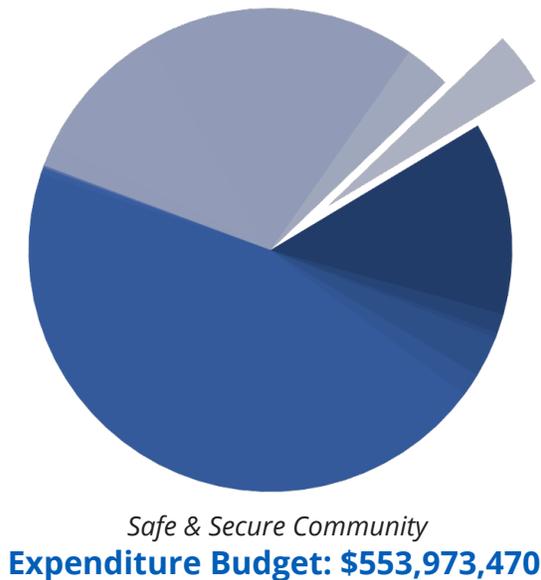


# Sheriff's Office

## Mission Statement

The Sheriff's Office, in partnership with elected leaders, staff, and citizens will help to ensure a safe and secure Judicial Complex. The Sheriff's Office will serve all legal proceedings, judiciary processes, and provide mandated transports of prisoners, and mental health patients. The Sheriff's Office will continue to provide law enforcement services while developing and enhancing collaboration with partners to meet community needs. The Sheriff's Office's unwavering commitment to those served now and in unprecedented times will remain with the emphasis on putting citizens first.



## Expenditure Budget: \$19,595,499

3.5% of Safe & Secure Community

### Programs:

- Operations: \$4,443,326
- Court Services: \$10,484,820
- Office of Professional Standards: \$2,105,902
- Support Services: \$2,561,451

## Mandates

The Code of Virginia mandates several activities that must be carried out by the Sheriff's Office. Primary among these is the provision of 24-hour continuous security at the Judicial Complex. Other mandates include service of all civil processes, including subpoenas, levies, seizures, and evictions; internal affairs; and training.

**State Code:** [15.2-1603](#) (Appointment of Deputies; their powers; how removed), [1606](#) (Defense of Constitutional Officers; appointment of counsel), [1609](#) (Sheriff), [1636.14](#) (Proportion borne by Commonwealth and by localities), [1711](#) (Providing legal fees and expenses for law-enforcement officers; repayment to locality of two-thirds of amount by Compensation Board), [2.2-1840](#) (Blanket surety bond plan for state and local employees), [1841](#) (Blanket surety bond plan for moneys under control of court), [15.2-1527](#) (Bonds of officers), [1528](#) (Penalties of bonds of sheriffs, clerks of the circuit court and commissioners of the revenue), [19.2-80](#) (Duty of arresting officer; bail), [37.2-808](#) (Emergency custody; issuance and execution of order), [809](#) (Involuntary temporary detention; issuance and execution of order) [8.01-293](#) (Authorization to serve process, capias or show cause order; execute writ of possession or eviction and levy upon property), [53.1-67.5](#) (Director to prescribe standards), [113](#) (Transportation of prisoners to jail or jail farm), [19.2-182.9](#) (Emergency custody of conditionally released acquittee), [310.2](#) (Blood, saliva, or tissue sample required for DNA analysis upon conviction of certain crimes; fee)

**County Code:** [Chapter 16-17](#) (Riots and unlawful assemblies)

# Sheriff's Office



## Expenditure and Revenue Summary

Expenditure by Program	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted	% Change Budget FY25/ Budget FY26
Operations	\$4,482,035	\$4,000,567	\$4,295,725	\$4,758,244	\$4,443,326	(6.62%)
Court Services	\$6,725,755	\$7,963,228	\$8,596,361	\$9,395,704	\$10,484,820	11.59%
Office of Professional Standards	\$1,664,885	\$1,852,954	\$2,228,963	\$1,905,191	\$2,105,902	10.53%
Support Services	\$1,545,242	\$1,871,788	\$1,980,044	\$2,481,658	\$2,561,451	3.22%
<b>Total Expenditures</b>	<b>\$14,417,917</b>	<b>\$15,688,538</b>	<b>\$17,101,092</b>	<b>\$18,540,797</b>	<b>\$19,595,499</b>	<b>5.69%</b>

