

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



**ANNUAL REPORT  
FISCAL YEAR 2012  
JULY 1, 2011 – JUNE 30, 2012**

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Colonel Peter A. Meletis

## **MESSAGE FROM THE SUPERINTENDENT**

During FY 2012, the Adult Detention Center (ADC) completed the first phase of the repair project to the Modular Building. We look forward to Phases 2 and 3 which should be completed in 2014.

Staff received several accolades to include twenty graduates from two Jail Basic Academies. Five staff members were awarded employee of the quarter for their exemplary conduct. For the fourth straight year, the agency participated in the LawFit Challenge comprised of law enforcement agencies throughout the country with a competitive and excellent finish. One of our team members finished in the top five in the Bench Press competition.

The ADC continues to serve the community where needed; involved in a local food drive, participated in the Santa Cops program for children in the community, Un-Trim-A-Tree for underprivileged children, assisted with the annual Senior Center picnic, raised several thousand dollars for the Muscular Dystrophy Association (MDA), supported Good News Jail & Prison Ministry and an Educational Scholarship as our adopted charities, and participated in the United Way campaign. A special project for staff this year was a coat drive where new or slightly used children's coats were donated to Prince William County Social Services.

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

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

## **STATUTORY AUTHORITY**

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

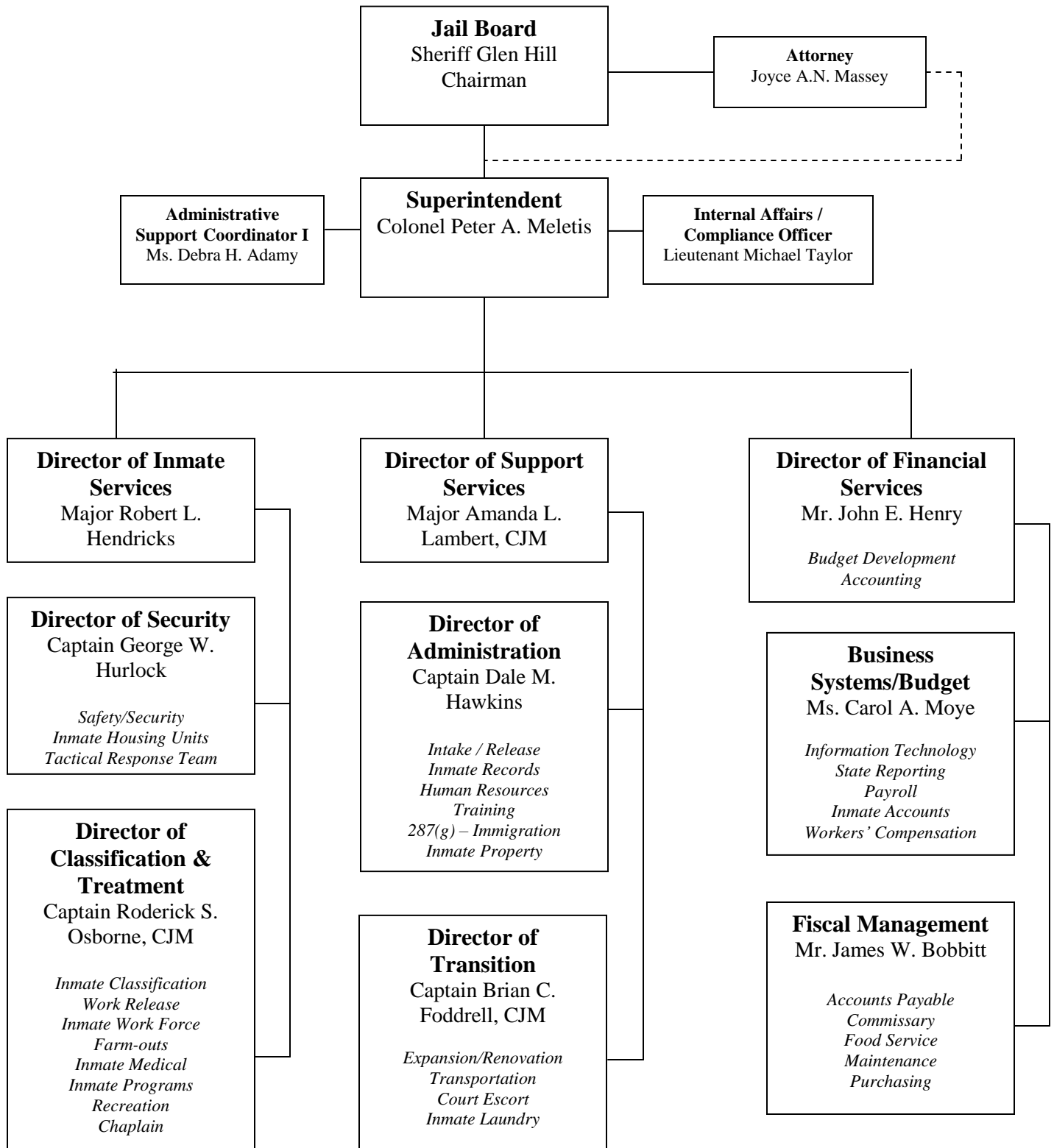
The Prince William-Manassas Regional Jail Board was formed in 1978. It is the operating authority for the Regional Adult Detention Center. The Board is composed of 11 members from the two participating jurisdictions. Since July 1, 1990, the Sheriff sits on the Board by statutory authority; eight additional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

