

PRINCE GEORGE'S COUNTY DEPARTMENT OF CORRECTIONS



Mark Magaw

Deputy Chief Administrative Officer
Of Public Safety

Mary Lou McDonough

Director



Annual Report

Fiscal Year 2018



Meet our County Executive Staff



Rushern L. Baker, III
County Executive



Nicholas A. Majett
Chief Administrative
Officer



Mark Magaw
Deputy Chief Administrative
Officer for Public Safety

Department of Correction's Executive Team



Mary Lou McDonough
Director



Colonel Mark Person
Deputy Director
Bureau of Operations



Corene Labbé
Deputy Director
Bureau of Administration

Prince George's County Council





Angela D. Alsobrooks
County Executive

PRINCE GEORGE'S COUNTY GOVERNMENT

Department of Corrections

"Fulfilling the Promise"



Dear Friends:

Thank you for taking the time to view the Annual Report for Fiscal Year 2018 (July 1, 2017 - June 30, 2018) for the Prince George's County Department of Corrections. The annual report is written documentation of the progress the Department of Corrections has made and continues to make serving a difficult population. The staff continues to amaze me with their professionalism, hard work and determination to ensure the department remains a leading correctional institution in the state. This year marks my tenth year as Director, and I am proud of the accomplishments and successes we have celebrated.

This annual report will highlight our population statistics and specify how we house individuals, the number of programs available, the number of detainees served by those programs and how the day-to-day divisions operate. To better serve the Prince George's County community, we opened the doors of a Community Release Center to serve as an alternative to incarceration for non-violent offenders. The center, which allows individuals to work their job while serving a court sentence, will help detainees return to society as more productive citizens with reduced recidivism rates.

The Department of Corrections lost a wealth of knowledge through 18 retirements. Utilizing cross-training and on-going professional development, we continue to perform our duties and responsibilities without compromising service.

I am honored to present this 2018 annual report to explain our programs, services and operations in dealing with the incarcerated population. Hopefully it will assist you in having a better understanding of the Department of Corrections.

Sincerely,

Mary Lou McDonough

Director



The Department's Vision

The vision of the Department of Corrections is to effectively manage and operate a broad range of correctional programs, which provide a catalyst for change in the lives of offenders and ultimately provide a safer environment for the citizens of Prince George's County.

The Department's Mission

The mission of the Prince George's County Department of Corrections is to:

Protect the safety of the citizens of Prince George's County by keeping secure, in a humane environment, those offenders legally committed to its custody and care, and to provide viable alternatives to incarceration.

Provide opportunities whereby detainees are equipped with the skills that will assist them in functioning as productive members of society.

Promote staff development and training and ensure the maintenance of a safe, pleasant, clean and professional work environment.

What We Do:

The Prince George's County Department of Corrections manages and supervises pre-trial defendants who have been committed to the detention center while awaiting trial and inmates sentenced with 18 months or less. The Department consists of 18 housing units and has a total housing capacity of 1,524 individuals. The population includes males, females and juveniles (those being charged as adults, 14 years and older). The Department also works in the community by working with individuals on electronic monitoring, community service and home detention.

Who We Are:

The Department of Corrections has 158 civilians who serve in various capacities. There are 494 sworn staff within the Department. Civilian staff perform a variety of functions including: program management, budgeting, pre-trial services, facility maintenance, administrative and clerical. The sworn staff serve in various capacities as well. They include canine officers, transportation, reception, processing, emergency response, housing unit officers and many more positions that you will learn about throughout this report. The Department is accredited by the Maryland State Commission on Correctional Standards.

The Department's Guiding Principles

- Employees are required to conduct themselves in a professional manner at all times through a commitment of actions that are fair, consistent and ethical.
- Exhibiting high standards of oral, legal and ethical behavior, all employees are expected to maintain, on or off duty, integrity at the highest level.
- Employees are accountable for excessive, unwarranted or unjustified behavior that reflects poorly on the employee, Department of Corrections and/or Prince George's County.
- Administrators, supervisors and managers are expected to provide leadership by example.
- The Department of Corrections shall effectively and prudently use its resources while maintaining compliance with all accreditation standards and certifications.
- The Department of Corrections is committed to providing an environment that is responsive to progressive ideas and promotes and maintains open communication, staff development and career growth.
- The Department of Corrections shall maintain a clean, healthy, safe and secure facility for staff, visitors and inmates.
- The Department of Corrections will continually promote cooperative and collaborative working relationships with governmental entities, community organizations and the public.

Corrections in the Community

Honor Guard

Honors and Competes

The Department of Corrections' award-winning Honor Guard team participates annually in a wreath laying ceremony for National Correctional Employees Week in honor of Correctional Officers around the country, who died in the line of duty.

The wreath laying ceremony is followed by an annual competition of precision where Correctional Honor Guard teams from surrounding jurisdictions compete. Our Honor Guard team placed third in the competition in May of 2018.

Our Honor Guard team is pictured with Director Mary Lou McDonough at the annual competition. From left to right, the officers pictured are Lt. Garrison, Sgt. Yankuba, Cpl. Thomas, Sgt. Tillman, Sgt. Brunson, Cpl. Stake, and Sgt. Maximay.



Tours

Every year, the Department of Corrections gives tours to various groups interested in seeing the facility, including law students, nursing students, job corps students, University of Maryland students, law clerks, District Court Commissioners, judges, summer youth employed by the county, correctional officers from other states and a Chinese delegation that comes annually.

These tours provide a glimpse into how the Department operates as a direct supervision jail and how we manage a difficult population by utilizing interpersonal communication skills. The tours also demonstrate how our regional processing staff helps police officers quickly return to the community after transporting arrestees to the facility.

Corrections in the Community

Pencil Box Project Pushes Forward

The Department of Corrections participates in a number of community outreach events every year to build a stronger connection with the public and demonstrate that we are here to help improve the community.

An example of this was our 21st annual Pencil Box Project where we donated school supplies to more than 350 students at North Forestville Elementary School. The supplies were separated by grade level before our Command Staff and administration handed them out to eager students. Representatives from County Executive Rushern L. Baker III's office joined us as well.



Youth Groups Visit DOC

The Department of Corrections accommodates interested groups of youth, who aren't allowed to enter the jail facility because they are under 18 years old. We congregate with these groups in our Training Academy and bring the "jail" to them, so they can learn about the facility.

Representatives from every Division presents to the groups of youth to give them a full understanding of the different responsibilities correctional staff has. Camp groups particularly enjoy the presentations from the Canine Unit and the Emergency Response Team.