### Expenditure by Classification

Salaries & Benefits	\$12,580,857	\$13,196,780	\$14,716,881	\$16,009,610	\$16,443,853	2.71%
Contractual Services	\$98,843	\$379,218	\$341,718	\$420,365	\$420,365	0.00%
Internal Services	\$955,131	\$1,401,367	\$1,594,942	\$1,355,239	\$1,440,505	6.29%
Purchase of Goods & Services	\$654,159	\$582,981	\$495,957	\$573,580	\$1,031,734	79.88%
Capital Outlay	\$111,051	\$125,764	\$57,608	\$129,094	\$206,134	59.68%
Leases & Rentals	\$13,667	\$14,225	\$14,706	\$8,400	\$8,400	0.00%
Reserves & Contingencies	(\$48,574)	(\$64,581)	(\$173,502)	(\$8,274)	(\$8,274)	0.00%
Transfers Out	\$52,783	\$52,783	\$52,783	\$52,783	\$52,783	0.00%
<b>Total Expenditures</b>	<b>\$14,417,917</b>	<b>\$15,688,538</b>	<b>\$17,101,092</b>	<b>\$18,540,797</b>	<b>\$19,595,499</b>	<b>5.69%</b>

### Funding Sources

Revenue from Other Localities	\$1,280,457	\$1,486,317	\$1,584,744	\$1,634,033	\$1,671,479	2.29%
Miscellaneous Revenue	\$8,296	\$12,862	\$9,386	\$0	\$0	-
Charges for Services	\$365,444	\$436,584	\$688,093	\$585,834	\$585,834	0.00%
Revenue from Commonwealth	\$2,092,282	\$2,109,443	\$2,270,778	\$2,114,249	\$2,269,920	7.36%
<b>Total Designated Funding Sources</b>	<b>\$3,746,479</b>	<b>\$4,045,206</b>	<b>\$4,553,001</b>	<b>\$4,334,116</b>	<b>\$4,527,234</b>	<b>4.46%</b>
<b>Net General Tax Support</b>	<b>\$10,671,438</b>	<b>\$11,643,332</b>	<b>\$12,548,092</b>	<b>\$14,206,682</b>	<b>\$15,068,266</b>	<b>6.06%</b>
<b>Net General Tax Support</b>	<b>74.02%</b>	<b>74.22%</b>	<b>73.38%</b>	<b>76.62%</b>	<b>76.90%</b>	



## Staff History by Program



## Future Outlook

The Prince William County (PWC) Sheriff's Office strives to uphold unprecedented levels of standards in all organizational functions. As the first Sheriff's Office in the Commonwealth of Virginia to receive accreditation by the Virginia Law Enforcement Professional Standards Commission, an exceptionally high standard is supported by teamwork and dedication to the community. The Sheriff's Office provides essential support to the public safety agencies of PWC, the cities of Manassas and Manassas Park, and the towns of Dumfries, Haymarket, Occoquan, and Quantico. As the Sheriff's Office strives to enhance quality of life, citizen satisfaction, and local law enforcement support, it is of utmost importance for the Sheriff's Office to meet the challenges of proper staffing, technology, and infrastructure.

**Judicial Complex and Campus Anti-Terrorism Measures** – To help keep the Judicial Complex and campus safe from the threat posed by terrorism or other hostile activity, anti-terrorism measures such as non-removable barricades, permanent bollards, and chain fences around the exterior of the courthouse are a necessity. This will ensure a safe and secure environment while enhancing quality of life for all citizens who utilize the Judicial Complex and campus, in conjunction with supporting the mission of all public safety partners within PWC and meeting strategic outcomes. Additionally, dedicated enhancements of information technology in officer safety programming will increase and promote accountability, reduce liability, and increase transparency and public trust.

