

The City of Anderson Detention Center

Mission Statement

The mission of the City of Anderson Detention Center is to provide the highest level of public service regarding the custody and care of inmates. The mission includes but is not limited to (1) maintaining high standards of ethical conduct, (2) meeting or exceeding South Carolina state standards which regulate the operation of the detention center, (3) providing safe, secure and sanitary conditions for inmates and (4) maintaining a well trained and professional staff.

The three primary functions of the City of Anderson Detention center are: (1) the care and custody of Anderson City inmates, (2) the care and custody of inmates for the United States Marshal's Service and (3) the safe and secure escort of city and federal inmates to outside locations.



Fiscal Year 2007 Detention Center Summary

1. During Fiscal Year 2007¹ (July 1, 2006 – June 30, 2007) the City of Anderson Detention Center booked in a total of 3,065 inmates, down 572 from 3,637 in FY06.
2. The average daily population of inmates was 110.27, down 0.44 from 110.71 in FY06.²
 - a. The daily average population of federal inmates was 69.68, up 2.98 from 66.70 in FY06.
 - b. The daily average population of city inmates was 40.59, down 3.42 from 44.01 in FY06.
3. The Detention Center booked in approximately 3,065 persons during FY07. The demographic breakdown of the people who were booked into the City of Anderson Detention Center is as follows:

Fiscal Year 2007	Demographics of Persons Booked Into City Detention ³					
	City			Federal		
	Female	Male	Total	Female	Male	Total
Non-White	300	1112	1412	9	110	119
White	393	981	1374	23	137	160
Total	693	2093	2786	32	247	279

4. In FY07, 120,754 meals were served by the jail, down 496 from 121,250 in FY06. This was a per-day average of 330.83, down 1.36 from 332.19 per day in FY06.
5. In FY07, the total meal cost was \$189,946.63, down \$5,210.17 (-2.7%) from \$195,156.80 in FY06. The average meal cost was \$1.57 in FY07, down 2.5% from \$1.61 in FY06.
6. The total revenue generated by the Detention center was \$1,201,672, up \$37,396 (+3.2%) from \$1,164,276 in FY06.⁴
 - a. Federal Inmate Per Diem (housing) Billing was \$1,165,122, up \$45,986 (+4.1%) from \$1,119,136 in FY06.
 - b. Detention telephone revenue was \$36,550, down from \$45,140 in FY06.
7. The total expense for operating the Detention Center was \$1,662,709.77.⁵
8. The Detention Center contributed approximately \$250,599 of In-kind work to the city, the same as FY06.

¹ The yearly information listed in this report will be based upon the fiscal year except as otherwise noted.

² Due to rounding, some numbers may not add up exactly 100% correct in this report.

³ Source: Detention Center Records. All counts are estimates.

⁴ Source: Detention Center Ledger Book in Records Department. Figures are rounded to nearest dollar.

⁵ Un-audited

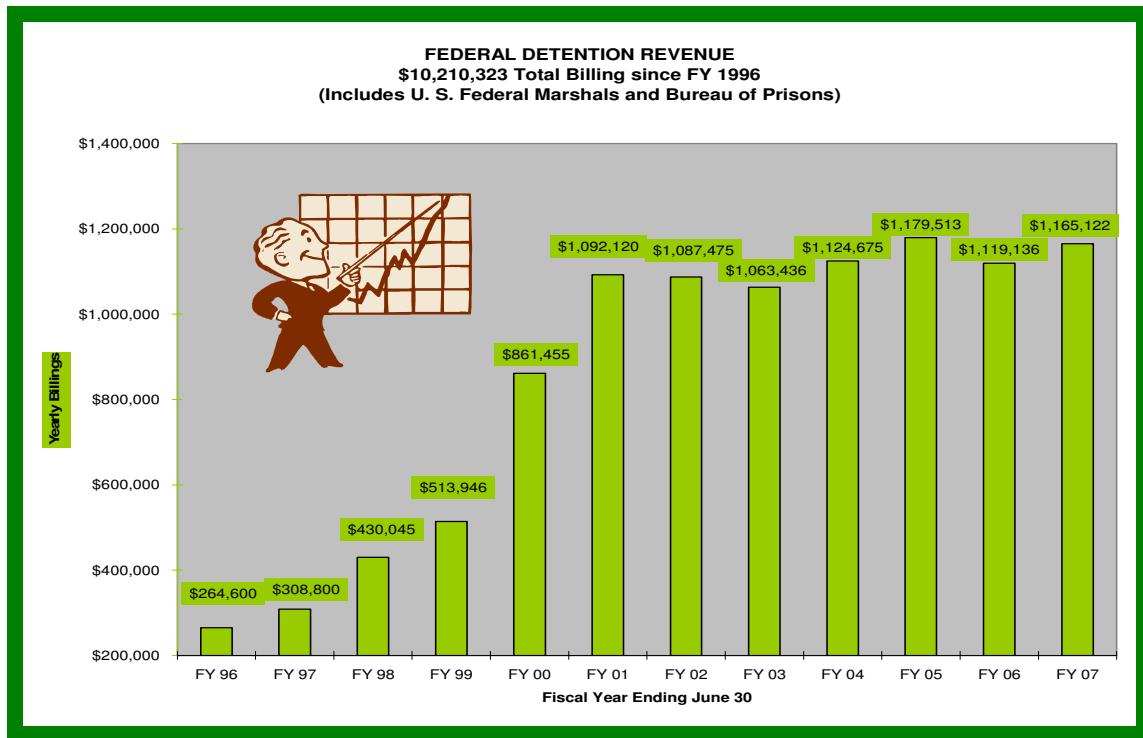
I. City of Anderson Detention Center Overview