Camp groups are also provided an opportunity to tour a mock cell where they get a visual representation of the living conditions of a jail cell.

Pictured on the right is a group of youth from the Maryland National Capital Park Police's COPS Camp touring a mock cell with retired Captain Joseph Lyles.

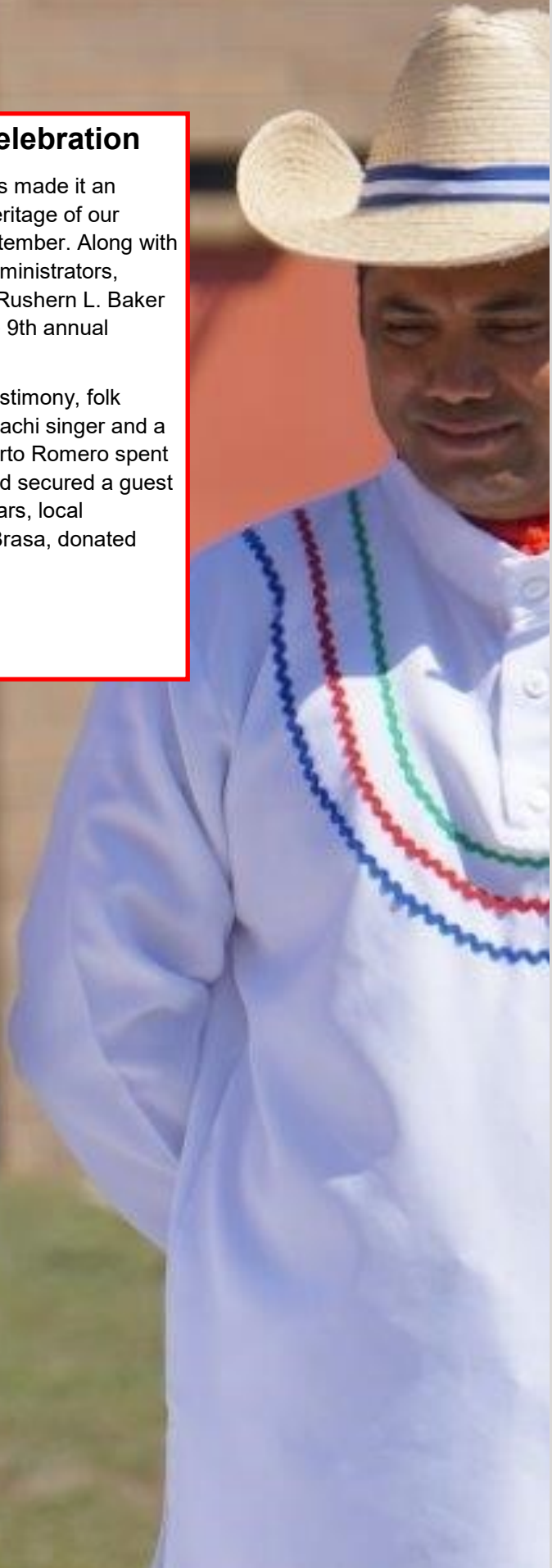


Corrections in the Community

Hispanic Heritage Celebration

The Department of Corrections has made it an annual tradition to celebrate the heritage of our Hispanic inmate population in September. Along with this population, command staff, administrators, personnel from County Executive Rushern L. Baker III's office and media attended the 9th annual Hispanic Heritage Celebration.

The celebration featured inmate testimony, folk dancing, an accordion solo, a mariachi singer and a choir performance. Chaplain Filiberto Romero spent many hours planning this event and secured a guest speaker as well. As in previous years, local restaurant chain, Sardi a Pollo la Brasa, donated food for the event.



Corrections in the Community



Public Safety Food Basket

The Department of Corrections worked in conjunction with other Prince George's County Public Safety agencies to distribute thousands of food baskets through the Public Safety Food Basket Program. The program completed its 33rd year of serving Prince George's County residents, who are in need during the holiday season.

Correctional Officer Randol was recognized for months of work she spent organizing and preparing for the program. She is pictured below with Director Mary Lou McDonough and Prince George's County Police Chief Henry P. Stawinski.



RECOGNITION AND HONOR

The Department of Corrections' staff does phenomenal work in ensuring the care and custody of inmates and keeping the Department running smoothly. Recognizing employees is essential in maintaining a high work ethic and positive morale. Awards for Employee of the Month are given each month. Promotional ceremonies recognize those who have been promoted to a higher rank and training awards, promotions and reassignments are recognized in the Departmental newsletter.

In April, the county recognizes public safety employees nominated for valor awards for heroic actions that go above and beyond normal duty. Many of these awards are presented for saving an individual's life. The Officer of the Year is also chosen at that time.

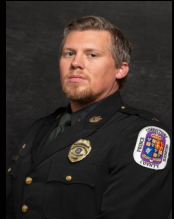


Officer of the Year

Sergeant Anthony Weber was honored at the 41st annual Valor Award's ceremony as Officer of the Year. The 7-year veteran is the epitome of customer service. Whether his customer is his colleague or an inmate, he responds with an excellent sense of commitment and reliability. Sgt. Weber worked in the Information Technology Department for several years, at which time he was instrumental in automating incident reports and improved the efficiency of the camera system by eliminating blind spots. The Department of Corrections is grateful to have him on staff to help make the jail a safer place for all.



Valor Award Recipients



Row 1- left to right: Sgt. Moore, Cpl. Stanback, Cpl. Jones, Cpl. Stargell, Private Railey

Row 2- left to right: Cpl. Aguocha, Cpl. Eckard, Cpl. Nguen, Cpl. Morgan, MCpl. Nicholson

FY 2018 Employees of the Month

July 2017	Pvt Railey, Latrice Jackson
August 2017	Sgt. Grimes, Joann Turner
September 2017	Sgt. Jones, Cpl. Dunn
October 2017	MCpl. Lyons, Cpl. Wedge
November 2017	Cpl. Haines, Cpl. Chicas
December 2017	Cpl. Gray, Pvt. Shelton
January 2018	MCpl. Gordon, Cpl. Fowler
February 2018	Sgt. Magny, Yasmin Mendoza
March 2018	Sgt. Trueblood, Cpl. Lehn
April 2018	MCpl. Garnett, Shenika Sledge
May 2018	Sgt. Garrison, MCpl. Thomas
June 2018	Sgt. Brunson, Theresa Baum

Officers Honored for Preventing Suicide



Eight officers, most of whom are assigned to the Emergency Response Team, were recognized in the media and received Valor Awards for a December 2017 incident where they prevented an inmate from taking his own life.

