



## Department of Public Safety and Correctional Services

### Maryland Commission on Correctional Standards

115 SUDBROOK LANE • SUITE 200 • PIKESVILLE, MARYLAND 21208-3878  
(410) 585-3830 • FAX (410) 318-6020 • V/TTY (800) 735-2258 • www.dpscs.state.md.us

STATE OF MARYLAND

MARTIN O'MALLEY  
GOVERNOR

ANTHONY G. BROWN  
LT. GOVERNOR

GARY D. MAYNARD  
SECRETARY

G. LAWRENCE FRANKLIN  
DEPUTY SECRETARY

RANDALL NERO  
ACTING DEPUTY SECRETARY

G. LAWRENCE FRANKLIN  
ACTING CHIEF OF STAFF

ROBERT L. GREEN  
CHAIRMAN

HOWARD RAY, JR.  
EXECUTIVE DIRECTOR

## ROXBURY CORRECTIONAL INSTITUTION

### AUDIT REPORT

NOVEMBER 17, 2011

An audit of the Roxbury Correctional Institution was conducted on October 4-7, 2011 by Commission staff and five Duly Authorized Inspectors. This Final Report and attached Compliance Plan were approved by the Commission on Correctional Standards at its meeting on November 17, 2011.

### SUMMARY

The Roxbury Correctional Institution (RCI), located in Hagerstown, Maryland houses male inmates committed to the Division of Correction. The majority of the inmates are sentenced at the medium level of security. The facility comes under the administrative authority of the Commissioner of Correction and the daily management of Warden Gregg Hershberger.

### AUDIT RESULTS

RCI was found to be in compliance with the majority of standards for Adult Correctional Institutions. The noted deficiencies involved the following:

- **A random review of the Notice of Confiscation and Inmate Property Disposition forms, for inmate's whose property was confiscated, demonstrated that inmates whose personal property was confiscated did not receive a receipt during the period of 2009, 2010, and 2011.**
- **Inmate strip searches conducted in the Receiving and Segregation Unit were not documented, during the period of September 2008 through March 2010, as required by policy.**
- **Weekly inventories of needles/syringes were not conducted on Medical Bulk Sharps during the period of June 2009 through December 2010, as required by the standard.**

The standard .01Q requiring Separation of Sexes was non-applicable, since the facility houses only male inmates.

### **AUDIT PROCESS**

The administration and staff were well prepared for the audit. The pre-audit materials were submitted to the MCCA office. The majority of the secondary documentation was located throughout the facility with the respective department or staff person. Centralizing the secondary documentation to allow an efficient and practical management of time for the audit process may be more conducive in the future. The manuals of standard operating procedures continue to be informative and comprehensive. The post orders, emergency plans and inmate orientation materials are inclusive of pertinent information to meet the needs of staff, inmates and the local community. The facility's staff was available to escort the audit team members to various locations throughout the facility, and to provide additional information upon request and to answer questions as needed from the auditors.

### **FACILITY TOUR NOTES**

The physical plant demonstrated a high level of sanitation during the days of the audit. During the tour, minor sanitation issues were noted and most were addressed prior to the end of the audit. Also, a few items required additional time for repair and work orders were provided by the staff to demonstrate that these issues would be addressed by maintenance staff. The facility continues to demonstrate excellent sanitation and maintenance protocol, as an integral part of the daily routine.

### **MANAGING FOR RESULTS**

The Department of Public Safety and Correctional Services (DPSCS) Managing for Results (MFR) initiative includes specific core objectives that address compliance with the minimum standards for places of adult confinement. Outlined below are the results for these objectives:

• Percent of applicable inmate security standards met	94%
• Percent of applicable inmate well-being standards met	
* Medical, dental and mental health	93%
* Food Service	100%
* Housing and Sanitation	100%

The compliance results are incorporated as a part of this audit report for the Division of Correction 2012 fiscal year reporting requirements for MFR.

### **CONCLUSION**

The Maryland Commission on Correctional Standards' staff will conduct a monitoring visit on **Friday, June 08, 2012 at 10:00 a.m.** to assess compliance with the minimum mandatory standards found in noncompliance at the audit.

In conclusion, the administration and staff of the Roxbury Correctional Institution are experienced professionals, who utilize the standards as a means of ensuring sound correctional and management principles are practiced in the daily operations of the facility. The Division of Correction is encouraged to continue to provide the support and resources necessary to achieve total compliance.

