

DEPARTMENT OF CORRECTIONS
PRINCE GEORGE'S COUNTY
ANNUAL REPORT
FISCAL YEAR 2015



MARY LOU MCDONOUGH
DIRECTOR



Rushern L. Baker, III
County Executive

THE PRINCE GEORGE'S COUNTY GOVERNMENT

DEPARTMENT OF CORRECTIONS

13400 Dille Drive, Upper Marlboro, Maryland 20772

Dear Friends,

I bring you greetings from the Prince George's County Department of Corrections. Please enjoy the enclosed calendar which also includes the budget for the Department of Corrections, a report of the programs that have helped returning citizens in Fiscal Year 2015, the data for classifying those citizens while they are incarcerated and statistics documenting the other services we provide at the detention center.

The design of this Annual Report was created to help citizens and those who may not know much about corrections gain information in a user-friendly format. It is also a practical format that can be used all year and help us take a break from our computers, tablets, or smart phones to find out the date, upcoming holidays, and other important dates throughout the year.

As always when publishing the annual report, I hope it is beneficial to you having a better understanding of the Department of Corrections and that you learn one thing you may not have known prior to receiving it.

Sincerely,

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

Mary Lou McDonough
Director

What is the difference between a jail and a prison?

- A. They are the same
- B. One only houses adults
- C. One houses sentenced populations only
- D. One houses sentenced and pre-trial

The answer is C and D. A detention center (like ours) houses detainees that have not been sentenced as well as those who have received a sentence of 18 months or less. A prison houses only the sentenced population.

January 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 New Year's Day	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 	19	20	21	22	23
24 31	25	26	27	28	29	30

Meet our County Executive Staff



Rushern L. Baker, III
County Executive



Nicholas A. Majett
Chief Administrative
Officer



Barry L. Stanton
Deputy Chief Admin.
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

CISM's Valentine's Day
Rose Fundraiser



February 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10 Facility Anniversary Celebrating 29 Years	11	12	13
14 Valentine's Day	15 Washington's Birthday	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

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 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).

Who We Are

The Department of Corrections has 117 civilians who serve in various capacities. There are 459 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 American Correctional Association and 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.

COPES PROGRAM
 Correctional Officers
 Protecting and Educating
 Students



March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6  Time Moves Forward	7	8	9	10	11	12
13	14	15	16	17 St. Patrick's Day	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Valor Award Recipients

In April of every year, the county honors officers and those working in Public Safety, who put their lives on the line for those who need help. The luncheon ceremony is the Valor Awards. Pictured below are the Department of Corrections Officers who were honored for their heroic efforts in FY 2015.



Officer of the Year

Lt. Jermaine Gordon was recognized by his supervisors as the officer of the year. He is pictured above with County Executive, Rushern L. Baker, III and Director McDonough



Pfc. Michael Boyd, Jr., Lt. Jermaine Gordon, Cpl. Olajide Oshiyoye, Sgt. Curtis Clanton



Nurse Loretta Powers (center) receiving a meritorious service award

Christmas In April



Prince George's County
Rushern L. Baker III County Executive



April 2016



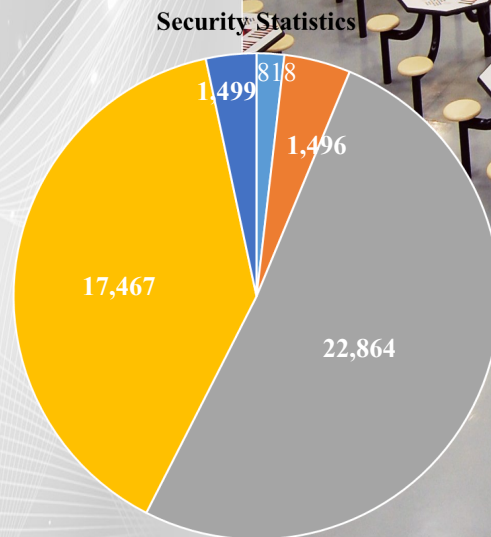
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23 Christmas in April
24	25	26	27	28	29	30

Security Division

The Security Division manages the overall population within the department through regional booking, processing, and tactical operations. The 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. Correctional officers also supervise and provide security during food service preparation in the kitchen for both the inmates and employees.

