

A Message from the County Executive

Dear Fellow Citizens of Howard County:

I am pleased to present the Howard County Department of Corrections' 2016 Annual Report. This report documents the activities and highlights new initiatives of the Department of Corrections.

The Department of Corrections is responsible for the operation of the Howard County Detention Center, the Central Booking Facility, and the Community Service Program and is charged with providing a safe and humane environment to those incarcerated. This is accomplished by good security and control of the inmates, meaningful treatment programs and assisting inmates with their reintegration back into the community.

The staff of the Department of Corrections and partnering agencies are dedicated professionals who, along with many committed volunteers, strive to make the Department one of the best correctional agencies in the State of Maryland. The Department has established a practice of implementing "best practices" in the corrections profession. Also, the Department is utilizing evidence based programming strategies in preparing offenders for return to our community.

Sincerely,

Allan H. Kittleman
County Executive

Table of Contents

A Letter from the Director

Dear Citizens:

The 2016 annual report is intended to show the many facets of the Department of Corrections operations. The highlight section of this report is of note because it focuses on the new efforts that were achieved in 2016.

The Howard County Detention Center and Central Booking Facility continue to be recognized as outstanding facilities due to the dedicated staff, volunteers, and other state and county agencies that augment Department services.

I wish to express my appreciation to everyone who has helped us to reach our goals of providing and maintaining a high level of security to protect the community and the inmate also at the same time, the Department also offers a variety of treatment program to assist the inmate when he or she is released back into the community.

Sincerely,

A handwritten signature in cursive script that reads "Jack Kavanagh".

Jack Kavanagh, Director
Department of Corrections

Mission Statement

The mission of the Howard County Department of Corrections is to protect the citizens of Howard County by providing a secure facility for persons legally confined in the County. The Department provides for the safety of the inmates/detainees and staff by maintaining a humane respectful living and working environment. It is also the policy of this Department that no inmate/detainee is discriminated against with regard to programs, services, or activities on the basis of race, religion, national origin, sex, disability, sexual orientation or political beliefs. It is also the Department's policy to adhere to all Adult Detention Center standards established by the Maryland Commission on Correctional Standards.

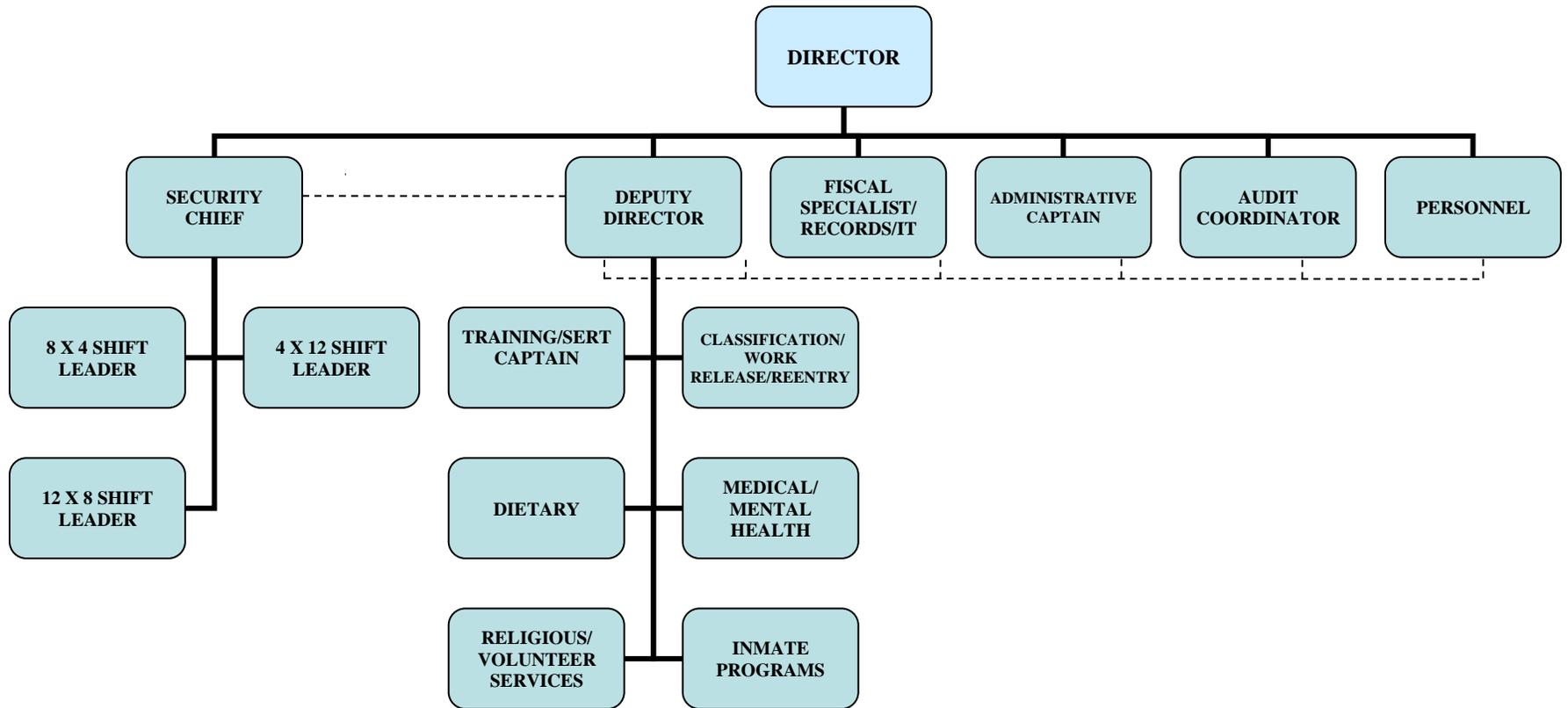
Historical Overview

Howard County's original jail, in Ellicott City, opened in 1878. The Emory Street Jail was built to accommodate 12 inmates. In 1975, the Division of Corrections was established under former County Executive Edward Cochran. Gerald H. McClellan was appointed as the division's first Director of Corrections. Several years later, the Division of Corrections was established as a Department.

Due to overcrowding conditions and an antiquated facility, the Department of Corrections sought and received funding for the construction of a new Detention Center. The Howard County Detention Center, in Jessup, opened in 1983 with a rated capacity of 108 inmates and actually housed 63 inmates at opening; within five years, the inmate population had greatly exceeded its rated capacity. The Department of Corrections again sought and obtained funding for the expansion of the Detention Center. The expansion was completed in 1994 with a rated capacity of 361 inmates.

Construction began in 2003 to move the County's arrest and booking facility from the southern district police station to the Howard County Department of Corrections. On March 28, 2005 the Central Booking Facility opened at the Howard County Department of Corrections. The Central Booking Facility is responsible for the processing of all incoming adult arrestees and juvenile arrestees waived to adult jurisdiction in Howard County from various police agencies. Eighteen positions were added with the opening of the Central Booking Facility. Additionally, the District Court Commissioner's Office was opened on the site.