**ROXBURY CORRECTIONAL INSTITUTION**

**COMPLIANCE PLAN**

**COMPLETION DUE DATE: June 1, 2012**

**MONITORING VISIT DATE: June 8, 2012 at 10:00 a.m.**

Non-Compliance Standards	Deficiencies Noted	Corrective Action Needed
.01 J (8, 11 ) Search Procedures	<p>A random review of the Notice of Confiscation and Inmate Property Disposition forms, for inmate's whose property was confiscated, demonstrated that inmates whose personal property was confiscated did not receive a receipt during the period of 2009, 2010, and 2011.</p> <p>Inmate strip searches conducted in the Receiving and Segregation Unit were not documented, during the period of September 2008 through March 2010, as required by policy.</p>	<p>A receipt is to be given to an inmate whose personal property is confiscated and records maintained, in accordance with policy and the standard.</p> <p>Strip search records must be maintained for the entire audit period, per the policy and the standard.</p>
.02 K (4) Control of Medical and Dental Instruments	Weekly inventories were not conducted on Medical Bulk Sharps during the period of June 2009 through December 2010, as required by the standard.	Weekly inventories must be conducted on needles/syringes and the records must be maintained for the entire audit period, per the standard.



### Audit Activities

**1. Facility:**

Roxbury Correctional Institution

Date(s):

October 4 - 7, 2011

**2. Audit Team Members:**

Code	Name	Title/Rank	Affiliation
A	Veronica Moore	Assistant Executive Director	MCCS
B	Hartley Aligbeh	Correctional Program Specialist/ATL	MCCS
C	Tyrone Mabson	Auditor	MCCS
D	Otis Merritt III	Auditor	MCCS
E	Allen Morrison	Lieutenant	FCDC
F	Victor Grays	Lieutenant	CCDC
G	Lisa Maddox	Lieutenant	BCDC
H	Hensel Crosier	Sergeant	HCDC
I	Brenda Hamilton	Case Management Specialist II	MCTC

**3. Assigned Standards:**

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

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

Date: October 4-7, 2011

Arrival: 9:00 a.m.

Departure: 5:00 p.m.

**5. Entrance Interview:**

Audit Team Members Present: A-I

Facility Staff Present: Warden Gregg Hershberger, Assistant Warden Denise Morgan, Security Chief David Wade, Sergeant Gerald Landis (audit coordinator), Sergeant Vanita Darden and other invited staff.

**6. Tour:**

Date(s): October 4, 2011

Time: 9:00 a.m. - 11:45 a.m.

Audit Team Members: A-I

Escorts: Lieutenant Kenneth Alexander, Sergeant Vanita Darden, Sergeant Gerald Landis and Lieutenant Mark Gonzales.

**7. Inmate Interviews:**

Date: October 5, 2011

Time: 9:35 a.m. – 10:15 a.m.

Audit Team Member(s): C

Location: Visiting Room

Characteristics:

Males: 8

Females: 0

**8. Staff Interviews:**

Characteristics:

Males: 7

Females: 3

Security: 10

Admin: 4

Medical: 7

Support: 4

Other: 0

**9. Exit Interview:**

Date: October 7, 2011

Time: 4:00 p.m.

Audit Team Members Present: A-I

Facility Staff Present: Warden Gregg Hershberger, Assistant Warden Denise Morgan, Security Chief David Wade, Sergeant Gerald Landis (audit coordinator), Sergeant Vanita Darden and other invited staff.

**10. Remarks:** Due to the size of the facility, the tour was divided into four groups. Also, one new DAI was involved in this audit for training purposes by MCCA.

**Descriptive Outline**

- A. FACILITY: Roxbury Correctional Institution
- B. CATEGORY: Adult Correctional Institution
- C. ADMINISTRATIVE AUTHORITY: Division of Correction
- D. MANAGING OFFICIAL: Gregg Hershberger, Warden
- E. AUDIT COORDINATORS: Gerald Landis, Sergeant
- F. STAFFING PATTERNS (as of this date): 8/18/2011. 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	1	0	1	0	0	0
D. Other	0	0				0
<b>2. Security Personnel</b>						
A. Major	3	0	3	0	0	0
B. Captain	9	0	9	0	0	0
C. Lieutenant	26	0	26	0	0	0
D. Sergeant	47	0	45	2	1	0
E. Corporal	226	0	188	33	11	5
F. Private	20	3	17	3	2	0
G. Other	0	0				



Rank/Title	#Positions	#Pending MCTA	Male	Female	Minorities	Vacancies
<b>3. Treatment Personnel</b>						
A. Counselors/Case Workers/Case Managers	16	0	6	9	1	0
B. Social Workers	2	0	1	1	0	0
C. Psychologists	6	0	0	6	0	0
D. Other: (Addictions)	2	0		3	0	0
						1 pin 50/50
						2 pins 50/50
<b>4. Support Personnel</b>						
A. Recreation	1	0	1	0	0	0
B. Chaplains	2	0	1	0	1	1
C. Cook/Dietary	20	0	14	5	2	1
D. Supply Officer	5	0	2	3	0	0
E. Maintenance	13	0	13	0	0	0
F. Clerical	45	0	41	1	0	3
						1 pin 50/50
G. Other						
<b>5. Medical Personnel</b>						
A. Physicians	1	0	1	0	1	0
B. Nurses (R.N., L.P.N)	12	0	0	10	0	2
C. Physician's Assistants	1	0	0	1	0	0
D. Nurse Practitioners	0	0				0
E. Dentists	0	0				0
F. Other	0	0				0

