

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



**ANNUAL REPORT  
FISCAL YEAR 2018  
JULY 1, 2017 – JUNE 30, 2018**

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## MESSAGE FROM THE SUPERINTENDENT



Colonel Peter A. Meletis

During FY 2018, Phase II Expansion construction began and should be completed by March 2020. This facility will house general population, work release inmates and include a mental health unit.

Staff received recognition to include twenty-five graduates from two Jail Basic Academies. Three ADC employees received Employee of the Quarter awards for their exemplary service.

ADC staff continues their involvement in the community. Staff provided food and clothing to the area homeless population, participated in the Santa Cops and the Toys for Tots programs.

The ADC supports the Good News Jail and Prison Ministry and the “Doc” Shaw Education Scholarship. In addition, this was the fourth year the ADC was involved in the Marine Corps “Toys for Tots” which was a great success. Other initiatives included the Law Enforcement “National Night Out”, “Trunk or Treat” for children and the 9/11 Memorial 5K Run.

The agency provides many programs to the inmate population, which supports their return to the community. Programs include the General Educational Development, Life Skills, Drug Treatment, Faith-based with the assistance of four hundred volunteers. The Serve Safe Program assists inmates seeking restaurant employment while the Re-entry Dorm prepares inmates for release in ninety days. This program includes employment, education, housing, drug treatment, driver’s license assistance, life skills, anger management, etc.

This year the Adult Detention Center staff continue to participate in the Evidence-Based Decision Making Initiative along with other stakeholders of the Criminal Justice System. This will be a long-term collaboration, which will continue to enhance the system and increase safety for the community. EBDM presentations for the Board of County Supervisors and the cities of Manassas and Manassas Park Councils to be scheduled in the near future.

As the agency looks ahead, our commitment to protect and serve the community by operating a safe and secure jail environment remains the number one priority. A wide variety of progressive rehabilitation programs is offered to the inmate population to assist in a positive re-entry process as they return to the community with resources to succeed and reduce the recidivism rate.

## **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**

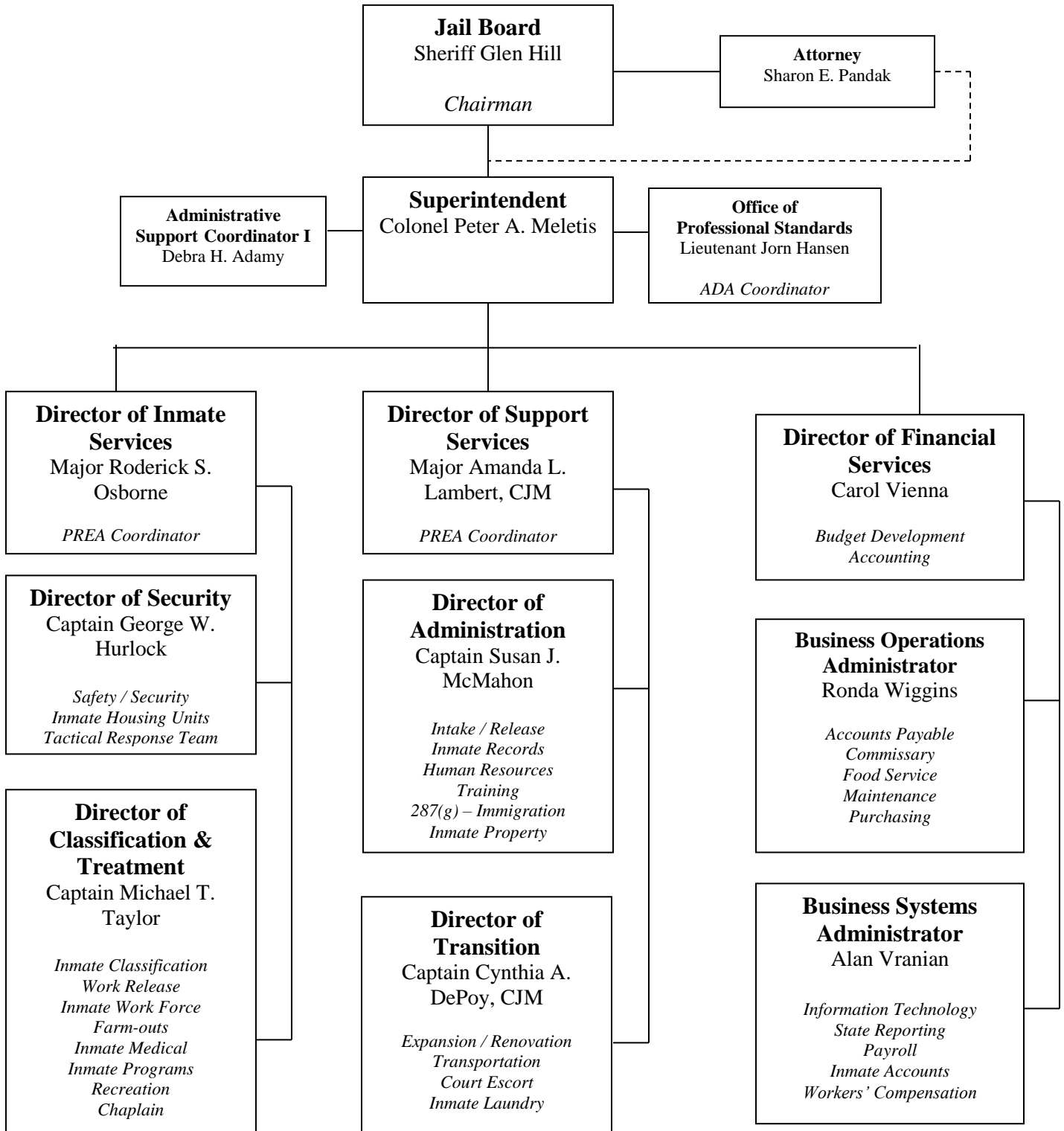
The Mission of the Prince William-Manassas Regional Adult Detention Center is:

- To protect the community by providing 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 which reduce the likelihood of recidivism among prisoners released from the Detention Center.
- To do these things in as cost-effective manner as possible.

## REGIONAL JAIL BOARD MEMBERS JULY 1, 2017 ~ JUNE 30, 2018

<u>Jail Board Member</u>	<u>Jurisdiction</u>	<u>Alternate</u>
Steven R. Austin	Director, Office of Criminal Justice Services Prince William County	
Barry M. Barnard	Chief of Police Prince William County	Steven J. Thompson Deputy Chief, PWC Police Dept.
Phillip J. Campbell	Asst. to County Executive Prince William County	Tracy J. Gordon Intergovernmental Legislative Director
Paul B. Ebert	Commonwealth's Attorney Prince William County	Claiborne T. Richardson Asst. Commonwealth's Attorney
Austin B. Haynes, Jr.	Citizen-at-Large Prince William County	
Glendell Hill (Chairman)	Sheriff Prince William County	
Anthony Kostelecky (Vice Chairman)	Citizen-at-Large City of Manassas	
Paul F. Nichols	Citizen-at-Large Prince William County	
Rev. Kenneth Nixon	Citizen-at-Large City of Manassas	
Rev. Victor E. Riley	Citizen-at-Large Prince William County	
Jacqueline Smith	Clerk of the Circuit Court Prince William County	

# ORGANIZATIONAL CHART



# OBJECTIVES

## Year-end Status of FY 2018 Objectives

### 1. 287(g) Program

- Initiate the processing of 95-100% foreign-born commits.
- Ensure the compliance for training and yearly certification requirements.

*Staff assigned to the 287(g) Program continue to receive updated and specialized training to maintain their certifications.*

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

*Project was completed on March 24, 2018.*

### 3. Prison Rape Elimination Act (PREA)

- Comply with PREA policies.