As of the end of FY07, the City of Anderson Detention Center employed 31 personnel, six of whom were sworn police officers. The Detention Center served an average of 330.83 meals per day to an average of 110.27 inmates per day.

During FY07⁶ (July 1, 2005 – June 30, 2006) the Detention Center generated cash revenue (billings) of \$1,201,671.89 and had a total expense of \$1,662,709.77.⁷

The Detention Center is especially proud of its United States Marshal’s assistance program. For approximately fifteen years the Detention Center has provided housing for federal inmates who are awaiting final disposition of their case(s). The United States Marshal’s Service compensates the Detention Center for housing persons whose cases are pending in Federal Court. The Bureau of Prisons compensates the Detention Center for housing persons who have received a final disposition and are awaiting a transfer to their designated facility.

The following chart illustrates the amount of federal funding generated for the City of Anderson by the Detention Center’ Federal Inmate Housing Program during each of the last twelve years.⁸



⁶ All data in this report will be for the 12-month period from July 1, 2006 through June 30, 2007 unless otherwise indicated.

⁷ Expense information was un-audited as of report date. Expenses are itemized by type in appendix.

⁸ Source: Ledger book, records division. Federal revenue in chart does not include phone fees.

In-Kind Contribution

In addition to the direct revenue contribution to the city, additional contributions of an “in-kind” nature totaling \$250,599 were realized in FY07. In-Kind contributions provided by the Detention Center to the community are in the form of maintenance services (a.k.a. the *Jail Work Program*) that are provided by inmates who are working off their charges in the city jail and by state prisoners who are assigned to the Detention Center to assist with the day-to-day operation of the Detention Center and who also provide general maintenance services to the police department as well as some services to city hall.⁹

Jail Work Program. The City of Anderson Detention Center provides necessary general labor services to the city at no charge. Services are performed by inmates who are sentenced for a variety of misdemeanor convictions in City Court. In FY07, approximately nine inmates worked eight hours per day for approximately 200 days providing services that were conservatively valued at \$7.50 per hour. Typical services provided by the work group included general cleaning of city buildings, washing city vehicles, kitchen work, and light landscaping duties on city-owned properties and right-of-ways around town. The value of these services (base pay + benefits) in FY07 was valued at \$154,926.¹⁰ This figure remained constant with those of FY06.

State Prisoners Assigned to City. In addition to the city’s jail work program, three inmates from the South Carolina Department of Corrections are assigned to the City of Anderson Detention Center for the purpose of providing general labor services to the Detention Center, the Police Department and City Hall. The inmates assigned to the APD worked an average of 56 hours per week during FY07. The value of their services to the city in FY07 was \$95,673.

Detention Center Personnel

The City of Anderson Detention Center provides three primary functions:

- Housing of City Inmates
- Housing of Federal Inmates
- Transportation of Inmates to Other Locations

Personnel. At the end of FY07, the City of Anderson Detention Center employed 31 budgeted personnel. The staff filled the roles of booking officers, jailers, transport officers and supervisors. In addition, the healthcare of inmates was managed by a part-time medical staff. Part-time personnel also worked weekdays to assist with the day-to-day fluctuations in manpower requirements.

