

PRINCE WILLIAM-MANASSAS REGIONAL ADULT DETENTION CENTER



**ANNUAL REPORT
FISCAL YEAR 2009
JULY 1, 2008 – JUNE 30, 2009**

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Colonel Peter A. Meletis

MESSAGE FROM THE SUPERINTENDENT

During the fiscal year 2009, the Adult Detention Center (ADC) staff opened the new Central Building which included 150,000 square feet, hired and trained 88 new staff and over 200 inmates added to the ADC Complex. During this process, the ADC staff returned approximately 100 inmates housed in other jails throughout the state. The effort to open the new facility on time, incident free, was a reflection on the ADC sworn and civilian staff.

Throughout the above immense project, ADC staff continued to achieve our Mission Statement of ensuring a safe and secure environment while serving the public and providing useful programs to inmates which will enhance their return to the community. At the same time, ADC efforts were conscious of the financial environment.

As an agency, we continue to cooperate with our public safety partners where needed and strengthen our professional relationships. This includes involvement in mass arrests, Nissan Pavilion assistance and searching for missing children.

As we look back on the history of the ADC and the tremendous growth over the last twenty seven years, we continue to thank those many staff who have displayed dedication and passion for their profession. Their contributions have resulted in our agency's success.

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.

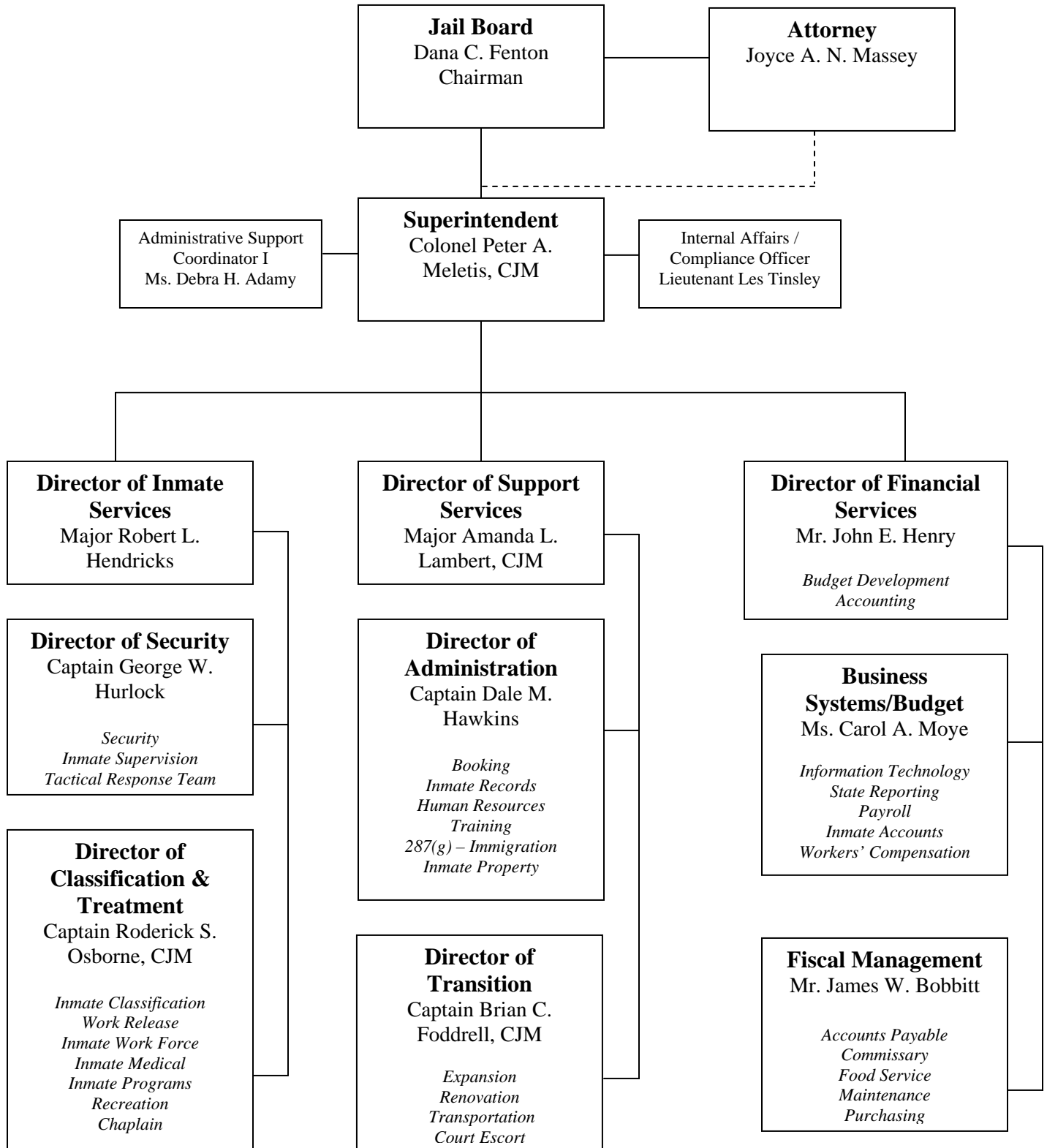
The Prince William-Manassas Regional Jail Board was formed in 1978. It is the operating authority for the Regional Adult Detention Center. The Board is composed of 10 members from the two participating jurisdictions. The Sheriff sits on the Board by statutory authority; seven additional members are appointed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