**Expansion of Multi-Purpose Complex for Citizen Services and Employees and Dedicated Space** – To meet the ever-growing needs of the community, the Judicial Center Complex is expanding to provide necessary services. As the complex expands, there is growth in security needs in and around the judicial complex. As such, the Sheriff's Office must adapt, change, and grow to ensure proper service provision and safety in and around the judicial complex for citizens and staff members. To better meet the growing security needs at the judicial complex and in the community, a dedicated Sheriff's Office would provide multi-purpose benefits for citizens while doing so in a safe and secure environment. This facility

# Sheriff's Office

expansion will provide the necessary space to handle the operational tempo of the day-to-day needs of the Sheriff's Office. A multi-purpose complex would provide ample space for the growing number of Sheriff services the community demands. A separation of services between the Judicial Complex and the Sheriff's Office will enhance the quality of life for the citizens and communities of PWC by providing a separate, established location for all Sheriff's Office responsibilities not requiring use of the Judicial Complex.

**Ongoing Staff Need** – To continue to meet the needs of the community and support the expansion of the Judicial Center Complex, the Sheriff's Office has an increased need for additional staff. Additional staff will allow The Sheriff's Office to maintain current levels of operational readiness with the ability to exceed expectations of service provided to the community and partners. The Sheriff's Office remains committed to enhancing citizen satisfaction within Prince William County, the cities of Manassas and Manassas Park and the towns of Dumfries, Haymarket, Occoquan, and Quantico. Additionally, increased staff will assist the Sheriff's Office in supporting Prince William County in meeting critical components of the strategic plan outcomes for Safe and Secure Community, while strengthening current partnerships with other law enforcement agencies and the public to maintain the highest level of service to the community.

## General Overview

- A. Removal of One-Time Costs from the Sheriff's Office** – A total of \$194,760 has been removed from the Sheriff's Office FY26 budget for one-time costs (vehicles and equipment) associated with the addition of 3.00 FTEs (Sheriff's Deputy positions) for the Court Services, Office of Professional Standards and Operations, and Support Services programs, added in accordance with service needs in the Project Life Saver program, decedent and unclaimed citizen services, and staffing for the 7th Circuit Court Judge in the FY2025 Budget.
- B. Commonwealth Revenue Adjustments** – The FY2026 Budget includes base budget revenue adjustments from the Commonwealth totaling \$155,671 for the Sheriff's Office. This amount reflects a 3% adjustment granted by the General Assembly for the state-supported local positions, as incorporated into the State Compensation Board revenue budget, and adjustments to charges for services to accurately reflect the previous year's actuals.
- C. Revenue Increase for Shared Services (City) Billings** – The billings represent reimbursement from the City of Manassas and Manassas Park for services rendered in the previous year. Services rendered include activities within all functional areas except for Government Operations, Performance & Innovation. Amounts are calculated using an annual cost allocation report. As a result of the annual report, the Sheriff's Office allocation increased \$37,447.
- D. Position Shift of 1.25 FTEs from Operations and Support Services to Office of Professional Standards** – To support staffing needs within the Sheriff's Office, a total of 1.25 FTEs were shifted from Operations (1.00 FTE) and Support Services (0.25 FTE) to the Office of Professional Standards during FY25. This resulted in a 1.25 FTEs increase in the Office of Professional Standards. The Support Services shift was the result of a minor allocation shift in program work effort. The shift in Operations was due to a retirement and a new hire. New Sheriff's Deputies are initially assigned to the Office of Professional Standards for field training.

