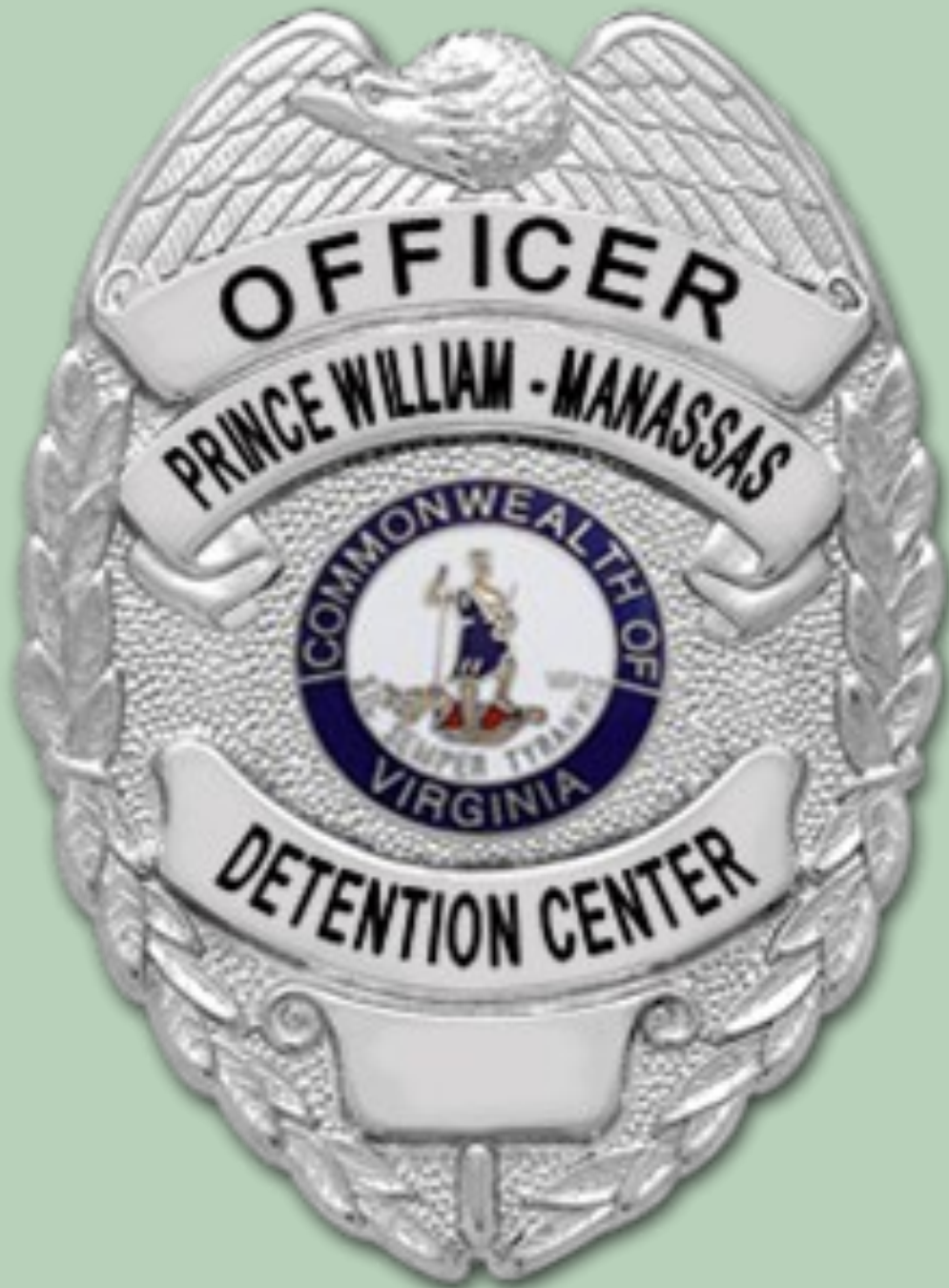


**PRINCE WILLIAM - MANASSAS
REGIONAL ADULT DETENTION CENTER
ANNUAL REPORT FY2022**



July 1, 2021 - June 30, 2022

Prince William-Manassas Regional Adult Detention Center
9320 Lee Avenue
Manassas, Virginia 20110
703-792-6420

Email: adc@pwcgov.org

Website: <https://www.pwcva.gov/adc>

Mission Statement:

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

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MESSAGE FROM THE SUPERINTENDENT

The Main Jail opened in 1982, and went through a major repair project this year to include: shower renovations, new roof, light fixtures, bunks, tables, replacement of several plumbing pipes and replacement of exterior windows as needed. The project was expected to be completed in March 2022. Unfortunately the plumbing pipes are in need of a major replacement which will prolong the project.

Phase II Central Building is a 204 bed facility which includes a warehouse, maintenance shop, ADC human resource suite, laundry, inmate Work Release section, a special housing unit for inmates with mental health illnesses and work place for our dedicated mental health therapists.

ADC staff continue to partner with Good News Jail and Prison Ministry. Chaplain Perez manages his program with passion and dedication. He also assists ADC staff in their time of need. The ADC staff participated with National Night Out, Legal Food Frenzy, Toys for Tots, and Santa Cops which is a great program that assists under privileged children. We also continue to honor Richard “Doc” Shaw annually with the “Doc” Shaw Education Scholarship for staff. The staff continue to work with the Evidence Based Decision Making Policy Team, which enhances the criminal justice system. The ADC staff along with 212 volunteers from the community continue to facilitate 74 inmate re-entry programs which has lowered the inmate recidivism rate from fifty percent to twenty-one percent.

This past year twenty-three jail officers graduated from two Jail Basic Academies conducted by ADC instructors. Nine staff received Employee of the Quarter for their exemplary service. One staff member earned the Prince William County Valor Award for life saving actions. As a member of the Prince William-Manassas Public Safety Group, we will assist our partners at any time for the benefit of the community. ADC Tactical Response Team members are trained in search and rescue, active shooter, mass arrest, high risk transports and are accessible to the ADC during a major event.

ADC sworn staff, and dedicated civilian staff, carry out their duties in a professional manner while accepting any challenge and are responsible for the successes of the agency.