In 2009, the Department of Corrections assumed management responsibility for the Howard County Community Service Program. The Department contracted with the Serenity Center to operate the program. The program is entirely funded by a grant and service fees. This change saves the County approximately \$250,000.00 annually in operating costs.



2016 Highlights

SCAAP Grant – The Department of Corrections was awarded \$39,976 in grant funds from the U.S. Department of Justice for the State Criminal Alien Assistance Program (SCAAP). This program provides Federal assistance to states and localities that are incurring costs of incarcerating undocumented criminal aliens who have been convicted of a felony and as such these funds may be used for correctional purposes only.

Partnerships for Employment Training - The Department of Corrections has partnered with the Office of Workforce Development to utilize grant funding for reentry clients to obtain their Commercial Driver's Licenses (CDL). We had 3 reentry clients involved in this rigorous process in 2016.

“Your Job, Your Money” (Job Readiness and Financial Literacy) - The Department of Corrections has partnered with MakingChange to provide a 4- session job readiness and financial literacy class for inmates. Three cycles of MakingChange were conducted in 2016 with a total of 34 graduates.

Literacy Tutoring Program - This program is designed to assist intermediate and low level students in the areas of reading and mathematics. The Department has taken a proactive role in providing an educational platform that addresses the issue of illiteracy within our facility. The Direct Reading Activity (one on one) is a strategy that provides students with instructional support in areas that are most needed by the student. The goal is to prepare the students for the GED class. In 2016, 6 students benefited from this program. Additionally, the Department partnered with the Petey Greene Foundation who sent 4 tutors to assist during the fall semester.

Pilot Tablet Program - The Detention Center carried out a 90 day pilot to expand its educational program with secure table technology. In September 2016, Keefe Corporation donated 15 secure tablets (no internet capabilities) preloaded with GED materials which matched the GED materials being used at the Detention Center in the computer lab classroom. Initially, 5 GED students were issued tablets so they could follow up on the lessons studied in class. With the interest and curiosity of seeing students utilizing their tablets in the housing units, other inmates were interested to sign up for GED class. By the end of the 90 day pilot program, 12 students were issued tablets. Because of the success of the program, the Detention Center is planning to continue the use of the tablets to assist the students with their GED lessons. There were 4 Petey Greene volunteers who assisted with this program.

Visual Communications Program – Beginning in December a 6-week program was offered for a computer graphics program.

Rain Garden - The project in partnership with READY and Friends of the Chesapeake will grow flowers and plants to be placed in County rain gardens to reduce soil erosion. County Executive Alan H. Kittleman and Council Chairman Calvin Ball gave remarks.

Administration

Director

Jack Kavanagh joined the Department of Corrections as Deputy Director in January 2003 and was appointed Director in March 2008. Prior to his employment with Howard County, Mr. Kavanagh worked for the Maryland Division of Correction for 24 years where he served as a Deputy Commissioner, Assistant Commissioner, Assistant Warden and Warden at the Maryland Correctional Adjustment Center.

The Director's Office is responsible for the management, supervision and operation of the Detention Center and the Central Booking Facility as well as oversight of the Community Service Program. This includes departmental budget preparation, procurement, and fiscal management, compliance with Maryland State Correctional Standards, development of Policies and Procedures, Internal Investigations, In-Service Training Programs, facility maintenance, the custody of inmates and the security of the facility. The Deputy Director and Security Chief assist the Director.

Deputy Director

Patricia Schupple joined the Department of Corrections in June 2004 as Program Supervisor and was appointed Deputy Director in March 2008. Prior to her employment with Howard County, Ms. Schupple worked for the Maryland Division of Correction where she served as a Deputy Commissioner, Assistant Commissioner, and Warden at the Maryland Correctional Institution for Women.

The Deputy Director's responsibilities include Classification, Community Programs, Dietary, Addiction Services, Medical and Mental Health Services, Educational Services, Religious, and Volunteer Programs, Policies and Procedures, Standards, Grant Writing, Training and Honor Guard.

Security Chief

Edward Scott joined the Department of Corrections in September 1994 as a correctional officer and rose to the rank of captain before being appointed Security Chief in February 2013. Prior to his employment with Howard County, Mr. Scott worked for the Maryland Division of Correction and served 10 years in the Army.

The Security Chief is responsible for maintaining the overall security and control of the Detention Center and the Booking Facility, ensuring safe and secure facilities for inmates, staff and visitors. His areas of responsibility include security and control, conducting investigation of critical incidents, emergency preparedness and response planning, documentation and reporting

gang members and serves as our liaison to law enforcement and allied correctional agency partners.

Administrative Office

Audit Compliance and Inmate Grievance Office

The Compliance Management Office is responsible for monitoring compliance with various required federal and state standards, coordinating internal audits and conducting random in house spot audits. In October, the Maryland Commission on Correctional Standards was on site for a monitoring visit. The end result was a recommendation that we receive the Recognition of Achievement Award for being in 100% compliance with all standards. In December our annual Immigration and Customs Enforcement audit was conducted by the Nakamoto Group. We have not received the final report but we expect to receive a favorable report. Policy and Procedures, OPSTAT and Inmate/Detainee Grievances also fall under the Compliance Management Office umbrella. The Inmate Grievance Program is intended for use by the inmate/detainee population to resolve problems and concerns at the lowest level possible and to ensure that the inmates/detainees have unfettered communication to mid and upper level manager and administrators. During the calendar year 2016 there were 302 inmate/detainee grievances processed. The Informal Complaint process allows inmates/detainees to file electronic complaints to the Compliance Management staff without going through the formal process. The Compliance Management Office is also responsible for Records Retention, overseeing retention and disposal of inmate/detainee records, Detention Center forms, external reports and many others.

Administrative Records and Budget

Employees of the Administrative Records Section prepare the department's operating budget, monitor expenditures, procure and remit payment for all purchases necessary to operate the Department, collect revenues, maintain inmate work release accounting, collect and monitor weekender lodging fees, compute inmate release dates, maintain inactive inmate records, and administer the computer network and the automated corrections management system.