MISSION STATEMENT

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

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

ORGANIZATIONAL CHART



**REGIONAL JAIL BOARD MEMBERS
JULY 1, 2008 ~ JUNE 30, 2009**

<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	Stephan M. Hudson Asst. Chief of Operations
Paul B. Ebert	Commonwealth's Attorney Prince William County	Sandra R. Sylvester Asst. Commonwealth's Attorney
Dana C. Fenton, (Chairman)	Director, Legislative Affairs Prince William County	Cleil W. Fitzwater Human Resources Director
Glendell Hill	Sheriff Prince William County	
Anthony Kostelecky	City of Manassas	
Michèle B. McQuigg	Clerk of the Circuit Court Prince William County	
Rev. Victor Riley	Citizen-at-Large Prince William County	
Ralph B. Thomas (Vice Chairman)	Director, Office of Criminal Justice Services Prince William County	

OBJECTIVES

Year-end Status of FY 2009 Objectives

1. To work with the Jail Board and other interested parties and agencies on the planned 200-bed expansion project.
 - Continue to develop and carry out Phase I Transition Plan.
 - Refine operating budget for Phase I.
 - Identify staff and conduct training of new employees.
 - Occupying Phase I.

Complete.
2. Monitor inmate population for compliance with Inmate Management Plan.

There is an emergency housing management plan that could be implemented, to include the new Central Building. This will be for dramatic increases in the inmate count due to mass arrest, etc.
3. 287(g) Program – Monitoring and record keeping for compliance with the Immigration and Customs Enforcement (ICE) Memorandum of Agreement (MOA).
 - Fully implement the 287(g) Program in conjunction with the opening of the new facility.

Complete.
4. Plan for Phase II to include design of facility and development of Community Corrections Plan.
 - Currently there are planning, design, project and construction management funds recommended in the 2010 Capital Improvements Program (CIP) Budget.

Adult Detention Center staff is looking at the Community Corrections Plan as their next important step. At this time, Capital Improvement Projects (CIP) have been canceled due to budget issues.
5. Peumansend Creek Regional Jail
 - Purchase Agreement for 25 additional beds.

The Purchase Agreement continues to be reviewed by the appropriate people with the City of Richmond.
6. Evaluate a potential operating agreement between city and county.

This objective has been tabled until further notice.
7. Renovation of the Main Facility.

The notice to proceed for the renovation of the Main Facility was issued on June 26 2009.

Adopted FY 2010 Objectives

1. Renovation of the Main Facility
 - Coordinate with other participants.
 - Maintain security throughout the project.
 - Relocate all main control functions to the Central Building, enclose Central sallyport and expand laundry.
 - Train staff and occupy completed renovation area.
2. Modular Building structure and environmental evaluation
 - Review engineer (Moseley Architects) recommendations; take necessary actions to implement the same to ensure a safe and secure environment.
3. 287(g) Program
 - Attain new Memorandum of Agreement (MOA) initiated by Immigration and Customs Enforcement (ICE).
 - Complete the Inter-Governmental Service Agreement (IGSA).
 - Initiate processing of 95-100% foreign-born commits.
 - Ensure compliance for training and yearly certification requirements.
4. Career Development Training
 - First-line supervisors.
 - Mid-level to senior level managers.
5. H1N1 Virus
 - Train and prepare for possible Fall virus outbreaks.
 - Obtain and administer vaccinations.
 - Evaluate, obtain and train for use of equipment (masks).
 - Update plan for potential staff shortages.
 - Update plan for inmate illnesses to limit exposure and address medical needs.
6. Peumansend Creek Regional Jail (PCRJ)
 - Monitor any relevant information on admission criteria changes or participant changes.
 - Update the number of inmates transferred monthly.
7. Monitor any developments involving or impacting Phase 2 Expansion.

INMATE SERVICES

SECURITY

In October 2008, the security staff began supervising inmates in the third facility on the complex, the Central Building. The opening of this building presented many challenges to the security staff with the addition of 270 inmates. Officers were trained prior to the opening of this facility in order to operation of direct supervision in the pods. Training was also conducted in the new electronic security systems, which included touch screens to control the doors in the pods and hallways. Other challenges were the delivery of meals to the four pods, medical sick call which was relocated to the Central Building from the Main Facility, the delivery of commissary to inmates, recreation and the issuing, collecting and washing of the inmate laundry.

At the end of FY 2009, the Central Building has been in operation for close to a year. The staff has done a fine job in learning and operating this new facility. The Adult Detention Center's Tactical Response Team (TRT) has practiced emergency response within the Central Building. This is ongoing training for the team. Staff also continues to transport inmates from the County's Eastern District Police Station to the Adult Detention Center. The security staff is represented by a member on the County Emergency Operations Committee and participates in regular training.

Director of Security (Captain)	1
Lieutenants	4
First Sergeants	9
Sergeants	16
Master Jail Officers	20
Jail Officers	<u>112</u>
	162

TACTICAL RESPONSE TEAM

It is the policy of the Prince William-Manassas Regional Adult Detention Center (ADC) to maintain a Tactical Response Team (TRT). The TRT reports to the Director of Security. They are a selected group of individuals who are specially trained in emergency situations which require immediate action. The team has two members who are certified Department of Criminal Justice Services (DCJS) instructors and can instruct in the following special areas: taser, asp, tactical handcuffing and general instruction. There is one Defensive Tactics instructor. The TRT has received Emergency Vehicle Operator Course (EVOC) training for high risk transports; and weapons training with the Glock 9mm Model 17, 12-gauge shotgun, 9mm Kel-tec and the MP5. Some team members have completed Community Emergency Response Team (CERT) program training through the Department of Homeland Security. There are members who have completed online courses in Incident Command through the Federal Emergency Management Agency (FEMA). Ongoing training is provided by the instructors on the team and assistance from the ADC's Training Section.