Booking officers receive arrestees into the city’s Detention Center and are the arrestees’ first contact with detention personnel. In addition to introducing new inmates to the center, they also prepare the initial folder used for prosecution in City Court and General Sessions Court by insuring that all necessary paperwork, warrants, and charges are filled out. Moreover, they photograph and fingerprint the inductees for identification.

Jailers maintain day-to-day custody of inmates in the Detention Center. They insure that food is prepared and served on time, medication(s) are dispensed in the proper quantities

⁹ For a complete explanation of the value of these services please see appendix.

¹⁰ For a complete explanation of the value of these services please see appendix.

and at the appropriate times, and that inmates have the benefit of clean clothing and bedding. They also perform routine counts to verify that everyone is present.

Transport officers are primarily responsible for moving inmates from one place to another. As a general rule, these personnel are utilized to take federal inmates to and from court and other locations deemed necessary by the U.S. Marshal's Service.

During Fiscal Year 2007, in order to become a stand alone unit, separate from the Police Department, the Detention Center increased its personnel count by eight slots. Four sergeants and four relief officers were added. The approved positions for the Detention Center as of the end of Fiscal Year 2007 were as follows:

	Administrative	Day Shift	Team 1	Team 2	Team 3	Team 4
Captain (Sworn L/E Officer)	1					
Lieutenant (Sworn L/E Officer)	1					
Sergeant (Sworn L/E Officer) ¹¹		1	1	1	1	1
Detention Supervisor	1					
Transport		2				
Booking Officers			2	2	2	2
Detention Officers			2	2	2	2
Relief Officer (Floaters) ¹²			1	1	1	1
Medical Staff (P/T)	1					
Detention Officers (P/T)		2				

¹¹ In the Fiscal Year 2006 Annual Report, 4 Sergeants were listed in the Detention Personnel Count. They should have been counted in the Investigations Unit because they remained in Investigations until after FY07 began and transferred to Detention Services after July 1, 2006.

¹² In the Fiscal Year 2006 Annual Report, 4 Relief Officers were counted and were allocated as Booking Officers. The figure for Booking Officers was incorrectly reported as 3 per shift. It should have been 2. The Relief Officers were hired after FY07 began and should not have been in the FY06 count.

II. Major Accomplishments

Fiscal Year 2007 was a landmark year for the City of Anderson Police Department's Detention Center. Throughout the history of the police department, the detention facility has been wholly supported and supervised by the Uniform Patrol Division. Through a diligent team effort, the Detention Center has been re-organized into a stand alone unit within the Police Department. This achievement was the result of careful planning and implementation.