The approved fiscal year 2017 Department of Corrections operating budget is \$17,676,089. It is anticipated that the Detention Center will have generated over \$2,510,575 in revenues during fiscal year 2017 as follows:

<i>Boarding of Federal Detainees</i>	<i>\$2,070,000</i>
<i>HB101 - State Reimbursement for Locally Sentenced Inmates</i>	<i>\$ 40,000</i>
<i>State Reimbursement for State Sentenced Inmates</i>	<i>\$ 55,275</i>
<i>Work Release Fee</i>	<i>\$ 55,000</i>
<i>Weekender Fee</i>	<i>\$ 28,000</i>

<i>Inmate Medical Fee</i>	\$ 2,000
<i>Commissary/Vending Commissions</i>	\$ 130,000
<i>Telephone Commissions</i>	\$ 130,000

□ Records

Responsibilities in the Records area of this section include calculating the release date for all sentenced inmates ensuring that all eligible confinement and court credits are applied, maintaining inactive inmate base files, conducting court ordered expungements, inspecting inmate mail for contraband, and disseminating information to various law enforcement agencies, courts, attorneys, other correctional facilities, criminal justice agencies, and the general public. The records section also provides technical supervision of the department's commitment office. This includes conducting audits of the Computerized Jail management system (JMS) and base file records to ensure JMS entries are complete and accurate and that base files are in order. JMS is the official site for most inmate related information, most essentially, demographic information, court information, arrest and commitment information, case status, inmate status, etc. information, which is disseminated to other criminal justice agencies , the public, The Victim Notification systems, (VINES) relies on the accuracy of data collected and entered .

□ Information Systems

Information Systems is responsible for maintaining, supporting and coordinating all computer related operations for the detention center and central booking facility. This includes managing the Jail Management System, systems administration for several databases being utilized by the detention center, maintaining and installing all software and hardware, installs and monitors the performance of network servers located in Corrections, and provides staff with necessary training. The Department of Corrections is currently in the process of upgrading its current Jail Management System.

Staffing

During 2016, the Howard County Department of Corrections maintained a staffing level of 154 employees:

3	Administration
132	Uniformed Security/Dietary Staff
10	Administrative Support
9	Classification and Community Programs

Central Booking Facility

The Department opened the Central Booking Facility in March 2005. At that time, the responsibility for booking arrestees transferred from the Police Department to the Department of Corrections.

The Central Booking Facility is responsible for the processing of all incoming adult arrestees and juvenile arrestees waived to adult jurisdiction in Howard County from various police agencies to include the Howard County Police Department, The Maryland State Police, The Department of Natural Resources Police Department, the Howard County Sheriff's Department and the Maryland Transportation Authority Police. All arrestees are searched, fingerprinted, photographed and processed prior to being seen by a District Court Commissioner for an initial hearing.

In 2016, **3,194** adult arrestees were processed in the County. All arrestees are fingerprinted using live scan technology. These images are sent electronically to the Criminal Justice Information System (CJIS), where the fingerprints are used to identify the arrestee. The arrestee's photograph is captured using digital technology and stored for identification purposes.

The Central Booking Facility is designed with a separate District Court Commissioner's Office attached. The Booking Facility has sections to separately accommodate men and women arrestees that include both cells and holding areas. There are two (2) suicide precaution cells for arrestees. Additional rooms include a control center, interview, photograph and fingerprint, biographical information, work area, property, decontamination, search, supervisor's office, bathrooms, computer server, employee break area and initial hearing rooms.

Custody and Control

It is the primary responsibility of the Howard County Department of Corrections to provide for secure confinement, supervision, safety and control of inmates, 24 hours a day, seven days a week in both the Detention Center and Booking Facility. The Department staffs three eight-hour shifts each day. A Correctional Captain supervises each shift. Members of the security staff supervise and control inmates, process the intake and release of inmates, conduct rounds, counts and searches, supervise inmate movement, monitor visits and respond to all emergencies within both facilities. The security staff works closely with medical and mental health staff to identify and refer inmates in need of health and mental health care.

Security staff also works with the community programs section conducting surveillance of work release inmates while in the community.

*Total Detention Center Inmate Admissions **3,231***
*Total Detention Center Inmates Released **3,303***
*Random Urinalysis -**21** out of **537** tested were positive*
*Newly Incarcerated/Court Ordered Urinalysis – **508** out of **828** tested were positive for drug use*

Training

The Training Department is responsible for a variety of functions within the Department. In addition to providing training to staff members to meet and surpass the requirements of the Maryland Police and Correctional Training Commissions (MPCTC), the Training Captain is responsible for: Background Investigations, Research & Development, Firearms

Training/Armory Security, Supervision/Coordination of Honor Guard Details, Special Emergency Response Team, and Hostage Negotiation.

In keeping with our Department's motto, "One Team, One Mission", the Training Department continued to provide creative and innovative training. 'Pre-service' as well as 'in-service' training in a variety of subjects (i.e., First Aid/CPR/AED, Security Threat Group (STG), Suicide Prevention/ Mental Health, Use of Force, Use of Restraints, Urinalysis Testing, Prison Rape Elimination Act (PREA), Blood borne Pathogens and other communicable diseases (MRSA), Firearms, Radio usage and Etiquette, and a host of other subjects) were provided to our security staff as well as our support staff. Orientation training is also provided to volunteers and outside agency staff working with the Department to expose them to the culture and climate of the Department, as well as the rules.

In order to retain certification from the Maryland Police and Correctional Training Commissions, each certified correctional officer, dietary correctional officer, and correctional specialist receive 18 hours of in-service training. Staff received an average of 40 hours of training.

- Honor Guard

Members of the Honor Guard are Sergeants Michael Barnes and Phyllis Delaney, Corporals Bernard Freeman and Jeffrey Ennals and Officers Rosa Savage, Lorenzo Williams, and Hope McClellan. The Honor Guard consistently performs with diligence, precision and poise.

- Special Emergency Response Team (SERT)

The Special Emergency Response Team (SERT) is comprised of volunteer security staff members selected from each of the three shifts. They train to remain prepared to deal with a variety of emergencies (i.e., fire and smoke, medical, riot, cell extractions of unruly inmates, etc). SERT members undergo eight hours of orientation along with additional training in specialized areas including, but not limited to, defensive tactics, cell extractions, evacuations, and OC spray. The new evacuation chair was added to the training along with the restraint chair. They begin each training session with an extensive exercise regimen.

- Firearms

Uniformed staff are required to qualify with the designated firearm on an annual basis. Firearms instructors provided numerous of hours of firearms training that included a "reduced-light" course of fire. Department security staff utilized special goggles that simulate low-light (night) conditions during range firing. Range instructors are Captain Greene, Sergeant Willis, Corporal Freeman and Officers Coombs and Williams.

- Background Investigations

In order to select and maintain quality personnel, and adhere to MPCTC requirements thorough background investigations are conducted upon each applicant to our agency. By establishing contacts with applicants' personal, professional, and employment references, each applicant is

carefully screened, therefore providing the best qualified staff and volunteers available for the Department.

