with mental health illnesses. It is an excellent facility for staff and inmates.



Colonel Peter A. Meletis
Superintendent

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. This year ADC staff participated with Santa Cops, which is a great program that assists children in need. We continue to honor Richard “Doc” Shaw annually with the “Doc” Shaw Education Scholarship for staff. The staff continue to participate with the Evidence Based Decision Making Policy Team, which enhances the criminal justice system.

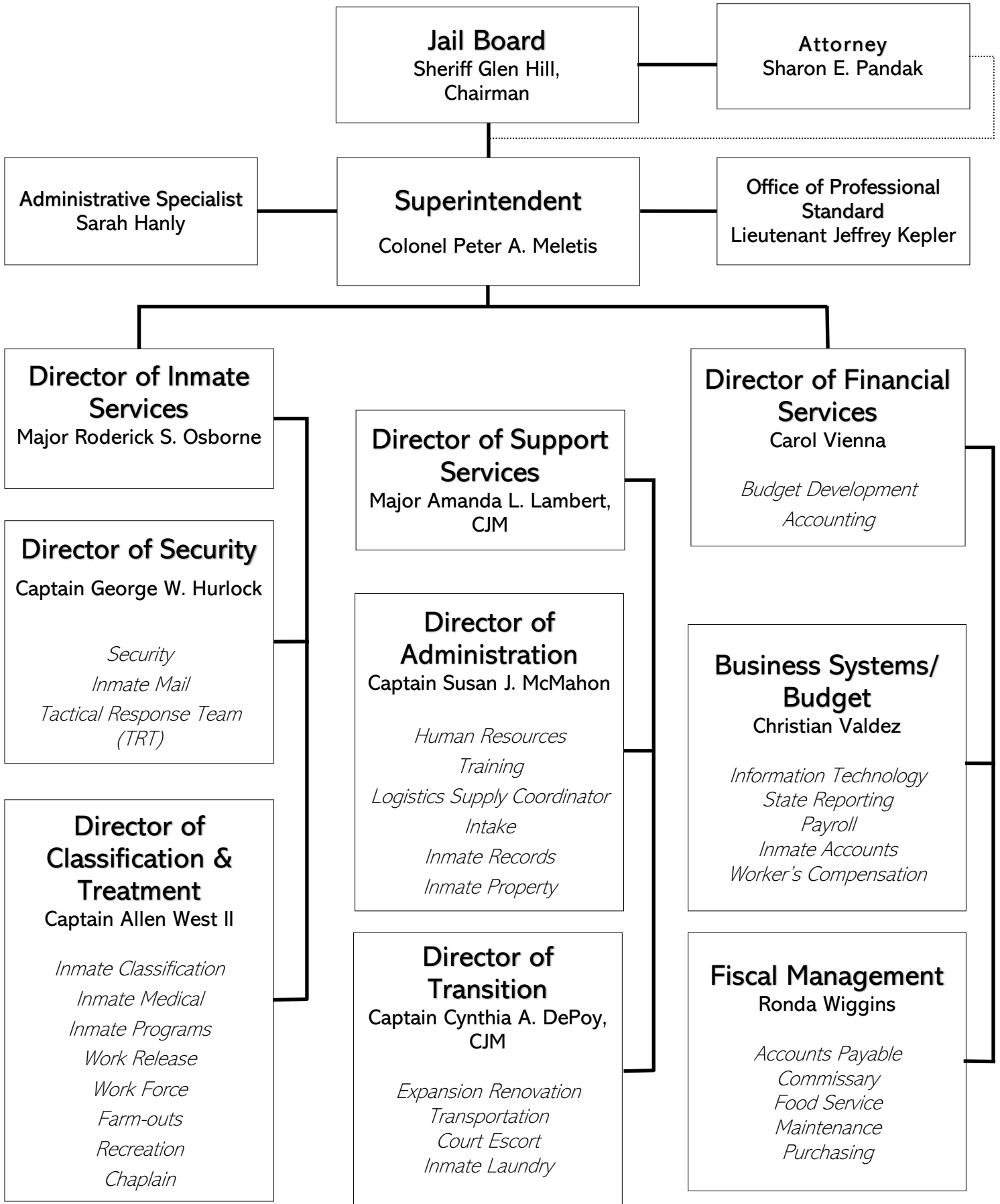
This past year fifty-two jail officers graduated from three Jail Basic Academies conducted by ADC instructors. Eight staff received Employee of the Quarter for their exemplary service. Five staff earned the Prince William County Valor Award for life saving actions. As a member of the Prince William-Manassas 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 and mass arrest.

ADC staff, both sworn and civilian, continue their duties of safety and security while managing COVID-19 in a high-risk working environment. They report for duty daily without hesitation. I commend all of them. They are a dedicated and professional staff that will accept any challenge.

JAIL BOARD MEMBERS

<u>Jail Board Member</u>	<u>Jurisdiction</u>	<u>Alternate</u>
Amy Ashworth	Commonwealth's Attorney Prince William County	Anthony Kostelecky
Steve R. 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
Glendell Hill (Chair)	Sheriff Prince William County	
Douglas W. Keen (Vice Chair)	Chief of Police City of Manassas	Captain Vic Hatcher City of Manassas Police Department
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 FY2021 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.

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 Central Building Phase II Permanent Expansion and the repair project to second and third floors of the Main Facility.

Phase II permanent expansion is complete and occupied. The repair project to the Main building is ongoing and expected to be completed in March 2022.

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 uses and mentally ill inmates upon release. Continuation of Medicated Assisted Therapy (MAT) for high-risk opioid users.

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

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.

INMATE SERVICES

SECURITY

The Security section consists of four shifts. Each shift has one Lieutenant, three First Sergeants, five Sergeants and forty jail officers. With an average daily inmate population system-wide of 573, 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 FY2021 the agency was affected by the COVID-19 virus. Staff and inmates continue to wear facemasks and follow CDC Guidelines to ensure the safety of all inmates and staff within the facility. Facemasks and CDC Guidelines are followed from time of entry in the lobby or intake and in the units within the facility.