Security Division

The Security Division manages the population within the detention center through regional booking, processing, and tactical operations. Security is maintained by correctional officers, assigned to three eight-hour shifts, seven days a week. Correctional officers manage 18 separate housing units and the medical infirmary. Officers also supervise and provide security during food service preparation in the kitchen for both the inmates and the employees.

There are specialty positions within this division managed under the **Special Operations Section**. These positions include the Emergency Response Team, Transportation, Canine, Honor Guard, Hospital Security, Key Control and Lethal and Non-Lethal Armories. The total number of sworn staff totaled 494 during Fiscal Year 2018. The daily inmate population was 920.

Emergency Response Team

The Emergency Response Team responded to 894 calls for service in Fiscal Year 2018. This elite group, referred to as ERT, is a specially trained unit consisting of three squads of officers with one sergeant serving as supervisor, totaling 24 ERT unit officers. This unit is responsible for responding to all emergency incidents, including medical emergencies, within the Correctional Center on each shift. They also provide and conduct high-risk transports and high-risk hospital security. These officers are trained in first responder hostage staging. The unit's goal is to establish control in the most expedient manner, utilizing the least amount of force necessary. These officers are highly trained in using modern methods and the most effective techniques to minimize inmate and staff injuries. All of our ERT officers are equipped with body cameras. Each officer is mandated and required to participate in structured weekly training regimens to maintain state certification, totaling more than 200 hours of specialized training a year, in addition to participating in yearly interagency emergency drills.



Transportation Unit

The Transportation Unit made 1,411 transports in Fiscal Year 2018. This unit is comprised of two highly specialized trained officers per shift to safely conduct daily routine transports of arrestees and inmates. Transportation officers must provide transportation and security of county sentenced inmates and pre-trial detainees to hospitals, pre-scheduled doctor appointments and funeral services. This unit is also responsible for transferring inmates from the regional booking satellite site, transporting federal inmates to and from federal court and any other operational emergencies.

Regional Processing Unit

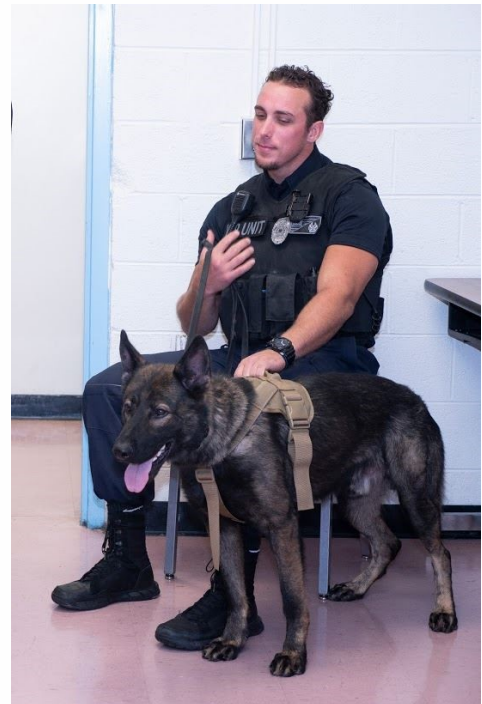
This unit, also within Special Operations, served approximately 1,207 in-house warrants and 704 indictments this fiscal year. These are warrants and indictments that are issued after an inmate has been committed to the Department of Corrections. This unit consists of 108 specially trained booking correctional officers. These officers identify and verify outstanding open warrants on detainees, to include conducting all appropriate criminal justice system research and preparing all necessary documents. Regional Processing officers also ensure that detainees appear before the court commissioners to close out the warrants. Failure to identify and serve in-house warrants prior to release has budgetary consequences because the Department of Corrections could end up maintaining continuous custody and care of individuals, who otherwise might have been released.

Regional Booking Unit

Regional booking sites are located at the District I County Police Station in Hyattsville and at the Correctional Center in Upper Marlboro. The concept was initiated in 1996 to provide a more effective way for law enforcement agencies to process arrestees in Prince George's County. Operations at regional sites increase police presence in communities by decreasing the time it takes to complete initial arrest paperwork. Once an arrestee is transported to a regional booking site, the arresting law enforcement officer only has to complete a statement of charges. This enables the police officer to return to the community within an hour after an arrest. Specially trained correctional officers perform and complete the remainder of the booking process by executing photographs, fingerprinting, checking criminal histories, serving and closing warrants and conducting commissioner hearing presentations, all of which were once duties performed by the arresting law enforcement officer before he/she could return to the community. The regional booking staff and the Correctional Center's processing staff processed and served 11,455 warrants in Fiscal Year 2018. Approximately 1,242 DNA samples were collected from individuals arrested for violent crimes. Regional booking staff is also assigned to work at FedExField during football games, concerts and special events to process individuals arrested by law enforcement on various charges and conduct transports from the stadium lockup unit to the Correctional Center.

K-9 Unit

The K-9 Unit is an elite, specially-trained unit certified through the North American Police Working Dog Association. It consists of six K-9 teams, which is comprised of state certified canine handlers (correctional K-9 officers) and state certified German Shepherd and Belgian Malinois patrol dogs. One of the patrol dogs is cross trained in narcotics detection. A K-9 officer and his canine partner together comprise a K-9 team. Their long hours and rigorous training must meet state certification requirements. They periodically cross train with the Department's Emergency Response Teams, as well as County Police K-9 units, so they can assist if a major incident occurs. The K-9 Unit's primary responsibility is to provide perimeter security for the correctional facility, the training academy/home detention building and the Community Release Center. K-9 units also conduct scheduled and unscheduled inner perimeter grounds checks, conduct random housing unit walkthroughs and patrol the employee and visitor parking lots to enforce parking violations at irregular intervals. Canines live with their handlers and are transported to and from the facility when scheduled for duty.



Inmate Services Division

The mission of Inmate Services is to provide quality inmate behavioral treatment, pre-release and post-release services to inmates and returning citizens; to develop and maintain community partnerships; and to provide opportunities for the returning citizen to attain knowledge that will assist them in becoming productive members of society. Inmate Services is divided into two sections: the **inmate behavioral wellness section** and the **vocational/educational section**.

The Inmate Services division held several special programs in Fiscal Year 2018, including an Expungement Clinic that serviced 122 detainees, a voter registration drive where 36 detainees were registered and the casting of 38 primary election absentee ballots.

CCoRT Substance Abuse Drug Treatment

Comprehensive Correctional Recovery and Treatment Program (CCoRT) is a state-certified program designed to provide a comprehensive approach to substance abuse treatment. The 90-day program is an intensive therapeutic approach aimed at the criminal and substance using lifestyle rather than a focus on substance abuse alone.