*During this fiscal year, sixty-three civilian staff completed PREA training.*

### 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 ongoing.*

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

*Phase II construction began December 4, 2017 with a Notice to Proceed. The expansion will add 204 beds, maintenance shop, human resource suite and other core services. The project is scheduled for completion in March of 2020.*

### 6. Participate with the Evidence-Based Decision Making (EBDM) Policy Team through collaboration to enhance safety in the community and improve the Criminal Justice System.

*The EBDM Policy Team meets regularly to address the Criminal Justice System and areas of improvement. This fiscal year, the team focused on re-entry efforts, mental illness, pretrial services and law enforcement assessments.*

## **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.

For FY 2018, this section assisted the Prince William County Commonwealth's Attorney Office 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
- Immigration and Customs Enforcement (ICE) Annual IGSA Audit
- 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 U.S. Department of Justice.



## INMATE SERVICES

### SECURITY

This section consists of four security shifts. Each shift has one Lieutenant, two First Sergeants, four Sergeants and forty jail officers. With an average daily inmate population system-wide of 1,035 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.



Roll Call

### TACTICAL RESPONSE TEAM

Members of the Adult Detention Center’s Tactical Response Team participated in various competitions and demonstrations at the “Mock Prison” riots held at the Moundsville Prison in West Virginia, April 29 – May 2, 2018. The team competed against thirty full-time SWAT teams from eight different countries and twenty-two agencies. The officers trained for this competition on their own time in addition to their regular scheduled training.



Members of the TRT took part in “National Night Out” which was held on August 1, 2017. Participation in this community event allows law enforcement agencies to promote unity and partnership in fighting crime. It allows the Adult Detention Center to stand should-to-shoulder with citizens at large and to openly express a united front against crime in the community. Citizens have the opportunity to meet with staff and learn about the agency.



TRT members take a lead in the agency’s participation in “Trunk or Treat” which was held on October 31, 2017 at the Manassas Park Community Center. They interact with the children and their parents, handing out candy.

### **CLASSIFICATION**

The Classification Section is responsible for interviewing inmates as they are processed into the Adult Detention Center to determine custody levels and to find programs to address the needs of the inmate. Staff in this section manages the inmate programs, recreation and inmate workers who work in the jail. This section works closely with Medical and Mental Health in evaluating and deciding the best course of care for inmates who have special needs or who are mentally or physically challenged.

For this fiscal year 2018:

- 4,701 inmates classified
- 14,054 inmate custody files reviewed
- 6,030 inmates attended religious services
- 634 inmates utilized the Law Library
- 4,134 volunteer hours
- 42 Inmates received ServSafe Managers Certification
- 9 Inmates received their GED
- 95 Inmates received VDOT Flagger Certification



GED Graduation – August 22, 2017



ServSafe Graduates from May 15, 2018

The Prince William Manassas-Regional Adult Detention Center’s Re-Entry program for FY 2018 saw continued success with individuals graduating from personalized pre-release programming. Fifty-six inmates completed the 90-120 day transitional programming and were released from incarceration. Vocational training, to include VDOT Flagger certification and ServSafe certification, were offered with 78 inmates completing VDOT and 30 inmates completing ServSafe. The average dosage hours of treatment each individual received was 182 hours. In addition to the full-time Re-Entry program, inmates with less than 90 days were offered transitional programming prior to release. Known as “Fast Track”, the program had sixty-four inmates graduate successfully.



Resource Fair April 17, 2018

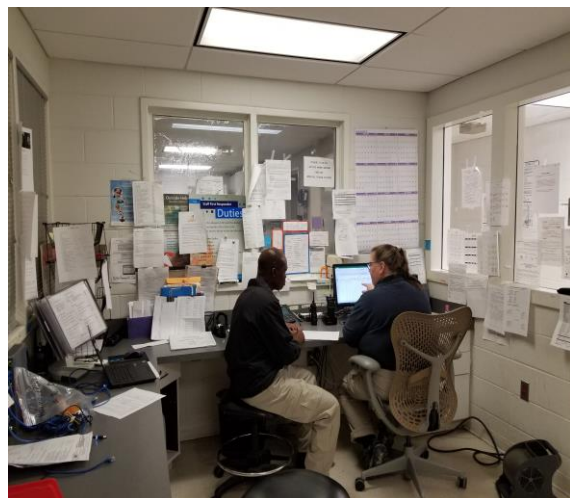
## MEDICAL AND MENTAL HEALTH

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 accommodate inmates with respiratory diseases. During FY18 the medical department completed the implementation of a new electronic medical record (EMR). The EMR eliminates the need to track down a patient's previous paper medical records and assists in ensuring data is accurate and legible. It can reduce risk of data replication as there is only one modifiable file, which means the file is more likely up to date, and decreases risk of lost paperwork.