There are specialty positions within this division managed under the Special Operations Section. These positions include the Emergency Response Team (ERT), Canine, Honor Guard, Hospital Security, Key Control, Lethal and Nonlethal Armory's and Transportation.

The total number of officers working in security was 357 during Fiscal Year 2015. The daily inmate population for FY2015 was 1,011.



■ ERT Responses ■ Transportation ■ Regional Booking ■ Warrants Served ■ DNA Samples Taken

May 2016

Did You Know?

- ◆ The Director's office conducts tours for law students, Maryland lawmakers, Commissioners, and others throughout the year. A total of 55 tours were conducted in FY2015.
- ◆ The Average Daily Population of inmates for FY2015 was 1,011.



Latin Judicial Reform tour participants along with American University

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
NATIONAL CORRECTIONAL EMPLOYEES WEEK						
8 Mother's Day	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Memorial Day	31				

Program Services Division

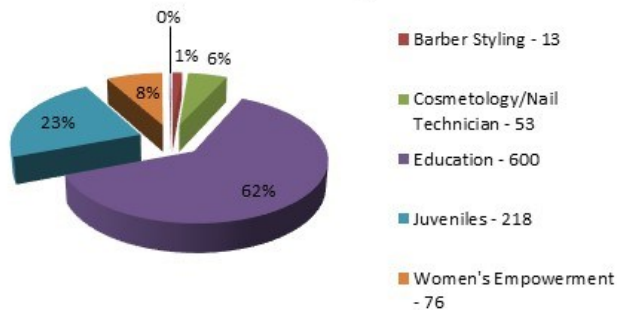
The mission of **Program Services** is to provide quality inmate programming to allow incarcerated individuals to be productive citizens when returning to the community. The Division is divided into three sections: **Inmate Services Section, Community Corrections Section, and Youth Strategies and Reentry Services Section.** The goals of the Division are: to ensure that mandated services are provided under the least restrictive setting while maintaining 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; and to provide the opportunities for offenders to leave the County Correctional Center with increased knowledge that will assist them in functioning as productive members of society.

Inmates Services

Inmate services include vocational programs, religious programs, library services, recreation, and educational programming for both adults and juveniles in the facility. Adult education is received through the Adult Learning Center. Juveniles in the facility received educational services through Prince Georges County Public Schools in partnership with the Department of Corrections.

Inmate services provides direct services to detainees through the provision of almost 4,000 hair care services by the Barber Styling School, 11,105 inmates attending religious studies and 2,757 worship services by the more than 400 religious volunteers, over 9,300 leisure books and over 29,500 legal reference requests filled by the law library.

Inmate Services Inmate Participation



Beatrice McTernan, Librarian

Community Corrections

Community Corrections includes those programs focused on reentry planning and life skills, and alternative sanctioning via community service. The staff piloted the evidence-based, cognitive-behavioral “Thinking for a Change” group this year, and will be broadly implementing this and other proven group modules to all classification areas of the facility.

Did You Know?

Phil Mazza, Barber Styling Program Coordinator, was instrumental in the passage of Maryland House Bill 587 reducing the number of practicum hours required before students may earn a limited license thereby allowing more students to move through this highly successful DOC program.

