PRINCE WILLIAM-MANASSAS REGIONAL ADULT DETENTION CENTER

ANNUAL REPORT

FISCAL YEAR 2003

JULY 1, 2002 - JUNE 30, 2003

DETENTION CENTER

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Main and Modular Buildings of the Manassas Complex

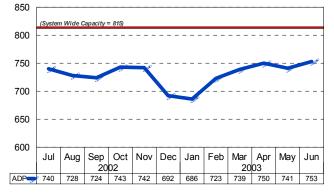
I. <u>Executive Summary</u>

During Fiscal Year (FY) 2003, the Regional Jail Board and Adult Detention Center staff contended with the following on-going and recent issues:

A. During FY 2003 the monthly average "system wide" daily population (ADP) ranged between 686 and 753. The system includes the Manassas Complex, as well as Peumansend Creek Regional Jail. The system wide ADP includes inmates from those facilities, as well as any being held or "farmed out" to other jurisdictions. The average of the system wide monthly ADP reported was 730. The management capacity of the facilities in use during FY 2003 was 815. The ADP during FY 2003 displayed a slight upward trend over the twelve-month period.

System Wide* ADP

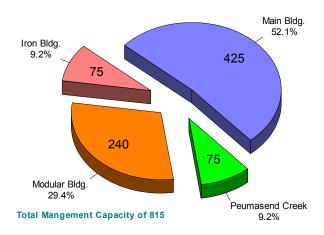
for Fiscal Year 2003



^{*}Includes the Manassas Complex, Peumansend Creek Regional Jail and inmates "farmed out" to other jurisdictions.

B. The Management Capacity of the Prince William – Manassas Regional Adult Detention Center system is 815. This reflects the number of inmates which is felt can be safely managed within the system. This space is allocated between facilities in the Manassas Complex and Peumansend Creek. The following graphic represents the ratio of available space between the facilities.





C. The Manassas Complex is comprised of facilities located within Manassas. These facilities comprise the majority of the management capacity for the agency. They are the Main Building, the Modular Building, and the Iron Building. The monthly ADP of the Manassas Complex for FY 2003 averaged 658. The minimum monthly ADP for the complex was 627 which occurred in December 2002. The maximum monthly ADP for the complex was 683 which occurred in April of 2003. The following graphic displays the ADP by month for the Manassas Complex.

Manassas Complex* ADP

for Fiscal Year 2003



^{*} Includes Main Building, Modular Building, and Iron Building

D. The Peumansend Creek Regional Jail (PCRJ) is an important part of the Prince William – Manassas system wide capacity. Prince William County has 75 beds allocated in PCRJ. The facility opened on September 7, 1999.



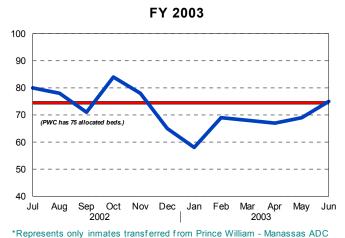
The Peumansend Creek Regional Jail in Hanover County Virginia

The Peumansend Creek Regional Jail houses three hundred and thirty six (336) adult minimum and medium custody male and female offenders. Prince William County's bed allocation is seventy-five (75), fifty-nine (59) beds for males and sixteen (16) beds for females. The institution serves as an overflow facility for the participating jurisdictions and is a program intense facility. The programs consist of GED, Adult Basic Education, Literacy, Life Skills and Drug education.

All inmates will be expected to participate in a graduated work program where inmates start out in non-paying facility confined jobs and work their way up to paying jobs. The showcase job assignment is the Jail Industries Program where inmates will be creating work products.

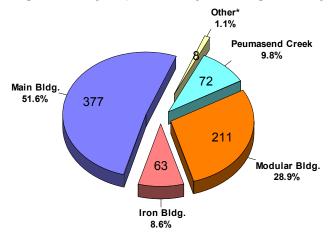
During FY 2003 the PW monthly ADP at Peumansend Creek averaged 72 as the agency attempted to fully utilize available resources to accommodate the population increase at the Manassas Complex. The graph below represents the monthly ADP at PCRJ.