The team leader holds the rank of Lieutenant who is also a certified Virginia Criminal Information Network (VCIN) operator. The assistant team leader holds the rank of First Sergeant and serves as the team communications officer. The Lieutenant reports to the Director of Security who oversees the TRT. The team has a Rapid Response team of six members who can respond to an incident, an Entry team who are members trained in entry and search of an assigned area and Arrest team members who train in the arrest of inmates causing a disturbance.

The primary objective of the TRT is to bring a speedy resolution to a given incident in all emergency situations while preserving life, preventing injury and protecting property. Intelligence, training and tactical experience must be used in assessing each situation. Some of the various emergency situations that the TRT may be summoned to resolve or support are the following:

- Riots – major disturbances
- Hostage situations
- Barricade situations
- Escapes
- Bomb threats
- Dangerous conditions
- Escort duty for high security risk inmates and high profile inmates
- High risk transports
- High security search
- Removal of emotionally disturbed persons
- Suicide
- Mass arrests
- Local law enforcement support (missing persons and Nissan Pavilion details)



ADC's Tactical Response Team

CLASSIFICATION

The Classification Section is responsible for interviewing inmates to determine the appropriate housing within the facilities. They manage the population of inmates sent to the Peumansend Creek Regional Jail facility; manage the volunteers, inmate programs and recreation for the inmates. This section is also responsible for the assignment of inmates placed in worker status positions which include kitchen, laundry, barber and custodial positions. Classification also presides over disciplinary hearings and administrative segregation hearings.

This department works closely with the Medical and Mental Health department in evaluating and deciding the best course of action for the care and treatment of inmates who are mentally or physically challenged.

The Classification Section has accomplished the following this past fiscal year but not limited to:

- 43 inmates graduated with a GED
- Classification staff classified 5,239 inmates this fiscal year.
- Classification staff had 13,019 reviews of inmates
- The participation in inmate programs totaled 10,647 visits during this fiscal year.
- There were 6,239 hours of religious instruction and with a total attendance of 14,126.
- There were 163 volunteers oriented and added to our active list this fiscal year and 7,001 volunteer hours of service from our volunteers.
- The total attendance for educational and religious services was 36,676.



GED Graduation

WORK FORCE

The Work Force Program consists of qualified inmates who perform community-based work under the supervision of an armed officer. Daily work activity for the Work Force includes seasonal mowing of the City of Manassas properties, Ben Lomond Historic Park, SERVE Shelter, Birmingham Green and the County Judicial Complex. The program is also responsible for janitorial cleaning in County buildings, litter details, equipment maintenance, supply delivery, and ice and snow removal from walkways in the winter.

Total Officer Hours: 2,504

Total Inmate Hours: 8,086

Litter pick-up consists of the Prince William County Parkway, Dale Boulevard, Route 619, Route 234 Bypass, Hornbaker Road, Godwin Drive, Prince William County Fleet Maintenance area and the County Landfill. The Work Force completed a variety of other tasks such as debris removal from storms, tree removal and painting buildings including the Manassas City Police Department.

Total Officer Hours: 1,246

Total Inmate Hours: 5,517

The Work Force worked with a film crew periodically over the course of this fiscal year and was featured in a mini documentary on the County's own Channel 23. This shed a positive light on the accomplishments and success of the Work Force Program.



ELECTRONIC INCARCERATION PROGRAM

Electronic Incarceration Program (EIP) is an extension of the Work Release Program. The program is used to place eligible, non-violent offenders in the community from jail. The program assists offenders in making a successful reintegration back into the community by maintaining strict controls and appropriate support. The EIP participants are monitored at all times by Global Positioning System (GPS).

- The number of placements on the program: 52
- The number of successful completions: 38
- The number of removals: 17

WORK RELEASE

The Work Release Program affords inmates the opportunity to work in the community at any number of businesses. This program has strict guidelines and criteria that inmates must meet before consideration. Each has an extensive background check and must have ties to the community. This program is very successful in developing inmates into work-minded citizens that can pay court fines, restitution and/or child support. Located on Euclid Avenue, this department works closely with employers, probation officers, attorneys and family members in an attempt to have a successful completion.

GPS systems and random drug testing are some of the tools used to monitor the inmates on the program. Inmates participate in a host of programming while in Work Release such as Alcoholics Anonymous (AA), Narcotics Anonymous (NA), and Life Skill classes. Work Release has joined together with local churches in sponsoring several of our inmates. The inmates start participating in church programs to assist with reintegration into their community. This has been done with the help of Chaplain Perez and the local churches in Prince William County.

The Work Release Section has participated in the Adopt-A-Spot program for the City of Manassas and Prince William County. They have collected 2,090 bags of trash with 2,115 man hours this past fiscal year. They also participated in clean-up and landscaping details at local historic parks, painted curbs at the Judicial Center and had several participants clean the West End District Police Station's windows. Every Thursday of each week, female Work Release inmates go to the Senior Center to do custodial cleaning inside and out.

