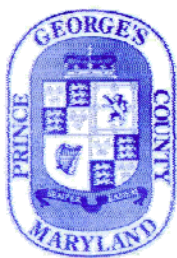


PRINCE GEORGE'S COUNTY
DEPARTMENT OF CORRECTIONS



FISCAL YEAR 2013

MARY LOU MCDONOUGH, DIRECTOR



THE PRINCE GEORGE'S COUNTY GOVERNMENT
County Correctional Center
13400 Dille Drive
Upper Marlboro, Maryland 20772

Corrections and the Community – A Partnership for Improved Life



Dear Friends:

This 2013 annual report is written documentation of the progress the Department of Corrections (DOC) has made and continues to make serving a difficult population. The staff continues to amaze me with their ingenuity, professionalism, hard work and determination to make the department remain a leading correctional institution in the state. This year marks my fifth year as Director, and I am proud of the accomplishments and successes we have celebrated.

Annually more than 29,000 arrestees come through the doors of DOC. This report gives specific numbers on how we house individuals, the number of programs available, the number served by those programs and how the day-to-day divisions operate. To serve our staff and inmate population better we broke ground on construction of a new kitchen which will open in FY2014. This will enable us to serve fresher food faster to both the inmates as well as staff.

The Department of Corrections lost a wealth of knowledge through 28 retirements. Through cross-training and ongoing professional development we continue to perform our duties and responsibilities without compromising service. Last year, the mentoring program Correctional Officers Protecting and Educating Students, served more schools than we have to date in a single year including two new schools within the County Executive's Transforming Neighborhood Initiative area of Oxon Hill.

This year also marked the beginning of mandatory annual training of the eliminating rape in prison through the Prison Rape Elimination Act. All employees, volunteers, as well as legal counsel are receiving training on how to prevent, detect and respond to incidents of rape and sexual assault. This training is in compliance with a zero tolerance policy that has been adopted by the department.

I am honored to present this 2013 annual report to explain our programs, our services, and our operations in dealing with the incarcerated population.

Sincerely,

A handwritten signature in cursive script that reads "Mary Lou McDonough".

Mary Lou McDonough, Director

PRINCE GEORGE'S COUNTY EXECUTIVE STAFF



Bradford L. Seamon
Chief Admin. Officer



Rushern L. Baker, III
County Executive



Barry L. Stanton
DCAO for Public Safety

LEGISLATIVE BRANCH



Prince George's County Council

DEPARTMENT OF CORRECTION'S EXECUTIVE STAFF



Ms. Yolonda Evans
Public Information
Officer



Ms. Mary Lou McDonough,
Director



Capt. Gregory Smith
Chief, Legal Affairs



COL. G.O. Harris, Deputy Director
Bureau of Operations



COL. W.J. Smith, Deputy Director
Bureau of Administration



LTC. H. Hilton, Chief
Operations
Division



Ms. Corenne Labbe, Chief
Support Services
Division



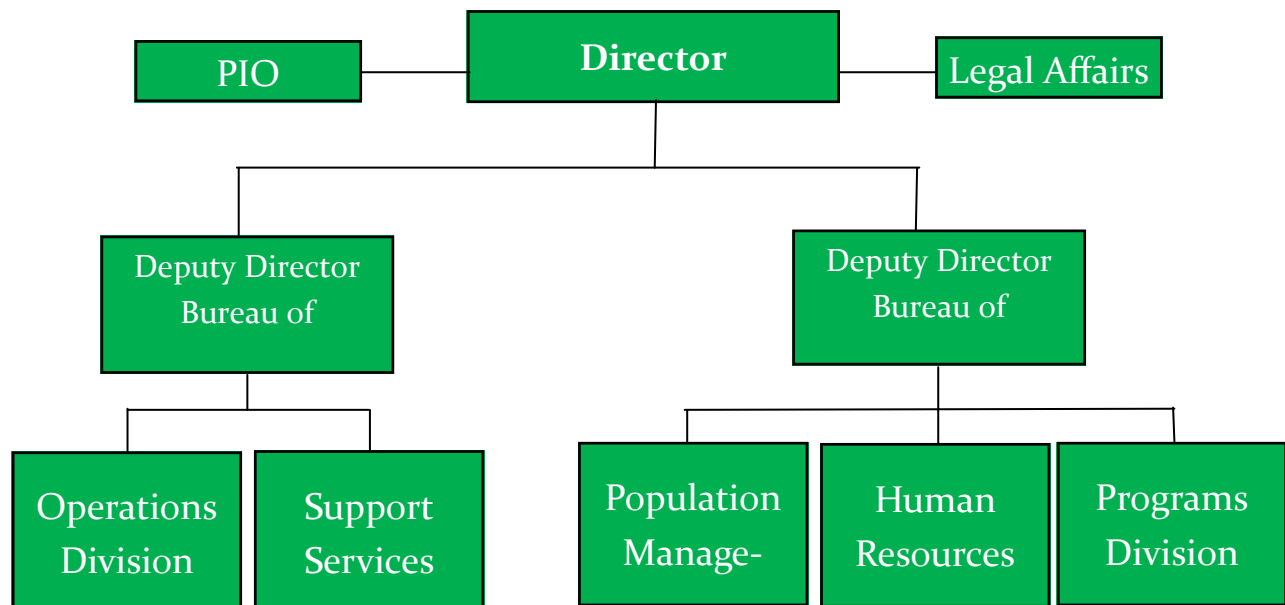
J. Logan, Chief
Population Man.
Division



W. Simmons, Chief
Program Services
Division



W. Frazier, Chief
Human Resources
Division



Prince George's County Department of Corrections

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.