Monthly ADP* at Peumansend Creek



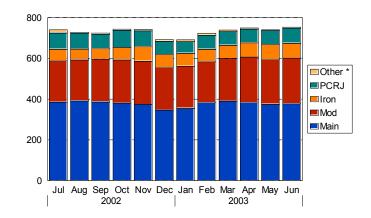
E The graphs below and on the following page demonstrate the average distribution of the population within the system during FY 2003, and the monthly changes in the distribution as FY2003 progressed.

Average Monthly Population by Building / Facility



^{*} Other includes Electronic Incarceration Program and those held in other jurisdictions.

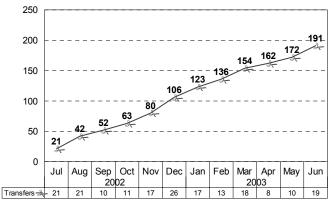
Population Disbursement by Month for FY 2003



^{*} Other includes EIP and inmates held by other jurisdictions.

- F. On March 11, 2002 the Prince William County Board of Supervisors and the Manassas City Council agreed to a plan for the expansion of the Adult Detention Center. As a result of this plan, it was agreed that a net total of 400 additional jail beds could be added to the courthouse complex in Manassas. Additionally, it was agreed that any additional construction would be placed on a site provided by Manassas City adjacent to the Manassas airport.
- G. Since July 1, 1996, inmates are scheduled to be transferred sixty days after sentencing. The Virginia Department of Corrections transferred state-ready inmates promptly to their facilities during FY 2003. A total of 191 inmates were transferred during FY 2003. A total of 189 inmates were transferred during FY 2003.

Cumulative Transfers* to the Virginia Department of Corrections for Fiscal Year 2003

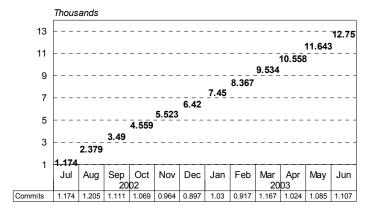


^{*}Reflects transfers from Manassas Complex Only.

H. The Adult Detention Center had a very busy FY 2003. There were close to 13,000 individual commitments to the Adult Detention Center during FY 2003. The graph below shows the progression of commitments into the Adult Detention Center throughout FY 2003.

Cumulative Monthly Commitments to the ADC

FY 2003



- I. During FY 2003 the Adult Detention Center completed the following inspections:
 - 1. Sept. 12-13, 2003, Immigration and Naturalization Service, Annual Inspection
 - 2. Sept. 30, 2003, Prince William County Fire Marshall
 - 3. Oct 2, 2002, U. S. Bureau of Prisons and United States Marshall Service, Annual Inspections
 - 4. April 5, 2003, Virginia Department of Health
 - 5. June 11-12, 2003, Virginia Department of Corrections, Annual Inspection
 - 6. June 12, 2003, Virginia Department of Health
 - 7. June 13, 2003, Professional Visitor Audit
- J. During FY 2003, the Adult Detention Center continued to utilize a Medical Treatment Program for inmates whereby inmates participate and pay a portion of the costs. Work Release inmates and inmates participating in the Electronic Monitoring Program are responsible for all associated medical costs. Under no circumstance is an inmate denied necessary medical care. The purpose of the copay program is to discourage frivolous requests for medical treatment. During FY 2003, this program generated revenues of \$16,508.72.
- K. During FY 2003 the Adult Detention Center was re-accredited by the National Commission on Correctional Health Care (NCCHC). Accreditation indicates that the Adult Detention Center has proven compliance both in policy and in practice with a wide range of standards. The re-accreditation process requires that the agency successfully undergo an off-site review and approval process.

L. The Inmate Work Force Program continues to provide service to both Prince William County and the City of Manassas. The Inmate Work Force Program has been so successful during previous years that additional crews have again been added. Four work crews now participate in the program. The four work crews provided the following services during FY 2003: mowing, maintenance, landscaping, painting, roadside cleanup, and office moving. The Work Force Program also provides cleaning and janitorial services to government buildings. The Inmate Work Force provides contracted services to Prince William County, and the City of Manassas for landscape maintenance of the entire Courthouse complex, throughout the county, and at seventeen city locations including City Hall, the Manassas City Police Department, Manassas Cemetery, Rose Hill Cemetery, and the Manassas Museum.