Medical strives to give inmates the best care possible by qualified personnel. Fiscal Year 2016 statistics:

- 3,856 daily sick call visits by nursing staff
- 1,935 visits by inmates to the Physician
- 589 visits by inmates to the Dentist
- 17 emergency mental health commits
- 558 mental health referral
- 126 emergency room visits

During FY18 the Prince William-Manassas Regional Adult Detention Center continued to service women with mental health needs through the DCJS Mental Health Pilot Program. The focus of the grant is to provide; therapeutic programming, case management, discharge planning, transportation, transitional medication and housing. The goal is to reduce recidivism amongst the female offender's diagnosis with mental illness.



## **WORK RELEASE**

The Work Release Program affords inmates the opportunity to maintain their employment or seek new employment while incarcerated. This also gives them an opportunity to support their families, pay court costs and fines, and build a savings so that they can get back on their feet once released. The program has strict guidelines for placement that inmates must meet. Located on Euclid Avenue, 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 are required to attend programs 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. The inmates on the program 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 2018:

- 61 average daily population
- 127 number of successful program completions
- 178 placements on the program

## **WORK FORCE**

The Work Force Program consists of inmates who have been screened and meet the criteria to perform community-based work under supervision of an armed 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 a number of historical cemeteries. The program is responsible for 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 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**

The 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. They are the lowest risk inmates in our system.

Statistics for Fiscal Year 2018:

- 9 EIP placements
- 4 EIP completions
- 3 removals from EIP
- 3 average daily population

## **GOOD NEWS JAIL & PRISON MINISTRY**

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

Highlights for Fiscal Year 2018:

- Developed and helped implement a plan to manage kosher diets in the ADC.
- Helped to launch a new re-entry house called Entrusted Connections Life House.
- Expanded connections with re-entry services in the community for placement of ex-offenders.
- Assisted in providing luncheon/dinner to honor the staff of the ADC.

Chaplain Perez serves or is associated with the following groups:

- Prince William County Re-Entry Council Steering Committee
- Evidence-Based Decision Making Committee
- Prince William Ministerial Association – currently serving as Co-President
- DIVERT Group – Mental Health Diversion Program
- Consultant for Entrusted Connections Life House launched in Prince William County
- An instructor in the Re-Entry Dorm.

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

- Recruiting religious volunteers for service in the facility.
- Planning, scheduling and overseeing all religious services in the facility.
- Coordinating pastoral visitation services for inmates of all faiths.
- Directing two MIND (Men In New Direction) dorms and one WIND (Women In New Direction) dorm which are faith based programs in the Adult Detention Center.



## **D&A BEHAVIORAL SOLUTIONS (DABS)**

A Life Management Program and Reintegration Services whose specific attention given to the elements of behavior awareness and modification. The cognitive therapeutic programs educate, encourages and inspires the inmates to give greater consideration to the logic of their learned thinking/beliefs and subsequent behaviors. The ultimate goal is to have a positive effect toward reducing recidivism by teaching the attendees how to make positive life changes and to encourage successful re-entries as productive citizens. Core classes are also provided in Spanish. DABS also assist inmates with Re-Entry referrals for employment, housing, education, credit reports, budgeting and vital records.