## **MISSION STATEMENT**

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

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

# ORGANIZATIONAL CHART



## REGIONAL JAIL BOARD MEMBERS JULY 1, 2011 ~ JUNE 30, 2012

<u>Jail Board Member</u>	<u>Jurisdiction</u>	<u>Alternate</u>
Steven R. Austin	Director, Office of Criminal Justice Services Prince William County	Delores (Dee) Kirk, Manager Criminal Justice Services
Hugh J. Brien	City of Manassas	
Phillip J. Campbell	Assistant to the County Executive's Office Prince William County	Tracy J. Gordon Assistant to the County Executive's Office
W.S. (Wally) Covington	Board of County Supervisor Brentsville District Prince William County	
Charlie T. Deane	Chief of Police, Prince William County	Major Mike E. Crosbie Asst. Chief, Support Services
Paul B. Ebert	Commonwealth's Attorney Prince William County	Sandra R. Sylvester Asst. Commonwealth's Attorney
Glendell Hill (Chairman)	Sheriff Prince William County	
Anthony Kostelecky (Vice Chairman)	City of Manassas	
Raymond B. Krull	Citizen-at-Large Prince William County	
Michèle B. McQuigg	Clerk of the Circuit Court Prince William County	
Rev. Victor Riley	Citizen-at-Large Prince William County	

# OBJECTIVES

## Year-end Status of FY 2012 Objectives

### 1. Initiate repairs to the Modular Building

- Phase 1 – health and safety issues to include mold abatement, plumbing repairs, emergency lighting repairs, floor repairs with estimated completion date of May 2012.
- Phase 2 – upgrade security system, floor, HVAC, kitchen, control center, door frames and hot water heater.

*Phase 1 scheduled to be completed by the end of July 2012. Two dorms have been re-opened for inmate housing.*

### 2. 287(g) Program

- Complete the Inter-Governmental Service Agreement (IGSA)
- Initiate the processing of 95-100% foreign-born commits.
- Ensure the compliance for training and yearly certification requirements.

*The Inter-Governmental Service Agreement has been completed. The Adult Detention Center is 100% in compliance with the initiated commitments.*

### 3. Automation of the Inmate Medical Records to include special diets and pharmaceutical products.

*Funding for inmate medical records automation is being considered as part of the Technology Improvement Plan (TIP). Cost estimated at \$250,000 and to come from the Adult Detention Center's fund balance.*

### 4. Career Development Training

- First-line supervisors to receive supervisory training within one year of promotion.
- Mid-level to senior level managers must complete a relevant management course within one year to include seminars, conferences, internet courses, etc.

*This objective is on-going.*

### 5. Peumansend Creek Regional Jail (PCRJ)

- Monitor any relevant information on admission criteria changes or participant changes.
- Update the number of inmates transferred monthly.

*The Adult Detention Center continues to utilize the 75 allotted beds at Peumansend Creek Regional Jail.*

### 6. Monitor any developments involving or impacting the Central Building Phase II Permanent Expansion.

*Tentative plan is to place Phase II Permanent Expansion in the 2014-2019 Capital Improvement Projects (CIP). Adult Detention Center staff will be working with the County Executive's Office.*

## **Adopted FY 2013 Objectives**

1. Initiate repairs to the Modular Building
  - Phase 1 – health and safety issues to include mold abatement, plumbing repairs, emergency lighting repairs, floor repairs.
  - Phase 2 – water remediation.
  - Phase 3 – upgrade security system, floor, HVAC, kitchen, control center, door frames and hot water heater.
  
2. 287(g) Program
  - Initiate the processing of 95-100% foreign-born commits.
  - Ensure the compliance for training and yearly certification requirements.
  
3. Automation of the Inmate Medical Records to include special diets and pharmaceutical products.
  
4. Prison Rape Elimination Act (PREA)
  - Assemble a committee to implement and comply with new PREA standards.
  
5. Career Development Training
  - First-line supervisors are to receive supervisory training within one year of promotion.
  - Mid-level to senior level managers must complete relevant management courses within one year to include seminars, conferences, internet courses, etc.
  
6. Peumansend Creek Regional Jail (PCRJ)
  - Monitor any relevant information on admission criteria or participant changes.
  - Update the number of inmates transferred monthly.
  
7. Monitor any developments involving or impacting the Central Building Phase II Permanent Expansion.



# INMATE SERVICES

## SECURITY



Unit 13 – Main Facility

The Prince William-Manassas Regional Adult Detention Center has 172 staff assigned directly to the Security Section. This section consists of four security shifts; each shift has one Lieutenant, two First Sergeants, four Sergeants and thirty five sworn staff. They are responsible for the safety and security on twenty-four housing units located in the Central, Main and Modular buildings with an average daily inmate population of 862.

