

91-07-Mandated and Essential Services to Incarcerated Individuals

Fund/Agency: 001/91	Office of the Sheriff
Personnel Services	\$3,225,516
Operating Expenses	\$1,467,297
Recovered Costs	\$0
Capital Equipment	\$0
Total CAPS Cost:	\$4,692,813
Federal Revenue	\$0
State Revenue	\$202,459
User Fee Revenue	\$0
Other Revenue	\$0
Total Revenue:	\$202,459
Net CAPS Cost:	\$4,490,354
Positions/SYE involved in the delivery of this CAPS	51/50.5

CAPS Percentage of Agency Total

	Mandated and Essential Services to Incarcerated Individuals
	All Other Agency CAPS

► CAPS Summary

The Inmate Services Branch provides all service and essential needs aspects of care for the safety and well being of the inmate population. This CAPS area has 51 staff members composed of sworn and civilian. The Fairfax County Office of the Sheriff, Correctional Services, Inmate Services Branch is responsible for supervision and operation of the Inmate Laundry Unit, the Facility Maintenance Section, the Inmate Finances and Commissary Sections, the Programs and Recreation staff, Alcohol and Drug Services and the Food Services Section. The Branch is also responsible for preparing operating budget preparations for the entire Correctional Services Division. The Branch Office also provides Staff Duty Officer coverage on a rotating basis for emergencies occurring after duty hours. Normal office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. However, parts of the organization are working both day and night and on weekends and holidays. Additional hours are provided during Staff Duty hours. The Inmate Services Branch is responsible for preparing, serving and cleaning up from over one million meals annually for inmates and other programs. Additional responsibilities

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include: maintenance of inmate financial records at just over \$1 million annually; operation of the commissary program with annual sales of \$400,000; the repairs, maintenance and janitorial services of a 589,000-square-foot facility; and the provision of adequate and appropriate clothing and wearing apparel for and average daily inmate population of 780 or more.

The Logistics Support Branch provides services for more than 380 employees and over 27,000 inmates annually.

Some of the positions and food costs are partially reimbursed by DOC, State Compensation Board and other jurisdictions as prescribed by Sections 53.1-68 through 53.1-133 of the Code of Virginia; Minimum Standards for jails and lockups promulgated by the Board of Corrections as established by Section 53.1-5 of the Code of Virginia; Minimum Standard for Adult Local Detention Facilities established by the American Correctional Association in cooperation with the Commission on Accreditation for Corrections. The Inmate Services Branch provides many mandated, basic human services (food, maintenance of facility, laundry, etc.) to Adult Detention Center inmates. This Branch also coordinates the operations and services four sections that provide these services and provides oversight for the allocation of County and inmate funds.

Since reorganization changes took place in FY 2000, the Inmate Programs Unit is part of the Inmate Services Branch. The Inmate Programs Unit plans and coordinates the implementation of all programs and services for inmates. These programs encompass Education, English as a Second Language, Religion, Substance Abuse, Social, Library, Counseling, Support Groups, and Volunteer Services. The Inmate Programs Section is supported by more than 500 active volunteers. There are a multitude of different types of programs conducted and hundreds of individual programs offered. There are no fee(s) charged to the inmates of the Adult Detention Center for program participation. The only fee(s) charged are for enrollment in the Extended Learning Institute (ELI) and legal paperwork photo copying. Positions and operating costs are partially reimbursed by DOC, State Compensation Board and other agencies.

