

# Office of Criminal Justice Services

**Annual Report FY 2012**



Manassas Office  
9540 Center Street, Suite 301  
Manassas, VA 20110  
703-792-6065

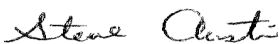
Woodbridge Office  
15941 Donald Curtis Drive, Suite 110  
Woodbridge, VA 22192  
703-792-4984

## Message From The Director

The Prince William County Office of Criminal Justice Services (OCJS) serves the 31<sup>st</sup> Judicial District to include Prince William County and the Cities of Manassas and Manassas Park. OCJS provides critical functions at both the pre and post adjudication stages of the criminal justice system. Beginning in 2009 and continuing in 2012, OCJS has continued efforts to implement research driven strategies, known as "Evidence Based Practices" (EBP) to reduce recidivism and victimization and to improve criminal justice outcomes. Strategies for change have included organizational development such as staff driven process action teams that focus on improving service delivery and targeting the risk and needs of offenders and defendants under supervision. Staff are now trained in effective communication/motivational interviewing, risk assessment completion, and more recently Probation Officers have been trained in case planning which target specific risk areas that can contribute to a reduction in recidivism. In FY 2012, OCJS began to deliver some in-house treatment services which enables more services to be delivered and often more efficiently. Members of our EBP Steering Committee were nominated for the County Executive Award in 2012 to recognize their efforts in these areas.

Also in FY 2012, OCJS implemented a new client check-in kiosk system to better manage the flow of traffic in our offices and to provide more efficient service. We have also continued to strengthen our partnerships with Prince William Community Services and local non-profit agencies. Our Intensive Community Supervision Program (ICS) has continued to grow and is relied upon by our local Courts to serve the higher risk offenders and defendants and to assist in managing the growing local jail population.

If you would like further information regarding the services provided by the agency, please contact me or any of our staff at (703) 792-6065.



Steve Austin, Director

## Mission

Prince William County Office of Criminal Justice Services promotes public safety by reducing recidivism. We serve the courts and community by providing efficient, effective, innovative assessment and supervision programs that empower clients to achieve success and improve individual growth.



## Agency History Overview

The Prince William County Office of Criminal Justice Services was established in 1980 as a pilot program under the provisions of the Commonwealth of Virginia Community Diversion Incentive Act. At that time the agency was called the Community Corrections Program. The agency provided community supervision and treatment to non-violent felony offenders as an alternative to jail or prison. The success of this Prince William County pilot directly contributed to the flourishing of Department of

Corrections sponsored Community Diversion Incentive programs throughout the Commonwealth during the eighties. In 1989, the Community Corrections Program obtained an additional grant from the Department of Criminal Justice Services to establish a program for pretrial supervision. The Community Corrections Program was discontinued as part of the statewide sentencing reform in the mid-nineties and was replaced by the current Local Offenders Program which provides similar services (for shorter terms) to both misdemeanor and felony offenders. In 1995, the Prince William County

Community Corrections Program was restructured as the Office of Criminal Justice Services.



Today, the agency provides pretrial, probation and related services to more than 2,656 adult offenders/defendants annually. These defendants are ordered into the program by the Prince William County Circuit, General District, and Juvenile and Domestic Relations District Courts. The programs serve the Thirty-first Judicial District, which includes Prince William County, the City of Manassas, and the City of Manassas Park. The resources and staff are devoted to supervising offenders and defendants in the community. In Prince William County, pretrial and post-trial program services are heavily used by the General District Court and the Juvenile and Domestic Relations District Court. These programs serve the Circuit Court as well. The Office of Criminal Justice Services provides additional services designed to enhance the local criminal justice system. They include tracking statistics, assisting agencies in grant writing, developing improved domestic violence case monitoring processes, and participating in video arraignments. Agency personnel also serve as administrative staff for the 31st Judicial Community Criminal Justice Board, which functions as an advisory body to the County and to the Cities of Manassas and Manassas Park on criminal justice issues.

## Probation 101



Probation is a judicially imposed suspension of sentence that allows a person to remain in the community under the supervision of a probation officer. Conditions of community-based supervision can include jail time, fines, restitution, community service, and participation in treatment.