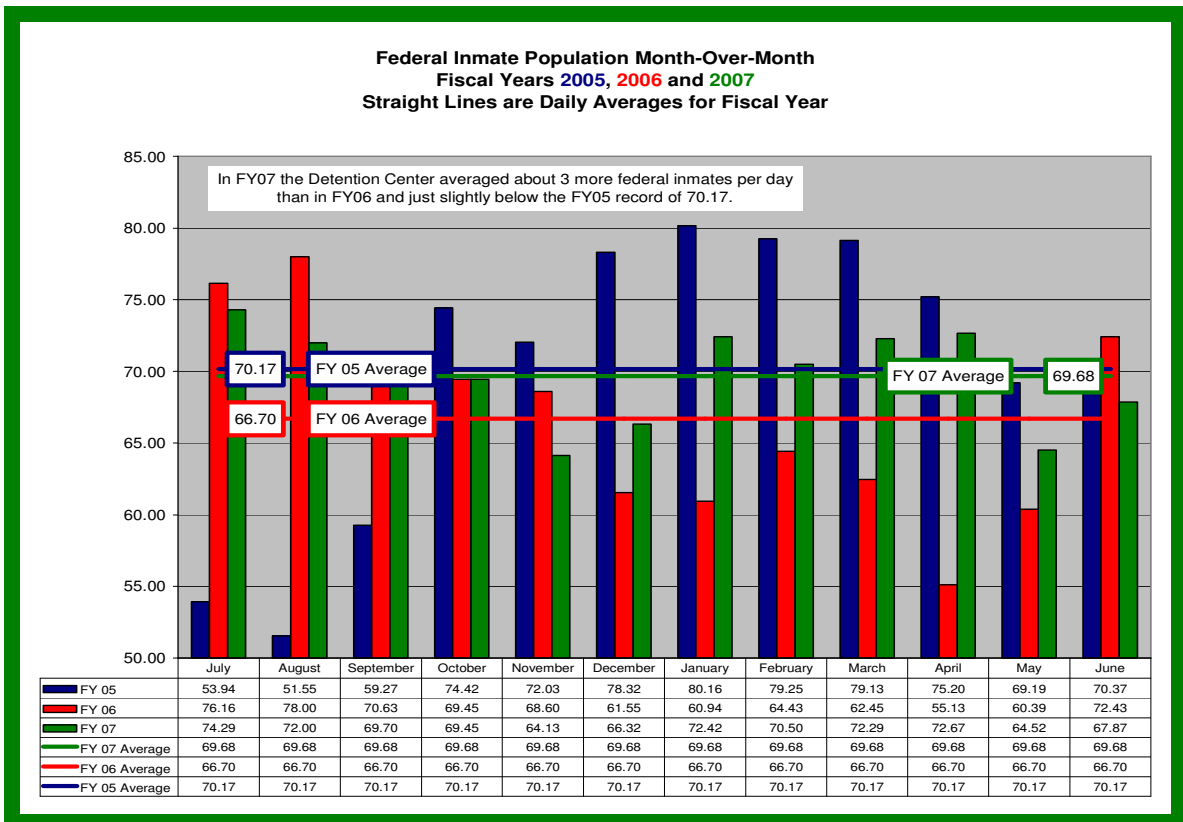
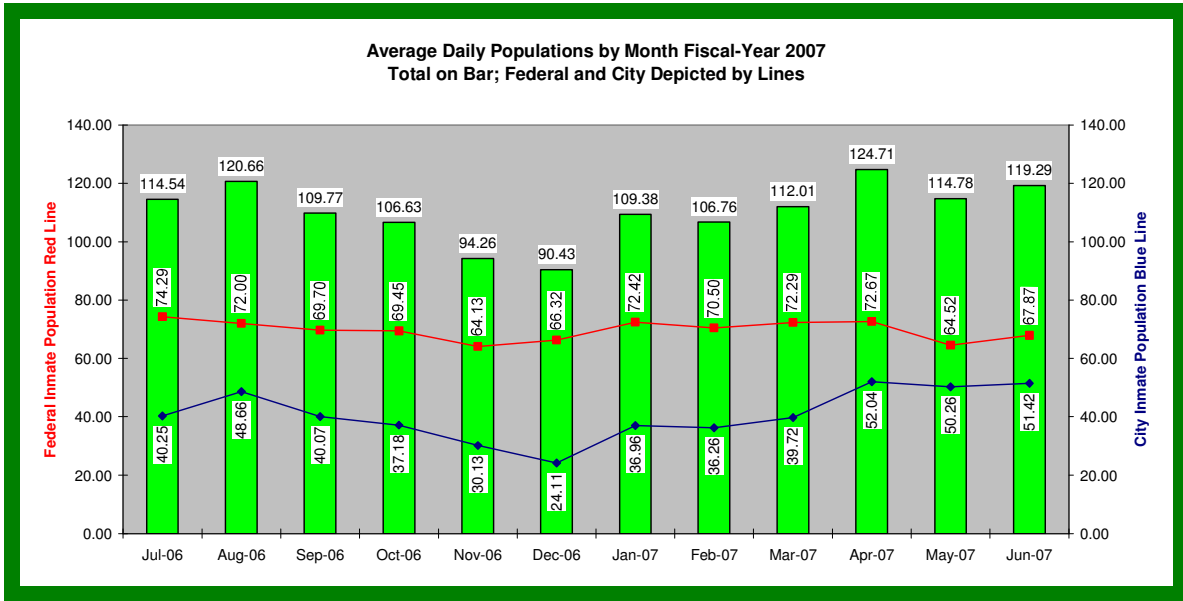
Upon the appointment of a new administration, the staff of the City of Anderson Police Department began to identify and focus on areas of the operation which showed the greatest opportunity for improvement. One of the areas that was deemed a good candidate for progress was the Detention Center. Senior staff noted that the Detention Center was often understaffed to the point that uniform police officers would have to fill in the necessary vacancies. This was an ineffective and temporary response to a problem that needed a permanent solution. Bringing officers in to fill the vacancies was inappropriate for two reasons. First, bringing in police officers to fill the "gaps" took police officers off of patrol. Administrative staff correctly noted that police officers should be out on patrol, not filling a vacancy somewhere else. Second, bringing in police officers to work in the detention center on an irregular basis was less than ideal because police officers lack the specialized training for inmate management. Police Officers and Detention Officers are critical to mission achievement however the training and preparation are different for those positions.