## Budget Initiatives

### A. Budget Initiatives

#### 1. Staffing for 6th General District Court (GDC) Judge – Court Services

Expenditure	\$577,801
Revenue	\$0
General Fund Impact	\$577,801
FTE Positions	2.00

- a. Description** – The Virginia Supreme Court has recommended that GDC receive a new sixth judge for the Court, set to take effect in July 2025. This additional judge will help manage the increasing caseload, which is returning to pre-COVID levels. The change increases the number of judges from five to six in the Court. This initiative funds 2.00 FTEs for Sheriff's Deputy positions to provide courthouse and courtroom security due to the new GDC judge. This addition includes \$209,755 in on-going costs for salary, benefits, technology, and operating supplies and \$368,046 in one-time costs for two vehicles, outfitting, and necessary public safety equipment.
- b. Service Level Impacts** – This initiative will allow the Sheriff's Office to maintain court and court complex security, supporting the new judge and the cases over which they will preside.

# Sheriff's Office

## 2. Sheriff Staffing Plan – Court Services

Expenditure	\$454,226
Revenue	\$0
General Fund Impact	\$454,226
FTE Positions	2.00

- a. **Description** – This budget initiative provides funding for two Sheriff’s deputy positions (2.00 FTEs), including \$206,168 in ongoing costs for salary, benefits, technology, and operating equipment, and one-time costs of \$248,058 for a vehicle, outfitting, and necessary public safety equipment. The increased staffing allows the Sheriff’s Office to manage the growing public safety needs of the courthouse complex, as well as maintain current levels of operational readiness and deployment.
- b. **Service Level Impacts** – This budget initiative directly supports the [Safe & Secure Community strategic goal](#) by providing the Sheriff’s Office with the appropriate staffing, equipment, and resources to ensure the ability of the office to provide accountable, quality service to the community. Staffing plans help to address the strategic goal of cultivating a safe and secure community by meeting demands for service and enhancing relations among public safety departments and the communities they serve.
- c. **Five-Year Staffing Plan** – Below is a summary of the Sheriff staffing plan and costs included in the FY2026 Budget:

Sheriff - Staffing Plan	FTE	FY26	FY27	FY28	FY29	FY30
FY26 Sheriff Staffing Plan - 2 Deputies	2.00	\$454,226	\$206,168	\$206,168	\$206,168	\$206,168
FY27 Sheriff Staffing Plan - 1 Sergeant, 1 Deputy	2.00	\$0	\$473,274	\$225,256	\$225,256	\$225,256
FY28 Sheriff Staffing Plan - 1 Deputy	1.00	\$0	\$0	\$193,394	\$103,084	\$103,084
<b>Total</b>	<b>5.00</b>	<b>\$454,226</b>	<b>\$679,442</b>	<b>\$624,818</b>	<b>\$534,508</b>	<b>\$534,508</b>

# Sheriff's Office

## Program Summary

### Operations

The Operations division is dedicated to the safe, efficient, and legal service of court documents. The Civil Process section is responsible for the timely service of legal documents within PWC, the cities of Manassas and Manassas Park, and the towns of Dumfries, Haymarket, Occoquan, and Quantico. This section also supports all the above police departments with calls-for-service. The Transportation section provides prisoner transport to and from criminal justice facilities throughout Virginia. This section assists the PWC Police Department with mental health transports and transports as mandated by Virginia code. The Warrants section serves warrants for local, out-of-county, and out-of-state offenses relating to failure to pay child support and post-conviction. This section is responsible for conducting extraditions throughout the United States and assisting the U.S. Marshall Service Task Force when it operates within the County.

Key Measures	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
Prisoner escapes during transport	0	0	0	0	0
Police assist (Temporary Detention Order hours & associated overtime)	1,770	2,122	2,052	2,000	2,152
Documents served	56,894	64,920	65,773	68,000	66,000