Probationers are required to report to probation a predetermined number of times depending on the risk level of the offender. If the probationer does not follow the conditions of probation, a judge may order a jail or prison sentence.

Probation officers work hand-in-hand with community groups and social service agencies to provide offenders and victims with the support and services they need. Probation officers maintain partnerships with law enforcement and other justice agencies so the agencies can benefit from the expertise of each other and share information on criminal activity.

### Some of the officers' job duties include:

- Assist offenders to obtain needed services
- Oversee the rehabilitation of offenders
- Administer drug tests
- Conduct offender work and home visits
- Help victims receive services and restitution
- Monitor compliance with court orders



## Pretrial 101

The Pretrial Supervision Program is designed to aid the courts in the initial processing of defendants. The Pretrial Supervision Program provides background information to the courts on newly arrested defendants. Pretrial Supervision Officers are tasked with providing supervision to low-risk offenders awaiting trial. This service also helps to reduce jail crowding as well as maintaining public safety. Pretrial Interviewer/Investigation Officers screen defendants who are being held in the Prince William County Adult Detention Center while awaiting their first court appearance. The pretrial process includes collecting and verifying demographic information, criminal history, and any information regarding substance abuse, mental health treatment and/or medical problems. The Pretrial Interviewer/Investigation Officers compile risk assessment based on the information collected, and make recommendations to the courts in reference to the defendant's bond. When a recommendation for release with pretrial supervision is made, a defendant is referred by the court to comply with supervision conditions. Pretrial Supervision Officers provide supervision for these defendants until a final disposition is reached in their court case. Defendants are released back into the community with conditions while they are awaiting trial.

## Evidence-Based Practices

Research indicates that certain programs and intervention strategies, when applied to a variety of offender populations, reliably produce sustained reductions in recidivism.

- Assess Risk and Needs
- Build Motivation
- Target Interventions
- Increase Positive Reinforcement
- Provide Measurement Feedback
- Use Cognitive Behavioral Techniques to Teach and Practice new Skills
- Engage Ongoing Support in Natural Communities

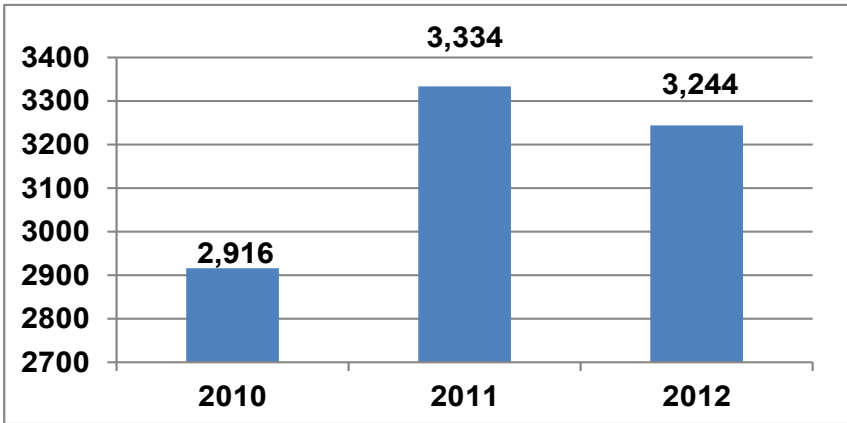


Source: Crime and Justice Institute at Community Resources for Justice (2009). *Implementing Evidence-Based Policy and Practice in Community Corrections*, 2nd ed. Washington, DC: National Institute of Corrections.

