

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



**ANNUAL REPORT**

**FISCAL YEAR 2007  
JULY 1, 2006 - JUNE 30, 2007**

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## **INTRODUCTION**

The Prince William-Manassas Regional Adult Detention Center (PWMRADC) Annual Report is prepared in accordance with 53.1-107, Code of Virginia. The ADC is owned by Prince William County and the City of Manassas. Manassas Park, as a part of the 31<sup>st</sup> Judicial District of Virginia, is also a user of the ADC by code and pays its share of costs on a per diem basis.

The Prince William-Manassas Regional Adult Regional Detention Center provides secure, safe, and cost effective housing of inmates. The ADC serves Prince William County and the cities of Manassas and Manassas Park, and is governed by a Regional Jail Board currently consisting of ten members. The Sheriff is a member by statutory authority. ADC inmate capacity system-wide is 467: the main jail, completed in 1982, has a capacity of 202 inmates; a work-release center (leased facility) located in the City of Manassas has a capacity of 65; and a modular jail facility, opened in April 1990, has a capacity of 200. New construction is underway to add approximately 200 additional inmate beds to the main jail in the Manassas complex. The Manassas Complex is managed by a Superintendent plus 261 permanent staff. Renovation of the existing main jail will begin after the new construction is complete.

## **EXECUTIVE SUMMARY**

The Annual Report for the Adult Detention Center (ADC) presents highlights of the events and accomplishments achieved by 262 staff, who supervised 734 average inmates per day in fiscal year 2007. Included are operating expenditures needed to support the ADC and the revenue sources.

The ADC is currently comprised of three buildings. Although the Main Jail was designed to house 202 inmates, with double bunking and temporary housing in a part of the gym; an average of 398 inmates were housed there in FY 2007. The Modular Jail was designed to house 200 inmates. With more creative use of existing space, an average of 254 inmates were housed there in FY 2007. The Iron Building is rated to house 65 Work Release inmates. A daily average of 70 inmates were housed there in FY 2007. The Electronic Incarceration Program (EIP) is operated out of the Iron Building and had an ADP of 12 inmates.

The ADC is overseen by a Regional Jail Board currently composed of seven members appointed by the Board of County Supervisors, two members from Manassas City, and the Sheriff who is elected by all citizens of Manassas, Manassas Park and Prince William County and by Code of Virginia is a Regional Jail Board Member.

The ADC spent \$29,761,480 in FY 2007 to house an average daily population of 916 inmates. This includes \$820,390 for an average of 78 inmates per day housed at Peumansend Creek Regional Jail (PCRJ). It also includes \$1,655,313 spent to house an average of 104 inmates at other regional and local jails (farm-outs). The cost per day to house an inmate in the various locations was: Manassas Complex, \$101.85; Farm-outs, \$43.61; and PCRJ \$28.82