Mandates for providing inmate programs (Refer to JLARC Catalog of State and Federal mandates) Citation: Board of Corrections Minimum Standards for Jails and Lockups, Part IV Article 2 and 3. United States Constitution, Amendments 1 and 14. Code of Virginia 53.1-68 et seq., 53.1-80 through 53.1-83. Localities must have jails or local lockups that comply with Department of Corrections regulations concerning construction, equipment, administration, and operation of local correctional facilities. Department of Corrections (1990). There are constitutional mandates for some of the programs. Other programs are established in accordance with state mandated guidelines such as the ABE and GED programs. The substance abuse classes exist out of sheer need. Over 85 percent of the inmates claim to have been under the influence of drugs or alcohol when they committed their crime. For substance abuse treatment to work, substance abuse education needs to take hold. In jail, the abuser is sober and has to look into the fact of the cause of his incarceration. The inmates have the time, opportunity, and impetus to tackle that monster. Inmate Programs serve two basic purposes. The first is affording inmates access to certain constitutional rights. Freedom to practice their religion as guaranteed in the First Amendment and access to the court as guaranteed in the Fourteenth Amendment. The second purpose entails rehabilitation and management. Inmates are given an opportunity to better themselves through such programs as Adult Basic Education, GED, Substance Abuse Education, Employability Skills and others. They are not only afforded the opportunity for self enhancement, they are given avenues to combat the frustration of incarceration. By channeling their energies this way, it reduces the negative energy.

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The Recreation Section is also now a part of the Inmate Services Branch. The Recreation Section ensures that all inmates are given the opportunity to participate in a physical exercise program outside their cells on a daily basis. The Inmate Recreation Section provides recreation in the ADC on a daily basis. Recreational staff ensures that "keep separate" inmates do not attend the gym at the same time. Recreation Staff replaces inmate identification arm-bands for inmates on an as needed basis. Recreation staff maintains security and safety during recreation. There are no fees charged to inmates of the Adult Detention Center related to recreation. Positions and operating costs are partially reimbursed by DOC, the State Compensation Board and other jurisdictions.

Mandate (Refer to JLARC Catalog of State and Federal Mandates) Citation: Board of Corrections Minimum Standards for Jails and Lockups, Part IV Article 1. Numerous precedent court cases ordering correctional institutions to develop and schedule inmate exercise programs. Code of Virginia 53.1-68 et seq., 53.1-80 through 53.1-83. Localities must have jails or lockups that comply with Department of Corrections regulations concerning construction, equipment, administration, and operation of local correctional facilities. [(Department of Corrections (1990)].

As a management tool, providing recreation in a jail setting has been found to facilitate: defenses in litigation pertaining to jail operations; reduce the number of incidents and destructive behavior in the facility by reducing idleness and boredom associated with incarceration; encourages positive behavior, sportsmanship, self improvement, and cooperation of inmates in the Adult Detention Center. It is an incentive and privilege that can be suspended upon conviction of jail rules and disciplinary infractions.

The Fairfax County Adult Detention Center, Inmate Finance and Commissary provides accounting of inmate funds and operates a commissary for the sale of candy, snacks, toiletries, cosmetics and gym clothing to inmates. The Finance Office maintains approximately 5,500 active financial inmate accounts, 32,500 yearly; writes approximately 60 release checks daily, 22,000 yearly, deducts bi-weekly commissary sales, and assures all accounts are balanced daily; collects money and money orders left for inmates and makes deposits daily. Just over \$1.5 million is processed yearly. The commissary staff collects/receives commissary tickets on Monday and Wednesday, calculates prices, deducts sales from inmate accounts, bags the items ordered and delivers the items to the inmates. After sales, they balance the tickets against the accounts, inventory the items sold and restock the commissary for the next sale, buying and maintaining stock. They also answer inmate complaints. There are no fees charged. The Commissary sales generate commission funds that can be used for inmate needs. The profits of these sales pay for educational and recreation equipment for inmates at no cost to Fairfax County. Without these profits the County would have the expense of providing these programs. Positions and operating costs are sworn and civilian partially reimbursed by DOC, State Compensation Board and other funding sources. The commissary services have recently been relinquished for management to a contract provider with some of the essential functions maintained by Sheriff's Office/ADC staff. Commissary services are mandated by State law 53.1-127.1. Both Finance and Commissary are mandated by American Correctional Association Standards and minimum standards of the Board of Corrections.

