



Department of Public Safety and Correctional Services

Maryland Commission on Correctional Standards

6776 REISTERSTOWN ROAD SUITE 304 BALTIMORE, MARYLAND 21215-2341
(410) 585-3830 • FAX (410) 764-4113 • V/TTY (800) 735-2258 • www.dpsscs@maryland.gov

STATE OF MARYLAND

WES MOORE
GOVERNOR

ARUNA MILLER
LT. GOVERNOR

CAROLYN J. SCRUGGS
SECRETARY

ANTHONY GASKINS
CHIEF OF STAFF

CHRISTINA LENTZ
DEPUTY SECRETARY
ADMINISTRATION

ANNIE D. HARVEY
DEPUTY SECRETARY
OPERATIONS

ANGELINA GUARINO
ASSISTANT SECRETARY
POLICY, DATA AND GRANTS

RENARD E. BROOKS
ASSISTANT SECRETARY
PROGRAMS, TREATMENT AND
RE-ENTRY SERVICES

THOMAS REECE
CHAIRPERSON

VERONICA D. MOORE
EXECUTIVE DIRECTOR

TALBOT COUNTY DEPARTMENT OF CORRECTIONS

AUDIT REPORT

MARCH 28, 2024

An audit of the Talbot County Department of Corrections (TCDC) was conducted on September 12-13, 2023 by Commission staff and two Duly Authorized Inspectors. This Final Report was approved by the Maryland Commission on Correctional Standards at its meeting on March 28, 2024.

SUMMARY

The Talbot County Department of Corrections is located in Easton, Maryland and has been in operation since 1992. The detention center houses male and female, pretrial, work release and sentenced inmates. The facility operates under the administrative authority of Director Terry Kokolis.

AUDIT RESULTS

After a thorough review, the Talbot County Department of Corrections was found to be in total compliance with all of the standards for an Adult Detention Center. This is Talbot County Department of Corrections' second time achieving total compliance, at the initial audit.

AUDIT PROCESS

The Remote Audit Process was initiated upon the facility providing the compliance documentation and pre-audit packet for remote review by the auditors. The facility utilized the drop box software which was developed to facilitate the remote audit process. The audit

coordination team and the auditors were able to conduct remote inventories and activities, prior to the onsite audit process. The Adult Detention Center Audit Worksheets and the Audit Report Template were provided, as requested. The majority of the primary and secondary documentation was located in the duty room and other areas of the facility where specific functions occurred, such as, the dietary, medical and classification departments, which held a high level of organization. The facility staff was available to provide escorts throughout the facility as well as provide additional information, as needed.

The facility's policy and procedures are thorough and continue to address all areas of the facility's operations. Post Orders and Emergency Plans are conducive to service the needs of staff, inmates and the community.

FACILITY TOUR

Four groups of auditors were escorted to areas of the facility to assess its condition. Overall, the detention center was found to be clean, orderly, and in good condition, during the tour. It was noted that the facility has been approved for a 2024 fiscal year \$200,000 Capital Improvement Project Grant to repair the leaks throughout the facility; including, but not limited to shower enclosures, flooring, walls and fixtures. The Sally Port water valve was not inspected and is pending a quarterly inspection. The C House 1st Floor shower has a rusted plate, a peeling floor, which also needs cleaning, and the 2nd floor shower has a leak. The C House C-7 Floor is peeling. C-11 has no hot water and is pending repair, due to no access panel. The D House bottom and the top showers are out of order and general cleaning and painting is needed. The E House top right shower is out of order. There are two ceiling lights that are not operational above the stairwell. The F-House dayroom needs general cleaning and painting. The H- House needs painting for the graffiti on the walls and doors and the H-3 toilet's flush button leaks. There were a few minor sanitation issues noted by the auditors and the facility has submitted a corrective action plan, as well as work orders, for those cited areas. The majority of the minor issues were repaired and the facility appears to be sanitary and meets general maintenance needs of the inmates and the staff.

CONCLUSION

The Talbot County Department of Corrections Director, administrative team and staff demonstrated a commitment to the audit process through the constant and daily use of the standards for an Adult Detention Center, as an effective management tool. Commitment and dedication was evident based on this facility achieving total compliance with the standards for an Adult Detention Center. The County Council should continue to provide the necessary support, resources and assistance to this facility to maintain 100% compliance with the standards. The Talbot County Department of Corrections is recommended to receive the Recognition of Achievement Award.

Audit Activities

1. Facility:

Talbot County Department of Corrections

Date(s):

September 12-13, 2023

2. Audit Team Members:

Code	Name	Title/Rank	Affiliation
A	Veronica Moore	Executive Director	MCCS
B	Tanya Joyner	Assistant Executive Director/ATL	MCCS
C	Brian Raivel	Sr. Correctional Program Specialist	MCCS
D	LaShawn Payton-Muhammad	Correctional Program Specialist	MCCS
E	Tareda Armwood-Faison	Officer	MCCS
F	Diana Viville	Auditor	MCCS
G	Tyronda Johnson	Classification Counselor	Wicomico CDC
H	Lanecia Howell	Master Correctional Officer	Wicomico CDC

3. Assigned Standards:

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

4. Team Arrival/Departure Times:

Date: September 12-13, 2023 Arrival 9:00a.m.