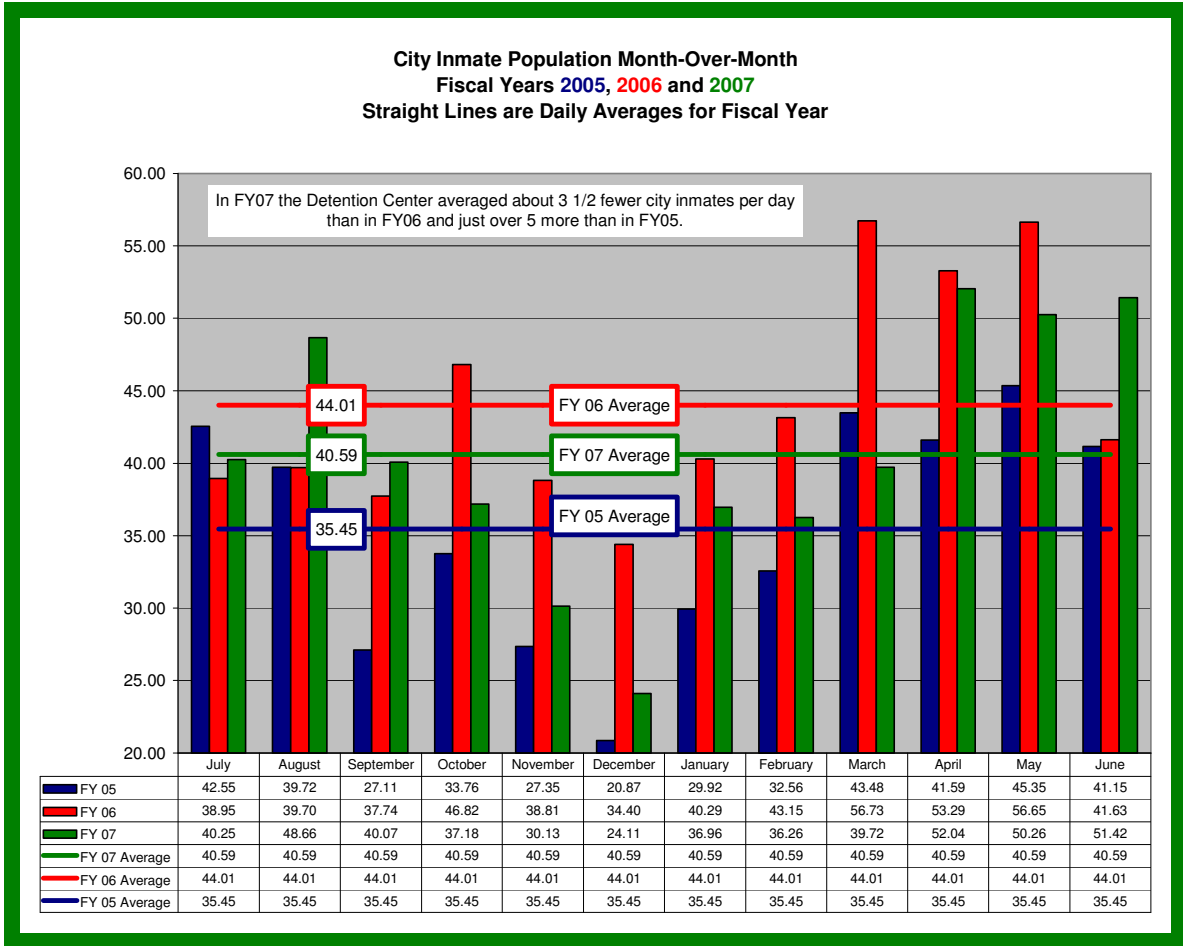
Beginning in the summer of 2006, the department began to reorganize the Detention Center by placing a supervisor on each shift, thereby relieving the patrol commanders of the responsibility of managing the day to day operations of the jail. Also, one additional detention officer was hired for each of the detention shifts. This increased the staff level in detention from four per shift to six per shift for four shifts, for a total addition of eight personnel. A full time manager/administrator was also appointed to oversee the executive aspects of the Detention Center.

The Detention Center is now a "stand alone unit" with regard to daily operations, staffing and administration within the City of Anderson Police Department. This reorganization has proven to be a more efficient and effective distribution of the entire City of Anderson Police Department's human resources. Ultimately, this restructuring was implemented to better serve the citizens of Anderson.

The daily population. During FY07 The average daily population of inmates was 110.27, down from 0.44 from 110.71 in FY06. Federal Inmates accounted for 69.68, up 2.98 from 66.70 in FY06. City inmates averaged 40.59, down 3.42 from 44.01 in FY06.