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
<b>Civil Process</b>	<b>\$2,521</b>	<b>\$2,429</b>	<b>\$2,456</b>	<b>\$2,617</b>	<b>\$2,351</b>
Evictions	884	2,664	2,458	2,400	2,700
Funeral escorts	379	390	338	375	300
<b>Warrants</b>	<b>\$323</b>	<b>\$356</b>	<b>\$474</b>	<b>\$499</b>	<b>\$496</b>
Extraditions completed	21	21	21	25	21
Police assist (warrants served, received, closed)	1,134	1,159	1,621	1,150	1,821
<b>Sheriff Transportation</b>	<b>\$1,638</b>	<b>\$1,215</b>	<b>\$1,365</b>	<b>\$1,643</b>	<b>\$1,596</b>
Civil transports	136	164	149	150	150
Prisoner transports	1,374	1,544	2,252	1,400	2,000
Total transport miles driven	159,802	198,421	251,456	150,000	225,000

# Sheriff's Office

## Court Services

The Court Services division maintains the safety and security of the Judicial Complex. The program is comprised of four areas: Courtroom Security, Courthouse Security, Vertical Deployment, and Control Center Dispatch. The Courtroom Security section provides support services to judges, manages jurors in the courtroom, and other court related tasks and duties as required. Courthouse Security screens all individuals entering the courthouse. Deputies are first responders to calls-for-service and emergency situations in and around the Judicial Complex. Vertical Deployment escorts inmates to and from the courtrooms. Deputies in this section are responsible for intake processing for movement to the Adult Detention Center. This section collects DNA for state forensic labs, updates sex offender information for all law enforcement within PWC, and conducts criminal background checks for citizens applying for concealed weapon permits. Control Center Dispatch is responsible for monitoring security equipment, tracking of inmate movement within the Courthouse, Virginia Criminal Information Network and National Crime Information Center, and dispatching calls-for-service in the Judicial Complex.

Key Measures*	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
Incidents requiring uniform presence to reduce injury to visitors & judicial**	122	216	248	175	250
Security screenings conducted with magnetometer	243,244	283,400	295,908	300,000	300,000

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
<b>Courthouse Security</b>	<b>\$2,670</b>	<b>\$3,294</b>	<b>\$3,536</b>	<b>\$3,949</b>	<b>\$4,516</b>
Hours spent providing Judicial Complex security	82,052	71,464	-	85,000	85,000
Security escorts from court	151	121	133	175	150
Citizen assists (ADA & senior citizen)	38	38	34	45	40
<b>Courtroom Security</b>	<b>\$3,086</b>	<b>\$3,743</b>	<b>\$4,165</b>	<b>\$4,380</b>	<b>\$4,865</b>
Docketed court cases	131,892	183,217	230,759	207,000	230,000
Hours spent providing courtroom security	32,021	46,117	44,128	50,000	50,000
Prisoner escapes	0	0	0	0	0
Total prisoners escorted to and from courtroom	15,395	24,093	37,226	25,000	30,000
<b>Vertical Deployment</b>	<b>\$774</b>	<b>\$614</b>	<b>\$635</b>	<b>\$699</b>	<b>\$729</b>
Police assist livescan (sex offender registry, conviction mandates)	817	1,287	1,330	1,200	1,200
Background checks for concealed weapons permits	5,697	6,754	5,973	7,000	6,100
Prisoners escorted to and from courthouse	15,395	24,093	37,226	25,000	30,000
<b>Control Center Dispatch</b>	<b>\$196</b>	<b>\$312</b>	<b>\$261</b>	<b>\$367</b>	<b>\$375</b>
Calls for service (phone, radio, dispatch)	126	203	248	150	220
Inmates tracked through dispatch (off street, ADC, transports)	18,747	29,615	38,744	25,000	34,000
Security monitoring hours	3,503	4,395	3,601	4,200	4,000
Activated alarms	12,894	12,455	13,462	12,500	12,500

\*One measure: Police Assist (Temporary Detention Order hours & associated overtime) was removed due to duplicate reporting; it is now reporting in Operations only.

\*\*FY22 Actuals were previously reported as zero inaccurately. Increased Judicial Complex demonstrations resulted in a growing need for uniformed officer response.

# Sheriff's Office

## Office of Professional Standards

The Office of Professional Standards division provides the support required to ensure the Sheriff's Office meets the goals and mission of the agency. This program conducts background investigations on qualified applicants for hire and provides support for staff. This division is responsible for accreditation, internal affairs, training, and ensuring compliance with Department of Criminal Justice Service standards, in addition to unclaimed death investigations.