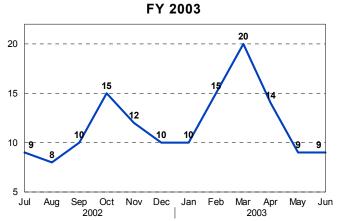


Work Force inmates sorting supplies at the warehouse facility in Manassas.

M. During FY 2003, certificates were awarded to 26 inmates who passed the General Education Diploma (GED) test.

N. The Adult Detention Center continued to house federal prisoners from the U.S. Marshal's Office and the Immigration and Naturalization Service during FY 2003. The Adult Detention Center also has a contractual agreement with the Federal Bureau of Prisons. During FY 2003 a monthly average of twelve federal inmates were housed in the Adult Detention Center. Revenues generated from the housing of federal prisoners help offset the local cost of jail operations.

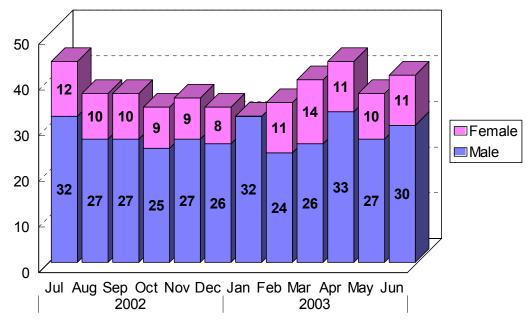
Average Federal Inmate Population



An average of twelve federal inmates were held each month.

- O. During FY 2003, the Adult Detention Center continued a contract with the Reintegration Service Center for a wide range of rehabilitation and support programs. (A detailed listing may be found later in this report.)
- P. During FY 2003, the Substance Abuse Treatment Program for men and women continued to be an important programming component of the Adult Detention Center. Ex-inmates who are remaining clean and sober and who have become productive members of the community often return to the program as volunteers. During FY 2003 the agency also offered a post-treatment program for recently released offenders who, while incarcerated, participated in substance abuse treatment programs.

Drug Treatment Dorms*, Monthly Average Population Fiscal Year 2003



^{*} Includes both male and female dorms.

- Q. During FY 2003, the Substance Abuse Treatment Dorms continued in the Modular and Main buildings. The program's combined average population during FY 2003 was 38. There are separate treatment facilities for men and women. The program operates 14 hours a day, 7 days a week. Through the cooperative efforts of this agency and the CSB, post-treatment continuing care therapy is being offered to ex-inmates who completed the DORM program at the ADC.
- R. During FY 2003, the Adult Detention Center continued to participate in a contract for inmate phone services from AT&T through 2005 The T-NETIX Company is a major subcontractor and provides a full-time, on-site, Inmate Phone System Administrator. The Site Administrator is available to the public on a daily basis in an office located in the Modular Building. Revenues from this contract go to the Inmate Commissary Fund. This fund is used to pay for operational costs and supplies for a wide variety of treatment, and recreational programs in the facility. (A more detailed listing of inmate programs can be found on Pages 20 and 21).

S. The Modular Building has been in operation since April 27, 1990. During FY 2003 the Modular Building housed an average of 211 inmates. Due to population growth, it continues to play a greater role in housing a large percentage of the inmate population. The large dormitories and programming spaces in this building have allowed the development of the Drug Dorm programs, as well as the Life Learning Program.



The Adult Detention Center Modular Building.

T. The Iron Building-based Work Release Program continues to operate without incident. The Iron Building has been in operation since June 30, 1989. The monthly average daily population for the Work Release Program during FY 2003 was 64.