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

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. Within the TRT there is a Rapid Response Team consisting of six 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.

Seven members of the team are certified instructors with the Department of Criminal Justice Services (DCJS) with one member as a Defensive Tactics instructor, and two members are Firearms Instructors. Fourteen members are trained and certified in Search & Rescue by the Virginia Department of Emergency Management (VDEM). Three members are trained and certified in Active Shooter by Department of Homeland Security (DHS). Eight members were trained in Active Shooter through certified instructors approved by Department of Homeland Security (DHS). The TRT has received Emergency Vehicle Operator Course (EVOC) training for high-risk transports and weapons training. 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 COVID-19 precautions are followed.



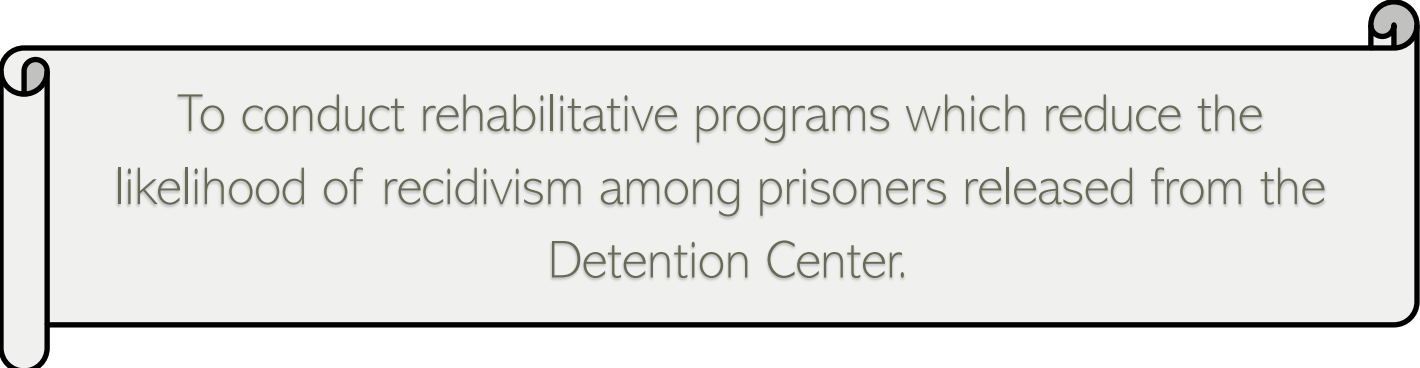
CLASSIFICATION

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.

Classification Statistics for FY2021:

- 2,579 inmates classified
- 9,235 inmate custody files reviewed
- 6,470 inmates attended religious services
- 804 inmates utilized the Law Library
- 4,184.5 hours volunteered
- 48 inmates received VDOT Flagger certification



To conduct rehabilitative programs which reduce the likelihood of recidivism among prisoners released from the Detention Center.

RE-ENTRY SERVICES

The Prince William-Manassas Regional Adult Detention Center (PWMRADDC) 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 Dorm 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 Dorm 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, 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

Those inmates who do not qualify for the Re-Entry Dorm 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.

SERVESAFE GRADUATIONS



October 2, 2020

October 8, 2020



The PWMRADC 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 PWMRADC works to identify inmates who are veterans of the military. We work with the U.S. Department of Veterans Affairs and the Virginia Department of Veterans Services with connecting inmates to the appropriate treatment, assistance in 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 PWMRADC has partnered with Prince William County Community Services to provide two housing units within the PWMRADC 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, 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 FY2021, there were 68 inmates who participated in the Drug Dorm Program.

WORK RELEASE

The Work Release Program affords 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.

The Work Release Section was able to facilitate an Electrician Assistant program and a computer learning course. Also, the Lord of Fairfax Community College held a Heavy Equipment Training course, and several inmates received their certification. One inmate received a job offer from a construction company at the conclusion of the graduation ceremony. 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 FY2021:

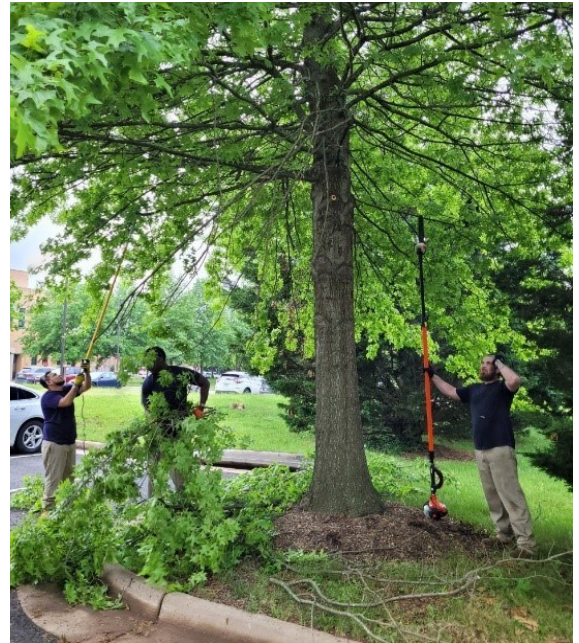
- 12 Average Daily Population
- 27 Inmates successfully completed the program
- 37 Inmates placed on the program
- 11 Work Release Removals

