

ANNUAL REPORT

1987-1988

118138

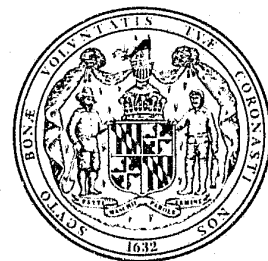
WILLIAM DONALD SCHAEFER
GOVERNOR

MELVIN A. STEINBERG
LT. GOVERNOR

BISHOP L. ROBINSON
SECRETARY

DONALD ATKINSON, Ed.D.
ACTING DIRECTOR

State of Maryland
Department of Public Safety
and Correctional Services
Division of Parole and Probation



118138



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

SUITE 305 PLAZA OFFICE CENTER • 6776 REISTERSTOWN ROAD • BALTIMORE, MARYLAND 21215-2349
(301) 764-4274
TTY FOR DEAF: 764-4034

WILLIAM DONALD SCHAEFER
GOVERNOR
MELVIN A. STEINBERG
LT. GOVERNOR

BISHOP L. ROBINSON
SECRETARY
Donald Atkinson, Ed.D.
Acting Director

The Honorable William Donald Schaefer
Governor of Maryland
State House
Annapolis, MD 21404

Dear Governor Schaefer:

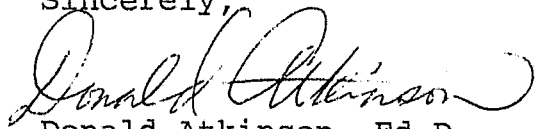
We are pleased to present the Annual Report for the Division of Parole and Probation covering Fiscal Years 1987 and 1988.

This report covers the program activities of the Division, including its mission, structure, functions and responsibilities.

During Fiscal Years 1987 and 1988 the Division continued to experience growth in its criminal workload. This growth has put tremendous pressure on the agency's ability to effectively manage its caseload and provide qualitative services to the courts and parole authorities.

In spite of these problems, the Division of Parole and Probation has continued to be both progressive and innovative in the administration of parole and probation service delivery.

The Division, with continued departmental help, will continue to provide its services to the citizens of this great State of Maryland.

Sincerely,

Donald Atkinson, Ed.D.
Acting Director

118138



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

SUITE 305 PLAZA OFFICE CENTER • 6776 REISTERSTOWN ROAD • BALTIMORE, MARYLAND 21215-2349
(301) 764-4274
TTY FOR DEAF: 764-4034

WILLIAM DONALD SCHAEFER
GOVERNOR
MELVIN A. STEINBERG
LT. GOVERNOR

BISHOP L. ROBINSON
SECRETARY
Donald Atkinson, Ed.D.
Acting Director

Bishop L. Robinson, Secretary
Department of Public Safety
and Correctional Services
6776 Reisterstown Road, Suite 310
Baltimore, MD 21215

Dear Secretary Robinson:

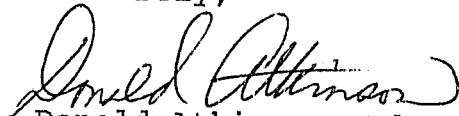
The Annual Report of the Division of Parole and Probation for Fiscal Years 1987-1988 is presented herewith.

This two-year report describes the Division's mission, structure, functions, and responsibilities.

During Fiscal Years 1987 and 1988, the Division experienced a dramatic increase in the number of cases under supervision. This growth can be attributed in part to an increase in enforcement of drug laws; and the greater use of probation as a sanction for selected criminal offenders due to jail and prison overcrowding.

However, with continued departmental help, the Division of Parole and Probation will continue to maintain its position as a key member of the Maryland criminal justice system by providing parole and probation services to its clientele; and investigation services to the courts and parole authorities, consistent with established policy and procedure.

