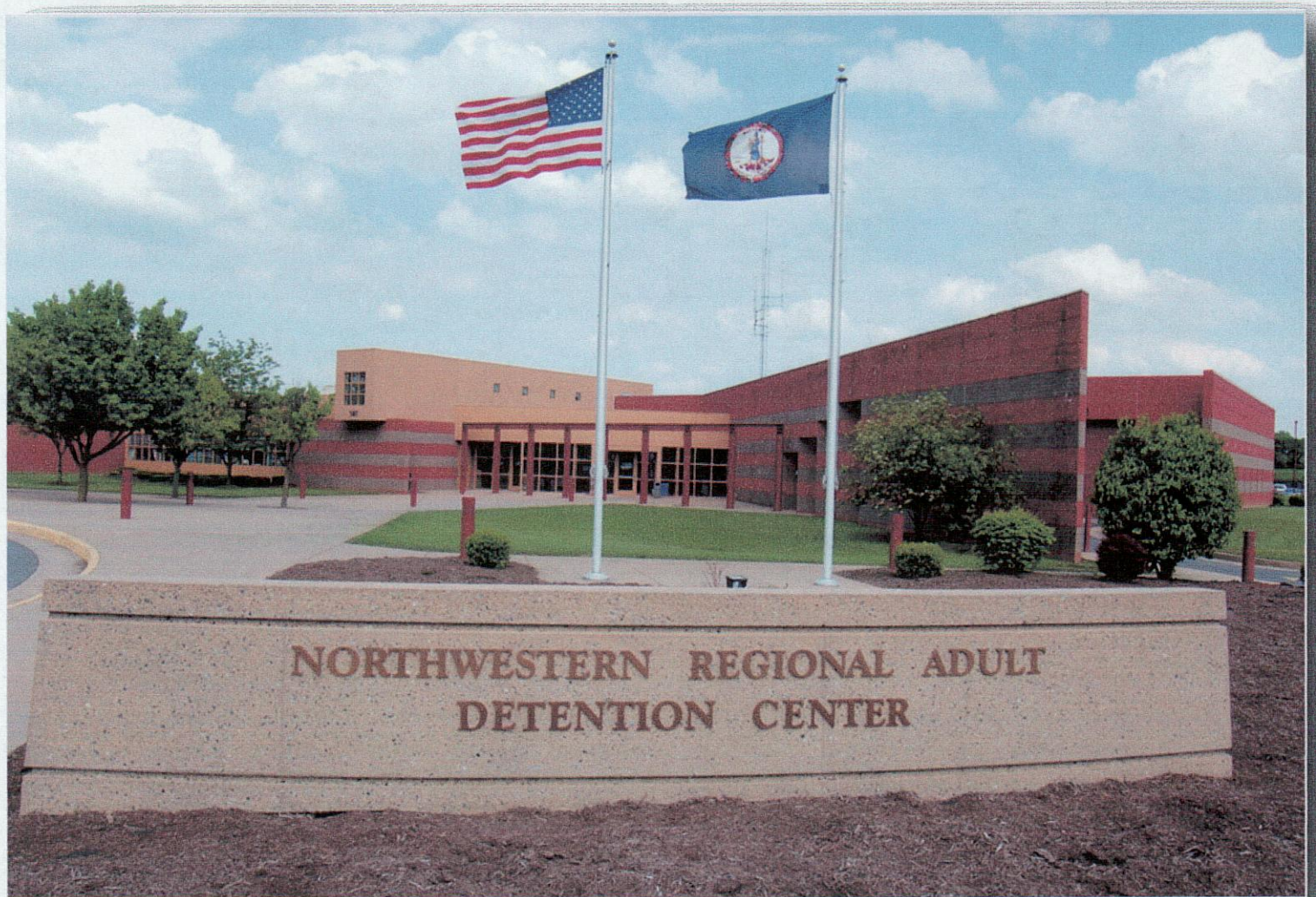


# Northwestern Regional Adult Detention Center



## 2011 Annual Report





## **Northwestern Regional Adult Detention Center**

141 Fort Collier Road  
Winchester, VA 22603



### **SUBJECT: Fiscal Year 2011 Annual Report**

#### **Introduction.**

This Annual Report represents the highlights of the Jail's FY11 activities and is intended to provide general information to the public regarding the Jail's demographics, operations, and management posture. The information contained herein is compiled from statistics and reports maintained and generated throughout the year.

#### **Mission & Organization.**

Although the Detention Center's mission remained unchanged in FY 11, the merger of Frederick County's Court Services Division into the Jail's structure which began in FY10 didn't actually conclude until late FY11 with the relocation of the Court Service functions into Northwestern Regional Education Program (NREP) building on Smithfield Avenue.

The Inebriate Center, which was an element of the Court Services organization when the transfer to the Jail began, was officially closed on June 30, 2011. An absence of state funding and a lack of local support necessitated its closure. Closure of the Inebriate Center resulted in no diversion alternative for those discovered drunk in public by law enforcement officials and resulted in a significant increase in the number of persons found drunk in public and subsequently incarcerated.