## 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.

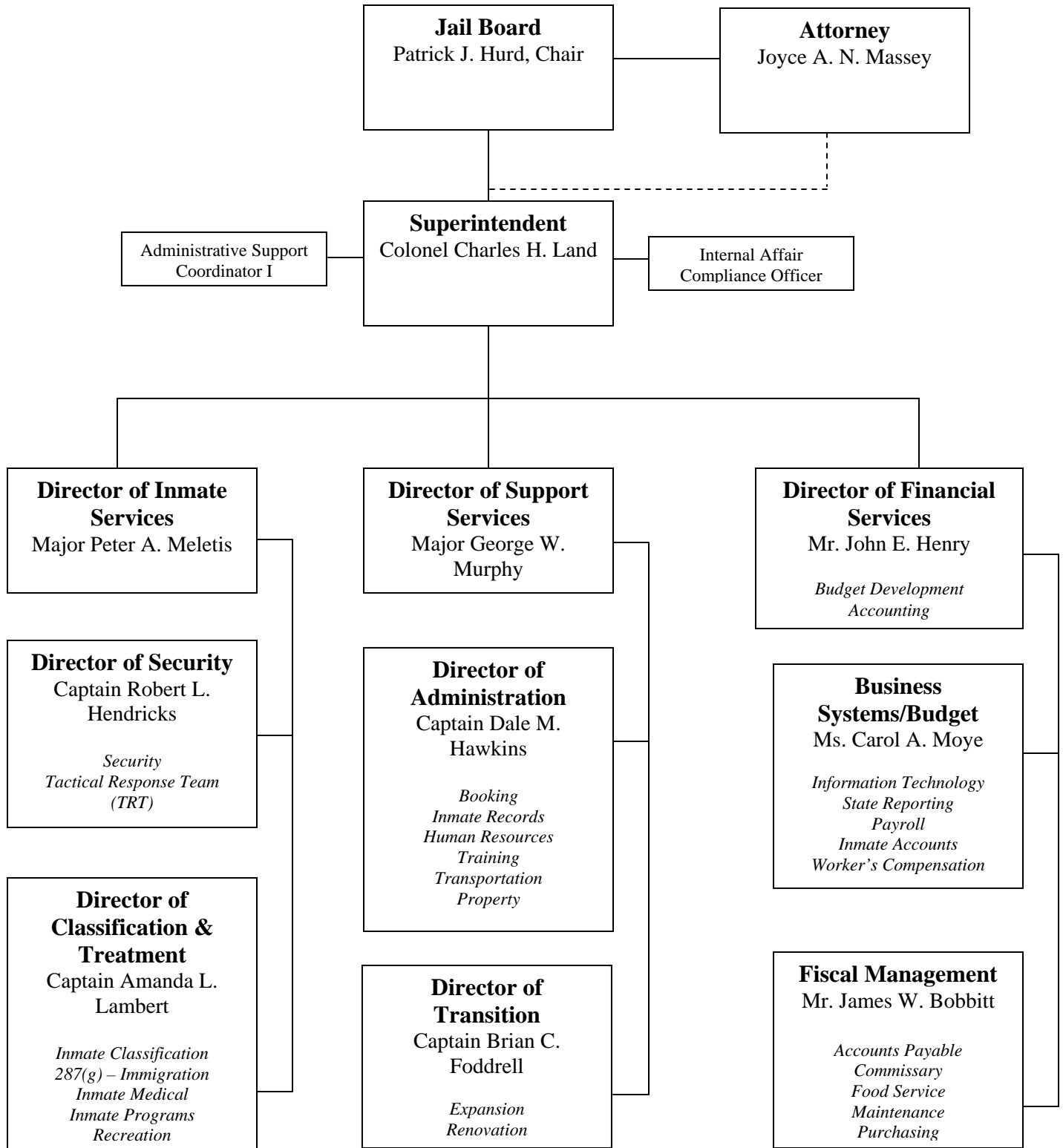
The Prince William – Manassas Regional Jail Board was formed in 1978. It is the operating authority for the Regional Adult Detention Center. The Board is composed of 10 members from the two participating jurisdictions. The Sheriff sits on the Board by statutory authority; seven additional members are appointed by the Prince William County Board of Supervisors, and two by the Manassas City Council.

## MISSION STATEMENT

The Mission of the 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.

# ADC Organizational Chart



## REGIONAL JAIL BOARD MEMBERS AS OF JUNE 2007

<u>Jail Board Member</u>	<u>Jurisdiction</u>	<u>Alternate</u>
Hugh Brien	City of Manassas	
Stephen Copeland	Citizen-at-Large, Prince William County	
Charlie T. Deane	Chief of Police, Prince William County	Barry M. Barnard Asst. Chief of Operations
Paul B. Ebert	Commonwealth's Attorney Prince William County	D. Scott Bailey Asst. Commonwealth's Attorney
Dana C. Fenton, Vice Chairman	Director, Legislative Affairs Prince William County	Cleil W. Fitzwater Human Resources Director
Ralph B. Thomas	Director, Office of Criminal Justice Services Prince William County	
Patrick J. Hurd, Chairman	City of Manassas	
Glendell Hill	Sheriff, Prince William County	
Robert L. Marsh	Court Administrator, Prince William County	
Rev. Victor Riley	Citizen-at-large, Prince William County	