The population fluctuation among city inmates was from an average daily high of 52.04 in April 2007 to a low of 24.11 in December 2006. Federal deviations were from an average daily low of 64.13 in November 2006 to a high of 74.29 in July 2006. The first of the next three charts illustrates the average daily populations per month along with the figure for each category in FY07. The second chart illustrates the month-over-month change in the average daily *federal* inmate population as compared to the previous fiscal years. The third chart illustrates the month-over-month change in the average daily *city* inmate population as compared to the previous fiscal years.





III.

Conclusion

The City of Anderson Detention Center had an exceptionally good year in FY2007. As in previous years and consistent with department policy, the public safety was effectively maintained, service was provided in a professional and cost-efficient manner, and the Detention Center contributed a near-record amount of funds to the City of Anderson’s tax base. The revenue generated by the Detention Center in Fiscal Year 2007 was the second-highest in its history.

Detention Center management has developed a plan for increasing the federal inmate count and is preparing to meet the challenges of housing the next generation of criminals. The proactive programs which have been enacted in the last few years are beginning to show their anticipated long range payoffs and the Detention Center plans to continue improving upon current programs as well as seeking new and innovative approaches to housing inmates. The department expects Fiscal-Year 2008 to further the progress that was achieved in Fiscal-Year 2007.

IV.

Goals for Fiscal Year 2008

1. Design and implement a professional career developmental plan for detention officers to move into supervision within the Detention Center.
2. Enhance the security of the Detention Center by installing a state of the art digital video recording system throughout the facility.
3. Pursue accreditation for the Detention Center through the South Carolina Jail Administrators Association. (Note: This is separate and in addition to state accreditation for the Police Department.)
4. Increase the Federal Inmate Population to an average of 76 per day.
5. Increase the amount of in-kind work services provided to the City of Anderson.
6. Continue to recruit and hire qualified women and minorities.
7. Pursue and complete the state accreditation process.

IN-KIND CONTRIBUTIONS

	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2005</u>	<u>FY 2006</u>	<u>FY 2007</u>
<u>IN-HOUSE SERVICES PROVIDED TO CITY</u>							
Jail work detail (FY07:9 @ 8 hrs/day / 200 days year X \$7.50):	\$ 45,760	\$ 52,800	\$ 52,800	\$ 72,000	\$ 72,000	\$ 108,000	\$ 108,000
Insurance (9 @ \$302 x 12)	\$ 16,680	\$ 18,432	\$ 18,432	\$ 18,432	\$ 18,432	\$ 32,616	\$ 32,616
FICA 7.65% of salary amount:	\$ 3,501	\$ 4,039	\$ 4,039	\$ 5,508	\$ 5,508	\$ 8,262	\$ 8,262
W/C 5.6% of salary amount:	\$ 1,647	\$ 1,901	\$ 1,901	\$ 2,592	\$ 2,592	\$ 6,048	\$ 6,048
City Detention Work Contribution	\$ 67,588	\$ 77,172	\$ 77,172	\$ 98,532	\$ 98,532	\$ 154,926	\$ 154,926
State prisoners assigned to city (FY07: 3 F/T @ 40 Hrs x \$7.50 x 52)	\$ 46,800	\$ 46,800	\$ 46,800	\$ 46,800	\$ 46,800	\$ 46,800	\$ 46,800
Overtime on above (3 X 16 X 1.5 X 52 X \$7.50)	\$ 28,080	\$ 28,080	\$ 28,080	\$ 28,080	\$ 28,080	\$ 28,080	\$ 28,080
Insurance (3 x \$302 x 12)	\$ 10,008	\$ 9,216	\$ 9,216	\$ 9,216	\$ 9,216	\$ 10,872	\$ 10,872
FICA 7.65% of total salary	\$ 5,728	\$ 5,728	\$ 5,728	\$ 5,728	\$ 5,728	\$ 5,728	\$ 5,728
W/C 5.6% of total salary	\$ 2,696	\$ 2,696	\$ 2,696	\$ 2,696	\$ 2,696	\$ 4,193	\$ 4,193
State Prisoner Contribution	\$ 93,312	\$ 92,520	\$ 92,520	\$ 92,520	\$ 92,520	\$ 95,673	\$ 95,673
TOTAL CONTRIBUTION OF IN-HOUSE SERVICES:	\$ 160,900	\$ 169,692	\$ 169,692	\$ 191,052	\$ 191,052	\$ 250,599	\$ 250,599

