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# Eighth Community Service Programs Annual Report 1987

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STATE OF MARYLAND  
PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DIVISION OF PAROLE AND PROBATION

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William Donald Schaefer  
Governor

Melvin A. Steinberg  
Lt. Governor

Bishop L. Robinson  
Secretary

William J. DeVance  
Director

ACQUISITIONS

- ALLEGANY COUNTY
- ANNE ARUNDEL COUNTY
- BALTIMORE CITY
- BALTIMORE COUNTY
- CALVERT COUNTY
- CAROLINE COUNTY
- CARROLL COUNTY
- CECIL COUNTY
- CHARLES COUNTY
- DORCHESTER COUNTY
- FREDERICK COUNTY
- GARRETT COUNTY
- HARFORD COUNTY
- HOWARD COUNTY
- KENT COUNTY
- MONTGOMERY COUNTY
- PRINCE GEORGE'S COUNTY
- QUEEN ANNE COUNTY
- ST. MARY'S COUNTY
- SOMERSET COUNTY
- TALBOT COUNTY
- WASHINGTON COUNTY
- WICOMICO COUNTY
- WORCESTER COUNTY

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**MARYLAND DIVISION OF PAROLE AND PROBATION**

COMMUNITY SERVICE PROGRAMS

EIGHTH ANNUAL REPORT

FISCAL YEAR 1987

Prepared by  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DIVISION OF PAROLE AND PROBATION  
BUREAU OF FIELD OPERATIONS

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STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
MARYLAND DIVISION OF PAROLE AND PROBATION

Administrative Office of the Courts  
Court of Appeals Building  
P. O. Box 431  
Annapolis, Maryland 21404

Information on the activities of Maryland's Community Service Programs during Fiscal Year 1987 is provided in this Eighth Annual Report. The report is a documentary presentation which is intended to satisfy the Division of Parole and Probation's legislated responsibility to submit an annual program report to the Administrative Office of the Courts. Preparation of the Eighth Annual Report was a joint effort involving administrators of local community service programs and staff of the Division of Parole and Probation. Once again I am extending my appreciation to those individuals who willingly contributed the data on program activities featured in this report.

During Fiscal Year 1987 there were significant discussions at the local and statewide level regarding the status of community services in Maryland. An area of continuing concern for several large programs is that of individual program liability. A key element of this concern is the practice in some jurisdictions wherein offenders with a criminal history or current conviction for violent offenses are being referred to community service programs. The heart of the matter is that the enabling legislation, codified as Article 27, Section 726A of the Annotated Code of Maryland, does not provide for placement of such offenders in community service programs. In fact, the legislation limits use of community service to those individuals who have "...not been convicted of a violent crime."

It continues to be my firm belief that community service programs do offer a practical sentencing alternative for "non-violent" offenders, in that they provide a means of exacting social restitution through the imposition of a penalty that is redemptive, just and cost effective. The Division of Parole and Probation is therefore committed to continue its role of support, enhancement and administration of community service as an alternative to regular probation in Maryland.

11/27/87  
Date

William J. DeVance  
Director

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Department of Public Safety and Correctional Services  
Division of Parole and Probation  
Annual Report  
for  
Community Service Programs  
Fiscal Year 1987

I. INTRODUCTION

During Fiscal Year 1987 community service programs continued to offer a useful and appropriate sentencing alternative in all Maryland counties and in Baltimore City. Under the authority of Article 27, Section 726A, of the Annotated Code of Maryland a total of 16,866 offenders were referred to perform 1,135,200 hours of community service. During the same time period, 12,871 offenders successfully completed community work assignments. A statewide total of 687,003.25 hours of service were provided to the community. Based on a comparable wage estimate of \$3.85 per hour, this represented a value of \$2,644,962.50 in services to the community.

II. PURPOSE AND STRUCTURE

The purpose of the community service program is to provide the judiciary with a sentencing alternative through which offenders are placed in unpaid work assignments to serve a specified number of hours performing work within a set time limit. This program thus provides a form of social restitution which is of tangible benefit to the community.

The program is structured to provide flexibility for local administration. The enabling legislation gives the Division of Parole and Probation statutory responsibility for the coordination of a statewide program of community services. Functions to be performed by the division include the preparation of general guidelines that allow modification to meet local conditions, the monitoring of community service programs on request of the sponsoring agency, the development of local program reporting guidelines, and submission of an annual report to the Administrative Office of the Courts on statewide community service program activity. Within these categories of administrative services the division provides technical assistance to facilitate the establishment of local initiatives; promotes interagency coordination of planning and program development; and provides clearinghouse information services in specialized areas of program administration.

In terms of the administering agency, there are two types of community service programs, (1) those administered locally by the respective jurisdiction and (2) those administered directly by the Division of Parole and Probation. The division maintains a position of advocating for the establishment and maintenance of local programs by the local political subdivisions. Toward that end, the division provides a technical assistance service. In those jurisdictions which have not implemented locally administered programs, the Division of Parole and Probation runs programs as a service to the community and the courts.

### III. LOCALLY ADMINISTERED PROGRAMS

Community service programs administered by the local jurisdictions are established in Baltimore City, Anne Arundel, Baltimore, Calvert, Carroll, Charles, Frederick, Harford, Kent, Montgomery, Queen Anne, St. Mary's, Somerset and Washington counties. The towns of Ocean City, Pocomoke City, Snow Hill and Berlin, as well as the County Maintenance Department, have each established local community service programs in Worcester County.

In Fiscal Year 1987, locally administered programs received referrals of 14,396 offenders. During that same period 11,207 offenders successfully completed community service work assignments. A total of 604,617.75 hours of service were provided to the community through locally administered programs during Fiscal Year 1987.

Based on a comparable wage standard suggested by the Maryland State Department of Employment and Training (\$3.85/hour), this represented a value of \$2,327,778.30 in services to the community. The comparable wage standard was arrived at during Fiscal Year 1986 through informal discussions with DET officials who compared the general types of duties performed by community service workers to similar functions in entry level state jobs (e.g. groundskeeper, painter, maintenance, etc.).

### IV. DIVISION ADMINISTERED PROGRAMS

The Division of Parole and Probation provides direct program administration for programs in eleven (11) counties: Allegany, Caroline, Cecil, Dorchester, Garrett, Howard, Montgomery, Prince George's, Queen Anne's, Talbot and Wicomico. Montgomery and Queen Anne's counties have local as well as division administered programs.

During Fiscal Year 1987, division administered programs received 2,470 offenders referred by the courts. In that same period 1,664 offenders successfully completed community service work assignments. A total of 82,385.5 hours of service were provided to the community. Based on a comparable wage standard of \$3.85/hour, this represents a value of \$317,184.17 in services to the community.

### V. ALTERNATIVE SANCTIONS NETWORK

The Alternative Sanctions Network is an organization of representatives from a variety of criminal justice agencies in Maryland and Pennsylvania. Practitioners from community service programs, state and federal parole and probation, juvenile services, work release, halfway houses, drug and alcohol programs, pre-trial release programs, community arbitration, jails and offender aid agencies have all participated in the organization.

The Network provides an important, ongoing forum for discussion about a number of criminal justice issues and has been active since the winter of 1980. The Network, as well as several of the locally administered programs, also has a clearinghouse function in terms of information sharing about matters related to community service.

A major activity for the Network during FY'87 was participation in the legislative process through support of House Bill 906, which was sponsored by Delegate A. Wade Kach. The bill sought to clarify the language of the enabling legislation for community services by specifying the offenses which were not eligible for referral to the program. In recent years, there has been growing concern among some local program directors regarding the numbers of offenders who appeared to be outside the provisions of Article 27, Section 726A but were referred to community service programs in some jurisdictions. Although the enabling legislation stipulates that an offender referred to community service "has not been convicted of a violent crime," several large programs were experiencing significant numbers of clients with a history or current offense related to violent crime.

The Network, as well as the Division of Parole and Probation, supported HB906 during the 1987 legislative session. When the bill was defeated, the Network met with The Honorable Robert F. Sweeney, Chief Judge, District Court of Maryland. This meeting provided an excellent opportunity to further discuss the issue and explore potential options. Judge Sweeney recommended that program directors communicate their concerns to their local judges and to advise the bench in writing when a case was referred for community service which clearly appears to be outside the scope of Article 27, Section 726A. The Division of Parole and Probation supports this administrative mechanism for communication with the bench regarding potentially inappropriate candidates for community service.

The Network continues to meet regularly to review and discuss issues of concern to a variety of agencies and programs involved with alternative sanctions. The contact person for the Network is Linda Parrott (301) 396-1191.

VI. THE COMMUNITY SERVICE PROGRAMS



ALLEGANY COUNTY

A. Program Administration

1. Introduction

There has been no formal established program in Allegany County District Court or Circuit Court to this point. The sentencing judges in this jurisdiction have thus far made little use of this type of alternative sentencing. To date, there have been approximately 25 cases in which community service has been required by the judiciary.

2. Administration

Upon finding the defendant guilty as charged and the judge ordering voluntary community service in lieu of other sentencings, an intake is completed, and the case properly classified and assigned to the appropriate supervising agent. The work hours are monitored by that agent and when completed, the sentencing judge is notified and the case is then closed.

3. Operating Budget

The division makes no special budgetary provision for its community service related activities in Allegany County.

4. Staffing

The program is monitored by the office supervisor and four caseload agents.

B. Program Information

1. Participant Eligibility

The criteria for participating in the program is dependent upon the sentencing judge's decision to allow the defendant to perform community service in lieu of a jail sentence.

2. Worksites

Thus far, the work sites in which the client is expected to perform work duties are assigned by the sentencing judge. This has amounted to clients being assigned to three or four different work projects in the county, depending on where he/she resides.

3. Program Data

Statistics for fiscal year July 1, 1986-June 30, 1987:

Number of Referrals	27
Number of Successful Completions	25
Number Failing to Complete	2
Hours Assigned	1,280
Hours Completed	1,190
Monetary Value of Hours Completed	\$4,581.50

ANNE ARUNDEL COUNTY

A. Program Administration

1. Introduction

The locally administered Anne Arundel County community services program is administered under the county Office of Criminal Justice.

2. Administration

The program is intended to aid local courts while decreasing demand on other county criminal justice resources. The adult component of the Alternative Sentence Program originally is planned for assignment of misdemeanor offenders sentenced by Anne Arundel County District and circuit judges. Adults assigned to public works projects are usually expected to work on Saturdays and Sundays of each week.

The juvenile component of the Alternative Sentence Program was initiated in 1980 as a result of a conference attended by representatives of the County Executive, the Office of Criminal Justice, the Board of Education, and juvenile court masters. The group concluded that an additional sanction beyond probation should be imposed upon many juvenile offenders in Anne Arundel County. Such a sanction would ideally provide a sufficient social stigma to participants in the program to create a "reverse peer pressure."

The adult program has undergone some changes during the past several years. For example, a variety of worksites are now available to assign participants. Approximately one-third of the 300 adults assigned to the program annually are from neighboring counties, with circuit court cases also being frequently assigned. The circuit court and neighboring jurisdiction courts have in the past few years utilized the program, depleting some of the county's program resources and somewhat modifying the purpose of the program.

The juvenile program has also been modified since its inception. Youth are now assigned to the program not only as a condition of probation, but also in cases of continuance. Also, instead of a standard 40 hours, hours are assigned in multiples of eight from a minimum of eight hours to a maximum of 1,000 hours. Juveniles are supervised as a group in completing public works by Mr. Eric Stein. This community service group completes diverse assignments benefiting Anne Arundel County, such as roadside litter clean-up, work at Millersville Landfill, Anne Arundel County Fairgrounds, Crownsville Hospital and the Goodwills.

The program name and address is:

Alternative Sentence Program  
P. O. Box 446  
Crownsville, Maryland 21032  
Phone: 923-6803  
923-3542

3. Staffing

Mr. Peter R. Saxton is director of the Alternative Sentence Program.  
Mr. Eric Stein is part-time program associate.

B. Program Information

1. Participant Eligibility

The majority of referrals to the community service program are made by the two district courts and the circuit court. Cases are also transferred to and from other jurisdictions. Most individuals have been charged with either traffic or misdemeanor offenses, although referrals from the circuit court may involve felony convictions. The Alternative Sentence Program retains the right to refuse to accept an individual for placement. All referrals to the program have either received probation before judgment or have been found guilty with a fine and/or incarceration suspended.

2. Worksites

The Alternative Sentence Program utilizes the following worksites: Maryland State Police Barracks in Glen Burnie, Anne Arundel County Landfills, Goodwill Industries, Glenwood Civic Association, and the public library.

Adults assigned community services are directed to one of the above worksites, while juveniles work as a supervised group in completing projects around the county.

3. Finance

The Alternative Sentence Program charges a \$20.00 program fee to all participants. This money helps defray some of the administrative cost of the program.

4. Program Data

Statistics for fiscal year July 1, 1986-June 30, 1987:

Number of Referrals	522
Number of Successful Completions	812
Number Failing to Complete	98
Number of Hours Assigned	35,154
Number of Hours Completed	23,187
Monetary Value of Hours Completed (\$3.85/hour)	\$89,269.95

## BALTIMORE CITY

### A. Program Administration

#### 1. Introduction

The Baltimore City Community Services Program is locally administered and has been in operation for seven years. Since its beginning in August, 1980, it has evolved into one of the most viable sentencing alternatives offered to the Judges of the Circuit Court for Baltimore City and the District Court of Maryland (District #1).

#### 2. Administration

The Program is structured so that adult offenders referred from District and Circuit Courts in Baltimore City are given the opportunity to provide community service work in lieu of other traditional sentencing. The number of hours to be performed is determined by the sentencing judge. After clients are screened by Program staff, their educational background, skills and interests are matched with the needs of city agencies and non-profit organizations on file. Other factors affecting placement include the nature of the crime committed and regular work/school schedule. Clients are supervised at the worksite and regular follow-up is done by Program staff. Final reports are sent to the court upon completion or termination.

The Baltimore City Community Services Program has two locations:

Circuit Court House East  
111 N. Calvert Street, Room 504  
Baltimore, Maryland 21202  
Phone: 396-1191

District Court Headquarters  
5800 Wabash Avenue, Room 104  
Baltimore, Maryland 21215  
Phone: 764-8905

#### 3. Operating Budget

The Baltimore City Community Services Program is funded by the City of Baltimore under the local Circuit Court. The total program budget for FY'87 was \$169,396.00.