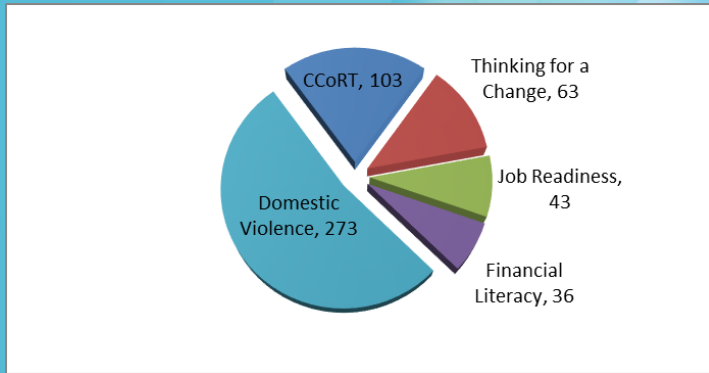


June 2016

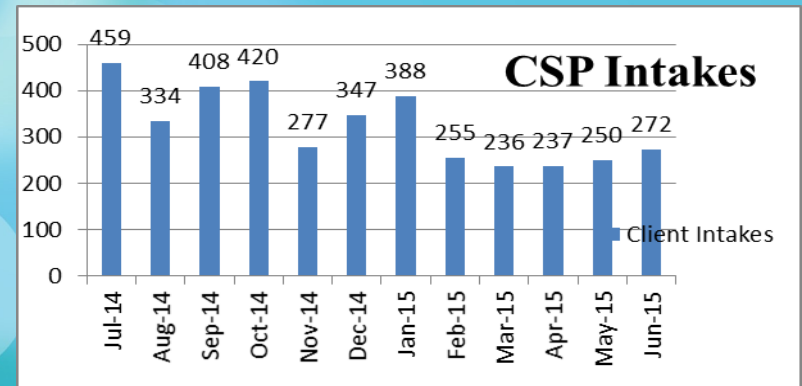
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19 Father's Day	20	21	22	23	24	25
26	27	28	29	30		

Program Services Division

Community Corrections



Community Service Program (CSP)



The Community Service Program (CSP) has continued to provide the county with an alternative sanction for minor offenses. The county saved a total of \$890,952.00 (111,369 hours x 8.00 hourly rate) in manpower hours, if county employees were performing the same tasks. The program has experienced a decrease in the number of participants due to the changes in decriminalization laws that have been enacted in the state and across the country.

- **3,883 client intakes were handled by the Community Service Program in FY2015**
- **\$275,261.50 in user fees and reimbursements were collected** (\$25 drug court; \$50 juvenile offenders; \$75 adult offenders; \$40 transfer fee for anyone transferring to another county or from another county)

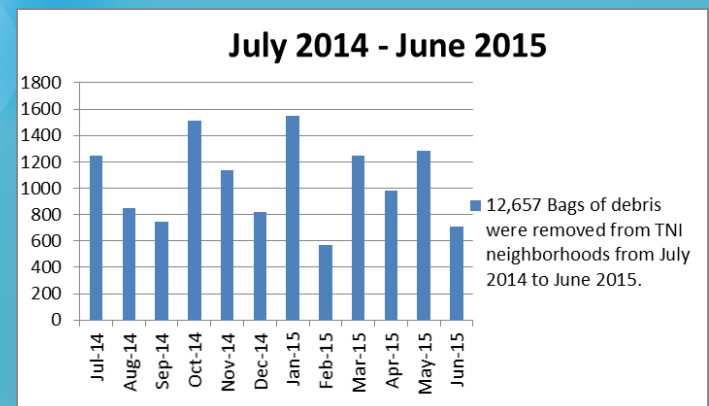
Youth Strategies and Re-Entry Services Section (YSRSS)

Youth Strategies and Re-Entry Services Section established a referral service for citizens returning to the community who were incarcerated in local, state and federal facilities. Services included assisting returning citizens with housing, health and human services, employment opportunities, GED support, counseling, testing preparation, government identification, birth certificates, expungement, and federal bonding.

YSRSS also assists with scholarship, internship information, summer camp/after school, job information for youth and residents and are available to link citizens to services based on needs.

- **177 Re Entry intake assessments were completed**
- **436 referrals and services generated from the assessments**
- **2,122 resources were distributed at 42 community events**


Transitioning Neighborhoods Initiative (TNI)



July 2016



Employee Picnic

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4  Independence Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
<u>24</u> 31	25	26	27	28	29	30

POPULATION MANAGEMENT

Creates and maintains accurate records and classification case files on every inmate. This includes classifying inmates into the correct custody levels, working with the courts to establish conditions of release by providing the background information for inmates. Population Management also coordinates the day-to-day operations that impact all criminal justice agencies. These services are divided into three sections and are further explained below.

I. Community Supervision Section includes Case Management, the Drug Lab, and Monitoring Services. **Case Management** is responsible for monitoring individuals daily on various levels of pre-trial release. This unit also collects specimens to ensure compliance with drug use sanctions. **Monitoring Services** includes home detention and electronic monitoring.