Approximately 183 people were enrolled in CCoRT this year.

Seventy-five (75) people received treatment in Substance Abuse and Men Trauma Recovery and Empower Model (SA-M-TREM).

Women's Empowerment Program

In collaboration with the Prince George's County Department of Social Services, this seven-week program revisits life issues, skills and coping mechanisms that have hindered participants in resolving and working through various self improvement issues. Through this process, women become self-sufficient citizens and more employable by identifying the roots of various negative influences and behavioral patterns. This grant-funded program had 83 participants this year.

Domestic Violence Program

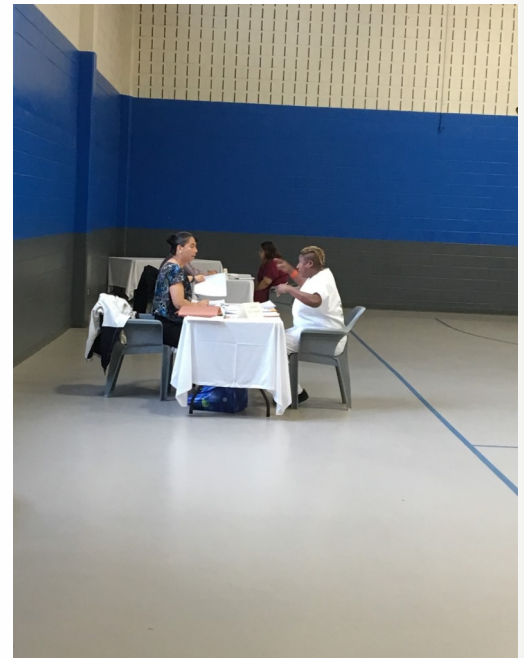
This program is designed to provide inmates an understanding of contributing factors to domestic violence and the skills to alter violent behavior. Participants learn how behavior modification techniques rectify their behavior through their actions, beliefs and feelings. Approximately 84 of the 179 people who enrolled in the Domestic Violence program graduated in FY 2018.

Prevention for Incarcerated People

Prevention for Incarcerated People (PIP) provides prevention education to high-risk men and women, and provides individual and group counseling with preventive education on sexually transmitted diseases and HIV/AIDS. This service was provided to 403 individuals during 2018. This service is provided by the County Health Department. PIP targets inmates, who are within six months of release, to empower them to identify and reduce high-risk behavior. Upon completion of the program, referrals are made based on the specific needs of the participants. Counselors complete a needs assessments during the five-week duration of the program.

Religious Services and Counseling

The non-denominational chaplain services are provided through an agency agreement with Good News Jail and Prison Ministry and Missionary Pentecostal Church of Christ, Inc., with as many as 250 active volunteers providing 1,957 hours of religious services. Religious services and counseling are available daily on a voluntary basis. During Fiscal Year 2018, 1,731 inmates attended spiritual services and there were more than 630 crisis counseling sessions.



Jail Based Substance Abuse Treatment Program

The Jail Based Substance Abuse Treatment Program worked with 395 inmates in FY 2018. It is a certified grant-funded program from the Maryland State Department of Alcohol and Drug Abuse Administration that is operated by the Prince George's County Health Department. The program offers a six-week treatment regiment with a relapse prevention component to short term inmates, specifically pre-trial and high risk populations with a reported drug abuse history. The program uses a two-prong approach: "The Living In Balance Models" (designed to treat substance abuse and dependence in the context of the whole person) and Substance Abuse and Men Trauma Recovery and Empower Model (SA-M-TREM) to address trauma issues that impede recovery. The program is staffed and supervised by the Prince George's County Health Department. The program's staff works in a collaborative partnership with the Department of Corrections in serving the needs of the client population.

Re-entry Services

The mission of Re-entry Services is to identify and coordinate services that individuals, who are sentenced to the Department of Corrections, will need when they are released back into the community. Re-entry Services assisted hundreds of individuals during FY 2018 by submitting applications like food stamps, health insurance and also providing referrals for services such as housing, job training, education, work-therapy programs and mental health/substance abuse treatment (inpatient/outpatient). Approximately 53 detainees participated in the Job Readiness group while 15 people participated in the financial literacy group.

Auto Body Repair Program

The Auto Body Repair program, which is a partnership with Marlboro Auto Body, is a six-month apprenticeship program. Two (2) people completed this program in Fiscal Year 2018. Those who complete the program receive a toolkit from Marlboro Auto Body upon their release.

Inmate Work Programs

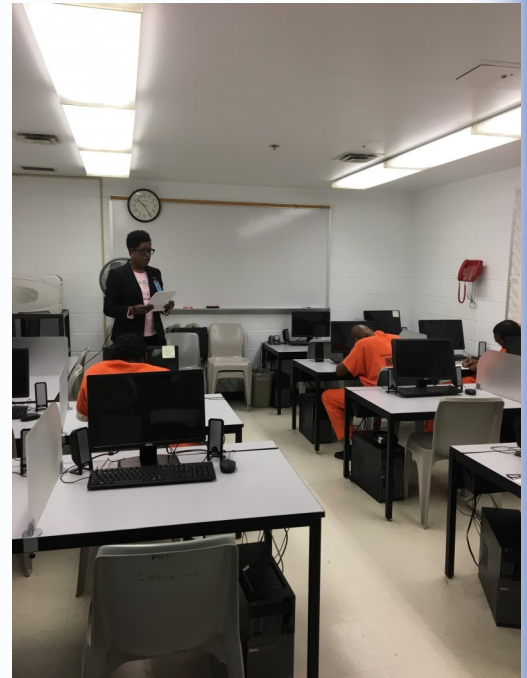
All inmates, who are sentenced to the Department of Corrections, are required to work around the facility. Some examples of this are the Animal Management Program, which saw 6 participants in FY 18; the landscaping crew, which had 11 participants; and the road crew, where 8 detainees participated. Many inmates also complete kitchen work to make and distribute food for the other detainees.

Library Services

The (Law) Library Unit is provided through the Prince George's County Memorial Library System and available to all housing units. Access to legal information services is provided through inmate visits to the law library and written responses directly to the inmate. In Fiscal Year 2018, law library processed 16,531 requests and approximately 8,845 leisure books were circulated.

Fundamentals of Cosmetology

Fundamentals of Cosmetology is a four-week program that includes life skills, professional image, receptionist training, salesmanship, sanitation procedures, shampooing and theory of chemical services. Participants who successfully graduate are prepared for apprenticeships and other beauty culture-related jobs. Approximately 13 participants received certificates of completion for the Fundamentals of Cosmetology program in FY 18.