- Armory

The armory is maintained and controlled by the Training Captain and is comprised of long arms, side arms, and specialized ‘less than lethal’ weapons. Each month, the armory’s inventory and environment are inspected for accuracy and safe storage of all equipment. Additionally, ammunition and weapons are rotated between the armory and Main Control every six (6) months to ensure safety and effectiveness of all weapons

- Emergency Preparedness

Emergency plans, presented within the Department’s policies and procedures, have been enhanced to allow for more efficient use of the Department’s Emergency Operations Center. The training department has designed training to reinforce emergency response through a variety of potential threats. By employing role play and table top exercises, staff perform essential duties during scenario driven training and experience what is required during an actual emergency.

Representatives from each shift received training that enables them to design emergency scenarios and provide constructive feedback to participants in a tabletop or mock disaster event.

In addition, the Department played a major role in a number of county emergency preparedness operations, being prepared to provide food and supply services in accordance with our emergency support role. On several occasions the Department was placed on alert for potential use of our Work Release Housing Unit (Hendricks Hall), which is designated as an emergency community shelter. The Detention Center coordinated with the Department of Citizen Services throughout the year to ensure we remain ready to support shelter services.

Classification

Classification is comprised of one supervisor and two classification counselors. The primary responsibilities of the classification section includes, but are not limited to: interviewing and screening newly incarcerated inmates for appropriate housing assignments; conducting inmate orientations; assigning inmates to institutional jobs; conducting inmate disciplinary hearings; assisting inmates with special needs and or problems; and evaluating and referring inmates for special program placements as well as providing Case Management Services to an assigned population.

Classification staff contributes to the overall security of the institution by properly screening and housing inmates according to risk, determining job assignments, program assignments and addressing concerns of pre trial and sentenced inmates. Classification counselors interview all newly incarcerated inmates to determine their security level and housing assignment. Factors

considered in housing and other assignments include current charges at HCDC or in other jurisdictions, violence history, escape risk, and past adjustment at the Detention Center.

Classification is also responsible for a number of reviews and activities which support the safety mission of the agency. Inmates are evaluated shortly after reception to the facility and are screened for institutional jobs, evaluated and referred to specific programs. Additionally, inmates who are assigned to special management units, disciplinary or administrative segregation are reviewed periodically by the classification staff along with a mental health professional. As needed, the staff assists inmates in locating transitional programs while working in conjunction with other program staff. Classification staff assists in addressing the concerns of both inmate families and the public.

In addition to its primary responsibilities, the classification section is involved with a number of other Detention Center programs, operations, and functions. Some examples of which are as follows:

Acting as Victim/Witness and Child Sex Offender liaisons.

Acting as Parole Commission and Parole and Probation liaisons.

Coordinating Inter and Intra State Detainer agreements.

Maintaining a Homeless Referral network.

Coordinating, Scheduling and Monitoring our Case Management Review System

Participating in our Facility Security Assessment and Emergency Preparedness Teams

In partnership with the Howard County Health Department: referrals and placement for the Bureau of Addictions programs.

In partnership with Howard Community College; referrals and placements into the Lifeskills and GED programs.

Maintaining a homeless referral network.

Providing custodian of records functions for our circuit and district courts.

In partnership with the Governor's Office, the Police, States Attorney's Office, and the Division of Parole and Probation; participating in Howard County "C Safe" and providing its Monthly report.

2015

2016

Initial Classification of inmates	1,368	1,314
Internal Email Communications from inmates	7,797	8,681
Disciplinary Reviews	736	663

As we look back at the 2016 calendar year, it was a very busy, yet progressive year. The surrounding bursts in housing didn't increase our inmate population as expected in 2016. We are and continued to prepare for any increase in our population with the constantly upgrading of our programs. We are gathering different avenues to deal with increase population and to see the best and effective way of taking on this task. Each and every year brings on new task, in 2017 we will prepare for the Justice Reinvestment Act to come in effect in October. The Classification Department will ensure our CMR and every aspect of our Re-entry program are in the best line to handle the fluctuation of inmates coming from and leaving to the community. The disciplinary process was a daunting task to manipulate in 2016, yet the numbers display a downward trend as we look for better ways to correct inmate discipline actions.

Community Programs

The Work Release Program and the Reentry Program are both under our Community Programs department at the Detention Center. There is one supervisor, two work release counselors, a reentry coordinator and case manager working with offenders to prepare for their release.

□ Work Release

The Work Release Program assists inmates with their transition back into the workforce in preparation for their eventual release from confinement. An important component of this program is the responsibility placed on the participant for "paying back" and learning how to manage finances. Inmates participating in the Work Release Program currently pay a "sliding scale" based on their pay, ranging from \$5-\$20 per day, for room and board. Additionally, the Detention Center collects money from inmates participating in work release that owe court ordered restitution. During 2016, approximately **\$5,914** in restitution was collected from inmates and paid to the Department of Public Safety and Correctional Services Parole and Probation division. The Work Release Program permits court ordered and/or approved inmates to maintain gainful employment in the community while serving their sentences. An inmate's placement in this program may be ordered directly by the courts or may be at the recommendation of the Detention Center. Personnel in the Work Release section ensure that the policies and procedures, rules and regulations of the Work Release Program are strictly followed. Staff members closely supervise inmates participating in this program through a series of job checks, documentation review and surveillance, which may also be performed by custody staff. In addition the Department utilizes GPS tracking technology to monitor selected participants in the work release program.

Average daily number of inmates on

Work Release21
*Number of inmates placed on
 Work Release*78

*Number of inmates removed from
 Work Release* 11
Reasons:
Walk-offs 1
Institutional Infractions 3
Drug/Alcohol Violations 1
Out of Bounds 4
Contraband. 2

*Number of documented
 job/employer checks*1,600
*(These include on-site job checks, surveillance,
 time and attendance verification through payroll,
 and telephone/email job checks)*

□ **Reentry**

The Reentry Program assists pre and post release offenders with their needs for essentials such as housing, food, clothing, crisis management, transportation, securing identification documents and employment preparation by providing vital services and support while linking them with our numerous community partners. This collaboration with community partnerships aims to break the cycle of recidivism by providing better outcomes for successful community integration. A reentry plan is devised for the individual when needed prior to their release to assist in a smooth transition to the community. A Community Reentry ID card, which also serves as a 60 day bus pass, is offered to the individual at the time of release.

Information and knowledge of resources are critical in helping an inmate formulate a viable plan for their return to their community. Reentry orientation sessions are held at the Detention Center in six week cycles relating important information through different topics each week. Some of the topics of these reentry sessions include the following: overcoming barriers of transitioning home, acquiring reentry identification documents, community resources, health and wellness resources, understanding the requirements of probation and parole supervision, Workforce Development Employment Services, and Reentry success stories.