#### 4. Staffing

Present program staff consists of eight full-time personnel: the program director, six investigators, and the secretary.

## B. Program Information

### 1. Participant Eligibility

All program participants are:

- adult (18 years or older), or tried as an adult.
- tried in Baltimore City court, and sentenced to perform volunteer hours by the Judge (post trial).
- convicted of misdemeanor and felony charges.
- referred from a county community service program.

### 2. Worksites

Due to budget cuts and reduction of staff, many agencies are unable to provide their services without volunteer support. The Community Services Program is able to assist these agencies by providing a constant supply of volunteer workers who perform a wide range of jobs throughout the city. The program presently has an agreement with 514 city agencies and non-profit organizations, who accept clients on a regular basis. Many of these agencies offer multiple worksites. Agencies include: Bureau of Recreation and Parks, District and Circuit Court, Baltimore Police Department, Baltimore City Schools, Neighborhood Assistance Program, A Place for Us, Our Daily Bread, many community improvement associations, hospitals, nursing homes, churches and numerous others.

In addition to regular worksite placements, the Baltimore City Program also provides special, temporary workcrews to seven community groups, and City agencies.

### 3. Program Data

Clients are referred from the Circuit Court for Baltimore City and the District Court of Maryland (District #1). All cases are post trial. Approximately 83% of total clients referred are also on supervised probation.

Statistics for fiscal year July 1, 1986-June 30, 1987:

Number of Referrals	(Total)	3,712
Circuit Court		1,671
District Court		1,967
Transfer From County Programs		74
Number of Hours Ordered		487,712
Number of Completions		3,450
Satisfactory Completions		2,070
Unsatisfactory Completions		1,173
Other (hours abated, death, medical)		207
Total Hours Completed		239,085.25
Monetary Value of Hours Completed		\$920,478.21
(\$3.85/hour)		
Total Active Program Cases as of 6-30-87		2,446

4. The Baltimore City Program is currently being computerized. This new system will allow for more efficient placement and monitoring of program clients. Standardized and customized program data reports will be available in minutes. Status update reports to Parole and Probation will be sent out on a monthly basis. We anticipate that the system will be fully operational in five months.

BALTIMORE CITY Program administered by Juvenile Services Administration

A. Program Administration

1. Introduction

The Social Responsibility Program administered by the Juvenile Services Agency, has been functioning in Baltimore City since May 1981.

2. Administration

The program handles only juvenile offenders that are referred by Intake Officers, State's Attorneys Office and the Juvenile Court. The program office is located:

Juvenile Services Agency  
2406 Greenmount Avenue  
Baltimore, Maryland 21218  
Phone: (301) 333-7515, 333-7095, 333-5126

3. Operating Budget

The Juvenile Services Agency makes no budgetary provisions for the administration of this program.

4. Staffing

The program is staffed by a full time Coordinator. Student Interns and Foster Grandparents are used to assist the Coordinator.

B. Program Information

1. Participant Eligibility

Participants are referred from the Baltimore City Juvenile Court as well as Intake staff and the State's Attorney's Office.

2. Worksites

The Social Responsibility Program has some three hundred (300) non-profit organizations and public agencies. These sites may be private or public facilities.

3. Program Data

Statistics for fiscal year July 1, 1986-June 30, 1987:

Number of Referrals	632
Number of Successful Completions	372
Number Failing to Complete	230
Hours Assigned	30,663
Hours Completed	17,203.5
Monetary Value of Hours Completed (\$3.85/hour)	\$66,233.47

## BALTIMORE COUNTY

### 1. Significant Accomplishments

Baltimore County Alternative Sentencing Program continued its operation during the fiscal year 1987 placing nearly 2,000 defendants at community service work sites. Of particular interest is the restructuring of the Alternative Sentencing Program to allow the assignment of four (4) case managers to have as their primary responsibility the operation of the community service program. It is anticipated that this reassignment of personnel will improve the community service component of the Baltimore County Alternative Sentencing Program.

### 2. Program Description

#### A. Program Administration

The Alternative Sentencing Program is part of the Baltimore County Criminal Justice Coordinator's Office. The Alternative Sentencing Program is staffed by twenty three (23) persons including one (1) Director, five (5) T.A.S.C. Monitors, four (4) Community Service Case Managers, four (4) Clerical employees, two (2) Juvenile T.A.S.C. Monitors, three (3) Pre-trial Investigators, one (1) Domestic Violence Referral Program Case Manager, and three (3) Substance Abuse Evaluators. Of this group the operation of the community service component is carried out by the four (4) Case Managers mentioned above. The Alternative Sentencing Program's main office is located in the old jail at Bosley and Towson-town Boulevard, Towson, Maryland 21204.

#### B. Program Operating Budget

The Alternative Sentencing Program is funded by the Baltimore County Government. Its budget is incorporated into the budget of the Criminal Justice Coordinator's Office.

#### C. Participant Eligibility

Participants are eligible if they meet the following criteria:

1. Person must be 18 years old or older unless:
  - a. They are 16-18 years old but waived as a juvenile to adult court; and
  - b. They are under 18 years old but were sentenced to Alternative Sentencing Program by the traffic court.
2. Person tried and/or convicted of a felony and/or misdemeanor.
3. Offender must be tried and/or convicted in Baltimore County or transferred to Baltimore County by a Community Service Program in another jurisdiction.



4. Offender may not presently or previously be convicted of murder, child abuse and/or rape. Exclusion will be based on past history of chronic offenses involving violence or mental or emotional illness, unless the relationship with the offender as well as the community promises to be rehabilitative and beneficial without jeopardizing the latter. After the screening and interviewing process, the director has the option of refusing placement to anyone deemed unfit or unsuitable for the program.

D. Program Data

The Alternative Sentencing Program accepts post trial referrals from Baltimore County's District Court or Circuit Court for participation Community Service Programs. Occasionally cases are accepted as a result of its placement on the STET docket.

Statistics for fiscal year July 1, 1986-June 30, 1987:

Number of Clients Referred	1,999
Number of Successful Completions	1,565
Hours Assigned	149,925
Hours Completed	99,206
Monetary Value at \$3.85 an hour	\$381,943.10
Number of clients failing to complete sentence	436

E. Work Sites

The Community Service Program is actively making placements to approximately 200 governmental and private non-profit agencies.

## CALVERT COUNTY

### A. Program Administration

#### 1. Introduction

The Program has been in existence for nine (9) years. It is operated under the County's Division of Emergency Management.

#### 2. Administration

The Program screens and places juvenile and adult offenders in approximately 20 work sites. The Program office location is:

Calvert County Emergency Management  
Courthouse  
Prince Frederick, Maryland 20678  
Phone: 535-1600, 855-1243, ext. 355, or 535-1623

#### 3. Operating Budget

The Program is paid by the Calvert County government as part of Emergency Management's operating budget.

#### 4. Staffing

The Program is staffed by personnel of Emergency Management.

### B. Program Information

#### 1. Participant Eligibility

Participation is limited to non-violent offenders. Most cases result from motor vehicle offenses.

#### 2. Worksites

The Program utilizes approximately 20 different non-profit organizations and public agencies. Assignments range from maintenance to general office tasks.

#### 3. Program Data

Sources of referrals include juvenile court, district court and circuit court. Clients are referred from other counties. Pre-trial referrals represent approximately 1% and post-trial about 99%.

Statistics for fiscal year July 1, 1986-June 30, 1987:

Number of Referrals	659
Number of Successful Completions	652
Number Failing to Complete	7
Hours Assigned	15,816
Hours Completed	15,394
Monetary Value of Hours Completed (\$3.85/hour)	\$59,266.90

## CAROLINE COUNTY

### A. Program Administration

#### 1. Introduction

The Community Service Program for Caroline County began during 1975. At the election of the County, the program is monitored for the local jurisdiction by the Division of Parole and Probation. As directed by the 1979 enabling legislation, the Division of Parole and Probation prepared the local program guidelines and the reporting guidelines which are used in the preparation of the annual report filed with the Administrative Offices of the Court. In addition, the Division has had to assume the responsibility, legislatively assigned to the Executive of the County, of requesting that private charitable and non-profit institutions and agencies of government provide work projects for the Community Service Program. The Division prepares a directory for reporting a description of the work project; the days of the week; the daily working hours; special skills or physical requirements; duration of the project and other information useful for assigning a defendant to an appropriate work project.

Statistical information provided by Field Supervisor I, John Wilson, indicates a decline in referrals from the 1986 figure of 44 to this year's figure of 36. During fiscal year 1986, 3,525.25 hours were assigned, as compared to this year's figure of 2,820.

#### 2. Administration

An offender placed on probation with a Special Condition to perform Community Service reports to the Division's field office located in Denton, Maryland. The probation agent processes the client into the program and makes the placement at a work project in the community. The agent monitors the client's progress monthly. Any failures to complete the programs are reported to the Courts by the supervising agent.

#### 3. Operating Budget

The Division of Parole and Probation has no budgetary provision for Administration of or monitoring of the Community Service Program in its fiscal allocation. The program, however, is not without cost to the Agency. Absorbed into the existing operating budget are the costs for providing office space, telephone and photocopy equipment, supply materials, clerical support services and the cost of having agent staff monitor the program.

#### 4. Staffing

The Caroline County program is currently monitored by five (5) supervision agents. Oversight responsibility is maintained by the Field Supervisor I. The program address is:

Community Service Program  
Division of Parole and Probation  
Multi-Service Center, 3rd Street  
Denton, Maryland 21629  
Telephone: 479-4611

B. Program Information

1. Participant Eligibility

The 1979 legislation, Article 27, Section 726A of the Annotated Code of Maryland states that court may order a juvenile who is adjudicated delinquent, or a criminal defendant to perform community service: as a condition of probation; as a condition to a suspended sentence or in lieu of payment of any fines and court cost imposed. Criminal defendants may be assigned to work projects: only if the assignment is made with the consent of the defendant; the defendant is not compensated and has not been convicted of a violent crime.

In Caroline County, eligibility is determined by the Courts and the Community Service Work is included as a Special Condition of supervised probation. Traditionally, the Court has reserved Community Service as a Special Condition of Probation for offenders convicted of traffic offenses and less serious criminal charges.

2. Worksites

During fiscal 1987 ten (10) local government and charitable organizations provided work projects.

3. Program Data

Statistics for fiscal year July 1, 1986-June 30, 1987:

Sources of Court Referrals	- Information not available
Pre-Trial/Post-Trial	- Information not available
Types of Offenses	- Information not available
Number of Clients Referred	- 36
Number of placed at worksites	- 36
Number hours assigned	- 2,820
Number hours completed	- 1,514
Average number of hours per client	- 78.3
Number of clients completing	- 21
Number of clients failing to complete	- 4
Monetary value of hours completed (\$3.85/hour)	- \$5,828.90

## CARROLL COUNTY

### A. Program Administration

#### 1. Introduction

The Carroll County Volunteer Community Service Program is a locally administered program solely funded by the Carroll County government, under the jurisdiction of the circuit court.

#### 2. Administration

Program staff interviews, places and monitors juvenile and adult offenders serving a designated number of community service hours. Completion dates are generally assigned based on five hours of service per week for those who are employed or full-time students. Clients are required to work a minimum of 20 hours per week if they are not employed or in school (or are on a school break). The work is contributed to government agencies, civic and religious groups, and non-profit organizations. All community service workers are evaluated in the areas of work quality, reliability and attitude.

The Program location is:

Carroll County Courthouse Annex  
55 North Court Street  
Room G-24  
Westminster, Maryland 21157  
Phones: 857-4606 or 876-7545

#### 3. Operating Budget

The program's total budget expenditure for FY'87 was \$59,343.52 provided entirely by Carroll County.

#### 4. Staffing

The Volunteer Community Service Program has three full-time positions and one part-time. There is a coordinator, a caseworker, and a program assistant as well as a part-time "Sunday crew chief" who supervises a group of clients each weekend.

### B. Program Information

#### 1. Participant eligibility

The program has an "open door" policy accepting adults and juveniles, first-time and repeat offenders, misdemeanor and felony cases, pre-trial and post-trial referrals, adjudicated juveniles.

#### 2. Worksites

The Volunteer Community Service Program actively worked with 176 government agencies, civic groups, non-profit organizations, and religious facilities during FY'87.

3. Program Data

Referrals are received from circuit, district, federal, and juvenile courts. The State's Attorney's Office and the Juvenile Services Administration refer clients on a pre-trial basis or informal basis.

Statistics for fiscal year July 1, 1986-June 30, 1987:

Number of Referrals	782
Number Placed	752
Number of Successful Completions	729
Number Failing to Complete	71
Hours Assigned	35,795
Hours Completed	31,619
Average Number of Hours Sentenced	45
Monetary Value of Hours Completed (\$3.85/hour)	\$121,733.15

Types of offenses reflected in the community service caseload vary greatly, but include: theft, DWI, trespassing, bad checks, traffic violations, breaking and entering, telephone misuse, possession of controlled dangerous substance, sex offenses, possession of alcohol by minor, assault and battery, robbery, disorderly conduct, indecent exposure.

4. Additional Information

The Carroll County Volunteer Community Service Program continues to operate the popular Sunday Public Works Crew, which is a manpower resource for short-term projects. The crew of up to 12 community service workers travels in a county government van to local work projects to clean up state parks, set-up agricultural fair, relocate furniture in Court offices, clean a community center and wrap gifts for state hospital patients.

The program issues a quarterly newsletter "Community Service Update" which features worksite news, safety tips and liability and insurance information.

5. Area of Concern

Insurance and liability issues continued to be of prime concern.

## CECIL COUNTY

### A. Program Administration

#### 1. Introduction

The Community Service Program for Cecil County began during the fall of 1979 at the request of the Honorable Kenneth A. Wilcox, Administrative Judge for the District Court #3. As directed by the 1979 enabling legislation, the Division of Parole and Probation prepared the local program guidelines and the reporting guidelines which are used in the preparation of the Annual Report, filed with the Administrative Offices of the Court. In addition, the Division has had to assume the responsibility, legislatively assigned to the Executive of the County, of requesting that private charitable and non-profit institutions and agencies of government provide work projects for the Community Service Program.