The Work Release participants have participated in several outside events including the Prince William Senior Picnic and the jail Chaplain's Banquet. During these events the inmates were involved with the set up, serving of food and clean-up.

- The average daily population: 74
- The number of successful completions: 312
- The total number of referrals: 858
- The total number of placements: 386

MEDICAL

The Medical Section of the Adult Detention Center has undergone a lot of changes this past fiscal year. The section consists of Registered Nurses and Licensed Practical Nurses to care for the inmate population. This section also has two (2) Mental Health Therapists who see a large number of inmates and facilitate visits with a psychiatrist once a week. These inmate issues range from dealing with suicidal and mentally ill inmates to having inmates committed to other facilities for evaluations.

The Medical Section has been very proactive in the preparation for the impending H1N1 influenza outbreak that has been projected. Meeting with county and regional officials throughout the spring of 2009, they have taken all necessary precautions.

The relocation to the Central Building has produced many challenges for the section while the renovation in the Main Facility is underway. This is due to the future Medical and Forensic Unit being based in the lower level of the Main Building when work is completed. Until then, this section continues to work in the Central Building.

Some of the statistics from the Medical and Mental Health Sections during the 2009 fiscal year are as follows but are not limited to:

- 3,151 daily sick call visits
- 2,282 physician visits
- 1,039 dental visits
- 260 inmate outside visits to see a specialist i.e. surgeon or 2nd opinion
- 3,922 mental health referrals
- 473 psychologist or group visits
- 20 emergency commits were facilitated

GOOD NEWS JAIL & PRISON MINISTRY

The chaplaincy inside the Adult Detention Center is facilitated through Good News Jail & Prison Ministry. The fiscal year of 2009 saw some changes in the Ministry at the Adult Detention Center. Despite the move into the new Central Building, the ministering to the inmate population transitioned smoothly and without interruption. The following are highlights of this fiscal year:

- Chaplain Raymond Perez continued to split his time between Prince William and Fairfax Adult Detention Centers due to personnel shortages in Fairfax until early 2009.
- Chaplain Leroy Davis continued to add support to the efforts here in Prince William and quickly became an asset to the Adult Detention Center.
- 86 men and 26 women graduated from their respective faith-based dorms; MIND (men in new direction) and WIND (women in new direction).
- Good News needed to reassign Chaplain Davis to fill a need in Richmond and assigned a new Chaplain to Prince William; Chuck Freer.
- Chaplain Raymond Perez continues to serve as the Chaplain for the American Jail Association.
- 1,060 religious services were offered in this fiscal year.

D&A BEHAVIORAL SOLUTIONS

D&A Behavioral Solutions, Inc. (DABS) provides a life management program to the inmates (males and females) of the Prince William-Manassas Regional Adult Detention Center (ADC). DABS Life Management Program and Services are specifically tailored to get the attention and interest of the inmate population with our uniquely vernacular, cognitive therapeutic life skills program, graphics, and class materials promoting behavior awareness and modification. More importantly, more than 60% of the program is specifically dedicated to the internal security of the ADC.

Life Skills Classes – A total of four (4) class sessions* were facilitated for the reported time period (July 1, 2008 – June 30, 2009).

*Each class session is defined as: eight (8) classes per week (1 hour per class) for a period of six consecutive weeks:

1. Anger Management/Behavior Control Classes
2. Behavior Management Classes
3. Domestic Violence Prevention Classes
4. Life Skills Classes

Statistics reported 184 classes provided with 827 enrollees. Of the total number of inmates who were eligible to complete the classes, a consistent 84% of them did successfully complete the programs by attending four (4) or more consecutive classes.

A total of 390 certificates were issued for the successful completion of the DABS life skills classes. In addition, an average of 59% or 274 enrollees passed the DABS examination and was entitled to receive Certificates of Academic Excellence along with a letter of recognition that included their test score.

Additional Reintegration Services included:

1. Seasonal clothing for inmates both housed and being released:
 - a. # of clients assisted – 45
 - b. # of clothing items issued – 312
2. Training opportunities program referrals/ Employment Referrals – 30
3. Legal and Probation and Parole – 22
4. Client Letters – 32
5. Other Assistance – 139

Volunteer Opportunities – 289.5 hours (volunteer opportunities provided for court-ordered individuals; work release participants, as well as high school students seeking to meet various club and college community service obligations.)

DABS Scholarship Awards – DABS was excited to continue for a second year a Scholarship Award Program for the families of the Adult Detention Center. A total of 5 applications/essays were received. DABS was honored to award two (2) \$500 scholarships to two (2) students planning to further their education.



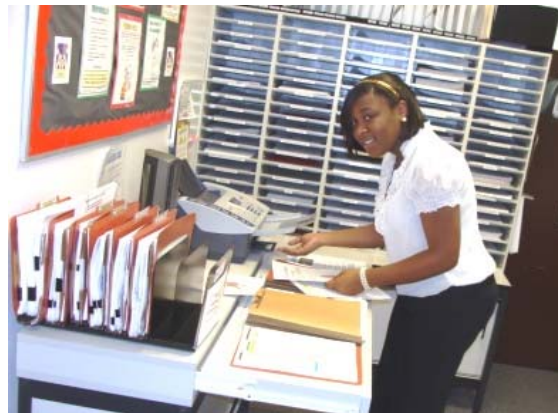
Christine Watkinson, daughter of Officer R. Watkinson, received the 2009 DABS Scholarship Award



Officer I. Zama, on behalf of his stepdaughter Pascaline Ndimufor, received the 2009 DABS Scholarship Award.