Security is also responsible for the Central lobby information desk. Their tasks include:

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

## 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 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.



Two members of the team are certified instructors with the Department of Criminal Justice Services (DCJS) with one member as a Defensive Tactics instructor. 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 the instructors on the team with assistance from the Adult Detention Center's Training Department.

## **CLASSIFICATION**

The Classification Department is responsible for interviewing inmates to determine custody levels and oversees disciplinary procedures for rule infractions. They also manage inmate programs, recreation and inmate workers.

A wide variety of programs and services is provided for the inmates. They include General Educational Development (GED) Alcoholics Anonymous, Narcotics Anonymous, Parenting Skill classes, Church Services and Bible Study. This area is supervised by an Inmate Programs Coordinator with classes provided by many volunteers. Volunteers attend a three-hour orientation session which covers information on the inmate population, classification levels, rules, regulations and helpful ideas to create a safe environment for them while working at the jail. They will visit the living and recreation areas, and the program rooms. The most recent addition for this fiscal year is volunteers who help inmates with mental disorders by providing Peer Support Groups. There are approximately 390 people participating in the Volunteer Program.



Classroom



Volunteer Orientation Tour



GED Graduation – May 1, 2012

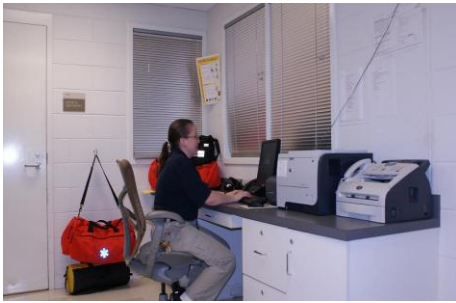
For this fiscal year, the Classification Section accomplished:

- 33 inmates graduated with a GED
- 5,450 inmates classified
- 10,104 inmate files reviewed
- 9,240 participated in inmate religious services
- 1,828 inmates utilized the Law Library
- 6,459 volunteer hours

## **MEDICAL**

Classification works closely with the Medical and Mental Health Section to evaluate and decide the best course of care for inmates with special needs who are mentally or physically challenged.

The Medical Section is comprised of Registered and Licensed Practical Nurses, Corrections Health Assistants, as well as two Mental Health Therapists. Medical has examination rooms, a nurse's station and a negative pressure room designed to accommodate inmates with respiratory diseases.



Susan Matlock (Jail Technician)



CHA Vasha Wright

Medical continues to strive giving inmates the best care possible by qualified personnel.

Statistics for Fiscal Year 2012:

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

### **WORK RELEASE**

The Work Release Program offers inmates the opportunity to maintain employment or seek new employment while incarcerated. This also provides an opportunity to financially support their families, pay court costs and fines. The program has strict guidelines for placement that inmates must qualify. 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 background are required to attend programming such as Alcoholics Anonymous (AA) and Narcotics Anonymous (NA), among other life skill classes.

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

Statistics for Fiscal Year 2012:

- 64 average daily population
- 261 number of successful completions
- 984 placements

## **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 armed officer of the Adult Detention Center.



Daily work activity for the Work Force includes seasonal mowing and landscaping several properties in Prince William County and the City of Manassas. They provide services to the Judicial Complex and a number of historical cemeteries. The program is responsible for some janitorial services in Prince William County and litter details along the roadways. During inclement weather they assist in the removal of debris, snow and ice.

Trash Detail - Prince William County Parkway

A special project this fiscal year for the Work Force was the relocation of the Records Center for Prince William County. Tasks included moving over 20,000 records to the new warehouse; 238.5 staff hours and 1,431 inmate hours.



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

## **ELECTRONIC INCARCERATION PROGRAM**

Electronic Incarceration Program (EIP) is an extension of the Work Release Program. Inmates on this program are able to remain at home and work in the community. All EIP participants are monitored by Global Positioning System (GPS) units to ensure compliance with program rules and regulations. Statistics for Fiscal Year 2012:

- 35 EIP placements
- 27 completions
- 11 removals from EIP
- 1 inmate court ordered to EIP
- 13 average daily population

## GOOD NEWS JAIL & PRISON MINISTRY

The chaplaincy services inside the Adult Detention Center (ADC) are facilitated through Good News Jail and Prison Ministry and are overseen by Chaplain Raymond Perez.

Highlights from this fiscal year:

- Developed a positive relationship with a local Muslim community and now currently have three Imams serving the Muslim population.
- Expanded Catholic ministry to better serve the Catholic inmates.
- Expanded Spanish ministry to serve the Hispanic inmates.
- Launched new intercessory prayer groups for the inmate population.
- Hosted numerous “Look behind the Wall Tours” for community volunteers and leaders with an interest in prison/jail work.
- Continue involving churches in the region to support the chaplaincy program.