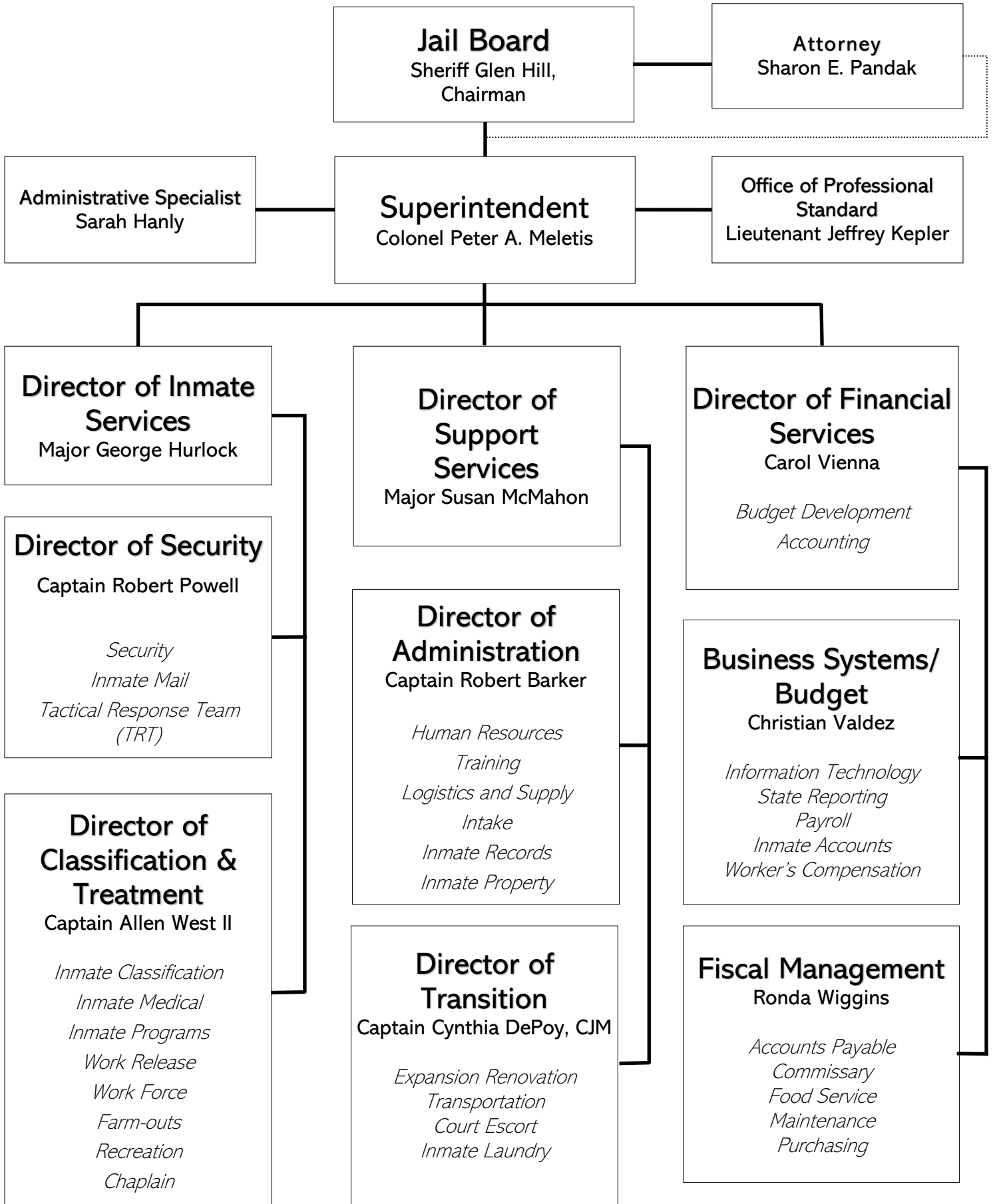


Colonel Peter A. Meletis
Superintendent

JAIL BOARD MEMBERS

<u>Jail Board Member</u>	<u>Jurisdiction</u>	<u>Alternate</u>
Amy Ashworth	Commonwealth's Attorney Prince William County	Anthony Kostelecky
Steve R. Austin	Director Office of Criminal Justice Services Prince William County	
Rev. Cozy Bailey	Citizen-at-Large Prince William County	Zalouteacha Jackson Prince William County
Lisa C. Climer	Citizen-at-Large City of Manassas	Captain Vic Hatcher City of Manassas Police Department
Elizabeth Guzman	Citizen-at-Large Prince William County	Richard Maddox Prince William County
Glendell Hill (Chair)	Sheriff Prince William County	
Douglas W. Keen (Vice Chair)	Chief of Police City of Manassas	Captain Vic Hatcher City of Manassas Police Department
Tracey Lenox	Public Defender Prince William County	
Peter Newsham	Chief of Police Prince William County	Deputy Chief Jared Phelps Prince William County Police Department
Jacqueline Smith	Clerk of the Circuit Court Prince William County	
Raul Torres	Executive Director Human Rights Office Prince William County	

ORGANIZATIONAL CHART



YEAR-END STATUS FY2022 OBJECTIVES

1. Implement additional strategies to increase recruitment and hiring of Adult Detention Center staff vacant positions.

The Adult Detention Center is utilizing NeoGov, a County Human Resources initiative, which enhances the hiring process through advertisement and recruiting. The Human Resources section has attended multiple job fairs.

2. Prison Rape Elimination Act (PREA)

- Comply with PREA policies.

The Adult Detention Center has fully complied with PREA policies.

3. Career Development Training

- Master Jail Officer (MJO) Program
- First-line supervisors to receive supervisory training within one year of promotion.
- Mid-level to senior level managers must complete a relevant management course within one year to include seminars, conference, internet courses, etc.

This objective is ongoing.

4. Monitor any developments involving or impacting the Main Facility repair project, which started in May 2021. Estimate Completion time is nine months.

Currently awaiting a quote for the major pipe replacement project. The building is half occupied.

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

Current initiatives include increasing peer navigators for opioid users and mentally ill inmates upon release. Continuation of Medication Assisted Treatment (MAT) for high-risk opioid users.

On October 19, 2021, the ADC began providing Narcan to inmates upon their release if they requested it. Since that date, the ADC has passed out 608 boxes of Narcan.

6. Monitor and take action when needed involving COVID-19.

This objective is ongoing.

OFFICE OF PROFESSIONAL STANDARDS

The Office of Professional Standards monitors the Standard Operational Procedures (SOPs) to include review, implementation and compliance. This office also conducts Internal Affairs investigations. Ensuring compliance with Americans with Disabilities Act (ADA) and the Freedom of Information Act (FOIA) are also coordinated through this office.

This section assisted the Commonwealth's Attorney's Office for Prince William County and the Cities of Manassas and Manassas Park, and other outside law enforcement agencies to address ongoing criminal investigations and wrongdoings by providing phone recordings and video footage recordings.