WORK FORCE

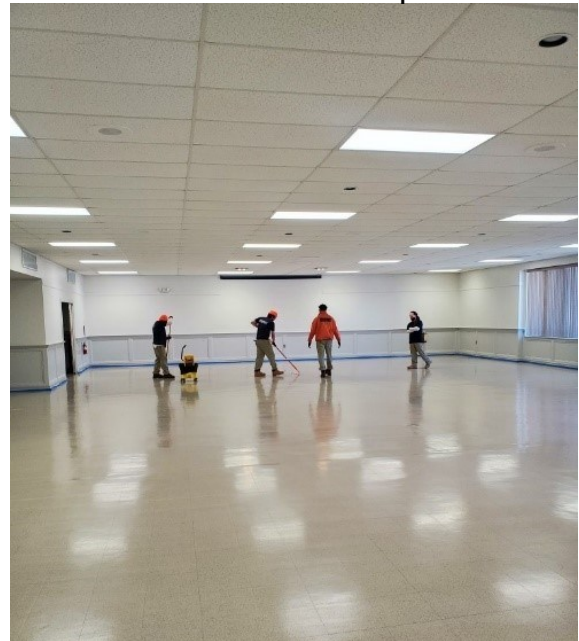
The Work Force Program consists of inmates who have been screened and meet the criteria to perform community-based work under the supervision of an officer of the Adult Detention Center.

Daily work activity for the Work Force 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 8,048.25-man hours this fiscal year.



Work Force trimming tree branches on the complex.



Work Force striping and waxing the floors at the Rescue Squad building prior to Jail Basic Academy graduation.

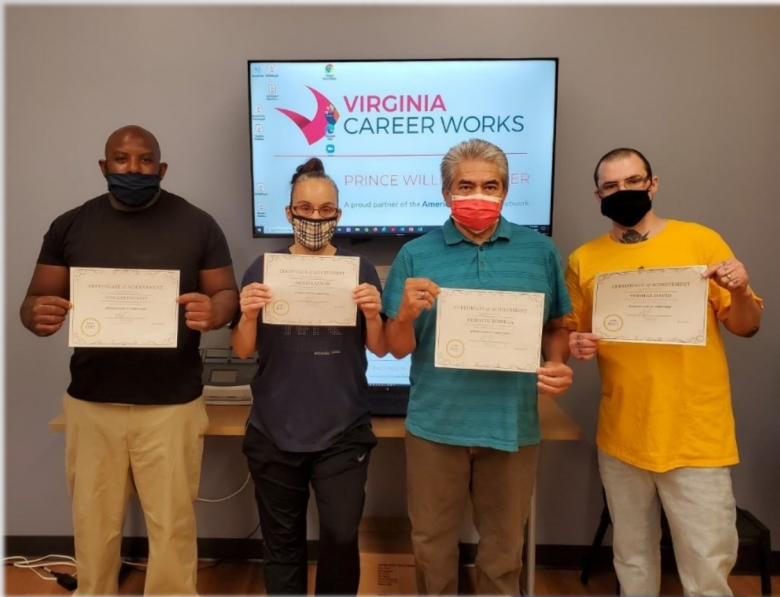
ELECTRONIC INCARCERATION PROGRAM

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 FY2021:

- 3 EIP placements
- 3 EIP completions
- 1 removal from EIP
- 2 average daily population

WORK RELEASE PROGRAMS



Participants who completed a computer learning course.

Electrical Assistant Program participants.



Individuals who became Heavy Equipment Certified while on Work Release.



Chaplain Ray Perez



GOOD NEWS JAIL & PRISON MINISTRY

The chaplaincy services in the PWMRADC are coordinated by Chaplain Ray Perez and are facilitated through the Good News Jail and Prison Ministry.

Highlights from this year:

- Connected with Muslim communities and recruited two Imams to serve in the agency as community partners.
- Continued to support agency staff by providing a pastoral presence in the facility.
- Maintained chaplaincy services under COVID-19 guidelines and provided materials to the inmate population.

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

- Prince William County Re-Entry Council Steering Committee
- Evidence-Based Decision-Making Committee
- Prince William Ministerial Association
- DIVERT Group – Mental Health Diversion Program
- Advisory Board for ECLH (Female after-care residential program)

Chaplain Perez serves pastorally throughout the agency supporting staff, inmates, and volunteers.

Other areas he oversees are:

- Recruiting religious volunteers.
- Planning, scheduling, and overseeing religious services for inmates of all religious faiths.
- Coordinating pastoral visitation for inmates of all faiths.
- Directing 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.
- Maintaining a pastoral presence inside the facility.

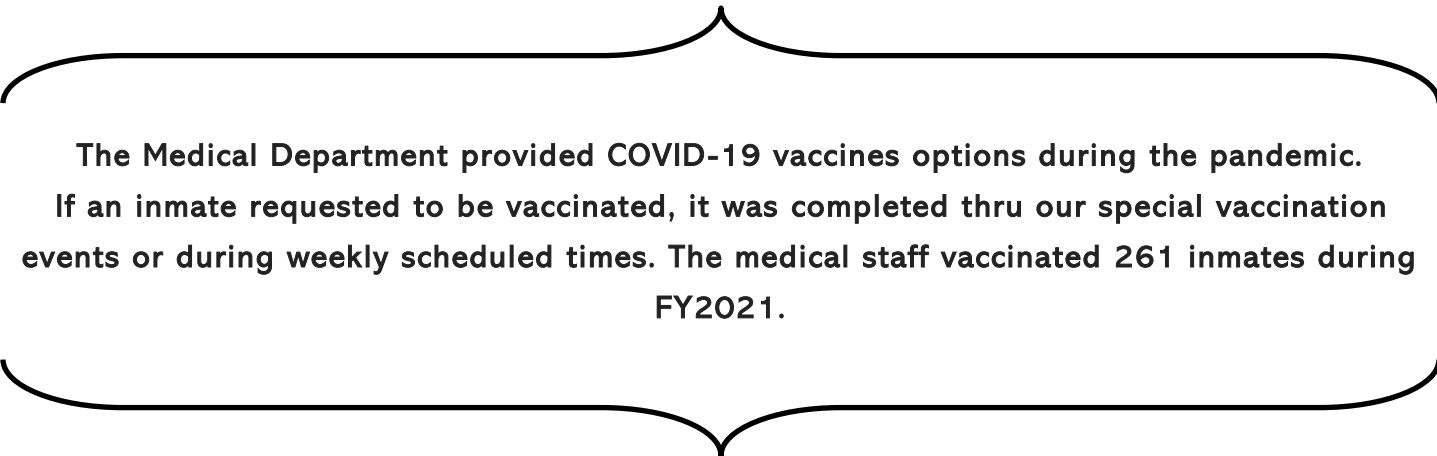
MEDICAL AND MENTAL HEALTH

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.