A middle school student volunteers by collecting clothing and organizing the clothing closet as part of her “Caring Way Project”.



A local high school student volunteers by preparing class materials and other administrative needs.

SUPPORT SERVICES

ACADEMY

The Prince William-Manassas Regional Adult Detention Center's Academy is a satellite training facility of the Prince William County Police Academy.

The Training Section conducted two Jail Basic classes that began on July 14, 2008 through March 24, 2009. Twenty-four new Jail Officers successfully graduated from the Training Academy. Below are a few pictures from the Academy.



Training continues for all the current staff. From supervisors to veteran officers, all met their in-service objectives and annual firearms qualifications. The following are courses and training requirements that were completed in FY2009.

<u>Mandated Training Requirements</u>	<u>Fiscal Year 2009</u>
1. Officers completing Basic Jail Officers Academy	24
2. Officers/Staff completing in-service training	202
3. Officers/Staff completing CPR/FA/AED training	266
4. Officers completing firearms training	242

HUMAN RESOURCES

The Human Resources Section of the Prince William-Manassas Regional Adult Detention Center (ADC) coordinates the hiring and separation process for all sworn and civilian staff. Sworn positions range from Jail Officers to the Superintendent. The civilian positions range from Administrative, Accounting, Jail and Records Technicians, Information Technology, Correctional Health Nurses and Assistants, Food Services, Maintenance to Director of Finance.

The Human Resources Section sought to hire career-minded professionals who desired to join its team-oriented staff. The ADC Human Resources Section participated in career fairs sponsored by Congressman Frank Wolfe of Loudoun County, Virginia, local colleges such as the University of Phoenix, ECPI and Northern Virginia Community College.

In addition, the ADC Human Resources Section coordinates annual TB Shots with Employee Health, schedules voluntary ICMA Financial sessions for all staff and facilitates the foreign language stipend testing for all qualified staff.



In addition, listed below is the Personnel Report and Statistics for Fiscal Year 2009:

Authorized Positions	337
Number Hired	52
Turnover Rate	8%
Applications Processed	709
Jail Officers	578
Civilian	131
Interviews	290
Jail Officers	244
Civilian	46
Polygraphs	189
Pre-employment Medicals	98
Tours	196
Pre-employment Physical Fitness Tests	27

INTAKE & RELEASE

On December 10, 2008, the Intake and Release Section moved from the Main Facility, where inmates have been processed for the last 25 years, to a new state of the art facility.



The Adult Detention Center processes all arrests for Prince William County, City of Manassas, City of Manassas Park, Haymarket and the Virginia State Police. The Intake and Release officers have been trained in the use of the Live Scan machines.



During fiscal year 2009, the Intake and Release Section was responsible for processing:

- 13,162 inmates were committed into the Adult Detention Center
- 13,026 inmates were released from the Adult Detention Center
- 156 inmates transferred to Virginia Department of Corrections
- 635 inmates transferred to Peumansend Creek Regional Jail or other Virginia Jails
- 989 inmates transferred to Immigration & Customs Enforcement
- 26 inmates transferred to U.S. Marshal's Service or Federal Bureau of Investigation

IMMIGRATION AND CUSTOMS ENFORCEMENT / 287(g) Program

The 287(g) section began operation on July 10, 2007. Operating within the agreement between Immigration and Customs Enforcement (ICE) and the Prince William-Manassas Regional Adult Detention Center, immigration trained and certified officers at the jail to perform immigration law enforcement functions. The officers screen all foreign born prisoners, incarcerated for local and state crimes, to determine the immigration status of the prisoner. If the prisoner is determined to have violated immigration law, an immigration detainer may be placed on the individual.

The section is comprised of one lieutenant, two sergeants and eight officers. Three officers were trained and certified this fiscal year. The section began 24-hour operation in November 2008, which increased the percentage of foreign born prisoners screened.

On September 9, 2008, the Jail Officers pictured below graduated from the Federal ICE Training Program at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.



Jail Officers Barry Sward, Angie Rivera and Bernard Alejandro

ADC 287(g) Program

	FY 2008		FY 2009	
	Total	Average	Total	Average
Foreign Born Commits	4,162	347	3,738	312
Screened by 287(g)	2,092	174	3,718	310
Percentage Screened	50%		99%	
ADC 287(g) Detainers	860	72	954	80
Released to ICE	747	62	985	82

