

# SHERIFF

## Description

The Sheriff is an elected Constitutional Officer. The Sheriff's Office provides Court Services, including court security, civil process, and transportation of inmates. Court security maintains courthouse safety through screening of individuals entering the courthouse and provides security for five Circuit Court courtrooms, five General District Court courtrooms, and five Juvenile and Domestic Relations Court courtrooms, all located in the western portion of the County. Civil Process deputies serve thousands of civil papers a month to individuals inside and outside the County. An automated tracking system is used to manage the papers. Transportation is responsible for taking inmates to and from court appearances, medical appointments, and for movement between detention facilities. The Sheriff's Office is divided into two geographically separate facilities and divided into four areas of responsibility: Jail East, Jail West, Administration, and Courts and Booking.

- To maximize the level and quality of security for the court facilities and provide for the safety of the visiting public and court personnel working in these facilities.
- To maximize the timely and accurate service of civil papers.
- To maximize organizational effectiveness and integrity through the recruitment and employment of highly qualified personnel; to ensure that all available internal and external training resources are utilized; and to develop comprehensive professional and leadership training programs for all staff levels.
- To maintain American Correctional Association and Department of Corrections accreditation of the jail facilities, court security, civil process, transportation, and training sections which will enhance the level and quality of services that are available to the inmates and the public.
- To maintain a collaborative relationship with other criminal justice agencies and other units of federal, state, and local government; and to ensure efficient and effective operation of the Sheriff's Office.

## Objectives

- To achieve the highest level of quality of life, safety, and health of inmates, as well as staff, through medical services, mental health programs, vocational and educational programs, vocational sanitation, staff training, and reduction of incidents of aggression within jail facilities.

### Annual Fiscal Plan

<u>Description</u>	<u>FY17 Actual</u>	<u>FY18 Original</u>	<u>FY19 Approved</u>	<u>Change 18 to 19</u>
Personnel	\$ 28,398,761	\$ 26,580,669	\$ 27,360,477	2.9%
Operation	14,750,965	11,740,659	13,472,799	14.8%
Capital	29,732	15,264	13,624	(10.7%)
Total	<u>\$ 43,179,458</u>	<u>\$ 38,336,592</u>	<u>\$ 40,846,900</u>	<u>6.5%</u>
Personnel Complement*	390	394	394	0

\*Personnel totals above do not include one Complement IV position.

<b>Performance Measures</b>				
	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>Change 18 to 19</b>
<b>Workload Measures</b>				
Number of Civil Papers Served	122,337	125,000	128,000	3,000
Average Daily Inmate Population	1,350	1,465	1,525	60
Number of Commitals to Jail	15,049	15,425	15,811	386
Work Release Participants (Monthly Avg)	60	65	70	5
Home Incarceration (Monthly Avg)	24	26	30	4
GPS Bond (Monthly Avg)	78	87	100	13
Average Number of State Inmates	464	600	624	24

- To maintain current PREA certification which is achieved by meeting and/or exceeding the standards set forth by the Prison Rape Elimination Act 2003 (Public Law No. 108-79). The Henrico Sheriff's Office has a zero tolerance for offender-on-offender sexual assault or abuse, sexual misconduct or harassment towards offenders. This agency strives to provide a safe environment where offenders are free from such assaults and sexual misconduct, and makes every effort to detect, prevent, reduce and punish sexual abuse, assault, harassment and misconduct.
- To maintain the level of educational and vocational training programs in concert with mental health programs and services to the inmate population which improves their reintegration into society with an increased sense of self-worth, and marketable skills to lead productive and law abiding lives.

**Budget Highlights**

The Sheriff's Office budget for FY2018-19 totals \$40,846,900, which represents an overall net increase of \$2,510,308 or 6.5 percent when compared to the approved budget. The personnel component increased by a net difference of \$779,808 or 2.9 percent from the previous approved fiscal year. This component reflects a salary increase for FY2018-19 as well as rising health care and VRS costs. It is important to note that the personnel increase was offset by several positions which were vacated during the year as the department continues to experience high turnover.