Chaplain Perez is associated with the following groups:

- Prince William County Reintegration Committee
- Prince William Ministerial Association
- DIVERT Group – Mental Health Diversion Program
- Pastoral/Leader Prayer Group in Manassas

Chaplain Perez serves pastorally throughout the agency for staff, inmates and volunteers. Other areas that he oversees:

- Recruit religious volunteers for service.
- Plan, schedule and oversee all religious services.
- Coordinate pastoral visitation services for inmates of all faiths.
- Oversee male and female faith-based programs.



Statistics for this fiscal year:

- 57 men and 11 women graduated from their respective faith-based programs known as the MIND (men in new direction) and WIND (women in new direction) dorms.
- 3,653 inmates attended religious programs and 9,240 attended 1,065 religious services.
- There were more than 6,459 volunteer hours and 430 volunteer lead groups.

As always, the Good News Jail & Prison Ministry banquet was a success with past offenders and citizen leaders present to give their story. This event raises support and awareness of what the ministry accomplishes. There was also a golf tournament to help raise funds for this much needed service to the inmate population.

## **D&A BEHAVIORAL SOLUTIONS**

It is with great sadness that D&A Behavioral Solutions, Inc. (DABS) reports the passing away of its President, Mr. Richard A. "Doc" Shaw, Sr., on April 8, 2012. His dedication and contributions as a co-founder of DABS, co-author, developer, and facilitator of the DABS Life Management Program and service to the Prince William-Manassas Regional Adult Detention Center (ADC) were immeasurable. Upon his passing, Ms. Anita Sager assumed the position of President. DABS successfully continue to provide reintegration services for the overall general inmate population of the ADC.

The attention given to the elements of behavior awareness and modification augments the quality of the internal security of the ADC and the community at large by inspiring the inmates to give greater consideration to the logic of their learned thinking/beliefs and subsequent behavior. The ultimate goal is to have a positive effect toward reducing recidivism and encouraging the attendees to return to society as productive citizens.

Enrollment in the DABS program is on a volunteer basis. For FY 2012, DABS facilitated a total of 236 classes with approximately 760 attendees. Re-enrollment requests, multiple levels of certificate achievements, voluntary essay responses, and a waiting list for DABS classes reflect continued interest in the program. Most of DABS core essays, exercises and all tests are also in Spanish.

DABS provided 92 personal counseling sessions, clothing assistance with 389 items of clothing issued and a variety of re-integration referral and resource information to the ADC inmate population.



Community service opportunities are offered to a variety of entities with a total of 505.5 hours in FY 2012, including 251.5 hours for court-mandated individuals from Prince William-Manassas Courts referred by Volunteer Prince William.

In addition, DABS continues its sponsorship of students and interns by fulfilling requirements of hours and educational experiences for completion of course studies. Pictured is DABS 2012 intern from Park University who completed 135 hours toward his degree in Criminal Justice.

## SUPPORT SERVICES

### ACADEMY

The Prince William-Manassas Regional Adult Detention Center's Academy is a satellite training facility of the Prince William County Criminal Justice Academy. During FY 2012, the Training Section conducted two Jail Basic classes; twenty new Jail Officers successfully graduated.



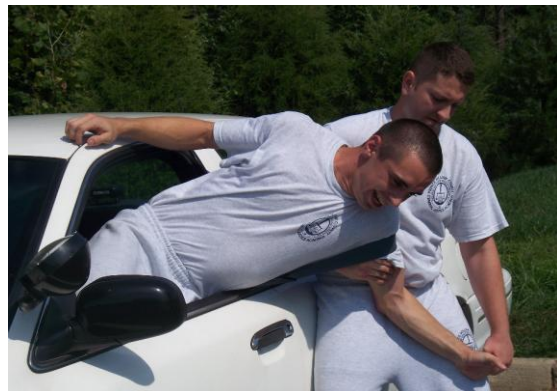
Jail Basic #012 – November 18, 2011



Jail Basic #013 – March 23, 2012



Firearms Training



Vehicle Extraction

Training continues for all staff. In-service objectives and annual firearms qualifications were met by all sworn staff. The following are courses and mandated training requirements that were completed in Fiscal Year 2012:

- 20 officers completed Basic Jail Officers Academy
- 102 officers/staff completed in-service training
- 0\* officers/staff completed CPR/FA/AED training
- 264 officers completed firearms training

\*CPR/FA/AED training is completed every other year.