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.



Correctional Center Undergoes Construction

During Fiscal Year 2013 the Prince George's County Department of Corrections started construction for a new kitchen facility. Currently, the Department of Corrections prepares approximately 5,000 meals daily for inmates and staff. The kitchen is located on the lower level of the facility. The new kitchen will be located on the same level as the housing units and the Officers Dining Room which will provide for easier dissemination of meals to inmates and staff. In 1987 the original kitchen was designed to prepare meals for approximately 300 inmates. Today, the facility's average daily population is 1,329.

CORRECTIONS IN THE COMMUNITY

Honor Guard

Honors and Competes

The Department of Corrections' award-winning Honor Guard team, pictured at Judiciary Square in Washington, D.C. participates annually in a wreath laying ceremony for National Correctional Employees Week by honoring Correctional Officers (across the country) who died in the line of duty.

An annual competition of precision ensues after the wreath laying ceremony. Correctional Honor Guard teams from Washington, D.C., Montgomery County, Fairfax County, Alexandria City, and Prince George's County participated in the May 2013 event. The Prince George's team tied for 2nd place with Washington, D.C.

The Honor Guard team pictured includes: Corp. Pena, Sgt. Brunson, Sgt. Garrison, and MSgt. E. Miller.



Tours

Each year the Department of Corrections (DOC) gives tours to law students, nursing students, Job Corp students, Law Clerks, new Commissioners, lawmakers, new judges, summer youth employed by the county, correction officers from other states, University of Maryland students, and a Chinese Delegation that comes annually. This year a group of prison officials from Nigeria also visited DOC and had the opportunity to meet Congressman Steny Hoyer.

These tours give a glimpse into how DOC operates as a direct supervision jail and how we manage a very difficult population using inter-personal communication skills. The tours also demonstrate how our regional processing staff help police officers get back on the street quickly after bringing in arrestees.

CORRECTIONS IN THE COMMUNITY



Walking to Bring Awareness

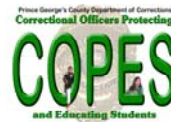
DOC participates in many community activities to bring awareness to medical conditions that affect staff and their families. In FY 2013 the Department of Corrections collected more than \$1,100 for Multiple Sclerosis.

Many of the staff also participated in the MS walk held in Bowie, Maryland.

According to www.nationalmssociety.org Multiple sclerosis (MS) is a chronic, often disabling disease that attacks the central nervous system (CNS), which is made up of the brain, spinal cord, and optic nerves.

The Pencil Box Project Continues its Mission

Fiscal Year 2013 marked the 18th year for the Pencil Box Project. County Executive Rushern L. Baker, III helped employees from the Department of Corrections pass out school supplies to students at Glenridge Elementary School to start their year off with all the necessary items. The Pencil Box Project will expand to include students in the Transforming Neighborhood Initiative areas which are six locations in the county that have been identified as vulnerable communities that will be infused with cross governmental services to improve the quality of life for residents.



In Fiscal Year 2013, 238 students received mentoring through the Correctional Officers Protecting and Educating Students (COPES) Program. COPES completed its 8th year of mentoring students on topics including being drug free, gang free, and anti-bullying. COPES began at Glenridge Elementary School in Landover Hills, Maryland in 2005 and Department of Corrections' employees continued working with students at Glenridge Elementary School in 2013. Two new schools were added in FY 2013. They are located in one of the County Executive's Transforming Neighborhood Initiative Areas of Oxon Hill. They are Glassmanor and Barnaby Manor Elementary schools.

CORRECTIONS IN THE COMMUNITY

Corrections Joins the Sheriff's Department in Christmas in April Project



The Department of Corrections joined the Sheriff's Department team at a home in Landover, MD. The home was given a much needed facelift with paint, landscaping, and cleaning. More than 3,000 volunteers participated throughout the county to help 90 low income homeowners refurbish their homes. This event occurs every year on the last Saturday in April.



Volunteers Provide Many Services to Corrections

There are more than 400 volunteers at the Department of Corrections. These men and women provide an array of services to the inmates that include exercise classes, religious services (bible study) and education services. The Good News Jail and Prison Ministry hosts an annual fundraiser that the Department attends. The Good News Jail and Prison Ministry provides approximately 90% of the volunteers who come to the jail to deliver religious services. Chaplain James Penn oversees this program and is assisted by Chaplain Filiberto Romero who is Spanish-speaking and helps with the detainees whose first language is Spanish.



Hispanic Heritage Month Celebrated with Inmates

Chaplain Filiberto Romero spends hours each year planning and raising funds to support the Hispanic Heritage Celebration which occurs annually in September. Chaplain Romero secures the speaker for the event, entertainment, food, and works with passion and dedication to make the event a success each year. The FY 2013 event brought the media, guests from several embassies and the inmates as well as staff enjoyed the annual event.



CORRECTIONS IN THE COMMUNITY



Public Safety Food Basket

The Department of Corrections helped distribute 3,235 food baskets to Prince George's County residents in need through the Public Safety Food Basket Program. The Public Safety Food Basket Program completed its 28th year of serving those in need. Corporal Thomas with the Department of Corrections has participated in organizing the event and being Santa for the past nine years.