The following inspections and audits were completed:

- Life, Health and Safety Inspection with the Virginia Department of Corrections
- Office of Juvenile Justice and Delinquency Prevention Annual Audit
- Fire Marshal Annual Inspection
- U.S. Marshals Service Annual Audit
- Virginia Department of Health Inspection
- Board of Local and Regional Jails Triennial Audit

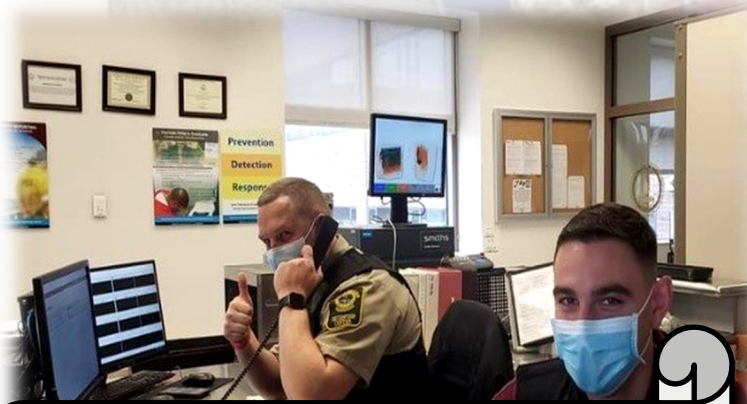
These inspections and audits review the overall compliance standards in meeting the medical and safety needs of inmates, which also includes staff training and physical condition of the institution.

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

INMATE SERVICES

SECURITY

This section consists of four security shifts. Each shift has one Lieutenant, three First Sergeants, five Sergeants and forty jail officers totaling forty-nine staff per shift working. At the present time due to the number of inmates that were released by the courts and current officer vacancies the average number of staff per shift is thirty-eight. This was due to officer turnover. The average daily inmate population system-wide of 511, the security shifts are tasked with the care and custody of the inmate population. The officers assigned to the inmate housing units provide safety for the inmates and maintain the security of the facility while keeping the community safe. Each inmate-housing unit is staffed twenty-four hours a day, seven days a week. Adult Detention Center officers continue to assist our public safety agencies as needed. During FY2022 the agency was still affected by the COVID-19 virus. The staff and inmates continued to wear facemasks and follow CDC Guidelines to ensure the safety of all inmates and staff within the facility. Facemasks and CDC Guidelines are followed from the time entering the Lobby and in the Units within the facility. Newly committed inmates continued to be placed in quarantine pending medical clearance for COVID-19 virus.



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

TACTICAL RESPONSE TEAM

The Tactical Response Team (TRT) was formed in late 1982. The Officer-in-Charge (OIC) holds the rank of Lieutenant and reports directly to the Director of Security. The assistant OIC holds the rank of First Sergeant and serves as the team's Communications Officer. There is a Rapid Response Team consisting of five 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.

Eleven members of the team are certified instructors with the Department of Criminal Justice Services (DCJS) with two members as Defensive Tactics instructors and two members are Firearms Instructors. Eight members are trained and certified in Search & Rescue by the Virginia Department of Emergency Management (VDEM). Three members are trained and certified in Active Shooter by the Department of Homeland Security (DHS). Nine members were trained in Active Shooter as well through certified instructors approved by the Department of Homeland Security (DHS). The TRT has received Emergency Vehicle Operator Course (EVOC) training for high-risk transports and weapons training. The team has completed the Community Emergency Response Team (CERT) program through the Department of Homeland Security. They have also completed courses in Incident Command through the Federal Emergency Management Agency (FEMA). Ongoing training is provided by instructors on the team with assistance from the Adult Detention Center's Training Department. Members of the Adult Detention Center's Tactical Response Team practices in two separate groups to ensure COVID-19 precautions are followed. The Tactical Response Team continues to assist outside agencies with National Night Out in August, Trunk or Treat in October, and Santa Cops in December.



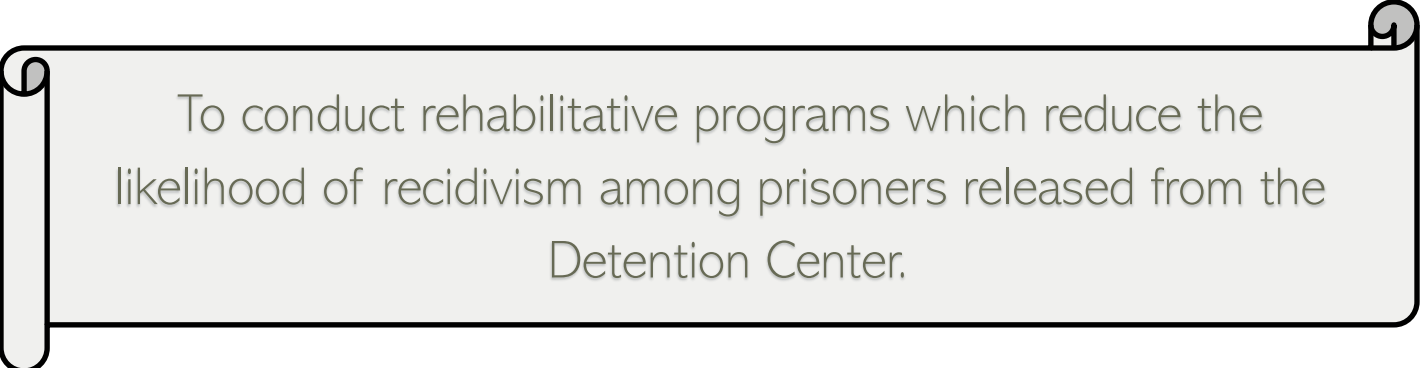
CLASSIFICATION

The Classification Section is responsible for interviewing inmates as they are processed into the Adult Detention Center to determine custody levels and provide programs to address the needs of the inmate. Staff in this section manages the inmate programs, recreation, and inmate workers who work inside the jail.

This section works closely with the Medical and Mental Health Departments in evaluating and deciding the best course of care for inmates who have special needs or who are mentally and/or physically challenged.

Classification Statistics for FY2022:

- 2,436 inmates classified
- 8,257 inmate custody files reviewed
- 10,801 inmates attended religious services
- 569 inmates utilized the Law Library
- 3,966.5 hours volunteered
- 3 inmates received VDOT Flagger certification



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

RE-ENTRY SERVICES

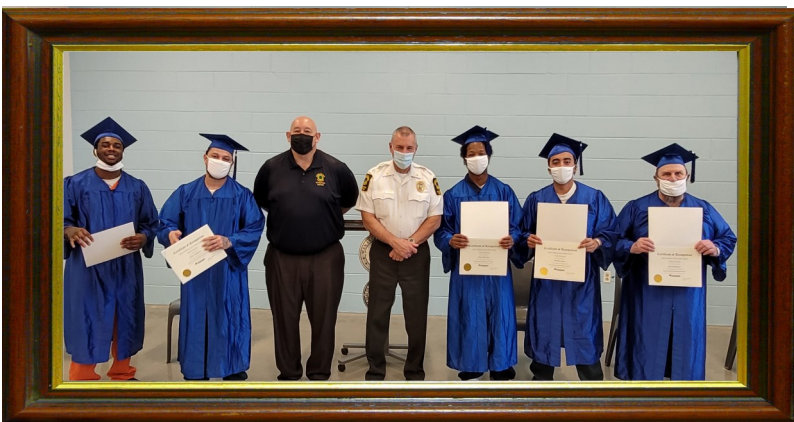
The Adult Detention Center works with those inmates that are transitioning from incarceration back into the community. The goal is to reduce recidivism by addressing the needs of the inmates prior to their release from the ADC. The Re-Entry Program is dedicated to those inmates needing transitional support prior to release.

