



## Department of Public Safety and Correctional Services

### Maryland Commission on Correctional Standards

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## MONTGOMERY COUNTY DETENTION CENTER

### AUDIT REPORT

**JANUARY 30, 2014**

An audit of the Montgomery County Detention Center was conducted on November 19-21, 2013 with Commission staff and six Duly Authorized Inspectors. This Final Report was approved by the Commission on Correctional Standards at its meeting on January 30, 2014.

### SUMMARY

The Montgomery County Detention Center (MCDC) is located in Rockville, Maryland. As the Central Processing Unit, it is responsible for the intake and release processing of male and female offenders. The facility operates under the administrative authority of Arthur M. Wallenstein, Director of the Montgomery County Department of Correction and Rehabilitation and is managed by Warden Robert L. Green and Deputy Warden Suzy Malagari.

### AUDIT RESULTS

**After a thorough inspection and review of the documentation, the facility was found to be in total compliance with the standards for an Adult Detention Center. This is the first time that the Montgomery County Detention Center has achieved 100% compliance with the standards at an initial MCCA audit.**

### AUDIT PROCESS

The following standards were not applicable to the Montgomery County Detention Center, at the time of the audit:

- **.01 M Inmate Transportation**
- **.01 P Special Confinement**

The administration and staff were well prepared and organized for the audit. The pre-audit materials were received prior to the audit. Secondary documentation was centralized in the conference room and laptops were available to access policies and procedures, as well as, additional secondary documents. Additional documentation was located in areas of the facility where specific functions occur. Facility staff remained accessible to answer questions, provide additional documentation and to escort the audit team members to various locations in the facility.

The emergency plans and post orders address staff and inmate concerns and public safety. Inmate orientation materials cover issues that are relevant to the inmate population. The current manuals of standard operating procedures are instructional to staff, functional and comprehensive.

During the audit, the effective organization of the filing system for the Release Medical Screening documentation was discussed with Medical Staff. The current systems of organization were of concern regarding the Continuity of Care forms for the audit period. The documentation was maintained in alphabetical order and was located in the archive files and boxes for the audit period. The filing methods did not allow for an easy method of retrieval of the required forms for the audit period. The auditing of this documentation required the utilization of 2-3 medical staff to locate, retrieve, provide and access the Continuity of Care forms. In an effort to utilize appropriate strategies to improve the audit process and the management of time, it was recommended that copies of these documents be filed separately in a designated audit file for the applicable standard, for the entire audit period. This type of organization will allow for an appropriate review and assessment of the applicable standard.

## FACILITY TOUR

The auditors toured the physical plant on the first day of the audit. Several sanitation and maintenance issues were noted by the auditors which were promptly addressed by the facility staff. All issues were promptly addressed by the staff and maintenance to ensure compliance, during the audit. The new Central Processing and Holding areas were exceptionally sanitary and organized. Staff took great pride in the newly renovated area. The kitchen freezer was the only remaining item from the tour and is pending repair or replacement by management. The facility continues to have several housing units which no longer house detainees, and is now closed. In observation during the audit, it was evident that the sanitation and maintenance of the facility is a priority to the staff and inmates.

## CONCLUSION

In conclusion, the Montgomery County Detention Center staff is dedicated to the mission of the department. They take pride in their work and maintenance of the facility, as expressed by their years of service. The standards have been integrated in their operations and staff strives to ensure compliance in the daily management of the facility. **The Montgomery County Detention Center has maintained a high level of achievement by acquiring total compliance with the minimum standards for an adult detention center. The Montgomery County Detention Center is recommended for the Recognition of Achievement Award.**

**Audit Activities**

1. **Montgomery County Detention Center** Facility: **November 19 – 21, 2013**

**2. Audit Team Members:**

Code	Name	Title/Rank	Affiliation
A	Veronica Moore	Assistant Executive Director/ATL	MCCS
B	Otis Merritt III	Correctional Program Specialist	MCCS
C	Kimberly Baker	Sergeant	RCI
D	Brian Raivel	Lieutenant	Balto. Cnty DC
E	Vanita Darden	Corporal	RCI
F	William Keller	Dietary Manager	MCTC
G	Hensel Crosier	Corporal	Howard CDC
H	Tracy Johnson	Lieutenant	MCIJ
I	Cherie Peay	Assistant Warden	JCI
J	Camara Shackelford	Corr. Case Management Specialist II	BCBIC

