

## 91-05-Housing Alternatives and Programs

Fund/Agency: 001/91	Office of the Sheriff	
Personnel Services	\$4,407,876	<div style="text-align: center;"> <p><b>CAPS Percentage of Agency Total</b></p> <p>11.1%</p> <p>88.9%</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <span style="color: blue;">■</span> Housing Alternatives and Programs  <span style="color: yellow;">■</span> All Other Agency CAPS                 </div> </div>
Operating Expenses	\$254,407	
Recovered Costs	\$0	
Capital Equipment	\$0	
<b>Total CAPS Cost:</b>	<b>\$4,662,283</b>	
Federal Revenue	\$0	
State Revenue	\$275,368	
User Fee Revenue	\$0	
Other Revenue	\$406,920	
<b>Total Revenue:</b>	<b>\$682,288</b>	
<b>Net CAPS Cost:</b>	<b>\$3,979,995</b>	
Positions/SYE involved in the delivery of this CAPS	57/57	

### ► CAPS Summary

The Community Corrections Division (57 staff complement) houses and supervises some of the programs initiated and intended by the establishing of the CCJB in 1990. The Commander and Assistant Commander, Community Corrections Division, plan, direct and oversee the operation and administration of all of the Sheriff's alternative sentencing programs. The Secretary II provides administrative/clerical support to the Commander and Assistant Commander and other staff of the CCD. The Sheriff's alternative programs include:

Work Release  
 Park Service Program  
 Weekend Confinement Program  
 Intensive Addictions Program (in conjunction with ADS, CSB)

Electronic Incarceration Program  
 Community Service Program  
 Fines Option Program

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Specific functions include: Maintaining and overseeing communication with judges of the Circuit, General District and Juvenile and Domestic Relations Courts; coordinating with other criminal justice agencies; and monitoring and directing all activities of the four branches of the division. All staff assigned to the office of the division chief normally work 8 hour days Monday through Friday between the hours of 7:30am and 5:00pm. The Pre-Release Center operates 24 hours per day, 7 days per week.

The Administrative Branch of the Community Corrections Division provides valuable administrative support for the operation and administration of all of the Sheriff's alternative sentencing programs. Specific functions include: Maintaining communication with judges of the Circuit, General District and Juvenile and Domestic Relations Courts; coordinating with other criminal justice agencies; coordinating financial, budgetary, logistical and administrative support to the four branches of the division; maintaining inmate financial accounts; screening and pre-screening applicants; maintaining inmate case files and records; coordinating maintenance support for the Pre-Release Center as well as other locations assigned for maintenance and up-keep among County offices.

The Community Corrections Division Administrative Branch Office is located in the Pre-Release Center and from that location provides administrative, budgetary, logistical and clerical support to all community corrections programs and staff. The Administrative Branch Chief shares responsibilities with the other sworn branch chiefs (deputy sheriff lieutenants) and the Commander and Assistant Commander in performing division Staff Duty Officer duties, which require 24-hour response to situations which are beyond the scope of the supervisor of the on-duty shift.

The Community Supervision Branch was established on July 1, 1995 as part of a reorganization of the Community Corrections Division. On July 1, 1994, the Community Diversion Incentive Program (CDIP) was transferred from Fairfax County Human Services to the Office of the Sheriff. On July 1, 1995, due to significantly changed community corrections legislation, the CDIP ceased to exist thereby precipitating the reorganization of the CCD.

Previous reviews of the Agency included a Treatment Branch. In an agency-wide reorganization involving the abolishment and establishment of positions, the Treatment Branch was abolished and the position of Assistant Division Commander (Deputy Sheriff Captain) was established. Former staff of CDIP, however, were deemed excessive and subsequently eliminated with incumbents of those positions subject to reduction-in-force procedures and moved to other job tasks or into other agencies. The programs, treatment, vocational, and EIP functions, formerly included in the Treatment Branch were transferred to the Residential Branch. These functions are now part of the mission of the Residential Branch.