Nail Technician Program

This program consists of a 250-hour theoretical and practical training curriculum prescribed by the Maryland State Board of Education and approved by the Maryland State Board of Cosmetologists. A certified instructor teaches the basics and graduates then become eligible to take the State of Maryland Nail Technician License Examination. During Fiscal Year 2018, seven (7) participants received a certificate of completion from the nail program.

Juvenile Program

The Juveniles in Adult Correctional Systems (JACS) Program addresses the specific needs of incarcerated adolescents between the ages of 14 and 17. The program's components are intended to help youthful offenders continue their education and build coping skills that will assist in directing their lives toward a more positive outcome. Participants are afforded the opportunity to partake in a variety of activities including religious studies, academic education that is provided in conjunction with the Prince George's County Public School System, Building on Spiritual Substance (BOSS), and the Youth Challenge Program. Sixteen (16) juveniles went through the program in FY 18.

Recreation Unit

The Recreation Unit offers basketball, volleyball, weight training, as well as passive recreation like board games. There are also aerobics, pilates and yoga classes for females. The Department of Corrections believes recreation is essential for the incarcerated population. Recreation serves as a stress and anxiety reducer to decrease violent incidents in the facility and help detainees redirect energy toward positive achievements. In FY 18, there were 9,740 detainee visits to the Recreation Unit.

Education Unit

The Education Unit provides academic instruction and testing. Instructors focus on teaching reading, writing, mathematics, science and social studies. The unit's goal is to provide a structured educational curriculum for students to attain their high school diploma. The GED assessment was administered six times this year, resulting in 12 people earning their high school diplomas. The Education Unit received 1,178 requests in FY 18. Approximately 144 inmates received instruction and 479 assessments were provided.

Barber Styling School

The objective of this state-certified program is to provide detainees with practical application and barber theory while they are incarcerated to ensure employment upon their release. A partnership between the educational and barbering programs allows trainees to earn credit toward their barber's license. During Fiscal Year 2018, five (5) students completed the program while incarcerated or in the community under the supervision of a master barber. Progress on the job is monitored and all reporting boasts of the positive impact this program has on the ex-offender's re-integration into the community.

Community Corrections

The Community Corrections Division was created in Fiscal Year 2018. It is comprised of the existing **Community Service Program**, the **Re-entry Services Unit** and the new **Community Release Center**, which is located at 4605 Brown Station Road, Upper Marlboro, Md. This division oversees a number of programs that work with inmates to improve their well-being and prepare them to return to the community.

Community Service Program

The Community Service Program continued to see smaller numbers of individuals referred for community service than in previous years. Community Corrections personnel met with the States Attorney's Office to discuss the utilization of the program as an alternative to incarceration in April 2018. As a result, numbers began to increase at the end of the fiscal year. CSP has continued to provide savings to the county through its collaboration with Department of Public Works and Transportation (DPWT), and provides significant assistance to Transforming Neighborhood Initiative (TNI) neighborhoods through trash pick up.

Re-entry Services Unit

The mission of the Re-entry Unit is to provide discharge planning for individuals sentenced to the County Correctional Center. Discharge planning is designed to identify and coordinate services that individuals will need once they are released back into the community. The Re-entry Services Unit made changes in the work process at the beginning of the fiscal year to increase unit efficiency and enhance the case management referrals to the partnering clinical case management programs through the Prince George's County Health Department's Offender Re-entry Program and SMART Reentry Program. As part of this shift in activity, the Division completed the build out of a new grant-funded case management database called Efforts to Outcomes (ETO). The ETO database, which went live in October 2017, allows the Department of Corrections to gather assessment information regarding individual needs. This information can be pushed out to collaborating agencies. From the go-live date to the end of FY18, Re-entry staff entered 704 cases from the correctional center. An additional 294 cases were added post-release.

Adam's House of Prince George's County Health Department

The mission of Adam's House is to promote healthy behaviors among families by supporting positive values and working collaboratively with community-based organizations. Located in Suitland, Maryland, the re-entry program at Adam's House offers assistance for individuals to transition successfully back into the community. Individuals released from the Department of Corrections are referred to Adam's House for counseling, health education, crisis intervention, job preparation, domestic violence treatment and substance abuse counseling. The Efforts to Outcomes (ETO) database was adopted by the Health Department as their Re-entry case management database for use at the new Bridge Center at Adams House, resulting in doubling the number of staff utilizing the system. The Bridge Center is a collaborative reentry center hosted by the Health Department in Suitland. Community Corrections staff was heavily involved in its development, and DOC Re-entry Services Unit has a staff member posted full time at the location.

Community Release Center

The Community Release Center (CRC) hired its first staff in October 2017, at which time the Re-entry Services Unit and Division Chief moved into the building. Activity at CRC centered on development of policies and acquiring staff for the program. Due to the lengthy hiring process timeline that the Department is currently experiencing through the Office of Human Resource Management, the initial compliment of line staff was partially completed by May 2018. At that time, new hires were enrolled in the DOC training academy. Academy graduation and opening of CRC was projected for early Fall 2018. Pictured on the right is Community Corrections Division Chief Guy Merritt, showing Director Mary Lou McDonough, pictured in the center, and other Department of Corrections personnel around the newly opened Community Release Center.

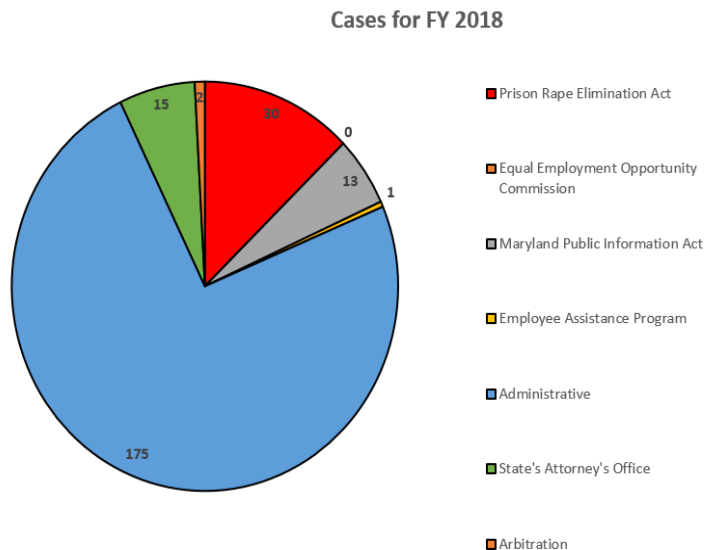


Office of Professional Responsibility and Legal Affairs (OPRLA)

The Office of Professional Responsibility and Legal Affairs (OPRLA) is responsible for investigating all formal and informal complaints, whether it is an internal or external complaint. Along with overseeing the random employee drug testing program, OPRLA also consists of a **Gang Intelligence Unit**.