#### **Staff.**

The number of positions left vacant because of financial constraints in FY11 increased to 18 from 11 the previous year. There were 12 Officer and six (6) civilian positions left intentionally vacant to reduce costs. On July 1, 2011 an additional two (2) vacancies were unfilled.



**Personnel as of July 1, 2011**

	<b>Authorized</b>	<b>Assigned</b>
<b>Sworn</b>	148	134
<b>Support</b>	59	53
<b>Total</b>	207	187

### **Inmate Demographics.**

FY11 represented the third consecutive year of a reduction in the inmate population. After average daily populations of 563 and 555 in FY09 and FY10 respectively, the FY11 average daily population (ADP) declined to 551 inmates. Females represented approximately 17% of the FY11 ADP. Approximately 23% of the ADP was state-responsible inmates. On average, 21.5 of the 551 inmates in custody were categorized as being out of compliance, approximately 6.5 offenders higher than the average number out of compliance in FY10.

The absence of significant growth in the Jail population in FY11 afforded us the opportunity to keep the Security Annex Housing unoccupied for the third consecutive year.

There were 452 more Jail admissions in FY11 than in FY10. A total of 5,949 commitments were processed in FY11, a number representing the first increase in intakes since FY08.

Use of the Jail remained relatively stable among the four (4) participating jurisdictions in FY11. Frederick County offenders accounted for approximately 43.7% of the Jail's use while Winchester contributed approximately 34.3% of the inmate days recorded. Clarke and Fauquier County use of the Jail amounted to 6% and 14% respectively.

### **Security Activities.**

There were 105 incidents in FY11 which required the application of force to gain inmate compliance, a slight increase from the previous year. In FY10, force was applied at a per capita rate of one (1) incident for every 1,975 inmate days. In FY11, the rate increased to one (1) incident every 1,872 inmate days. 16 of the 105 incidents involved the use of a chemical deterrent.

Although there was a significant increase of inmate on staff assaults in FY11, only two (2) of the seven (7) reported evidenced serious violent intent. However, the overall number of incidents among offenders declined during the same period. In FY10 there was one (1) incident of inmate violence for every 4,031 inmate days. In FY11, the frequency of these incidents was reduced to one (1) incident every 4,969 inmate days.



## **Inmate Grievances & Litigation.**

The inmate grievance procedure provides inmates a formal opportunity to appeal Detention Center operational and policy practices as well as their individual treatment. Inmates must exercise the grievance procedure prior to initiating litigation.

In FY11, inmates submitted 260 grievances through the chain of command. Two hundred forty-four (244) or 94% of those grievances were determined to be unfounded, meaning that the complaint lacked merit and no change resulted from the submission. Sixteen (16) of the grievances were determined to be founded complaints and resulted in some return to the inmate or a change in Jail practice or procedure.

Of the 260 grievances received, approximately 32% addressed individual health care or Medical Department practices while another 11% addressed dietary, clothing, personal property and/or comfort matters. The remaining 57% of the requests for redress included security classifications, housing assignments, and/or work assignments.

Two (2) matters of litigation against the Jail initiated in FY09 persisted through FY10 but finally were resolved in the Jail's favor during FY11. The claim of a federal inmate that he was denied access to legal materials and proper medical care was finally dismissed by the Harrisonburg federal court. The second matter of litigation was brought by a local inmate held as a courtesy for Shenandoah County who claimed that he contracted a skin infection from unsanitary Jail conditions and that he subsequently received improper care while incarcerated. Like the federal matter, his challenge was also dismissed.

There were no other major matters of litigation during FY11.

## **Inmate Support Services.**

There were 71 fewer chronic care admissions during FY11 than in FY10. A total of 494 inmates were identified at the time of admission as suffering from some serious chronic health condition. However, the number of persons admitted with a pre-existing mental illness increased for a second consecutive year. A total of 565 inmates admitted during FY11 acknowledged a pre-existing mental illness at the time of their incarceration.

The Jail's Transportation Section conducted 4,982 inmate transports during the reporting period, a two (2) percent increase from FY10.

Operating two (2) full service kitchens, the Food Service staff prepared a total of 617,287 meals in FY11, at an average cost of \$1.25 each.



## **Inmate Work Activities.**

The Detention Center's emphasis of inmate work activities remained keen throughout the year. The daily Work Release inmate population averaged more than 70 inmates in FY11, a 6% increase from FY10. The Community Inmate Workforce Program contributed more than 36 man-years of labor to our surrounding communities.

## **Jail Diversions.**

An average of 20 inmates was assigned to the Detention Center's Home Electronic Monitoring (HEM) Program in FY11. Pretrial diversions, those who would otherwise have been incarcerated while awaiting trial, increased to an average of 188 compared to last year's average of 175.

## **Court Service Activities.**

The Alcohol Safety Action Program (ASAP) received 2,154 referrals in FY11, 5% fewer than in FY10 when 2,270 were received. Local-Offender Probation Agency referrals however increased in FY11 to 628, a 19% increase over FY10 when only 528 referrals were received. In FY11, the Pretrial Services Agency received 530 defendant referrals.

