

# SHERIFF

## DESCRIPTION

The Sheriff is a Constitutional Officer elected to serve a four-year term. The Sheriff's Office operates two jails and provides Court Services, including court security, civil process, and transportation of inmates. Court security maintains courthouse safety by screening 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. 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

- 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, staff training, and reduction of incidents of aggression within jail facilities.
- 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.
- Provide timely and accurate service of civil papers.
- Maximize organizational effectiveness and integrity through the recruitment and employment of highly qualified personnel, ensure that all available internal and external training resources are utilized, and develop comprehensive professional and leadership training programs for all staff levels.
- 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 2023 SUMMARY

### Annual Fiscal Plan

Description	FY21	FY22	FY23	Change
	Actual	Original	Approved	22 to 23
Personnel	\$ 32,051,440	\$ 31,938,250	\$ 33,896,564	6.1%
Operation	13,416,721	13,499,674	13,505,794	0.0%
Capital	142,239	4,000	16,200	305.0%
Total	<u>\$ 45,610,400</u>	<u>\$ 45,441,924</u>	<u>\$ 47,418,558</u>	<u>4.3%</u>
Personnel Complement	396	396	397 *	1

\* Includes the addition of a technology specialist position.

**PERFORMANCE MEASURES**

	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>Change 22 to 23</b>
<b>Workload Measures</b>				
Number of Civil Papers Served	68,588	132,000	132,000	0
Average Daily Inmate Population	1,178	1,125	1,200	75
Number of Committals to Jail	11,275	13,750	15,250	1,500
Work Release Participants (Monthly Avg)	71	84	87	3
GPS Bond (Monthly Avg)	163	152	175	23
Home Incarceration (Monthly Avg)	6	26	26	0
Average Number of State Inmates	534	550	565	15

**OBJECTIVES (CONTINUED)**

- Sustain a collaborative relationship with other criminal justice agencies and other units of federal, state, and local government.
- Maintain current PREA certification which is achieved by meeting or exceeding the standards set by the Prison Rape Elimination Act 2003 (Public Law No. 108-79). The Henrico Sheriff’s Office has a zero-tolerance policy for offender-on-offender sexual assault, abuse, sexual misconduct, or harassment. The agency strives to provide a safe environment where offenders are free from assaults and sexual misconduct, and makes every effort to detect, prevent, reduce, and punish sexual abuse, assault, harassment, and misconduct.
- 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 FY23 totals \$47,418,558, which represents an overall increase of \$1,976,634, or 4.3% compared to the FY22 approved budget. The personnel portion increased \$1,958,314 or 6.1% and includes one position to support technology at both jail locations, increases for health care and benefit costs, and a market-based salary increase.

The operating and capital components increased by \$18,320 or less than 1% in total for CAM rate changes, and items supporting the added technology position. The rest of the operating budget remains unchanged from the FY22 approved budget.

## DEPARTMENTAL HIGHLIGHTS

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, located 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 by their inmates 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 capture the full 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, mental health services, visitation, substance abuse services, and educational opportunities.

The 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 \$805,000 is included in the budget for these courses. These services were suspended in early 2020 to maintain the life, health, and safety of inmates and staff due to COVID-19.

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### STUDENT BASIC JAILOR ACADEMY

The Sheriff's Office graduated the first student basic jailor academy in the summer of 2011. The academy trains students from Virginia Commonwealth University and Virginia Union University as Correctional Deputies. This program also 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 ninth student basic jailor academy, which had a total of 23 students enrolled, was completed in August 2019. This was presented at no cost to the enrolled students. Due to COVID the 2020 Student Academy was suspended. The last three academies have produced a total of 40 full-time deputies and 31 part-time correctional deputies.

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### COST SAVINGS INITIATIVE

The Sheriff executed two contracts in FY21 that are anticipated to reduce costs. The first, executed on August 13, 2020, is with a qualified vendor to provide a comprehensive and fully integrated system within the Henrico County Jail System that includes a Jail Management System, an inmate Telephone System, inmate Commissary Services, and an inmate Trust Accounting System. These systems include integrated networked kiosks, staff and inmate handheld electronic devices, and an inmate email system. The Sheriff's Office expects to reduce direct labor hours through the automation of current manual tasks such as intake, release, and depositing inmate funds. The second contract, executed on July 8, 2020, is with a qualified vendor to provide third party administrator inmate medical services for

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the Henrico County Jail System. The Sheriff's Office expects to reduce claims costs through increased utilization of Medicaid coverage as vendor management of this function was included in the contract.

The Sheriff's Office has also begun more diversion efforts to decrease the inmate population, which will also result in cost savings. This would include home incarceration and GPS monitoring. These diversion efforts come with the assistance of Henrico County Judges and the Commonwealth's Attorney's Office.

The canteen service offers inmates' families and friends an opportunity to purchase packs containing a variety of items year-round. In FY21, a total of \$343,920 in revenue was generated from the sales of secure packs a 150% increase over FY20. Commissary Fund proceeds primarily fund canteen services but are also used for approved operating costs.

Bondsmen and the public are now able to access basic inmate information via the internet. This saves manpower hours for questions related to jail inmate information. The site can be found at the following address: <http://www.henricosheriff.org/search/>.

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## 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 FY21, the actual overall percentage of jail operating costs (including personnel) paid by the State was 28.6 percent, 54.8 percent was paid by the County, and the remaining 16.6 percent was paid with various other departmental revenues. In the FY23 budget, it is estimated that the Henrico County Sheriff's Office will receive 31.8 percent of funding from the State while the County will contribute 62.3 percent of funding the remaining 5.9 percent will be funded with departmental revenues.

The chart on the right shows the growth of the average daily inmate population and the number of State responsible inmates in the County's jail over a ten-year period. State responsible inmates are any inmate that has been sentenced on all Henrico charges to felony time of greater than one year. The State reimburses a portion for these inmates in specific situations. In FY12, the average daily population totaled 1,138,

Fiscal Year	Avg. Inmate Pop.	State Resp. Inmates	% of Total Inmates
FY12	1,138	268	24%
FY13	1,183	322	27%
FY14	1,175	300	26%
FY15	1,221	307	25%
FY16	1,177	334	28%
FY17	1,350	464	34%
FY18	1,436	424	30%
FY19	1,403	447	32%
FY20	1,337	515	39%
FY21	1,178	534	45%
FY22*	1,125	550	49%
FY23*	1,200	565	47%
*Forecast Estimates			

Fiscal Year	Cost Per Inmate - County Share	Cost Per Inmate - State Share	Cost Per Inmate Total
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	\$20,478	\$11,012	\$31,490
FY20	\$23,965	\$10,508	\$34,473
FY21	\$25,081	\$13,637	\$38,719

with 870 local inmates and 268 State responsible inmates. In FY21, the average daily population totaled 1,178 with 644 local inmates and 534 State responsible inmates.

The chart to the left depicts the cost per inmate for the County and State as well as the overall cost per inmate over a ten-year period. These totals include both personnel and operating costs. In FY12 when the State Responsible inmates comprised 24% of the jail population the State contributed 35.8% of the cost per inmate. By FY21 the state contribution actually dropped to only 35.2% of the cost per inmate but the number of state responsible inmates almost doubled to 47% of the jail population resulting in a significant cost shifted to Henrico County residents.