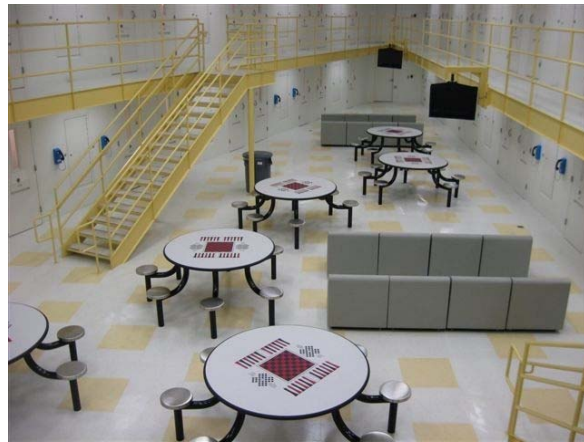
TRANSITION

In Fiscal Year 2009, Phase I construction for the Adult Detention Center Expansion 150,000 square-foot facility was substantially completed in July 2008 and finalized August 2008. This 200 cell facility was built with a more modern concept with an enhanced security system that involved the following: touch screens, door sliders, duress alarms and high-end cameras that give the officers a stronger sense of security and control of inmate movement within the facility. The facility also expands the Intake and Release Section, as well as provides a large kitchen that is more efficient and capable of feeding the entire ADC complex. The new building, which has been named the Central Building, has four housing units that have been referred to as Pods. Each Pod has fifty cells with a large day room area for dining, table games and televisions. The Pods also have showers and an indoor gym. The housing units are set up for Direct Supervision where the officers are monitoring and controlling the entire unit from within the unit.

There is a secure bridge that connects the Main Building to the Central Building which enables staff and inmates to move from one building to the other. One of the highlights in the Expansion is the Video Visitation System, located in the Central Lobby. This is a very unique system that gives more flexibility and control with the visiting process and limits inmate movement. Personal and Professional visitors are required to register prior to the visit. The visits are conducted via a video monitor with a phone attached. There are private booths available for legal visits. The Adult Detention Center is one of the few facilities in the state of Virginia using this type of system.



Video Visitation



Pod

With the completion of the new facility, the Adult Detention Center was able to return all inmates housed at other Virginia jurisdictions (“farm-outs”). This has provided a cost savings to Prince William County.

The new facility was featured in the National Correctional News magazine and recognized as the Facility of the Month for the January / February 2009 edition.

TRANSPORTATION

The Transportation Section made a total of 2,633 trips transporting inmates to and from other facilities, as well as medical and mental health facilities. All inmates that had been farmed-out to other detention facilities were returned to the Adult Detention Center Complex in December 2008 upon completion of the Central Building. There has been a rise in the number of local transports to medical and mental facilities due to the increase in the complex population.

INMATE TRANSPORTATION STATS FOR FY 2009													
Transports to/from	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
ADC TO COURT	592	616	663	651	551	577	513	557	611	545	543	631	7050
OFF STREET	188	175	155	159	142	146	210	154	165	136	127	137	1894
LUNCHES ADC	403	427	488	461	367	396	325	434	391	453	377	505	5027
LUNCHES COURT	92	103	118	115	87	93	107	84	125	99	103	96	1222
VIDEO ARRAIGNMENTS	601	509	507	561	418	439	475	522	557	522	444	551	6106
INMATE TRANSPORTATION STATS FOR FY 2008													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
MEDICAL TRANSPORT	48	51	61	73	60	67	73	85	88	119	96	75	896
DEPT. OF CORRECTION	6	1	5	3	0	3	5	7	4	5	6	7	52
LOCAL FACILITIES	59	55	41	60	43	47	45	63	50	45	50	51	609
MENTAL FAC/EVALS	10	5	7	6	6	3	1	4	1	2	4	1	50
PEUMANSEND	19	14	19	7	6	8	11	10	11	10	7	6	128
U S MARSHALS	1	0	0	0	0	0	0	0	0	0	0	1	2
COMMONWEALTH ATTY	4	3	9	5	1	3	4	5	3	5	2	3	47
ALBEMARLE	1	1	0	0	0	0	0	0	0	0	0	0	2
MIDDLE RIVER	11	9	6	7	7	0	0	0	0	0	0	0	40
NORTHWESTERN	5	8	9	2	2	0	0	0	0	0	1	1	28
SOUTHSIDE	6	5	5	7	5	3	0	0	0	0	0	0	31
Monthly Trips Subtotals	170	152	162	170	130	134	139	174	157	186	166	145	1,885
Individual Inmates Transported	319	284	322	235	212	198	139	192	184	214	180	154	2,633
													Total Inmates Transported 4,518
													Total Mileage: 193,212

COMPLIANCE

The Compliance Section monitors Standard Operational Procedures to include review, implementation and compliance. This section also assists with outside law enforcement investigations. During Fiscal Year 2009, the Prince William-Manassas Regional Adult Detention Center completed the following inspections and audits:

- Health and Safety Inspection was conducted March 22-24, 2009 with the Virginia Department of Corrections. Reviews the overall compliance standards in how the jail meets the medical and safety needs of the inmates. This inspection also includes staff training and the physical condition of the institution.
- Local Inmate Data System (LIDS) compliance inspection was conducted April 27-29, 2009, and received an “Exceptional” rating. Audits the inmate data required and sent to the State Compensation Board, which is used to determine state per diem payments and provide information for state population forecasts and other statistical information.
- Appropriated and Commissary fund audits were completed with reports showing no discrepancies.

The agency continues to respond to several surveys from the U.S. Department of Justice.

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. There are 29 civilian positions authorized and one contractor for the Financial Department. The following are operating costs with \$860,590 actual FY 2008 for 75 beds and \$1,147,357 FY 2009 for 100 beds operational costs budgeted for Peumansend Creek Regional Jail excluded. The \$39,982 for 800 MHz radio capital costs for FY 2008 and FY 2009 are not included in those expenditure and revenue budgets.