Using an assessment tool known as the Risk-Need-Responsivity Tool, staff meet with potential programming candidates to formally evaluate their barriers, needs, and goals. This assessment will prioritize the needs and is used to create an individualized case plan. During the ninety to one-hundred twenty days of programming within the Re-Entry Program the pre-release inmates are provided the opportunity to obtain the following:

- Vital Records: Birth Certificate, DMV ID, Social Security Card
- Federal Bonding Eligibility Letter
- DMV Compliance Summary
- Information on the restoration of their voting rights
- Employment Readiness: resume preparation, mock job interviews, job searching, computer skill training, business development, GED/ABE
- Health and Wellness: INOVA Health CHARLI Program (HIV testing), Chronic Disease Self-Management, Health Insurance
- Vocational Training: VDOT Flagger Certification, SERVSAFE
- Substance Abuse Classes: Narcotics Anonymous, Alcoholics Anonymous, Community Services Board Substance Abuse Class, Common Recovery
- Life Skills: Catholics for Housing, Anger Management, Domestic Violence Prevention, McLean Bible Church Aftercare Ministry (personalized mentorship with aftercare), Decision Points, Fatherhood Initiative, Freedom Speakers – Leadership Development
- Finances: Virginia Cooperative Extension – Financial Recovery, DCSE – individualized meetings
- Transitional Support: VA Cares, Northern VA Family Services (Housing Locator), Probation and Parole

Those inmates who do not qualify for the Re-Entry Dorm due to having a sentence or classification restriction will have one-on-one sessions with Classification staff to address the needs of the inmate before they are released back into the community.

GED GRADUATIONS





The Adult Detention Center teams up with the Hopeful Hearts Ministry and provides Christmas gifts for the children of inmates that are participating in the Re-entry Dorm, Drug Dorm, and the Chaplain's programs (Men In New Direction and Women In New Direction).

VETERANS SERVICES

The Adult Detention Center works to identify inmates who are veterans of the military. We work with the U.S. Department of Veterans Affairs and the Virginia Department of Veterans Services with connecting inmates to the appropriate treatment, assistance in filling out paperwork to enroll in veteran benefits and setting up a visit with a Veteran Specialist prior to release. While incarcerated, we have Veteran only classes for them to attend. A list of classes includes:

- Alcoholics Anonymous (AA)
- Bible Study
- Common Recovery for Vets
- Alexandria Vets Center (Trauma-informed care)
- Jobs for Veterans
- Communication 01 (Acts Suicide Prevention Classes)
- Virginia 411
- Virginia Vets and Family Support
- Virginia Regional outreach 211

DRUG DORM

The Adult Detention Center has partnered with Prince William County Community Services to provide two housing units within the ADC for individuals who are interested in living clean and sober. The male dorm offers four months of intensive group treatment that addresses both drug and alcohol dependence, mental health issues and criminal thinking behavior. Clients begin making changes necessary to establish a life in recovery. The female dorm affords women four months of small group treatment to examine the effects of drug and alcohol use, the trauma on their lives and the criminal behaviors associated with substance dependence. Clients begin making the changes necessary to establish a life in recovery. Additional services include a comprehensive assessment for drug and mental health problems, treatment planning with their therapist, drug and alcohol education, motivation building activity programs to change criminal thinking, behavior, anger, stress management, relapse prevention recovery planning, decision-making, life skills, Alcoholics Anonymous (AA) and Narcotics Anonymous (NA).

Continuing treatment in the community after release is essential for success. Discharge planning services are available through Community Services to help Drug Dorm participants to address individual, group or family psychiatric services and housing assistance.

During FY2022, there were 105 inmates who participated in the Drug Dorm Program.

WORK RELEASE

The Work Release Program affords inmates the opportunity to maintain or seek new employment while incarcerated. This also gives them an opportunity to support their families, pay court costs and fines, and to build a savings for when they are released. The program has strict guidelines for placement that inmates must meet. This program works closely with employers, probation officers, family members and the court system.

Global Positioning System (GPS) units and random drug testing are some of the tools used by staff to monitor the inmates on the program. Many inmates who have a substance abuse history are required to attend programs such as Alcoholics Anonymous (AA) and Narcotics Anonymous (NA), and life skill classes.

Leaving jail unprepared can be very difficult for the inmate; they can face many obstacles after release. Most of the inmates on Work Release receive job readiness training which helps build confidence for future employment. This practical knowledge is necessary to assist with a successful reintegration into the community.

Work Release Statistics for FY2022:

- 11 Average Daily Population
- 35 Inmates successfully completed the program
- 33 Inmates placed on the program
- 6 Work Release Removals

WORK FORCE

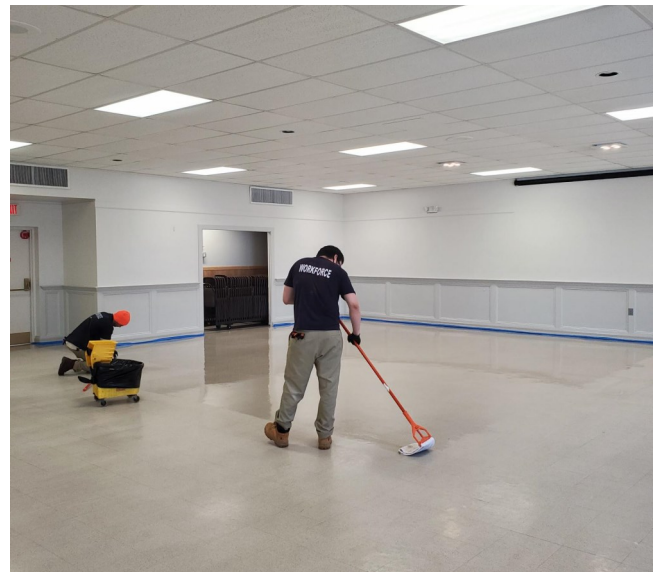
The Work Force Program consists of inmates who have been screened and meet the criteria to perform community-based work under the supervision of an officer of the Adult Detention Center.

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

Several inmates participating in the Work Force Program move on to be successful in the Work Release Program. The criteria for both programs are similar except for length of time to serve. Time spent on the Work Force helps develop good work habits and prepare them for the community workforce. For many of the inmates it is the first time they have had this level of day-to-day commitment in the work setting. The Work Force inmates conducted a total of 8,191.75-man hours this fiscal year.