Departure 4:30p.m.

5. Entrance Interview

Date: September 6, 2023

Time: 11:30a.m. via Google Meet

Audit Team Members Present: A-F, H

Facility Staff Present: Director Terry Kokolis, Deputy Director Joseph Hughes, Captain Cindy Green and Lieutenant Christine Field (Audit Coordinator).

6. Tour: 4 groups

Date(s): September 12, 2023

Time: 9:21a.m.-9:56a.m.

Audit Team Members: A-H

Escorts: Deputy Director Joe Hughes, Captain Cindy Green, Lieutenant Christine Field, and Lieutenant Lally.

7. Inmate Interviews:

Date: August 29, 2023

Time: 1:00 p.m. - 1:30p.m. (M)

Location: Google Meet

2:00 p.m. - 2:30 p.m. (F)

Audit Team Member(s): D, E

Characteristics:

Males: 6 Females: 4

8. Staff Interviews:

Characteristics: 7

Males: 4

Females: 3

Security: 5

Admin: 0

Medical: 1

Support: 1

Other: 0

9. Exit Interview:

Date: September 27, 2023

Time: 10:00a.m. via Google Meet

Audit Team Members Present: A-G

Facility Staff Present: Director Terry Kokolis, Deputy Director Joe Hughes, Captain Cindy Green and Lieutenant Christine Field (Audit Coordinator).

Descriptive Outline

- A. FACILITY:

Talbot County Department of Corrections
- B. CATEGORY:

ADC (Adult Detention Center)
- C. ADMINISTRATIVE AUTHORITY:

Talbot County Council
- D. MANAGING OFFICIAL:

Terry Kokolis, Director
- E. AUDIT COORDINATORS:

Lt. Christine Fields, Deputy Director Joe Hughes
- F. STAFFING PATTERNS (as of this date):

C for contractual; PT for part-time

Rank/Title	#Positions	#Pending MCTA	Male	Female	Minorities	Vacancies
1. Administrative Personnel						
A. Director	1		1			
B. Deputy Director	1		1			
C. Security Chief						
D. Other						
2. Security Personnel						
A. Major						
B. Captain	2			1	1	1
C. Lieutenant	4		3	1	3	
D. Sergeant	8		4	4	7	
E. Corporal	27		9	7	10	6
F. Private		5	4	1	3	
G. Other	1/2PT		1			

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

G. PROGRAM/SERVICES:

1. Self-Help Activities		#Participants	Frequency/Schedule
A. Inmate Council		N/A	
B. Substance Abuse (MAT)		8 avg.	2/Wk, male/female
C. Mental Health Counseling/Therapy/ Psychologist/Psychiatrist		17 avg.	9.5hrs./Wk., male/female
D. Alcoholics Anonymous		3 avg.	1/Wk., male/female
E. Narcotics Anonymous		3 avg.	1/Wk., male/female
F. Religious Services		5 avg.	1/Wk., male/female
G. Other		3 avg.	2/Wk., female
2. General Privileges			
A. Library		All Inmates	1/Wk.
B. Commissary		All Inmates	1/Wk
C. Visiting		All Inmates	1/Wk
D. Telephone/Tablet Use		All Inmates	Daily
E. Mail/Tablet		All Inmates	Daily
F. Exercise:	Indoor	Gen. Pop.	3/Wk.
	Outdoor	Gen. Pop.	3/Wk., Weather Permitting
G. Recreation:			
Games		All Inmates	Daily
TV/VCR		All Inmates	Daily
Radios		All Inmates	Daily
H. Other		N/A	
3. Institutional Programs/Trusty Assignments		#Participants	Frequency/Schedule
A. Sanitation		2	Daily
B. Laundry		1	Daily
C. Kitchen		6	Daily
D. Commissary		0	N/A
E. Other		8	Daily
4. Off-Site Programs/Work Crews Suspended		#Participants	Frequency/Schedule
		0	

Adult Detention Centers

H. <u>INMATE POPULATION</u> (as of):	August 2, 2023	Differenc
1. Operating Capacity	148	<u>3</u>
2. Males	40	<u>-24</u>
3. Females	5	<u>-7</u>
4. Total	45	<u>-31</u>
5. Locally Sentenced	15	<u>-29</u>
6. Awaiting Trial	30	<u>-5</u>
7. Awaiting Pre-Sentencing Investigation	0	<u>0</u>
8. Awaiting Transfer to Md. Division of Correction	0	<u>0</u>
9. Held for Other Jurisdictions	11	<u>11</u>
10. Out to Other Jurisdictions	3	<u>3</u>
11. Weekenders	0	<u>1</u>
12. Hospital/Infirmary	0	<u>1</u>
13. Special Confinement	0	<u>0</u>
a. Disciplinary Detention		
b. Administrative Segregation		
c. Protective Custody		
d. Medical Isolation		
14. Work Release	0	<u>0</u>
15. Home Detention	1	<u>-1</u>
a. Pre-Trial	0	<u>0</u>
b. Sentenced	1	<u>0</u>
16. Pre-Trial Services	20	<u>19</u>
17. Inmate Characteristics:		
a. Average Age	35	
b. % of Minorities	60%	
c. Predominant Charges/Offenses	Assault 2 nd degree	
d. Average Sentence Length	423 days	

†To be calculated by M.C.C.S.