From 1979 until September 1983, an individual placed on probation with a special condition for community service reported to the intake or supervising agent who explained the details of the program and made the referral to a worksite. During FY '84, the Director of the locally monitored Kent County Program, Mr. Robert Sparre, agreed to coordinate the Cecil County Parole and Probation Program on a voluntary basis. This year, Cecil County Commissioners elected to monitor and fund the Community Service program beginning in FY 87-88. Mr. Sparre will continue as the program coordinator.

#### 2. Administration

An individual assigned to complete Community Service reports to the Division of Parole and Probation's field office in Elkton, Maryland. The details of the program are explained and a contract to complete community service is executed. A referral is made to a work project and participant performance is monitored monthly or more frequently, if necessary. The program coordinator also maintains frequent contact with the supervising agent, particularly in troublesome cases. Quarterly progress reports are issued. The work project agency reports to the program coordinator the completion of the assigned hours, as well as any failure to complete. The program coordinator provides facts to support violation of probation hearings and appears as a witness in all cases of unsupervised probation.

#### 3. Operating Budget

The Division of Parole and Probation has no budgetary provision for Administration or monitoring of the Community Service Program in its fiscal allocation. The program is staffed by a volunteer. The program, however, is not without cost to the agency. Absorbed into the existing operating budget are the costs for providing office space, telephone and photocopy equipment, supply materials and clerical support services.



#### 4. Staffing

The Cecil County program is currently monitored by one (1) volunteer. Oversight responsibility is maintained by the Field Supervisor I. The program address is:

Mr. Robert Sparre  
Community Service Program  
Division of Parole and Probation  
District Court/Multi-Service Center  
Third Street  
Elkton, Maryland 21921  
Telephone: 389-1828  
MARCOM: 259-0347

#### B. Program Information

##### 1. Participant Eligibility

The 1979 legislation, Article 27, Section 726A of the Annotated Code of Maryland states that the court may order a juvenile who is adjudicated delinquent or a criminal defendant to perform community service; as a condition of probation; as a condition to suspended sentence or in lieu of payment of any fines and court costs imposed. Criminal defendants may be assigned to work projects only if the assignment is made with the consent of the defendant; the defendant is not compensated and has not been convicted of a violent crime.

In Cecil County, eligibility is determined by the Courts and Community Service is included as part of the probation conditions. Habitual offenders or those committing serious crimes are not given the opportunity for community service work. Offenders assigned to complete community service have been convicted of the following crimes: violation of probation, DWI, theft, disorderly conduct, possession of CDS, attempted theft, bad check, disturbing the peace, false statement to a police officer, possession of alcohol in public, trespassing, telephone misuse, concealed deadly weapon, malicious destruction of property, battery and traffic offenses.

The program emphasizes prompt assignment of clients to work projects and a requirement for completion of community service well before the term of probation ends.

##### 2. Work Projects

The program utilizes about thirty-five (35) government and charitable organizations. The program coordinator monitors work project performance to increase their effectiveness and to maintain a positive program image in the community.

### 3. Program Data

Sources of Court Referrals:	Circuit and District Court
Pre-Trial/Post-Trial:	20 (unsupervised probation)
Types of Offenses:	See narrative
Number of Clients referred:	116
Number placed at work projects:	116
Number of hours assigned:	7,850
Number of hours completed:	6,280
Average number of hours per client:	68
Number of clients completing:	78
Number of clients failing to complete:	13
Monetary value of hours completed:	\$24,178
(\$3.85 per hour)	

CHARLES COUNTY

A. Program Administration

1. Introduction

The Charles County Volunteers in Community Service (VICS) Program is implemented and operated by the Charles County Government.

2. Administration

The volunteers in Community Service (VICS) Program interviews, places and monitors participants assigned to the program by the Circuit and District Courts, Juvenile Services Administration and the Circuit Court sitting as a Juvenile Court.

The program office location is:

Volunteers in Community Service Program  
Box B, Courthouse  
La Plata, Maryland 20646  
Phone: 645-0555 or 870-3000, ext. 555 (D.C. Line)

3. Operating Budget

The Volunteers in Community Service (VICS) Program for Charles County is self-supporting.

4. Staffing

The program is staffed by a Coordinator and a Clerk Typist.

B. Program Information

1. Participant Eligibility

Participants are referred from the Circuit and District Courts and Juvenile Services Administration as well as other counties and the District of Columbia if they are residents of Charles County.

2. Worksites

The VICS Program utilizes numerous non-profit organizations and public agencies. Community service assignments vary from Courthouse maintenance to clerical work. If an individual proves unsatisfactory at the worksite, the supervising agency has the authority to refuse to allow the person to work.

3. Program Data

Statistics for fiscal year July 1, 1986-June 30, 1987:

Number of Referrals	1,427
Number of Successful Completions	1,079
Number Failing to Complete	35
Hours Assigned	33,330
Hours Completed (based on successful completion only. If still working hours were not counted)	17,610
Monetary Value of Hours Completed (\$3.85/hour)	\$67,798.50
Manhour days (computed on 8 hour day)	2,201

4. Additional Information

In order to participate in the Charles County VICS Program each person is assessed a fee of \$25.00 per day, unless waived or reduced by the sentencing Judge.

Referrals from the Juvenile Services Administration or the Circuit Court sitting as a Juvenile Court are assessed a one time fee of \$10.00, regardless of number of hours assigned.

Referrals from other jurisdictions are assessed a one time fee of \$25.00 regardless of number of hours assigned.

## DORCHESTER COUNTY

### A. Program Administration

#### 1. Introduction

The Community Service Program for Dorchester County began during 1979. At the election of the County, the program is monitored for the local jurisdiction by the Division of Parole and Probation. As directed by the 1979 enabling legislation, the Division of Parole and Probation prepared the local program guidelines and the reporting guidelines which are used in the preparation of the annual report filed with the Administrative Offices of the Court. In addition, the Division has had to assume the responsibility, legislatively assigned to the Executive of the County, of requesting that private charitable and non-profit institutions and agencies of government provide work projects for the Community Service Program. The Division prepares a directory for reporting a description of the work project; the days of the week; the daily working hours; special skills or physical requirements; duration of the project and other information useful for assigning a defendant to an appropriate work project.

Statistical information provided by the Community Service Coordinator indicates an increase in referrals from the 1986 figure of 63 to this year's figure of 81. During fiscal year 1986, 5,064 hours were assigned as compared to this year's figure of 5,377 hours assigned.

#### 2. Administration

An offender placed on probation with a Special Condition to perform Community Service reports to the Division's field office located in Cambridge, Maryland. The probation agent processes the clients into the program and makes placements at a work project in the community. The agent monitors the client's progress on a monthly basis. Any failures to complete the programs are reported to the Courts by the supervising agent.

#### 3. Operating Budget

The Division of Parole and Probation has no budgetary provision for Administration of or monitoring of the Community Service Program in its fiscal allocation. The program, however, is not without cost to the Agency. Absorbed into the existing operating budget are the costs for providing office space, telephone and photocopy equipment, supply materials, clerical support services and the cost of agent staff to monitor the program.

#### 4. Staffing

The Dorchester County Program is currently monitored by five (5) supervision agents. Oversight responsibility is maintained by the Field Supervisor I. The program address is:

Community Service Program  
Division of Parole and Probation  
300 Academy Street  
P. O. Box 482  
Cambridge, Maryland 21613  
Telephone: 228-6776

B. Program Information

1. Participant Eligibility

The 1979 legislation, Article 27, Section 726A of the Annotated Code of Maryland states that court may order a juvenile who is adjudicated delinquent, or a criminal defendant to perform community service: as a condition of probation; as a condition to a suspended sentence or in lieu of payment of any fines and court costs imposed. Criminal defendants may be assigned to work projects: only if the assignment is made with the consent of the defendant; the defendant is not compensated and has not been convicted of a violent crime.

In Dorchester County eligibility is determined by the Courts and the Community Service Work is included as a Special Condition of supervised probation. Traditionally, the Court has reserved Community Service as a Special Condition of Probation for offenders convicted of traffic offenses and less serious criminal charges.

2. Worksites

During fiscal 1987 ten (10) local government and charitable organizations provided work projects.

3. Program Data

Statistics for fiscal year July 1, 1986-June 30, 1987:

Sources of Court Referrals	- Information not available
Pre-Trial/Post-Trial	- Information not available
Types of Offenses	- Information not available
Number of clients referred	- 81
Number placed at worksites	- 81
Number hours assigned	- 5,377
Number hours completed	- 3,218
Average number of hours per client	- 66.4
Number of clients completing	- 50
Number of clients failing to complete	- 6
Monetary value of hours completed (\$3.85/hour)	- \$12,389.30

## FREDERICK COUNTY

### A. Program Administration

#### 1. Introduction

The Frederick County Alternative Sentencing Program is a locally administered program solely funded by the Frederick County government. The program is a part of the Frederick County Sheriff's Office.

#### 2. Administration

Program staff interviews, places and monitors juvenile and adult offenders serving a court designated number of community service hours. Unless ordered by the judge, completion dates are assigned based on five hours of service per week for those who are employed or full-time students. Clients are required to work a minimum of 20 hours per week if they are not employed or students on a school break. The work is contributed to government agencies, civic and religious groups, and non-profit organizations. All community service workers are evaluated in the areas of work quality, reliability and attitude.

The program location is:

Alternative Sentencing Program  
100 West Patrick Street  
Frederick, MD 21701  
Phone: 694-1928

#### 3. Operating Budget

The program's total budget for FY'87 was \$24,730 provided entirely by Frederick County.

#### 4. Staffing

The program is staffed by one full-time coordinator and a part-time secretary.

### B. Program Information

#### 1. Participant Eligibility

Referrals are accepted from the district, circuit, federal and juvenile courts. The Office of the State's Attorney and Juvenile Services Administration refer clients on a pre-trial basis. Cases are accepted as transfers from other jurisdictions as long as the client resides in Frederick County; and if on supervised probation are under the jurisdiction of the Frederick County Office of the Division of Parole and Probation. No client is accepted under the age of 14.

2. Worksites

The Alternative Sentencing Program in Frederick County actively worked with 120 government agencies, civic groups, non-profit organizations, and religious organizations during FY'87.

3. Program Data

Referrals are received from circuit, district, federal, and juvenile courts. The Office of the State's Attorney and Juvenile Services Administration refer clients on a pre-trial or informal basis.

Statistical information for fiscal year July 1, 1986-June 30, 1987:

Number of Referrals	
Circuit Court	71
District Court	405
Juvenile	49
Transfers	46
Total	576
Number of Successful Completions	
	486
Number Failing to Complete Hours	
because of Dismissal from Program	63
Hours Assigned	43,369
Hours Completed	28,337
Monetary Value of Hours Completed	\$109,097.45
(\$3.85/hour)	
Active Caseload	370 clients

4. Additional Information

Administrative fee of \$20.00 charged to all clients as of July 1, 1987. This fee pays for medical insurance coverage for clients. Fee can be waived if client is indigent.

The program continues to work with the Frederick County Highway Department on a Saturday trash crew.

5. Areas of Concern

Insurance and liability issues continue to be of prime concern.

Concern with clients found guilty of violent felonies assigned to the program despite the fact that Article 27, Section 726A of the Annotated Code of Maryland, clearly states non-violent offenses only. The program has been able to work with the number of clients by placing them in highly supervised worksites.



GARRETT COUNTY

A. Program Administration

1. Introduction

Although the program structure is still in place, no referrals were received in Garrett County during FY'87.

2. Administration

Upon referral by District and Circuit Courts, the agent assigned supervision of a probationer selects the worksite, monitors client participation and documents completion of the community service obligation to the sentencing Court.

3. Operating Budget

The division makes no budgetary provision for the administration of this program in Garrett County.

4. Staffing

The two Oakland agents are responsible for administration. Clerical support is provided by the Oakland Office Secretary.

B. Program Information

1. Participant Eligibility

The sentencing judge determines which probationers to assign to the Community Service Program.

2. Worksites

Clients have been placed in non-profit organizations within Garrett County, Maryland.

3. Program Data

Statistics for fiscal year July 1, 1986-June 30, 1987:

Number of Referrals	0
Number of Successful Completions	0
Number Failing to Complete	0
Hours Assigned	0
Hours Completed	0
Monetary Value of Hours Completed	0

HARFORD COUNTY

A. Program Administration

1. Introduction

The Harford County Community Work Service Program is locally administered and has been operational since November 22, 1982.

2. Administration

The program is run by the Harford County Circuit Court. Work Service is a form of alternative sentencing imposed upon offenders by the Courts of Harford County or Juvenile Services Administration. At the discretion of the Judge, non-violent offenders are being assigned to work service in lieu of other sanctions. Placements are made with county and state departments and private non-profit organizations.

3. Staffing

The program is administered and staffed by 4 persons:

- 1 Full time Coordinator
- 2 Full time Case Workers
- 1 Full time Secretary

Community Work Service clients and student interns are used in the office for clerical and telephone work and to decrease the number of backlogged cases.

4. Program Funding

The Community Work Service Program is funded by the Circuit Court for Harford County.

5. Program Location

The program's address is:

Harford County Community Work Service Program  
Division of Parole & Probation  
2 South Bond Street  
Bel Air, Maryland 21014  
Phone: 836-4671

B. Program Operating Budget

The operating budget of the program for fiscal year 1987 is \$67,276.00.

C. Participant Eligibility

The Harford County Community Work Service Program impacts on juvenile and adult offenders. All clients are referred directly from the Courts or Juvenile Services Administration. Supervised clients are screened by the Division of Parole and Probation or the Juvenile Services Administration and then sent to the program. Unsupervised clients are screened by the coordinator of the program. Several factors are weighed before work service is assigned, such as severity of the crime, previous offenses and motivation of the client to perform successfully. No client is accepted if there is a history of violent crime or a serious felony conviction. Work service is monitored and provides feedback to the referring agency. The coordinator reserves the right to bring any inappropriate referrals to the attention of the sentencing judge. A one-time \$20.00 participation fee is required.