# OBJECTIVES

## Year End Status Report of FY 2007 Objectives as of June 30, 2007

1. To work with the Jail Board and other interested parties and agencies on the planned 200-bed expansion/renovation project.
  - Continue to develop and carry out Phase I Transition Plan in conjunction with construction.  
*With Phase I construction in progress, an additional person was added to the Transition Team to assist with the development of the Transition Plan.*
  - Develop Operating Budget for Capital Expansion.  
*This is now a FY 2009 initiative due to a delay in construction.*
  - Identify staff and conduct training of new employees.  
*Seventeen additional staff were added in FY 2007. Basic Training was provided to twenty-one new staff. An eleven percent turnover rate was managed successfully by hiring replacement staff.*
2. Monitor inmate population for compliance with Inmate Management Plan.  
*The inmate population is monitored daily. An average of 104 inmates were housed at other Virginia jails to alleviate crowding.*
3. Plan for Phase II Construction to include design of facility and development of Community Corrections Plan.  
*ADC Staff are working with Prince William County Staff to reintroduce Phase II expansion into the five-year plan.*
4. Obtain professional management training for mid-level managers and additional training throughout the organization for all levels of staff. *Several correctional supervisors obtained Certified Jail Manager certifications. One civilian manager received a Master of Science Degree in Management.*
5. To maximize the use of available resources at the Peumansend Creek Regional Jail.  
*The ADP for the fiscal year was 78, which is three over capacity. Prince William County is currently in negotiation with the City of Richmond for the purchase of an additional twenty-five beds.*
6. Evaluate a potential operating agreement between the City of Manassas and Prince William County.  
*Tabled until further notice.*



## Proposed Fiscal Year 2008 Objectives

1. To work with the Jail Board and other interested parties and agencies on the planned 200-bed expansion/renovation project.
  - Continue to develop and carry out Phase I Transition Plan in conjunction with construction.
  - Develop operating budget for Capital Expansion.
  - Identify staff and conduct training of new employees.
2. Monitor inmate population for compliance with Inmate Management Plan.
  - Revise Management Plan for catastrophic incidents.
3. 287(g) Program – Monitoring and recordkeeping for compliance with the Immigration & Customs Enforcement (ICE) Memorandum of Agreement (MOA).
4. Plan for Phase II to include design of facility and development of Community Corrections Plan.
5. Peumansend Creek Regional Jail
  - Purchase Agreement for 25 additional beds.
6. Evaluate a potential operating agreement between city and county.

## ACADEMY

The ADC became a satellite of the Prince William Police Academy in FY 2007. The first academy class began on September 25, 2006. With the addition of new staff and the planned opening of the jail expansion, the ADC has recruited and trained 21 new staff. Below are a few pictures from a recent academy.



Training continues for all of the current staff. From new supervisors to veteran officers, all met their in-service objectives and firearms qualifications. The following are courses and training requirements completed in FY 2007:

### **Mandated Training Requirements**

### **Fiscal 2007**

- |  |     |
|--|-----|
| 1. Officers Completing Basic Jail Officers Academy | 21  |
| 2. Officers/Staff Completing In-Service Training   | 67  |
| 3. Officers/Staff Completing CPR/FA/AED Training   | 197 |
| 4. Officers Completing Firearms Training           | 198 |

## **COMPLIANCE**

On February 23, 2007, the Prince William-Manassas Regional Adult Detention Center completed its Board of Corrections three year audit. During the audit, the onsite inspection team interviewed staff and inmates; reviewed policies and procedures to ensure compliance with Minimum Standards for Local Jails and Lockups. The jail did exceptionally well and received an Unconditional Certification.

On October 1, 2007, the jail participated in the Department of Justice National Inmate Survey. The Prince William-Manassas Regional Adult Detention Center was one of the few jails in the nation to be selected for this survey. The survey was designed to help gain an understanding about the experiences of inmates with sexual victimization in jails and prisons. For the inmates, the survey was completely voluntary and only the inmate knew which set of questions they were asked. Over two-thirds of the inmate jail population participated in this survey.

## **IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)**

The 287(g) program began operation at the Prince William-Manassas Regional Adult Detention Center on July 10, 2007. Seven sworn jail staff graduated from the 4-week training program on June 8, 2007 becoming sworn 287(g) Jail Enforcement Officers with the authority to perform Immigration and Customs Enforcement duties inside the Adult Detention Center. With the training and certification provided under Section 287(g) of the Immigration and Nationality Act, the Jail Enforcement Officers screen and process incarcerated individuals who report foreign birth and/or foreign citizenship.

## **CLASSIFICATION**

The Classification Department has the responsibility of interviewing inmates to determine appropriate housing assignment within the facility. The department also selects and manages the Peumansend Creek and farm-out populations, manages inmate programs and volunteers, supervises inmate recreation, assigns placement of inmate workers and accounts for good time associated with those work assignments.