Summer Youth Assist throughout Corrections

The Department of Corrections hires summer youth each year. This program gives the teenagers an opportunity to earn money during the summer and also allows the youth to gain employment experience from professionals throughout the organization. These youth were assigned to Human Resources, the Director's Office, the Records Unit, and Support Services. They served as customer service agents, file clerks, photographers, and special project coordinators. This will be an experience that will help them in their future careers.



Front Row: Alexander Gamble, Naheesah Labbé, Endia Gray, Kamren Jefferson, Justin Pringle **Back Row:** Director McDonough, Evander Gamble, Zitel Okudoh

RECOGNITION AND HONOR

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 above and beyond normal duty. The Officer of the Year is also chosen at that time.



Officer of the Year

Corporal J. Jones was honored at this year's Valor ceremony as Officer of the year. The 9 year veteran always displays professionalism and a communication style that is respectful. He has been an excellent example and mentor to other officers. He is also a member of the Emergency Response Team with the Department.

Retirees Honored

This year the Department of Corrections congratulated 28 individuals on their retirement. Every division at the Correctional Center has felt the absence of long-time correctional professionals who (many of them) have worked their entire careers at the Department of Corrections and in Prince George's County. The Prince George's County Officers Association congratulated many of them at a nice ceremony held at Rod 'n' Reel in Chesapeake Beach, MD.

Valor Award Recipients



Row 1- left to right: Sgt. Cumberbatch, MCpl. Downs, Cpl. Garnett, Cpl. Miller, Cpl. Patterson, Cpl. Ramirez
 Row 2- left to right: Cpl. Rodolph, Cpl. Taylor, Cpl. Vo, Cpl. Waddy, Cpl. West, Sgt. Williams
 Row 3 (below) – left to right: Cpl. Jones, Cpl. Nicholson



FY 2013 Employees of the Month

July 2012	Corporal Okolo, Private Weber
August 2012	Private McCants, Private Najera
September 2012	Private First Class Armstrong, Chardon Dingle
October 2012	Sergeant Shelley, Kathy Burns
November 2012	Corporal N. Miller, Corporal Vo
January 2013	Sergeant Holliday, Corporal W. Taylor
February 2013	Corporal Holland, Private First Class Dark
March 2013	Private First Class Critten, Private Boyd
April 2013	Private First Class A. Watson, Sue Grimes
May 2013	Private First Class K. Hardesty, Olu Adebajo
June 2013	Corporal Pena, Corporal Mehta

Gang Unit Receives Governor's Award



Three officers assigned to the Gang Unit in the Office of Professional Responsibility and Legal Affairs received the Governor's Crime Prevention Award. These officers prevented an inmate's attempt to murder a key witness in a case.

PROGRAM SERVICES

The mission of Program Services is to provide quality inmate programming to detainees prior to being released; to ensure that mandated services are provided under the least restrictive setting while maintaining security in a safe environment for staff and detainees; to develop and maintain community partnerships that encourage volunteers to participate in and take ownership of the correctional process; to provide the opportunity for offenders to leave the County Correctional Center with increased knowledge that will assist them in functioning as productive members of society. Program Services is divided into two sections: Inmate Services and Community Services.

Inmate Services Section

Auto Body Repair/Automotive Technician

The Department of Corrections, in partnership with Marlboro Auto Body, provides apprenticeship training for detainees, who receive on-the-job training from experts in the field of auto body repair. Two (2) inmates are currently enrolled and are successfully completing this six-month (6) program. Upon release, program participants are given a tool kit by Marlboro Auto Body to assist them in their new venture. Job placement is also a part of this training program. The Automotive Technician program provides basic apprentice training in auto repair and maintenance. Graduates are assisted with employment counseling and job placement and receive a tool kit. This twelve-week (12) program is under the supervision of a certified technician.

Women's Empowerment Program

In collaboration with the Prince George's County Department of Social Services, this six-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, participants become "treatment ready" by identifying the roots of various negative influences and behavioral patterns. In addition to the life skills portion of the program, Nail Technology and Fundamentals of Cosmetology programs provide theoretical and practical application vocational training from certified state instructors.



Education

The Education Unit provides academic instruction in Adult Basic Education, Pre-GED, GED preparation 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 exam is given every other month. Thirty-nine (39) individuals earned their high school diplomas in FY 2013. The Department of Corrections celebrates this occasion with a diploma ceremony and invites family and friends to attend.

Fundamentals of Cosmetology

Fundamentals of Cosmetology is a four-week (4) 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 apprenticeship and other beauty culture related jobs. Thirty-five (35) participants received certificates of completion for the Fundamentals of Cosmetology program, and eight (8) participants were placed in beauty culture related jobs.

Juvenile Program

The Juveniles in Adult Correctional Systems (JACS) Program is designed to meet the specific needs of adolescents 14-17 years of age detained at the Correctional Center. 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 participate in a variety of activities; including religious studies, academic education (provided in conjunction with the Prince George's County Public School System), Building on Spiritual Substance (BOSS), and the Youth Challenge Program.

Library Services Unit

The Library Services Unit, including law library, is available to all housing units. It is a branch of the Prince George's County Memorial Library System. Access to legal information services is provided through inmate visits to the law library and written responses directly to the inmate. In Fiscal Year 2013, law library sessions logged in 3,250 attendees and approximately 2,500 books were circulated.