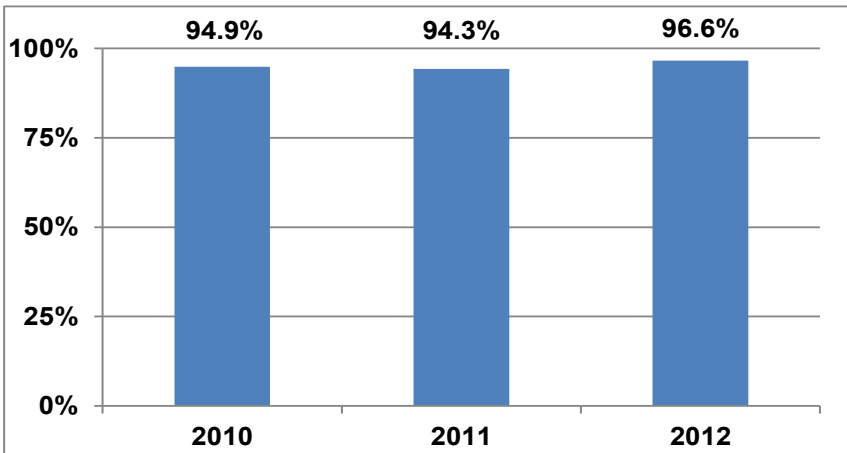
# Pretrial Supervision Program

This chart below demonstrates by Fiscal Year the number of interviews conducted by the staff from the Pretrial Supervision Program. Staff interview detainees at the Prince William County Adult Detention Center to determine eligibility for bond status. These screenings enable pretrial staff to give court recommendations regarding the placement of these inmates.

**Pretrial Interviews Conducted  
FY 2010-FY 2012**



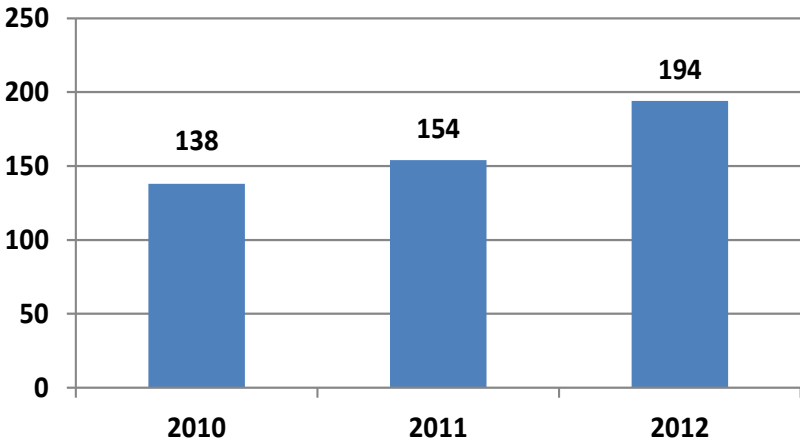
**Rate of Successful Pretrial Court Appearance  
FY 2010-FY 2012**



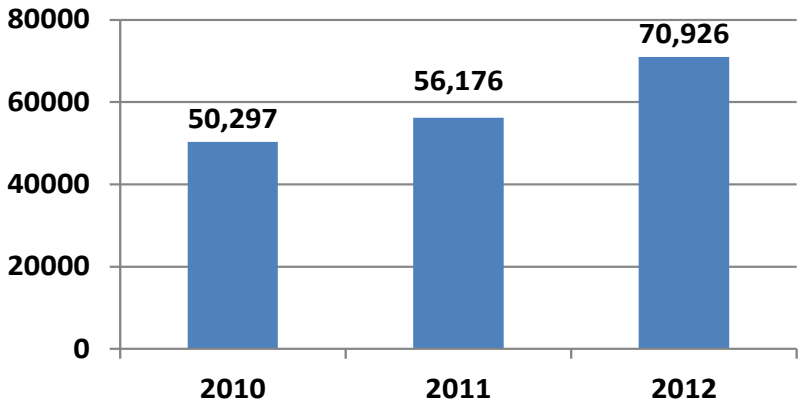
## Highlights for Fiscal Year 2012

In FY 2012 the average daily caseload reached 194, a new all-time high for the program. While many criminal justice programs should favor reduced caseload, Pretrial Supervision seeks to maintain public safety while at the same time reducing the use of more costly alternative such as pretrial detention. When multiplied by the number of days that pretrial clients awaited trial, we can calculate the number of jail bed days the program has saved.

### Average Pretrial Daily Caseload



### Pretrial Bed Days Saved



# Intensive Community Supervision Program



The Intensive Community Supervision Program was established in Prince William County in 2006 as a pilot program to alleviate the jail population. The intensive supervision team works with high-risk offenders in an effort to collaborate with other programs and ensure

successful outcomes for their clients. They address issues ranging from substance abuse to serious mental health concerns as they relate to the criminal justice system both pre and post trial. This partnership is consistent with the Virginia Commonwealth Consortium for Mental Health and Criminal Justice Transformation initiative to divert and provide treatment services to clients with serious mental health concerns from the criminal justice system.