	<u>FY08 Budget Expended</u>	<u>FY09 Adopted Budget</u>
Personal Services	\$18,258,590	\$20,770,529
Fringe Benefits	5,539,998	6,669,382
Contractual Services	4,769,421	5,035,504
Internal Services	861,367	720,920
Other Services	2,804,664	3,887,575
Capital Outlay	75,520	8,000
Leases and Rentals	348,252	312,891
App. Transfer LEOS	<u>1,100,116</u>	<u>1,109,216</u>
 TOTAL	 \$33,757,928	 \$38,514,017

	<u>FY08 Revenue Earned</u>	<u>FY09 Revenue Budget</u>
Electronic Incarceration	\$ 96,217	\$ 47,017
Non-Consecutive Time Fee	15,734	0
Work Release Per Diem	214,846	236,640
Jail Processing Fee	33,353	50,000
Jail Room & Board Charges	116,524	125,562
Cafeteria Sales	7,645	11,000
Miscellaneous Revenue	86,355	57,020
Manassas Park Per Diem	391,276	376,404
Commonwealth Reimbursement	9,340,415	9,411,755
Federal Per Diem	861,927	500,000
Other Federal Funds (Alien Assistance)	633,487	300,000
Manassas (11.2%)*	2,704,652	2,963,246
Prince William County (88.8%)*	19,748,845	23,975,355
ADC Fund Balance	<u>0</u>	<u>500,000</u>
 TOTAL	 \$34,251,276	 \$38,553,999

*The parenthetical amount shown is the actual participation percentage of prisoner days for the county and city for FY 2009.

KITCHEN

When the Central Building at the Prince William-Manassas Regional Adult Detention Center was opened, it included a brand new state-of-the-art kitchen. The new kitchen opened on November 19, 2008. The kitchen services the Central and Main buildings and provides three meals a day to approximately 600 inmates. The kitchen is equipped to serve up to 1,500 and covers 6,548 square feet, to include the Officer's Dining Room (ODR). The kitchen equipment includes one walk-in freezer, three walk-in coolers, two roll-in rack ovens, steamers, kettles, tilt skillets, deep fat fryers, warming units, industrial mixers, a blast chiller and a dish machine.

Two shifts of approximately sixteen inmate workers prepare the food. The Food Service employees include one full-time Food Service Manager, one full-time Food Service Assistant Manager and nine kitchen supervisors who oversee the food preparation by the inmate workers. The Detention Center operates a four-week cycle menu and accommodates inmates with special dietary needs. Two hot meals are provided daily to the inmates for breakfast and dinner and a bagged cold meal is served for lunch.

In addition to feeding the inmates, the new facility has a separate officer dining room with its own small kitchen to service the employees working at the facility. Two inmate workers prepare the food ordered by the staff in the officer dining room. Employees are given a variety of meal and side choices to choose from daily.

The Prince William-Manassas Regional Adult Detention Center has a second kitchen facility located in the Modular Building. This kitchen services approximately 350 individuals daily including inmates housed at the Modular Building and the Work Release Center.

MAINTENANCE

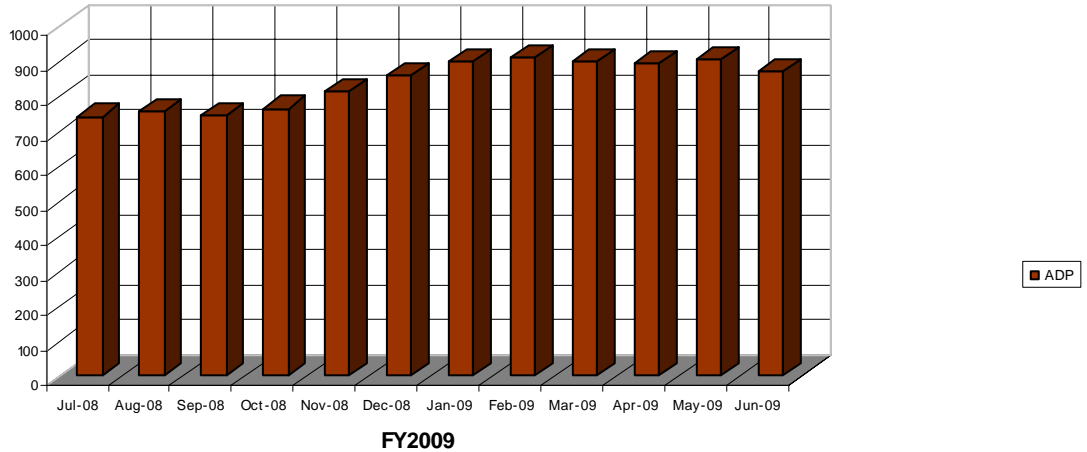
There is four maintenance staff to manage, maintain and repair the five ADC facilities. One maintenance person was primarily assigned to manage the construction of the new Central Building while it was being built from summer 2006 to fall 2008, with follow on responsibility to monitor Main Jail first floor renovation, now in process. The new building added over 125,000 square feet of maintenance needs which added new building systems and preventative maintenance needs.

A new mechanized work order management and tracking system was brought on line to provide real-time tracking and reporting on all maintenance service requests. All repair requests involving security issues are given top priority. There were 2,748 maintenance request received from staff in FY 2009.