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 2013, six (6) participants received a certificate of completion from the nail program.

Recreation Unit

The Recreation Unit offers basketball, volleyball, weight training, boxing and passive recreation such as board games. The Department of Corrections believes recreation is essential for the incarcerated population. There are aerobics, pilates and yoga classes for females. The male population participates in basketball and boxing events. Recreation serves as a stress and anxiety reducer to help decrease incidences of violence in the facility and helps detainees redirect energy toward positive achievements.

Religious Services Unit

The non-denominational chaplain services are provided through an agency agreement with the Good News Jail & Prison Ministry, with as many as 450 active volunteers from community religious organizations providing assistance. Religious services and counseling are available daily on a voluntary basis. During Fiscal Year 2013, 8,300 inmates attended religious studies and 3,600 participated in worship services. Some have attended more than one service. There were more than 1,500 crisis counseling sessions, and volunteers provided about 3,000 hours of religious services. Death notices for funerals delivered to staff and inmates totaled 27. The 'Look Behind the Walls' tour for pastors and community leaders was held monthly, and four basic training courses from the Good News Jail and Prison Ministry were provided to prepare new volunteers.

Barber Styling School

The objective of this state certified program is to ensure employment upon release after having obtained sufficient practical application and barber theory while incarcerated. Partnership between the educational and barber programs allows trainees to earn credit toward their barber's license and attain a GED. During Fiscal year 2013, fifteen (15) 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.



Community Corrections

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.

CCoRT Substance Abuse Drug Treatment

Comprehensive Correctional Recovery and Treatment Program (CCoRT) is a program designed to provide a comprehensive approach to treatment, and is an intensive therapeutic approach aimed at the criminal and substance using lifestyle rather than a focus on substance abuse alone. Critical to the success of this program is the follow-up that is provided after the participant returns to the community. Advances that occur during treatment must be reinforced through continued care, and this is best enforced by supervision in conjunction with a gradual reintegration back into the community through the Day Reporting Program. To that end, contact is maintained with community resources to provide outside support for each person who completes the program.

Community Service Program

The Community Service state-mandated program serves as a viable option to community charitable, tax-supported, and non-profit organizations by providing unpaid labor to improve, sustain and expand public services without having to raise taxes or hire paid staff. The program provides a sentencing option to the judiciary for adults and juveniles, giving eligible non-violent offenders the opportunity for immediate restitution for the offenses charged and committed. Its objectives are to operate a centralized agency for all community service assignments; develop and establish non-profit, charitable and governmental work sites; establish and maintain good relations with site providers and the community; establish administrative user fees and payment guidelines; and monitor and supervise work sites. During FY 2013, the community service participants completed a total of 101,826 unpaid hours resulting in a cost savings of \$728,056.00. Over the past year, the program experienced an increase in revenue as well as participants enrollment and hours completed.

Day Reporting Program

Day Reporting is funded by the Department of Corrections and housed at Adams House in Suitland, Maryland. It assisted 49 individuals in FY 2013. It is designed as an alternative to incarceration to aid nonviolent offenders to reintegrate successfully into the community. The Day Reporting Program provides a variety of support services and substance abuse treatment. Day Reporting intakes include graduates of the CCoRT Program, the barber styling school and other eligible inmates.

Domestic Violence

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. The Domestic Violence Program assisted 255 individuals in FY 2013.

Jail Based Substance Abuse Treatment

The Jail Based Substance Abuse Treatment Program worked with 140 inmates in FY 2013. It is an Alcohol and Drug Abuse Administration certified grant-funded state program with a 28-day treatment regimen and a relapse prevention segment primarily designed to target short-term, pre-trial detainees, and high risk population with a drug abuse history. The program uses a two prong approach: 1. The Living In Balance Models (designed to treat substance abuse and dependence in the context of the whole person) and 2. Trauma Recovery Empowerment Model (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.