Sincerely,


Donald Atkinson, Ed.D.
Acting Director



MARYLAND DIVISION OF PAROLE AND PROBATION

ANNUAL REPORT

FISCAL YEARS

1987 AND 1988

118138

U.S. Department of Justice
National Institute of Justice

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by

Maryland Dept. of Public Safety
and Correctional Services

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

TABLE OF CONTENTS

	<u>PAGE</u>
List of Tables.....	iii
List of Charts.....	v
Introduction.....	1
Advisory Board for Corrections, Parole, and Probation..	3
Section I	
o Office of the Director.....	7
o Executive Assistant Director.....	7
o Mission Statement.....	8
o Agency Structure.....	8
o Program Structure.....	9
o FY 1987-1988 Budget.....	9
o Budget Overview.....	9
Section II	
o Overview of Bureau of Administrative Services..	15
o Personnel Administration Unit.....	15
o Staff Development and Training Unit.....	16
o Case Management Automated Information System...	17
o Budget and Fiscal Management Unit.....	19
o Paycase Collections Unit.....	19
Section III	
o Overview of Bureau of Field Operations.....	23
o Parole Services.....	23
o Interstate Compact Services.....	24
o Special Field Services Unit.....	24
o Overview of Case Management Services.....	26

	<u>PAGE</u>
o Overview of Criminal Investigation services.....	29
o Collection and Distribution of Restitution, Fines and Costs.....	32
Section IV	
o Case Management Services.....	36
Administrative Regions	
o Region I.....	51
o Region II.....	59
o Region III.....	67
o Region IV.....	76
Drinking Driver Monitor Program.....	87
Pretrial Release Services.....	95

LIST OF TABLES

		<u>PAGE</u>
TABLE I	- Budget Overview	9
TABLE II	- Expenditures by Program Fiscal Years '87-'88	10
TABLE III	- Personnel Administration Activities Fiscal Years '87-'88	15
TABLE IV	- Types and Number of Personnel	17
TABLE V	- Types and Hours of Training	17
TYPE VI	- Case Management Information System Activities Fiscal Years '87-'88	18
TABLE VII	- Paycase Collections Unit Transactions Fiscal Years '87-'88	19
TABLE VIII	- Parole Services Activities Fiscal Years '87-'88	23
TABLE IX	- Interstate Compact Services Activities Fiscal Years '87-'88	24
TABLE X	- FY '87 and FY '88 Volunteer Statistics	25
TABLE XI	- Fines, Costs and Restitution Amounts Collected and Disbursed During Fiscal Year '88	32
TABLE XII	- Fines, Costs and Restitution Amounts Collected and Disbursed During Fiscal Year '87	33
TABLE XIII	- Case, Intake and Closing Statistics	48
TABLE XIV	- Criminal Investigation Statistics	49
TABLE XV	- Types of Case Closings	50
TABLE XVI	- Community Service Participation Level Fiscal Year '87	73
TABLE XVII	- Community Service Participation Level Fiscal Year '88	73
TABLE XVIII	- Victim Restitution Amounts Ordered and Disbursed for Fiscal Year '88 - Region III	74

		<u>PAGE</u>
TABLE XIX	- Victim Restitution Amounts Ordered and Disbursed for Fiscal Year '87 - Region III	74
TABLE XX	- Victim Restitution Amounts Ordered and Disbursed for Fiscal Year '88 - Region IV	83
TABLE XXI	- Victim Restitution Amounts Ordered and Disbursed for Fiscal Year '87 - Region IV	84
TABLE XXII	- DDMP Workload Statistics	92
TABLE XXIII	- Pretrial Release Services Workload Statistics	98

LIST OF CHARTS

		<u>PAGE</u>
CHART I	- FCR Special Conditions Fiscal Years 1984-1988	34
CHART II	- FCR Special Conditions Fiscal Year '88 Intakes by Type Case	35
CHART III	- Cases Under Supervision End of Fiscal Years - 1980-1988	37
CHART IV	- Drug Special Conditions Fiscal Years 1984-1988	39
CHART V	- Drug Special Conditions Fiscal Year '88 Intakes by Type Case	40
CHART VI	- Drug Special Conditions Fiscal Year '88 Intakes by Age Ranges	41
CHART VII	- DWI and Other Offense Probation Intakes	43
CHART VIII	- DWI and Other Offense Probation Cases under Supervision	44
CHART IX	- Alcohol Special Conditions Fiscal Years 1984-'88	45
CHART X	- Alcohol Special Conditions Fiscal Year '88 Intakes by Age Ranges	46
CHART XI	- Alcohol Special Conditions Fiscal Year '88 Intakes by Type Case	47

INTRODUCTION

The Division of Parole and Probation's primary responsibilities are set forth in various sections of Article 41, Article 27, and in the Courts and Judicial Proceedings Volume of the Annotated Code of Maryland. These statutory responsibilities include:

- o presentence investigation reports and probation supervision services at the request of the Circuit and District Courts of Maryland;
- o pre-parole investigations and parole supervision services at the request of the Maryland Parole Commission;
- o investigation and supervision services under the Uniform Out-of-State Parolee Supervision Act;
- o assistance to county jail work release programs as requested by the courts;
- o presentence investigations on all defendants convicted of a felony in the Circuit Courts of Maryland prior to the imposition of a sentence to the jurisdiction of the Division of Correction or referral to the Patuxent Institution;
- o assistance to local units of government in the development of community service programs;
- o maintenance of accounts, forwarding of payments to victims, and reporting of client's payment progress to the courts in victim restitution cases;
- o a citizen volunteer services program to aid in the education and counseling of parolees and probationers;
- o executive clemency investigations at the request of the Maryland Parole Commission. These reports are submitted for review and final disposition of applicants for pardons and commutation of sentences;
- o administration of pretrial release services in Baltimore City;
- o collection and distribution of fines, costs, restitution, and/or attorney fees as ordered by the criminal courts of the State of Maryland;
- o a victim impact statement as part of the presentence investigation in Circuit Court felony cases and those offenses involving serious bodily injury and an updated victim impact statement when requested by the Parole Commission;

- o supervision of persons placed on mandatory release by the Division of Correction.

In accordance with its legal mandates the primary public service mission of the division is to:

- o assist parolees and probationers in successfully reintegrating into the community in an effort to reduce their criminal involvement while under supervision;
- o administer a technical assistance program in support of community service alternatives to enhance traditional sentencing practices;
- o administer a statewide volunteer services program;
- o provide parole and probation supervision and investigation services to the courts and parole authorities, consistent with standards for public safety.

Both parole and probation are statutory recognition that imprisonment for every offense, in every case, and for the full term of sentence originally set by the court, does not always serve the best interests of society or the individual.

Probation is a form of disposition under which a court defers imposition of sentence or suspends the sentence and releases the individual conditionally, on good behavior, under prescribed terms and rules for a specified period of time.

Parole is a conditional release from imprisonment. It allows the individual to serve the remainder of his term in society if he satisfactorily complies with the terms and conditions provided in the written parole order set by the Parole Commission.

Release on parole or probation places a convicted person back in the community, under the supervision and guidance of professional and trained parole and probation agents.

While providing such assistance to each individual, equal emphasis is placed on monitoring and surveillance in the effort to identify and remove from society those individuals who prove unable to adjust and thereby present a significant threat to public safety.

The 1987-1988 Annual Report of the Division of Parole and Probation, for the Department of Public Safety and Correctional Services, provides information regarding the division's mission, structure, function and responsibilities in the administration of parole and probation service delivery.

ADVISORY BOARD FOR CORRECTION, PAROLE, AND PROBATION

The Advisory Board for Correction, Parole, and Probation was created by Chapter 401, Acts of 1970, to succeed the Advisory Board for Corrections established by Chapter 123, Acts of 1962, and the Advisory Board for Parole and Probation established by Chapter 457, Acts of 1968. The board consists of 17 members; 13 are appointed by the Secretary of the Department of Public Safety and Correctional Services with the approval of the Governor for four-year terms. The Deputy Secretary for Public Safety and Correctional Services, the Chairperson of the Maryland Parole Commission, the Director of Parole and Probation, and the Commissioner of Correction serve ex officio. The Governor designated the first chairperson, but thereafter the Secretary of Public Safety and Correctional Services, with the approval of the Governor, designates the chairperson.

The function of the Advisory Board is to study and observe procedures in the development and progress of the correctional, parole, and probation systems in the state. The board also makes suggestions and gives advice regarding the state's correctional system to the Department of Public Safety and Correctional Services. The Advisory Board has no budget. Its members receive no compensation for their services, but may be reimbursed for necessary and proper expenses incurred in their duties (Code 1957, Article 41, Section 4-107).

DIVISION OF PAROLE AND PROBATION
HEADQUARTERS

6776 Reisterstown Road, Suite 305
Baltimore, MD 21215-2349
Telephone: (301) 764-4274

Donald Atkinson, Ed.D.
Acting Director

SECTION I

OFFICE OF THE DIRECTOR

The primary responsibility of this office is to ensure the responsible administration of the Division of Parole and Probation through its personnel, programs and services. Responsibilities of the agency head include certification of the annual operating budget, oversight of administrative policy and procedure, the setting of operational priorities, and identification of agency goals and objectives to achieve efficient and effective management of fiscal and program resources. Authority for the administration of these and related functions is provided in Maryland parole and probation statutes, agency administrative regulations, and operational policy of the division. The position is administratively responsible to the Secretary of Public Safety and Correctional Services and serves at his pleasure.

