



Department of Public Safety and Correctional Services

Maryland Commission on Correctional Standards

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BALTIMORE COUNTY DEPARTMENT OF CORRECTIONS

AUDIT REPORT

MARCH 28, 2013

An audit of the Baltimore County Department of Corrections was conducted on February 4-8, 2013 by Commission staff and four Duly Authorized Inspectors. This Final Report and attached Compliance Plan were approved by the Commission on Correctional Standards at its meeting on March 28, 2013.

SUMMARY

The Baltimore County Department of Corrections located in Towson, Maryland houses male and female pre-trial and sentenced inmates, classified at minimum and maximum security levels. This facility was under the administrative authority of the foregoing Director James O'Neill at the time of the audit. The facility is now managed by newly appointed Director Deborah Richardson.

AUDIT RESULTS

After a thorough review of the required documentation, the Baltimore County Department of Corrections was found to be in compliance with the majority of the standards for an Adult Detention Center. The identified deficiency involves the following:

- **Pre-employment and annual medical screenings for dietary civilian staff was not conducted or documented for year 2011 and 2012 (Clea, Sabia, Brown, Gilliam, Saunders, Grey, Jones - Boyd, Peace, Calvert Jr.), as required by policy and the standard.**

AUDIT PROCESS

The administration and staff were professional and available to assist and address questions for the auditors. Prior to the audit, the facility submitted the required pre-audit worksheets and audit template materials to the MCCS Office for review. Primary and secondary documentation was located in the audit file conference room and other documentation was located in specific areas where auditing took place. In an effort to utilize strategies to improve management of time at an audit, it was suggested that copies of policies and procedures specific to the standards be filed separately in a designated audit folder, for the entire audit period, and the need to provide a sufficient number of computers for auditors to access automated records. Emergency plans and post orders addressed staff, inmate, and public safety concerns. Manuals of standard operating procedures and inmate orientation materials were reviewed by audit staff and found to be current, functional to staff and responsive to inmate needs.

FACILITY TOUR

The facility tour was conducted by three teams and found to be in exceptional condition during the days of the audit with the exception of minor maintenance issues. Issues noted by the auditors regarding sanitation and maintenance were addressed and corrected prior to the conclusion of the audit.

CONCLUSION

The Maryland Commission on Correctional Standards will conduct **a monitoring visit** to assess compliance of the one noncompliant standard from the initial audit on **Wednesday, October 9, 2013 at 9:00 a.m.** Once compliance has been determined, the Baltimore County Department of Corrections may be recommended to receive the Recognition of Achievement Award.

The Baltimore Department of Corrections staff is committed to the standards as an effective management tool. The management and staff recognize the importance of the audit process to ensure the safety of staff, inmates, and the community.

BALTIMORE COUNTY DEPARTMENT OF CORRECTIONS

COMPLIANCE PLAN

COMPLETION DUE DATE: October 1, 2013

MONITORING VISIT DATE: October 9, 2013 at 9:00 a.m.

Non-Compliance Standards	Deficiencies Noted	Corrective Action Needed
.03 E Dietary Medical Screening	Pre-employment and annual medical screening examinations for dietary civilian staff was not conducted or documented for 2011 and 2012 (Clea, Sabia, Brown, Gilliam, Saunders, Grey, Jones-Boyd, Peace, Calvert, Jr.) as required by the standard.	Pre-employment and annual medical screenings must be conducted for dietary staff and documentation must be maintained for the entire audit period, as required by the standard.

Audit Activities

1. Facility: Date(s): **Baltimore County Department of Corrections**

February 4-8, 2013

2. Audit Team Members:

Code	Name	Title/Rank	Affiliation
A	Veronica Moore	Assistant Executive Director	MCCS
B	Cheryle Moyer	Senior Correctional Program Specialist/ATL	MCCS
C	Hartley Aligbeh	Correctional Program Specialist	MCCS
D	Otis Merritt III	Auditor	MCCS
E	Tyrone Mabson	Auditor	MCCS
F	Kimberly Jackson	Sergeant	BCF
G	Evette Neaves	Sergeant	BCCC
H	Carol Harmon	Facility Administrator	BCDC
I	Joseph Sauble	Lieutenant	CCDC

3. Assigned Standards:

D, G	.01 Security/Inmate Control	H	.05 Inmate Rights
A, B, C	.02 Inmate Safety	E, H	.06 Classification
C	.03 Inmate Food Services	E, H	.07 Hearings
F, I	.04 Inmate Housing/Sanitation	E	.08 Administrative Record Keeping

4. Team Arrival/Departure Times:

Date: February 4-8, 2013 Team: A-I Arrival: 9:00 a.m. Departure: 4:30 p.m.

5. Entrance Interview:

Date: February 4, 2013

Audit Team Members Present: A-I and Executive Director Howard Ray

Facility Staff Present: Director James O'Neill, Deputy Director Deborah Richardson, Management Analyst Tim Bruno, Captain Robert Airey (Audit Coordinator), Training Manager Marsha Maloff, Commitment Manager Randy Mantzell, Program Manager Sharon Tyler and other invited staff.