Detention Center Reentry participation was as follows:

Total of 7 cycles comprised of 30 sessions
423 Total attendees which represents 188 individuals that had attended multiple sessions
41 Participants completed the six week program sessions and were awarded certificates
125 inmates received Social Security cards
384 inmates applied for Health Insurance
67 inmates received birth certificates

There are additional office hours in the community to provide services to recently released offenders at The Multi-Service Center in Laurel. Reentry staff works closely with the courts, including judges, Office of the Public Defender and the State's Attorney Office. Reentry Staff also provide cell phone coverage to the clients seven days a week. Reentry staff works along with its over 120 community partners to provide coordinated services to the client.

Community Reentry Participation was as follows:

A total of **2,211** referrals and services were provided in the community:

- 1,151 individual counseling sessions including crisis intervention and ongoing support*
- 164 referrals to Addiction Services*
- 66 referrals to Mental Health services/Mental Health medications*
- 191 referrals to Housing/Homeless Assistance*
- 346 Employment Services provided*
- 384 referrals to Healthy Howard for health insurance applications*
- 125 Social Security cards received*
- 31 clients were assisted with MVA services (ID/ license issues)*
- 67 received Maryland Birth Certificates*
- 43 referrals to Educational Services/Providers*
- 441 referrals to Community Support Agencies*
- 219 consultations with Probation Agents*
- 54 referrals to medical services*
- 131 linkages to transportation alternatives*
- 61 referrals to the Department of Social Services for public assistance*

Dietary

Inmate food service is provided by a total of six staff, which includes one supervisor and five dietary correctional officers. The staff is responsible for preparing three meals a day for inmates and for providing one meal for staff. Ordering of food supplies, maintaining sanitation, and preparing special diets as directed by the medical department while complying with all Health Department inspections are also part of the daily routine of Food Service staff. A Registered Dietician approves menus annually.

<i>Meals Prepared FY'16</i>	<i>305,503</i>
<i>Average Cost of Meals Per Day FY '16</i>	<i>\$1.99</i>

Medical Services

The Detention Center provides medical, dental, and mental health care from the time of admission, throughout the period of incarceration, until release. The medical department is managed by a professional healthcare contractor. Skilled medical staff provide on-site quality care and services including: initial intake medical screenings, physical exams, mental health screening and counseling, routine sick call, 24 hour emergency services, radiology services,

dental exams, ophthalmology services, and chronic care clinics. Inmates are charged a \$4.00 co-pay fee for sick call services in accordance with Correctional Services, Section 11-203(c) of the Annotated Code of Maryland. The intent of this co-pay is not so much to generate revenue but to deter frivolous requests for sick call. Sick call services are provided to all inmates who request service, regardless of their ability to pay. The FY2017 anticipated medical fee revenue is \$2,000.00.

<i>Clinic Visits (includes MD,PA/NP, and nurse)</i>	15,939
<i>Mental Health Visits</i>	4,134
<i>Dental Visits</i>	582

A provider network has been established in the community to provide comprehensive specialty services that the Detention Center Medical Department is unable to provide onsite. These services range from specialized testing and advanced radiological study services to specialists within the medical field.

An important component of the medical services is continuity of care. Inmates who are released or transferred to other jurisdictions receive medical information and referrals to promote continued care. In addition, inmates leaving the facility are provided a limited supply of medication. Those inmates who have psychiatric prescriptions and have been incarcerated for at least 60 days receive a 30 day supply/prescription script combination to bridge their ability to be seen by a psychiatric provider.

Collaborative and Community Programs

The Department of Corrections recognizes the importance of services provided by volunteers and its partnerships with outside agencies. With the assistance and dedication of these providers, inmates can receive many services which would not ordinarily be available. Through these programs, inmates are afforded the opportunity to leave the Detention Center better prepared to re-enter their communities as productive citizens.

□ GED/Adult Education Services

For the period beginning, and ending, Howard Community College (HCC) in a partnership with Howard County Detention Center(HCDC) supplied and provided funding for one Adult Basic Education instructor who provided classroom instruction for both male and female inmates who indicated that they did not have a high school diploma. Instruction was also provided for some who have diplomas but demonstrated that they would benefit from basic skills instruction. The Detention Center provided classroom space, computers, and student supplies.

The Adult Basic Education Class provided instruction for students who demonstrated a wide range of skill levels. Each student at the time of registration completed assessments approved by the Maryland State Department of Labor, Licensing, and Regulation and teacher-designed inventories to enable the instructor to plan not only teacher-directed whole class lessons but also individualized lessons corresponding to the skill levels of each student in the areas of reading, writing, and math. Student progress was monitored through periodic administration of pre- and

post-tests. In addition to traditional classroom instruction, students also have access to I-pathways, an online curriculum resource.

For this reporting period, three (3) sessions were made available to inmates. In sessions one, students met for 70 hours. After the first session students met for 60 hours. The yearly total was 190 hours.

A total of 24 students were served in the Adult Basic Education Program: 13 men and 11 women. If a student remained in the facility after completing one session, he or she was permitted to continue and was enrolled in the next session, providing the student was making reasonable progress toward his or her educational goals. Of the 24 students served, 12 attended more than one session.

Inmates qualifying to take the GED Test were transported to the Ordinance Road Correctional Center in Anne Arundel County for test administration. Three (3) HCDC students took the GED Test in the time period. One student passed three of the four tests and one student passed two of the four tests.

During this time period, I-Pathways was introduced into the classroom. I-Pathways is an online curriculum resource for students. HCDC is serving as a pilot for the program.

□ **Project LEEP (Life skills Education Employment Program)**

The objective of **Project LEEP** (Life skills Education Employment Program) is to provide participating inmates the necessary tools to seek and gain employment upon their release from the Detention Center. During each six week course, inmates learn to identify what skills and qualifications they already possess, organize personal information and references, complete a job application, use a computer to complete a resume and cover letter, and practice interviewing techniques. Many hours are spent with our “Job Coach,” practicing “mock” interviews, during which inmates learn how to explain reasons for their convictions in an honest but least damaging way. Most inmates express that this provides them with a realistic way to address their situation openly and honestly, perhaps for the first time in their lives. It gives them the confidence they need to seek and obtain legal employment as well as useful tools to explain their criminal records.

During each session, students participate in activities to identify what skills (life and work related) and qualifications they already possess. Each student completes employability assessment testing. With the assistance of two job coaches, much time is spent in helping students verbalize honestly and in a non-damaging way why they had been incarcerated and why they would be an asset to any employer upon their release. Students also work on math, reading, proper grammar and writing as is required by many employers in the workforce.

All students who complete a LEEP six-week course receive certificates of completion, congratulations from the Director and staff, and a packet of referral materials to aid them with their job search and/or continuing education. With the use of two computers that are securely

connected to the internet, the students in the LEEP program are able to login in, and create a password in the Maryland Workforce Exchange, so that when they are ready to be released for good, or for the Work Release Program, they will have immediate access to search for job openings and apply for them electronically.