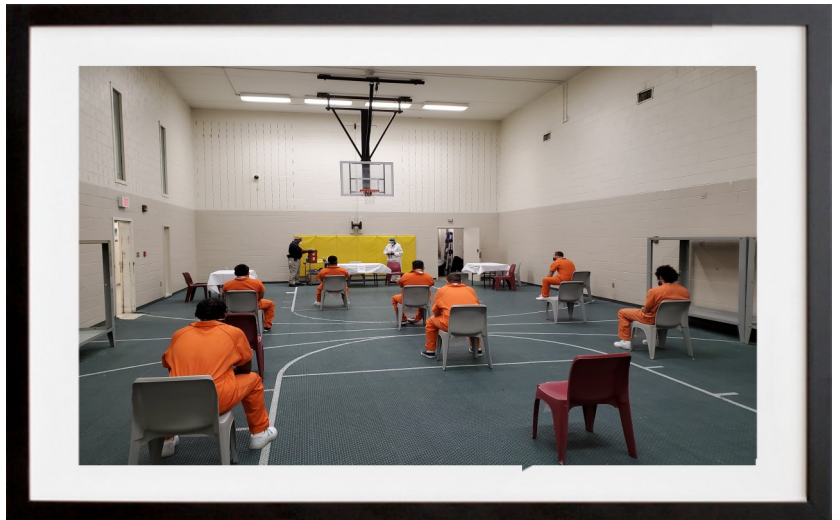
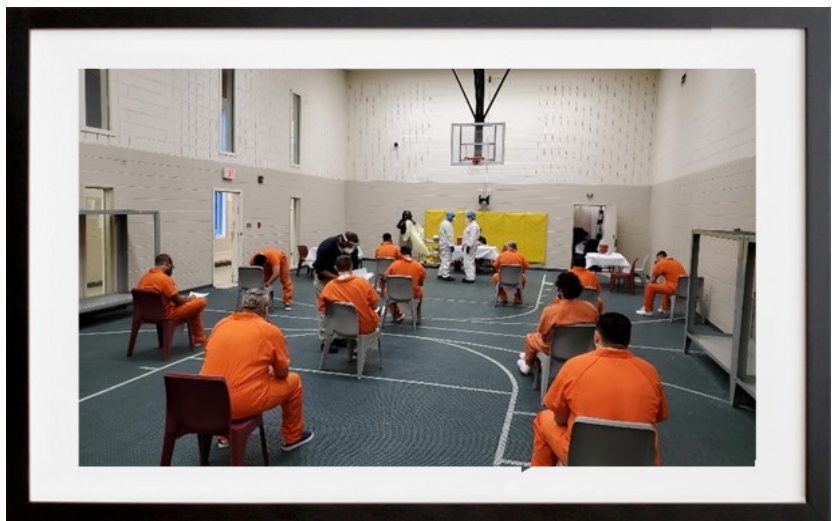
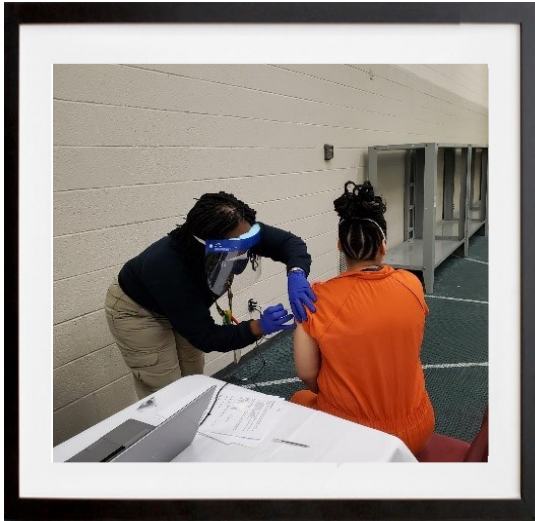
Medical Statistics for FY2021:

- 2,616 daily sick call visits by nursing staff
- 1,410 visits by inmates to the Physician
- 367 visits by inmates to the Dentist
- 32 emergency mental health commitments
- 644 mental health referrals
- 481 psychiatric inmate visits
- 127 hospital days
- 174 emergency room visits



The Medical Department provided COVID-19 vaccines options during the pandemic. If an inmate requested to be vaccinated, it was completed thru our special vaccination events or during weekly scheduled times. The medical staff vaccinated 261 inmates during FY2021.

COVID-19 VACCINATION CLINICS



MENTAL HEALTH

The Mental Health program is comprised of Licensed Professional Counselors; a Clinical Supervisor; Residents in Counseling and Quality Mental Health Providers.

Mental Health services provided in FY2021:

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

In addition, the PWMRADDC 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.



SUPPORT SERVICES

To ensure the safety of the Detention Center Staff.

Human Resources

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 include Administration, 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 staff spent part of the fiscal year attending career fairs at local colleges, military bases, and law enforcement recruitment fairs. Recruitment efforts were affected by the COVID-19 pandemic. The staff adjusted, continued their efforts to recruit, and hired forty-seven (47) new staff.