Prevention with Incarcerated People

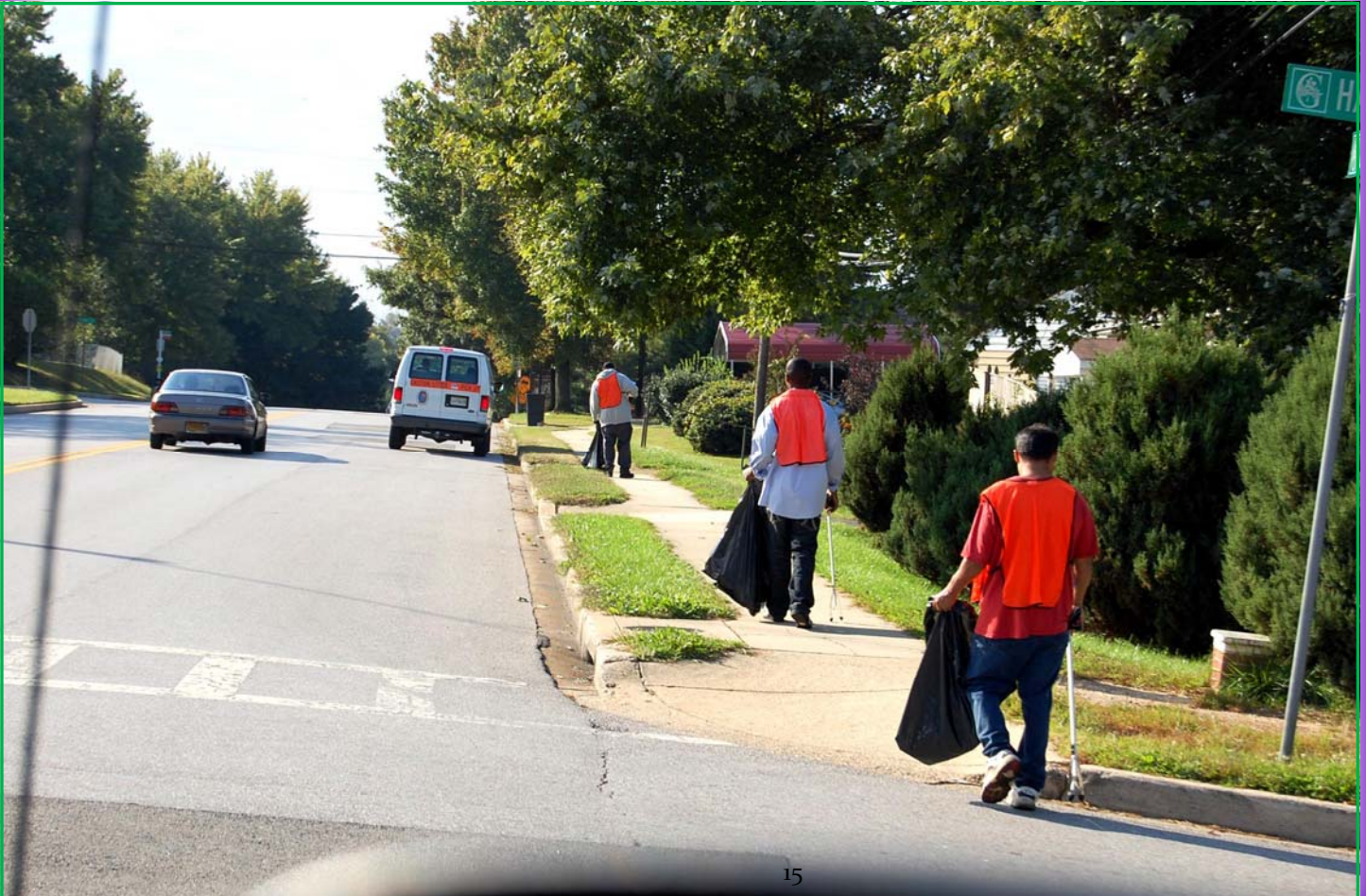
Prevention with Incarcerated People (PIP) provides prevention education to high-risk men and women, and provides individual and group counseling with preventive education on sexually transmitted diseases and HIV/AIDS. This service was provided to 695 individuals during 2013. It is a service provided 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 according to the specific needs of the participants. Counselors complete a needs assessments during the five week duration of the program.

Re-entry 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 Unit served 466 individuals (during FY 2013) by submitting applications for entitlements such as 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). By collaborating with various government agencies and community-based organizations, the Re-entry Unit aims to link individuals with resources that will enable them to be successful in the community.

Work Detail

The Work Detail Program is afforded to all detainees who are sentenced to serve time in the County Correctional Center. In Fiscal Year 2013, 1,698 participants were a part of the Work Detail Program. Detainees sentenced to 18 months or less may be eligible for the Work Detail Program. A work detail assignment allows detainees to participate in work assignments both inside the jail, or in the community.



POPULATION MANAGEMENT DIVISION

The mission of Population Management is to create and maintain an accurate Records and Classification case file and computerized record on every inmate, classify inmates properly into appropriate custody levels, enable the courts to establish appropriate conditions of release by providing reliable information on the inmate's background community ties and criminal history, monitor pre-trial defendants and county sentenced inmates on various levels of alternatives to incarceration. Population Management coordinates day-to-day operations that impact all criminal justice agencies. The Expedited Court Process falls under the Inmate Records and Release Section, which also includes the Disposition Court Program, Inmate Records Unit, Inmate Release Team, Diminution Coordinator, Records Unit Coordinator, and Warrant Service Officer. The Community Supervision Section is composed of the Case Management/Pre-Trial Supervision Unit, the Inmate Drug Lab, and the Monitoring Services Unit. The Investigative Profile Section is comprised of the Pre-Trial Investigation and Classification Units.

Inmate Records Unit

The Inmate Records Unit managed 29,520 records in 2013. This unit maintains a case file and computerized record on each inmate from his or her intake to release. The computerized record in the Correctional Information Management System are used by various components of the criminal justice system on a daily basis. The unit also coordinates movement of inmates to court appearances and other correctional facilities. Record's paralegals are also responsible for interpreting official court documents and coordinating the appropriate release of detained individuals.



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 provides urine screening to detect illegal substances or alcohol use. It also provides services for Pre-Trial Release, Home Detention, Day Reporting, Juvenile Services and the Courts, including Drug Court. A total of 18,015 urine screenings were conducted in 2013.

Warrant Service Officer

The Warrant Service Officer identifies and verifies outstanding warrants on detained individuals. This office verified 27,037 warrants during 2013. This includes completing appropriate criminal justice system research, preparing necessary documents, and presenting detainees before commissioners. Failure to identify and serve warrants prior to release has budgetary consequences because the Department could end up maintaining continuous custody and care of individuals who otherwise might have been released.