G. PROGRAM/SERVICES:

**1. Self-Help Activities**

	#Participants	Frequency/Schedule
A. Inmate Council	5	Monthly
B. Substance Abuse Counseling		
1. After Care	15	1 day/week
2. ATP	23	2 days/week
C. Mental Health Counseling/Therapy/ Psychologist/Psychiatrist		
1. Special Need Unit (SNU)	32	2/week
2. Crisis Intervention (self/staff referral)	5	as needed
3. Non-crisis Intervention (self/staff referral)	5	as needed
4. Mental Health Management (MHM)	40	1 day/week
D. Alcoholics Anonymous	55	1 day/week
E. Narcotics Anonymous	123	1 day/week
F. Religious Services: 20 different services	1278	6 days/week
G. Other		
1. Alternative to Violence Program (AVP)	20	Monthly
2. Incarcerated Veterans (IVOR)	35	Monthly
3. Thinking for a Change	15	1 day/week
4. Anger Management	15	1 day/week
5. Victim Awareness	15	1 day/week
6. Art Class	24	1 day/week
7. Spanish Class	15	1 day/week
8. Business Group	15	1 day/week
9. Family Day	80	4 weekends/year

**2. General Privileges**

A. Library	General population-weekly; Segregation-material delivered per request slip; inmates requiring legal material - up to 3 x week.
B. Commissary	General population-weekly; segregation - 2/month.
C.	
D. Visiting	Friday, Saturday, Sunday and Monday; 0800 to 1415
E. .	
F. Telephone Use	0800 to 2300 during rec-hall, open phones on 7-3, controlled on 3-11 shift. Segregation Unit phones by incentive only.
G. Mail	Five days per week, Monday thru Friday.
H. Exercise:      Indoor or Outdoor	General Population Units-daily; Segregation Unit- 5 days/week. Intramural Sports are also available to General Population according to applicable season.
I. Recreation:	Daily-except inmates on disciplinary segregation.
Games	yes                   24/7
TV/VCR	yes                   24/7
Radios	yes                   24/7

## Audit Report (Cont'd)

H. Other: Barber Shop

1771

6 days/week



Adult Correctional Institutions

H. INMATE POPULATION:	(as of) August 2011	Differences†
1. Operating Capacity	1771	0
2. Current Total	1705	-51
3. Maximum Custody	0	-1
4. Medium Custody	1663	-11
5. Minimum Custody	40	-24
6. Pre-Release Custody	2	-14
7. Held for Other Jurisdictions	0	0
8. Out of Other Jurisdictions	4	-15
9. Special Confinement		
a. Disciplinary Detention	164	10
b. Administrative Segregation	27	-45
c. Protective Custody	0	0
d. Medical Isolation	0	0
10. Hospital/Infirmary	0	0
11. Inmate Characteristics:		
a. Average Age	35.5 years	
b. % of Minorities	73.7%	
c. Predominant Charges/Offenses	Murder 29%, Robbery 19%, Assault 14%, Drugs/Sexual Assault 12%.	
d. Average Sentence Length	20.4 years	
12. Work Release	None	

†To be calculated by M.C.C.S.

## Significant Changes

### A. Staffing

1. Increase of one additional Custody Staff, Education Building Rover, (SAP).
2. Decrease of two Commissary Supply Officers.
3. Increase of two additional Psychology Staff

### B. Programs/Services

1. Housing Unit One implemented a Special Needs Program (SNU), 32 participants to date.
2. Housing Unit Four implemented an Intake Program for processing inmates transferring to RCI.

### C. Inmate Population

1. No Significant change to the demographics of the population.

### D. Physical Plant

1. Addition of one High Intensity Light structure to inner compound area.
2. Reconfigured Inmate Dining Area to implement blind serving lines.

### E. Major Equipment Purchases

1. Ice machine for Kitchen.
2. Dishwasher for Kitchen.
3. Two Secure View Metal Detectors; installed in Yard Post One and Education Building.
4. Replacement of various Fleet Vehicles, nine total.

### F. Future Plans

1. Two additional High Intensity Light structures.
2. Panic Alarm replacement in Education Building.
3. Additional fourteen hundred feet of walkway to inner compound.
4. Replacement of computer controlled Key Issue and Return System.
5. Perimeter Upgrade.\*
6. Gatehouse construction.\*
7. Relocation of Medical Department.\*

\* Listed in 2008 audit.