Key Measures	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
Maintain state law accreditation	Yes	Yes	Yes	Yes	Yes

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
<b>Accreditation</b>	<b>\$251</b>	<b>\$191</b>	<b>\$213</b>	<b>\$427</b>	<b>\$507</b>
Maintain proof of compliance as determined by VLEPSC	100%	100%	100%	100%	100%
<b>Human Resources</b>	<b>\$100</b>	<b>\$121</b>	<b>\$143</b>	<b>\$336</b>	<b>\$338</b>
Applications received	160	50	55	75	50
Applicants processed for hire	47	14	40	20	30
<b>Internal Affairs</b>	<b>\$28</b>	<b>\$1</b>	<b>\$8</b>	<b>\$135</b>	<b>\$139</b>
Disciplinary actions as a result of internal affairs investigations	1	2	0	0	0
<b>Training</b>	<b>\$521</b>	<b>\$738</b>	<b>\$852</b>	<b>\$899</b>	<b>\$974</b>
Staff training hours	11,058	11,711	13,640	12,250	14,000
<b>Decedent Investigations</b>	<b>\$57</b>	<b>\$81</b>	<b>\$86</b>	<b>\$107</b>	<b>\$148</b>
Unclaimed bodies	39	40	15	40	40
Unclaimed no family - Sheriff's Office paid	12	9	4	10	5
<b>Community Services*</b>	<b>\$10</b>	<b>\$80</b>	<b>\$95</b>	<b>\$0</b>	<b>\$0</b>
<b>Administrative Services*</b>	<b>\$697</b>	<b>\$640</b>	<b>\$832</b>	<b>\$0</b>	<b>\$0</b>

\* Based on department reorganization, these measures were moved to other programs in FY22. However, a mismatch in personnel allocations resulted in the reported FY23 and FY24 Actuals.

# Sheriff's Office

## Support Services

The Support Services division supports the community by providing lifesaving programs such as Project Lifesaver, Senior Safe, and Safe at Home Safe Alone (a gun safety program) and supports the Sheriff's Office's culture of transparency and accountability by overseeing the officer safety program, consisting of 103 body-worn cameras. This includes oversight of all hardware, software, data storage, and evidence management. The Administration section improves quality of life for citizens by providing support in-person, over the phone, via mail or by electronic mail. The Information Technology section provides up-to-date and immediate technology support to the Judicial Complex. This support includes video arraignments, teleconferencing, mobile data terminals and troubleshooting, and oversight of all Judicial Complex information technology issues.

Key Measures	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
Students taught at Safe at Home, Safe Alone (Gun Safety Program)	5,024	4,496	4,445	5,000	4,500
Project Lifesaver clients	34	38	42	45	50

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
<b>Administration</b>	<b>\$846</b>	<b>\$928</b>	<b>\$1,241</b>	<b>\$1,292</b>	<b>\$1,258</b>
Customers served at lobby service counter	18,022	18,006	18,700	18,000	19,500
Payment transactions	2,219	2,265	1,980	2,000	2,100
<b>Community Service</b>	<b>\$316</b>	<b>\$455</b>	<b>\$472</b>	<b>\$659</b>	<b>\$612</b>
Identification cards issued	1,526	2,772	3,391	2,700	3,250
Senior Safe clients	14	16	16	20	25
Project Lifesaver responders trained	18	32	18	40	50
Hours maintaining Project Lifesaver client safety	-	-	209	200	250
<b>Information Technology</b>	<b>\$383</b>	<b>\$489</b>	<b>\$267</b>	<b>\$531</b>	<b>\$691</b>
Service calls related to courts (installs, arraignments, courtroom tech setup)	45	73	57	100	70
Judicial Complex security system calls	14	6	7	20	15
Miscellaneous IT calls in Judicial Complex	55	15	29	100	50