During FY2007, the following programs, activities and tasks were performed:

- Gang searches completed with Prince William Police Department Gang Taskforce
- Spanish AA began with eight volunteers assigned
- Managed an Average Daily Population of 104 farm-outs
- Completed several assigned classification tasks for the expansion
- Initiated Classification & Medical departmental meetings
- Added another farm-out facility at Piedmont
- 18 Bunks added to Multipurpose Room D in the Modular Jail
- The GED test was taken by 59 inmates with 36 inmates passing and receiving their GED/High School Diplomas
- Averaged 2,634 inmates attending recreation per month
- Averaged 455 initial intakes per month with an average of 1086 inmates reviewed per month
- Approximately 689 day of earned good time/judicial good time days issued to inmates during the first half of fiscal year
- Cells painted on three units

## CONSTRUCTION

The ADC broke ground for the future 120,000 square foot expansion which will add 200 beds to the existing ADC on July 18, 2006. Continual progress is being made and is scheduled to be completed in July 2008. Currently, the project is on-schedule.



## FINANCIAL SERVICES

The Financial Services Division, directed by a civilian professional, is responsible for the management of budgeting, accounting, information systems, internal auditing, purchasing, payroll, inmate accounts, funds management, risk management (self-insurance), food service, maintenance, the inmate commissary, and inmate mail. The following are operating costs with \$788,837 actual FY 2006 and \$818,823 FY 2007 operational costs budgeted for Peumansend Creek Regional Jail excluded. The \$63,892 for 800 MHz radio capital costs for FY 2006 and FY 2007 are not included in those expenditure and revenue budgets.

	<u>FY06 Budget Expended</u>	<u>FY07 Adopted Budget</u>
Personal Services	\$14,765,055	\$16,130,387
Fringe Benefits	4,183,471	5,088,599
Contractual Services	1,994,791	3,088,367
Internal Services	551,571	623,753
Other Services	2,479,390	2,634,686
Capital Outlay	37,294	8,000
Leases and Rentals	298,599	307,415
App. Transfer LEOS	<u>944,111</u>	<u>1,013,657</u>
<b>TOTAL</b>	<b>\$25,254,282</b>	<b>\$28,894,864</b>
	<u>FY06 Revenue Earned</u>	<u>FY07 Revenue Budget</u>
Electronic Incarceration	55,238	18,500
Non-Consecutive Time Fee	7,341	0
Work Release Per Diem	192,146	170,000
Jail Processing Fee	35,553	50,000
Jail Room & Board Charges	141,006	75,000
Cafeteria Sales	9,763	11,000
Miscellaneous Revenue	168,344	57,020
Manassas Park Per Diem	352,880	250,000
Other VA Localities Per Diem	64	0
Commonwealth Reimbursement	8,624,321	8,288,566
Federal Per Diem	90,218	0
Other Federal Funds (Alien Assistance)	251,223	300,000
Sales of Vehicles	6,583	0
Manassas (15.1%)*	2,436,773	1,973,867
Prince William County (84.9%)*	<u>14,736,066</u>	<u>17,700,911</u>
<b>TOTAL</b>	<b>27,107,519</b>	<b>28,894,864</b>

\*The parenthetical amount shown is the actual participation percentage of prisoner days for the county and city for FY 2007.

## **GOOD NEWS JAIL MINISTRY**

Fiscal year 2007 was a great year of ministry at the Adult Detention Center.

### The following were accomplishments in 2007:

1. Launched a pilot program that provided college level courses free of charge to the facility and the inmates. This was done through a partnership with Valley Forge Christian College – Woodbridge Campus.
2. Developed relationships with an Imam for Muslim needs in the facility – Imam Malana Kauser.
3. Recruited a Spanish ministry team to provide Spanish Bible Studies and Worship Services for the Hispanic population in the facility.
4. Developed relationships with a Rabbi for Jewish needs in the facility - Rabbi Sholom B. Deitsch.