EXECUTIVE ASSISTANT DIRECTOR

The Executive Assistant Director assists the Director of Parole and Probation in administrative management functions with responsibility for coordination, oversight and assessment of major programs and special projects of the Bureaus of Administrative Services and Field Operations. The Executive Assistant Director is the central authority for deputy level management decisions and is directly responsible for supervising the work and performance of the Assistant Directors in charge of Administration and Field Services, and the unit manager of the Office of Management Analysis and Audits. This position provides advice and guidance to the agency head on problems and issues in overall agency administration. Other functions include staffing the Car Assignment and Accident Review Committee and monitoring of policy issue work groups established by the agency head. The Executive Assistant Director is also the designated liaison for public information sharing and equal employment opportunity matters. Administrative direction is received from the agency head, and the Executive Assistant Director serves in an acting capacity in the absence of the Director.

Legal Services: Advice and guidance in legal matters and representation in litigation and at administrative hearings are provided by the State Law Department through an assistant attorney general, assigned to the Division of Parole and Probation.

The Office of Management Analysis and Audits: The staff of this office conducted management studies, performance audits and program analyses of headquarters and field operations that assured conformity with division policies and procedures.

On June 6, 1988, a Division of Audits and Compliance, Office of the Secretary was established. The director and staff of this division has the responsibility to conduct in-depth audits and/or random inspections, as necessary, of particular functions and/or components of the department. As a result, the Division of Parole and Probation no longer has a Management Analysis and Audits Unit.

The performance of all technical and coordinating functions of the agency's policy manual system, and reports on program activities, are prepared and distributed to special interest groups by a Management Specialist assigned to the Office of the Director.

MISSION STATEMENT

The Division of Parole and Probation functions under statutory authority as set forth in various sections of Article 41 and Article 27 of the Annotated Code of Maryland.

Consistent with its legal mandates, the primary public service mission of the division is:

- o to assist parolees and probationers in successfully reintegrating into the community in an effort to reduce their criminal involvement while under supervision;
- o to provide parole and probation supervision and investigation services to the courts and parole authorities, consistent with established policy and procedures.

AGENCY STRUCTURE

In a concerted effort to effectively carry out its mission, the division is organized around administrative and programmatic components. Executive direction and administration is provided through the division's headquarters.

Programmatic service delivery is decentralized through three (3) functional programs:

1. Criminal Supervision and Investigation Services
2. Drinking Driver Monitor Services
3. Pretrial Release Services for Baltimore City

The Division of Parole and Probation is the third largest agency within the Department of Public Safety and Correctional Services. It evolved to its present structure through a number of legislative enactments and administrative changes dating back to 1969. The division had a total of 1,146 positions ending FY 1987. The division had a total of 1,155 permanent positions during FY 1988.

Program Structure

Criminal supervision and investigation services are provided within four (4) separate geographical regions of the state, each under the direction of an Office of Regional Operations, headed by a Regional Administrator.

Staff of the Office of Regional Operations provide direct decentralized administrative support and managerial direction of program staff working out of field offices located in each judicial circuit throughout each region.

FY 1987-1988 BUDGET

The division's FY 1987 appropriation of \$36,052,890 is a 9.6% increase over the FY 1986 appropriation of \$32,897,333. The increase was due largely to cost of living increases, adjustments for inflation, and additional positions to handle growth in the caseload of the Drinking Driver Monitor Program.

The FY 1988 appropriation was \$38,364,546, a 6.4% increase over the FY 1987 appropriation.