II. Investigative Profile Section includes Pre-Trial Services and Classification. **Pre-trial investigations** uses criminal justice information systems to compile criminal histories and interview detainees who are scheduled for bail review. Information that is collected is given to the judge to establish appropriate conditions of release. **Classification** is responsible for ensuring each committed detainee/inmate is accurately evaluated and appropriately classified and housed.

III. Records and Release Sections includes Inmate Records and the Release Team. **Inmate Records and Release** researches discrepancies in identification for committed individuals, tracks out-of-county defendants along with inmate transfers, and inmates that have interstate agency detainer agreements. This unit acts as a liaison for the Department with the courts, attorneys, family members and other jurisdictions. They receive calls ranging from the location of an inmate, court dates, release information and inmate transfer requests. The **Release Team** reviews and analyzes all submitted release commitments. This team logs all release information in the Computer Information Management System. The **Diminution Unit** calculates the time served by individuals committed to the Department. This calculation includes good time (time with no infractions), industrial time (participation in inmate worker program or other educational or treatment programs), and special time (approved only by the Director). The **Disposition Court Unit** expedites cases for individuals confined for non-violent offenses or nuisance crimes. The **Information Research Unit** analyzes and stores data to submit reimbursements for the Department regarding detainees who are foreign born through the Bureau of Justice State Criminal Alien Assistance Program. This unit also handles court ordered expungements. This unit ensures state training certificates are current based on the National Crime Information Center (NCIC).

Fiscal Year 2015 Data

- ⇒ Case Management processed 21,852 drug screenings.
- ⇒ 823 individuals were released on Pre-Trial Release.
- ⇒ Classification conducted 970 hearings and classified 7,091 inmates.
- ⇒ Records processed 11,455 intakes.
- ⇒ Release Team released 11,317 individuals from custody.

August 2016



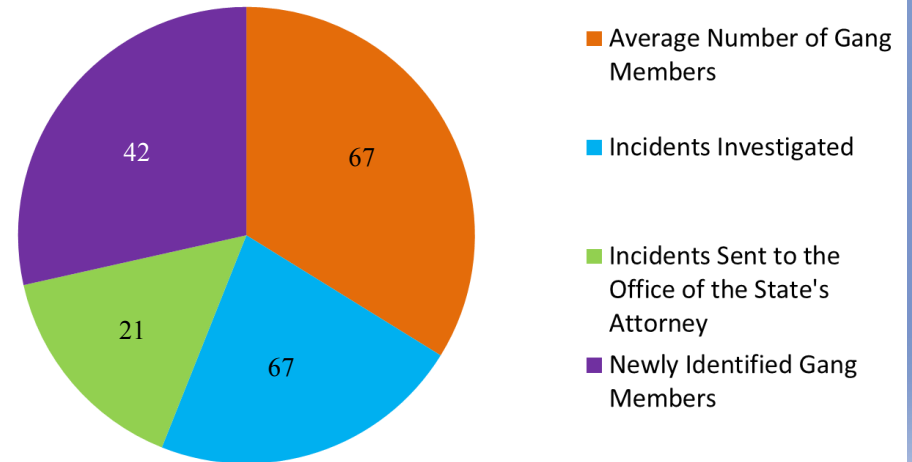
Pencil Box Project

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

The Office of Professional Responsibility and Legal Affairs (OPRLA)

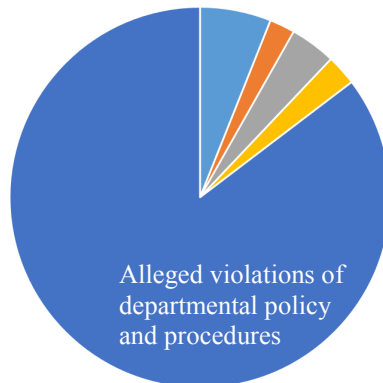
Investigates all formal and informal complaints whether it is an internal or external complaint. The investigations include all allegations of sexual abuse or sexual harassment which falls under the Prison Rape Elimination Act (PREA). If the sexual abuse or harassment is found to have potential criminal behavior it is referred to the Prince George's County Police Department. OPRLA also receives all Maryland Public Information Act requests and processes them within 14 days of receipt. Another area that is handled through OPRLA is the Gang Intelligence Unit that 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.