6. Tour Groups: 3 Date(s): February 4, 2013

Time: 10:00 a.m. – 12:00 p.m.
1:15 p.m. – 2:15 p.m.

Audit Team Members: A-C and F-I

Escorts: Captain Airey, Sergeant Chatman, Sergeant Chaddick and Corporal Watts.

7. Inmate Interviews: Date: February 4, 2013

Time: 10:00 a.m. – 11:00 a.m. (F) Location: School (F)
10:00 a.m. -10:35 a.m. (M) PC Room (M)

Audit Team Member(s): D and E

Characteristics: Males: 7 Females: 8

8. Staff Interviews:

Characteristics:	Males: 3	Females: 2	Security: 2
Admin: 2	Medical: 3	Support: 2	Other:

9. Exit Interview: Date: February 8, 2013

Time: 1:00 p.m.

Audit Team Members Present: A-I and Executive Director Howard Ray

Facility Staff Present: Facility Director James O'Neil, Deputy Director Deborah Richardson and other invited staff.

Descriptive Outline

- A. FACILITY:** Baltimore County Department of Corrections
- B. CATEGORY:** Adult Detention Center
- C. ADMINISTRATIVE AUTHORITY:** Mr. Fred Homan, Administrative Officer
- D. MANAGING OFFICIAL:** Mr. James O'Neill
- E. AUDIT COORDINATORS:** Captain Robert Airey
- F. STAFFING PATTERNS (as of this date): November 1, 2012 for contractual; PT for part-time**

Rank/Title	#Positions	#Pending MCTA	Male	Female	Minorities	Vacancies
1. Administrative Personnel						
A. Warden/Director/Chief/ Superintendent	1		1			
B. Asst/Deputy/Warden/ Director	1			1	1	
C. Security Chief (Major)	1		1		1	
D. Other	1			1		
2. Security Personnel						
A. Major						
B. Captain	6		5	1	2	
C. Lieutenant	15		13	2	5	
D. Sergeant	33		21	11	21	1
E. Corporal	30		20	9	17	1
F. Private	250	9	127	107	177	16
G. Other	16		9	6	13	1

Rank/Title	#Positions	#Pending MCTA	Male	Female	Minorities	Vacancies
3. Treatment Personnel						
A. Counselors/Case Workers/Case Managers	32	1	10	21	20	1
B. Social Workers						
C. Psychologists						
D. Other						
4. Support Personnel						
A. Recreation	1		1		1	
B. Chaplains (volunteers)						
C. Contractual Dietary	10		2	7	7	1
D. Supply Officer	2		2			
E. Maintenance	13		10	2	4	1
F. Clerical	12			12	1	
G. Other	45		20	23	20	2
H. Contractual Commissary	5		4	1	4	
5. Medical Personnel						
A. Physicians	8		5	3	3	
B. Nurses (R.N., L.P.N)	40		39	1	35	
C. Physician's Assistants	15		3	12	14	
D. Nurse Practitioners	6			6	5	
E. Dentists	2		1	1	2	
F. Other	31		6	25	22	

G. PROGRAM/SERVICES:

1. Self-Help Activities

	#Participants	Frequency/Schedule
A. Inmate Council	15	bi-monthly
B. Education		
BCPS (Title 1)	1-3	Monday-Friday 0830-1030
BCPS (Title 1)	1-3	Monday-Friday 1230-1430
CCBC (GED/ASE)	5-8	Monday-Thursday 0830-1030
CCBC (GED/ASE)	5-8	Monday-Thursday 1230-1430
CCBC (GED/ASE)	5-8	Monday-Thursday 0830-1030
CCBC (GED/ASE)	5-8	Monday-Thursday 1230-1430
CCBC (GED/ASE)	5-8	Monday-Thursday 0830-1030
CCBC (GED/ASE)	5-8	Monday-Thursday 1230-1430
CCBC (GED/ASE)	5-8	Monday-Thursday 0830-1030
CCBC (GED/ASE)	5-8	Monday-Thursday 1230-1430
CCBC (GED/ASE)	3-8	Tuesday-Thursday 1800-2100
CCBC (GED/ASE)	3-8	Tuesday-Thursday 1800-2100
C. Coordinated Reentry Initiative	5	Wednesday
D. Substance Abuse Education	14 males	Monday
E. Substance Abuse and Relapse Prevention	18 females	Monday/Wednesday
F. Mental Health Staff	300 average	per week
G. Alcoholics Anonymous	23 males	Monday/Tuesday/Friday
	17 females	Monday/Wednesday
H. Al-Anon	6 female	Thursday
I. Narcotics Anonymous	21 males	Wednesday/Thursday/Sunday
	12 females	Wednesday
J. START	12 females	Residential Therapeutic Community
K. RSAT	40 males	Residential Therapeutic Community
L. Religious Services (Held outside the housing units in classrooms) average 22 inmates scheduled to attend daily		
Islamic Services: weekly: average attendance: 20		
Christian Services: weekly: average attendance: 21		
Non Denominational: weekly: average attendance: 20		
Celebrate Recovery Inside: weekly average attendance male: 12		
Celebrate Recovery Inside: weekly average attendance female: 8		
Life Altering Moment Breakthrough: average attendance male: 20		
Life Altering Moment Breakthrough: average attendance female: 18		
M. Religious Services (Held inside the housing units)	41 service provider visits to the housing units weekly	
N. Social Services Programs		
Anger Management I	62 inmates served	
Advanced Anger Management	38 inmates served	
Parenting Male/Female	34 inmates served	
Job Readiness	34 inmates served	
Community Resources	56 inmates served	
Healthy Relationships	28 inmates served	