BUDGET OVERVIEW

Agency Wide

Table I below shows the division's Operating Budget expenditures for FY '87 and FY '88:

TABLE I

FY 1987	
General Funds	\$33,693,331
Special Funds	47,799
Federal Funds	44,746
Reimbursable Funds	<u>2,206,291</u>
Total	\$35,992,167
FY 1988	
General Funds	\$34,841,561
Special Funds	42,359
Federal Funds	66,364
Reimbursable Funds	<u>2,615,304</u>
Total	\$37,565,588

Table II below shows expenditures by program for FY '87 - '88:

TABLE II

	FY 1987	FY 1988
Program 001 - Administration		
	\$1,417,510	\$1,363,634
Program 002 - Field		
Criminal Supervision, Investigation, Pretrial	\$32,337,331	\$33,520,286
DDMP	2,206,291	2,615,304
Special Projects	<u>31,035</u>	<u>66,364</u>
Agency Totals	\$35,992,167	\$37,565,588

Statewide, more than 46 probation and parole field offices, in addition to 12 DDMP offices, are strategically placed in close proximity to the courts and offender population being served. Each office is staffed with one or more units of parole and probation agents and supervisors, and DDMP monitors and supervisors. A unit consists of five to nine agents/monitors and clerical support personnel who report to a field or monitor supervisor.

To assure quality and consistency in the delivery of probation and parole services, two or more unit supervisors are under the management of a field section supervisor. Each section supervisor reports to the respective Regional Administrator.

To facilitate service delivery, this program is divided into two components:

- o Case Management Services
- o Criminal Investigation Services

A total of 497.5 agent positions were assigned to the Case Management component, with the responsibility for the active supervision of approximately 47,823 parolees, probationers, and mandatory releasees during FY 1987.

During FY 1988 there were 476.55 agent positions assigned to the Case Management component responsible for approximately 50,160 parolees, probationers, and mandatory releasees.

The Criminal Investigation component was staffed by 65.5 agents who conducted more than 11,217 investigations during FY 1987, of which 7,500 were presentences for the District and Circuit Courts.

During FY 1988 this component consisted of 62.5 agents who conducted approximately 16,588 investigations with 7,669 being presentence investigations for the courts.

BUREAU OF ADMINISTRATIVE SERVICES

WILLIAM E. O'HARA, JR.
ASSISTANT DIRECTOR

SECTION II

OVERVIEW OF BUREAU OF ADMINISTRATIVE SERVICES

The Bureau of Administrative Services provides fiscal, administrative, training, and personnel services in support of division headquarters and field operations. Within this bureau there are five specialized components each administratively responsible to the Assistant Director for Administration. Support functions are defined in policies and procedures to include consultation, technical assistance, and information services to strengthen and sustain administration of statewide parole and probation activities. Additionally, the bureau is responsible for handling incoming and outgoing mail, and answering the general information telephone line. In the supervision of these functions and their coordination, the Assistant Director for Administration reports to the Executive Assistant Director.

PERSONNEL ADMINISTRATION UNIT

Personnel administration oversees all personnel activities of the agency. Although some specific personnel decisions are decentralized, ultimate responsibility for the implementation of a personnel program lies with this headquarters function. In addition to the thirteen (13) activities shown below, this function is responsible for interpretation of all rules, regulations, policies, and guidelines relevant to personnel matters; monitoring sick leave and attendance of agency staff; the suggestion program; administering employee relations activities; coordination of the Red Cross Blood Program; preparation of information for unemployment, worker's compensation, and EEO hearings; responding to employment inquiries from within and without the State; recruitment at colleges throughout the State; staff grievance procedures; retirement counseling and processing of retirement papers; interpreting EEO guidelines; interpreting or proposing agency personnel policy; and coordination with the Department of Personnel in the area of employee fringe benefits. Manager, Personnel Services, represents management in the presentation of grievances and suspension appeals at second and third steps. The table below indicates work completed during Fiscal Year 1987 and Fiscal Year 1988.

TABLE III

	1987 ACTUAL	1988 ACTUAL
Appointments Processed (Includes Reinstatements)	161	158
Terminations Processed (Includes LAW)	101	126

Reclassifications and Promotions	197	213
Vacancy Reclassifications	37	19
Grievances at 1st Step (Includes Suspension Appeals, Rejection on Probation, Grievances)	50	68
Grievances at 2nd Step (Includes Grievances, Suspension Appeals, Rejection on Probation)	18	28
Grievances at 3rd Step (Includes Grievances, Suspension Appeals, Rejection on Probation, Charges, Pre-Hearing Conferences, and Exceptions Hearings)	18	9
Grievances at Arbitration (AAA)	1	1
Leave Records Adjusted	138	140
Sick Leave Records Audited	313	180
Leave Records Audited at Field Offices	198	147
College/University Recruitment Visits	6	7
Employment Contracts Executed	3	2

STAFF DEVELOPMENT AND TRAINING UNIT

The Staff Development and Training Unit has the responsibility for providing or arranging the training requirements mandated by the Maryland Correctional Training Commission. The authority for these mandates are found in Article 41, Section 4-301. The specific mandates for agency staff are:

1. Entrance Level Training Program for newly hired agents;
2. Annual in-service training for agents;
3. Supervisory Training Program for newly promoted Field Supervisors I;
4. Annual in-service training for Field Supervisors I;
5. Administrator training for newly promoted Field Supervisors II.