## **HUMAN RESOURCES**

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

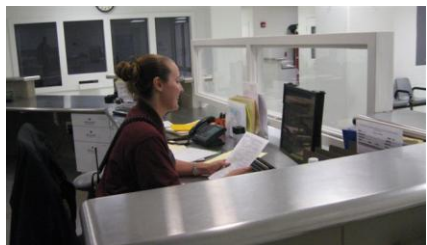
This Section seeks to hire career-minded professionals who desire to join its team-oriented staff. They participate in career fairs sponsored by Congressman Frank Wolf (10<sup>th</sup> District of Virginia), local colleges such as the University of Phoenix, ECPI, Westwood and Northern Virginia Community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

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

Personnel Report and Statistics for Fiscal Year 2012:

- 337 authorized positions
- 26 hired
- 8% turnover rate
- 440 applications processed (251 jail officers; 189 civilians)
- 194 interviews (120 jail officers; 74 civilians)
- 114 polygraphs
- 36 pre-employment medicals
- 79 tours
- 62 pre-employment physical fitness tests

## **INTAKE & RELEASE**



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

Pictured left is Master Jail Officer James (Intake/Release Officer).

During Fiscal Year 2012, the Intake and Release Section was responsible for processing:

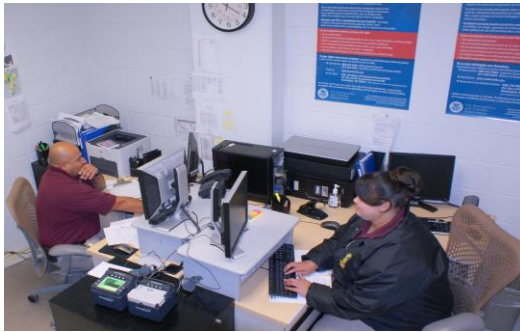
- 12,701 inmates committed into the Adult Detention Center
- 12,143 inmates released from the Adult Detention Center
- 140 inmates transferred to Virginia Department of Corrections
- 208 inmates transferred to Peumansend Creek Regional Jail
- 776 people processed; not committed to jail



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

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

The 287(g) Section began operation on July 10, 2007. Operating within the agreement between Immigration and Customs Enforcement (ICE) and the Prince William-Manassas Regional Adult Detention Center, immigration trained and certified officers at the jail perform immigration law enforcement functions.



This section is comprised of one Lieutenant, one Sergeant and nine officers who report to the Director of Administration. The officers screen all foreign-born prisoners, incarcerated for local and state crimes, to determine the immigration status. The section began 24-hour operation in November 2008.

Pictured left are Master Jail Officers Alejandro and Rivera (ADC 287(g) trained staff).

### **TRANSITION**

In 1990 the Modular Building was completed and occupied with staff and inmates. This 200-bed facility has begun much needed repairs. It is anticipated to be completed in the spring of 2014.



Modular Building

## TRANSPORTATION

In Fiscal Year 2012, the Transportation Section transported 1,271 inmates and provided support to other departments of the Adult Detention Center for a total of 103,878 miles.

INMATE TRANSPORTATION STATS FOR FY 2012													
Transports to/from	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS
ADC TO COURT	516	535	606	549	461	536	565	591	733	585	634	666	6977
OFF STREET	175	181	213	201	200	175	240	224	248	189	232	225	2503
LUNCHES ADC	408	505	542	493	428	492	497	546	672	536	573	558	6250
LUNCHES COURT	74	91	104	85	90	62	91	101	108	131	136	114	1187
VIDEO ARRAIGNMENTS	530	480	505	487	425	447	468	511	588	539	501	460	5941
<b>MEDICAL TRANSPORT</b>	<b>59</b>	<b>45</b>	<b>43</b>	<b>43</b>	<b>37</b>	<b>34</b>	<b>42</b>	<b>48</b>	<b>36</b>	<b>18</b>	<b>24</b>	<b>23</b>	<b>452</b>
DEPT. OF CORRECTION	5	6	1	4	3	3	0	7	8	4	3	2	46
ARLINGTON JAIL	1	0	0	0	0	0	0	0	1	0	0	0	2
MENTAL FAC/EVALS	2	5	6	2	3	6	6	3	3	4	5	5	50
PEUMANSEND	7	6	3	7	6	5	5	7	11	12	8	5	82
U S MARSHALS	0	0	0	0	3	2	1	1	1	0	0	0	8
ALEXANDRIA	0	0	1	0	1	0	0	1	1	1	0	1	6
FAUQUIER JAIL	1	0	1	1	0	0	0	0	2	0	0	0	5
FAIRFAX JAIL	3	1	4	3	2	4	2	3	4	1	2	2	31
RAPPAHANNOCK JAIL	10	5	8	7	5	3	4	1	2	4	2	1	52
COMMONWEALTH ATTY	1	0	0	0	2	3	2	2	3	3	5	1	22
LOUDOUN JAIL	0	1	0	0	1	0	1	0	1	0	1	1	6
EMERGENCY TRANS.	0	13	11	9	5	7	7	9	11	12	5	3	92
NORTHWESTERN	1	0	0	0	1	1	2	0	0	1	1	1	8
MIDDLE RIVER	0	0	0	0	0	0	0	2	2	3	3	3	13
OTHER JURISDICTIONS	0	0	0	1	1	0	2	0	1	1	0	3	9
<b>TOTAL TRANSPORTS</b>	<b>90</b>	<b>82</b>	<b>78</b>	<b>77</b>	<b>70</b>	<b>68</b>	<b>74</b>	<b>84</b>	<b>87</b>	<b>64</b>	<b>59</b>	<b>51</b>	<b>884</b>
<b>Individual Inmates Transported</b>	<b>115</b>	<b>110</b>	<b>84</b>	<b>103</b>	<b>86</b>	<b>101</b>	<b>96</b>	<b>152</b>	<b>143</b>	<b>113</b>	<b>83</b>	<b>85</b>	<b>1271</b>
<b>Total Inmate Transported</b>												<b>1,271</b>	
<b>Total Mileage</b>												<b>103,878</b>	