STATISTICAL OVERVIEW

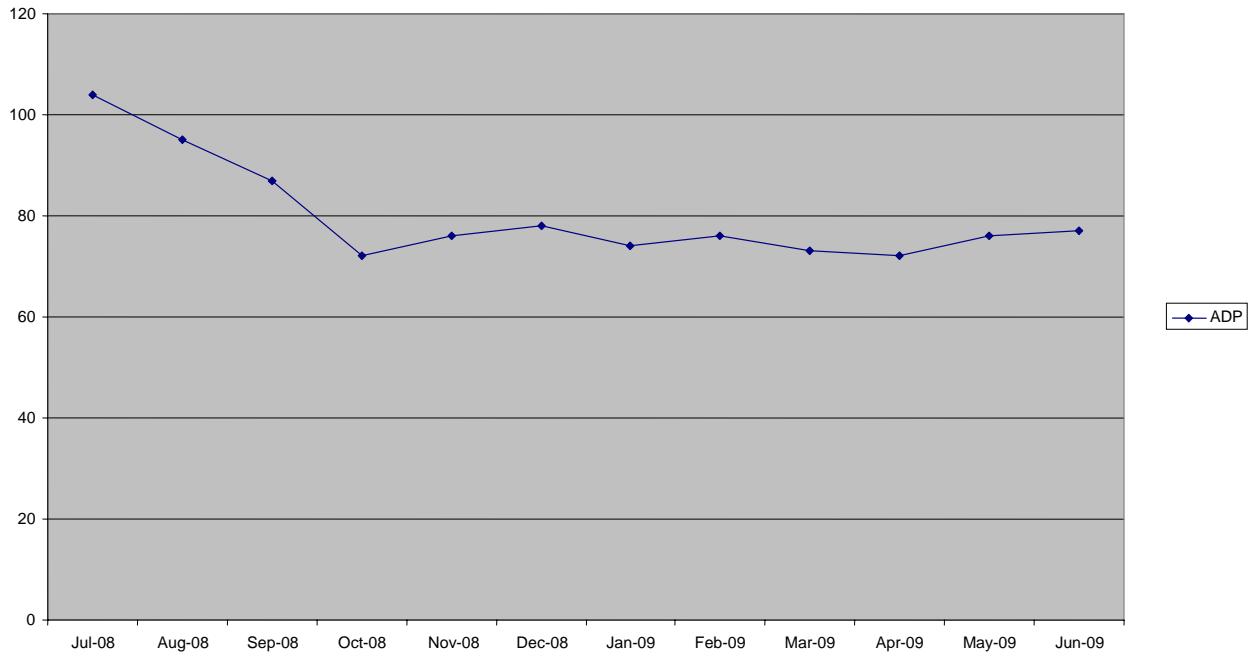
The Manassas Complex is comprised of five facilities located within Manassas. They are the Central Building, the Main Building, the Modular Building and the Iron Building. The Jail Annex is located on the complex and provides Administrative and Training space for the facility. The ADP of the Manassas Complex in fiscal year 2009 was 840. The average daily population at Peumansend Creek Regional Jail for FY 2009 was 80.

Average Daily Population



	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09
■ ADP	744	756	747	766	816	861	901	912	899	897	906	874

Peumansend Creek Regional Jail Average Daily Population



AWARDS

At the 11th Annual Virginia Association of Regional Jails Training Conference held April 13-16, 2009, the Prince William-Manassas Regional Adult Detention Center received the following awards: Lewis Hutchison-Civilian of the Year; Master Jail Officer James Faulk-Officer of the Year; Colonel Pete Meletis-Superintendent of the Year; and First Sergeant Lisa Martinez-Urrutia-Supervisor of the Year. This is the first time in the history of the Conference that an agency has been awarded in all four categories.



On March 27, 2009, at the 23rd Annual Valor Awards sponsored by the Prince William Chamber of Commerce, the Prince William-Manassas Regional Adult Detention Center received Valor Awards for Master Jail Officers Brian Daily and Chester Outland. They were recognized for their assistance with police officers while off duty. Representative Gerald Connolly has placed this in the Congressional Record.



Lieutenant Cindy DePoy, Master Jail Officer Joan Ritenour and First Sergeant David Bryant were recognized at the City Council meeting for the City of Manassas on March 9, 2009 for their actions and assistance during an emergency regarding a citizen having serious medical issues.



The John A. Childers Memorial Employee of the Quarter

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

Listed below are the award winners for Employee of the Quarter for Fiscal Year 2009:



MJO James Faulk



Madel Boissonneault
Mental Health Therapist



Eleanor Heath
Mental Health Therapist



Carol Price, RN



Carol Croteau,
Correctional Health Asst.



Andrea Hoffman,
Correctional Health Asst.



MJO Donald Foddrrell



Lt. Vicki Herd, CJM

Prince William-Manassas Regional Adult Detention Center's Employees Association

Prince William-Manassas Adult Detention Center's Employees Association had a very productive year. The Association hosted a number of events for the staff and their families to include a Christmas party, Easter egg hunt, Correctional Employee Week cookout and their 25th Anniversary golf tournament.

The Association facilitated a number of retirement luncheons for staff leaving after long careers and presented them with parting gifts. There were fundraisers such as gift basket raffles to offset the costs of these events. The Association also makes contributions to charities such as "Santa Cop" and Securing Emergency Responses through Volunteer Efforts (SERVE).



ADC Annual Golf Tournament



Captain Wayne Wynkoop's Retirement



Correctional Employee Week Cookout



Jail Officer Mary Anne Robinson was the winner of the summer vacation basket raffle.