Statistics for FY2018:

- 878 class enrollees
- 80% overall successful completion rate by those eligible to complete
- 603 Certificates of Completion
- Eight class sessions for the Re-Entry Dorm with a 97% successful completion rate
- 87 Personal counseling sessions
- 21 new and/or revised class curriculum handouts and 9 Spanish translations
- 581 items of clothing were supplied to 143 individuals
- 247 hours of community service and career development opportunities were provided to students, work release inmates and Volunteer Prince William (VPW) individuals, court mandated in lieu of sentencing.



Anita Sager, DABS President and Program Facilitator became a Certified Anger Management Specialist. Her certification was issued by the National Anger Management Association (NAMA) on October 25, 2017. This title was awarded after successful completion of the certification course offered by the Anger Management Institute in Plano, Texas on October 4-5, 2017. This certification and national recognition gives the DABS Program and the ADC another level of credentials.

# SUPPORT SERVICES

## 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 FY 2018, the Training Section conducted two Jail Basic classes; twenty-five new Jail Officers successfully graduated.



Jail Basic Academy #24 – November 17, 2017



Jail Basic Academy #25 – March 30, 2018

Training continues for staff. All sworn staff met in-service objectives and annual firearms qualifications. The following are courses and mandated training requirements completed in FY 2018:

- 25 officers completed Basic Jail Officers Academy
- 109 officers/staff completed In-Service training
- 4 staff completed New Supervisor Training
- 290 officers completed firearms training
- 2 officers completed Taser Instructor recertification
- 79 officers completed VCIN recertification
- 2 officers completed General Instructor certification
- 17 officers completed Master Jail Officer course
- 246 officers completed Use of Force legal training
- 1 officer completed 287(g) Designated Immigration Officer certification training
- 2 officers completed chain saw operator training
- 3 officers completed Firearms Instructor certification training
- 22 officers completed Land Navigation & Compass training
- 98 officers completed REVIVE training
- 20 staff completed Dry Ice/HazMat training
- 5 officers completed Diversionary Devices Instructor certification training
- 5 officers completed OC Spray Instructor certification training
- 2 officers completed the Virginia Association of Regional Jails (VARJ)/American Jail Association (AJA) Direct Leadership course



- 1 officer completed the Virginia Association of Regional Jails (VARJ) Leadership Initiative course
- 12 officers completed Critical Incident Team certification training
- 4 officers completed Mental Health First Aid Instructor certification training
- 41 staff completed Crisis Intervention Team (CIT) certification training
- 25 officers completed Emergency Vehicle Operations (EVO) training
- 75 staff completed Performance Management (evaluation) training
- 25 staff completed First Aid/CPR/AED training
- 2 officers completed Hiring and Retention training
- 2 officers completed Investigative Statement Analysis training
- 1 officer completed Gang Investigator certification training
- 1 officer completed Bucket Truck Operations training
- 2 staff completed the Prince William County New Leader Academy

## **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 range from Administrative, Accounting, Jail Records, Information Technology, Medical and Mental Health Care, Food Services and Maintenance.

This Section seeks to hire career-minded professionals who desire to join the agency's team-oriented staff. Human Resources staff participates in career fairs at local colleges such as the University of Phoenix, ECPI, Argosy University, Herzing University and Northern Virginia Community College as well as at local military bases such as Fort Belvoir, and at the Peumansend Creek Regional Jail (PCRJ).

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

Statistics for FY 2018:

- 381 authorized positions
- 81 new staff hired
- 15% turnover rate
- 377 applications processed (267 jail officers; 110 civilians)
- 168 interviews (132 jail officers; 36 civilians)
- 126 polygraphs
- 46 pre-employment medicals
- 64 facility tours
- 131 pre-employment physical fitness tests
- 70 Jail Sergeant tests
- 19 Jail First Sergeant tests
- 25 Master Jail Officer 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.

During FY 2018, the Intake and Release Section was responsible for processing:

- 10,009 inmates committed into the Adult Detention Center
- 9,872 inmates released from the Adult Detention Center
- 151 inmates transferred to the Virginia Department of Corrections
- 768 people processed but not committed to jail

## **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, Jail Officers are trained and certified as Designated Immigration Officers. They perform immigration enforcement functions as authorized under section 287(g) of the Immigration and Nationality Act.