Work Force cutting grass around the complex.



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

ELECTRONIC INCARCERATION PROGRAM

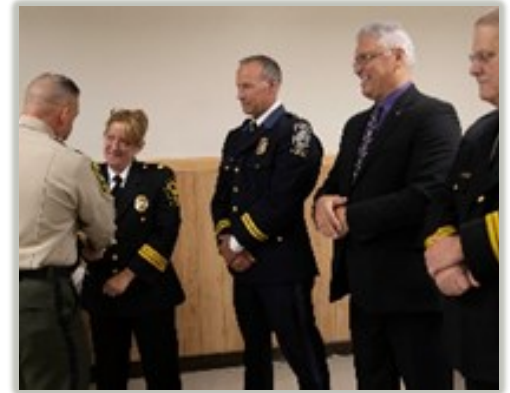
The Electronic Incarceration Program (EIP) is an extension of the Work Release Program. Inmates on this program can remain at home and work in the community. All EIP participants are monitored by Global Positioning System (GPS) units to ensure compliance with program rules and regulations. They are the lowest risk inmates in our system.

Electronic Incarceration Program Statistics for FY2022:

- 1 EIP placements
- 1 EIP completions
- 0 removal from EIP
- 1 average daily population



Chaplain Ray Perez



GOOD NEWS JAIL & PRISON MINISTRY

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

Highlights from this year:

- Developed a relationship with Hartford International University for Religion and Peace and established an internship for Muslim Chaplaincy program.
- Developed a relationship with Liberty University and established an internship for Chaplaincy program.
- Maintained chaplaincy services through intermittent COVID shut-downs.
- Initiated a post-release MIND & WIND Dorm exploratory committee to establish support network for ex-offenders.

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

- Evidence-Based Decision-Making Committee
- DIVERT Group – Mental Health Diversion Program
- Advisory Board for ECLH (Female after-care residential program)

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

Other areas he oversees are:

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


MEDICAL AND MENTAL HEALTH

MEDICAL


The Medical Section is comprised of Registered and Licensed Practical Nurses, Corrections Health Assistants and Mental Health Therapists. Medical has examination rooms, a large nurse's station and a negative pressure room designed to reduce the transmission of respiratory diseases. Medical strives to give inmates the best care possible by qualified personnel.

Medical Statistics for FY2022:

- 2,122 daily sick call visits by nursing staff
- 1,454 visits by inmates to the Physician
- 360 visits by inmates to the Dentist
- 21 emergency mental health commitments
- 846 mental health referrals
- 507 psychiatric inmate visits
- 78 hospital days
- 108 emergency room visits



The Medical Department provided COVID-19 vaccines options during the pandemic. If an inmate requested to be vaccinated, it was completed during weekly scheduled times.



MENTAL HEALTH

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

Mental Health services provided in FY2022:

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

In addition, the ADC continues to work with the Jail Mental Health Program (JMHP) Grant. This grant was awarded through the Virginia Department of Criminal Justice Services (DCJS). The focus of the grant is to provide psychiatric services, therapeutic programming, case management, discharge planning, transportation, transitional medication, and housing to female and male offenders diagnosed with mental illness. The overall goal is to reduce recidivism among this population.



SUPPORT SERVICES

To ensure the safety of the Detention Center Staff.

Human Resources

The Human Resources Section coordinates the hiring and separation process for all sworn and civilian staff. Sworn positions range from Jail Officer to the Superintendent. Civilian positions include Administration, Finance and Accounting, Jail Records, Information Technology, Medical and Mental Health Care, Food Services, and Maintenance.

The ADC seeks to hire career-minded professionals who desire to join the agency's team-oriented staff. The staff spent part of the fiscal year attending career fairs at local colleges, military bases, and law enforcement recruitment fairs. Recruitment efforts were affected by the COVID-19 pandemic. The staff adjusted, continued their efforts to recruit, and hired forty-one (41) new staff.

In addition, the Human Resources section coordinates annual TB testing and flu shots with Prince William County Employee Health staff, schedules benefit information sessions, and facilitates foreign language stipend testing for qualified staff.

Human Resources Statistics for FY2022:

- 443 authorized positions
- 41 new staff hired
- 61 Resignations
- 11 Retired
- 3 Terminated/Dismissed
- 20% turnover rate
- 1433 applications processed (691 for Jail Officers; 742 for civilian positions)
- 164 interviews (89 for Jail Officer; 75 for civilian positions)
- 110 Jail Officer applicant tests
- 79 polygraphs
- 26 Psychological Exams
- 46 pre-employment medicals
- 82 pre-employment physical fitness tests
- 10 Language Stipend tests
- 52 tested for Jail Sergeant eligibility
- 18 tested for Jail First Sergeant eligibility
- 16 completed the Jail First Sergeant Oral Board
- 13 tested for Master Jail Officer eligibility

TRAINING

The Prince William-Manassas Regional Adult Detention Center's Academy is a satellite training facility of the Prince William County Criminal Justice Academy. During FY2022 the Training Section conducted two Jail Basic classes with twenty-three new Jail Officers and one Prince William County Sheriff's Office employee successfully completing the training.



Jail Basic Academy #34
October 29, 2021



Jail Basic Academy #35
May 6, 2022



Jail Basic Academy # 34



Jail Basic Academy # 35

Training continues for staff. All sworn staff met in-service objectives and annual firearms qualifications. The following are mandated training requirements and courses completed in FY2022:

- 23 officers completed Jail Officer Basics Academy
- 184 officers/staff completed In-service training
- 265 officers completed Firearms recertification training
- 38 staff completed REVIVE (Narcan) training
- 371 officers/staff completed Cyber Security Awareness training
- 28 staff completed Culture Diversity training
- 44 staff completed VCIN Recertification training
- 5 officers completed PREA Investigation Sexual Abuse training
- 7 officers completed the Master Jail Officer Certification course
- 25 officers completed the Master Jail Officer refresher training
- 47 staff completed First Aid/CPR/AED training
- 10 staff completed Crisis Intervention Training (CIT)
- 1 staff attended Introduction to Crisis Intervention
- 23 officers completed Emergency Vehicle Operations (EVOC) training
- 9 officers completed initial TASER training
- 65 officers completed TASER recertification training
- 5 officers completed Taser Instructor certification
- 45 staff completed Mental Health First Aid training