The Food Service Section (Inmate Services Branch) of the Fairfax County Adult Detention Center (ADC) provides food services in compliance with federal and state regulations for nutrition, safety, security, health and other concerns for employees and inmates of the ADC, and in select cases the Fairfax County Fire Department (FFD). ADC service is provided on site, cafeteria style and by satellite feeding. FFD service is provided by satellite feeding.

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Positions and operating costs are partially reimbursed by DOC, State Compensation Board and other jurisdictions and agencies. Services are mandated by the Commonwealth of Virginia Minimum Standards for Local Jails and Lockups Article 6 sections 4.23 through 4.28. Code of Virginia 53.1-68 et seq., 53.1-80 through 53.1-83.

1. The menu meets the dietary allowances as stated in the recommended dietary allowances, National Academy of Sciences.
2. There is at least a one week advance menu preparation.
3. Modifications in menus are based on inmate's medical or reasonable religious requirements.
4. Food service equipment and personnel meet the established safety and protection standards.
5. Food service meals are served under the direct supervision of staff.
6. Records are kept for a minimum of three years.
7. Food is not used as a disciplinary measure.
8. At least three meals daily with no more than 14 hours between the evening and breakfast, and a minimum of two hot meals with every 24 hours.

The Facility Maintenance and Janitorial Section provides janitorial services, building maintenance, and fire/safety equipment inspections, and training for the Adult Detention Center (ADC) which is a 589,000-square-foot secure facility. The facility is operational 24 hours a day and therefore, requires support of services accordingly. The service provided is basically for the inmate population and the security devices required to maintain their custody, while in turn maintaining the safety of the surrounding citizens of Fairfax City and County. The inmate population has proven to be quite destructive and irresponsible causing additional burdens on maintenance and janitorial services. No fees are charged. Positions and operating expenses are partially reimbursed by DOC, State Compensation Board and other jurisdictions.

Mandates associated with facility maintenance are: (Refer to JLARC Catalog of State and Federal mandates) Citation: State Department of Corrections, Health Department Standards, OSHA, BOCA Fire Codes, National Fire Safety Codes, County Fire Codes, and Department of Risk Management. All of these are necessary to maintain occupancy permit requirements and state certification. Code of Virginia 53.1-68 et seq., 53.1-80 through 53.1-83.

All of the above are necessary to maintain occupancy permit and State and National certifications. Localities must have jails or lockups that comply with Department of Corrections regulations concerning construction, equipment, administration, and operation of local correctional facilities. Department of Corrections (1990). At present, inmate workers provide labor under the supervision of sworn staff personnel. This includes a day shift and a night shift. All of the janitorial tasks, painting, and changing of light bulbs are performed by these inmates.

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► Method of Service Provision

This CAPS area has 51 staff members composed of sworn and civilian employees. The Fairfax County Office of the Sheriff, Correctional Services, Inmate Services Branch is responsible for supervision and operation of the Inmate Laundry Unit, the Facility Maintenance Section, the Inmate Finances and Commissary Sections, the Programs and Recreation staff, Alcohol and Drug Services and the Food Services Section.

Inmate Programs Unit services are provided directly by the Good News Mission, Fairfax County Alcohol Drug Services, Fairfax County Adult Education, Woodburn Mental Health, Offender Aid and Restoration, Civilian Staff Members of the Sheriff's Office, Volunteers, and other Fairfax County Agencies, under the supervision on the Unit Director, a Deputy Sheriff 1st Lieutenant and volunteer coordinator, a Deputy Sheriff 2nd Lieutenant. The hours of operation for the Inmate Programs are Monday through Sunday from 9:00 a.m. to 10:00 p.m. All programs that are offered are conducted between those hours. The sworn staff hours are from 7:00 a.m. to 3:30 p.m., Monday through Friday and as needed for special program events.

Inmate Recreation Services are provided directly by sworn staff of the Sheriff's Office. Recreation staff is responsible for scheduling and escorting inmates to and from the gymnasiums. Every inmate who is eligible for recreation is given the opportunity to attend. Recreation scheduling is done in a manner that individuals attend with others in the same custody levels. Maximum, medium and minimum inmates; adults and juveniles, males and females, keep separate; and special segregation inmates do not attend recreation together at the same time. Hours of operation of Recreation in the Adult Detention Center are from 6:30 a.m. to 7:00 p.m. seven days per week. When housing in the expansion is complete, recreation for inmates in those areas can take place within the housing area and inmates do not have to be escorted to other areas.