## **A CLIENT WHO PARTICIPATES IN THE INTENSIVE SUPERVISION PROGRAM MAY BE REQUIRED TO COMPLY WITH SEVERAL OF THE FOLLOWING:**

- Electronic monitoring
- Three to five face to face contacts per week with a pretrial supervision officer
- Random drug testing/  
Breathalyzer testing
- Referral to treatment services as appropriate
- Any other special conditions set by the court

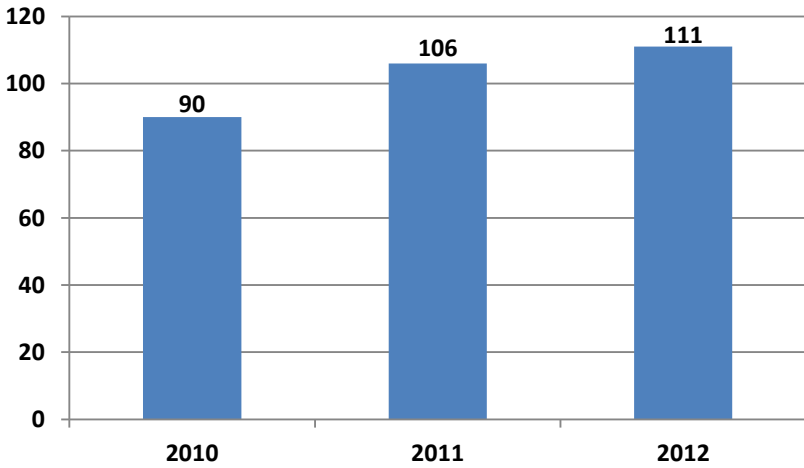




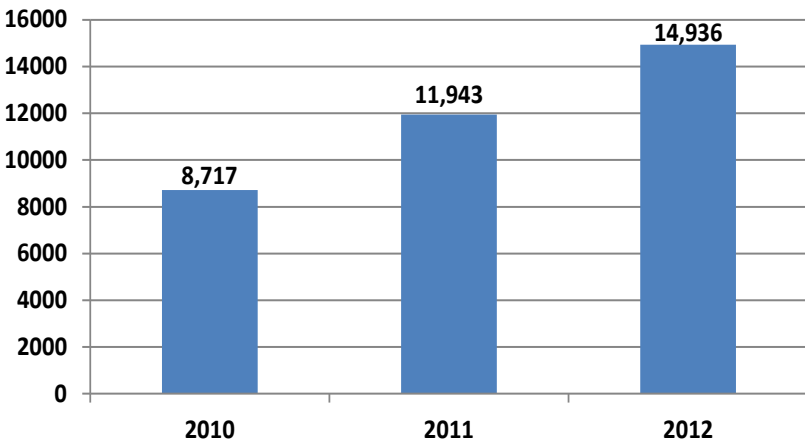
# Highlights for Fiscal Year 2012

## Intensive Community Supervision Caseload

**Total Intensive Pretrial Supervision Clients  
FY 2010-FY 2012**



**Intensive Community Supervision Bed Days Saved  
FY 2010-FY 2012**

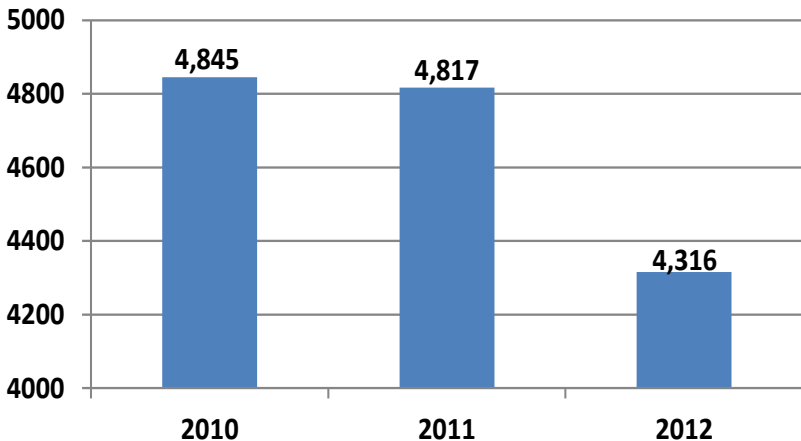


# Local Offenders Probation

The Office of Criminal Justice Services Local Offenders Probation program (also referred to as the Community Corrections Program) provides short-term supervision and services primarily for post-adjudication misdemeanor offenders. These offenders are court ordered into the Local Offenders Program and given a deferred or suspended sentence pending successful participation. These offenders undergo a research-based risk and needs assessment and are then referred to services appropriate to those risks and/or needs. A range of services, for example substance abuse, mental health, domestic violence, are provided to the offenders from both within the agency and from our partners in the community. Offenders who are unable to successfully complete the program are return to court.

