



Department of Public Safety and Correctional Services

Maryland Commission on Correctional Standards

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CARROLL COUNTY DETENTION CENTER

AUDIT REPORT

MAY 22, 2014

An audit of the Carroll County Detention Center was conducted on April 1–3, 2014 by Commission staff and four Duly Authorized Inspectors. This Final Report was approved by the Commission on Correctional Standards at its meeting on May 22, 2014.

SUMMARY

The Carroll County Detention Center is located in Westminster, Maryland. This facility houses male and female pretrial and sentenced inmates. The facility is under the administrative authority of Sheriff Kenneth Tregoning and is managed daily by Warden George R. Hardinger.

AUDIT RESULTS

After a complete and thorough review of the documentation, the Carroll County Detention Center was found to be in total compliance with all of the standards for an Adult Detention Center. This is the second time this facility has obtained total compliance with the standards at the initial audit.

AUDIT PROCESS

Pre-audit materials were submitted to the MCCS in advance. The facility audit worksheets were complete and specifically referenced policies and procedures. The review of the primary and secondary documentation occurred for the applicable standards within the multi-purpose room and where specific functions occurred at the facility. The facility was well prepared for the audit and has implemented electronic recordkeeping, which proved to be efficient and effective for auditing purposes. The audit coordinator and other facility staff were ready and eager to assist audit team members, on an as needed basis. Audit team members had easy access to the facilities policies and procedures, emergency plans, post orders and inmate

orientation materials, which were accessible on laptops for review. The majority of the documentation was electronic records, while other documentation was found in files specific to the standard.

TOUR NOTES

A tour of the facility took place on the first day of the audit. The tour consisted of two groups, each assessed half of the facility. Minor sanitation and maintenance issues were noted by the auditors, which were quickly addressed prior to the conclusion of the audit. Overall, the facility was clean, organized and sanitary.

CONCLUSION

The administration and staff have demonstrated a consistent commitment to incorporate the standards as an effective management tool in their daily operations. This is evidenced by their ability to obtain total compliance with the standards for an Adult Detention Center. The Carroll County Detention Center is recommended to receive the Recognition of Achievement Award.

Audit Activities

1. Facility	Carroll County Detention Center	Date: April 1-3, 2014
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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	Otis Merritt III	Correctional Program Specialist	MCCS
D	Yvonne Green	Captain	DPSCS -HQ
E	Christopher Auen	Sergeant	MCDC
F	Jennifer Swope	Lieutenant	FCDC
G	George Gregory	Hearing Officer	DPSCS - HQ

3. Assigned Standards:

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

4. Team Arrival/Departure Times:

Date: April 1-3, 2014 Arrival: 9:00 a.m. Departure: 4:30 p.m.

5. Entrance Interview:

Audit Team Members Present: A-G

Facility Staff Present: Warden George Hardinger, Assistant Warden Stephen Reynolds, Major Dennis Green, Captain Steven Miller, Captain Dennis Harmon, Lieutenant Deborah Wolfe, Lieutenant Veronica Green, Captain Mike Green, Lieutenant Victor Grays, and other invited staff.

6. Tour: Date(s): April 1, 2014

Time: 10:05 a.m. – 11:05 a.m.

Audit Team Members: A, B and D-G

Escorts: Captain Dennis Harmon, Captain Mike Green, Captain Veronica Green and Lieutenant Victor Grays

7. Inmate Interviews:

Date: April 1, 2014

Time: 10:00 a.m. – 10:45 a.m. (M)

Audit Team Member(s): C

Location: Multi – Purpose Room

10:50 a.m. – 11:50 a.m. (F)

Characteristics:

Males: 6

Females: 6

8. Staff Interviews:

Characteristics:

Males: 8

Females: 4

Security: 6

Admin: 2

Medical: 2

Support: 4

Other: 0

9. Exit Interview:

Date: April 3, 2014

Time: 1:30 p.m.

Audit Team Members Present: A- G

Facility Staff Present: Warden George Hardinger, Assistant Warden Stephen Reynolds, Major Dennis Green, Captain Steven Miller, Captain Dennis Harmon, Lieutenant Deborah Wolfe, Lieutenant Veronica Green, Lieutenant Victor Grays, Captain Mike Green and other invited staff.