- 1 staff completed Lawful Employment Practices training
- 1 officer attended Games Inmates Play training
- 2 officers attended Psychology of Winning training
- 2 officers attended Background investigation for police applicants
- 35 officers attended Prince William gang taskforce update
- 2 officers attended FOIA update training
- 2 officers attended the Strategic Law Enforcement Interviewers course
- 1 officer attended Report Writing for Criminal and Use of Force training
- 3 staff attended the American Jail Association Health & Wellness summit
- 1 officer attended Virginia Gang Investigators Association Conference
- 6 staff completed Peer Support Train the Trainer.
- 16 staff completed Peer Support Training
- 2 staff completed the Virginia Jail Leadership Initiative training
- 18 staff completed Interpersonal Communications (Medical)
- 306 staff completed Line of Duty (LODA)
- 1 officer completed Remington Armorer Course
- 261 officers completed New Holster training
- 2 staff completed Empathy Based Communicators training
- 4 officers completed General Instructor Development training
- 1 staff attended Stress Management training
- 27 staff attended First Responders Mindfulness training

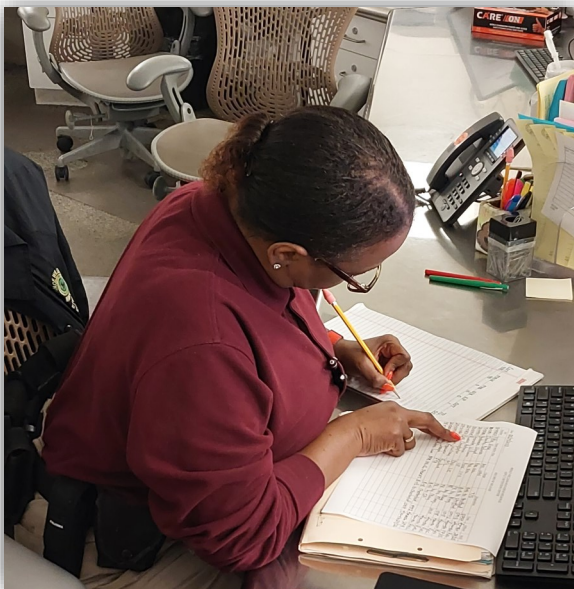
INTAKE AND RELEASE

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

Intake and Release Statistics for FY2022:

- 6,497 inmates committed into the Adult Detention Center
- 6,611 inmates released from the Adult Detention Center
- 114 inmates transferred to the Virginia Department of Corrections
- 825 arrestees processed but not committed to the Adult Detention Center

In FY2021 the ADC's Intake staff started serving criminal warrants obtained by outside jurisdictions. In addition, the Intake staff served Prince William County Police Department issued criminal warrants during the release process if outstanding warrants were discovered. The serving of criminal warrants includes running a VCIN check to include criminal history, obtaining any outstanding warrants, attending a Magistrate's hearing, finger printing, and updating the ADC's Offender Management System. During FY2022 the Intake staff served 139 criminal warrants.



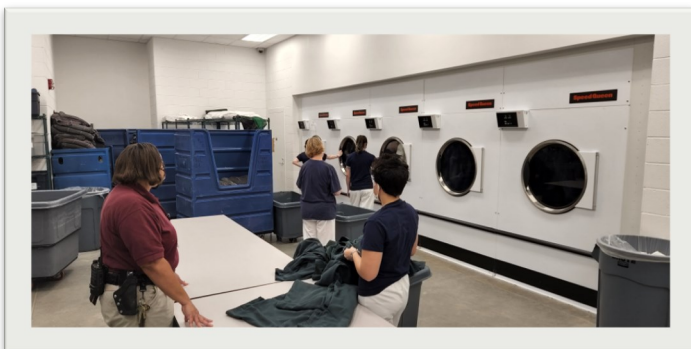
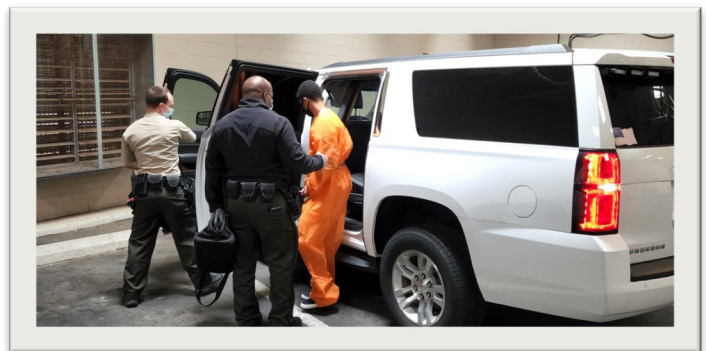
In July of 2020, the Prince William-Manassas Adult Detention Center purchased a Tek84 Intercept body scanner. In August of 2020, the body scanner was installed, staff training was conducted, the body scanner was registered and inspected by the Virginia Department of Health. On September 18, 2020, the Tek84 Intercept body scanner was put into service. During FY2022, the body scanner took 6,443 images.

TRANSPORTATION

The Transportation Section is comprised of fifteen staff that manages arraignments, court escorts, laundry, kitchen security and inmate transports. Officers are responsible for escorting all inmates to and from court and assist in the utilization of the video arraignment process. Officers are designated to oversee the inmate laundry throughout the facility and maintain security within the Central Kitchen. Staff are responsible for transporting inmates that need medical appointments outside the ADC. They handle transporting inmates to other jails within the Commonwealth of Virginia, inmates sentenced to the Department of Corrections and inmates that require mental health intervention to mental health facilities.

Transportation Statistics for FY2022:

- 4,108 inmates escorted to court
- 384 inmates detained from court
- 6,500 video arraignments conducted
- 85 transports to other jurisdictions within the Commonwealth
- 23 transports to the Virginia Department of Corrections
- 113 emergency transports
- 201 medical transports
- 55 transports to Mental Health facilities
- 444 miscellaneous transports
- 78,340 total miles driven



TRANSITION

During this fiscal year, the Main Building extensive repairs were under way. We received Notice to Proceed on June 1, 2021. During this project, the following items were repaired: toilet/sink combinations, showers, bunks, tables, light fixtures and electrical receptacles and painting of the housing units, the upgrade of shower stalls removing old tile and adding epoxy walls and floors. The project was completed on March 1, 2022.



Refurbished inmate cell



New lighting fixtures in the day room



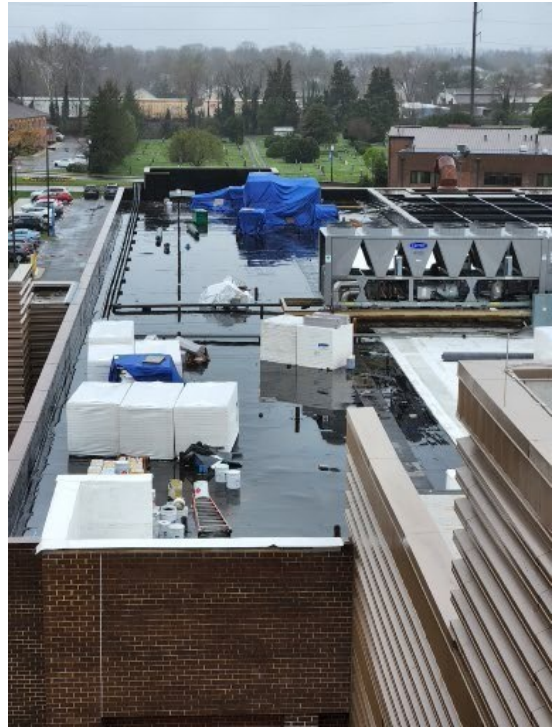
Repairs to inmate cell doors



Upgraded shower stalls

Main Building Roof Repairs

On March 21, 2022, the Notice of Proceed was given to start on the replacement of the Main Building roof.