Gang Intelligence Unit



In October 2014, the Gang Intelligence Unit helped the Cross Border Task Force (collaborative effort to serve felony warrants for some of the most dangerous criminals surrounding MD and D.C. borders) with the arrest of individuals involved in corruption throughout the county. The Gang Intelligence Unit received a Unit Citation from the Prince Georges County Police Department for their surveillance which was a part of the overall investigation leading to a successful arrest and conviction.

Types of Cases for FY2015



- Prison Rape Elimination Act
- Maryland Public Information Act
- Administrative
- Equal Employment Opportunity Commission
- Employee Assistance





September 2016



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Labor Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Corrections in the community

YOUTH GROUPS VISIT DOC

The Department of Corrections receives requests throughout the year for tours for youth groups, however, we can not take youth under the age of 18 into the facility unless they are under court appointed programs. The way we accommodate these requests is by having the youth come to our training academy and have officers speak to them about the many jobs performed throughout the jail. This format educates our youth about a possible career and can also serve as a deterrent to engaging in criminal behavior.



PUBLIC SAFETY FOOD BASKET

Annually, the Department of Corrections (DOC) joins with the other Prince George's County Public Safety agencies and give away food baskets to seniors and those in need during the holidays. DOC's Corporal Thomas has been Santa for the last 5 years and has made it a family affair including his wife being Mrs. Claus and his children serving as elves.



SUPPORTING OUR SCHOOLS

This year marks the tenth year that the Department of Corrections has been mentoring 5th and 6th grade students to help them make healthy decisions and be drug free, gang free, and to avoid any bullying activity. The mentoring program entitled Correctional Officers Protecting and Educating Students (COPES) helps students transition from elementary school to middle school.

The Pencil Box Project is another way DOC supports our schools. Fiscal Year 2015 marked the nineteenth year that the department gave supply kits students. (Fundraising from county agencies such as substantial donations from the Office of the State's Attorney, the Prince George's Correctional Officers Association and the staff within DOC) helped to give every student at William Paca Elementary School (Landover, Maryland and Kentland Palmer Park TNI) the supplies they needed to start the year off prepared. Fundraisers included a dunk tank, a first Friday fish fry and the ice bucket challenge.



SUMMER YOUTH

Prince George's County students were able to join DOC as team members this summer. The youth gained valuable work experience and had the opportunity to present their ideas on gaps in the reentry program to our County Executive, the Honorable Rushern L. Baker, III.



October 2016



CISM Carnival

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10 Columbus Day	11	12	13	14	15
16	17	18	19	20	21	22
<u>23</u>	<u>24</u>	25	26	27	28	29

Human Resources Division

The **Human Resources Division** is responsible for recruitment, hiring and personnel-related matters, staff development (training) and compliance with State, national and local accreditation standards.

The **Recruitment Unit** identifies applicants to join the department. In FY 2015, the recruiter attended 68 job fairs which included colleges, resource centers, military bases and community events. In addition, the Recruiter participated in various special projects, conducted facility tours, and responded to telephone inquiries about career opportunities in the field of corrections.

The **Personnel Section** performs the day-to-day personnel services required for a large organization: payroll, time and attendance, performance evaluations, maintaining personnel files, testing processes (entry level and promotional) and as liaison to the county Office of Human Resources Management. The Personnel Section is also responsible for managing the Summer Youth Enrichment Program.

The **Compliance Section** maintains and reviews the official manuals (policies and procedures, post orders, inmate handbook etc.) and oversees facility certification by the Maryland Commission on Correctional Standards and accreditation by the American Correctional Association. During Fiscal Year 2015, the Department purchased a database that tracks all Prison Rape Elimination Act (PREA) activity. All PREA activity will be specifically categorized into the database which populates a Sexual Violence Survey that is submitted annually to the Bureau Justice of Statistics. The data accumulated in the system can also be used as a management tool to increase security and safety for staff and inmates.