This section is comprised of one Lieutenant, one Sergeant and eight officers who report to the Director of Administration. The officers screen all foreign-born inmates, incarcerated for local and state crimes, to determine the immigration status.

Officers within the 287(g) section are required to attend Designated Immigration Officer Recertification training every two years. In FY 2018, two officers completed the recertification training at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

## **TRANSITION**

The pictures below are a chronological order of progression of the Phase II Permanent Expansion. The Notice to Proceed was December 4, 2017. This will be a 204-bed expansion consisting of direct supervision pods and dormitory style housing, a new warehouse, maintenance and a human resource suite, laundry facility and expansion of the kitchen.

During this fiscal year, demolition work to the existing building was conducted in the loading dock area and generator room. We received a new generator on site, underground utilities were installed, footers poured and curbing installed. The projected final completion date scheduled for March 6, 2020.



## **TRANSPORTATION**

In FY 2018, the Transportation Section transported 1,630 inmates for a total of 114,051 miles.

Transports to/from	INMATE TRANSPORTATION STATS FOR FY 2018												TOTALS
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
ADC TO COURT	661	690	691	696	724	666	679	581	629	713	685	647	8062
OFF STREET	130	125	155	153	97	114	159	129	141	151	152	154	1660
LUNCHES ADC	130	175	155	150	270	230	235	235	240	230	235	235	2520
LUNCHES COURT	105	115	110	115	140	120	135	130	160	130	140	135	1536
VIDEO ARRAIGNMENTS	578	655	585	533	549	483	576	479	578	513	564	534	6627
<b>TRANSPORTS TO FACILITIES</b>													
ALEXANDRIA	1	1	0	0	1	0	0	0	0	0	0	0	3
ARLINGTON JAIL	0	6	0	0	0	2	1	3	2	2	1	1	18
COMMONWEALTH ATTY	6	5	3	2	4	1	7	3	4	1	2	3	41
DEPT. OF CORRECTION	4	3	3	4	5	5	3	6	5	3	3	4	48
EMERGENCY TRANS.	9	26	18	18	11	6	9	13	18	19	17	11	176
FAIRFAX JAIL	0	2	2	2	1	0	2	0	3	2	1	2	17
FAUQUIER JAIL	0	1	0	0	0	0	0	0	0	0	0	0	1
LOUDON JAIL	0	3	0	2	0	2	0	0	2	5	3	1	18
MEDICAL TRANSPORT	80	70	63	99	65	29	22	21	28	28	20	20	546
MENTAL FAC/EVALS	3	8	4	5	7	7	8	6	4	14	6	7	79
Middle Peninsula	2	3	4	2	4	4	2	2	2	1	5	4	35
Middle River	0	0	0	0	0	0	0	0	0	0	0	0	0
NORTHERN NECK	0	0	0	0	0	0	0	0	0	0	0	0	0
NORTHWESTERN	0	1	0	0	0	1	0	0	0	0	0	0	2
OTHER JURISDICTION	0	1	1	0	0	0	0	1	1	1	1	1	7
RSW	0	2	5	3	5	1	2	1	5	4	5	4	37
RAPPAHANNOCK JAIL	1	2	3	3	5	5	7	4	5	3	4	3	45
PAMUNKEY	0	1	0	1	1	4	1	0	0	0	0	0	8
<b>TOTAL TRANSPORTS</b>	<b>106</b>	<b>135</b>	<b>106</b>	<b>141</b>	<b>109</b>	<b>67</b>	<b>64</b>	<b>60</b>	<b>79</b>	<b>83</b>	<b>68</b>	<b>61</b>	<b>1079</b>
<b>INDIVIDUAL INMATES TRANSPORTED</b>													
<b>INMATES IN TRANSIT</b>	<b>126</b>	<b>199</b>	<b>162</b>	<b>182</b>	<b>171</b>	<b>129</b>	<b>95</b>	<b>96</b>	<b>125</b>	<b>140</b>	<b>119</b>	<b>86</b>	<b>1630</b>

## 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 30 civilian positions authorized and one contractor for the Financial Services Department. 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 FY 2017 was \$117.91 and for FY 2018 was \$118.23.