Diminution Coordinator

The Diminution Coordinator is responsible for reviewing files of sentenced inmates, projecting release dates, calculating diminution credits for good conduct or through program participation. This highly specialized position also arranges the weekly transport of state-sentenced inmates and prepares invoices to obtain reimbursement from the federal and state governments. In 2013, 679 files were reviewed.

Records Unit Coordinator

The Records Unit Coordinator is responsible for supervising, analyzing and monitoring the daily workload of the Records Unit. This staff member ensures compliance with court orders, coordinates the movement of detainees from the facility to other local/state facilities in response to Writs Ad Prosequendum and/or Testificandum, and serves as an official Custodian of Records for the Department.

Monitoring Services Unit

Pre-trial defendants who require a higher level of supervision may be placed on electronic monitoring, 1,215 defendants received electronic monitoring. This unit provides a sentencing alternative for sentenced offenders (home detention). Electronic devices supplement close supervision by staff for sentenced and pre-trial offenders with more serious charges. There are currently 3,180 individuals on home detention.



Expedited Court Process

The Expedited Court Process, or Disposition Court, was implemented to expedite the dispositions of cases for individuals confined on non-violent offenses or nuisance crimes. Expedited court is normally held once each week. In 2013, 496 inmates were served by the Expedited Court Process.

Classification Unit

Classification counselors assign detainees to the least restrictive custody level based on their commitment charges, criminal histories and their institutional behavior. Classification staff also coordinates periodic reviews of their housing decisions, chair and participate in departmental boards, ensure due process is provided when an inmate is charged with violating an institutional rule, and screen detainees seeking to participate in programs or become inmate workers.

Pre-Trial Investigations Unit

The Investigations Unit utilizes criminal justice information systems to compile criminal histories and conducts interviews of detainees scheduled for bail review. This unit conducted 8,895 interviews in FY2013. Verified information is presented to the court to enable the judge to establish appropriate conditions of release, such as bond amount and an appropriate level of Pre-Trial Supervised Release Programs.



DIVISION OF OPERATIONS

The Division of Operations consists of Security Operations and Special Operations under the direction of a lieutenant colonel as division chief. The Division is responsible for institutional security as well as regional booking, processing and tactical operations. The Special Operations section within the Division consists of a major, who serves as commander and two lieutenants serving as section chiefs over regional booking and tactical operations. Section chief lieutenants coordinate the schedules and activities of the regional booking unit, warrant and indictment service unit, Emergency Response Team (ERT) Unit, Honor Guard Team, Hospital Security, Key Control, Lethal and Non-lethal Armories, and the Transportation Unit. Special Operations provides the support functions for the day-to-day facility operations. Institutional security is maintained by officers assigned to three separate eight-hour shifts seven days a week. Each shift is commanded by a captain, serving as shift commander, with four lieutenants assigned as operations lieutenants and facility security inspector lieutenants. Each shift has 18 sergeants assigned as first line supervisors and zone commanders. In 2013, the Department was authorized 493 sworn (uniformed) correctional officers. The Division of Operations is responsible for security of the County Correctional Center and its satellite facilities. It manages and supervises adult male and female detainees, including juvenile offenders waived by the courts as adults. Correctional officers staff 18 separate housing units plus the medical sick call infirmary and both male and female medical housing units, food service preparation "kitchen" areas where they provide supervision and security. The Correctional Center's total inmate capacity is 1,527. During 2013, the County Correctional Center's average daily inmate population was 1,329.

Emergency Response Team

The Emergency Response Team responded to 1,088 calls for service in Fiscal Year 2013. This elite unit referred to as ERT, is a specially trained unit consisting of three squads of ten officers plus one ERT sergeant serving as supervisor, per squad per shift, totaling 33 ERT unit officers. The ERT is charged with 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 and they 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. Each officer is mandated and required to participate in structured weekly training regimens to maintain state certification, totaling over 200 hours of specialized training a year, in addition to participating in yearly interagency emergency drills.

Transportation Unit

The transportation unit made 2,117 transports in Fiscal Year 2013. This unit is comprised of two highly specialized trained officers per shift to safely conduct daily routine transports. The Department of Corrections has 151 officers certified between three shifts to enable multiple transports any time. Duties include providing transportation and security of county sentenced inmates and pre-trial detainees to hospitals, pre-scheduled doctor appointments, and funeral services; transferring inmates from the regional booking satellite site; transporting federal inmates to and from federal court; transporting from FedEx Field during football games, concerts and special events; and any other operational emergencies.

K-9 Unit



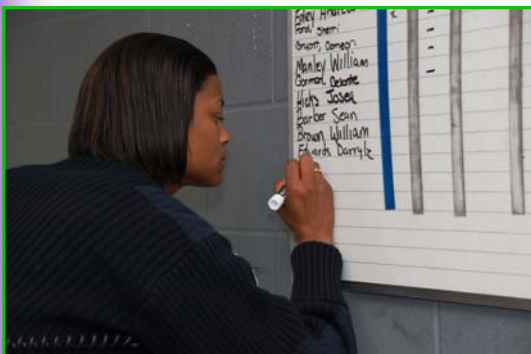
The K-9 Unit is an elite specially trained unit certified through the North American Police Working Dog Association. It consists of six K-9 teams comprised of state certified canine handlers (correctional K-9 officers) and state certified German Shepherd canine patrol dogs, two of which are cross trained 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 if a major incident occurs, the K-9 unit can assist if called upon. The K-9 Unit's primary responsibility is to provide perimeter security for the correctional facility, the training academy/home detention building and the nearby Day Reporting drug lab. 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 enforcing parking violations at irregular intervals. Canines live with their handlers and are transported to and from the facility when scheduled for duty.