### The following programs are overseen by the Good News Jail & Prison Ministry Chaplain:

1. MIND (Men In New Direction) Dorm – Male Program Dorm - The Life Learning Program is a faith-based program that gives inmates the opportunity to learn and apply basic biblical life-skills and put them into practice so they can experience an effectual and measurable change in their lives. The purpose of this dorm is to return inmates to society who are prepared and willing to be positive and productive citizens in their home, workplace and community thus reducing crime and recidivism. The topics that are covered in this program are:
  - a. Developing Effective Study Skills
  - b. Living Life with Purpose
  - c. Applying Principles of Effective Time Management
  - d. Changing Dysfunctional Thinking Patterns
  - e. Becoming a Responsible Parent
  - f. Learning How to Control Anger
  - g. Overcoming Addictive Behavior
  - h. Resolving Conflicts Effectively
  - i. Preparing for a Career
  - j. Managing Financial Resources
  - k. Reintegrating to the Community

There are five main conceptual units that are addressed by local volunteers and teachers who come in weekly to teach in the program. These units are:

1. Foundational Principles for Intellectual/Emotional Success
2. Foundational Principles for Spiritual Success
3. Foundational Principles for Relational Success
4. Foundational Principles for Occupational Success
5. Foundational Principles for Financial Success

2. WIND (Women In New Direction) Dorm – Female Program Dorm (A female version of the MIND program above.)

The following are functions overseen by the Good News Jail & Prison Ministry Chaplain:

1. Recruit & train religious volunteers.
2. Coordinate all religious services for inmates of all faiths.
3. Provide access to pastoral ministry for all inmates.
4. Provide access to pastoral ministry for all ADC Staff.
5. Develop and maintain church and religious community relations.
6. Function as liaison with religious community.

## **MEDICAL**

During FY 2007, the Adult Detention Center continued a Medical Treatment Program for inmates, whereby inmates participate and pay a portion of their costs and a fee to fill their prescriptions. Work Release inmates and inmates participating in the Electronic Monitoring Program are responsible for all associated medical costs. Under no circumstance is an inmate denied necessary medical care. The purpose of the co-pay program is to discourage frivolous requests for medical treatment. During FY 2007, this program generated revenues of \$49,523.



## TRANSPORTATION

The Transportation Department made a total of 1,877 trips transporting inmates to and from other detentional facilities, as well as, to medical and mental facilities. There was a total of 147,417 miles driven in fiscal year 2007, which averages to be 12,285 miles driven per month.

INMATE TRANSPORTATION STATS FOR FY 2007													
	JAN	FEB	MAR	APR	MAY	JUN	JAN	FEB	MAR	APR	MAY	JUN	Total
Medical Transport	93	74	71	77	58	50	57	63	61	69	75	52	800
Dept. Of Correction	4	5	6	8	5	7	5	8	9	4	7	3	71
Local Facilities	26	29	20	27	32	35	54	57	72	62	74	64	552
Mental Fac/Evals	5	5	6	2	11	2	9	11	7	10	7	5	80
Peumansend	8	7	12	10	11	11	10	10	11	7	7	8	112
U S Marshals	6	5	2	0	1	0	1	0	0	1	4	2	22
Piedmont	0	0	0	0	2	4	7	4	3	2	0	2	24
Mecklenburg Co. Jail	0	0	2	0	1	0	0	0	0	0	0	0	3
Riverside	1	0	0	0	0	0	0	0	0	0	1	0	2
Blueridge	2	2	1	1	0	1	0	2	5	3	1	0	18
Commonwealth Atty	7	7	8	9	5	1	4	4	3	2	5	3	0
Albemarle	4	4	1	1	2	0	0	0	0	0	0	0	12
Middle River	9	8	7	6	9	4	6	10	3	7	7	7	83
Northwestern	0	4	5	2	5	3	0	1	6	3	7	4	40
Southside	6	1	6	4	6	7	5	5	4	6	5	7	62
Pamunkey	0	0	0	0	2	2	0	2	0	1	0	0	7
Lancaster	0	0	0	0	0	0	0	0	0	0	0	0	0
Monthly Trip Subtotals	165	150	141	143	142	118	153	170	180	170	195	150	
													<b>Total Trips: 1877</b>
Individual Inmates Transported	223	240	258	197	265	170	207	206	233	204	241	220	
													<b>Total Inmates Transported: 2664</b>
													<b>Total Mileage: 147,417</b>

The Transportation Department provided inmate escort and food service support to the court in fiscal year 2007 as follows:

INMATE ESCORT AND FOOD SERVICE SUPPORT TO THE COURT													
Transports to/from	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS
ADC TO COURT	638	611	633	631	622	611	583	571	634	568	551	619	7272
OFF STREET	179	167	170	147	186	130	204	177	192	223	195	217	2187
LUNCHES ADC	412	348	377	471	527	415	447	388	437	405	362	416	5005
LUNCHES COURT	100	102	74	123	92	133	104	118	116	134	112	121	1329
VIDEO ARRAIGNMENTS	586	621	619	598	582	461	539	436	543	519	552	554	6610

## **WORK FORCE**

The Work Force Program daily activity consisted of mowing Manassas City properties, Ben Lomond Historic Park, SERVE Shelter, Birmingham Green, and the Judicial Complex. Work assignments include janitorial cleaning at county buildings, litter detail, equipment maintenance, delivery of supplies throughout the complex and warehouse stock.