D. Program Data

Sources of referrals include Circuit and District Court, Juvenile Master and Juvenile Services Administration. Some clients are referred from other counties as well. Pre-Trial referrals represent approximately 1% and post-trial referrals 99% of the cases.

Types of offenses for which hours were assigned are as follows:

Arson	Obstruction of Justice
Assault and Battery	Possession of Alcohol
Bad Check	Driving While Intoxicated
Breaking and Entering	Driving Under the Influence
Disorderly Conduct	Possession of CDS
False Statement to Police	Distribution of CDS
Fleeing and Eluding	Resisting Arrest
Forgery	Tampering with Motor Vehicle
Handgun Violation	Theft
Homicide by Motor Vehicle	Traffic and Motor Vehicle Violations
Malicious Destruction	Trespassing
	Unauthorized Use of Motor Vehicle

Statistics for fiscal year July 1, 1986-June 30, 1987:

Number of Referrals	1,554
Number Placed	1,522
Hours Assigned	73,049
Hours Completed	50,918
Average Number of Hours Per Client	50
Number of Successful Completions	1,084
Number Failing to Complete	90
Monetary Value of Hours Completed (\$3.85/hour)	\$196,034.30

E. Worksites

There are over 100 different worksites that accept program participants. Some of these worksites include private, non-profit organizations such as many local churches, libraries, youth centers, boys clubs, 4-H clubs, parks and recreation, hospitals, nursing homes, NMARC, etc. The program also utilizes state and county agencies such as police and fire departments, state parks, water treatment plants, drug and alcohol impact programs, senior centers, schools, public works, etc. The program also has special projects such as March of Dimes Walk-a-Thon, Bowl-a-Thon and road crews.

F. Additional Information

Since February, 1987, the Community Work Service Program has obtained another source of referrals through Juvenile Services Administration by way of Community Arbitration. Arbitration is handled at the informal intake level where the arbitrator will bring the victim and the offender together, read the police report and decide what type of restitution will be made. Community Work Service is one way of making restitution and in fiscal year 1987, 37 juveniles have been given 591 hours of volunteer work to perform. These juveniles are given two months to perform their hours successfully. If unsuccessful in the specified allotted time period, the offender will then be brought back before the Arbitrator again and the case could then go to the formal level. In the four months since Harford County has been involved in Community Arbitration, 30 juvenile offenders have completed successfully leaving 7 active with 0 terminations.

The program has been most successful in placing the clients expeditiously. Usually a client is interviewed, paid fee (if required) and placed at a worksite the same day. Also in most cases either the sentencing Judge or the Coordinator will put a deadline date on the client to have his/her hours completed by. By using this system we have found that the number of unsuccessful completions are kept to a minimum.

## HOWARD COUNTY

### A. Program Administration

#### 1. Introduction

In February, 1982, the administration of the Community Services Program was transferred from the Howard County Department of Correction to the Maryland Division of Parole and Probation. Judges of both the Howard County District Court and the Howard County Circuit Court use the program as a special condition of probation. The program has grown and now utilizes 59 work sites compared with 12 work sites in FY 1982. The number of referrals each year since 1982 were as follows: 380 in FY 1982; 813 in FY 1983; 884 in FY 1984; 695 in FY 1985; 556 in FY 1986 and 475 in FY 1987.

#### 2. Administration

Program administration is overseen by a Field Supervisor II located in the Ellicott City Office of the Division of Parole and Probation. Volunteers are used to process clients at intake and make placements at the work sites. The volunteers monitor the progress of the clients on a monthly basis and report their progress to the supervising agent. Any failures to complete the program are reported to the Courts by the supervising agent.

#### 3. Operating Budget

Program funding has been absorbed in the division's Ellicott City Office budget for equipment, supplies, postage and clerical support services. The agency's goal is to utilize all volunteer help to administer the program.

#### 4. Staffing

The program is currently administered by two (2) retired senior volunteers. Oversight responsibility is maintained by a Field Supervisor II at the Ellicott City Office.

### B. Program Information

#### 1. Participant Eligibility

Probationers with community service requirements are referred to the program by the Judges of the Howard County District and Circuit Courts who impose community service hours as a special condition of probation. Most of the probationers referred by the Courts are first time offenders who are on probation for non-violent offenses.

#### 2. Worksites

The program currently has fifty-nine (59) work sites. This figure includes work sites in other jurisdictions. There are actually forty-six (46) work sites used in Howard County.

3. Program Data

Statistics for fiscal year July 1, 1986-June 30, 1987:

Number of referrals	475
Number of Successful Completion	297
Number Failing to Complete	90
Hours Assigned	26,244
Hours Completed	17,796
Monetary Value of Hours Completed (\$3.85/hour)	\$68,514.60

The types of offenses for which sentences were imposed were often traffic related. The majority were DWI's. Among younger clients, speeding was often the offense.

The average number of hours sentenced per client was 55.25. Many orders for community service were for 40 hours and 80 hours.

4. Additional Information

Robert Van Wagoner, who coordinates this program in Ellicott City, was nominated for the 1987 Governor's Volunteer Award due to his contribution to Howard County and the Division of Parole and Probation. Mr. Van Wagoner also recruited his personal friend, Herb Muse, who now volunteers time to help run the program.

5. Areas of Concern

The impact of DWI clients on the growth of Community Service programs.

## KENT COUNTY

### A. Program Administration

#### 1. Introduction

The Community Service Program for Kent County began during 1976. The volume of referrals remained very small until the Honorable Thomas Sisk and Parole and Probation coordinated a program titled "The Community Work Program." Since that time, the program has shown substantial growth.

On August 4, 1982 a grant was obtained from the Governor's Commission Law Enforcement and the Administration of Justice to begin implementing the Community Work Program as a locally monitored Alternative Community Service Program servicing juveniles. The Director, Mr. Robert Sparre, agreed to perform a similar function for adult participants, as a volunteer for the Division of Parole and Probation.

During FY 85-86 the Kent County Commissioners agreed to fund a Community Work Program for both juveniles and adults through the County budget. Mr. Sparre continues as the program Director.

As directed by the 1979 enabling legislation, the Division of Parole and Probation prepared the local program guidelines and the reporting guidelines which are used in the preparation of the annual report filed with the Administrative Office of the Court.

#### 2. Administration

An offender with the condition to perform Community Service reports immediately to the Kent County Community Work Program located in the Kent County Courthouse. The Director processes the participant into the program and makes an appropriate placement at a County work project. A Community Service Work Contract is executed and the participant is sent with a copy of the contract to the work project that same day to finalize reporting instructions. The program Director monitors the clients progress, however, work projects retain ultimate responsibility for evaluation of the participants attitude and performance. Failures to complete the program are reported to the sentencing Judge and, when applicable, to the agent supervising the participant on probation.

#### 3. Operating Budget

The program has an annual budget of \$2,750 for salary of one (1) part-time coordinator and office supplies. Office space in the Courthouse has been allocated to the Program.

4. Staffing

The program is staffed by a director and stenographic assistant.  
The program address is:

Kent County Community Work Program  
Kent County Courthouse  
Chestertown, Maryland 21620  
Telephone: 778-4600

B. Program Information - Kent County

1. Participant Eligibility

The 1979 legislation, Article 27, Section 726A of the Annotated Code of Maryland states that a court may order a juvenile who is adjudicated delinquent, or a criminal defendant to perform Community Service: as a condition of probation; as a condition to a suspended sentence or in lieu of payment of any fines and court costs imposed. Criminal defendants may be assigned to work projects; only if the assignment is made with the consent of the defendant; the defendant is not compensated and has not been convicted of a violent crime.

In Kent county eligibility is determined by the Courts and the State's Attorney. The minimum age is fifteen (15). Participants can be on supervised or unsupervised probation.

2. Work Projects

Community Work is tailored to high visability and usefulness of the task to the community. Work is performed near the probationer's home, if possible, and is directed by local government or charitable organizations. There are currently over sixty (60) work projects being utilized. The program director notes that there is still a need for expansion of that list. During FY 86-87 a continuing trend in the number of adult participants who complete the program with a good or excellent performance rating has been noted.

3. Program Data-Statistics for Fiscal Year 1987- July 1, 1986-June 30, 1987

Sources of Court referrals:	Circuit and District Court, States Attorney
Pre-Trial/Post-Trial:	Information not available
Types of Offenses:	Misdemeanor
Number of Clients referred:	120
Number of hours assigned:	6,723
Number of hours completed:	5,378
Average number of hours per client:	56
Number of clients completing:	96
Number of clients failing to complete:	4
Monetary value of hours completed: (\$3.85 per hour)	\$20,705.30



MONTGOMERY COUNTY (DPP)

A. Program Administration

1. Introduction

In 1980 the District and Circuit Courts of Montgomery County began imposing community service requirements as a special condition of probation. A percentage of these offenders did not meet the acceptance criteria established by that county's Volunteer Bureau and Alternative Community Services Program. Therefore, the division assumed responsibility for developing worksites for those not accepted, placing the offenders at the worksites and monitoring their compliance with court imposed community service requirements.

While undertaking this responsibility, the division has also continued its role in the Park Work Program--a pre-trial diversion program for youthful offenders. The Park Work Program began in Montgomery County during the fall of 1965. It is a cooperative effort between the Parks Department of National Capital Park and Planning, the county Peoples Court Bench, and the Montgomery County Council. The program concept was originally designed for adult male non-felons who appeared before the county Peoples Court Bench.

2. Administration

An offender placed on probation with a special condition of performing community service reports to the Division of Parole and Probation's Silver Spring or Gaithersburg office. The agent assigned to supervise the probationer places the offender at an appropriate worksite and monitors compliance with his/her community service obligation.

The agent designated as Park Work coordinator assigns youthful offenders to any of four county parks and with the cooperation of the park managers monitors the completion of assigned duties.

3. Operating Budget

The Division of Parole and Probation makes no budgetary provision for administration of the program in its fiscal allocation.

4. Staffing

The program is staffed by local supervision agents with requisite clerical support. One agent has been designated as the Park Work coordinator and has been assigned oversight responsibility for this program component.

B. Program Information

1. Participant Eligibility

With post-trial cases, referrals are received from district and circuit courts. The court determines the probationer's suitability for the program. Most offenders referred to the program have been convicted of less serious criminal charges.

The pre-trial diversion program for youthful offenders, (Park Work Program) accepts non-felonious offenders voluntarily agreeing to participate and having a conducive attitude toward rehabilitation. The park managers reserve the right to refuse or send back any individual who is unqualified or unsuitable.

2. Worksites

Approximately 100-125 worksites are utilized by the supervising agents in Montgomery County. These include churches, libraries, nursing homes, etc.

The Park Work Program utilizes four county parks.

3. Program Data

Statistics for fiscal year July 1, 1986-June 30, 1987 (including Park Work Program):

Number of Referrals	441
Number of Successful Completions	145
Number Failing to Complete	84
Hours Assigned	35,145
Hours Completed	13,848.5
Monetary Value of Hours Completed (\$3.85/hour)	\$53,316.73

MONTGOMERY COUNTY (ACS)

A. Program Administration

1. Introduction

The locally administered Montgomery County Alternative Community Services Program has been serving the county since 1977. Initially financial assistance was provided by both CETA and LEAA funding, however, the program has been totally county funded since 1980. The program provides its services to both adult and juvenile clients from a variety of sources. Referrals for the Adult Component comes directly from the State's Attorney's Office. Juvenile referrals originate from the Montgomery County Police-Youth Division, Juvenile Services Administration, judges, and the "Last Chance" Program administered by the State's Attorney's Office.

2. Administration

Alternative Community Services Correctional Specialists staff the three (3) district courts and the Police-Youth Division. The correctional specialist interviews the client to determine his/her further eligibility for the program. The design and goal of the interview is to determine the client's health, skills, interests, degree of involvement in the offense, attitude, work and/or school schedule and transportation capabilities. All these factors are taken into consideration for placement. A determination is then made by the correctional specialist as to which agency or organization would be most appropriate and beneficial for the client. A specific number of hours are assigned by the correctional specialist. The correctional specialist then arranges placement with a public or non-profit agency.

The correctional specialist has the client execute a number of forms, including a program contract which stipulates the number of hours to be worked and the general responsibilities of the client. In addition to the contract a referral form, processing fee, medical history and waiver and release forms are required.

It is the correctional specialist's responsibility to arrange specific work dates and times. The correctional specialist also sets the client's continuance date (adult court) and provides periodic on-site review of the client's work.

The program location is:

Montgomery County Alternative Community Services Program  
101 Fleet Street  
Rockville, Maryland 20850  
Phone: 279-1232

3. Operating Budget

The total operating budget for Fiscal Year 1987 was \$323,000 and is part of the county Department of Correction and Rehabilitation budget.

#### 4. Staffing

Alternative Community Services is staffed by a Director, one administrative aide, three adult component correctional specialists and three juvenile component correctional specialists. The program is structured within the county Department of Correction and Rehabilitation under the administrative services branch of the Office of the Director. Program staff work closely with the State's Attorney's Office at the adult level and the Police-Youth Division, Juvenile Bench and Juvenile Services Administration at the juvenile level. All staff handle DWI/DUI cases that are referred by the Drinking Driver Monitor Program (DDMP).

#### B. Program Information

##### 1. Participant Eligibility

Alternative Community Services (ACS) is a pre-trial diversion program affording first offender adult and selected juveniles the opportunity to perform community services in lieu of the traditional sanctions of the criminal justice system, including probation, fines and incarceration.

The Montgomery County ACS Program receives adult referrals from the district court. Juvenile referrals come from the following sources: Police-Youth Division, Juvenile Services Administration Intake Division and the Juvenile Bench. Offenses handled by the Montgomery County ACS Program are varied. Drug and felony charges are excluded. Typical offenses include: shoplifting, drinking in public, disorderly conduct, destruction of property, bad check, vandalism, trespassing, assault and battery and littering.

Participants may be adults or juveniles and are referred to the program by the State's Attorney; Police-Youth Division, Juvenile Services Administration (Intake); and the Juvenile Bench. No referrals will be accepted directly from the community or from private attorneys, except through one of the above agencies. Referring agencies will only recommend this program to those persons deemed eligible and will provide adequate screening of clients to insure the appropriateness of the referrals.