In addition, the Human Resources section coordinates annual TB testing 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 FY2021:

- 447 authorized positions
- 47 new staff hired
- 12% turnover rate
- 373 applications processed
- 142 interviews (97 for Jail Officer; 45 for civilian positions)
- 136 Jail Officer applicant tests
- 92 polygraphs
- 61 pre-employment medicals
- 107 pre-employment physical fitness tests
- 7 Language Stipend tests
- 60 tested for Jail Sergeant eligibility
- 21 tested for Jail First Sergeant eligibility
- 19 completed the Jail First Sergeant Oral Board
- 10 tested for Master Jail Officer eligibility

TRAINING

The Prince William-Manassas Regional Adult Detention Center's Academy is a satellite training facility of the Prince William County Criminal Justice Academy. During FY2021 the Training Section conducted three Jail Basic classes with 52 new Jail Officers and one Prince William County Sheriff's Office employee successfully completing the training.



Jail Basic Academy
#31



Jail Basic Academy
#32



Jail Basic Academy #
33

Training continues for staff. All sworn staff met in-service objectives and annual firearms qualifications. The following are mandated training requirements and courses completed in FY2021:

- 52 officers completed Jail Officer Basics Academy
- 144 officers/staff completed In-service training
- 296 officers completed Firearms recertification training
- 162 staff completed REVIVE (Narcan) training
- 255 officers/staff completed Cyber Security Awareness training
- 199 staff completed Culture Diversity training
- 26 staff completed VCIN Recertification training
- 18 officers completed PREA Investigation Sexual Abuse training
- 11 officers completed the Master Jail Officer Certification course
- 299 staff completed First Aid/CPR/AED training
- 18 staff completed Crisis Intervention Training (CIT)
- 52 officers completed Emergency Vehicle Operations (EVOC) training
- 95 civilian staff completed PREA training
- 2 officers completed EVOC Instructor training
- 2 officers completed Advanced Instructor Development training
- 6 officers completed initial TASER training
- 81 officers completed TASER recertification training
- 38 staff completed Mental Health First Aid training
- 5 staff completed Lawful Employment Practices training

INTAKE AND RELEASE

The Intake and Release Section processed arrests for Prince William County, City of Manassas, City of Manassas Park, the Virginia State Police, and the incorporated towns of Dumfries, Haymarket, Occoquan, and Quantico.

Intake and Release Statistics for FY2021:

- 6,528 inmates committed into the Adult Detention Center
- 6,494 inmates released from the Adult Detention Center
- 62 inmates transferred to the Virginia Department of Corrections
- 743 arrestees processed but not committed to the Adult Detention Center

In FY2021 the Intake and Release officers began serving criminal warrants obtained by outside jurisdictions; additionally ADC officers served outstanding Prince William County Police Department criminal warrants that were discovered during the release process. During FY2021, ADC officers served 90 criminal warrants.



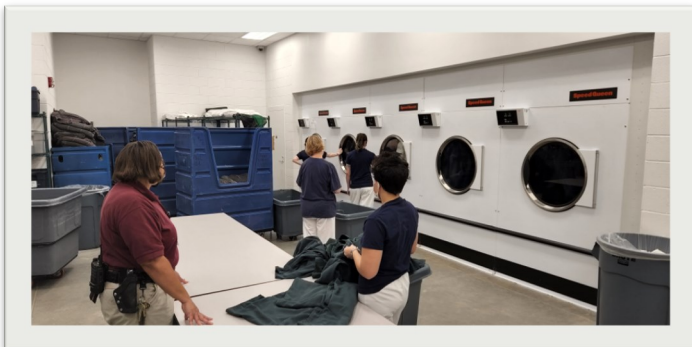
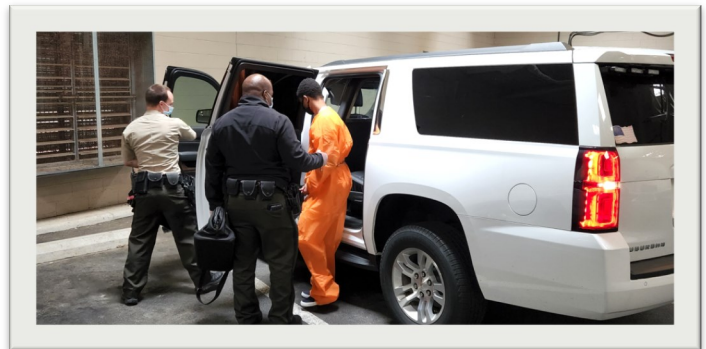
The Adult Detention Center purchased a Tek84 Intercept body scanner in July of 2020. The following month the body scanner was installed, staff training was conducted, and the body scanner was registered and inspected by the Virginia Department of Health. On September 18, 2020 the Tek84 Intercept body scanner was put into service . During FY2021, 5,851 images were captured using the body scanner. The scanner is an important security tool used by the Adult Detention Center to aid in preventing prohibited items from entering the facility, and for ensuring the safety and security of staff and inmates.

TRANSPORTATION

The Transportation Section manages arraignments, court escorts, laundry, kitchen security and inmate transports. Officers are responsible for escorting all inmates to and from court, the video arraignment process and all other video court appearances; including outside jurisdictions and specialty dockets. Officers oversee the inmate laundry and maintain security within the Central kitchen. Officers are responsible for transporting inmates to medical appointments outside the Adult Detention Center. They also transport inmates to jails within the Commonwealth of Virginia, to the Virginia Department of Corrections, and inmates who require mental health intervention to mental health facilities.

Transportation Statistics for FY2021:

- 3,380 inmates escorted to court
- 595 inmates detained from court
- 6,838 video arraignments conducted
- 84 transports to other jurisdictions within the Commonwealth
- 9 transports to the Virginia Department of Corrections
- 168 emergency transports
- 339 medical transports
- 65 transports to Mental Health facilities
- 85,572 total miles driven



TRANSITION

During FY2021, Phase II construction continued. A temporary occupancy permit was received to occupy certain areas of the Phase II expansion ahead of final project completion. On August 3, 2020, the 65 bed Work Release Center was occupied by inmates and staff. On September 16, 2020, the warehouse, maintenance, and human resources staff relocated into their new spaces within the expansion. The Electronic Security System was completed within the entire ADC complex, upgrading the existing system. In February 2021, the new laundry facility was opened in the Phase II expansion, increasing the efficiency of laundry services.