**3. Assigned Standards:**

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

**4. Team Arrival/Departure Times:**

Date: November 19, 2013	Team: A-E, G-J	Arrival: 9:00 a.m.	Departure: 4:00 p.m.
Date: November 20, 2013	Team: A-G, I, J	Arrival: 9:00 a.m.	Departure: 4:00 p.m.
Date: November 21, 2013	Team: A- J	Arrival: 9:00 a.m.	Departure: 1:30 p.m.

**5. Entrance Interview:**

Audit Team Members Present: A-E, G-J  
Facility Staff Present: Director Arthur Wallenstein, Deputy Warden Suzy Malagari, Deputy Warden Gale M. Starkey, Deputy Warden Chris Johnson, Sergeant Chris Auen (Accreditation Manager) and other invited staff.

**6. Tour:** 2 Groups Date(s): November 19, 2013 Time: 10:00 a.m. – 12:00 p.m.

Audit Team Members: A, C-E, G-J  
Escorts: Deputy Warden Malagari, Lieutenant Wylie, Sergeant Watkins, Sergeant Chaney, Sergeant Auen, Corporal Noel, and Corporal Biggs.

**7. Inmate Interviews:** Date: November 19, 2013 Time: 10:15 a.m. – 10:45 a.m. (F)  
Audit Team Member(s): B 10:50 a.m. - 11:20 p.m. (M)  
Characteristics: Males: 6 Females: 1 Location: Public Defender's Office (F)  
Housing Unit F-2 (M)

**8. Staff Interviews:**  
Characteristics: Males: 13 Females: 8 Security: 12  
Admin: 3 Medical: 3 Support: 2 Other: 1

**9. Exit Interview:** Date: November 21, 2013 Time: 1:45 p.m.

Audit Team Members Present: A-J  
Facility Staff Present: Warden Robert Green, Deputy Warden Suzy Malagari, Deputy Warden Gale M. Starkey, Deputy Warden Chris Johnson, Sergeant Chris Auen (Accreditation Manager) and other invited staff.

**10. Remarks:** Additional DAIs were utilized for training purposes. The Commission was able to conclude the audit one day earlier.

**Descriptive Outline**

- A. FACILITY:** **Montgomery County Detention Center**
- B. CATEGORY:** **Adult Detention Center**
- C. ADMINISTRATIVE AUTHORITY:** **Arthur L. Wallenstein, Director**
- D. MANAGING OFFICIAL:** **Robert L. Green, Warden**
- E. AUDIT COORDINATORS:** **Chris Auen, Sergeant, Accreditation Manager**
- F. STAFFING PATTERNS (as of this date):** July 2013    **C** for contractual; **PT** for part-time

Rank/Title	#Positions	#Pending MCTA	Male	Female	Minorities	Vacancies
<b>1. Administrative Personnel</b>						
A. Warden/Director/Chief/ Superintendent	1	0	1	0	0	0
B. Asst/Deputy/Warden/ Director	1	0	0	1	0	0
C. Security Chief	N/A	N/A	N/A	N/A	N/A	N/A
D. Lieutenant	1	0	1	0	1	0
<b>2. Security Personnel</b>						
A. Major	N/A	N/A	N/A	N/A	N/A	N/A
B. Captain	1	0	1	0	1	0
C. Lieutenant	7	0	6	1	5	0
D. Sergeant	11	0	6	5	8	0
E. Corporal	51	0	39	12	35	0
F. Private	4	0	2	2	1	0
G. Other (Pvt First Class)	15	0	14	1	10	0