When a determination is made that the client is eligible and would benefit from Alternative Community Services, a referral form is filled out by the referring agency, co-signed by the client (and parent or guardian in the case of juveniles) and sent to the Alternative Community Services correctional specialist. In signing the form, the applicant voluntarily waives his/her right to a speedy trial.

##### 2. Worksites

The ACS Program utilizes approximately 175 non-profit, charitable, and county worksites in placing its' clients.

3. Program Data

Statistics for fiscal year July 1, 1986-June 30, 1987:

Number of Referrals	1,535
Number of Successful Completions	1,424
Number Failing to Complete	111
Hours Assigned	49,473
Hours Completed	43,417
Monetary Value of Hours Completed (\$3.85/hour)	\$167,155.45

Average hours assigned 32.4 hours

4. Additional Information

The program imposes a mandatory \$50.00 administration fee. The fee may be waived if the client meets certain requirements. To date, over \$223,000 has been collected. This money will be used to assist the victims of crimes in recovering losses. A commission will be formed to disperse the funds.

ACS has implemented an early-referral procedure with the State's Attorney's Office. The State's Attorney's Office will pre-screen potential clients before their first court date. If they meet ACS requirements, clients will be interviewed, placed and may complete their assigned work before the initial court date, and thus only one court date is necessary for the complete disposition of the case.

Since December 1983, the program has been operating from its location at 101 Fleet Street in Rockville, Maryland. This location is beneficial to the program for a number of reasons including close proximity to courts. The District Court has consolidated all courts (3 locations) in Rockville.

During 1986 ACS was cited for outstanding community services contributions from the National Kidney Foundation and the March of Dimes.

Also during 1986 the ACS Program began accepting convicted DWI/DUI cases for community service. Referral volume has been approximately 15 cases per month from both district and circuit benches.

In 1986, legislation officially incorporated the program into the county code for Montgomery County by amending Sections 13-24 and 13-26 of the Code, Chapter 13.

## PRINCE GEORGE'S COUNTY

### A. Program Administration

#### 1. Introduction

Established in June, 1974 the Prince George's County Volunteer Work Program is administered by the Division of Parole and Probation.

#### 2. Administration

Upon finding the defendant guilty, the Judge offers the option of volunteer service in lieu of other traditional sanctions. The offender is referred by the Court to the volunteer work program for placement at the worksite throughout the county as well as neighboring jurisdictions. The work hours completed are documented by the agency utilizing the program and are forwarded to the coordinator.

#### 3. Operating Budget

The Division of Parole and Probation makes no budgetary provision for administration of the Volunteer Work Program in its fiscal allocation; although, since it is entrusted to administer the program it does provide staff and necessary support. The estimated annual cost of operating the program is approximately \$30,000.00.

#### 4. Staffing

The volunteer work program is staffed by a volunteer work program coordinator, a senior agent position within the local office of the Division of Parole and Probation. The program operates out of the Beltsville Parole and Probation office.

### B. Program Information

#### 1. Participant Eligibility

The Judge determines the clients suitability for the program. Referrals are received from District and Circuit Courts and surrounding counties. Virtually all participants are brought before the court for traffic or less serious criminal charges.

#### 2. Worksites

The Prince George's County volunteer work program utilized 65 worksites during FY'87. The majority of worksites were public agencies while a few were assigned to non-profit organizations. Participants were commonly assigned to maintenance and general office work. Worksites have the option of refusing to accept placements they deem unsuitable.

3. Program Data

Statistics for fiscal year July 1, 1986-June 30, 1987:

Number of Referrals	1,083
Number of Successful Completions	944
Number Failing to Complete	74
Hours Assigned	42,664
Hours Completed	30,112
Monetary Value of Hours Completed (\$3.85/hour)	\$115,931.20

QUEEN ANNE'S COUNTY - Department of Parks and Recreation

There is no information available for Fiscal year 1986-1987. There has been no response to requests for information.

QUEEN ANNE'S COUNTY - Division of Parole and Probation

A. Program Administration

1. Introduction

The Community Services Program in Queen Anne's County is monitored locally by the County Department of Parks and Recreation. In addition, the Division of Parole and Probation continues to monitor Community Services Activities in situations where participants do not meet the local program eligibility criteria.

As directed by the 1979 enabling legislation, the Division of Parole and Probation prepared the local program guidelines and the reporting guidelines which are used in the preparation of the Annual Report, filed with the Administrative Offices of the Court.

2. Administration

An offender placed on probation with a special condition to perform Community Service reports to the Division field office located in Centreville, Maryland. The probationer is assigned to an agent who processes the participant into the program and makes placements at work projects in the community. The supervising agent verifies monthly the participants' progress in the program. Any failure to complete the required number of hours is reported to the Courts by the supervising agent.

3. Operating Budget

The Division of Parole and Probation has no budgetary provision for administration of or monitoring of the community service program in its fiscal allocation. The program, however, is not without cost to the agency. Absorbed into the normal operating budget are the costs for providing office space, telephone and photocopy equipment, supply materials and clerical support services.

4. Staffing

The Parole and Probation program is monitored by the Field Supervisor I, four (4) agents and clerical support. Oversight responsibility is maintained by the Field Supervisor I. The program address is:

Community Service Program  
Maryland Division of Parole and Probation  
District Court/Multi-Service Center  
120 Broadway  
Centreville, Maryland 21617  
Telephone: 758-2745  
MARCOM: 254-2220



B. Program Information

1. Participant Eligibility

The 1979 legislation, Article 27, Section 726A of the Annotated Code of Maryland states that the Court may order a juvenile who is adjudicated delinquent or a Criminal defendant to perform Community Service: as a condition of probation; as a condition to a suspended sentence or in lieu of payment of any fines and court costs imposed. Criminal defendants may be assigned to work projects: only if the assignment is made with the consent of the defendant; the defendant is not compensated and has not been convicted of a violent crime. In Queen Anne's County, the Circuit and District Court Judges determine eligibility for Alternative Community Service. The Division of Parole and Probation directly monitors only those participants who do not meet the eligibility criteria of the locally monitored program.

2. Work Projects

During FY 86-87 participants have been placed at work projects developed by the Agent Staff. The State of Maryland, Department of Employment and Training, Upper Shore Mental Health, Chesterwye Center, Grasonville Community Center, local churches and the Town of Millington have all accepted placements during this past year.

3. Program Data - Statistics for Fiscal Year 1987 - July 1, 1986 - June 30, 1987

Source of Court Referrals:	Circuit and District Courts
Pre-Trial/Post Trial:	Information not available
Number of referrals:	24
Number of hours assigned:	2529
Number of successful completions:	14
Number failing to complete:	2
Number of hours completed:	1490
Monetary value of hours completed:	\$5,736.50
(\$3.85 per hour)	

## ST. MARY'S COUNTY

### A. Program Administration

#### 1. Introduction

The Community Service Program for St. Mary's County has been in service since 1979. The community service program is administered by the State's Attorney's Office.

#### 2. Administration

The Community Service Program screens, places and monitors participants assigned to the program by the Courts and as a pre-trial diversionary program for minor offenders referred through the State's Attorney's Office. Unsatisfactory performance or failure to complete the hours required are reported to the court as a violation of court order.

The Program utilizes a formula for assigning hours to be worked by minor traffic offenders. All the clients are matched to worksites by ability and talent as well as by the amount of supervision they will require.

The program address is:

St. Mary's County Community Service Program  
State's Attorney's Office  
County Courthouse  
P. O. Box 328  
Leonardtown, Maryland 20650  
Phone: 475-5621

#### 3. Operating Budget

There is no specific funding for this program. Costs are absorbed through the State's Attorney's regular operating budget.

#### 4. Staffing

Full-time employee whose responsibilities are for District Court case coordination staffs the program.

### B. Program Information

#### 1. Participant Eligibility

The program accepts referrals from the juvenile, circuit and district courts as well as from the Juvenile Services Administration. Participants are eligible providing they have never been arrested for a charge involving serious violence. Offenders with minor offenses alleging violence are placed with the Maryland State Police for the performance of their community service. There are no other eligibility requirements.

2. Worksites

Maryland State Police, Recreation and Parks, St. Mary's Nursing Home, Point Lookout State Park, St. Mary's Courthouse, non-profit organizations as well as several churches in the community.

3. Program Data

Statistics for fiscal year July 1, 1986-June 30, 1987:

Number of Referrals

1. District Court	
a. Criminal	57
b. Traffic	368
2. Circuit Court	3
3. Juvenile Court	67
4. Transfers	30
Number of Successful Completions	518
Number of Failing to Complete	7
Hours Assigned	8,847
Hours Completed	8,583
Monetary Value of Hours Completed (\$3.85/hour)	\$33,044.55

4. Additional Information

Citizens with clean driving records who wish an opportunity to continue to drive with no points are given the opportunity to work toward lower points through this program at the rate of 8 hours of community service for each point assessed (up to a maximum of 2). The program has been successful because it has saved usually safe drivers hundreds of dollars in insurance premiums and has supplied many worthwhile causes with good, honest and dependable free services.

After completing their assigned hours a number of clients have obtained full or part-time employment from the agency where the community service hours were performed. This is not only beneficial to the client but to the community that now has one more self-supporting citizen.

SOMERSET COUNTY

A. Program Administration

1. Introduction

The Community Service Program in Somerset County is monitored by the Recreation and Parks Commission. As directed by the 1979 enabling legislation, the Division of Parole and Probation has prepared a local program guide that allows modification to meet local conditions. The Division of Parole and Probation also prepared the reporting guidelines that provide the foundation for their report on local Community Service Programs filed annually with the Administrative Offices of the Court.

Somerset County has been included in the annual report since 1984. Statistical information provided by the Community Service Coordinator indicates that since 1984 there has been a steady and significant increase annually in the number of referrals, the number of hours assigned, the successful completion rate and the monetary value of the completed hours.

During fiscal year 1986, ten (10) clients were referred with orders to complete 1,663 hours of service for a monetary value of \$6,403.51. During fiscal 1987, twenty-five (25) clients were referred with orders to complete 2,948 hours for a monetary value of \$11,349.80.

2. Administration

An offender with the sentencing condition to perform community service reports to the Recreation and Parks Commission, where they are processed into the program. Clients are then assigned to county buildings to work with permanent county employees to assist them in their duties. The client's work is monitored by the work project. Any client who fails to complete the program is reported to the Court or the supervising parole and probation agent.

3. Operating Budget

The Recreation and Parks Commission has no budgetary provision for monitoring the Community Service Program in its fiscal allocation. However, the program is not without operating costs. Administrative costs are currently absorbed by the existing operating budget for the Commission.

4. Staffing

There is a Program Coordinator who administers the program in addition to his other duties. There are nine (9) janitors and maintenance personnel assigned to his department. The permanent personnel assist in monitoring the client at the work project.

The program address is:

Somerset County Community Service Program  
Recreation and Parks Commission  
Somerset County Office Complex  
424 North Somerset Avenue  
Princess Anne, Maryland 21853  
Telephone: 651-0749

B. Program Information

1. Participant Eligibility

The 1979 legislation, Article 27, Section 726A of the Annotated Code of Maryland states that court may order a juvenile who is adjudicated delinquent, or a criminal defendant to perform community services: as a condition of probation; as a condition to a suspended sentence or in lieu of payment of any fines and court costs imposed. Criminal defendants may be assigned to work projects: only if the assignment is made with the consent of the defendant; the defendant is not compensated and has not been convicted of a violent crime.

In Somerset County eligibility is determined by the Courts and the Division of Parole and Probation. Referrals received during fiscal 1987 have come from Somerset County Courts and the Judges in three (3) other jurisdictions.

Statistical data maintained by the Coordinator reveals that clients ordered to complete community service fall in one of the following five (5) areas of criminal behavior:

DWI; Theft; Breaking and Entering; Drug related and non-support.

2. Work Projects

Clients are assigned to work at county building and outdoor recreational areas to supplement the work of the building and recreational facilities permanent employees. Clients work under the direction of county employees cleaning offices, courtrooms, gymnasiums, libraries and other areas requiring daily maintenance. During fiscal 1987 there were fifteen (15) county buildings and recreational areas that provided work projects.

3. Program Data

Statistics for fiscal year July 1, 1986-June 30, 1987:

Sources of Court Referrals:	- Somerset; Wicomico; Worcester County and Baltimore City Courts
Pre-Trial/Post-Trial:	- Information not available
Types of Offenses:	- DWI; Theft; Breaking & Entering; Drug related; non-support
Number of clients referred:	- 25
Number placed at worksites:	- 25
Number of hours assigned:	- 2,948
Number of hours completed:	- 2,389
Average number of hours per client:	- 117.9
Number of clients completing:	- 15
Number of clients failing to complete:	- 5
Monetary value of hours completed: (\$3.85/hour)	- \$9,197.65

## TALBOT COUNTY

### A. Program Administration

#### 1. Introduction

The Community Service Program for Talbot County began during 1975. At the election of the County, the program is monitored for the local Jurisdiction by the Division of Parole and Probation. As directed by the 1979 enabling legislation, the Division of Parole and Probation prepared the local program guidelines and the reporting guidelines which are used in the preparation of the annual report filed with the Administrative Offices of the Court. In addition, the Division has had to assume the responsibility, legislatively assigned to the Executive of the County, of requesting that private charitable and non-profit institutions and agencies of government provide work projects for the Community Service Program. The Division prepares a directory for reporting a description of the work project; the days of the week; the daily working hours; special skills or physical requirements; duration of the project and other information useful for assigning a defendant to an appropriate work project.

Statistical information provided by the Community Service Coordinator indicates a decline in referrals from the 1986 figure of 365 to this year's 134 figure. The decline in referrals has been offset by an increase in the number of hours being assigned and completed. During the fiscal year 1986, 6,317 hours were assigned as compared to this year's figure of 10,543 hours assigned.

#### 2. Administration

An offender placed on probation with a Special Condition to perform Community Service reports to the Division's field office located in Easton, Maryland. A volunteer is used to process clients into the program and to make placements at work projects in the community. The volunteer monitors the client's progress on a monthly basis and reports their progress to the supervising agent. Any failures to complete the programs are reported to the Courts by the supervising agent.