Photos in the Transition report are

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On October 6, 2020, the final occupancy permit was received for the Phase II expansion. The Virginia Department of Corrections completed their final inspection of the building on October 21, 2020, approving 100% occupancy for the inmate housing areas. The expansion provides an additional 204-beds and consists of direct supervision pods and dormitory-style housing, a

warehouse, maintenance shop, human resource suite, laundry facility, expansion of the Central kitchen's dry and freezer storage space, and a 65 bed Work Release Center. The ADC moved inmates into the housing units in the Phase II expansion during the week of March 8, 2021.



Phase II Expansion ties in seamlessly to the existing Central Building structure.

On June 1, 2021, a notice to proceed was given to Branch Builds Construction to begin the repair project in the aging Main Building. During the project, repairs will be made to showers, sinks, toilets, beds, tables, light fixtures, and electrical receptacles, and all housing units will be painted. Replacing the Main Building roof will be another major part of the repair project.



Human Resources Entrance



Warehouse



Inmate Laundry Facility



Officers Dining Room



Special Housing Unit



Work Release Dayroom



Work Release Housing Unit



Dormitory-style Housing Unit

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 30 civilian positions authorized and one contractor for the Financial Services Division. The on-going replacement funding for 800 MHz radios is excluded from the amounts shown in the chart below. The operating cost per inmate per day for the Manassas Complex for FY2020 was \$170.61 and for FY2021 was \$242.49.

	<u>FY20 Expenditures</u>	<u>FY21 Final Budget</u>	<u>FY21 Expenditures</u>
Salaries ³	28,253,877	28,365,154	29,814,354
Fringe Benefits	9,277,016	11,525,560	10,313,160
Contractual Services	2,240,935	2,696,461	1,606,038
Internal Services	1,716,512	2,049,393	1,695,198
Goods & Services	5,581,458	7,006,015	5,043,818
Capital Outlay	347,140	734,457	304,087
Leases & Rentals	304,682	119,790	94,945
Transfers: LEOS,TIP Vehicles & Audit	<u>1,733,241</u>	<u>1,843,350</u>	<u>1,843,350</u>
TOTAL	\$49,454,861	\$54,340,180	\$50,714,950

	<u>FY20 Revenue Earned</u>	<u>FY21 Revenue Budget</u>	<u>FY21 Revenue Earned</u>
Electronic Incarceration	19,092	29,200	13,344
Non-Consecutive Time Fee	329	0	3
Work Release Per Diem	181,729	210,000	26,540
Jail Processing Fee	29,892	50,000	23,922
Jail Room & Board Charges	164,095	175,562	140,516
Cafeteria Sales	22,573	21,000	18,790
Miscellaneous Revenue	80,168	62,020	88,341
Manassas Park Per Diem	541,140	713,416	477,456
State Reimbursement	11,786,784	12,624,747	12,407,070
Federal Per Diem	128,553	92,500	7,024
Other Federal Funds ¹	752,598	200,000	0
Social Security Bounty Payments	27,000	0	12,800
Other Governmental Revenues	0	44,411	0
City of Manassas ²	4,479,508	4,193,336	4,213,772
Prince William County ²	<u>31,657,581</u>	<u>33,452,962</u>	<u>33,452,962</u>
TOTAL	\$49,871,042	\$51,869,154	\$50,882,540

¹Other Federal Funds were for the State Criminal Alien Assistance Program (SCAAP). The federal government did not accept applications during FY2018. As a result, two awards were received in FY2020 and further federal delays affected FY2021.

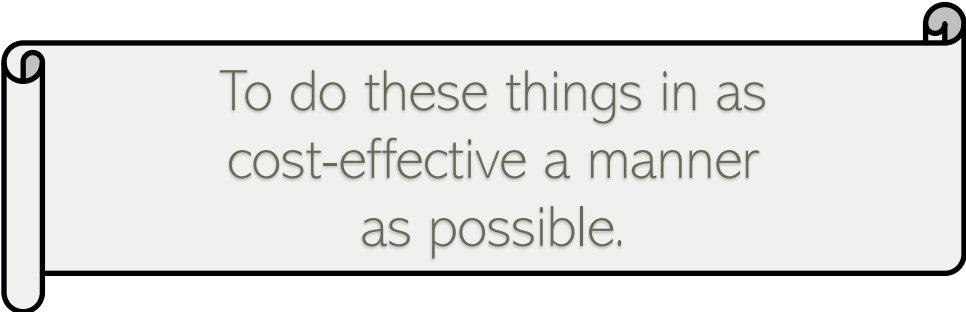
² Actual prisoner day participation percentages for the City and County for FY2021: 10.5% City; 89.5% County. The operating revenue, overhead, and share of capital repair costs paid by the City was \$4,236,623.

³ The Salaries budget for FY2021 includes \$2,865,417 in Budgeted Salary Lapse. Funds were available due to the number of staff vacancies. There was \$228,316 reimbursement received from the Virginia Department of Criminal Justice Services (DCJS) for the State Mental Health Grant.

FOOD SERVICE – During FY2021, there were 772,391 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.