Rank/Title	#Positions	#Pending MCTA	Male	Female	Minorities	Vacancies
<b>3. Treatment Personnel</b>						
A. Counselors/Case Workers/Case Managers	3	0	0	3	3	0
B. Social Workers	N/A	N/A	N/A	N/A	N/A	N/A
C. Psychologists	N/A	N/A	N/A	N/A	N/A	N/A
D. Other	0	0	0	0	0	0
<b>4. Support Personnel</b>						
A. Recreation	N/A	N/A	N/A	N/A	N/A	N/A
B. Chaplains	1	0	1	0	1	0
C. Cook/Dietary	5	0	3	2	4	0
D. Supply Officer	1	0	0	1	1	0
E. Maintenance	N/A	N/A	N/A	N/A	N/A	N/A
F. Clerical	5	0	2	3	4	0
G. Other	0	0	0	0	0	0
<b>5. Medical Personnel</b>						
A. Physicians	1	0	1	0	1	0
B. Nurses (R.N., L.P.N)	8	0	2	6	6	0
C. Physician's Assistants	N/A	N/A	N/A	N/A	N/A	N/A
D. Nurse Practitioners	1	0	0	1	1	0
E. Dentists	1	0	1	0	0	0
F. Health Administrator And Nurse Manager	2	0	1	1	0	0

**G. PROGRAM/SERVICES:**

<b>1. Self-Help Activities</b>		<b>#Participants</b>	<b>Frequency/Schedule</b>
A.	Inmate Council	N/A	N/A
B.	Substance Abuse Counseling	N/A	N/A
C.	Mental Health Counseling/Therapy/ Psychologist/Psychiatrist	N/A	N/A
D.	Alcoholics Anonymous	N/A	N/A
E.	Narcotics Anonymous	N/A	N/A
F.	Religious Services	5	1X Week
G.	Food Service Class	5 +/-	1X Week
<b>2. General Privileges</b>			
A.	Library	All	Daily/Request
B.	Commissary	All – New Lockup	1X Week
C.	Visiting	All – New Lockup	2, 1 hr. Visits Per Week
D.	Telephone Use	All	Daily
E.	Mail	All	6 Days a Week
F.	Exercise:		
	Indoor	All	Daily
	Outdoor	All – New Lockup	Daily
G.	Recreation:		
	Games	All	Daily
	TV/VCR	All	Daily
	Radios	All – New Lockup	Daily
H.	Newspaper	All	Daily
<b>3. Institutional Programs/Trusty Assignments</b>		<b>#Participants</b>	<b>Frequency/Schedule</b>
A.	Administrative/Outside	2	Daily
B.	Central Processing/Records	1	Daily
C.	Kitchen Workers	18	Daily
D.	Medical/Corr. 4	1	Daily
E.	Supply/E-Wing Haz. Spills	1	Mon. – Fri.
F.	Property/Intake	1	Daily
G.	Housing Floor	2	Daily
H.	Workers Quarters/Laundry	1	Daily
I.	PM Floor Crew/Dorm Worker	4 + 1 Alternate	Daily
<b>4. Off-Site Programs/Work Crews</b>			

**This section is not applicable to the Montgomery County Detention Center. The Montgomery County Department of Correction and Rehabilitation operates other divisions that provide and supervise these programs.**

**Adult Detention Centers**

H. <u>INMATE POPULATION</u> (as of):	August 28, 2013	Differences <sup>†</sup>
1. Operating Capacity	200	0
2. Males	101	-38
3. Females	4	-3
4. Total	105	-41
5. Locally Sentenced	30	+1
6. Awaiting Trial	75	-42
7. Awaiting Pre-Sentencing Investigation	0	0
8. Awaiting Transfer to Md. Division of Correction	0	0
9. Held for Other Jurisdictions	0	0
10. Out to Other Jurisdictions	1	+1
11. Weekenders	3	+3
12. Hospital/Infirmary	1	+1
13. Special Confinement	0	0
a. Disciplinary Detention	0	0
b. Administrative Segregation	0	0
c. Protective Custody	0	0
d. Medical Isolation	0	0
14. Work Release	N/A	N/A
15. Home Detention		
a. Pre-Trial	N/A	N/A
b. Sentenced	N/A	N/A
16. Pre-Trial Services	N/A	N/A
17. Inmate Characteristics:		
a. Average Age	18-30	
b. % of Minorities	56%	
c. Predominant Charges/Offenses	CDS Poss.	
d. Average Sentence Length	72 hours to Transfer to MCC	



<sup>†</sup>To be calculated by M.C.C.S.