In 2016, LEEP classes met for four half days each week for six-week sessions, offering 74 hours of instruction each session. A total of 76 students enrolled. Of those enrolled, eleven (11) were removed due to disciplinary reasons, one (1) needed to withdraw due to medical issues, nine (9) were released into the community before graduation from the program, six (6) quit the program, and 49 successfully completed the six-week program.

Besides the students who graduated from the LEEP Program, many students, though leaving before that graduation day, still completed a professional resume and attained various degrees of interviewing and computer skills. They also were able to brush up on math skills, practice their writing to specific job related questions and practice speaking in a more grammatically acceptable way which would be required in any work environment.

The LEEP Program, which began in September 1998 under the Byrne Grant, has been so successful, that when the grant concluded in October 2001, the program received continued funding from Howard County Government. The LEEP Program continues to enjoy a successful partnership between Howard County Detention Center and Howard Community College. July of 2015 began our 18th year of the LEEP PROGRAM. Thanks to all who support this program! We know it will continue to evolve and change to meet both the needs of the students and the requirements of the employers.

□ Resource Center

The Howard County Library provides books, magazines and legal materials. The Department of Corrections this year had to provide library staff to operate the library. Previously this was staffed by a Howard County Library staff member and a contingent employee. Inmates are encouraged to avail themselves of the wide variety of materials offered, such as legal and other reference materials, books, newspapers, magazines and other periodicals. In 2015 the Resource Center circulated 13,105 items. Inmates generally have the opportunity to visit the Resource Center two times per week. The library procedure was changed to reduce the numbers in each group, thus providing more one on one service for each inmate. An extra hour of law library per week was established in December 2013 for those needing extra time to prepare for their cases.

□ Religious Services

Religious services for inmates are provided through volunteers and volunteer faith-based organizations.

Christian Jail Ministry (CJM), a non-profit religious organization, has provided spiritual and pastoral services for inmates at HCDC and their families since July 1979 as volunteers to the Detention Center. CJM programs at the Detention Center include various worship services, counter-addiction programs based upon the Celebrate Recovery model, religious education

(Bible classes in English and Spanish, Christian videos, etc.) and Bible correspondence courses, pastoral counseling, individual discipleship training, personal help, and Christian literature (in English and Spanish). A board composed of local pastors, correctional officials, CJM volunteers, and local business leaders oversees CJM's ministry. Articles in the American Correctional Association's professional publication, *Corrections Today*, and the publication of the American Jail Association, *American Jails*, have described CJM's ministry as "a model jail program." The United Way and Howard County Volunteer Association previously honored CJM as the Volunteer Group of the Year. Financial and volunteer support for CJM comes from local churches, individuals, and businesses. CJM provides one full-time chaplain and a part-time chaplain in its ministry at the Detention Center. It also utilizes the services of two local pastors, who serve as associate chaplains on a volunteer basis to minister at the Detention Center mainly in pastoral counseling and leading worship services.

Approximately 240 volunteers from several dozen area churches participated in Christian religious activities at the Detention Center during 2016 and another several dozen volunteers were involved in supportive activities (such as grading inmate Bible correspondence course lessons) outside the Detention Center. A total of 3,056 Bible Correspondence Courses lessons were completed by inmates and graded by CJM volunteers. The number of unit completion certificates for those lessons awarded to inmates during the year was 358.

Muslim faith education and Juma Services are offered at the Detention Center through the volunteer services of the Dar Al-Taqwa congregation in Howard County. A consistent number of inmates have participated in the services as well as weekly education classes. The congregation also provides religious material and Qu'rans for the inmates.

Catholic services are offered weekly for the inmate population at the Detention Center, coordinated by volunteer Deacon Services operating under the auspices of St. Lawrence Parish in Jessup and involving volunteers from several area churches. In addition an outreach program from St. Matthews Church in Baltimore provides services to immigration detainees.

The following is a recapitulation of the religious activities carried on at the Howard County Detention Center during 2016:

- The total count of inmates attending the various religious activities was 12,419.
- Total hours contributed by religious chaplains and volunteers to the Detention Center was 5,797 hours.
- 34 individuals attended Detention Center Orientations and Training Courses required of all volunteers.
- In addition, through CJM Christmas cards with matching envelopes were distributed to inmates for their use during the holiday season (2 cards were offered to each inmate.)
- Ramadan observance was made possible through an altered meal delivery for participants and special prayer observance. Prayer service was coordinated through the Dar Al-Taqwa congregation.
- A non-denominational leadership program for men was offered through the Islamic Leadership.

□ Addictions Services Program

The Howard County Health Department offers a variety of treatment and education programs, targeting the needs of the inmate population of the Howard County Detention Center. The Substance Abuse Services Program has two funding sources; state and county. In order to be supervised under this program, the judges of the Howard County District and Circuit Court sentence offenders to the program. The program also accepts voluntary participants who demonstrate a need and have also been recommended by administrative staff at the Howard County Detention Center. The Health Department also conducts court ordered evaluations (ex. 8-505), In-Depth Drug/Alcohol Evaluations per court order, and provides recommendations for treatment for the Howard County Circuit/District Courts and Drug/DUI Court participants who are sanctioned to the Howard County Detention Center to receive treatment services based on their need.

The Substance Abuse Services program has two phases. In Phase I, clients participate in intensive treatment services that last for a minimum of three months. The clients receive individual and group counseling and attend drug/alcohol education classes each week. Participants also attend institutional self-help meetings (Alcoholics Anonymous) weekly and bi-weekly (Narcotics Anonymous). In Phase II, the emphasis is on relapse prevention, work release (if eligible) and continuation of care planning that can last an additional three months at minimum. Prior to release from the Howard County Detention Center, the inmates are referred to community providers for continued treatment based upon the level of care needed.

A total of 150 inmates participated in the substance abuse services program, which is an increase of 15 clients from the previous year. Various studies indicate that a client who is released from incarceration with a job already in place has a 50% reduction in recidivism. Most are eligible for work release if they successfully comply with institutional rules and course curriculum content.

In addition to these formal programs, referrals are provided to other inpatient drug treatment facilities when instructed by the Courts to do so. Any inmate can be seen per counselor request in order to discuss current status and be given recommendations for possible treatment. Resources and handouts on substance abuse services are available to all inmates in the Howard County Detention Center, and Acupuncture continues to be funded by the Howard County Detention Center and offered as one of our weekly therapeutic groups through the Maryland University of Integrative Health.

Continued in 2016 was offering Opioid Overdose Response Trainings within the Detention Center for inmates and staff. At these trainings, participants are trained to recognize someone who is overdosing, as well as administer Naloxone. Naloxone is used to revive someone who is currently overdosing. Upon their release from the Detention Center, clients are given a kit with 2 doses of Naloxone (an \$85.00 value), which is placed in their property and given to them upon release. By placing the Naloxone in the inmate's property, this removed the barrier of having them go to the pharmacy to pick it up. This training is in response to a dramatic increase in opiate overdose deaths in the State of Maryland and Howard County. Two Opioid Overdose Response Trainings were conducted in the Howard County Detention Center, with a total of 46 participants.