The Maryland Correctional Training Commission will consider mandated entrance level training, supervisor, administrator and annual in-service training for designated staff of the Drinking Driver Monitor Program in FY 1988. If these mandates are enacted, the programs for these staff must be also approved by the Maryland Correctional Training Commission. Table IV below shows the types and number of personnel trained.

TABLE IV

TYPES AND NUMBER OF PERSONNEL TRAINED

	1988 ACTUAL
Entrance Level Training:	
Agents	44
DDMP Monitors	0
	CY '87 ACTUAL
In-service Training:	
Professional Staff with 20 hours of training (Agency Policy)	411/646 = 64%
Field Supervisors I and Agents with 18 hours of training (MCTC Mandate)	392/609 = 64%
Secretarial/Clerical/Fiscal staff with 16 hours of training (Agency Policy)	143/233 = 62%

Table V indicates the types and hours of training.

TABLE V

TYPES AND HOURS OF TRAINING

	FY '88 ACTUAL
Entrance Level Training	10,886
	CY '87 ACTUAL
In-service Training	21,628

NOTE: The in-service training requirements of the Maryland Correctional Training Commission are for a calendar year. As of 1/1/87, this agency began calculating our training hours on a calendar year basis.

CASE MANAGEMENT AUTOMATED INFORMATION SYSTEM

The Offender Based State Correctional Information System (OBSCIS II) is an on-line menu and screen driven system designed to provide timely information for management decisions and provides field staff with off-line reports and the convenience of on-site data entry and inquiry.

OBSCIS II consists of three (3) main modules which parallel the major functional activities of the Criminal Supervision and

Investigation Services Program: Case Management Services, Collections and Accounting, and Investigations.

CASE MANAGEMENT SERVICES

The supervision module provides functions for the entering and retrieval of client information including identification, legal classification, risk/need, and violation data. This module is considered the primary component of OBSCIS II.

COLLECTIONS AND ACCOUNTING SERVICES

The collection and accounting services component provides data concerning the amount of monies ordered, collected, and disbursed for court ordered restitution, fines, costs, and public defender fees. Payments are received and applied to the client's (probationer or parolee) account via on-line data entry at a centralized collections location. Disbursements are accomplished by transfer of information by computer tape to the State Treasurer's Office where checks are produced and mailed.

INVESTIGATION SERVICES

An investigation record is added to OBSCIS II for each separate investigation requested by the court or Parole Commission and upon completion, the record is updated. Presentence investigations are also updated subsequent to sentencing.

While OBSCIS II is a data-base system for the Division of Parole and Probation, it is important to note that it is also a component of a larger concept for an integrated Maryland Criminal Justice Information System (MCJIS). OBSCIS II information is available to other criminal justice agencies just as their information is available to the division.

ACTIVITIES

TABLE VI

	1987 ACTUAL	1988 ACTUAL
<u>TERMINAL:</u>		
1. Transactions	192,556	327,140
2. Messages sent	714	554
<u>FORMS PROCESSED:</u>		
1. Records Deleted/Expunged	1,748	1,864

BUDGET AND FISCAL MANAGEMENT UNIT

The Budget and Fiscal Management Unit is responsible for the development and implementation of all fiscal policies and procedures, the preparation of the agency's annual operating budget request, accounting for authorized expenditures, preparation of budget projections, forecasting year-end appropriation balances and budgetary controls. Responsibilities include the implementation of adequate inventory control procedures and liaison between the Department of Public Safety and Correctional Services, Division of Finance. It is also the responsibility of this unit to review and update those procedures relative to the collection, accounting and distribution of monies for fines, costs and restitution, and the live-in/work-out programs.