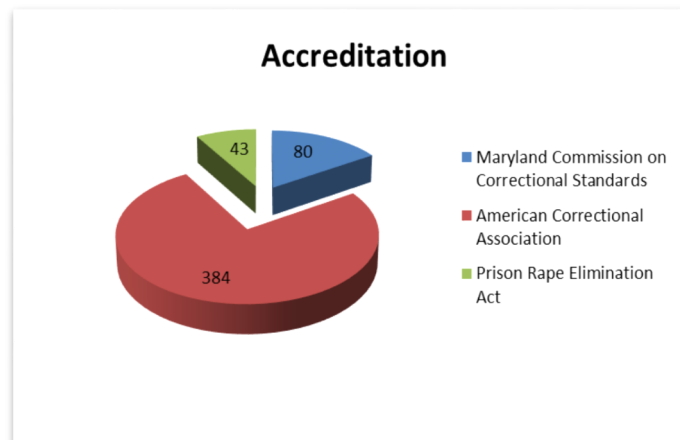
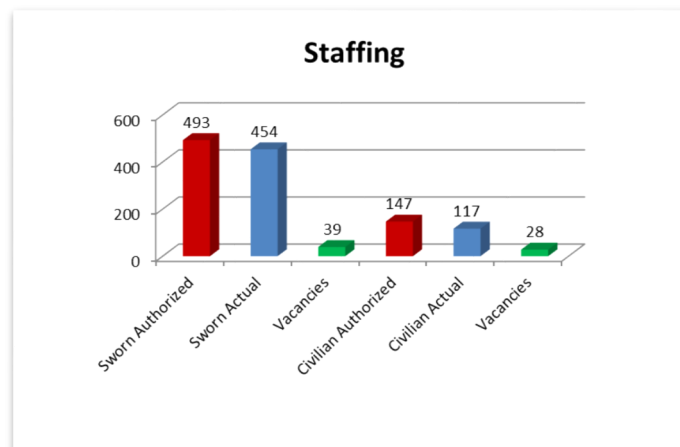
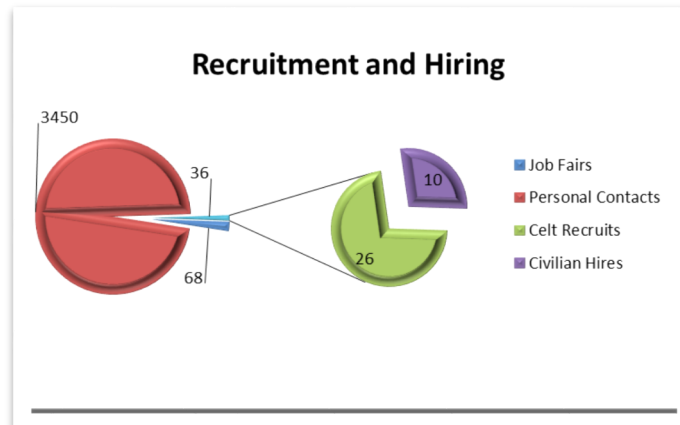
The following PREA statistics are what occurred during FY 2015:

Inmate on Inmate Sexual Abuse – Nine incidents and two were founded

Inmate on Inmate Sexual Harassment – One incident and it was not founded

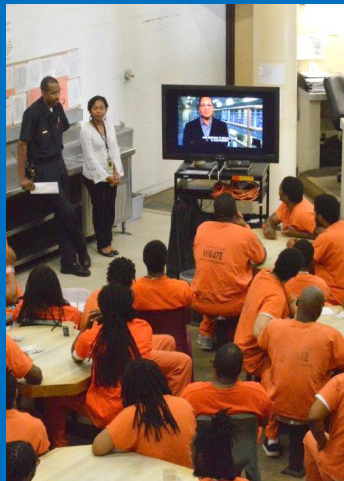
Staff on Inmate Sexual Abuse – Three incidents and none were founded

Staff on Inmate Sexual Harassment – Three incidents and none were founded



Did You Know?

- ◆ 26,798 training hours were completed by departmental staff
- ◆ The DOC Academy class is 15 weeks and a total of 412 hours.



PREA inmate education

November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6  Time Moves Back	7	8	9	10	11 Veteran's Day	12
13	14	15	16	17	18	19
20	21	22	23	24 Thanksgiving Day	25 County Employee Appreciation Day	26
27	28	29	30			

SUPPORT SERVICES DIVISION

The Support Services Division is responsible for 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 two sections—Facilities Services and Fiscal Services.

