

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.

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.
- 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, transportation, and training sections which will enhance the level and quality of services that are available to the inmates and the public.

FISCAL YEAR 2020 SUMMARY

Annual Fiscal Plan

<u>Description</u>	<u>FY18 Actual</u>	<u>FY19 Original</u>	<u>FY20 Approved</u>	<u>Change 19 to 20</u>
Personnel	\$ 28,369,730	\$ 27,360,477	\$ 28,548,119	4.3%
Operation	16,197,541	13,472,799	13,869,463	2.9%
Capital	60,930	13,624	13,624	0.0%
Total	<u>\$ 44,628,201</u>	<u>\$ 40,846,900</u>	<u>\$ 42,431,206</u>	<u>3.9%</u>
Personnel Complement*	394	394	394	0

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

PERFORMANCE MEASURES

	FY18	FY19	FY20	Change 19 to 20
Workload Measures				
Number of Civil Papers Served	123,896	126,000	129,000	3,000
Average Daily Inmate Population	1,436	1,451	1,494	43
Number of Commitals to Jail	14,516	15,240	16,000	760
Work Release Participants (Monthly Avg)	51	53	60	7
Home Incarceration (Monthly Avg)	23	22	30	8
GPS Bond (Monthly Avg)	92	90	100	10
Average Number of State Inmates	424	417	430	13

OBJECTIVES (CONTINUED)

- 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.
- 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. The 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 FY2019-20 totals \$42,431,206, which represents an overall increase of \$1,584,306 or 3.9 percent when compared to the approved budget. The personnel component increased by a net difference of \$1,187,642 or 4.3 percent from the previous approved fiscal year. This component reflects a salary increase for FY2019-20 as well as rising health care costs. In addition, funding of \$11,626 was provided in order to cover the costs associated with the nine positions authorized to receive the \$1,200 per year clothing allowance.

The operating component is forecasted to increase by \$396,664 or 2.9 percent from the previous approved budget. This increase reflects multiple adjustments in an attempt to bring the operating budget more in line with forecasted actuals. Most notably, a total of \$161,000 has been provided to cover various utility costs. Automotive/motor pool was adjusted by \$69,128 to reflect rising costs as well as new leased vehicles. Funding of \$67,836 is included for various materials and supplies that are needed primarily to accommodate the rising jail population as well as the protection of the Deputies. A total of \$30,000 was added for costs related to the student basic jailor academy. An adjustment of \$24,000 was made to other professional services to cover the new polygraph service as well as rising costs associated with unclaimed bodies. Maintenance and repairs was adjusted by \$22,700 to reflect increases in various service related contracts and vehicle repairs. Funding of \$20,000 is included to restore the tuition program

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for Deputies. Postal services were adjusted by \$2,000 to reflect rising costs and increased mailings for the inmate Medicaid program. The capital component totals \$13,624 and remains flat from the previous fiscal year.

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 521 inmates, housing both male and female inmates. The Sheriff and administrative staff are also at this location.

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 526 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 one year. 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.

The main focus 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.

STUDENT BASIC JAILOR ACADEMY

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. 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 eighth student basic jailor academy, which had a total of 30 students enrolled, was completed in August 2018. This was the first jailor academy presented at no cost to the enrolled students. In the past, this program was funded by students and the budget now includes a total of \$30,000 to cover expenses associated with this program. The last three academies have produced 19 full time deputies currently working and 38 part time correctional deputies consistently working.

In 2018, the creation of the Jailor position allowed 18 to 21-year-old to enter the corrections industry as sworn officers. Jailors are trained and assigned to any unit or shift to perform any combination of duties including Jail Security or Warrant Services. The use of Jailors reduces the need for deputies to work overtime lowering the total cost to operate.

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ACCREDITATIONS & AWARDS

Jail East and Jail West both passed the American Correctional Association (ACA) audit in May 2018 and were certified in August 2018. This accreditation is earned by complying with over 500 ACA accreditation standards.

In August 2017, Sheriff Michael L. Wade accepted the Lucy Webb 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 has been a total of seven recipients.

ORBIT PROGRAM

Opiate Recovery By Intensive Tracking (ORBIT Program) is a four-phased treatment program to address the current opiate problem. Phase one is in collaboration with the Henrico Area Mental Health Services (HAMHS). In phase two, the qualified participants are assigned to work details while maintaining appointments with HAMHS. These work details provide training that is beneficial upon the participant's release and also reduced the use of some outside contractors. The painting crew has saved the County a minimum of \$102,000 in labor costs in 2018.

COST SAVINGS INITIATIVES

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 FY2017-18, a total of \$107,963 in revenue was generated from the sales of the holiday packs a 17% increase over FY2016-17. In August 2018 a Commissary Fund was created with these funds to be used for Sheriff's Office operations costs in compliance with VA Code Ann. 53.1-127.1.

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/>.

STATE COMPENSATION BOARD

The State Compensation Board reimbursement is for salaries and benefits as well as a per diem rate for State responsible inmates only. In FY2017-18, the actual overall percentage of jail operating costs paid by the State was 35.0 percent, 59.3 percent was paid by the County, and the remaining 5.7 percent was paid with various other departmental revenues. In the FY2019-20 budget, it is estimated that the Henrico County Sheriff's Office will receive

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35.9 percent of funding from the State while the County will contribute 59.0 percent of funding (the remaining 5.1 percent will be funded with departmental revenues).

The chart to the right 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 \$13,064,081 in FY2009-10 to \$15,641,095 in FY2017-18. In FY2009-10, the average daily population totaled 1,140, with 890 local inmates and 250 State inmates. In FY2017-18, the average daily population totaled 1,436 with 1,012 local inmates and 424 State inmates. The number of State inmates housed in the County’s jail has increased by 174 or 69.6 percent since FY2009-10 while the percentage of State funding has decreased over the same period.

Fiscal Year	State Funding	% of State Funding	State Resp. Inmates	% of Total Inmates
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	15,641,095	35.0%	424	30%
FY19*	14,650,000	35.9%	417	29%
FY20*	15,250,000	35.9%	430	29%
*FY19 and FY20 represent forecasted estimates.				

The number of prisoners confined in the Henrico Regional System has increased dramatically from FY2015-16. The

Fiscal Year	Cost Per Inmate - County Share	Cost Per Inmate - State Share	Cost Per Inmate - Total
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	20,186	10,892	31,078
FY19*	18,054	10,097	28,151
FY20*	18,194	10,207	28,401
*FY19 and FY20 represent forecasted estimates.			

FY2019-20 budget was prepared on the assumption of an average daily inmate population of 1,494. This estimate is based on 926 prisoners at Jail West and 568 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.

The chart to the left 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 \$11,460 in FY2009-10 to \$10,892 in FY2017-18 while the County’s share has increased from \$18,202 in FY2009-10 to \$20,186 in FY2017-18.