EIP participants are either court-ordered into the program, or placed into the program by the Sheriff pursuant to his authority specified in 53.1-131.2. EIP monitoring is provided 24-hours per day. The staff assigned to these positions are generally on a routine day time schedule. During other than normal working days/hours, the 24-hour security staff of the Pre-Release Center assumes these duties. All offenders eligible for housing in the Pre-Release Center are eligible for treatment/education/rehabilitation programs. EIP and the programs/treatment services are located in the Sheriff's Pre-Release Center, 10520-B Judicial Drive, Fairfax, Virginia 22030. EIP participants are charged \$10.00 per day to defray the cost of monitoring/supervision. It should also be noted that when offenders with serious medical conditions are placed on EIP, the cost of their medical care becomes their responsibility, not Fairfax County's. Offenders on EIP are compelled to pay any court costs, fines and restitution as ordered by the court. Additionally, they pay for the support of their own families while incarcerated on EIP.

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The Electronic Incarceration Program (EIP) is a sentencing alternative which places eligible, sentenced offenders under "house arrest" during a court-imposed period of incarceration. This program allows offenders to maintain their employment and support their own families while serving a sentence, and also reduces overcrowding in the Adult Detention Center. Participants must be in total compliance with the conditions of their Community Release Agreement which specifies the times they are authorized to be away from home and where they are authorized to be. All EIP offenders must report to the Pre-Release Center at least once weekly to pay their monitoring fees, produce a urine sample for laboratory analysis, and go over their authorized schedule with staff. In addition to randomly generated phone calls to confirm an offender's presence at home, participants are subject to in-person home and job checks. On these checks, they may be required to submit to additional breath and/or urine screens. Offenders who commit a major rules infraction are subject to being returned to the Adult Detention Center for the remainder of their sentences. Sheriff's criteria for EIP placement include:

- Sentenced and within 12 months of release.
- No outstanding charges or detainers.
- No convictions for sex or child related crime.
- No history of violent crime.
- Must reside in the Commonwealth of Virginia.
- Must have an acceptable dwelling and compatible telephone service.

The Sheriff is precluded by law from placing offenders on EIP who are convicted of burglary and certain drug offenses. The court is not bound by the Sheriff's criteria for placement; however, it is rare that the Sheriff's recommendations are not heeded. However, if the court orders an offender on EIP who is not deemed suitable by the CCD staff, the court is so advised of this fact.

Effective July 1, 1995 a reorganization of the Community Corrections Division, [precipitated by the elimination of the Community Diversion Incentive Program (CDIP)], the former Community Branch became renamed the Community Service Branch. This branch administers four of the Sheriff's alternative sentencing programs: the Sheriff's Community Service Program (SCSP); Fines Option Program (F.O.P.); Weekend Confinement ("Weekender") Program, and the Park Service Program. All of these Programs now comprise the Sheriff's Community Labor Force. Each of the above named programs deploys offender labor crews which work on County, State and City properties and projects, seven days per week, 52 weeks per year as weather permits.

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Offenders in the residential Park Service Program (PSP) and Weekender programs are short-term, low risk offenders suitable for supervised access to the community and minimum security housing. Generally, they are:

- Sentenced to less than 1 year.
- Have no outstanding court dates/detainers.
- Have no convictions for sex or child related crimes.
- Have no history of violent crime.
- Have no escapes from custody.
- Have ties to the local community.

The Sheriff's Community Service Program (SCSP), Fines Option Program (FOP) and Weekender are variations of community service which is mandated by the Comprehensive Community Corrections Act for Local Responsible Offenders (53.1-180 through 53.1-185.3). PSP, while not specifically mandated, is an integral part of this jurisdiction's community corrections package which is required by the Comprehensive Community Corrections Act for Local Responsible Offenders. The Fairfax County Sheriff's Fines Option Program (FOP) provides the courts with a sentencing option which allows offenders to work off fines and court costs by performing community service labor. FOP offenders perform this labor usually on weekends along with offenders in the Community Service and Weekend Confinement programs.

The PSP has been in operation since 1990. Offenders selected for PSP are non-violent, short-time, low-risk inmates sentenced to relatively short periods of incarceration. Criteria for selection to the PSP are the same as for Work Release except the offender's sentence is too short to be processed for Work Release. The program is available to both male and female offenders.