Litter pickup detail consist of the Prince William County Parkway, Dale Boulevard, Route 619, 234 Bypass, Route 28, Hornbaker Road, Godwin Drive, Fleet Maintenance Area, and the Landfill Area. Approximately 3,000 bags of trash were collected in FY 2007.

The Work Force Program has been used throughout the County and Manassas City to do extra details when needed. The details consist of landscaping, moving county offices, painting curbs, painting the McCoart Building, snow removal throughout Manassas City and moving the County Warehouse from Woodbridge to Manassas.

## **WORK RELEASE**

The Iron Building-based Work Release Program continues to operate. The Iron Building has been in operation since June 30, 1989. The average daily population for the Work Release Program during FY 2007 was 70. A total of 334 individuals were placed on the Work Release Program during the fiscal year, with 243 of those successfully completing the program.

During FY 2007, the Work Release Section participated in the Adopt-A-Spot program for the City of Manassas and Prince William County. They have collected 3,627 bags of trash. They also participated in clean up and landscaping details at local historic parks, fence work at Bristoe Station Battlefield Historic Park and curb painting at the Annex, Main, Courthouse and Birmingham Green. In addition, they have laid carpet at the Jail Annex building due to water damage.

Work Release inmates participate in several programs including church services, Bible Study and substance abuse meetings. They also attend classes such as Alcoholics Anonymous and Narcotics Anonymous that are held on Fridays, Saturdays and Sundays. Anger Management classes are held by the Reintegration Services Center staff on Wednesdays.

Work Release has also implemented a family-based furlough program. Inmates who have done well on their bi-weekly evaluations and participate in extra details are eligible for this program.

Following are highlights of the Work Release Program for FY 2007:

Average Daily Population (ADP)	70
Successful Completions	243
Total Number of Removals from Work Release	71
Total Number of Court Ordered Inmates	25
Total Number of Court Ordered Furloughs	1
Total Number of Walk-a-ways	4
Total Number of Referrals	1191
Total Number of Work Release Placements	334

### **Electronic Incarceration Program (EIP)**

During FY 2007, the Electronic Incarceration Program (EIP) continued to be a successful program and was used to place non-violent offenders in the community from jail and other criminal justice agencies, as appropriate. The program assists offenders in making a successful reintegration back into the community by maintaining strict controls and appropriate support. The average daily population for the EIP program was 12. During FY 2007, 42 people were placed on the EIP program during the fiscal year, with 26 of those successfully completing the program.

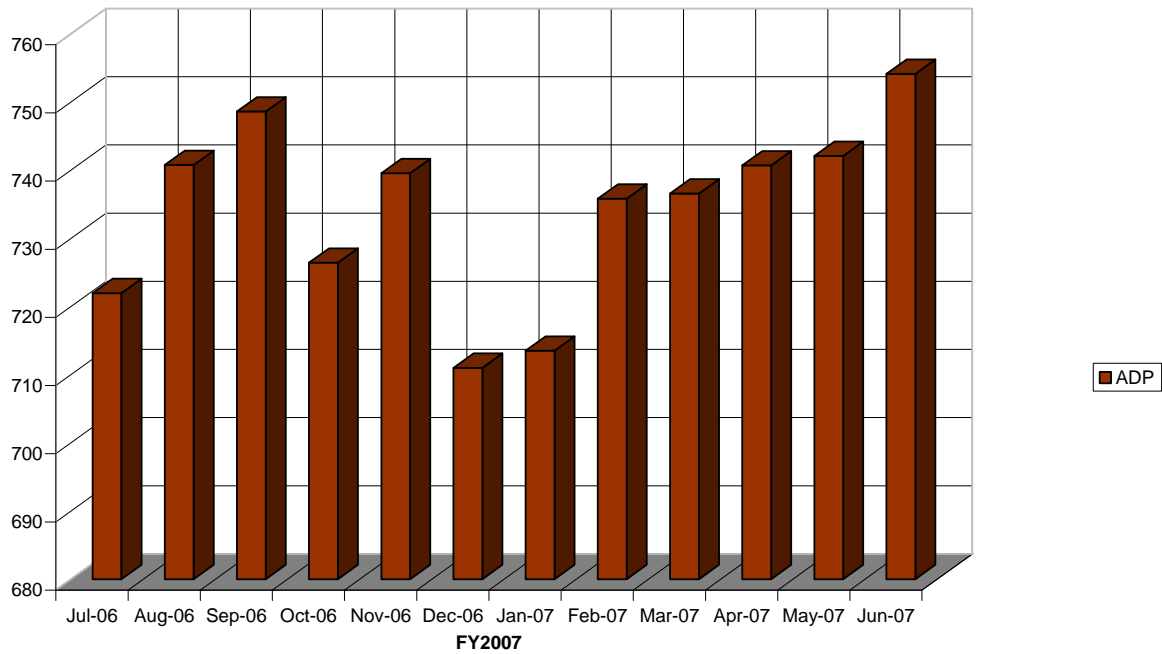
Total Number of EIP Placements	42
Total Number of Completions	26
Total Number of Removals from EIP	9
Total Number of Inmates' Court Ordered to EIP	8
Average Daily Population (ADP)	12