2. General Privileges

A. Library	15 per unit	Monday-Friday (twice a month)
B. Commissary	All housing units (except segregation)	Weekly
C. Visiting	All housing units (except segregation)	3 visits per week
D. Telephone Use	All housing units (except segregation)	0600-2300 Daily
E. Mail	All housing units	Daily
F. Exercise:	Indoor	15-20 per unit twice a week
	Outdoor	(Kenilworth-periodically) (Bosley-daily)

G. Recreation:	
Games	cards/checkers/
TV/VCR	All housing units (except segregation)
Radios	Headphones
H. Other	May be purchased in commissary

3. Institutional Programs/Trusty Assignments	#Participants	Frequency/Schedule
A. Sanitation	31	7 days per week
B. Laundry	19	5 days per week
C. Kitchen	89	7 days per week
D. Commissary	10	5 days per week
E. Barbers	6	7 days per week
F. Loading/Dock grounds	7	5 days per week
G. Special Detail	12	6 days per week
H. Library	4	5 days per week
I. Administration	1	5 days per week
J. Gymnasium	2	4 days per week
K. Paint	2	3 days per week
4. Off-Site Programs/Work Crews	#Participants	Frequency/Schedule
A. Maryland Environmental Services	5	5 days per week
B. Esat Side Landfill	12	6 days per week
C. Snow Removal	as needed	as needed
D. Highways	6	5 days per week
E. Recreation & Parks I	6	5 days per week
F. Recreation & Parks II	8	5 days per week

Adult Detention Centers

H. <u>INMATE POPULATION</u> (as of):	November 01, 2012	Differences [†]
1. Operating Capacity	1513	-18
2. Males	1177	+122
3. Females	150	+2
4. Total	1327	+124
5. Locally Sentenced	403	-7
6. Awaiting Trial	818	+86
7. Awaiting Pre-Sentencing Investigation	31	-6
8. Awaiting Transfer to Md. Division of Correction	22	+3
9. Held for Other Jurisdictions	6	+1
10. Out to Other Jurisdictions	1	+1
11. Weekenders	31	+15
12. Hospital/Infirmary	1	-50
13. Special Confinement	109	+33
a. Disciplinary Detention	75	+52
b. Administrative Segregation	5	-10
c. Protective Custody	22	-15
d. Medical Isolation	7	+6
14. Work Release	8	-78
15. Home Detention	38	-7
a. Pre-Trial	32	+24
b. Sentenced	6	-31
16. Pre-Trial Services	193	+163
17. Inmate Characteristics:		
a. Average Age	32	
b. % of Minorities	54.68	
c. Predominant Charges/Offenses	<u>Robbery, burglary, Theft, CDS, Traffic</u>	
d. Average Sentence Length	<u>Length of stay sentenced 49.43 days</u>	

[†]To be calculated by M.C.C.S.

Significant Changes

A. Staffing

1. Ten (10) positions were eliminated: three (3) Correctional Program Specialist, two (2) Security Officers, one (1) Officer Coordinator, one (1) Office Assistant, one (1) Correctional Commitment Specialist, one (1) Custodial Worker, and one (1) Personnel Analyst.
2. Security Officer and other positions are now filled by a number different classifications as the County has downsized and relocated displaced workers.

B. Programs/Services

1. Video bail review now performed on site.
2. Aviants' Food Service has replace Aramark as the food service contractor.
3. START a residential substance abuse treatment program was implemented for female inmates.

C. Inmate Population

1. November 1, 2010 population total:1381
2. November 1, 2011 population total: 1414
3. November 1, 2012 population total: 1327

D. Physical Plant

1. Minor ADA upgrades were made.
2. Radio emergency alert system.
3. Two new LIVE Scan machines added in the processing area.

E. Major Equipment Purchases

1. Convection Steamer (kitchen) \$21,863
2. Genie Lift (Building Operations) \$7,830
3. Floor Machine \$2,430

F. Future Plans

1. All medical records to be maintained electronically.
2. Implement video bail hearings.
3. Expand the inmate recreation program.
4. Expand the community corrections programs.
5. Expand PREA efforts.
6. Expand LIVE scan.