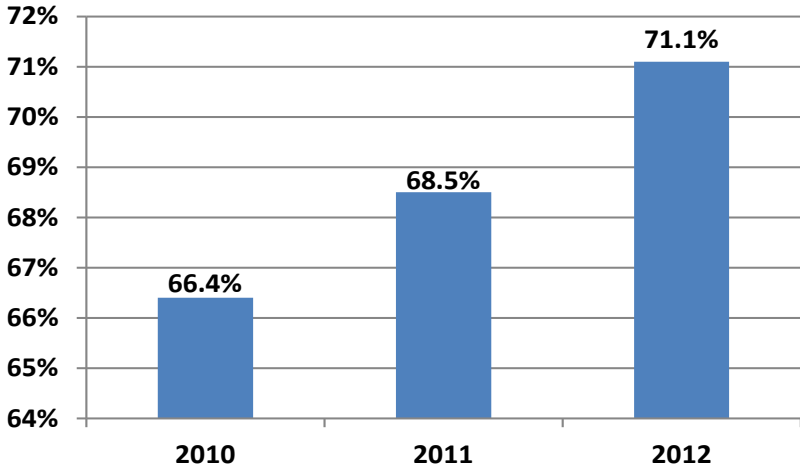


**Probationers Referred for Treatment and Intervention Services  
FY 2010-FY 2012**

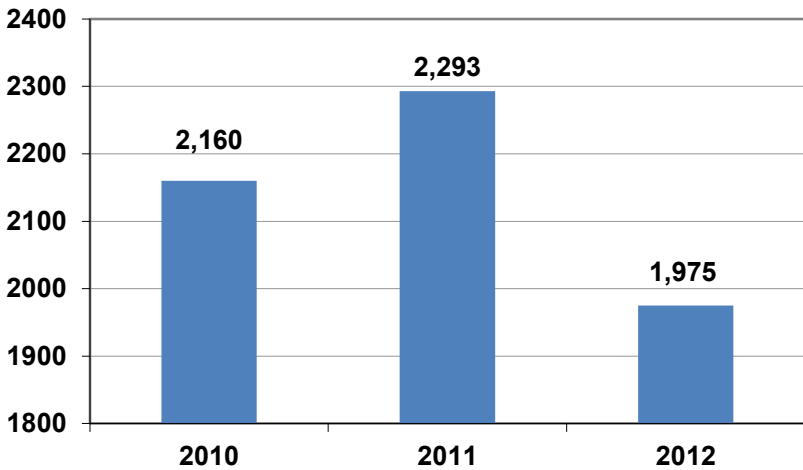


# Highlights for Fiscal Year 2012

## Successful Case Closures FY 2010-FY 2012



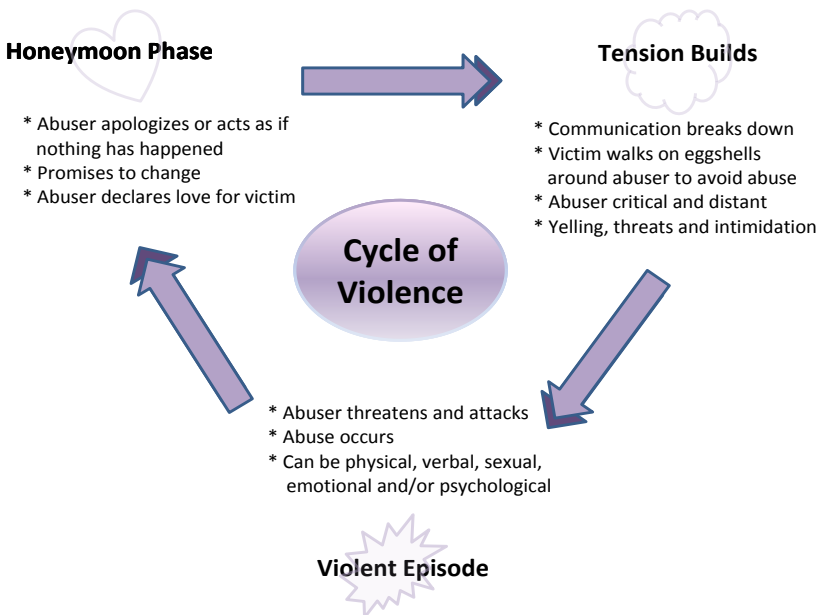
## Local Offenders Placed on Probation FY 2010-FY 2012



# The Domestic Violence Program

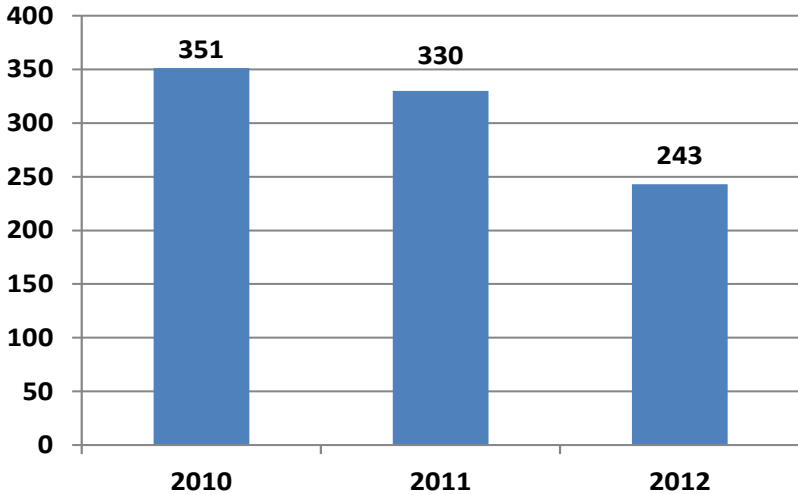
The Office of Criminal Justice Services Domestic Violence Program is an important component of the Greater Prince William Sexual and Domestic Violence Prevention Council. The council focuses on improving the community's response to sexual and domestic violence. Council meetings are open to all criminal justice professionals and service providers who have contact with either the victims or perpetrators of sexual and domestic violence. In conjunction with the Sexual and Domestic Violence Prevention Council's objectives, it is a priority of the Office of Criminal Justice Services to address the growing problem of domestic violence in Prince William County and the Cities of Manassas and Manassas Park.

In Prince William County, when a protective order against a domestic partner is issued by a judge, Domestic Violence Program staff monitor these orders and report treatment condition violations to the court. Program staff work closely with prosecutors and advocates to ensure that perpetrators of domestic violence are held accountable to enhance victim safety. Additionally, staff make certain that victims of alleged abuse receive information about the various resources in the community, and work to help victims and families receive appropriate services.