Cases

OPRLA is responsible for investigating a variety of allegations ranging from internal alleged violations of departmental policy and procedures to external requests for information via the Maryland Public Information Act. Requests made via the Maryland Public Information Act are processed within 14 days of receipt. All of these statistics are compiled every fiscal year to be made available to the public. The investigations include allegations of sexual abuse or sexual harassment, which falls under the Prison Rape Elimination Act (PREA). If the sexual abuse or harassment is found to have potential criminal behavior, it is referred to the Prince George's County Police Department. Cases can also be forwarded to the Prince George's County State's Attorney's Office for review to determine if charges need to be filed. There were 236 total cases in FY 2018. The breakdown of the cases is charted below.



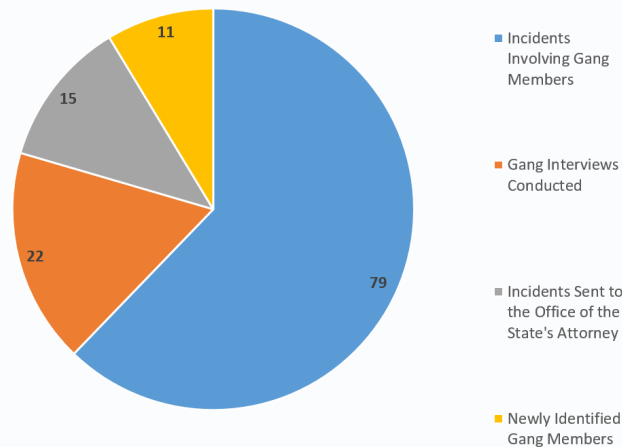
Of the 30 Prison Rape Elimination Act cases investigated by OPRLA, seven (7) of these incidents were substantiated. The breakdown of these cases are:

- Inmate on Inmate Sexual Abuse - Three incidents
- Inmate on Inmate Sexual Harassment - Four incidents
- Staff on Inmate Sexual Abuse - None
- Staff on Inmate Sexual Harassment - None

Special Investigations and Intelligence Unit

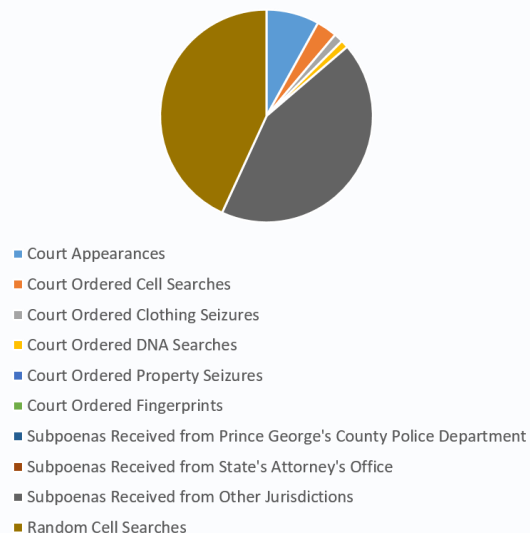
The Special Investigations and Intelligence Unit identifies gang activity and gang members within the facility. The Gang Intelligence Unit shares information with local law enforcement agencies to assist with crime reduction throughout the state. The unit has been recognized by the county in the past for their continual surveillance on incarcerated gang members, which helps prevent excessive gang violence within the facility. In FY 18, the Gang Intelligence Unit processed 26,372 calls and conducted 114 interviews. Additional statistics are charted below.

Special Investigations and Intelligence Unit



The Special Investigations and Intelligence Unit frequently works with the judicial system and other public safety agencies to provide a comprehensive, combative response to gang activity and additional initiatives. A variety of court orders are issued, ranging from cell searches to property seizures. The unit also processes a plethora of subpoenas. The statistics are posted below.

Special Investigations and Intelligence Unit



Population Management Division

The mission of Population Management is to create and maintain accurate records and classification case files on every inmate. This includes classifying inmates properly into appropriate custody levels and working with the courts to establish appropriate conditions of release by providing inmates' background information like their community ties and criminal history. Population Management coordinates the day-to-day operations that impact all criminal justice agencies. Population Management's services are divided into three sections: **Community Supervision Section**, **Records and Release Section** and the **Investigative Profile Section**.

The Community Supervision Section is composed of the Case Management/Drug Lab Unit and the Monitoring Services Unit. The Disposition Court falls under the Records and Release Section, along with the Inmate Records Unit, Inmate Release Team, Diminution Coordinator, Records Unit Coordinator and the Warrant Service Officer. The Investigative Profile Section is comprised of the pre-trial investigation and classification units.

Case Management/Drug Lab Unit

This unit supervises defendants released to the Pre-Trial Release Program pending trial. Levels of supervision range from call-ins to drug testing and electronic monitoring. The drug lab collects specimens to detect illegal substances or alcohol use. The unit also provides services for pre-trial release, home detention, day reporting, juvenile services and the courts, including Drug Court. A total of 3,665 urine screenings were conducted in Fiscal Year 2018. There were 35,600 pre-trial releases with approximately 9,808 inmates going through the release team.

Monitoring Services Unit

Pre-trial defendants, who require a higher level of supervision, may be placed on electronic monitoring. Forty-two (42) defendants received electronic monitoring every day in Fiscal Year 2018. This unit provides home detention as a sentencing alternative for offenders. Approximately 55 individuals were on home detention every day. Electronic devices supplement close supervision by staff for sentenced and pre-trial offenders with more serious charges. There are currently 42 individuals on electronic monitoring and 52 people on home detention at this time.

Disposition Court Unit

The Disposition Court was implemented to expedite the dispositions of cases for individuals confined on non-violent offenses or nuisance crimes. Disposition Court is normally held once every week. In FY 2018, 209 inmates were served by the Expedited Court Process.

Inmate Records Unit

The Inmate Records Unit managed 9,875 records in Fiscal Year 2018. This unit maintains a case file and computerized record on each inmate from his or her intake to their release. The computerized records in the Correctional Information Management System are used by various components of the criminal justice system on a daily basis. The Records Unit also coordinates the movement of inmates to court appearances and other correctional facilities. Records' paralegals are also responsible for interpreting court documents and coordinating the appropriate release of detainees.