The Residential Branch of the CCD is responsible for maintenance of order and the safety, security and custodial care of inmates participating in residential community corrections programs, and those serving as members of the Inmate Work Force (trusties) in the Pre-Release Center.

Work Release Program, Community Corrections Division is a sentencing option for the courts that allows convicted offenders to leave the facility to work thereby maintaining their employment during a period of incarceration; requires them to pay an amount to defray the cost of their incarceration; requires them to pay fines, court costs and restitution, and requires them to provide financial support for their families. Counseling is provided in the areas of budget and finance, decision making skills, alcohol and substance abuse, anger management and identification of behavioral problems that caused them to come into conflict with the criminal justice system. Programs in vocational training; employment seeking and educational enhancement are offered by staff.

The Pre-Release Center has a maximum capacity of 164 male and 36 female offenders. The average length of participation in Work Release is approximately six months. Monitoring and supervision of Work Release offenders are accomplished via random visual checks by duty staff, as well as scheduled and unscheduled head counts. Entering and exiting the facility is monitored by manned guard posts and closed circuit television. Deputies assigned to duty in the control booth also receive and inspect property brought in for offenders by visitors and family to preclude contraband from entering the facility. Deputies in the control booth issue

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receipts for money received for offenders. All paychecks brought in by employed offenders are turned over to sworn staff deputies uncashed, receipts are issued, and the check is directed to the finance section so mandatory payments may be withdrawn. Deputies serving as counselors for Work Release offenders, conduct and document an initial needs assessment of newly assigned offenders. Problem Identification forms are developed by the counselor and are discussed with the offender. Regular (bi-weekly and monthly) counseling sessions are conducted by primary counselors with each offender on their caseload and these sessions are documented in the offender's file. Pass and furlough applications are received and reviewed by counselors. Sponsor investigations are conducted by staff to ensure a furlough sponsor is suitable. Furloughs are only approved after an on-site visit to the furlough location.

All Work Release offenders are subject to room inspections each weekday morning prior to being allowed to leave for work.

Random breath and urine screens of Work Release offenders are accomplished daily by the PRC staff. Urine samples are tested in-house by staff using appropriate test kits designed for that purpose. Positive test results are sent to the County Health laboratory for further testing and confirmation. Frequent random personal, room and area searches are conducted by the staff.

The administration of discipline is handled by staff, to include investigations, report writing, serving charges and sitting on disciplinary boards at due process hearings.

Participant Characteristics are generally limited to:

- Sentenced and within 12 months of release.
- A minimum of 30 days to serve.
- Physically able and volunteers to work.
- No outstanding charges or detainers.
- No convictions for sex or child related crime.
- No history of violent crime.
- No history of escapes from custody.
- Not previously revoked from Work Release.
- Preferably, a resident of the Washington Metropolitan area.
- May be required to participate in drug or alcohol treatment prior to or concurrent with entering Work Release.

Offenders participating in Work Release are charged 25 percent of their gross earnings, up to a maximum of \$42.00 per day, to defray the cost of their incarceration. Additionally, offenders pay court costs, fines, restitution, taxes and family support from their earnings. Revenue from offender room and board payments is turned over monthly to the County Director of Finance as revenue income from the Office of the Sheriff.

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## ► Method of Service Provision

The Office of the Commander, Community Corrections Division, is located in the Pre-Release Center and from that location directs operations of all community corrections programs and staff. The Community Corrections Division Administrative Branch office is located in the Pre-Release Center and from that location provides administrative budgetary, logistical and clerical support to all community corrections programs and staff.

Sworn and civilian staff monitor/supervise offenders ordered into Electronic or Home Incarceration by the courts, or selected for placement by the Sheriff pursuant to his authority specified in Section 53.1-131.2, Code of Virginia. Treatment/education/rehabilitative programs are provided by qualified CCD staff, volunteers and counselors from appropriate County agencies. The Treatment/Programs section of the Community Supervision Branch coordinates, schedules and monitors programs offered inside the Pre-Release Center and those in the community which are approved for attendance by selected offenders. Typical programs include: Life Skills training; Alcoholics Anonymous; Narcotics Anonymous; English as a Second Language; mental health counseling; anger management; vocational training; bible studies; and other religious programming.