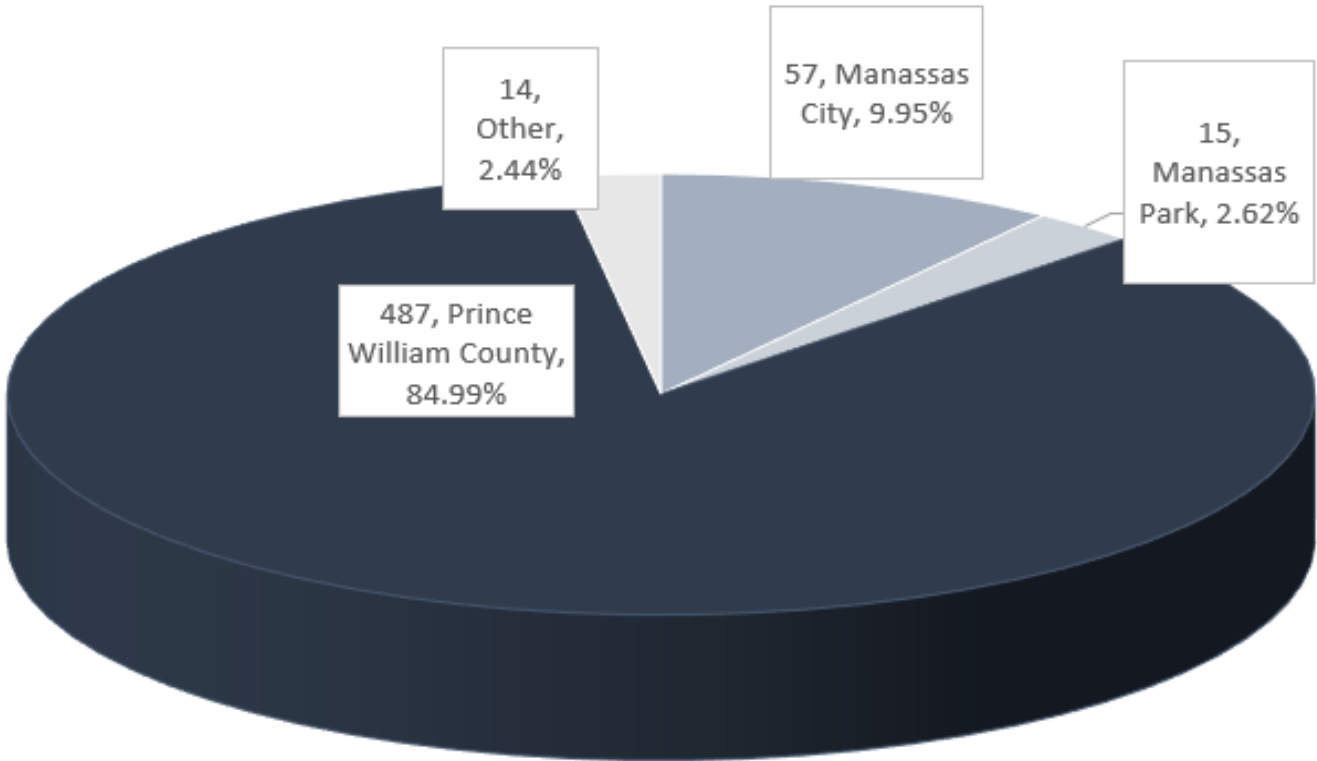
COMMISSARY – The Commissary provides items such as candy bars, chips, treats and personal care products that inmates may purchase. Profits from the Commissary are used for morale, welfare and other beneficial items for the inmates. Gross Commissary sales in FY2021 was \$595,900 with a net profit of \$279,614. In addition, \$191,982 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 \$471,596. 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 355 per month, with 59% related to the Central Building and 31% related to the Main Building in FY2021. All repair requests involving security issues are given top priority.



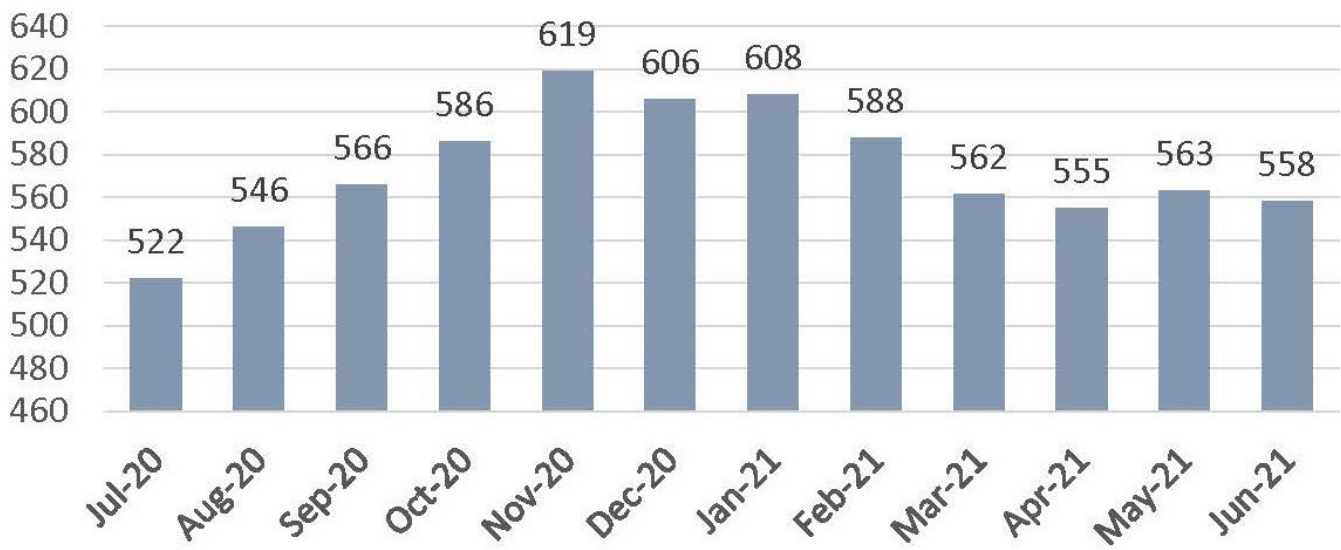
To do these things in as
cost-effective a manner
as possible.