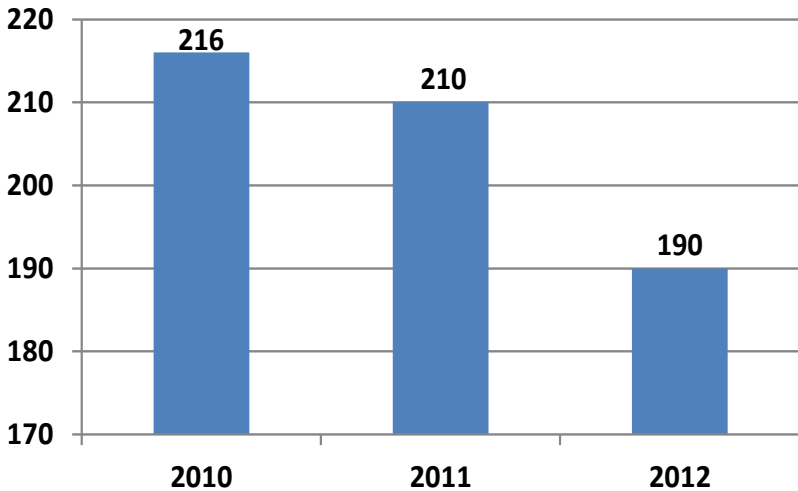


# Highlights for Fiscal Year 2012

## Protective Orders Monitored (number of cases) FY 2010-FY 2012



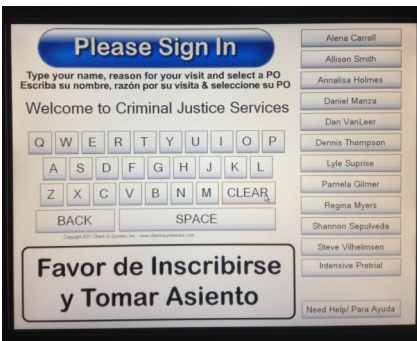
## Domestic Violence Information Resource Packets Sent to Victims FY 2010-FY 2012



## Accomplishments

Research has shown that recidivism (repeat criminal offending) can be predicted and can be reduced. We do this by implementing research based, “Evidence-Based” practices. Included among these practices is the adoption of a research-based assessment instrument. Virginia has chosen to adopt the M-OST/OST (Modified-Offender Screening Tool/Offender Screening Tool) instrument. With the M-OST/OST we can allocate and target our resources and efforts to where they are most effective. Services and levels of supervision are customized to an individual’s needs based upon the risk they pose to the community.

- Supervision officers conducted 17,175 drug screening
- Pretrial officers conducted 6,765 drug screening
- Intensive Supervision officers conducted 4,680 home visits



In 2012 OCJS took an innovative leap by implementing a check-in kiosk system to help meet the needs of our rising case load. The kiosk is configured with Spanish and English instructions.

- 16,537 clients have used the kiosk systems
- 102 average daily visits

The kiosk has increased the efficiency of our staff and given our clients better service. As reflected in a recent survey, the use of the kiosk was rated as satisfactory or better by 100 percent of our clients.



## Code of Ethics

The Office of Criminal Justice Services promotes a code of ethics that is used when working with offenders, the community, co-workers and other professionals.

- ◆ To serve with humility
- ◆ To act without prejudice
- ◆ To uphold the law with dignity
- ◆ To be objective in the performance of duties
- ◆ To respect the inalienable rights of all persons
- ◆ To cooperate with fellow workers and related agencies
- ◆ To be aware of and uphold responsibilities to the individual and to the community
- ◆ To improve professional standards through continuously seeking knowledge and understanding

## Employee of the Quarter

We value the contributions, dedication and professionalism of our staff members who demonstrate the spirit of our code of ethics and the mission of our agency. Each quarter individuals are submitted by their peers for this award for promoting and upholding our core values.

The following team members were recognized as Employees of the Quarter during 2012:

Annalisa Holmes, Probation/Pretrial Supervision Officer  
Jane Harris, Administrative Support Specialist III  
Jeff McGarry, Probation/Pretrial Supervision Officer  
Allison Smith, Probation/Pretrial Supervision Officer

## Community Criminal Justice Board

The Office of Criminal Justice Services serves as support staff to the Community Criminal Justice Board. It provides analytical and statistical support to the entire local criminal justice system. The office assists in writing grants, completing research and studies on various criminal justice topics, and implementing special projects to improve the local criminal justice system. Services provided include system planning, policy development, determining trends, locating available resources, and serving as support staff to the Community Criminal Justice Board. The Community Criminal Justice Board (CCJB) for the 31st Judicial Circuit was established by a Joint Resolution adopted by the Prince William Board of County Supervisors on November 28, 1995; by the Manassas Park City Council on December 19, 1995; and by the Manassas City Council on January 22, 1996. The establishment of a community advisory board was mandated by the July 1, 1995 passage of the Virginia Comprehensive Community Corrections Act for Local Responsible Offenders.