The Iron Building

- U. During FY 2003, the Electronic Monitoring Program (EIP) continued to be a component of jail management to place non-violent offenders in the community from jail and other criminal justice agencies, as appropriate. The program assists offenders in making a successful reintegration back into the community by maintaining strict controls and appropriate support. During FY 2003, twenty-nine people were placed on the EIP program. The EIP Program ADP over the twelve month period was six.
- V. During FY 2003, Work Release inmates continued their participation in the City of Manassas' Adopt-a-Spot Program. They have been assigned Liberia Avenue between Euclid Avenue and Davis Ford Road. The program requires collection twice per year in April and October. The following amounts were collected during FY 2003:

07/20/02 48 bags of trash collected 04/13/03 55 bags of trash collected

W. During FY 2003 the Adult Detention Center food services staff provided a total of 765,839 meals. These meals are served to inmates held in the Adult Detention Center, as well as to those inmates from other jurisdictions while being held for court in the Judicial Center. The eight members of the food service staff operate kitchens in both the Main Building and the Modular Building. Meals for inmates held at the Iron Building are provided through the Main Kitchen.



Food Service Supervisors Linda Dunlap and Mary Malone working in the Modular Kitchen.

X. Escorting inmates to and from the courts, feeding them while at the Judicial Center, and transporting them within the community, as well as throughout the Commonwealth is a major responsibility. Each year, thousands of inmates are escorted back and forth between the Adult Detention Center and the Judicial Center. Many other inmates are transported to medical appointments within the community, or between local and state correctional facilities throughout the Commonwealth. On the following page is a chart detailing this activity:

	Inma	ate Es	scort	and	Foo	d Se	rvice	Supp	ort t	o the	Cour	t	
Transports To/From	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
	110								109			113	
ADC to Court	0	1066	990	945	831	916	831	841	0	1032	925	1	11698
Off Street	158	169	163	185	149	94	174	114	150	175	140	157	1828
Lunches: ADC	350	379	283	207	216	263	215	235	303	326	244	322	3343
Lunches: Court	115	80	87	147	72	93	90	85	96	117	80	106	1168
Total Inmate Court Escorts:								<u>13526</u>					

Total Lunches provided for Court:

<u>4511</u>

Inmate Transports Trips During FY 2003													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals:
Medical Transports	83	61	79	75	52	58	47	31	56	57	56	83	738
Transports to D.O.C.	8	13	9	10	8	19	9	7	7	7	7	7	111
Local Facilities	15	12	12	12	10	14	17	11	20	12	9	10	153
Mental Fac/Eval	4	2	4	8	3	3	4	1	6	2	6	8	51
Peumansend Creek	7	7	9	4	8	5	7	8	3	11	8	9	86
U.S. Marshall	3	6	1	4	4	2	3	2	1	6	2	2	36
Northern Neck RJ	0	0	0	0	0	0	1	0	0	0	0	0	1
Southside RJ	0	0	0	0	0	0	0	0	0	0	0	0	0
Trip Subtotals:	120	101	114	113	85	101	88	60	93	95	88	119	
									Total Trips:				<u>1177</u>

Individual Inmates Transported During FY 2003													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Individual Inmates Transported:	173	156	148	139	99	129	107	86	118	127	113	159	
<u>Total Inmates Transported:</u> 1								<u>1554</u>					

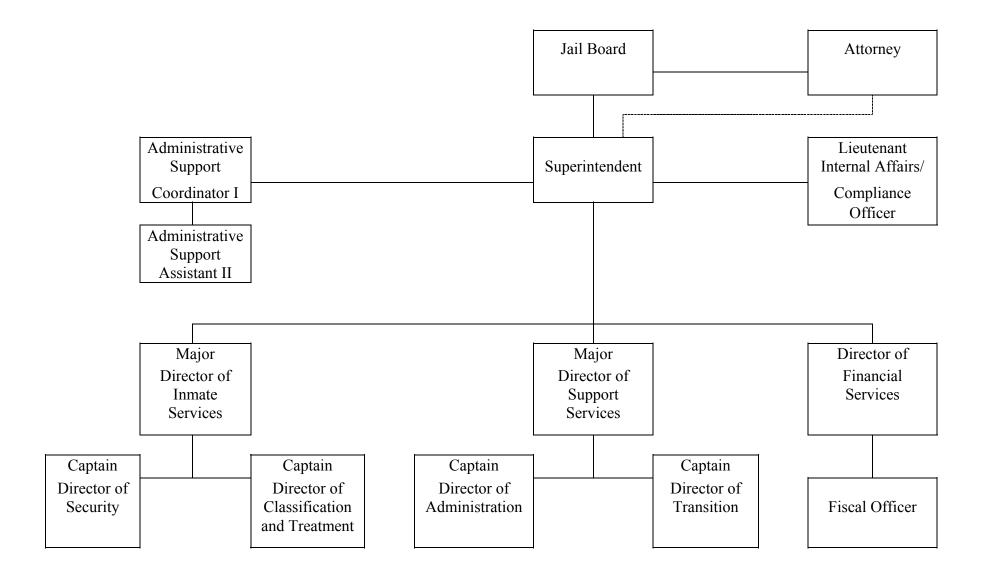
II. General Information

A. <u>Statutory Authority</u>

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.