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 allow increased police presence in communities by decreasing the time it takes to complete initial arrest paperwork. Once an arrestee is delivered 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 back 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 a total of 27,037 warrants and served 13,373 warrants in Fiscal Year 2013. Approximately 2,500 DNA samples a year are collected from individuals arrested for violent crimes. Regional booking staff is also assigned to work at FedEx Field 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.

A new centralized regional booking site is being planned by the County Executive, Deputy CAO for Public Safety, Corrections Director, County Police Chief, and Sheriff. The new site is planned for a centralized location to better accommodate law enforcement agencies. The site location within a mile of the Capital Beltway will shorten the time it takes law enforcement agencies to deliver arrestees and return back to the community. The facility design and size will enable regional booking officers to accommodate larger numbers of arrestees and permit more holding areas for segregation and safety of male and female arrestees, as well as officer safety and control without having to increase regional staffing officers. The new site will accommodate commissioners' offices for presentations and public service. Corrections medical staff can be on site to provide medical care and conduct medical screenings. The benefits for the Correctional Center will be that only committed detainees will be processed at the main facility, eliminating co-mingling between committed and non-committed detainees within the Center's processing area, and reducing contraband introduction and overcrowding.



In-House Warrant/Indictment Service Unit

This unit, also within Special Operations under the Division of Operations, serves and closes approximately 1,500 to 2,000 In-house warrants, and serves up to 1,000 Indictments yearly. These are warrants and indictments issued after an inmate has been committed to the Department of Corrections. This unit consists of three specially trained master corporal regional booking correctional officers. The unit identifies and verifies outstanding open warrants on committed individuals to include conducting all appropriate criminal justice system research, preparing all necessary documents and presenting detainees before the 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.



HUMAN RESOURCES DIVISION

The 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 way; 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 Unit, Personnel Unit, Recruitment Unit, Training Section and Planning Unit.

Training Section

The Training Section completed one 15-week Correctional Entry Level Training class. In-service training for correctional staff was completed with 100 percent compliance with the Maryland Police & Correctional Training Commissions (MPCTC) for calendar year 2013. One training class for First Line Supervisor was held in 2013 in conjunction with Prince George's Community College. The Field Training Officer (FTO) program continues to be a success to prepare officers to complete mandatory FTO training for certification. Special Projects Coordinator for Maryland Police and Corrections Training Commission conducted a seminar on Emergency Responders. Staff conducted a two day Mental Health Seminar. The Bowie State College students conducted a three day seminar on Professionalism and Ethics in the Work Place. The Office of Finance – Risk Management conducted a two day course for supervisors covering OSHA polices and industry safety and health principles. Crisis Intervention Stress Management (CISM) team leader 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 training in housing units. We were audited by the MPCTC Commission and received high marks.

Compliance Unit

The Compliance Unit intensified its work towards becoming compliant with the Prison Rape Elimination Act (PREA). The intent of PREA is to reduce or eliminate the incidence of rape and sexual abuse within correctional facilities. PREA also mandates that victims of rape and sexual abuse be treated humanely and receive proper health care. The Department of Justice has created 43 standards in support of PREA. The Department must be compliant with these standards by August 20, 2015.

Personnel Unit

The Personnel Unit staff processed annual performance appraisals and related paperwork generated by more than 600 employees. The staff responded to thousands of in-person, internal and external telephone inquiries. Personnel staff monitored employment interviews for civilian and specialized security positions, processed dozens of requests to fill vacant positions, and tracked vacancies until they were filled. In addition, they processed hundreds of personnel actions in the county's computerized Human Resources Management System, Cyborg, to include new hires, promotions, transfers and other personnel actions. The unit continues to train all staff in the county's new Employee Self Service program, which gives employees the ability to go online to view and print a copy of their paycheck and update their personal information to include their beneficiaries and health benefit information.

Recruitment Unit

The Recruitment Unit attended 42 job fairs throughout the Washington Metropolitan Region and 67 colleges, schools, skill source centers, or military bases were visited to inform and recruit individuals with an interest in corrections. The Recruitment Unit focused on identifying quality applicants with military, college, corrections job experience, or any combination of these. The Recruitment Unit continues to develop and evaluate strategies for talent acquisition based on the department's values, goals and hiring needs. The unit also expanded the number of career services websites it is connected to, thus providing college student's direct access to the department's website, application and employment information. The unit enhanced the manner in which it conducts tours. An evaluation component has been added and tours are now mandatory. The Recruitment Unit regularly attends job fairs during the year.

Planning Unit

The Planning Unit produces “C/Stat,” a monthly report used by the departmental management team and external agencies. This report compiles inmate and staff statistics from every division. C/Stat is the model for the county’s new Countystat reporting module. The Planning Unit collects, analyzes and reports departmental data used to plan and organize all aspects of the department including budget, staffing trends and forecasts, staff and inmate demographic information, as well as inmate services and program effectiveness. The Unit is responsible for responding to survey requests from various governmental entities.



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 three sections—Facilities Services, Fiscal Services, and a Property/Laundry Section.