	<u>FY17 Expenditures</u>	<u>FY18 Final Budget</u>	<u>FY18 Expenditures</u>
Personal Services	23,007,739	24,199,603	24,011,640
Fringe Benefits	7,379,071	8,171,299	7,339,058
Contractual Services	2,341,293	3,536,587	2,905,617
Internal Services	1,234,861	1,336,183	1,328,351
Other Services	4,820,959	5,604,175	5,223,453
Capital Outlay	0	206,833	186,333
Leases & Rentals	280,700	313,367	295,640
Transfers:LEOS,TIP Vehicles & Audit	1,579,514	1,561,805	1,561,805
Peumansend Creek Reg Jail	801,372	0	0
Budgeted Agency Savings <sup>3</sup>		<u>(347,060)</u>	
<b>TOTAL</b>	<b>\$41,445,509</b>	<b>\$44,582,792</b>	<b>\$42,851,897</b>

	<u>FY17 Revenue Earned</u>	<u>FY18 Revenue Budget</u>	<u>FY18 Revenue Earned</u>
Electronic Incarceration	\$15,527	\$157,486	\$18,192
Non-Consecutive Time Fee	1,205	0	481
Work Release Per Diem	217,492	318,726	194,668
Jail Processing Fee	43,849	50,000	38,040
Jail Room & Board Charges	196,900	125,562	199,468
Cafeteria Sales	24,922	11,000	25,586
Miscellaneous Revenue	102,549	57,020	87,026
Manassas Park Per Diem	977,967	476,404	851,556
State Reimbursement	11,210,413	9,968,579	11,511,749
Federal Per Diem	95,473	182,500	116,652
Other Federal Funds <sup>1</sup>	215,141	200,000	0
Prior Year Expenditure Refund	0	0	75,381
City of Manassas <sup>2</sup>	5,664,981	3,429,810	3,949,151
Prince William County <sup>2</sup>	<u>26,838,103</u>	<u>27,750,277</u>	<u>27,750,277</u>
<b>TOTAL</b>	<b>\$45,604,522</b>	<b>\$42,727,364</b>	<b>\$44,818,227</b>

<sup>1</sup> Other Federal Funds were for the State Criminal Alien Assistance Program (SCAAP). The federal government did not accept applications during FY 2018.

<sup>2</sup> Actual prisoner day participation percentages for the City and County for FY 2018: 12.4% City; 87.6% County. The operating revenue due from the City is \$3,695,375. In addition, the City will pay the prisoner percentage of overhead; estimated total \$3,951,959.

<sup>3</sup> Total budgeted savings for FY 2018 includes \$60,078 in salary lapse, and a total of \$743,302 for operating, which is recorded between Budgeted Agency Savings and Salaries.

## **FOOD SERVICE**

During FY 2018, there were 1,225,393 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.

The Central kitchen floor was replaced in FY 2018. During the three month project, this primary kitchen was closed and much of the equipment replaced. The inmates were served pre-prepared meals twice daily, and a hot meal was prepared in the Modular kitchen for the entire inmate population. This project involved much cooperation and coordination between the agency departments and was successfully completed on schedule in September 2018.