B. <u>Mission Statement</u>

- To provide for the secure, safe, and healthful housing of prisoners admitted to the Detention Center.
- To insure 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.



D. Members of the Jail Board as of June 30, 2003

Board Members	<u>Represents</u>

Chairman - Patrick Hurd City of Manassas

Vice-Chairman - Christina A. Frank

Prince William County

Director, Office of Criminal Justice Services

Hugh Brien City of Manassas

Stephen Copeland Prince William County

Citizen-at-Large

Charlie Deane Prince William County

Chief of Police

Paul Ebert Prince William County

Commonwealth's Attorney

Dana Fenton Prince William County

Assistant to the County Executive

David C. Mabie Prince William County

Clerk of the Court

Rev. Victor Riley Prince William County

Citizen-at-Large

Lee Stoffregen Sheriff

<u>Alternates</u> <u>Alternate For</u>

Scott Bailey Paul Ebert

Cleil Fitzwater Dana Fenton

Robert Marsh David Mabie

Major Daniel Taber Charlie Deane

E. <u>Legal Counsel</u>

Joyce A. N. Massey, Manassas, Virginia

F. Adult Detention Center Executive Staff

Colonel Glendell Hill, Superintendent

Major Charles H. Land, Director of Inmate Services

Major George W. Murphy, Director of Support Services

Mr. John E. Henry, Director of Financial Services

Captain Peter A. Meletis, Director of Security

Captain Sonny O. Alicie, Director of Classification and Treatment

Captain Dennis W. Webb, Director of Administration

Captain Catherine A. Nehlig, Director of Transition

Ms. Lorraine M. Monaghan, Executive Secretary



Corporal Combs in Main Control

III. Objectives

FINAL STATUS OF FY 2003 OBJECTIVES June 2003

- 1. To work with the Jail Board and legal counsel to implement a jail processing fee.
- 1. The jail processing fee has been signed by the Governor and was implemented on July 1, 2003.
- 2. To develop an SOP and revise our Employee Evaluation Form.
- 2. Nothing new to report. This item will carried over to FY 2004.
- 3. To implement a program to record all inmate phone calls.
- 3. Completed.
- 4. To work with the Jail Board and other interested parties and agencies on the planned 200-bed expansion and renovation project.
- 4. Staff meets with the architect on a regular basis. This item will be carried over to FY 2004.

- 5. Peumansend Creek Regional Jail.
- 5. We continue to transfer inmates to this facility who meet the criteria. This item will be carried over to FY 2004.

PROPOSED FY 2004 OBJECTIVES

1.	To work with the Jail Board and other interested parties and agencies on the planned 200 bed expansion project.
2.	Professional Management Training for mid-level managers and broadening of training throughout the organization to include all levels of staff.
3.	To implement the Video Arraignment Program between the courts and the ADC.
4.	To develop an SOP and Evaluation Form for Sworn Security Staff.
5.	Peumansend Creek Regional Jail.
	Approved by the Jail Board July 16, 2003