Also continued in 2016 was offering Sexual Health in Recovery (SHIR) Groups for inmates in the substance abuse program. SHIR consists of 14 group sessions. Three SHIR curriculums were

conducted in 2016, serving 38 inmates. Additionally, two peer recovery support specialists co-facilitated groups with the counselors within the Detention Center. These peers are in recovery themselves, and can help offer a different perspective (via self-disclosure) to those in group struggling with the issue of sobriety.

In addition, 2016 saw the continuation of the Vivitrol program within the Howard County Detention Center. Vivitrol is a once a month injection used to treat opioid and alcohol use disorders. Vivitrol works by blocking the opioid receptors in the brain and decreasing alcohol cravings. Eligible inmates receive the injection prior to their release, then continue with treatment in the community. This option is also in response to the dramatic increase in opiate overdose deaths in the State of Maryland and Howard County. To date, 15 inmates have received injections prior to their release.

□ Maryland Community Criminal Justice Treatment Program

The mission of MCCJTP is to reduce the recidivism rate of mentally ill inmates to detention and mental health institutions through improving linkages to community resources, supports and health services. The MCCJTP mental health clinician establishes a therapeutic relationship with the inmate assessing their needs with special attention to the psychiatric issues contributing to their incarceration. As the inmate nears their release date, the mental health clinician develops a community reintegration plan that includes developing a support system of resources and services designed to enhance successful return to the community. Finally the mental health clinician partners with the ex-offender through their transition back to the community ensuring linkage to the designated supports while addressing any issues that could interfere with successful reintegration.

Other services the MCCJTP mental health clinician provides are; crisis intervention to inmates in the detention center, and working closely with medical staff, correctional officers, classification officers, the Health Department, detention center administration, CJM pastoral staff and other in-house treatment providers to ensure proper care of clients who engage in high risk behaviors. In addition, this program offers the correctional officers annual training on safe practices for identifying and understanding the mentally ill population. Another featured topic of the training is teaching correctional officers the signs and symptoms of suicidal ideation and mental illness and managing these specific crisis and conditions for people recently incarcerated.

Approximately three hundred and seven correctional and public safety staff received the training this year. The clinician also participates in the CIT training program for Howard County Police Department. This year the clinician was trained to be a trainer in mental Health First Aid which will be required in the upcoming year for the entire correctional staff.

One-hundred and thirty two individuals with a primary diagnosis of a Serious and Persistent Mental Illness were served through the MCCJTP this past year. One-Thousand one hundred and fifty hours of case management services were provided, seventy-five hours of group facilitation, along with two-hundred and forty hours of individual therapy.

The continued greatest challenge for the MCCJTP mental health clinician is finding treatment and housing for individuals suffering from a mental illness and a co-occurring substance abuse problem. This dual diagnosis group, within the mentally ill population, uses illicit substances to

cope and mask symptoms of mental illness; therefore, compounding their problems. These challenges complicate the community transition plan with fewer service providers able to provide assistance. Some programs that claim to serve persons with co-occurring disorders reject certain mental health diagnoses particularly ones that include psychosis. This dually diagnosed population has a higher frequency of re-offending resulting in a return admission to the Detention Center. The MCCJTP mental health clinician works closely with the Howard County Health Department Bureau of Addictions to properly serve each individual presenting with mental health and addictions concerns.

Despite the obstacles that are faced while serving this challenging population, the Maryland Community Criminal Justice Program, with the collaboration of the Howard County Detention Center Administration, Correctional staff and other programs such as Howard County Bureau of Behavioral Health, and the Mental Health Authority is addressing the needs of the mental health population and improving each inmate's outcome of remaining psychiatrically stable upon return to the community.

Inmates are assisted prior to release, as well as after release in the community at the Multiservice Center in Laurel, MD. The goals of the program are to provide health insurance to inmates and to provide education on how to take advantage of the benefits offered. Having health insurance upon release allows for inmates being released to seek admission to substance abuse treatment programs, regular doctor visits, and access to prescription medications. Having access to care has been shown to decrease the rate of recidivism and contribute to a healthier community.

❑ Reentry Mediation

The Department partnered with the Mediation and Conflict Resolution Center (MCRC) at Howard Community College to conduct reentry mediation. During 2016, MCRC volunteers and staff conducted 6 regular monthly orientation sessions and had over 91 inmates in these sessions. There were 56 inmates who accepted the offer to mediate and 69 outside participants who were invited to participate. There were 61 cases, but 5 are still open with intent to mediate in 2017. There were also 21 sessions. These mediation sessions allowed the inmate and the outside participant to discuss family and or other reentry issues in a neutral setting. Some of the follow-up mediation sessions extended into the next year. The reentry mediation program is an important component to successful reintegration into the community. A 2014 study completed regarding state returning offenders showed that those completing mediation were 13% less likely to re-offend. In 2015 the MCRC was nominated for the County's Volunteer Non-profit Organization of the Year Award, in part due to their work at the Detention Center.

❑ Safe Food Handling Training Certification

The National Restaurant Association certification is recognized nationally and thus provides the inmates with a strong tool for job hunting in the food-related industry. In partnership with Howard Community College "ServeSafe" food handling safety program was not offered in 2016, however, a session was planned for January 2017.

□ Strengthening Families

The Strengthening Families Program (SFP) is a nationally and internationally recognized family and parenting program that assists families with building lasting family ties. The program can be catered to any family, but seeks to target high risk families. The children of incarcerated parents are at a higher risk for falling into the cycle of generational incarceration. SFP is an evidence-based family skills training program found to significantly improve behavior as well as reduce delinquency, alcohol and drug abuse in children. The 12 week program has also been found to improve social competencies and school performance. The program meets once a week and builds upon concepts with each class.

There were two sessions in 2016. The first SFP session began in April of 2016. There were 5 families that participated which were inclusive of 5 inmates, 6 caregivers, and 9 children. The second session of SFP began in November of 2016. There were 5 families that participated. This included 5 inmates, 9 caregivers, and 10 children. Caregivers that participate have included spouses, mothers, fathers, grandparents, great grandparents, and siblings. The program focuses on concepts such as successful communication, holding family meetings, rewarding your child and setting limits. All of the models guide parents and caregivers into developing a parenting style that works best for their family. Through each of the sessions in 2016, the facilitators have seen great progress in the parenting skills learned as well as the family bonds created.

Funds received for a grant from the Governor's Office of Crime Control and Prevention supported the SFP. In addition, Corrections partnered with the Department of Community Resources and Services and received funding for additional Strengthening Families Programs for 2017.