Significant Changes

A. Staffing

1. New Deputy Director Joe Hughes assumed the position August 2023.
2. Actuarial Study for transfer to CORS was approved in the FY21 Operating Budget and passed by the Maryland Legislature in Annapolis during the 2023 session. The County Council has committed to support inclusion in the FY25 Budget.
3. MAT Program initiated in compliance with HB 116 with on-site addition of an Addictions Counselor and a Peer contracted through the Talbot County Health Department.
4. Staff reorganization initiated to ensure strategic supervision of Security and Programs functions.
5. Emphasis continues to fill all Correctional Officer positions by increasing salaries, improving training and strategizing background investigation to streamline hiring to limit staff burnout.

B. Programs/Services

1. Achieved CARF Accreditation for the MAT Program.
2. Inside Out Dads Program for male inmates meets twice per week.
3. Inside Moms Program meets twice per week.
4. Mediation Program contracted to expand and better serve Talbot County inmates who can benefit by reconnecting with families prior to discharge.
5. MAT Program initiated in cooperation with University of Maryland, contract Pharmacy and Talbot County Health Department to ensure prescribed medication combined with treatment are available to all who qualify in preparation for release.
6. Education, Literacy and GED programs are being reinvented to serve the pretrial incarcerated population as the sentenced population steadily decreases by court sentencing.
7. Contracted with PayTel for installation of new inmate phone system, Tablets with many self-help programs at no cost, Secure Mail delivery and capability to add Video Visitation.

C. Inmate Population

The Inmate population reflects the trend of Maryland since Bail Reform legislation was adopted. Pretrial-Incarcerated numbers continue to decrease while Pretrial-Supervision in the community remains somewhat constant. Sentences reflect an increase to DOC rather than local and diminution guidelines serve to shorten the incarceration time for all offenders.

D. Physical Plant

1. Department of Corrections was designated the Central Booking Center for Talbot County in 2018 and charged with renovating the portion of the building previously housing the county Sheriff's Office. As part of this renovation, a contract was executed to house the District Court Commissioners Offices and as such, space was allocated to the District Court.
2. The building opened in 1992 and has sustained exterior damage caused by environmental factors. Primarily brick and block, a project was initiated to routinely Power Wash and clean the exterior brick façade and to replace all broken roof tiles.

3. The Gym was noted to have insufficient lighting, so a project was initiated to evaluate a lamping pattern consistent with improved safety. Project included changing all lights to higher lumens. The floor was also repaired and new epoxy topcoat and lines was added to ensure continued use for recreation.
4. Installed multiple new UPS units as replacements to existing equipment to ensure uninterrupted operation during power outages was prioritized.
5. Rebuilt and replaced all internal components of the facilities only emergency generator. Included an improvement to automatically transfer generator power to building during a power outage.
6. Chiller rebuilt with new motor and six (6) new Coils.
7. Contracted for a 100% installation of a new high resolution security camera system of all internal areas and the exterior perimeter. Installation included adding building wide access to Wi-Fi.
8. Contracted and installed two (2) new Hot Water heaters and a holding tank for the facility to improve efficiency and lower utility cost.

E. Major Equipment Purchases

1. Automating and improving the collection of data is essential, to that end, the Jail Management System was upgraded with better technology to monitor inmate movement. (Jailtracker).
2. Upgraded Integrated Control System to operate Doors, Gates, Lights, Intercoms and Cameras.
3. Crossmatch/Livescan Machine to process all new intakes entering Central Booking.
4. New Ballistic Vests purchased to replace all vests having documented expiration dates.
5. Video Simulator for firearms training.
6. Kitchen equipment: Griddle, Tilt Skillet, Steamer Ovens (2), Coffee Maker, Dish Washer.

F. Future Plans

1. Revise and update existing lesson plan objectives along with visual aids to add subjects/topics and increase state mandated 18 hours to 24 hours of in-service training.
2. Develop and implement a Career Development Plan for staff providing recognition to staff for specific accomplishments and initiative focused on promotion.
3. Capital project to renovate Lobby with intent to integrate areas of existing space formerly housing the Sheriff's Department. Renovating this area will support Inmate Reentry, Community Corrections and Pretrial Supervision Program.
4. Expanding addictions and treatment services in coordination with accredited MAT Program.
5. Resurface all shower pans and walls/install new plumbing fixtures to decrease water usage.
6. Capital project to convert 30+ year pneumatic HVAC to electronic control system.
7. Evaluate 30+ year old sprinkler system and plan for future replacement of all sprinkler heads.