PAYCASE COLLECTIONS UNIT

The Paycase Collections Unit has been delegated the responsibility of oversight of the Central Collections Unit which receives monies towards payment of court ordered restitution, fines, costs and attorney's fees. A collections/accounting component of the OBSCIS II management information system was brought on-line on July 2, 1984, thus providing a fully automated system for all regions on new cases. The old system has been phased out through attrition and full conversion was accomplished in mid Fiscal Year 1988. The new system provides the division with increased effectiveness in the accounting and collection efforts; provides agents with timely information pertaining to monies ordered by court and the collection of these monies; provides division management with statistical reports and a method of monitoring cases with court ordered monies. It also provides for a centralized disbursement procedure whereby information is forwarded to the State Treasurer through computer tapes. The system is also used to generate informational letters to potential recipients of restitution, and inform recipients if there has been a change in the court ordered funds.

Table VII shows the number and type of transactions completed during Fiscal Year 1987 and Fiscal Year 1988.

TABLE VII

	1987 ACTUAL	1988 ACTUAL
Number of Transactions	80,100	78,226
Fines, Costs, Restitution	\$5,527,395	\$6,044,179
Jail Work Release	\$378,541	\$348,204

Region I's Jail Work Release (JWR) Program relinquished responsibility for the program on 3/1/87. The responsibility for Region III's JWR Program is pending in the Legislature. July 1, 1989 is the date for Region IV to relinquish responsibility for the JWR Program in Frederick County. Region II in Baltimore does not have responsibility for a JWR Program.

BUREAU OF FIELD OPERATIONS

EUGENE C. JUBILEE
ACTING ASSISTANT DIRECTOR

SECTION III

OVERVIEW OF BUREAU OF FIELD OPERATIONS

The Division of Parole and Probation is authorized in Article 41, Sections 4-105b, 4-601 through 4-612 of the Annotated Code of Maryland to supervise the conduct of parolees and probationers and to provide the courts and Parole Commission with presentence and other investigative reports upon request.

The Bureau of Field Operations provides direction and administrative support to field personnel in the performance of the agency's statutory responsibilities. The Assistant Director for Field Operations directs and coordinates the delivery of decentralized parole and probation field services, supervises the four regional administrators, and the administrator of the Drinking Driver Monitor Program, and administers the Bureau of Field Operations. The Bureau is comprised of two (2) support units which provide statewide administration and coordination of parole warrant and interstate compact services, and community service programs and citizen volunteer services.

PAROLE SERVICES

The Parole Services Unit serves as a liaison between the Division of Parole and Probation and the Parole Commission. Staff is responsible for preparing retake warrants for the Parole Commission, monitoring absconder and delinquent parole cases, lodging detainers, transporting parole violators, processing special reports for the Parole Commission, and preparing cases for revocation hearings. This unit is also responsible for activating parole and mandatory release cases and the processing of teletypes received from law enforcement agencies concerning delinquent parole and mandatory release cases. Table VIII indicates the various parole activities completed during FY 1987 and FY 1988.

TABLE VIII

	1987 ACTUAL	1988 ACTUAL
Warrants Processed	944	1,163
Revocation Hearings Scheduled	966	870
Violators Extradited	229	231
Special Reports Processed	3,969	4,459
Teletypes Processed	1,426	897
Mandatory Release Cases Opened	3,126	2,733
Parole Cases Opened	2,077	2,502
Information Requests	585	575

INTERSTATE COMPACT SERVICES

Article 41, Section 4-801 of the Annotated Code of Maryland sanctions participation of the State of Maryland in activities of the Interstate Compact for the supervision of parolees and probationers. Under this legally binding agreement, Maryland and the other 49 states agree to serve as each other's agents in the supervision of parolees and probationers who wish to move to better rehabilitative environments outside of the state in which they were originally placed under supervision. The number and types of interstate compact cases received, forwarded and under supervision are displayed in Table IX below for Fiscal Years 1987 and 1988.

TABLE IX

	1987 ACTUAL	1988 ACTUAL
Cases Received	1,155	1,132
Cases Forwarded	1,275	1,908
Cases Under Supervision in Maryland	1,657	1,762
Cases Under Supervision in Other States	2,687	3,500

SPECIAL FIELD SERVICES UNIT

The Special Field Services Unit's activities center on the development and utilization of community resources which complement the division's work force and enhance case management services. Staff is responsible for interaction with the private and public sectors in efforts to identify client employment and training resources, to expand volunteer recruitment and utilization efforts, to facilitate development of community service programs and interface with established programs, to plan and implement systems to provide evaluation, diagnosis, and referral services for alcohol and drug related clients, and to strengthen coordination linkages with state and local correctional and other public service agencies in pursuit of common program initiatives. The unit is also involved in the agency's grants management process.