□ Thinking for a Change

Thinking for a Change (T4C) is an integrated, cognitive behavioral change program for offenders that include cognitive restructuring, social skills development, and development of problem solving skills. Thinking for a Change has been determined to be an evidence based program. The Department targets individuals who are at medium to high risk to re-offend and requires that these individuals complete the T4C program as part of their progress to minimum security. For 2016 there were a total of 4 cycles of T4C with a total of 48 group sessions held. There were 46 inmates enrolled in the program, and 37 inmates successfully completed T4C in 2016

□ Getting Ahead

During 2016, the Department continued to develop the Getting Ahead program by identifying and training staff to be lead investigators in a new Getting Ahead program geared specifically to incarcerated persons, Getting Ahead While Getting Out (GAWGO). During 2016, there were two sessions of GAWGO, and 24 inmates successfully completed the program. Groups in Howard County are an outgrowth of the Bridges out of Poverty initiative of the Board to Promote Self-Sufficiency. The initiative is a two part model that can change the culture of poverty in a community. Bridges out of Poverty provides a framework for service providers to

examine how they view and treat those in poverty, while Getting Ahead groups enable people in poverty to investigate the effects of poverty on their personal resources and what it takes to improve those resources.

Staff Recognition

Correctional Employee of the Year

Lt. Howard Perkins is currently assigned as the Howard County Department of Corrections investigative lieutenant. He has been with Howard County Department of Corrections since January 31, 2005. Prior to his employment with Howard County, Lt. Perkins was employed with the Maryland Division of Correction, retiring as a Captain in 2005. Lt. Perkins also has a Bachelor of Science degree from the University of Maryland.

In addition to his duties as investigative lieutenant, Lt. Perkins is the Howard County Department of Corrections emergency management coordinator. He ensures the Department's emergency operations center is kept up to date with information and is always fully functional. This readiness was put to the test during the January 2016 record snow fall.

Also, during the past year, Lt. Perkins spent approximately three months as a shift lieutenant filling in due to a supervisor being on extended leave. Lt. Perkins did an excellent job during this assignment, managing all operational challenges and keeping overtime use at a minimum.

During the past year Lt. Perkins was the Department's lead staff person in a project to convert all medical records from a paper to electronic format. The project was successful in large part because of his problem solving skills and determination.

Lt. Perkins is an experienced correctional professional who works with a high degree of ethics and integrity; qualities that are essential for an investigator who handles highly confidential matters. Lt. Perkins is a certified dully authorized inspector for the Maryland Commission on Correctional Standards and a member of the Mid Atlantic Great Lakes Organized Crime Enforcement Network.

It is because of his vast experience and abilities that it gives me great pleasure to select Lt. Howard Perkins as the Howard County Department of Correctional Employee of the Year.

Civilian Employee of the Year

Cheryl Rowe has worked with the homeless community in Howard County for over ten years as a volunteer working through church organizations and on her own. Cheryl began working as a volunteer with the Department of Corrections' population who were returning to the community and then in October 2013 was hired to assist in the county's new reentry initiative. She works tirelessly at all hours of the day to assist returning inmates in getting connected to services as well as making all attempts to get them into housing with the goal of stable housing. Inmates returning to the community pose a public safety risk if there are not sufficient planning using in-jail resources as well as reentry resources. Many times these individuals have no family support. These individuals are the ones we must target, if we are to make a difference in the recidivism

rate and the community's safety.

When it comes to resources, Cheryl knows where to go, who to call and how to get them. Cheryl has had to learn to navigate many different systems to include Social Services, Housing, Workforce Development, etc. Cheryl knows how to garner support for her mission and her clients and she is able to work very well with other county agencies in this effort. It should be noted that Cheryl is always professional in her interactions; yet she can be fiercely persistent when seeking services for clients.

She is highly regarded among the corrections arena, her colleagues, our community agencies, the faith-based community and elsewhere. Corrections has received accolades for her work with the homeless, her work in acquiring reentry housing grant funds, and her participation in the committee work that goes on to support the fight against homeless in our county.

To sum up the kind of person Cheryl is—she sees what needs to be done and does it, no matter what. Cheryl is now the corrections voice at the table where the solutions to homelessness or reentry are discussed for individuals. She can also be found at the edge of the woods of the homeless encampment bringing some needed supplies or setting someone up for a housing interview to shopping for food and coasts for those leaving jail.

It is because of her efforts and dedication that it gives me great pleasure to select Cheryl Rowe as the Department's Civilian Employee of the Year.

Correctional Employee of the Month

- ❑ January
Liane West and
Irene Eyamba
- ❑ February
DCO Marshall Hall
- ❑ March
Officer Drake Watkins
- ❑ April
Captain Kim Wilson
- ❑ May
Sergeant Phyllis Delaney,
Corporal Felecia McInnis,
and Niccole Branch
- ❑ June
All female correctional officers

from the 4 x 12 and 12 x 8 shifts

- ❑ July
None Selected
- ❑ August
Sergeants Morant, Roy and Delaney
Corporal Booze, and Officers
L. Brown, Greenwood, Pope and Taylor
- ❑ September
None Selected
- ❑ October
None Selected
- ❑ November
Captain Asempta, Lieutenant
Jenkins, and Lieutenant Deadwyler
- ❑ December
Beverly Dimler-Ward

Staff Community Service

Throughout 2016, Department staff volunteered their time and efforts participating in several charitable events.

- ❑ Polar Bear Plunge to benefit Special Olympics
- ❑ Law Enforcement Torch Run to benefit Special Olympics
- ❑ United Way of Central Maryland
- ❑ American Cancer Society's Relay for Life

Service Awards

The County's Awards Program was held on October 28, 2016 in the Ten Oaks Ballroom. The following employees received service awards:

Michael Graham	10 years
Patricia Faulkner	10 years
Tonica Bouyer	10 years
Michael Barnes	10 years

David Metz	10 years
Darlene Jolly	15 years
Raymond Dale	15 years
Gail Sessoms	15 years

Perfect Attendance

Prince Asempa	Kevin Brown
James Burrows	Paul Coombs
LaJuan Deadwyler	Phyllis Delaney
Beverly Dimler-Ward	Kim Drennon
Stephen Durojaiye	Zahir Elhassan
Crystalyn Gaddy	Joan Goldberg
Agnes Greene	Wendell Hawkins
Elizabeth Jenkins	Katherine Joyner
Jack Kavanagh	Sameer Khan
Andre McInnis	Johnson Momo
Ayodeji Ogunsula	Cordell Powell
Rosa Savage	Edward Scott
Renea Somerville	Jeffrey Stewart
Lorenzo Williams	Kim Wilson

Retirements

- David Metz
- Corporal Sandra Scott