Facilities Services Section

This section includes a Building Operations Unit, Supply Unit, Fleet and Vehicle Management, and Facility Maintenance, which work 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 Management, Inmate Finance, and Commissary Services Units. Fiscal Services prepares and monitors the annual operating budget, capital improvement program and contracts; 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 FY2013, ARAMARK served more than 1,694,160 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 FY2013, there were 7,237 inmates seen by nurses on sick call, while physicians saw 9,194 individuals. There were 928 dental sick call services, and 11,648 mental health sick calls. During this same period, there were 15,122 medical screenings and 1,157 health education hours provided in intake housing.

Property/Laundry Section

This section is composed of two units: Inmate Laundry and Inmate Property. Together, they are responsible for issuing and cleaning inmate laundry and linens and for handling all inmate property and clothing. Female inmate workers assist DOC employees in the laundry operation. During FY 2013, approximately 32,000 intakes and releases per month were processed through the property unit, and approximately 7,400 laundry loads were handled. More than 300 abandoned property reports were processed and filed, and over 90 property exchanges were made. The inmate property section accepts clothing donations from the public for inmates going to court or being released in a different season than when taken into custody and committed to the Department of Corrections. **Donations may be dropped off at the Department of Corrections** or for information about making a donation, please call 301-952-7308.

Department of Corrections

Fiscal Year 2013 (July 1, 2012-June 30, 2013)

Financial Summary

FY 2013 Source of Funds: This agency's funding is derived primarily from the Prince George's County General Fund. Grants comprise 1.0%, while General Funds account for 99.0%.

	FY2012	FY2012	FY2013	FY2013	Change
	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>	<u>FY12-13</u>
Total Expenditures :	\$69,235,554	\$67,943,700	\$73,194,300	\$68,800,000	1.3%

Expenditure Detail:

Director's Office	3,129,567	2,726,200	3,292,500	3,302,300	2.1%
Human Resources	3,630,934	3,624,200	4,094,900	3,873,900	6.9%
Security Operations	29,711,135	31,213,600	36,813,700	31,390,700	0.6%
Population Management	5,864,747	5,471,900	5,768,500	5,982,700	9.3%
Support Services	11,260,195	11,507,200	11,266,000	11,241,300	-2.3%
Program Services	2,767,454	2,733,200	2,829,700	2,898,500	6.0%
Special Operations	12,762,869	10,677,700	8,584,900	9,688,500	-9.3%
Grants	246,407	232,800	682,100	665,100	185.7%
Recoveries	(137,754)	(243,100)	(138,000)	(243,000)	0.0%
TOTAL	\$69,235,554	\$67,943,700	\$73,194,300	\$68,800,000	1.3%

Sources of Funds:

General Fund	\$68,989,147	67,710,900	72,512,200	68,134,900	0.6%
Grants	246,407	232,800	682,100	665,100	185.7%
TOTAL	\$69,235,554	67,943,700	73,194,300	68,800,000	1.3%

Department of Corrections

Fiscal Year 2013 (July 1, 2012-June 30, 2013)

General Fund Information

<u>Expenditure Summary:</u>	FY2012 Actual	FY2012 Budget	FY2013 Estimated	FY2013 Approved	Change FY12-13
Compensation	\$43,590,775	\$41,051,500	\$44,960,600	\$40,747,500	-0.7%
Fringe Benefits	15,146,303	16,420,600	16,905,200	16,916,400	3%
Operating Expenses	10,389,823	10,481,900	10,784,400	10,714,000	2.2%
Capital Outlay	0	0	0	0	0%
	\$69,126,901	\$67,954,000	\$72,650,200	\$68,377,900	0.6%
Recoveries	(137,754)	(243,100)	(138,000)	(243,000)	0%
TOTAL	\$68,989,147	\$67,710,900	\$72,512,200	\$68,134,900	0.6%

Staff:

Full Time—Civilian	-	146	-	147	0.7%
Full Time—Sworn	-	493	-	493	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

In Fiscal Year 2013, compensation expenditures decreased 0.7% under the FY 2012 budget due to anticipated savings from lapse and attrition and a reduction in the number of recruits for the Correctional Officer training class. Compensation costs include funding for 493 full-time sworn and 147 civilian employees. Fringe benefit expenditures increased 3% over the FY 2012 budget to reflect actual costs. Operating expenditures increased 2.2% over the FY 2012 budget.

Major Operating Expenditures — FY2013

General & Administrative Contracts	\$7,106,100
Operating & Office Supplies	921,000
Office Automation	1,411,700
Operational Contracts	267,300
Building Repair & Maintenance	308,400

Fringe Benefits as a % of Compensation

FY2012	40.0%
FY2013	41.5%

CELEBRATING

DIRECTOR MCDONOUGH'S

Fifth Year as Director

5 YEARS



National Correctional Employees Week



During National Correctional Employees Week in May, the Prince George's County Department of Corrections holds a number of events to honor those who serve as correctional officers, staff, and retirees. These photos capture some of those activities.

This Fiscal Year 2013 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, **Bradford L. Seamon**, Chief Administrative Officer, **Barry L. Stanton**, Deputy Chief Administrative Officer for Public Safety, **Mary Lou McDonough**, Director of Corrections. Editor: **Yolonda E. Evans**, Graphics and Design: **Melvin Contee**. For more information, contact **Melvin Contee**, 301-952-1623/Fax: 301-952-7285/e-mail: mmcontee@co.pg.md.us, Web site address: www.princegeorgescountymd.gov