## COMPLIANCE

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

During FY 2012, this section assisted the Prince William County Commonwealth's Attorney's Office and other outside law enforcement agencies by providing 438 phone recordings and 100 video surveillance footage recordings.

The following inspections and audits were completed:

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

These inspections and audits review the overall compliance standards in meeting the medical and safety needs of inmates, which also includes staff training and physical condition of the institution.

The agency continues to respond to surveys from the U.S. Census Bureau and U.S. Department of Justice.

## FINANCIAL SERVICES

The Financial Services Division directed by a civilian professional is responsible for managing accounting, budgeting, information systems, internal auditing, purchasing, payroll, inmate accounts, funds management, risk management (self-insurance), food service, maintenance, the inmate commissary and inmate mail. There are 29 civilian positions authorized and one contractor for the Financial Services Department. Operating costs for Peumansend Creek Regional Jail (PCRJ) were \$744,531 actual FY 2011 and \$744,531 FY 2012 for 75 beds. There was \$1,032,621 budgeted for 100 beds in FY 2012, to provide 25 additional beds if needed for the space closed for repair in the Modular Jail. Of the \$288,090 additional amount budgeted, \$110,287 was used. The PCRJ budget and expense, and the \$39,982 for 800 MHz radios are excluded from the amounts shown in the chart below. The operating cost per inmate per day for the Manassas Complex for FY 2011 was \$113.55, and for FY 2012 was \$119.74, which includes the 800 MHz radio purchase in FY 2011 and the Modular Jail repair expenses, incurred in both fiscal years.

	<u>FY11 Expense</u>	<u>FY12 Adopted Budget</u>	<u>FY12 Expense</u>
Personal Services	\$20,340,964	\$21,139,364	\$20,607,309
Fringe Benefits	6,524,574	6,845,496	6,599,777
Contractual Services	1,527,980	1,754,255	1,829,006
Internal Services	920,422	1,101,935	1,136,718
Other Services	4,397,733	4,369,640	4,305,476
Capital Outlay	29,878	8,000	125,561
Leases & Rentals	377,640	312,891	345,178
Transfers: LEOS & Audit	1,153,597	1,152,926	1,152,926
Modular Jail Repairs	<u>149,877</u>		<u>1,636,168</u>
<b>TOTAL</b>	<b>\$35,422,665</b>	<b>\$36,684,507</b>	<b>\$37,738,119</b>

	<u>FY11 Revenue Earned</u>	<u>FY12 Revenue Budget</u>	<u>FY12 Revenue Earned</u>
Electronic Incarceration	\$ 105,308	\$ 157,486	\$ 62,822
Non-Consecutive Time Fee	11,355	0	1,960
Work Release Per Diem	197,116	318,726	190,121
Jail Processing Fee	36,633	50,000	42,950
Jail Room & Board Charges	147,048	125,562	154,258
Cafeteria Sales	22,283	11,000	21,342
Miscellaneous Revenue	101,081	57,020	90,927
Manassas Park Per Diem	510,120	376,404	488,345
State Reimbursement	9,320,744	9,637,228	9,539,397
Social Security Referrals	384	0	0
Federal Per Diem	244,512	182,500	258,641
Other Federal Funds <sup>1</sup>	563,548	300,000	391,962
Sale of Vehicles	3,595	0	0
City of Manassas <sup>2</sup>	2,524,217	2,730,549	2,833,839
Prince William County <sup>2</sup>	21,408,980	22,092,621	22,092,621
ADC Fund Balance	<u>685,393</u>	<u>685,393</u>	<u>685,393</u>
<b>TOTAL</b>	<b>\$35,882,317</b>	<b>\$36,724,489</b>	<b>\$36,854,578</b>

<sup>1</sup> Other Federal Funds were for Alien Assistance: \$563,548 (FY 2011), and \$391,962 (FY 2012).

<sup>2</sup> The actual prisoner day participation percentage for the City and County for FY 2011: 9.7% City / 90.3% County; and for FY 2012: 10.3% City / 89.7% County.

## **KITCHEN**

During Modular Jail repairs, meals are being served from the state-of-the-art kitchen in the Central Jail. It is equipped to serve up to 1,500 inmates per meal. There were about 1,007,000 meals prepared and served; an average of 917 per meal.