The operating component is forecasted to increase by \$1,732,140 or 14.8 percent from the previous approved budget. An adjustment of \$912,500 was made to cover costs associated with the housing of approximately fifty female inmates at Chesterfield County's jail in order to relieve overcrowding at Henrico County's jail. A total of \$500,000 is included to cover additional expenditures in the food service contract primarily as a result of the increase in the inmate population. Funding of \$280,000 is included to more accurately reflect current actuals for the GPS monitoring equipment expense. This equipment assists in controlling inmates and bond releases.

Funding of \$20,000 is included to begin a formal training and leadership program for the Sheriff's Office. In addition, funding of \$10,000 is included to support the purchase of safety supplies. The operating component also includes \$8,000 to begin a replacement program for ballistic vests. The remaining adjustment of \$1,640 is due to the reallocation of funding from the capital component. Adjustments were made to several accounts within the operating component to more accurately reflect forecasted expenditures. The capital component decreased by a net difference of \$1,640 or 10.7 percent in order to provide additional funding to the operating component.

The Sheriff's Office operates two separate jail facilities. Henrico County Regional Jail West, located in the western portion of the County, opened in 1980 and expanded in 1996. This maximum-security facility has a capacity of 686 inmates, housing both male and female inmates. The Sheriff and administrative staff are also at this location.

### *Sheriff (cont'd)*

Henrico County Regional Jail East, in New Kent County, was built in 1996 as a regional cooperation effort between Goochland, Henrico, and New Kent counties. The jail is operated by the Henrico County Sheriff's Office and has a capacity of 655 inmates. It houses male and female inmates, in a barrier free environment between deputies and inmates. New Kent and Goochland counties reimburse Henrico County for the number of prisoner days used each month. The jails also house State prisoners, typically serving sentences of less than two years. The State reimburses Henrico County for inmates held on their behalf, although the reimbursement does not actually capture the cost of incarceration.

Jail Security staff maintain the safety and order in the facilities and move inmates throughout the facilities. Jail Services staff provide programs and services to the inmate population, including recreation, visitation, educational opportunities and mental health/substance abuse services.

One of the main focuses of the Henrico County Sheriff's Office is the security of jail facilities and the level of services and programs offered to the inmate population. In addition to the GED certification, vocational classes in Automotive Technology, Computer Programming, and Cosmetology are offered to inmates with the assistance of Henrico County Public Schools to help their chances of gaining employment once they are released. Funding of \$780,000 is included in the budget for these courses.

The Sheriff's Office graduated the first student basic jailor academy in the summer of 2011. The academy trains students at Virginia Commonwealth University and Virginia Union University as Correctional Deputies as well as awards students who complete the academy with college credit. This training is provided at a minimal cost to the student. After students complete the academy and are certified as Correctional Deputies they are used as Correctional Officers to reduce the need for deputies to work overtime, which reduces costs. The seventh student basic jailor academy, which had a total of 28 students enrolled, was completed in August 2017. As a result of the success of the summer student basic academy, the Sheriff's Office received a National Association of Counties (NACO) award in 2012 for "Best in Category" in the field of Criminal Justice.

Jail East and Jail West both passed the PREA (Prison Rape Elimination Act) audit in November 2016 and are both awaiting certification. This federal mandate needed to be implemented by August 2016 and the Sheriff's Office passed all applicable mandates to both jails.

In August 2017, Sheriff Michael L. Wade accepted the Lucy Web Hayes Award from the American Correctional Association which honors correctional agencies that have met 100.0 percent compliance with both ACA accreditation standards and federal Prison Rape Elimination Act standards. The Henrico County Jail was the third entity to receive this award and the first jail. There have been a total of seven recipients.

Opiate Recovery By Intensive Tracking (ORBIT Program) is a four-phased treatment to address the current opiate problem. In phase two, the qualified participants are assigned to work details. These work details provided some necessary training needed upon the participant's release and also reduce the use of some outside contractors by the County.