#### 3. Operating Budget

The Division of Parole and Probation has no budgetary provision for administration of or monitoring of the Community Service Program in its fiscal allocation. The program, however, is not without cost to the Agency. Absorbed into the normal operating budget are the costs for providing office space, telephone and photocopy equipment, supply materials and clerical support services.

#### 4. Staffing

The Talbot County program is currently monitored by one (1) volunteer. This volunteer averages seventy (70) hours per month. Oversight responsibility is maintained by the Field Supervisor I. The program address is:

Community Service Program  
Division of Parole and Probation  
108 N. Washington Street  
Easton, Maryland 21601  
Telephone: 822-1580

B. Program Information

1. Participant Eligibility

The 1979 legislation, Article 27, Section 726A of the Annotated Code of Maryland states that court may order a juvenile who is adjudicated delinquent, or a criminal defendant to perform community service: as a condition of probation; as a condition to a suspended sentence or in lieu of payment of any fines and court costs imposed. Criminal defendants may be assigned to work projects: only if the assignment is made with the consent of the defendant; the defendant is not compensated and has not been convicted of a violent crime.

In Talbot County eligibility is determined by the Courts and the Community Service Work is included as a Special Condition of supervised probation. Traditionally, the court has reserved Community Service as a Special Condition of probation.

During fiscal year 1987, fifty-eight (58) of the program participants were convicted of Bad Check; twenty-six (26) Battery; twenty-four (24) Destruction of Property and twenty-four (24) who were convicted of a variety of other less serious criminal charges and traffic offenses. There were fifty-five (55) female and seventy-seven (77) male participants. Fifty-nine (59) participants were white and seventy-three (73) were black. The Circuit Court ordered Community Service for five defendants. The remaining one hundred and twenty-seven (127) referrals were received from the District Court.

2. Worksites

During fiscal 1987 fourteen (14) local government and charitable organizations provided work projects.

3. Program Data

Statistics for fiscal year July 1, 1986-June 30, 1987:

Sources of Court Referrals	- District Court 127, Circuit Ct. 5
Pre-Trial/Post-Trial	- Information not available
Types of Offenses	- Misdemeanors
Number of Clients Referred	- 132
Number placed at worksites	- 132
Number hours assigned	- 10,543
Number hours completed	- 5,450
Average number of hours per client	- 80
Number of clients completing	- 72
Number of clients failing to complete	- 15
Monetary value of hours completed (\$3.85/hour)	- \$20,982.50

## WASHINGTON COUNTY

### A. Program Administration

#### 1. Introduction

In operation since 1981, the locally administered Adult Community Services Program is under the direction of the Washington County Sheriff's Department, Judicial Division. It is a post-sentencing alternative to the more traditional options available to the judges of the circuit and district courts of the county.

#### 2. Administration

The program provides initial screening, accident/liability insurance, appropriate worksite placement, client monitoring and a formal performance report to the referring court at completion. Additionally, the program accepts referrals from other jurisdictions involving area residents.

The program address is:

Adult Community Services  
% Sheriff's Department  
Court House Annex  
Hagerstown, Maryland 21740  
Phone: (301) 791-3199

#### 3. Operating Budget

Funding for the program continues to be provided by the county government and is incorporated into the budget for the Washington County Sheriff's Department.

#### 4. Staffing

A full-time administrator is provided and is assisted by a part-time RSVP volunteer who serves in a clerical capacity.

### B. Program Information

#### 1. Participant Eligibility

Participation in the Adult Community Services Program rests with the discretionary authority of the sentencing judge and is usually a special condition of probation. Assignment is voluntary and deals with adults only. Juvenile referrals are transferred to the local Juvenile Services Restitution Program at intake.



2. Worksites

The Adult Community Services Program has enlisted the support and cooperation of more than 75 agencies. These include government, civic, youth, religious and other non-profit organizations whose geographical location and appropriateness are suitable. Also taken into consideration is the ability of the client.

3. Program Data

In addition to the assignment and management of referrals originating locally, the program cooperates with the courts of other jurisdictions, the Division of Parole and Probation and other community service agencies when it is appropriate.

During FY'87 more than 90% of the programs' participants have been adjudicated locally and approximately 25% are under formal supervision.

Statistics for fiscal year July 1, 1986-June 30, 1987

Number of referrals	230
Number of successful completions	219*
Number of unsuccessful completions	37*
Hours assigned	17,670
Hours completed	16,346**
Monetary value of completed hours (\$3.85/hour)	\$62,932.10

\*Includes present fiscal year completion of cases originating during earlier fiscal periods.

\*\*At the close of FY'87 - 58 cases remain open.

Additional Information

A great deal of concern has been felt in the past regarding the effort expended in the collection of a \$15.45 fee for insurance prior to work assignment. Some success has been seen by the substitution of participation in the Maryland Medical Assistance Program. In Washington County 34 clients (15%) seemed appropriate. In 16 cases (7%) the insurance fees were waived. 145 clients (64%) have paid the established insurance fee and note is made that there have been no valid claims during FY'87.

## WICOMICO COUNTY

### A. Program Administration

#### 1. Introduction

The Community Service Program for Wicomico County began during 1981. At the election of the County, the program is monitored for the local jurisdiction by the Division of Parole and Probation. As directed by the 1979 enabling legislation, the Division of Parole and Probation prepared the local program guidelines and the reporting guidelines which are used in the preparation of the annual report filed with the Administrative Offices of the Court. In addition, the Division has had to assume the responsibility, legislatively assigned to the Executive of the County, of requesting that private charitable and non-profit institutions and agencies of government provide work projects for the Community Service Program. The Division prepares a directory for reporting a description of the work project; the days of the week; the daily working hours; special skills or physical requirements; duration of the project and other information useful for assigning a defendant to an appropriate work project.

Statistical information provided by the Field Supervisor I indicates a decline in referrals from the 1986 figure of 61 to this year's figure of 55. The decline in referrals has been offset by an increase in the number of hours ordered. During fiscal year 1986, 2,805 hours were assigned as compared to this year's figure of 2,739 hours assigned.

#### 2. Administration

An offender placed on probation with a Special Condition to perform Community Service reports to the Division's field office located in Salisbury, Maryland. The probation agent processes the clients into the program and makes placements at a work project in the community. The agent monitors the client's progress on a monthly basis. Any failures to complete the programs are reported to the Courts by the supervising agent.

#### 3. Operating Budget

The Division of Parole and Probation has no budgetary provision for administration of or monitoring of the Community Service Program in its fiscal allocation. The program, however, is not without cost to the Agency. Absorbed into the existing operating budget are the costs for providing office space, telephone and photocopy equipment, supply materials, clerical support services and the cost of agent staff to monitor the program.

#### 4. Staffing

The Wicomico County Program is currently monitored by eight (8) supervision agents. Oversight responsibility is maintained by the Field Supervisor I. The Program address is:

Community Service Program  
Division of Parole and Probation  
Route 50 and Cypress Street  
Salisbury, Maryland 21801  
Telephone: 543-6605

B. Program Information

1. Participant Eligibility

The 1979 legislation, Article 27, Section 726A of the Annotated Code of Maryland states that a court may order a juvenile who is adjudicated delinquent, or a criminal defendant to perform community service: as a condition of probation; as a condition to a suspended sentence or in lieu of payment of any fines and court costs imposed. Criminal defendants may be assigned to work projects; only if the assignment is made with the consent of the defendant; the defendant is not compensated and has not been convicted of a violent crime.

In Wicomico County, eligibility is determined by the Courts and the Community Service Work is included as a Special Condition of supervised probation. Traditionally, the Court has reserved Community Service as a Special Condition of Probation for offenders convicted of traffic offenses and less serious criminal charges.

2. Worksites

During fiscal year 1987, ten (10) local government and charitable organizations provided work projects.

3. Program Data

Statistics for fiscal year July 1, 1986-June 30, 1987:

Sources of Court Referrals	- Information not available
Pre-Trial/Post-Trial	- Information not available
Types of Offenses	- Information not available
Number of clients referred	- 55
Number of hours assigned	- 3,739
Number of hours completed	- 1,487
Average number of hours per client	- 67.8
Number of clients completing	- 18
Number of clients failing to complete	- 2
Monetary value of hours completed (\$3.85/hour)	- \$5,724.95

WORCESTER COUNTY - Town of Berlin

A. Program Administration

1. Introduction

The Town of Berlin monitors one (1) of the five (5) Alternative Community Service programs in Worcester County. As directed by the 1979 enabling legislation, Article 27, Section 726A of the Annotated Code of Maryland, the Division of Parole and Probation has prepared a local program guide that allows for modification to meet local conditions. Parole and Probation also prepared the reporting guidelines that provide the foundation for the report on local community service programs that is filed annually with the Administrative Offices of the Court.

Although the Town of Berlin began an Alternative Community Service Program during 1981, they have not been included in the Statewide Annual Report since the initial report in 1982. Statistical information provided for fiscal year 1986-1987 indicates a decline in referrals from the 1982 report.

2. Administration

The Town of Berlin supervises the Alternative Community Service Program. Berlin is a small municipality operating with a small staff. An offender with the sentencing condition to perform Community Service reports to the Town Office following Parole and Probation Intake. The participant reports with a copy of the Order for Probation and the Order for Alternative Community Service containing the date, time and place to report. Individuals assigned to the Town of Berlin are assimilated into the regular work force during their assigned tour of duty. Upon completion, the Probation Agent is notified as to how the hours were completed and an evaluation of satisfactory or unsatisfactory work performance. All failures to complete the program are reported to the sentencing Judge by the Probation Agent.

3. Operating Budget

There is no budget allocation for this program. Administrative costs are absorbed by the existing budget for the Town of Berlin.

4. Staffing

The Alternative Community Service Program is sanctioned by Worcester County and the Town of Berlin. The Town Staff monitor the program. The program address is:

Alternative Community Service Program  
Town of Berlin  
Bay and Williams Street  
Berlin, Maryland 21811  
Telephone: 641-2778

B. Program Information

1. Participant Eligibility

The 1979 legislation, Article 27, Section 726A of the Annotated Code of Maryland states that the Court may order a juvenile who is adjudicated delinquent or a criminal defendant to perform community service: as a condition of probation; as a condition to a suspended sentence or in lieu of payment of any fines and court costs imposed. Criminal defendants may be assigned to work projects: only if the assignment is made with the consent of the defendant; the defendant is not compensated and has not been convicted of a violent crime.

In the Town of Berlin when an individual is sentenced by the Court with the Special Condition to participate in the Alternative Community Service Program, it is noted on the Probation Order. A copy of the Order for Probation and Order for Alternative Community Service, which was devised by the Courts is forwarded to the program. Also included with the documentation is a Consent of Participation. Most clients are received from Worcester County Courts, however, transfers are accepted from other counties. Information regarding trial status or criminal record are not available.

2. Work Projects

Participants are assigned to a work project within the Town of Berlin Municipal Offices where their work is monitored by permanent employees.

3. Program Data

Statistics for fiscal year July 1, 1986-June 30, 1987:

Sources of Court Referrals	- Worcester County Courts
Pre-Trial/Post-Trial	- Information not available
Types of Offenses	- Information not available
Number of clients referred	- 3
Number placed at worksites	- 3
Number hours assigned	- 100
Number hours completed	- 100
Average number of hours per client	- 33
Number of clients completing	- 3
Number of clients failing to complete	- 0
Monetary value of hours completed	- \$385.00
(\$3.85/hour)	

## WORCESTER COUNTY - Town of Ocean City

### A. Program Administration

#### 1. Introduction

The Town of Ocean City monitors one (1) of the five (5) Alternative Community Service Program in Worcester County. As directed by the 1979 enabling legislation, Article 27, Section 726A of the Annotated Code of Maryland, the Division of Parole and Probation has prepared a local program guide that allows modification to meet local conditions. Parole and Probation also prepared the reporting guidelines that provide the foundation for their report on local community service programs filed annually with the Administrative Offices of the Court.

On 7/15/80 the Worcester County Commissioners passed a resolution establishing a county community service program in Ocean City. Since 1980 the Ocean City program has been included in the Statewide Annual Report.

During Fiscal year 85-86, one hundred and thirty-six (136) participants were referred with orders to complete 12,700 hours of service for a monetary value of \$43,520.40. During fiscal 86-87 seventy-nine (79) clients were referred with orders to complete 5,809 hours for a monetary value of \$20,724.55.

During FY 86-87 the program also experienced an increase in the number of juvenile cases that have been ordered to complete community service. Job placements have been more difficult as youthful participants require closer supervision and are not permitted to work at sites where machinery is used. Also, Juveniles are usually in the position of having to complete the required hours after school or on weekends. As most work projects operate during standard weekday hours, placements for juveniles is further limited.

#### 2. Administration

An offender with the sentencing condition to perform community service reports to the Department of Recreation and Parks Alternative Services Coordinator following Parole and Probation Intake. The participant reports with a copy of the Order for Probation and the Order for Alternative Community Service containing the date, time and place to report. The placement system considers Client Convenience whenever possible. The client is advised during the initial visit that he or she will only be given one (1) opportunity to complete the assignment. A work schedule requiring a minimum of eight (8) hours per week is arranged. Failure to complete the work assignment then becomes the responsibility of the individual. The work project supervisor is advised that participants who do not fulfill the minimum requirements of eight (8) hours of work per week are to be reported to the Alternative Community Service Program. This method of accountability has eliminated the majority of supervisor complaints.

Upon completion of the program, a letter is sent to the Probation Agent containing information as to how the hours were completed. The letter contains the participants name, case number, and an evaluation of either satisfactory or unsatisfactory performance. If the participant fails to report to the program the probation agent notifies the Court.

### 3. Operating Budget

A processing fee of \$15.00 is required from each client. The collection of this fee is designed to offset the cost of administering the Program. A cooperative effort between Ocean City and other jurisdictions insures that a client will not be required to pay a processing fee at both the original point of registration and the transfer location. Program costs not covered by the processing fee are absorbed by the existing budget of the Department.