Classification Unit

Classification counselors assign detainees to various housing units based on their commitment charges, criminal histories and institutional behavior. Classification staff also coordinates periodic reviews of their housing decisions, as well as chair and participate in departmental boards. Approximately 6,607 inmates were classified in FY 18, including disciplinary unit, workers, restrictive housing and reclassifications. The team also conducts administrative hearings when an inmate does not comply with departmental rules. A total of 1,019 administrative hearings were conducted.

Pretrial Investigative Unit

The Pretrial Investigative Unit utilizes criminal justice information systems to compile criminal histories and conducts interviews of detainees, who are scheduled for bail review. This unit conducted 4,900 interviews in FY 2018. Verified information is presented to the court to assist judges in determining appropriate conditions of release.

Diminution Unit

The Diminution Unit is responsible for calculating the time served by individuals who are committed to the Department of Corrections. The unit reviews the files of sentenced inmates, projects release dates and calculates diminution credits. This calculation includes good time (time with no infractions), industrial time (participation in inmate worker programs or other educational or treatment programs) and special time (approved only by the Director). In FY 2018, 598 files were reviewed by the Diminution Coordinator.

Information Research Unit

The Information Research Unit analyzes and stores data to submit reimbursements for the Department through the Bureau of Justice State Criminal Alien Assistance Program for foreign-born detainees. This unit also handles court-ordered expungements and ensures state training certificates are current based on the National Crime Information Center (NCIC).

HUMAN RESOURCES DIVISION

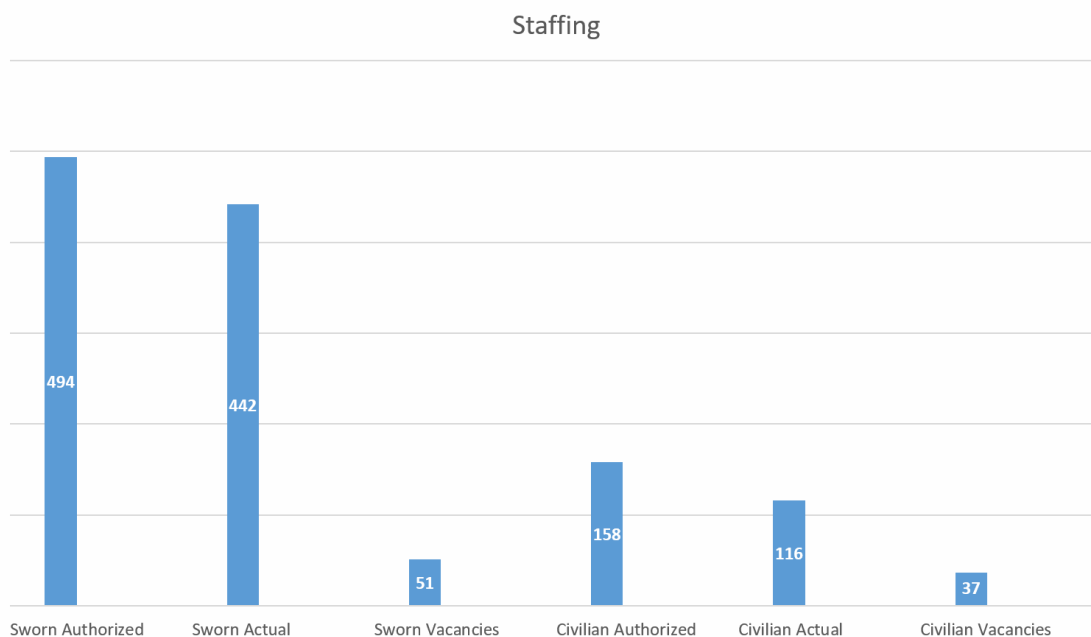
The Human Resource Division's mission is to provide effective technical and logistical support for information systems and statistical analysis, compliance with professional standards, personnel services, recruitment of correctional officers and staff training. Its goals include: to accomplish its mission with responsive customer service; recruit and hire qualified staff; provide personnel services in an accurate, timely and pro-active manner; promote staff development with quality training programs; maintain state certification and national accreditation; and foster the use of improved information technology within the Department of Corrections. The Human Resources Division is composed of a **Compliance Section, Personnel Section, Training Section and a Recruitment Unit.**

Compliance Section

The Compliance Section oversees facility certification and accreditation and maintains the policies and procedures, post orders and the inmate handbook. In keeping with the Prison Rape Elimination Act (PREA) standard 115.88 (C), the Department is required as an institution to publish its statistics annually.

Personnel Section

The Personnel Section performs the day-to-day personnel services required for a large organization, including payroll, time and attendance, performance evaluations, maintaining personnel files, testing processes (entry level and promotional) and as liaison to the county's Office of Human Resources Management. The Personnel Section is responsible for monitoring interview activity for internal and external applicants. The Section processes a number of actions including new hires, promotions, demotions, pay adjustments and various other Human Resources management-related functions. The staffing statistics for FY 18 is posted below.



Training Section

The Training Section includes sworn and civilian employees, who deliver or coordinate all aspects of the departmental training program, including a 15-week, State-certified Training Academy for new recruits, an annual in-service training program for all employees, supervisory training, mid-level managers' training and executive level training. Currently, a significant portion of in-service training requirements is being provided through an interactive computer based training system. In Fiscal Year 2018, the Training Section completed three, 15-week Correctional Entry Level Training classes. In-service training for correctional staff was completed with 100 percent compliance with the Maryland Police & Correctional Training Commissions (MPCTC) for calendar year 2018. Bowie State University students also conducted a seminar on professionalism and ethics in the workplace. The Crisis Intervention Stress Management (CISM) coordinator continues to provide leadership and staff development on trauma training. Correctional Officer Survival Training (COST) continues to be offered to all staff to ensure they have the training necessary for their self- defense in housing units.

Recruitment Unit

The Recruitment Unit identifies quality applicants to join the Department. In FY 18, the Recruitment Unit attended 80 job fairs, which included colleges, resource centers, military bases and community events. The Recruitment Unit continues to develop and evaluate strategies for talent acquisition based on the Department's values, goals and hiring needs. In addition, the Recruiters also participates in various special projects, conducts facility tours and responds to telephone inquiries about career opportunities in Corrections. Pictured below are two of our recruiters: Cpl. Fowler and Sgt. Jackson.



SUPPORT SERVICES DIVISION

The mission of the Support Services Division is to provide daily operational logistics, material, services and information designed to assist staff in operating a safe, secure and healthy facility. The Support Services Division is composed of two sections: **Facilities Services** and **Fiscal Services**.