Main building roof before repairs



Main building roof during repairs



Main building roof completed

FINANCIAL SERVICES

The Financial Services Division directed by a civilian professional is responsible for managing accounting, budgeting, information systems, internal auditing, purchasing, payroll, inmate accounts, funds management, risk management (self-insurance), food service, maintenance, inmate commissary and the warehouse. There are 30 civilian positions authorized and one contractor for the Financial Services Division. The on-going replacement funding for 800 MHz radios is excluded from the amounts shown in the chart below. The operating cost per inmate per day for the Manassas Complex for FY2021 was \$242.49 and for FY2022 was \$318.90.

	<u>FY21 Expenditures</u>	<u>FY22 Final Budget</u>	<u>FY22 Expenditures</u>
Salaries ³	29,814,354	31,014,925	28,980,428
Fringe Benefits	10,313,160	11,688,743	9,993,910
Contractual Services	1,606,038	2,559,417	1,442,939
Internal Services	1,695,198	1,788,543	1,760,314
Goods & Services	5,043,818	6,551,972	5,003,462
Capital Outlay	304,087	(50,972)	10,112
Leases & Rentals	94,945	83,200	25,474
Transfers:LEOS,TIP Vehicles & Audit	<u>1,843,350</u>	<u>1,897,964</u>	<u>1,897,964</u>
TOTAL	\$50,714,950	\$55,533,792	\$49,114,603
	<u>FY21 Revenue Earned</u>	<u>FY22 Revenue Budget</u>	<u>FY22 Revenue Earned</u>
Electronic Incarceration	\$13,344	\$29,200	\$4,792
Non-Consecutive Time Fee	3	0	90
Work Release Per Diem	26,540	210,000	28,975
Jail Processing Fee	23,922	50,000	17,069
Jail Room & Board Charges	140,516	175,562	131,345
Cafeteria Sales	18,790	21,000	21,786
Miscellaneous Revenue	88,341	62,020	54,827
Manassas Park Per Diem	477,456	713,416	470,496
State Reimbursement	12,407,070	14,341,114	15,417,901
Federal Per Diem	7,024	92,500	8,209
Other Federal Funds ¹	0	200,000	484,340
Social Security Bounty Payments	12,800	0	9,800
Other Governmental Revenues	0	106,105	0
City of Manassas ²	4,213,772	4,193,336	5,476,632
Prince William County ²	<u>33,452,962</u>	<u>35,374,694</u>	<u>35,374,694</u>
TOTAL	\$50,882,540	\$55,568,947	\$57,900,956

¹Other Federal Funds were for the State Criminal Alien Assistance Program (SCAAP).

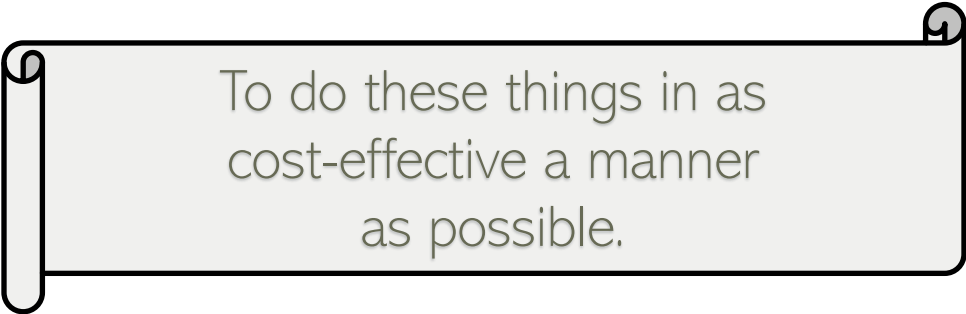
² Actual prisoner day participation percentages for the City and County for FY2022: 12.6% City; 87.4% County. The operating revenue, overhead, and share of capital repair costs paid by the City was \$4,792,836.

³The Salaries budget for FY2022 includes \$1,765,417 in Budgeted Salary Lapse.. Funds were available due to the number of staff vacancies. There was \$189,902 reimbursement received from the Virginia Department of Criminal Justice Services (DCJS) for the State Mental Health Grant. State reimbursement includes \$924,876 for bonus payments authorized by the state.

FOOD SERVICE – During FY2022, there were 669,869 meals prepared and served in the facility. The Food Service Section ensures meal delivery and supervises inmate workers in the preparation of three daily meals, which includes special medical and religious diets.

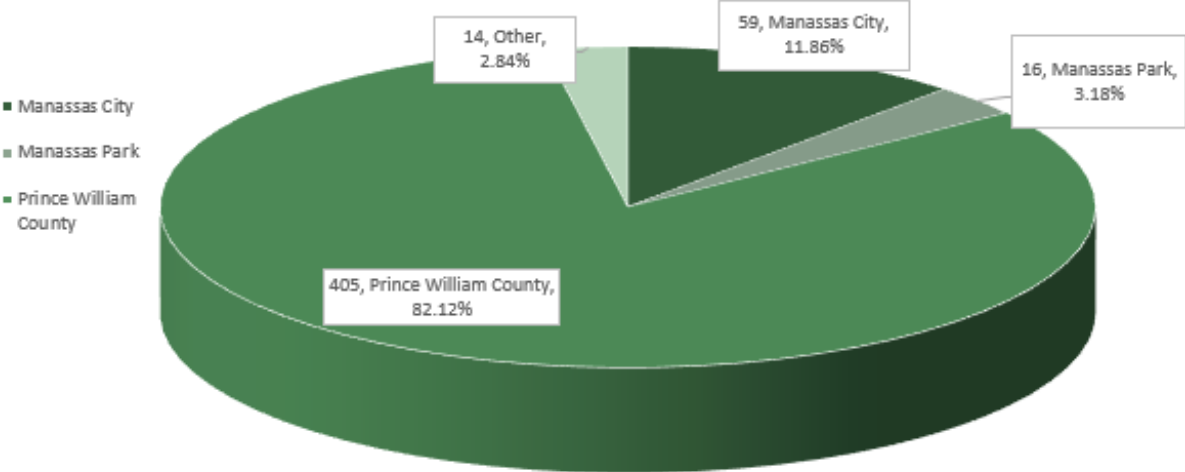
COMMISSARY – The Commissary provides items such as candy bars, chips, treats and personal care products that inmates may purchase. Profits from the Commissary are used for morale, welfare and other beneficial items for the inmates. Gross Commissary sales in FY2022 was \$594,311 with a net profit of \$285,887. In addition, \$224,479 inmate phone and tablet revenue was earned that is also used to support inmate programs. With other miscellaneous income earned, net income available to support inmate programs was \$510,367. A Commissary budget for inmate support items is submitted to the Jail Board for annual approval and updated at regular meetings.