Supervision of offenders in the Work Release Program is accomplished by deputy sheriffs assigned to the facility and to specific guard posts within the Pre-Release Center, as well as through random patrol of the facility. Substance abuse needs are addressed by civilian counselors. Offenders are assigned to specific staff members who serve as case managers. Offenders are subject to frequent breath and urine screens. Telephonic and in-person job checks are performed by sworn staff.

Offenders may be ordered into EIP by the courts or placed into the program by the Sheriff, with the court's concurrence. Eligible offenders must reside in Virginia and have a dedicated phone service. Electronic monitoring capability allows staff to know when an offender is home, or not at home, and whether or not the absence is authorized. Random computer generated phone calls as well as unannounced home and/or job checks confirm the offender is where he or she is supposed to be.

The PSP provides supervised inmate labor crews of 8 to 10 offenders each on a daily basis to County Facilities Management; the County Archivist, the Park Authority, the City of Fairfax and the Towns of Herndon and Vienna. Minor construction projects; landscape beautification and maintenance; furniture and equipment moving; trail clearing; records retirement; and painting are common tasks accomplished by the PSP. Job sites may be inside or outside and crews are committed 52 weeks per year. Additionally, PSP crews support the Fairfax Fair, July 4th celebration in Fairfax City and Centreville Days in Centreville.

The division commander and assistant commander share in performing division Staff Duty Officer responsibilities with three sworn branch chiefs (deputy sheriff lieutenants) which requires 24-hour response to situations which are beyond the scope of the supervisor of the on-duty shift. The Pre-Release Center is in operation 24 hours per day.

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## ► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
ADP in CCD	215	229	217	207	220
Prisoner Days	78,475	83,585	79,205	75,555*	80,300*
ADP Participants in IAP	36	35	35	34	36*
Hours of Work Performed	41,742	45,745	45,452	38,071	55,000*
ADP Employed	77	84	86	80	80
ADP in Labor Programs	66	72	56	48	75

\* It is planned to move the IAP program into the ADC in FY 2003 upon budget approval of adequate staffing enabling increasing the space for work eligible inmates.

## ► Mandate Information

This CAPS' is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 76 - 100%. The specific Federal or State code and a brief description of the code follows:

- EIP and HIP are provided for by Section 53.1-131.2 and are mandated by the Comprehensive Community Corrections Act for Local Responsible Offenders (53.1-180 through 53.1-185.3). The Electronic Incarceration Program (EIP) is a sentencing alternative which places eligible, sentenced offenders under 'house arrest' during a court-imposed period of incarceration. This program allows offenders to maintain their employment and support their own families while serving a sentence, and also reduces overcrowding in the Adult Detention Center. Participants must be in total compliance with the conditions of their Community Release Agreement which specifies the times they are authorized to be away from home and where they are authorized to be. SCSP, FOP and Weekender are variations of community service which is mandated by the Comprehensive Community Corrections Act for Local Responsible Offenders (53.1-180 through 53.1-185.3). PSP, while not specifically mandated, is an integral part of this jurisdiction's community corrections package which is required by the Comprehensive Community Corrections Act for Local Responsible Offenders. Code of Virginia Sections 53.1-131; 53.1-182.1; Comprehensive Community Corrections Act for Local Responsible Offenders (53.1-180 through 53.1-185.3).
- Fairfax County is required to establish a community corrections plan approved by and filed with the Board of Corrections in order to qualify for 50 percent State reimbursement for jail construction. Work Release is documented with that plan as an ongoing program in the multi-jurisdiction of Fairfax County / Fairfax City and must continue in order to receive State funding for jail construction and/or expansion (53.1-182.1). Additionally, Fairfax County is required by law to participate in the Comprehensive Community Corrections Act for Local Responsible Offenders (53.1-180 through 53.1-185.3). Work Release is an optional program in that act; however, it has been documented in our community corrections plan and will be documented in the Biennial Plan containing sentencing alternatives that must be on file with the Department of Criminal Justice Services. The enabling legislation for Work Release is 53.1-131.