Fiscal Year 2006 Monthly Billings for Federal Detention (From City of Anderson Police Department Ledger Book)

Month	U.S. Marshal Service	Bureau of Prisons	Mileage & Transportation	Hospital	Other	Total	# Days	# Inmates/Day
Jul-05	97,110.00	9,135.00	2,493.88	0.00	0.00	108,738.88	31	76.16
Aug-05	96,660.00	12,150.00	2,705.92	0.00	0.00	111,515.92	31	78.00
Sep-05	85,950.00	9,405.00	2,237.30	0.00	0.00	97,592.30	30	70.63
Oct-05	90,990.00	5,895.00	3,658.04	0.00	0.00	100,543.04	31	69.45
Nov-05	86,310.00	6,300.00	2,251.02	0.00	0.00	94,861.02	30	68.60
Dec-05	84,195.00	1,665.00	2,054.80	0.00	0.00	87,914.80	31	61.55
Jan-06	83,610.00	1,395.00	1,113.86	0.00	0.00	86,118.86	31	60.94
Feb-06	79,920.00	1,260.00	1,491.73	0.00	0.00	82,671.73	28	64.43
Mar-06	84,735.00	2,385.00	1,173.41	1,380.00	0.00	89,673.41	31	62.45
Apr-06	72,900.00	1,530.00	771.45	0.00	0.00	75,201.45	30	55.13
May-06	80,865.00	3,375.00	906.45	0.00	0.00	85,146.45	31	60.39
Jun-06	92,610.00	5,175.00	1,373.07	0.00	0.00	99,158.07	30	72.43
Totals:	1,035,855.00	59,670.00	22,230.93	1,380.00	0.00	1,119,135.93	365	66.70

Fiscal Year 2007 Monthly Billings for Federal Detention (From City of Anderson Police Department Ledger Book)

Month	U.S. Marshal Service	Bureau of Prisons	Mileage & Transportation	Hospital	Other	Total	# Days	# Inmates/Day
Jul-06	100,125.00	3,510.00	1,541.81			105,176.81	31	74.29
Aug-06	96,435.00	4,005.00	1,399.51			101,839.51	31	72.00
Sep-06	92,565.00	1,530.00	1,418.26			95,513.26	30	69.70
Oct-06	93,690.00	3,195.00	1,738.61			98,623.61	31	69.45
Nov-06	83,835.00	2,745.00	1,287.09			87,867.09	30	64.13
Dec-06	87,435.00	5,085.00	905.82			93,425.82	31	66.32
Jan-07	95,220.00	5,805.00	629.83			101,654.83	31	72.42
Feb-07	84,375.00	4,455.00	1,308.71			90,138.71	28	70.50
Mar-07	91,665.00	9,180.00	2,223.09			103,068.09	31	72.29
Apr-07	90,045.00	8,055.00	2,027.19			100,127.19	30	72.67
May-07	86,310.00	3,690.00	1,505.31	3,067.50		94,572.81	31	64.52
Jun-07	85,905.00	5,715.00	1,493.98			93,113.98	30	67.87
Totals:	1,087,605.00	56,970.00	17,479.21	3,067.50	0.00	1,165,121.71	365	69.68

APPENDIX
The City of Anderson Detention Center Fiscal Year 2007 Annual Report
Revenue Generated by Telephone Fees Fiscal Years 2006 and 2007

<u>Month</u>	<u>Phone Deposits*</u>		<u>Month</u>	<u>Phone Deposits*</u>
Jul-05	3,909.52		Jul-06	3,378.70
Aug-05	4,270.53		Aug-06	3,575.67
Sep-05	3,076.83		Sep-06	3,555.78
Oct-05	3,635.37		Oct-06	0.00
Nov-05	4,054.89		Nov-06	7,410.88
Dec-05	3,278.52		Dec-06	91.63
Jan-06	4,224.40		Jan-07	5,064.83
Feb-06	4,109.80		Feb-07	2,478.46
Mar-06	4,384.66		Mar-07	2,807.37
Apr-06	3,564.29		Apr-07	2,702.86
May-06	2,989.24		May-07	2,422.84
Jun-06	3,642.38		Jun-07	3,061.16
Totals:	45,140.43		Totals:	36,550.18

*Phone Deposit data from Finance Division. Amounts listed are actual months that deposits were made.
The company is generally 2-3 months behind the billing period.
November 2006 includes 2 payments: Invoices dated 7/30/06 & 8/30/06.
January 2007 includes 2 payments: Invoices dated 12/04/06 & 10/30/06.