Facilities Services Section

Facility Services houses and purchases supplies, maintains inmate property, and oversees the Laundry Units. The Facilities Services Section serves as the liaison to the Facilities Operations and Management (FOM) and Fleet Management Divisions in the Office of Central Services.

The Facilities Services Section oversees the maintenance and care of inmate clothing and uniforms. This includes laundering of all of the inmates' clothing. During FY 2018, approximately 18,867 intakes and releases per month were processed through the property unit, and approximately 6,929 laundry loads were handled. Twelve (12) abandoned property reports were processed and filed, and more than 30 property exchanges were made.

This section includes a Building Operations Unit, Supply Unit, Fleet and Vehicle Management, and Facility Maintenance, which works closely with the Facilities Operations and Management Division of the Office of Central Services. Responsibilities include coordination of building maintenance, supervision of inmate work crews, liaison with the Office of Central Services, provision of supplies required by staff and inmates and management of the Department of Corrections fleet of vehicles. Uniforms and other officer clothing or ornamentation needs are available at the supply store.

Fiscal Services Section

This section includes Budget, Procurement, Contract Monitoring and Inmate Finance Units. The Fiscal Services Section prepares and monitors the Department's annual Operating and Capital Improvement budgets, grants and oversees the department's major contracts for food and medical services. This section also accepts, controls and returns inmate funds; stores inmate valuables; ensures delivery of inmate commissary orders and mail; and oversees contracts for food, medical, telephone, and inmate commissary services. Food management is provided by ARAMARK Correctional Services. ARAMARK furnishes meals for inmates and staff, maintains and controls inventory of food supplies, and supervises inmate workers who help prepare and serve meals under strict staff supervision. During FY 2018, ARAMARK served 1,254,249 meals at the Correctional Center.

Fiscal Services also monitors the medical services contract with Correctional Medical Services, Inc. (Corizon). Services include medical screenings, histories, physicals, routine sick call, emergency response, infirmary, dental care, and mental health care. Inmates pay \$4 for a medical assessment, but medical care is never denied to those unable to pay. During FY 2018, there were 7,272 inmates seen by nurses on sick call, while physicians saw 8,426 individuals. There were 571 dental sick call services and 2,167 mental health sick calls. During this same period, there were 8,080 medical screenings and 1,692 health education hours provided in intake housing.

Department of Corrections

Fiscal Year 2018 (July 1, 2017-June 30, 2018)

Financial Summary

FY 2018 Source of Funds: This agency's funding is derived primarily from the Prince George's County General Fund. Grants comprise .6%, while General Funds account for 99.4%.

	FY2016 <u>Actual</u>	FY2017 <u>Budget</u>	FY2017 <u>Estimated</u>	FY2018 <u>Approved</u>	Change <u>FY17-18</u>
Total Expenditures :	\$81,295,111	\$82,327,200	\$86,272,100	\$87,334,200	6.1%

Expenditure Detail:

Director's Office	4,115,649	3,914,600	3,876,700	3,942,300	0.7%
Human Resources	2,915,377	3,297,600	5,346,900	6,970,800	111.4%
Security Operations	33,980,546	38,939,500	42,392,900	43,220,500	11%
Population Management	6,178,023	8,827,000	8,893,500	6,023,200	-31.8%
Support Services	11,113,649	11,909,300	10,035,600	10,422,200	-12.5%
Inmate Services	3,759,543	5,396,900	5,458,300	3,067,000	-43.2%
Special Operations	19,070,873	9,903,100	10,060,500	10,825,000	9.3%
Grants	298,522	319,200	387,700	495,000	55.1%
Recoveries	(137,071)	(180,000)	(180,000)	(191,500)	6.4%
TOTAL	\$81,295,111	\$82,327,200	\$86,272,100	\$87,334,200	6.1%

Sources of Funds:

General Fund	\$80,996,589	\$82,008,000	\$85,884,400	\$86,839,200	5.9%
Grants	246,407	232,800	682,100	665,100	185.7%
TOTAL	\$81,295,111	\$82,327,200	\$86,272,100	\$87,334,200	1.3%

Department of Corrections

Fiscal Year 2018 (July 1, 2017-June 30, 2018)

General Fund Information

	FY2016 Actual	FY2017 Budget	FY2017 Estimated	FY2018 Approved	Change FY17-18
Expenditure Summary					
Compensation	\$45,487,263	\$48,318,000	\$50,765,200	\$51,122,600	5.8%
Fringe Benefits	\$22,083,104	\$22,177,200	\$23,595,000	\$24,078,700	8.6%
Operating Expenses	\$10,463,293	\$11,692,800	\$11,704,200	\$11,829,400	1.2%
Capital Outlay	\$0	\$0	\$0	\$0	0%
	\$81,133,660	\$82,188,000	\$86,064,400	\$87,030,700	5.9%
Recoveries	(137,071)	(180,000)	(180,000)	(191,500)	6.4%
TOTAL	\$80,996,589	\$82,008,000	\$85,884,400	\$86,839,200	5.9%

STAFF

Full Time - Civilian	-	147	-	154	4.8%
Full Time - Sworn	-	493	-	493	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

The Fiscal Year 2018, compensation expenditures increased 5.8% under the FY 2017 budget due to anticipated cost of living and merit adjustments, two recruit classes, overtime and staffing complement changes. Compensation costs includes funding for 647 full-time positions. Fringe benefit expenditures increased 8.6% over the FY 2017 budget due to staffing complement change and anticipated change in benefit costs. Operating expenditures increased 1.2% over the FY 2017 budget due to increases for inmate food services, medical and transportation contracts.

Major Operating Expenditures — FY2018

General & Administrative Contracts	\$7,785,100
Operating & Office Supplies	\$1,007,800
Office Automation	\$1,285,600
Operational Contracts	\$325,000
Building Repair & Maintenance	\$242,900

Fringe Benefits as a % of Compensation

FY2016 Actual	45.5%
FY2017 Budget	45.9%
FY 2018 Approved	47.1%

CELEBRATING

DIRECTOR MCDONOUGH'S

Tenth Year as Director

10 Years



This Fiscal Year 2018 Annual Report is a publication of the **Prince George's County Department of Corrections** 13400 Dille Drive, Upper Marlboro, MD 20772. **Rushern Baker III, County Executive, Nicholas Majett, Chief Administrative Officer, Mark Magaw, Deputy Chief Administrative Officer for Public Safety, Mary Lou McDonough, Director of Corrections.** Editor: Andrew R. Cephas, Graphics and Design: Ellis Williams. For more information, contact Andrew Cephas, 301-952-7017/e-mail: ARCephas@co.pg.md.us, Web site address: www.princegeorgescountymd.gov