IV. **Operations**

- A. Inmate Services. The Inmate Services Division, directed by a Major, is responsible for the administration of Security and Classification and Treatment. The Director of Security, a Captain, is responsible for the management of the security shifts, inmate transportation, processing of inmate mail, the court escort function, the Work Force Program, inmate property, and the Tactical Response Team (TRT). The Director of Classification and Treatment, a Captain, is responsible for the inmate classification function, medical services, the Work Release Program, Electronic Monitoring Program, recreation services, volunteers, rehabilitative programs, chaplaincy services, and the inmate trusty Work Force.
 - 1. Inmate programs offered during FY 2003:
 - a. Adult Education (Prince William County Schools)
 - (1) Adult Basic Education (grades 4 8)
 - (2) GED (grades 8 12)
 - (3) New Vistas Special Education Classes
 - (4) English as a Second Language
 - (5) Individual Tutoring (conducted by Sisters from the Benedictine Monastery in Bristow, VA)
 - (6) Work Place Essential Skills Class
 - b. Juvenile Education (Prince William County Schools) (grades 6 12)
 - c. Substance Abuse Prevention Education
 - (1) Alcoholics Anonymous
 - (2) Narcotics Anonymous (in Substance Treatment Dorms Only)
 - (3) Substance Abuse Prevention Education
 - (4) Substance Abuse Pre-Treatment
 - d. Substance Abuse Treatment
 - (1) D.O.R.M.: Residential long-term treatment for male inmates provided by Community Services Board
 - (2) D.O.R.M.: Residential long-term treatment for female inmates provided by Community Services Board
 - e. Life Skills
 - (1) LifeLong Learning Program: Structured male group with mandatory classes addressing the life skills necessary to succeed in society. The program coordinator is Chaplain Elton Glenn. The program utilizes volunteer moderators from a variety of disciplines, as well as guest speakers from both public and private sources. For FY 2003, a total of 56 inmates have graduated from this program.

f. Health and Mental Health

- (1) Mental Health Support Group: one each for male and female inmates conducted by Detention Center's Mental Health Therapist.
- (2) Individual counseling.
- (3) Phoenix Group: conducted by Sexual Assault Victims Advocacy Service (S.A.V.A.S.) volunteers for female inmates who have been sexually abused.
- (4) Group counseling provided by S.A.V.A.S. volunteers for male inmates who have been sexually abused.
- (5) Individual counseling for HIV positive inmates, provided by Prince William Volunteer Interfaith Caregivers, and other service providers.
- (6) Health Education Classes are offered on a variety of subjects (Conducted by nursing interns from George Mason University).
- (7) Writing for Life: Therapeutic writing class conducted by S.A.V.A.S.

g. Religion

- (1) Worship services and study groups for both male and female inmates embracing a variety of philosophies
- (2) Individual religious counseling
- h. Reintegration Service Center: transitional services for inmates
 - (1) Anger Management Class
 - (2) Life Skills Class
 - (3) Domestic Violence Prevention Class
 - (4) Behavior Management Class
 - (5) Individual counseling
 - (6) Seasonal Clothing for Inmates Being Released
 - (7) Outreach Referrals
 - (8) Construction Training Opportunities Program Referrals
- i. Recreation: Every general population inmate has scheduled recreation time outside the cellblock five times a week, unless otherwise restricted

2. <u>Average Daily Population for FY 2003 Month and Location:</u>

ADP By Location→ By Month↓		DERAL MATES	MAIN JAIL	IRON BLDG	MOD BLDG	EIP	OUT COUNT
JUL	651	(9)	385	56	203	7	0
AUG	650	(8)	391	53	201	5	0
SEP	653	(10)	386	51	210	6	0
OCT	659	(15)	380	61	212	6	0
NOV	664	(12)	374	72	211	7	0
DEC	627	(10)	346	64	208	9	0
2003 JAN	628	(10)	354	63	207	9	0
FEB	654	(15)	382	61	201	10	0
MAR	671	(20)	390	64	209	8	0
APR	683	(14)	382	70	224	6	1
MAY	672	(9)	374	74	219	4	1
JUN	678	(9)	377	72	224	5	0

FIGURES IN PARENTHESIS SHOW NUMBER OF FEDERAL INMATES INCLUDED IN AVERAGE DAILY POPULATION.