The following is Detention Center data for Fiscal Year 2006*

Month	City of Anderson Police Department Detention Center							
	# Meals Served	# Days in Month	Avg. # Meals per	Month Meal Cost	Average Meal per	Average Daily	Federal Inmates*	City Inmates*
Jul-05	10,705	31	345.32	19,197.82	1.79	115.11	76.16	38.95
Aug-05	10,946	31	353.10	15,619.99	1.43	117.70	78.00	39.70
Sep-05	9,753	30	325.10	18,595.88	1.91	108.37	70.63	37.74
Oct-05	10,813	31	348.81	15,472.58	1.43	116.27	69.45	46.82
Nov-05	9,667	30	322.23	14,918.58	1.54	107.41	68.60	38.81
Dec-05	8,923	31	287.84	13,481.83	1.51	95.95	61.55	34.40
Jan-06	9,414	31	303.68	14,139.17	1.50	101.23	60.94	40.29
Feb-06	9,037	28	322.75	14,384.88	1.59	107.58	64.43	43.15
Mar-06	11,084	31	357.55	19,252.50	1.74	119.18	62.45	56.73
Apr-06	9,758	30	325.27	14,970.75	1.53	108.42	55.13	53.29
May-06	10,885	31	351.13	15,421.28	1.42	117.04	60.39	56.65
Jun-06	10,265	30	342.17	19,701.54	1.92	114.06	72.43	41.63
Total or	121,250	365	332.19	195,156.80	1.61	110.71	66.70	44.01

The following is Detention Center data for Fiscal Year 2007*

Month	City of Anderson Police Department Detention Center							
	# Meals Served	# Days in Month	Avg. # Meals per	Month Meal Cost	Average Meal per	Average Daily	Federal Inmates*	City Inmates*
Jul-06	10,652	31	343.61	15,632.09	1.47	114.54	74.29	40.25
Aug-06	11,221	31	361.97	15,902.51	1.42	120.66	72.00	48.66
Sep-06	9,879	30	329.30	15,637.73	1.58	109.77	69.70	40.07
Oct-06	9,917	31	319.90	15,229.85	1.54	106.63	69.45	37.18
Nov-06	8,483	30	282.77	13,980.97	1.65	94.26	64.13	30.13
Dec-06	8,410	31	271.29	16,314.65	1.94	90.43	66.32	24.11
Jan-07	10,172	31	328.13	15,465.80	1.52	109.38	72.42	36.96
Feb-07	8,968	28	320.29	15,487.04	1.73	106.76	70.50	36.26
Mar-07	10,417	31	336.03	18,916.29	1.82	112.01	72.29	39.72
Apr-07	11,224	30	374.13	15,635.04	1.39	124.71	72.67	52.04
May-07	10,675	31	344.35	11,980.09	1.12	114.78	64.52	50.26
Jun-07	10,736	30	357.87	19,764.57	1.84	119.29	67.87	51.42
Total or	120,754	365	330.83	189,946.63	1.57	110.27	69.68	40.59

*Population figures are based upon daily averages.

*Figures may not add to exactly 100% due to rounding.

APPENDIX
The City of Anderson Detention Center Fiscal Year 2007 Annual Report
Expenses (Unaudited)

<u>Fiscal Year 2007 Detention Unit Expenses (Unaudited)</u>	
<u>Type Expense for Detention Unit</u>	<u>Detention</u>
Auto Equipment	
Auto Operating Exp	565.87
Auxiliary Uniforms	
Building Mtnc.	12,555.12
Electricity	55,960.95
Equipment Repairs	21,612.14
FICA	66,698.67
Gasoline	6,101.21
Grant Projects	
Grant: Overtime	
Heating Fuel	0.00
Ins: Health	162,422.91
Ins: Life	2,404.41
Juvenile Detention	17,325.00
Laundry & Linen	6,672.93
Membership & Dues	
Mtnc Contracts	16,003.21
Other Equipment	18,366.92
Overtime	15,586.04
Overtime: Bomb Squad	
Overtime: Clemson	
Overtime: Extra Duty	
Pensions	79,654.50
Printing & Supplies	3,583.48
Professional Services	28,581.69
Rent	
Salaries	907,619.33
Special Contracts	176.40
Special Projects	
Specialized Supplies	224,477.85
Telephone	9,017.82
Training	
Travel & Conference	175.00
Uniforms & Clothing	7,148.32
Workers' Comp	
Grand Total	1,662,709.77