MAINTENANCE – Seven maintenance staff members manage, maintain and repair the five Adult Detention Center facilities containing over 270,000 square feet. Maintenance repair requests averaged 392 per month, with 87% related to the Central Building and 10% related to the Main Building in FY2022. All repair requests involving security issues are given top priority.

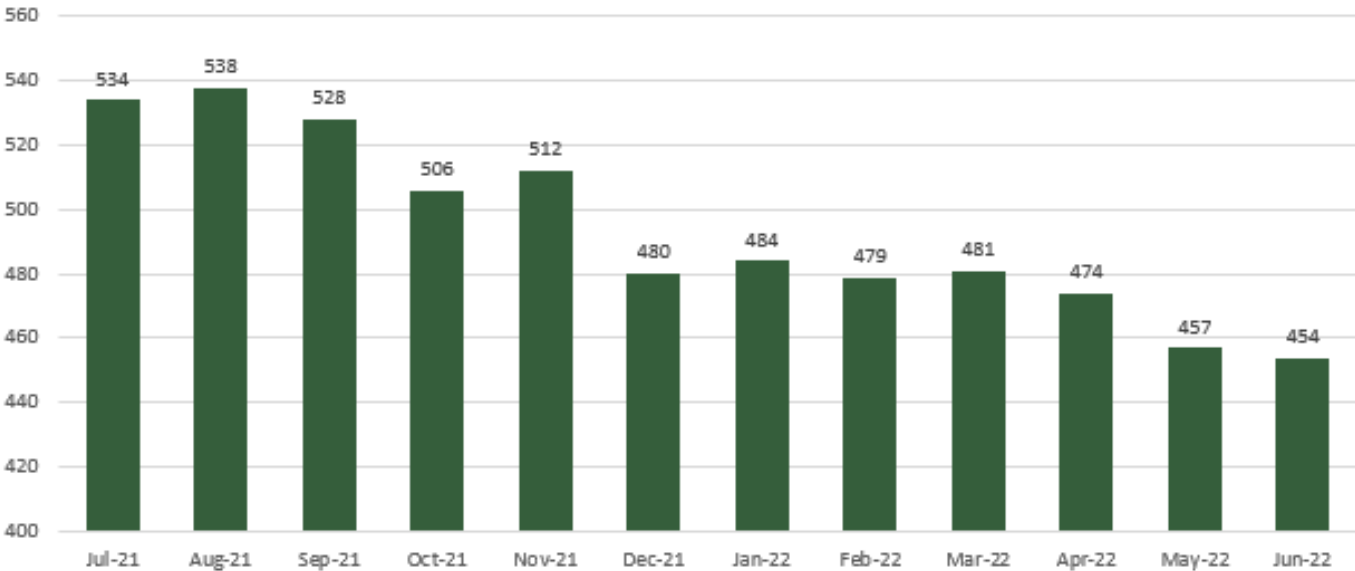


To do these things in as
cost-effective a manner
as possible.

FY2022 Average Daily Population Manassas Complex by Jurisdiction



Manassas Complex Average Daily Population



EMPLOYEE RECOGNITION

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

Employee of the Quarter

January, February, March 2022

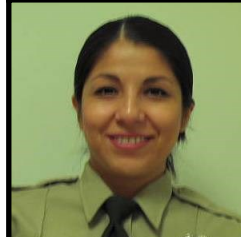


On January 1, 2022, at approximately 00:05 A.M., while at home, Lieutenant Logan received a phone call from a frantic neighbor. She informed Lieutenant Logan that she had found her son unresponsive in his bedroom and she had called 911. She said the Emergency Dispatcher was sending Rescue and advised her to start CPR. She didn't know how to perform CPR and asked if he could help. Without hesitation, Lieutenant Logan ran from his home to the neighbor's house.

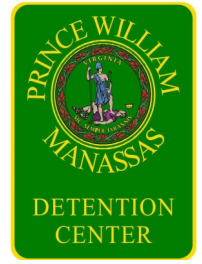
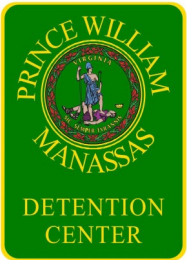
He located the son in an upstairs bedroom and immediately began CPR. Lieutenant Logan continued CPR until he was relieved by Rescue. Rescue was able to revive the son and he was transported to the hospital for further care. Lieutenant Logan made sure his neighbor was okay before he returned home.

Lieutenant Logan received another phone call from his neighbor later that night. She thanked him for his courageous deed. She also let him know that her son had tested positive for Covid-19 and therefore he had been exposed to Covid-19.

April, May, June 2022



On April 9, 2022 at approximately 2:14 P.M., a gas leak, caused by construction at the Main building, prompted an immediate evacuation of the Main building. First Sgt. Suda, MJO A. Thompson, and Officer S. Sanchez-Sandoval assisted in setting up a perimeter to secure the area. MJO M. Barb, MJO D. O'Connor, Officer P. Flournoy and Officer K. Tweneboa assisted supervisors in swiftly, safely and securely relocating 90 inmates from the Main building to intake and to secured areas of the courthouse. MJO C. Bishop assisted in maintaining a location on all inmates. Once relieved by the Tactical Response Team, Officer Sanchez-Sandoval reported to the kitchen and assisted Officer Tweneboa in delivering dinner trays to inmates. While at each unit, Officers Sanchez-Sandoval and Tweneboa offered their help to their co-workers who were working on one-man posts.



RETIREMENTS

We extend our best wishes to employees who retired in FY2022. Your teamwork and dedication to the ADC are greatly appreciated.

Years of Service

Amanda Lambert	36
David Robinson	32
Luis Molina	21
Waneta Mutch	20
Ben Outland	15
Jerry Sanders	15
Everette Myers	15
Thomas Trapani	14
Macella Garner	13
Sam Osei Asante	6

PROMOTIONS

- Captain S. McMahon to Major
- Lieutenant R. Barker to Captain
- First Sergeant J. Logan to Lieutenant
- Sergeant C. Cowthran to First Sergeant
- Master Jail Officer C. James to Sergeant
- Master Jail Officer J. Keeling to Sergeant
- Master Jail Officer A. Lewis to Sergeant
- C. Haghiri to Senior Business Systems Analyst