## **COMMISSARY**

The ADC 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 2012 were \$487,850.62, and miscellaneous revenue was \$3,084.54. In addition, \$269,146.18 inmate phone revenue was earned that is also used to support inmate programs. Expenses less than \$4,000 are approved by the Superintendent or Director of Financial Services, and anything over \$4,000 by the Jail Board. A Commissary budget for inmate support items is submitted to the Jail Board for annual approval and updated at regular meetings.

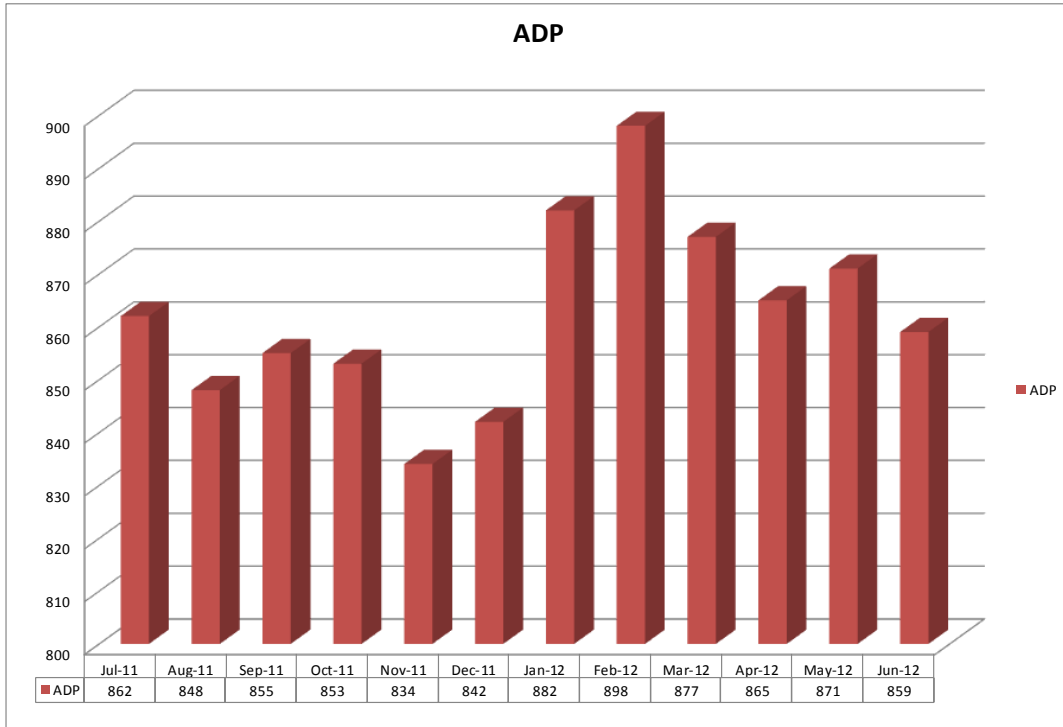
## **MAINTENANCE**

Four maintenance staff manages, maintains and repairs the five Adult Detention Center facilities containing over 270,000 square feet. One maintenance staff member was primarily assigned to manage the construction of the new Central Building while it was being built from summer 2006 to fall 2008, with follow-on responsibility to monitor Main Jail first floor renovation, which was completed in FY 2011. The new building added over 132,000 square feet for maintenance needs including new building systems and preventative maintenance requirements. That person is now monitoring the progress and process of Modular Jail repairs. Maintenance repair requests averaged 205 per month, with 52 percent related to the new Central Building in FY 2012. All repair requests involving security issues are given top priority.