## **Inmate Program Activities.**

The Jail's Inmate Program Section provided Offender Reentry Training (ORTP), Anger Management Training, Financial Management Training, Substance Abuse Awareness and Pre-Release Orientation for the inmate population during the year.

The number of inmates completing the Jail's 90-day ORTP increased to 120 from the 103 that completed the Program in FY10. Similarly, a total of 225 offenders completed the 4-week Anger Management Training compared to the 208 who completed the training the previous year. The number of offenders completing Detention Center's 8-session Substance Abuse Awareness training increased 24 over last year's numbers reaching an all-time high of 174. However, only 366 offender's completed Pre-release Training compared to the 380 who completed the training last year.

Fewer offenders received their GED Certificates in FY11. Only 38 regular students and two (2) special education students were rewarded with certificates in FY11, some 22 fewer than last year. GED preparation courses, offered in coordination with Frederick County Public Schools, remain an integral part of the Jail's Inmate Program agenda.

Also of note, in FY11 was the continued success of the volunteer-provided "Inside-Out Dad" Program that was initiated in FY10. Intended to address the parenting shortfalls of the Jail's



male population, the 16-week program continues to draw considerable interest. 16 inmates completed the program this fiscal year.

### Financial Management Activities.

The Detention Center, like all local agencies, continued to operate in a highly austere resource environment in FY11. Although FY11 expenditures were reduced by almost 4% from FY10, the continued reduction in state revenue assistance increased the jurisdiction's required contributions to operating the Jail by \$111,763, totaling more than \$8,895,664. The FY11 cost per inmate day averaged \$75.38, down from \$84.71 in FY10. \*\*\*

\*\*\* (Actual Expenditures divided by total inmate days.)

	FY10 (Actual)	FY11 (Actual)
<b>Personnel</b>	\$12,049,450	\$11,675,522
<b>Operating</b>	\$3,118,755	\$2,922,768
<b>Capital</b>	\$0	\$0
<b>Debt Service</b>	\$1,138,144	\$1,134,382
<b>Operating Reserve Contribution</b>	\$0	\$0
<b>Total</b>	\$16,306,349	\$15,732,672

The major expenses of the Jail's budget included:

	FY10 (Actual)	FY11 (Actual)
<b>Food Service</b>	\$795,178	\$840,650
<b>Inmate Health Care</b>	\$872,488	\$714,984
<b>Facility Maintenance</b>	\$144,260	\$158,658
<b>Utilities</b>	\$541,407	\$590,450
<b>Inmate Clothing &amp; Housekeeping</b>	\$127,236	\$126,342

### FY11 Accomplishments.

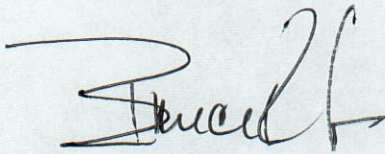
- Successfully relocated the Region's court services functions (ASAP, Local Offender Probation, and Pretrial Services) into the Northwestern Regional Education Program (NREP) building significantly improving the staff's work environment and professional image.
- Completed the consolidation and integration of the Pretrial Service and Local Offender Probation Agencies into the Community Corrections Division.
- Successfully Managed Inmate Housing Distribution to Keep the Annex Building Unoccupied



- Achieved 100% Audit Compliance w/Department of Corrections Life, Health and Safety Standards
- Developed a Detention Center Facility 5-Year Maintenance and Improvement Plan

### **FY12 Goals & Objectives.**

- Maintain the Jail's Annex Building in a Mothball Status thru FY12.
- Be Prepared to Re-Open the Annex Building within 30 Days.
- Automate the Jail's Inmate Request procedure.
- Improve Local Offender Probation and ASAP Fee Collection Rates

A handwritten signature in black ink, appearing to read "Bruce R. Conover", with a stylized flourish at the end.

Bruce R. Conover  
Superintendent

2 - Annexes  
Jail Authority Membership  
Mission and Organization



Annex A

**Northwestern Regional Jail Authority Representation**

John R. Riley, Jr. - Frederick County Administrator, Chairman

Sheriff Lenny Millholland - City Of Winchester – Vice Chairman

Supervisor Charles S. DeHaven, Jr. – Frederick County

Supervisor Bill M. Ewing – Frederick County

Sheriff Robert T. Williamson – Frederick County

Supervisor Richard Shickle (Alternate) – Frederick County

Councilman Art Major – City of Winchester

Mayor Elizabeth Minor – City of Winchester

Chief of Police Kevin Sanzenbacher – City of Winchester

David L. Ash – Clarke County Administrator

Jimmy Wyatt – Clarke County Citizen Representative

Sheriff Anthony Roper – Clarke County

Sheriff Charlie Ray Fox – Fauquier County

Supervisor Terrance L. Nyhouse – Fauquier County

Catherine M. Heritage – Assistant County Administrator, Fauquier County



**M**ission: To provide correctional and court directed diversion services in support of regional criminal justice operations.

## Annex B