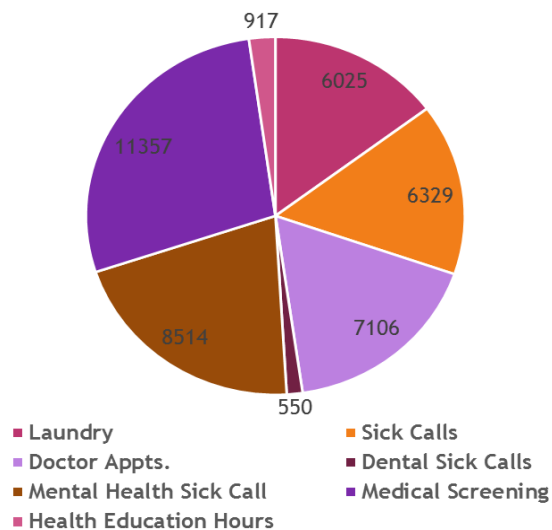
Facilities Services Section

This section houses the Supply, Restoration Services and Inmate Property and 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.

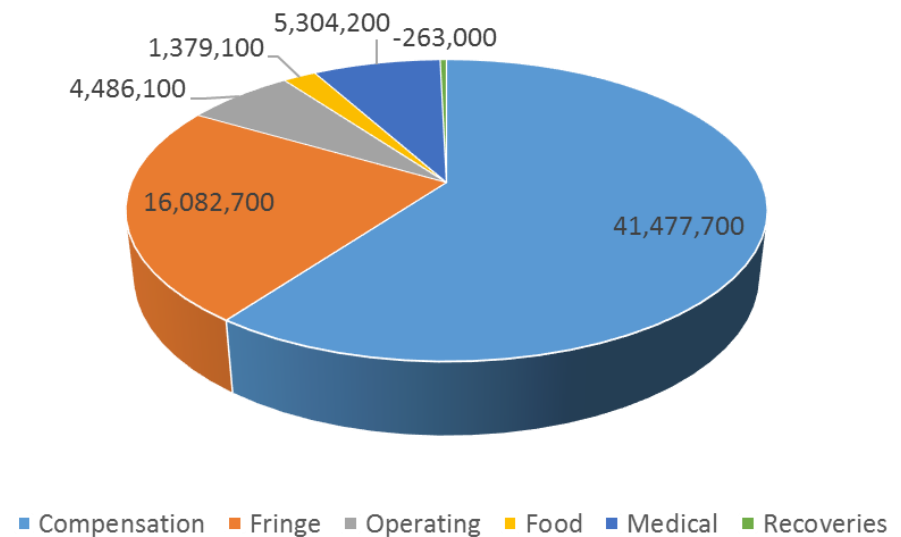
Fiscal Services Section

This section includes Budget, Contract Monitoring and Procurement, and Inmate Finance Units. The 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.

Inmate Care Services



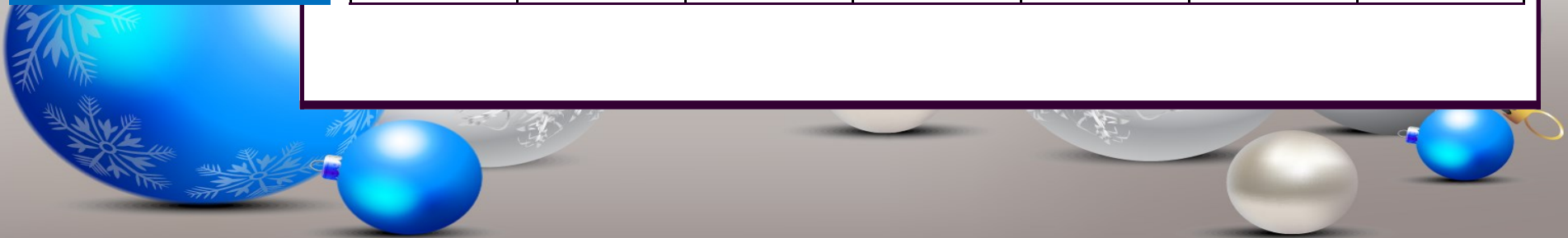
FY 2015 Approved Budget



December 2016



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25 Christmas	26	27	28	29	30	31 New Year's Eve



Department of Correction's Honor Guard



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