### 4. Staffing

The Alternative Service Program is sanctioned by the Town of Ocean City's Mayor and Council. The Alternative Service Coordinator administers the program in addition to her other assigned duties with the Recreation and Parks Department. The Coordinator handles intake, placement, monitoring of the work placement and program correspondence. The program address is:

Alternative Service Coordinator  
Town of Ocean City, Department of Recreation & Parks  
Northside Park  
125th Street and the Bay  
Ocean City, Maryland 21842  
Telephone: 289-8221

## B. Program Information

### 1. Participant Eligibility

The 1979 legislation, Article 27, Section 726A of the Annotated Code of Maryland states that court may order a juvenile who is adjudicated delinquent, or a criminal defendant to perform community service: as a condition of probation; as a condition to a suspended sentence or in lieu of payment of any fines and court costs imposed. Criminal defendants may be assigned to work projects; only if the assignment is made with the consent of the defendant; the defendant is not compensated and has not been convicted of a violent crime.

In Ocean City when an individual is sentenced with the Special Condition to participate in the Alternative Community Service Program, it is noted on the Order for Probation. A copy of the Probation Order and an Order for Alternate Community Service, which was devised by the Courts, is forwarded to the Program Administrator. Also included in the documentation is a Consent of Participation. The date, time and reporting place are noted on the Order. The majority of participants are referred from the Worcester County Courts. In addition, transfers are accepted from any location, provided the client can be placed at a work project and the transfer is being requested for a valid reason.

To date, all cases have been received in a post-trial status. While traffic violations and drug related charges are the most common type of case received, an increase in theft, assault and sex offense cases has been noted.

2. Work Projects

The Public Works Department, Convention Hall, Recreation and Parks Department, Fire Department and Sanitation Department of the Town of Ocean City, all accept clients for work assignments. All of these departments are located within the Town of Ocean City. In addition, two civic associations have cooperated in accepting clients.

3. Program Data

Statistics for fiscal year July 1, 1986-June 30, 1987:

Sources of Court Referrals	- County Courts, Parole & Probation, transfers
Pre-Trial/Post-Trial	- All cases are post-trial
Types of Offenses	- Traffic and drug related are the most common. An increase in theft, assault, and sex offenses has been noted.
Number of clients referred	- 79
Number placed at worksites	- 79
Number hours assigned	- 5,809
Number hours completed	- 5,383
Average number of hours per client	- 80
Number of clients completing	- 71
Number of clients failing to complete	- 8
Monetary value of hours completed (\$3.85/hour)	- \$20,724.55



WORCESTER COUNTY - Pocomoke City

A. Program Administration

1. Introduction

Pocomoke City monitors one (1) of five (5) Alternative Community Service Programs in Worcester County. As directed by the 1979 enabling legislation, Article 27, Section 726A of the Annotated Code of Maryland, the Division of Parole and Probation has prepared a local program guide that allows for modifications to meet local conditions. Parole and Probation also prepared the reporting guidelines that provide the foundation for the report on local Community Service Programs that is filed annually with the Administrative Offices of the Court.

Pocomoke City has had a Community Service Program since February 1982 when the Mayor and Council adopted resolution #123 implementing the Alternative Community Service Program. The first referral was accepted during April 1982.

2. Administration

The Pocomoke City Clerk's Office monitors the Alternative Community Service Program. The participant reports in person to the A.C.S. Coordinator as instructed by the Court. The participant is assigned to a work project. Upon completion, the A.C.S. Coordinator files a report with the Maryland Division of Parole and Probation.

3. Operating Budget

There is no budget allocation for this program. Administrative Costs are absorbed by the existing budget for the Pocomoke City Clerk's Office.

4. Staffing

The Alternative Community Service Program is sanctioned by Worcester County and Pocomoke City. The staff consists of a Program Coordinator. The program address is:

Alternative Community Service Program  
Pocomoke City Clerk  
City Hall, P.O. Box 29  
Pocomoke City, Maryland 21851  
Telephone: 957-1333

B. Program Information

1. Participant Eligibility

The 1979 legislation, Article 27, Section 726A of the Annotated Code of Maryland states that the Court may order a juvenile who is adjudicated delinquent or a criminal defendant to perform community service: as a condition of probation; as a condition to a suspended sentence or in lieu of payment of any fines and court costs imposed. Criminal defendants may be assigned to work projects: only if the assignment is made with the consent of the defendant; the defendant is not compensated and has not been convicted of a violent crime. In Pocomoke City, all clients must be referred by the Circuit or District Court Judges.

2. Work Projects

To date, all assignments have been to the Public Works Department, where work includes such assignments as janitorial, painting, grass cutting and weed control.

3. Program Data - Statistics for Fiscal Year 1987 - July 1, 1986-June 30, 1987

Sources of Referrals:	Maryland Circuit or District Courts
Pre-Trial/Post-Trial:	Information not available
Types of Offenses:	Theft, bad check, CDS, Unlawful possession, assault and battery, battery, malicious destruction and fraud
Number of clients referred:	5
Number of clients placed on worksite:	4
Number of hours assigned:	176
Number of hours completed:	96
Average number of hours per client:	35
Number of clients completing:	3
Number of clients failing to complete:	0
Monetary value of hours completed: (\$3.85 per hour)	\$321.60

WORCESTER COUNTY - Town of Snow Hill

A. Program Administration

1. Introduction

The Town of Snow Hill monitors one (1) of the five (5) Alternative Community Service Programs in Worcester County. As directed by the 1979 enabling legislation, Article 27, Section 726A of the Annotated Code of Maryland, the Division of Parole and Probation has prepared a local program guide that allows for modification to meet local conditions. Parole and Probation also prepared the reporting guidelines that provide the foundation for the report on local community service programs that is filed annually with the Administrative Offices of the Court.

The Town of Snow Hill has been included in the annual report for the first time this year. There is no formalized program and no operating budget.

2. Administration

The Town of Snow Hill has agreed on several occasions to assist with Alternative Community Service. The process is quite simple; a person is assigned to the Town; either the Town Manager or a staff member set up a series of projects. Clients perform work projects in the Town Municipal Building, fire house, Parks and public works area.

3. Operating Budget

There is no budget allocation for this program. Administrative costs are absorbed by the existing budget for the Town of Snow Hill.

4. Staffing

The Alternative Community Service Program is sanctioned by Worcester County and the Town of Snow Hill. The Town Manager and the town staff monitor the program. The program address is:

Alternative Community Service Program  
Town of Snow Hill  
Mayor and Council of Snow Hill  
Municipal Building, P.O. Box 348  
Snow Hill, Maryland 21863  
Telephone: 632-2080

B. Program Information - Town of Snow Hill

1. Participant Eligibility

The 1979 legislation, Article 27, Section 726A of the Annotated Code of Maryland states that court may order a juvenile who is adjudicated delinquent, or a criminal defendant to perform community service: as a condition of probation; as a condition to a suspended sentence or in lieu of payment of any fines and court costs imposed. Criminal defendants may be assigned to work projects: only if the assignment is made with the consent of the defendant; the defendant is not compensated and has not been convicted of a violent crime. In Worcester County eligibility is determined by the Courts and the Division of Parole and Probation.

2. Work Projects

Clients are assigned to work projects at the Town Municipal Building, fire house, parks and public works areas. Clients work under the supervision of Town employees.

3. Program Data - Statistics for FY 87 - July 1, 1986 - June 30, 1987

Sources of Court Referrals:	Worcester County Courts
Pre-Trial/Post-Trial:	Information not available
Types of Offenses:	Information not available
Number of clients referred:	3
Number placed at worksites:	3
Number hours assigned:	90
Number hours completed:	30
Average number of hours per client:	30
Number of clients completing:	2
Number of clients failing to complete:	1
Monetary value of hours completed:	\$115.50
(\$3.85 per hour)	

WORCESTER COUNTY - Maintenance Department Worcester County

A. Program Administration

1. Introduction

The Maintenance Department of Worcester County monitors one (1) of five (5) Alternative Community Service Programs. As directed by the 1979 enabling legislation, Article 27, Section 726A of the Annotated Code of Maryland, the Division of Parole and Probation has prepared a local program guide that allows for modifications to meet local conditions. Parole and Probation also prepared the reporting guidelines that provide the foundation for the report on local community service programs that is filed annually with the Administrative Offices of the Court. This is the first year that the Worcester County Maintenance Program has been included in the annual report.

2. Administration

This program is located within the Worcester County Maintenance Program. The Maintenance Supervisor's Office is contacted by Parole and Probation when a participant is directed by a District Court Judge to fulfill a required amount of time doing A.C.S. work. The number of clients at any given time is dependant on the Courts. Most of the participants fulfill their required hours doing either general labor, custodial or groundskeeping work.

3. Operating Budget

There is no budget allocation for this program. Administrative costs are absorbed by the existing budget for Worcester County Maintenance.

4. Staffing

The Alternative Community Service Program is sanctioned by Worcester County. There are two (2) program staff members, the Maintenance Supervisor and the Supervisor's Secretary. The program address is:

Alternative Community Service Program  
Maintenance Department Worcester County  
100 Belt Street  
Snow Hill, Maryland 21863  
Telephone: 632-3766

B. Program Information - Maintenance Department Worcester County

1. Participant Eligibility

The 1979 legislation, Article 27, Section 726A of the Annotated Code of Maryland states that court may order a juvenile who is adjudicated delinquent, or a criminal defendant to perform community service: as a condition of probation; as a condition to a suspended sentence or in lieu of payment of any fines and court costs imposed. Criminal defendants may be assigned to work projects: only if the assignment is made with the consent of the defendant; the defendant is not compensated and has not been convicted of a violent crime.

In Worcester County, eligibility is determined by the Courts.

2. Work Projects

Participants are assigned to work projects within the Maintenance Department.

3. Program Data - Statistics for FY 87 - July 1, 1986 - June 30, 1987

Sources of Court Referrals:	Worcester County District Court
Pre-Trial/Post-Trial:	Information not available
Types of Offenses:	Information not available
Number of clients referred:	8
Number placed at worksites:	3
Number of hours assigned:	360
Number of hours completed:	336
Average number of hours per client:	42
Number of clients completing:	7
Number of clients failing to complete:	0
Monetary value of hours completed: (\$3.85 per hours)	\$1,293.60

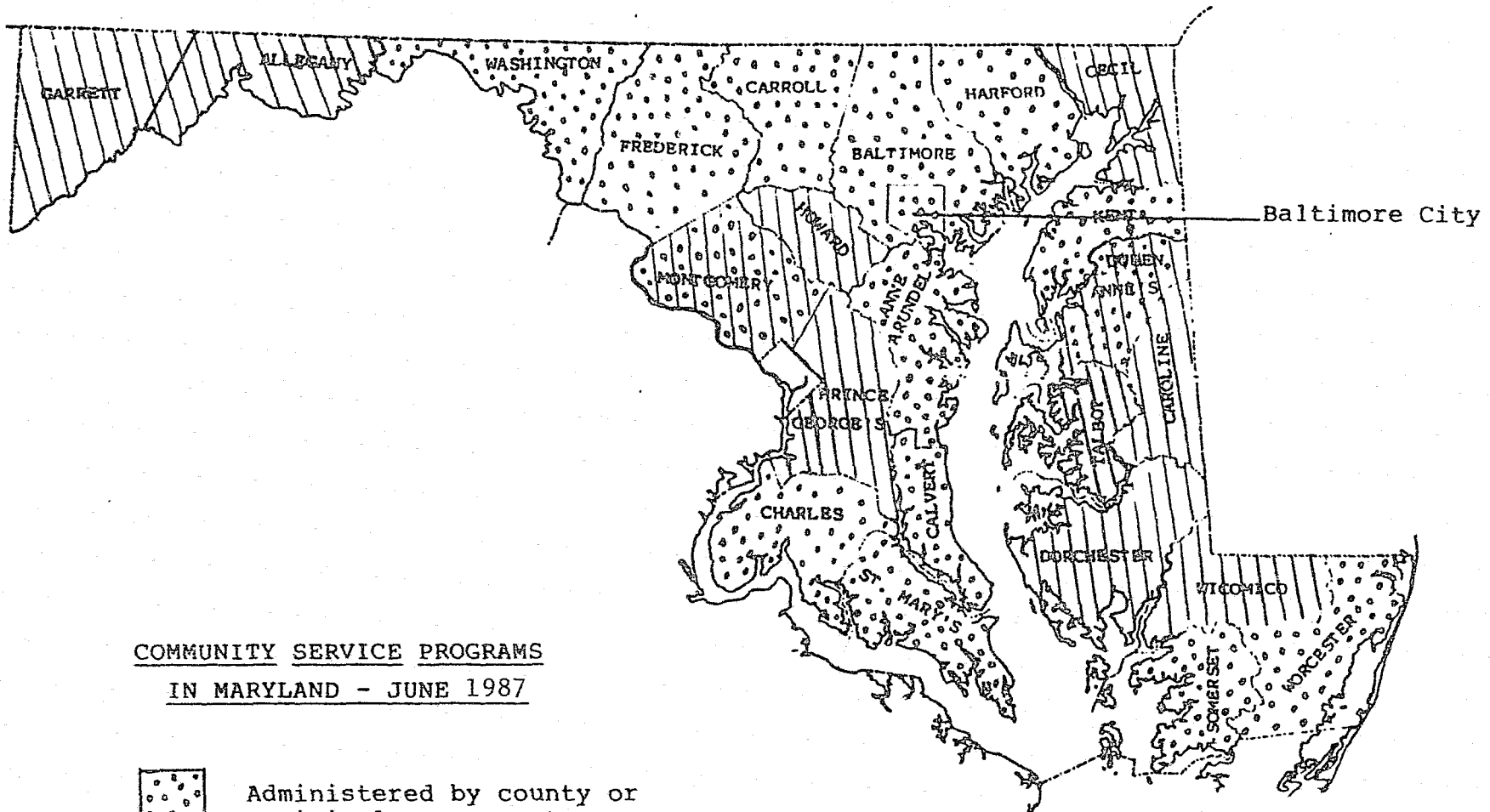
SUMMARY OF DATA FROM  
COMMUNITY SERVICE PROGRAMS  
ADMINISTERED BY  
LOCAL SUBDIVISIONS - FY 1987