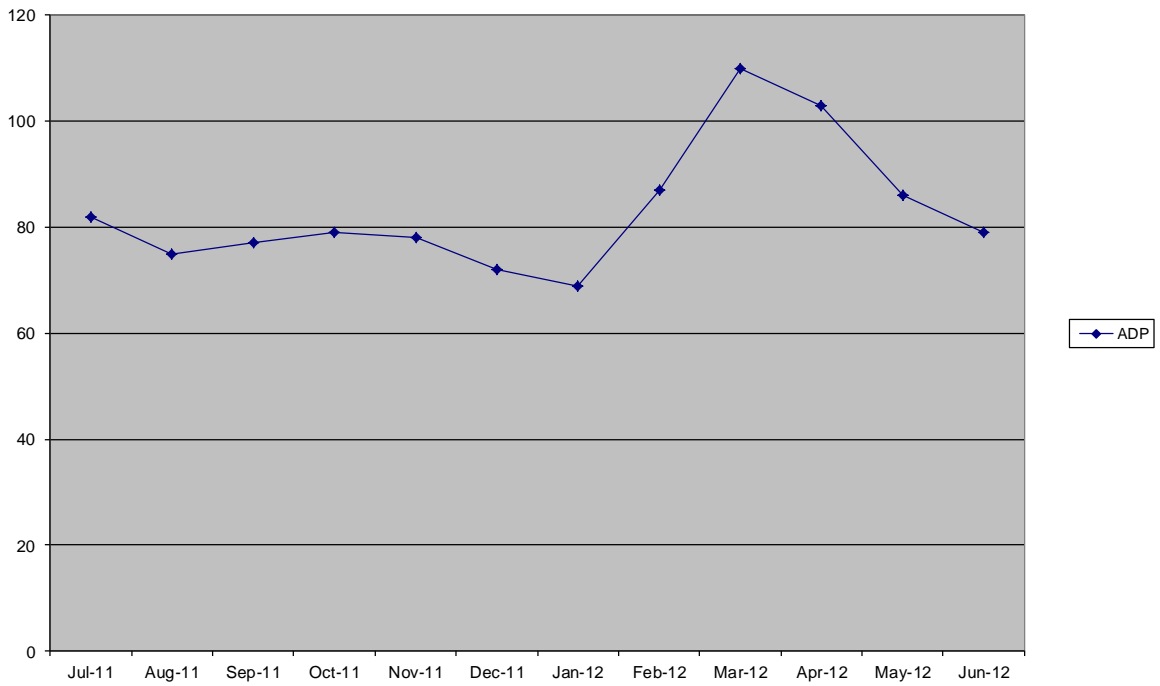
## **STATISTICAL OVERVIEW**

The Manassas Complex is comprised of five facilities located within Manassas. They are the Central Building, the Main Building, the Modular Building and the Iron Building. The Jail Annex is located on the complex and provides administrative and training space for the facility. The ADP of the Manassas Complex in fiscal year 2012 was 862. The average daily population at Peumansend Creek Regional Jail for FY 2012 was 83.

Manassas Complex



Peumansend Creek Regional Jail Average Daily Population



# AWARDS / ACHIEVEMENTS / RECOGNITIONS

## NATIONAL NIGHT OUT 2011

National Night Out for Law Enforcement was introduced by the National Association of Town Watch (NATW) in 1984. It is designed to:

- Heighten crime and drug prevention awareness;
- Generate support for, and participation in, local anti-crime programs;
- Strengthen neighborhood spirit and police-community partnerships; and
- Send a message to criminals letting them know that neighborhoods are organized and fighting back.



The Adult Detention Center received a Certificate of Appreciation from the Manassas Park Police Department for their outstanding community support during National Night Out 2011 that was held on August 2, 2011.

Pictured left are Jail Officer James Foster, Sergeant Kenny Bryant and Master Jail Officer Farriest Jordan.

## LAWFIT CHALLENGE

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

The LawFit Challenge consists of a series of fitness and job-related competitive events:

- One repetition maximum bench press – based on percentage of body weight lifted;
- One minute timed sit-up test;
- Sit and reach flexibility test;
- Maximum pull-up test;
- 200-yard agility course; and
- 1.5 mile run.

The Adult Detention Center participated in the 10<sup>th</sup> Annual LawFit Challenge which was held October 13-15, 2011, at George Mason University in Fairfax, Virginia. This year's participants were Master Jail Officer Daniel Dotson, Master Jail Officer Derrick Fenner, Jail Officer John Walsh and Jail Officer Maurice Proctor. Jail Officer Walsh placed fifth out of seventy one competitors.

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

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

Employees of the Quarter for Fiscal Year 2012:



Ofc. Connie Cowthran

(July ~ September 2011) – Jail Officer Connie Cowthran discovered contraband involving a female inmate. This prevented what could have led to a serious security issue.



MJO Syed Naqvi

(October ~ December 2011) – Master Jail Officer Syed Naqvi suggested that a member of the Work Release staff be assigned full-time to the Intake/Release Section to screen, interview and work-up inmates for the Work Release Program. In a short period of time, the inmate population at the Work Release Center increased from 44 inmates to approximately 70 inmates. There is a waiting list for the program at this time.



1<sup>st</sup> Sgt. Clint Zentz



MJO Derrick Fenner



Therapist Leslie Raley-Perez

(April ~ June 2012) – First Sergeant Clint Zentz, Master Jail Officer Derrick Fenner and Jail Therapist Leslie Raley-Perez went beyond their normal duties to assist an inmate with serious special needs which could have been a difficult situation for the agency.

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

The Employee Association participates in community service projects, holds fundraisers and special events for the employees of the Adult Detention Center. This past year, the Association hosted a pizza party and ice cream social for the employees during Correctional Employee Week and a number of retirement luncheons for veteran employees who have served the agency. The annual golf tournament was a huge success raising a substantial portion of the annual budget for the Association. A fall festival and Easter egg hunt for the children were a success. A Detention Center favorite was Santa Cops 2011. Local law enforcement takes underprivileged children in the area to Wal-Mart for a morning of Christmas shopping and breakfast sponsored by Chicago Uno's. Another special project was the 2<sup>nd</sup> Annual Coat Drive to benefit underprivileged children in the area. Each year the Association hosts a Christmas Party for the employees of the Adult Detention Center to include a buffet dinner, prizes and dancing.



Fall Festival at Nokesville Park



Santa Cops 2011



Easter Egg Hunt



Pizza Party & Ice Cream Social



Annual Golf Tournament