## **COMMISSARY**

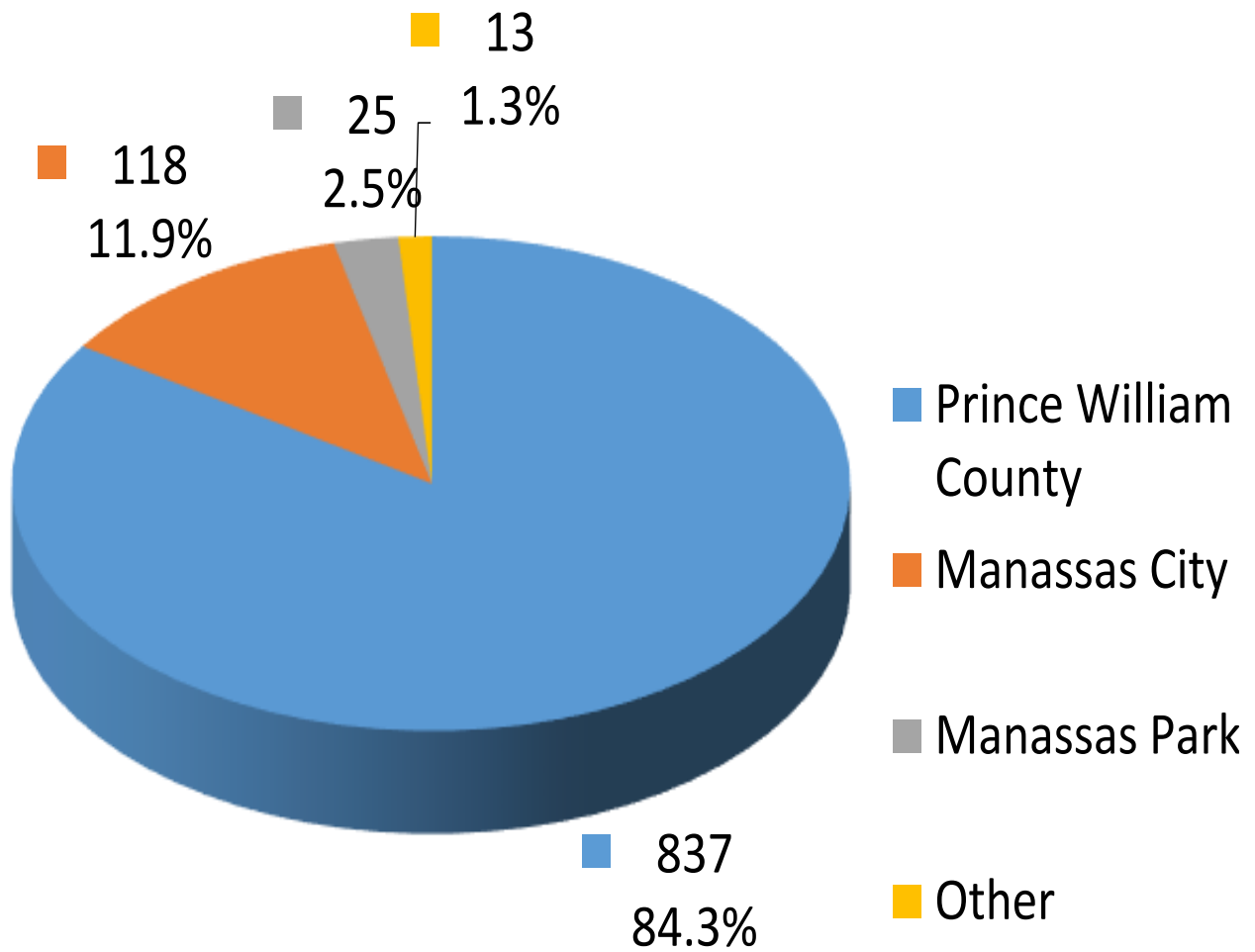
The Commissary provides items such as candy bars, chips, treats and personal care products that inmates may purchase. Profits from the Commissary are used for morale, welfare and other beneficial items for the inmates.

Gross Commissary sales in FY 2018 were \$1,058,210 with a net profit of \$502,966. In addition, \$194,646 inmate phone revenue was earned that is also used to support inmate programs. With other miscellaneous income earned, net income available to support inmate programs was \$697,612. 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**

Six maintenance staff manages, maintains and repairs the five Adult Detention Center facilities containing over 270,000 square feet. Maintenance repair requests averaged 192 per month, with 42% percent related to the Central Building and 43% related to the Main Building in FY 2018. All repair requests involving security issues are given top priority.

## Average Daily Jurisdiction Population for FY 2018 is 993



**Average daily population month-by-month for the Manassas Complex July 2017 - June 2018.**