Jurisdiction	Number of Referrals	Number of Hours Assigned	Number of Successful Completions	Number of Hours Completed	Monetary Value (\$3.85/hour)
Anne Arundel County	522	35,154	812	23,187	\$ 89,269.95
Baltimore City	3,712	487,712	2,070	239,085.25	920,478.21
Baltimore City - Juvenile	632	30,663	372	17,203.5	66,233.47
Baltimore County	1,999	149,925	1,565	99,206	381,943.10
Calvert County	659	15,816	652	15,394	59,266.90
Carroll County	782	35,795	729	31,619	121,733.15
Charles County	1,427	33,330	1,079	17,610	67,798.50
Frederick County	576	43,369	486	28,337	109,097.45
Harford County	1,554	73,049	1,084	50,918	196,034.30
Kent County	120	6,723	96	5,378	20,705.30
Montgomery County	1,535	49,473	1,424	43,417	167,155.45
Queen Anne's County		INFORMATION	NOT	RECEIVED	
St. Mary's County	525	8,847	518	8,583	33,044.55
Somerset County	25	2,948	15	2,389	9,197.65
Washington County	230	17,670	219	16,346	62,932.10
Worcester County					
Ocean City	79	5,809	71	5,383	20,724.55
Pocomoke City	5	176	3	96	369.60
Snow Hill	3	90	2	30	115.50
Berlin	3	100	3	100	385.00
County Maintenance	8	360	7	336	1,293.60
<b>TOTALS</b>	<b>14,396</b>	<b>997,009</b>	<b>11,207</b>	<b>604,617.75</b>	<b>\$2,327,778.30</b>

SUMMARY OF DATA FROM  
COMMUNITY SERVICE PROGRAMS  
ADMINISTERED BY THE  
DIVISION OF PAROLE AND PROBATION - FY 1987

Jurisdiction	Number of Referrals	Number of Hours Assigned	Number of Successful Completions	Number of Hours Completed	Monetary Value (\$3.85/hour)
Allegany County	27	1,280	25	1,190	\$ 4,581.50
Caroline County	36	2,820	21	1,514	5,828.90
Cecil County	116	7,850	78	6,280	24,178.00
Dorchester County	81	5,377	50	3,218	12,389.30
Garrett County	0	0	0	0	0
Howard County	475	26,244	297	17,796	68,514.60
Montgomery County	441	35,145	145	13,848.5	53,316.73
Prince George's County	1,083	42,664	944	30,112	115,931.20
Queen Anne's County	24	2,529	14	1,490	5,736.50
Talbot County	132	10,543	72	5,450	20,982.50
Wicomico County	55	3,739	18	1,487	5,724.95
<b>TOTALS</b>	<b>2,470</b>	<b>138,191</b>	<b>1,664</b>	<b>82,385.5</b>	<b>\$317,184.17</b>





COMMUNITY SERVICE PROGRAMS  
IN MARYLAND - JUNE 1987



Administered by county or  
 municipal government



Administered by the Division  
 of Parole and Probation

PROGRAMS CHARGING FEES

The following locally administered community service programs charge administrative fees as indicated:

1. Anne Arundel County Alternative Service Program  
- initial one-time fee of \$20.00
2. Baltimore County Alternative Sentencing Program  
- initial one-time fee of \$20.00
3. Calvert County Community Service Program  
- initial one-time fee of \$10.00
4. Charles County Volunteers in Community Service Program  
- fee of \$25.00/day unless waived by sentencing judge  
-or-  
- initial one-time fee of \$10.00 for referrals from the Juvenile Services Administration or juvenile courts  
  
- initial one-time fee of \$25.00 for referrals from other counties regardless of the number of hours assigned
5. Frederick County Alternative Sentencing Program  
- initial one-time fee of \$20.00
6. Harford County Community Work Service Program  
- initial one-time fee of \$20.00
7. Montgomery County Alternative Community Services Program  
- initial one-time fee of \$50.00
8. Alternative Service Program of Ocean City (Worcester County)  
- processing fee of \$15.00
9. Washington County Adult Community Services Program  
- insurance fee of \$15.45 (to be paid prior to work assignment)  
- see "Additional Information" under Washington County narrative for further clarification of fees

DIRECTORY OF MARYLAND COMMUNITY SERVICE PROGRAMS  
FISCAL YEAR 1987

<u>County</u>	<u>Program Location</u>	<u>Agency</u>	<u>Contact Person</u>	<u>Staff</u>	<u>Target Population</u>
Allegany County	3 Pershing Street P.O. Box 801 Cumberland, MD 21501-0801 Phone: 777-2140	Division of Parole and Probation	Mr. James MacFarlane, Jr.	Parole and Probation Agents	Adults; post-trial; supervised probation
Anne Arundel County	P.O. Box 446 Crownsville, MD 21032 Phone: 923-6803 (Balto.) 987-3542	Alternative Sentence Program	Mr. Peter Saxton	Director (1); Part-time Associate (1)	Adults; juveniles; post-trial supervised probation
Baltimore City	Circuit Courthouse East 111 N. Calvert St. Room 504 Balto., MD 21202	Community Services Program	Ms. Linda Parrott	Director (1); Investigators(6); Secretary (1)	Adults; post-trial
	Juvenile Services Agency 2406 Greenmount Ave. Balto., MD 21218 Phone: 333-7515	Juvenile Services Administration	Mr. Barry Weiss	Coordinator (1)	Juveniles
Baltimore County	Bosley Avenue and Towsontown Blvd. Towson, MD 21204 Phone: 494-2056	Alternative Sentencing Program	Mr. Gregory Harrer	Director (1); Community Service Case Managers (4)	Adults; post-trial; district and circuit court; juveniles
Calvert County	Court House Prince Frederick, MD 20678 Phone: 535-1600 Ext. 355	Community Service Program	Ms. Terry Farman	Program Coordinator (1); Secretary (1) part-time	Adults; post-trial; supervised probation; unsupervised probation; juveniles; 1% pre-trial

<u>County</u>	<u>Program Location</u>	<u>Agency</u>	<u>Contact Person</u>	<u>Staff</u>	<u>Target Population</u>
Caroline County	District Court/Multi-Service Center Third Street P.O. Box 218 Denton, MD 21629 Phone: 479-4611	Division of Parole and Probation	Office Manager	Parole and Probation Agents	Adults; post-trial; supervised probation
Carroll County	55 N. Court Street Room G-24 Westminster, MD 21157 Phone: 857-4606 (Balto) 876-7545	Volunteer Community Services Program	Mrs. Patti Bair Price	Coordinator (1); Caseworker (1); Program Assistant	Adults; juveniles; post-trial supervised and unsupervised probation
Cecil County	District Court/Multi-Service Center Third Street Elkton, MD 21921 Phone: 389-1828 259-0347	Division of Parole and Probation	Mr. Robert Sparre	Community Service Program Administrator	Adults; post-trial; supervised probation
Charles County	County Commissioners Office Box B Courthouse La Plata, MD 20646 Phone: 645-0555 or 870-3000 Ext. 555 (E.C. Line)	Volunteers in Community Service Program	Ms. Jean Duerson	Coordinator (1); Clerk-Typist (1)	Adults; post-trial; district and circuit court; juveniles
Dorchester County	300 Academy Street P.O. Box 482 Cambridge, MD 21613 Phone: 228-6776	Division of Parole and Probation	Mr. George Enders	Parole and Probation Agents	Adults; post-trial; supervised probation
Frederick County	Sheriff's Office 100 W. Patrick St. Frederick, MD 21701 Phone: 694-1928	Alternative Sentencing Program	Ms. Donna Tisdale	Program Coordinator (1)	Adults; post-trial (1); district and circuit court; juvenile

<u>County</u>	<u>Program Location</u>	<u>Agency</u>	<u>Contact Person</u>	<u>Staff</u>	<u>Target Population</u>
Garrett County	Courthouse Alder Street and Third Street P.O. Box 284 Oakland, MD 21550 Phone: 334-9332	Division of Parole and Probation	Mr. James MacFarlane, Jr.	Parole and Probation Agents	Adults; post-trial; supervised probation
Harford County	2 Bond Street Bel Air, MD 21014 Phone: 836-4671	Community Work Service Program	Ms. Donna E. Walinski	Coordinator (1); Case Workers (2); Secretary (1)	Adults; post-trial; supervised probation; juveniles
Howard County	District Court/Multi- Service Center 3451 Courthouse Dr. Ellicott City, MD 21043 Phone: 455-8697	Division of Parole and Probation	Mr. Robert Van Wagoner	DPP Volunteer	Adults; post-trial
Kent County	Courthouse Chestertown, MD 21620 Phone: 778-4600	Community Work Program	Mr. Robert Sparre	Program Director (1) Stenographic Assistant (1)	Adults; juveniles; post-trial; district and circuit courts
Montgomery County	101 Fleet Street Rockville, MD 20850 Phone: 279-1232	Alternative Community Services	Mr. Maurice Ward	ASP Director (1); Admin. Aide (1); Corr. Spec. (6)	Adults; juveniles; post-trial; pre- trial; supervised and unsupervised probation
	Park Work Program 600 S. Frederick Ave. Gaithersburg, MD 20877 Phone: 948-7910	Division of Parole and Probation		Parole and Probation Agent	Youthful, non- felonious criminal or motor vehicle offenders

<u>County</u>	<u>Program Location</u>	<u>Agency</u>	<u>Contact Person</u>	<u>Staff</u>	<u>Target Population</u>
	GBS Building-4th floor 51 Monroe Street Rockville, MD 20850 Phone: 424-2214	Division of Parole and Probation	Office Manager	Parole and Probation Agents	Adults; post-trial; supervised probation
	7961 Eastern Avenue Suite 302 Silver Spring, MD 20910 Phone: 588-8240	Division of Parole and Probation	Mr. Richard Silverman	Parole and Probation Agents	Adults; post-trial; supervised probation
Prince George's County	Volunteer Work Program 5030 Herzel Place Beltsville, MD 20870 Phone: 595-5983	Division of Parole and Probation	Ms. Bertie Jones	Program Coordinator (1); Secretary (1)	Adults; post-trial; supervised probation; unsupervised probation
Queen Anne's County	P.O. Box 37 Route 18 West Centreville, MD 21617 Phone: 758-0835	Department of Recreation & Parks		Program Coordinator	Adults; post-trial; supervised probation
	District Court/Multi- Service Center 120 Broadway P.O. Box 327 Centreville, MD 21617 Phone: 758-2745	Division of Parole and Probation	Mr. John Wilson	Parole and Probation Agents	Adults; post-trial; supervised probation
St. Mary's County	County Courthouse P.O. Box 328 Leonardtown, MD 20650 Phone: 475-5621	State's Attorney's Office	Ms. Florence Ballengee	Program Coordinator	Adults; post-trial; pre-trial; district and circuit court

<u>County</u>	<u>Program Location</u>	<u>Agency</u>	<u>Contact Person</u>	<u>Staff</u>	<u>Target Population</u>
Somerset County	Somerset County Office Complex 424 N. Somerset Ave. Princess Anne, MD 21853 Phone: 651-0749	Community Service Program	Mr. Robert Piernell	Program Coordinator	Adults; post-trial; district and circuit court
Talbot County	108 N. Washington Street Easton, MD 21601 Phone: 822-1580	Division of Parole and Probation	Ms. Mary Ritch	DPP Volunteer	Adults; post-trial; supervised probation
Washington County	Adult Community Service Program Courthouse Annex Hagerstown, MD 21740 Phone: 791-3199	Sheriff's Department	Mr. Alan Shane	Program Coordinator	Adults; post-trial; supervised probation
Wicomico County	Route 50 & Cypress Street Salisbury, MD 21801 Phone: 543-6605	Division of Parole and Probation	Mr. Paul Hull	Parole and Probation Agents	Adults; post-trial; supervised probation
Worcester County	Town of Berlin Bay & Williams Street Berlin, MD 21811 Phone: 641-2778	Alternative Community Service Program	Mr. Donald Giancoli	Community Services Coordinator	Juvenile; adults; post-trial; supervised probation
	Town of Ocean City Dept. of Recreation and Parks Northside Park 125th Street and the Bay Ocean City, MD 21842 Phone: 723-1025	Department of Recreation and Parks	Ms. Carol A. Everhart	Program Coordinator	Adults; post-trial; unsupervised probation; supervised probation; juveniles

<u>County</u>	<u>Program Location</u>	<u>Agency</u>	<u>Contact Person</u>	<u>Staff</u>	<u>Target Population</u>
	City Hall P.O. Box 29 Pocomoke City, MD 21851 Phone: 957-1333	Alternative Community Service Program	Mrs. Janet Stewart	Program Coordinator	Adults; post-trial; district and circuit court; State's Attorney's Office
	Town of Snow Hill Mayor and Council of Snow Hill Municipal Building P.O. Box 348 Snow Hill, MD 21863 Phone: 632-2080	Alternative Community Service Program	Mr. Doug Miller	Town Manager	Adults, juveniles; post-trial; supervised probation; district court
	Maintenance Department Worcester County 100 Belt Street Snow Hill, MD 21863 Phone: 632-3766	Alternative Community Service Program	Mr. Ernest Towell	Maintenance Super- visor (1); Secre- tary (1)	Adults, juveniles; post-trial; supervised probation; district court

Questions, comments, and corrections regarding this report should be addressed to:

Stephen A. Bocian, Manager for Special Field Services  
Division of Parole and Probation  
6776 Reisterstown Road, Suite 305  
Baltimore, Maryland 21215-2344  
Phone: (301) 764-4307



# MARYLAND DIVISION OF PAROLE AND PROBATION

## PUBLICATION LIST

- Community Services Program Guide, 1983
- Volunteerism in the Division of Parole and Probation, 1983
- Fourth Community Services Programs Annual Report, 1983
- 1983 Annual Report, Maryland Division of Parole and Probation
- Fifth Community Service Programs Annual Report, 1984
- 1984 Annual Report, Maryland Division of Parole and Probation
- Sixth Community Service Programs Annual Report, 1985
- Monograph on Legal Issues in Probation and Parole Field Services, 1985
- 1985-86 Annual Report, Maryland Division of Parole and Probation
- Seventh Community Service Programs Annual Report, 1986
- Eighth Community Service Programs Annual Report, 1987
- 1987 Annual Report, Maryland Division of Parole and Probation

Single copies of the listed publications are available at no charge from Division of Parole and Probation, 6776 Reisterstown Road, Suite 305, Baltimore, Md. 21215-2344

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