Manassas Complex, Average Daily Population	FY02	FY03
State and Local Federal	664 <u>14</u> 678	658 <u>12</u> 670
Highest Daily Population Count (Occurred on 3-29 -2003.)	734	715
Transferred to State Department of Corrections Transport Trips Except to Court (includes other	189	191
jurisdictions, medical, and mental 1554 individual inmates for FY03)	1109	1177
Work Release/Electronic Monitoring Data		
Average Daily Population (W/R)	62	64
Highest Daily Population	77	81
Inmates placed on Work Release	248	217
Inmates Completing Program	190	166
Administrative Removals	58	51

	FY02	FY03
Electronic Monitoring Program (EIP)		
Average Daily Population	13	6
Highest Daily Population	19	11
Inmates Placed on EIP	42	29
Inmates completing Program	30	18
Administrative Removals	12	11
Court-ordered on Program		
Work Release	19	20
Electronic Monitoring	3	0



Officer Hunt in the Modular Building Control Room

- B. Support Services. The Support Services Division, directed by a Major, is responsible for overseeing the Administrative Services and Transition functions. Administrative Services, directed by a Captain, is responsible for Human Resources, Inmate Records, Intake and Release, and Data Processing. Transition Services is directed by a Captain and, is responsible for Construction and Renovation Projects, Maintenance and Food Service.
 - 1. Summary of Personnel as of June 30, 2003

Superintendent	1	
Major	2	
Captain	4	
Lieutenant	9	
Sergeant	12	
Corporal	22	
Master Jail Officer	44	
Jail Officer	85	(179)
	Swo	orn staff
Finance	9	
Records	3	
(LIDS) Technician	1	
Technical Services Analyst	1	
Executive Secretary	1	
Clerk Typist	1	
Maintenance	3	
Medical	15	
Mental Health Therapist	1	
Information Systems Analyst	1	
Food Service	9	
Laundry/Mail	1	(46 support staff)
T OTAL	225	
Resignations / Retirements		24 / 5
Termination / Dismissals		0 / 0

Employee Turnover Rate for FY 2003

13%

Commitments and Releases	FY02	FY03
Commitments Releases	13,119 13,140	12,750 12,679
	13,140	12,077
Commitments by Type of Offense		
Misdemeanants	9,289	10,456
Felons	3,830	2,294
Commitments by Sex and Age		
Female Juveniles	1	1
Male Juveniles	15	11
Female Adults	1,868	1,758
Male Adults	11,235	10,980
<u>Total</u>	13,119	12,750
Prisoner Days		
Prince William County	204,718	196,377
City of Manassas	27,757	29,488
Federal Inmates	5,394	4,258
Manassas Park	2,205	5,578
Other Counties	1,593	2,942
Out of State, Misc.	286	1,698



Receiving Unit in Main Building

2.

C. Financial Services. The Financial Services Division, directed by a civilian professional, is responsible for the management of budgeting, accounting, internal auditing, purchasing, payroll, inmate accounts, funds management, risk management (self-insurance), and the inmate commissary. The following are operating costs with \$714,608 actual FY 2002 and FY 2003 operational costs for Peumansend Creek Regional Jail excluded. The \$66,219 budgeted for 800MHZ radio capital costs are not included in the expenditure and revenue budgets for FY 2003.

	FY02 Budget Expended	FY03 Adopted Budget
Personal Services Fringe Benefits Contractual Services Internal Services Other Services Capital Outlay Leases and Rentals App. Transfer LEOS TOTAL	\$10,712,450 2,387,957 1,129,911 302,182 2,006,093 12,321 277,430 663,736 \$17,492,080	\$11,906,761 2,604,781 1,156,977 379,961 1,898,032 30,000 256,998 741,966 \$18,975,476
	FY02 Revenue Earned	FY03 Revenue Budget
Electronic Incarceration Program Work Release Per Diem Cafeteria Sales Miscellaneous Revenue Manassas Park Per Diem Commonwealth Reimbursement Federal Per Diem Other Federal Funds (Alien Assistance) Manassas* Prince William County* Fund Balance** TOTAL	55,885 175,296 11,960 156,515 131,040 7,596,024 285,082 759,784 (10.5%) 920,433 (89.5%) 7,167,905 232,156 \$17,492,080	18,500 130,000 11,000 57,020 80,000 7,312,566 -0- 300,000 834,946 10,637,608 <u>{406,164}</u> \$18,975,476

^{*} The parenthetical amount shown is the actual participation percentage of prisoner days for the County and City for FY 2002.

^{**} The \$ 406,164 shown in brackets as revenue in FY2003 is an increase to our fund balance to restore it to five percent of our expenditure budget.