The Sheriff's Office continues to utilize cost savings initiatives which were implemented in the prior fiscal year. For example, the movement to the electronic filing system for the inmate classification record folders has generated continued savings for the Sheriff's Office. The reporting schedule for Alternative Sentencing (weekenders) last year continues to save funding as this action eliminated the number of meals prepared for this inmate population.

Additionally, several inmates with medical conditions, which result in costly medical bills, have been deferred to Alternative Sentencing. The Henrico County Judges and Commonwealth's Attorney Office work with the department to find options for high cost inmates with medical and mental health issues such as home incarceration and GPS monitoring.

In January 2016, the canteen service offered inmates and their families an opportunity to purchase packs containing a variety of items on a year-round basis instead of only being available to purchase four times a year. In 2017, a total of \$92,456 in revenue was generated from the sales of the holiday packs. It is

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anticipated that offering these packs throughout the year will generate additional revenue.

Bondsmen and the general public are now able to access Basic Inmate Information via the Internet. This saves on manpower hours used to field questions related to jail inmate information. The site can be found at the following address: <http://www.henricosheriff.org/search/>.

The State Compensation Board reimbursement is for salaries and benefits as well as a per diem rate for State responsible inmates only. In FY2016-17, the actual overall percentage of jail operating costs paid by the State was 34.9 percent, 59.7 percent was paid by the County, and the remaining 5.4 percent was paid with various other departmental revenues. In the FY2018-19 budget, it is estimated that the Henrico County Sheriff's Office will receive 35.9 percent of funding from the State while the County will contribute 59.1 percent of funding (the remaining 5.0 percent will be funded with departmental revenues).

Fiscal Year	State Funding	% of State Funding	State Resp. Inmates	% of Total Inmates
FY09	14,967,520	42.2%	103	9%
FY10	13,064,081	38.6%	250	22%
FY11	12,797,756	37.3%	225	19%
FY12	12,763,626	35.8%	268	24%
FY13	12,935,558	35.4%	322	27%
FY14	13,805,530	36.3%	300	26%
FY15	13,712,024	35.1%	307	25%
FY16	14,501,033	37.5%	334	28%
FY17	15,063,503	34.9%	464	34%
FY18*	14,450,000	37.7%	600	41%
FY19*	14,650,000	35.9%	624	41%

*\*FY18 and FY19 represent forecasted estimates.*

The chart above shows State funding as well as the number of State responsible inmates in the County's jail over an eleven-year time period. Actual funding received from the State has increased from \$14,967,520 in FY2008-09 to \$15,063,503 in

FY2016-17. In FY2008-09, the average daily population totaled 1,164, with 1,061 local inmates and 103 State inmates. In FY2016-17, the average daily population totaled 1,350 with 886 local inmates and 464 State inmates. The number of State inmates housed in the County's jail has increased by 361 or 350.5 percent since FY2008-09 while the percentage of State funding has decreased over the same period.

The number of prisoners confined in the Henrico Regional System has increased dramatically from FY2015-16. The FY2018-19 budget was prepared on the assumption of an average daily inmate population of 1,525. This estimate is based on 915 prisoners at Jail West and 610 housed at Jail East. Areas that are directly affected include medical services, food services, mental health services, and other operational costs spread among different associated categories.

Fiscal Year	Cost Per Inmate - County Share	Cost Per Inmate - State Share	Cost Per Inmate - Total
FY09	17,602	12,859	30,461
FY10	18,202	11,460	29,662
FY11	18,440	10,966	29,406
FY12	20,088	11,216	31,304
FY13	19,913	10,935	30,848
FY14	20,618	11,750	32,368
FY15	20,779	11,230	32,009
FY16	20,516	12,320	32,836
FY17	20,827	11,158	31,985
FY18*	16,305	9,863	26,168
FY19*	17,178	9,607	26,785

*\*FY18 and FY19 represent forecasted estimates.*

The chart above depicts the total cost per inmate for the County and State as well as the overall cost per inmate over an eleven-year time period. The funding provided to the County from the State to cover the cost per inmate has decreased from \$12,859 in FY2008-09 to \$11,158 in FY2016-17 while the County's share has increased from \$17,602 in FY2008-09 to \$20,827 in FY2016-17.