FY2021 Average Daily Population Manassas Complex by Jurisdiction



■ Manassas City ■ Manassas Park ■ Prince William County ■ Other

Manassas Complex Average daily Population



6/8/2022

EMPLOYEE RECOGNITION

PWMRADC strives to recognize staff who have received special recognition for achievements, not only in jail operations, but also in various off-site activities and within the community. This year, the facility continues to recognize the employees of the quarter, and those that have made the facility shine in the community. The following employees have demonstrated dedication to excellence and true professionalism.

Merit Award for Valor Recipients



Nurse T. Hollar



Nurse A. Gurbutwal



1st. Sgt. D. Sanchez



Nurse J. Alvarado



Nurse W. Mobley

On the night of April 24th 2020, an ADC Officer experienced a medical emergency. 1st Sgt. Sanchez, Nurse Hollar, Nurse Gurbutwal, Nurse Mobley and Nurse Alvarado preformed life saving measures. The officer was transported and admitted to Novant Hospital for several days. If not for the actions of these staff members, this officer would have surely perished that night.

Certified Jail Officer



Master Jail Officer J. Magana earned National recognition as a Certified Jail Officer with the American Jail Association. MJO Magana completed a rigorous process to include passing a complex exam to earn the National certification. This distinction is a clear indicator of her knowledge, skills and commitment to the corrections profession.

Major A. Lambert, CJM
(American Jail Association
President)

MJO J. Magana, CJO

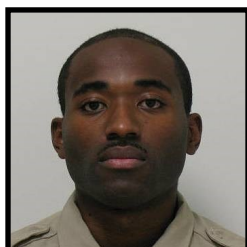
Colonel P. Meletis,
Superintendent



Employee of the Quarter

July, August, September 2020

RN J. Alvarado and Officer M. Gill were attending to an ill inmate when the inmate became unresponsive. Without hesitation or direction they began CPR and continued for fourteen minutes until rescue arrived and took over. Their actions were heroic, and there was never a hesitation or question about the duties that needed to be performed in the crisis. They showed amazing teamwork.



October, November, December 2020

Sgt. J. Hitt, MJO B. Boggs and MJO J. Fenner witnessed a citizen fall from her truck in the Wellington Station Shopping Center. They immediately went to her aid and saw that she needed medical attention. Sgt. Hitt called 911 while MJO Fenner and MJO Boggs rendered first aid. They bandaged her head wound and remained with her until it was safe to leave. These officers went above and beyond what is expected of them.



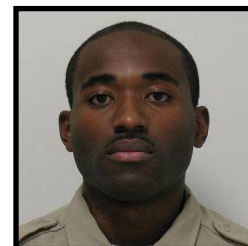
January, February, March 2021

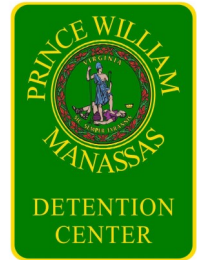
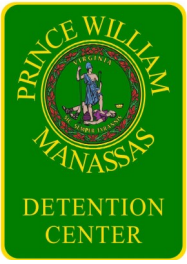


LPN V. Wright interviewed an inmate for medical screening at intake. She observed facial bruises and a forehead hematoma. The inmate had admitted to using narcotics and was unsure of what happened to cause the injuries. LPN Wright contacted her supervisor and suggested that the inmate be seen by the doctor. During the doctor's visit the inmate disclosed to being in an car accident prior to incarceration and at the hospital had refused care and CT imaging. LPN Wright did not feel comfortable leaving the inmate and decided to conduct frequent rounds on the inmate. During each round, bruising and swelling of the face increased. LPN Wright notified supervisors and the inmate was sent to the emergency room. By doing frequent rounds, LPN Wright was able to prevent possible worsening of the inmates condition.

April, May, June 2021

Officers A. McDougal and M. Gill responded to police intake to assist a Prince William County Police Officer with an unruly arrestee; the arrestee became unresponsive upon arrival. ADC medical administered NARCAN due to the possibility of an overdose, however the arrestee went into cardiac arrest. Officers McDougal and Gill began performing CPR along with the arresting officer. CPR was performed until rescue arrived and took over using a chest compression machine. The arrestee was transported to Prince William Hospital.





RETIREMENTS

We extend our best wishes to employees who retired in FY2021.
Your teamwork and dedication to the ADC are greatly appreciated.

	<u>Years of Service</u>		<u>Years of Service</u>
Roderick Osborne	34	Jarrold Williams	25
Debra Adamy	31	Wilson Creighton-Bey	24
Kenneth Knight	31	Prince Grinkley	19
Michael Taylor	31	Peggy Malloy	16
Darrell Flournoy	27	Farriest Jordan	13
Carla Goodman	25	Allen Walker	11

PROMOTIONS

- | | |
|------------------------------------|---------------------------------------|
| Cpt. G. Hurlock to Major | MJO A. Callahan to Sergeant |
| Lt. R. Powell to Captain | MJO L. Cruz to Sergeant |
| Lt. A. West to Captain | MJO S. Golan to Sergeant |
| 1st. Sgt. C. Outland to Lieutenant | MJO N. Hardy to Sergeant |
| 1st. Sgt. K. Outland to Lieutenant | MJO G. Lewis to Sergeant |
| 1st Sgt. W. Anderson to Lieutenant | MJO J. Sommerville to Sergeant |
| Sgt. R. Cornett to 1st. Sergeant | MJO M. Snowden to Sergeant |
| Sgt. K. Darling to 1st. Sergeant | MJO C Timmons to Sergeant |
| Sgt. B. Duegaw to 1st. Sergeant | C. Valdez to Business Systems Manager |
| Sgt. D. Fenner to 1st. Sergeant | RN K. Koko to Nurse Manager |
| Sgt. J. Gantt to 1st. Sergeant | S. Hanly to Administrative Specialist |
| MJO J. Alexander to Sergeant | |