## Significant Changes

### A. Staffing

1. The operational position, Central Processing Unit Correctional Sergeant, was created in an effort to support the assigned CPU Lieutenant. On April 1, 2013 the vacated position of Deputy Warden (retirement) was filled. Several promotions occurred including an Inmate Property Management Officer, two Sergeants, one Lieutenant. On May 23, 2012 there was an "Outstanding Warrant" operation conducted in an effort to closeout many outstanding warrants. The District Court was opened on Saturday and Sunday and held a special session to close out many cases. As a result MCDOCR staff from the Pre-Trial Services and Alternative Community Services was working to handle these cases. The CPU added one extra officer in anticipation of additional arrest activity and the Receiving and Discharge added to their staffing levels as well. The food service manager announced her retirement in 2013 but will stay on under contract until her position can be filled and her replacement trained. OHR continues to hire correctional officers to fill any available vacancies.

### B. Programs/Services

1. During the time a major storm passed through the area on June 30, 2012 and inmates were transferred to MCCF, the MCDC Central Processing Unit and the Records Section remained operational to continue providing services to the new lock ups and inmates. Minimal programs continue to be offered to the inmate population such as religious services, visiting, and Clinical Assessment and Transitional Services just to name a few. MCDC is an intake, assessment and diagnostic facility and as such offers limited programs and services. The majority of the programs and services are offered at MCCF that is better suited to offer these services. Should an inmate want access to more programs and services and are sentenced, they may request through their case manager a transfer to MCCF.

### C. Inmate Population

1. MCDC continues to house a minimal number of inmate workers on site. The rest of the inmate population at MCDC is usually held for seventy two hours before being transported to MCCF unless they are released prior to transport. On June 30, 2012 the MCDC inmate population was relocated to MCCF because of a major storm that knocked out power to more than 200,000 customers in Montgomery County. It was necessary because of the extreme heat and mandatory water restrictions that were affecting the MCDC. On July 3, 2012 MCDC began to reoccupy with new lockups as there was no need to conduct transports to MCCF. There was a slight spike in the inmate population on the weekend of May 23, 2012 due to an operation used to close out open warrants.

### D. Physical Plant

1. The bushes surrounding the parking lot were removed and several trees have been trimmed to create clear and direct sight lines and eliminated blind spots. The parking lot traffic circulation was changed and new signs have been installed to direct the new flow. The

visiting desk was moved from just inside the front door back to the inner lobby area where a staff controlled access door is utilized. Since the opening of MCCF, the core focus for

MCDC has become intake, assessment and diagnostic services. To that end several areas/sections were relocated through out the building to better and more effectively provide these services. The Departments Record Section was relocated from the second level to the Corridor 1 area. The medical section was moved up the hallway to an area that was more suitable to provide the medical services; the Central Processing unit was relocated and reconfigured using a larger space from an area that was smaller and distanced from the rest of the building. It moved to the old medical area.

#### E. Major Equipment Purchases

1. The County Executive authorized the expenditure of 1.5 million dollars to stabilize MCDC. These monies went to repairing the core building roof to eliminate the leaking and mold, replace and upgrade emergency generators, upgrade basic security hardware to include doors and control centers, and replace chillers and air handling units. There were several computers, printers and other equipment installed in the new Central Processing Unit (CPU). A second morphotrack fingerprint machine was also purchased for use in the CPU. A new operating system that will use the old servers left over from the MCCF Central Control upgrade were upgraded and reprogrammed and installed for a more dependable, updated operating system with recordable cameras. A new emergency generator has been installed. The Officers Dining Room was remodeled and new tables and benches were installed. Equipment has been installed to overhaul the camera system throughout the building.

#### F. Future Plans

The Department entered into a contract with a firm to conduct a Master Confinement Study which will affect any funding requests for the new Criminal Justice Center that is sought to replace MCDC. It is planned to be located where the current MCP 1 District station is, right down the street from the current Detention Center. A new Police sally port gate at the Intake Control is planned in the near future. The Correction and Rehabilitation Information Management System (CRIMS) Phase Two will be implemented soon to compliment the work flow already being used by the CPU booking and extends to the Receiving and Discharge admission and screening phase. Another future project planned will bring a warrants office for the police to MCDC. With an average of 140 walk in warrant services a month, having this office on site would greatly enhance the process to get these warrants served more efficiently.