Descriptive Outline

- A. FACILITY: Carroll County Detention Center
- B. CATEGORY: Adult Detention Center
- C. ADMINISTRATIVE AUTHORITY: Kenneth L. Tregoning, Sheriff
- D. MANAGING OFFICIAL: George R. Hardinger, Warden
- E. AUDIT COORDINATORS: Dennis M. Harmon, Captain and Michael D. Green, Captain
- F. STAFFING PATTERNS (as of this date): January 15,2014 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			
C. Security Chief	1		1			
D. Other						
2. Security Personnel						
A. Major						
B. Captain	3		3		1	
C. Lieutenant	5		3	2	1	
D. Sergeant	4		4			
E. Corporal	11		9	2	1	
F. Private	66	6	54	11	6	1
G. Other						

G. PROGRAM/SERVICES:

1. Self-Help Activities	#Participants	Frequency/Schedule
A. Inmate Council		
B. Substance Abuse Counseling	37	Varies
C. Mental Health Counseling/Therapy/ Psychologist/Psychiatrist		
D. Alcoholics Anonymous	28	1X Week
E. Narcotics Anonymous		
F. Religious Services	233	20 Classes Weekly
G. Other (counseling with intern)	5	1XWeek
2. General Privileges		
A. Library	Varies	Weekly
B. Commissary	Varies	Weekly
C. Visiting	Varies	7XWeekly
D. Telephone Use	Varies	Daily
E. Mail	Varies	Daily
F. Exercise:		
Indoor	N/A	N/A
Outdoor	Varies	Daily
G. Recreation:		
Games	Varies	Daily
TV/VCR	Varies	Daily
Radios		
H. Other		
3. Institutional Programs/Trusty Assignments	#Participants	Frequency/Schedule
A. Sanitation	51	Daily
B. Laundry	4	Daily
C. Kitchen	20	Daily
D. Commissary	0	
E.		
F. Other	6	3XDaily
4. Off-Site Programs/Work Crews	#Participants	Frequency/Schedule
County Hwy Road Crew	2	4XWeekly
County Land Fill	2	6XWeekly
Farm Museum	2	5XWeekly
Town of Sykesville	1	6XWeekly

Adult Detention Centers

H. <u>INMATE POPULATION</u> (as of):	January 15, 2014	Differences [†]
1. Operating Capacity	185	-80
2. Males	201	-15
3. Females	48	-1
4. Total	249	-16
5. Locally Sentenced	116	-3
6. Awaiting Trial	128	+3
7. Awaiting Pre-Sentencing Investigation	0	0
8. Awaiting Transfer to Md. Division of Correction	8	+3
9. Held for Other Jurisdictions	1	-8
10. Out to Other Jurisdictions	1	1
11. Weekenders	4	-6
12. Hospital/Infirmary	0	0
13. Special Confinement	0	0
a. Disciplinary Detention	16	+8
b. Administrative Segregation	9	+9
c. Protective Custody	19	+3
d. Medical Isolation	0	-2
14. Work Release	9	-43
15. Home Detention	0	-2
a. Pre-Trial	5	+5
b. Sentenced	0	-2
16. Pre-Trial Services	191	+119
17. Inmate Characteristics:		
a. Average Age	34	
b. % of Minorities	4%	
c. Predominant Charges/Offenses	CDS	
d. Average Sentence Length	90 Days	

[†]To be calculated by M.C.C.S.

Significant Changes

A. Staffing

1. There have been no staffing changes during the audit period.

B. Programs/Services

1. There have been no program/services changes during the audit period.

C. Inmate Population

1. We have seen significant increases and decreases in our population since the last Audit.

D. Physical Plant

1. Pre Trial, Home Detention and Transport relocated offsite
2. Partial Roof Replacement

E. Major Equipment Purchase

1. Electronic Housing Board
2. Proximity Card System
3. Inmate Kiosk (VizVox)
4. New Commercial Dryers

F. Future Plans

1. New Commercial Washers
2. Expand to Video Visitation
3. Move select few of Administration off site