The Inmate Finance and Commissary services are provided by County employees. Hours of operation for Inmate Finance are Monday through Friday 6:00 a.m. to 4:30 p.m. 2:00 a.m. to 11:30 p.m. daily, extended if on call.

Provides average of 3,450 meals per day - 1,259,250 meals per year to inmate population and staff of ADC and FFD. Prepares special diets for inmates; prepares menus, keeps records in keeping with Department of Corrections and ACA rules and regulations

The Facility Maintenance Section processes and distributes all requests for work, all work orders, as well as contract administration. This section also completes all janitorial and housekeeping work with the use of inmate work force. They are supervised and trained by staff from this section. Also, all fire training, fire/safety inspections, policy and standards review, and fire protection systems testing are completed by this section.

Facility Maintenance	7:00 a.m. - 3:30 p.m. Monday - Friday - 24/7 24 hour on call
Janitorial Services	6:00 a.m. - 6:00 p.m. and 6:00 p.m. - 6:00 a.m. Sunday - Saturday
Fire/Safety	7:00 a.m. - 3:30 p.m. Monday - Friday - 24/7 24 hour on call

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► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Average Number of Prisoner Meals/Day	2,941	2,880	3,425	2,961	3,249
Average Cost Per Meal	\$1.21	\$1.19	\$1.32	\$1.40	\$1.28

► 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:

- Some of the positions and food costs are partially reimbursed by DOC, State Compensation and other jurisdictions by Sections 53.1-68 through 53.1-133 of the Code of Virginia. Minimum Standards for jails and lockups are promulgated by the Board of Corrections as established by Section 53.1-5 of the Code of Virginia. Minimum Standard for Adult Local Detention Facilities established by the American Correctional Association in cooperation with the Commission on Accreditation for Corrections. Mandates for providing inmate programs (Refer to JLARC Catalog of State and Federal mandates) are referenced under the following citations: Board of Corrections Minimum Standards for Jails and Lockups, Part IV Article 2 and 3.
- United States Constitution, Amendments 1 and 14. Code of Virginia 53.1-68 et seq., 53.1-80 through 53.1-83. Localities must have jails or local lockups that comply with Department of Corrections regulations concerning construction, equipment, administration, and operation of local correctional facilities. Department of Corrections (1990). Mandate (Refer to JLARC Catalog of State and Federal Mandates)
- Board of Corrections Minimum Standards for Jails and Lockups, Part IV Article 1. Numerous precedent court cases ordering correctional institutions to develop and schedule inmate exercise programs. Code of Virginia 53.1-68 et seq., 53.1-80 through 53.1-83. Localities must have jails or lockups that comply with Department of Corrections regulations concerning construction, equipment, administration, and operation of local correctional facilities. [(Department of Corrections (1990)].
- Positions and operating costs are partially reimbursed by DOC, State Compensation Board and other jurisdictions and agencies. Services are mandated by the Commonwealth of Virginia Minimum Standards for Local Jails and Lockups under Article 6 sections 4.23 through 4.28. Code of Virginia 53.1-68 et seq., 53.1-80 through 53.1-83. Commissary services are mandated by State law 53.1-127.1. Both Finance and Commissary are mandated by American Correctional Association Standards and minimum standards of the Board of Corrections. Mandates associated with facility maintenance are: (Refer to JLARC Catalog of State and Federal mandates)
- Sate Department of Corrections, Health Department Standards, OSHA, BOCA Fire Codes, National Fire Safety Codes, County Fire Codes, and Department of Risk Management. All of these are necessary to maintain occupancy permit requirements and state certification. Code of Virginia 53.1-68 et seq., 53.1-80 through 53.1-83.