## Fiscal Year 2007 Adult Detention Center Statistical Overview

The Manassas Complex is comprised of three facilities located within Manassas. They are the Main Building, the Modular Building, and the Iron Building. The ADP of the Manassas Complex for FY 2007 averaged 734. The high count for the complex was 790 which occurred on August 13, 2006. The following graphic displays the ADP by month for the Manassas Complex.

### Monthly View

**Average Daily Population  
(excludes Farmouts)**



	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07
ADP	722	741	749	726	740	711	714	736	737	741	742	754

The management capacity of the Prince William-Manassas Regional Adult Detention Center (PWMRADDC) system is 815, this reflects the number of inmates which is felt can be safely managed within the system. This space is allocated between facilities in the Manassas Complex, in-home incarceration and 75 beds at Peumansend Creek Regional Jail.

## Prisoner Days for Fiscal Year 2007

	Prince William County	City of Manassas	Federal Inmates	Manassas Park	Other Counties	Out of State, Misc.
FY05	210,304	35,181	589	6,148	2,758	17
FY06	213,054	38,212	1,554	7,516	2,954	66
FY07	225,556	33,082	938	6,812	3,312	19

The prisoner days for Prince William County increased by 6% compared to fiscal year 2006. The number of commits is greater than the number of releases. This contributes to jail crowding, an increased demand for farm-out bed space and a desperate need for a larger facility.

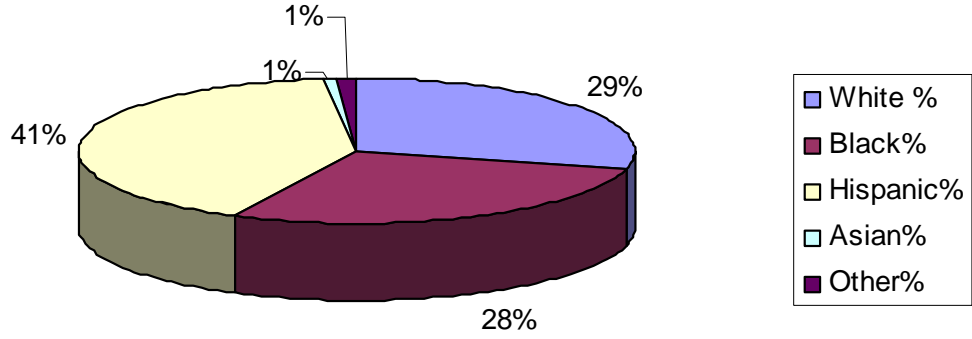
### Inmates Committed Fiscal Year 2007

Sex	Male	Female
FY2006	10639	1602
FY2007	11165	1734
% increase	5%	8%

Age	Male	Female
17 and Under	20	0
18-22	2645	386
23-34	5032	674
35-64	3444	670
65 and older	24	4

Sex	Committed	Released
Female	1734	1672
Male	11165	10719
Unknown	2	0
Total	12901	12391

### Male Inmates Committed FY2007



### Female Inmates Committed FY 2007