VOLUNTEER SERVICES SUB-PROGRAM

The Division of Parole and Probation utilizes citizen volunteers as an integral part of parole and probation service delivery. Article 41, Section 4-1105 of the Annotated Code of Maryland provides legal authority for the division's volunteer program. Program administration is the responsibility of the Manager for Special Field Services in the Bureau of Field Operations. The statewide program manager provides direction and guidance to four regionally assigned community resource coordinators.

As presently structured, the division's volunteer services program consists of two major components: "GUIDE" and General Volunteer Services. The GUIDE component is designed for those parolees and probationers who can benefit from a close one-to-one helping relationship. The citizen volunteer is an advocate for the client's needs in dealing with service agencies and various community resources.

The General Services component is designed for those citizen volunteers who wish to donate time, talents, and abilities to facilitate the delivery of non-direct client related parole and probation services.

TABLE X

FY 1987 VOLUNTEER STATISTICS

<u>Regions</u>	<u># of Volunteers</u>	<u># of Hours</u>	<u>Monetary Value @ \$7.67 per Hour</u>
I	31	5,277.5	\$ 40,478.43
II	75	6,712.5	51,484.88
III	37	5,335	40,919.45
IV	69	5,711	43,803.37
HDQTRS.	<u>2</u>	<u>40</u>	<u>306.80</u>
TOTALS	214	23,076	\$176,992.93

FY 1988 VOLUNTEER STATISTICS

<u>Regions</u>	<u># of Volunteers</u>	<u># of Hours</u>	<u>Monetary Value @ \$7.67 per Hour</u>
I	18	3,283.25	\$ 25,182.53
II	123	8,735.5	67,001.29
III	38	5,340	40,957.80
IV	58	6,132.50	47,036.28
HDQTRS.	<u>3</u>	<u>30</u>	<u>230.10</u>
TOTALS	240	23,521.25	\$180,408

Note: These statistics can also be found in Administrative Regions I through IV.

OVERVIEW OF CASE MANAGEMENT SERVICES

The Case Management Services process of the Division of Parole and Probation will take on a new emphasis in FY 1989. Case management services will be designed to fulfill two fundamental programmatic purposes:

- o to provide qualitative probation and parole case supervision services to the courts and parole authorities, consistent with legal mandates and established policies and procedures; and
- o to provide qualitative assistance to probationers, parolees, and mandatory releasees (1) in being crime free in the community while under supervision; (2) in assuming a productive role in society; (3) in successfully completing the period of supervision; and (4) in accepting responsibility for restoring their crime victims.

Case Management Services: Case management services will be based upon two basic philosophies of community correctional sanctions:

Regulation

Risk Management

Regulation, as applied in the case management services process, is aimed at enabling each offender:

- o to recognize and accept responsibility for his or her behavior; and
- o to experience swift and certain justice as a consequence of any behavior not in conformity with the courts or Parole Commission orders.

Parole and Probation case management services are not designed to rehabilitate offenders. Regulating conduct in the interest of protecting the safety and security of people and their property is the operational aim of these services.

Offenders must be held accountable for their conduct in the community. When their conduct is negatively influenced by substance abuse, every reasonable effort is made to engage such persons in a viable treatment program. To the extent such persons are cooperating with the program's efforts to treat their addiction or abuse problem, and their cooperation with the agent's efforts to ensure that they are positively engaged in treatment, the agent will actively support the rehabilitative process.

Risk Management, as applied here, is aimed at reducing opportunities rather than inclinations for criminal behavior.

Its application in the case management services process as a sanction is heavily dependent upon an assessment of the salient personal and social factors that influenced the offender's criminal conduct. Case supervision emphasis is therefore placed on structuring and placing appropriate restrictions on the offender's behavior and freedom of movement in order to limit his or her opportunity to commit crimes without being detected. Thus those offenders who are assessed as posing a high risk potential for continued criminal activity will be placed under more restrictions and surveillance than those who are assessed as posing a medium to low risk potential.

By carefully regulating conduct and managing risk the case management services process will afford the citizens of Maryland a greater measure of public safety.

The division's current Case Management Services are designed to focus resources primarily upon those parolees, mandatory releasees and probationers who pose a medium to high risk to public safety and who exhibit a medium to high need for stabilizing services.

All offenders placed on probation, parole or mandatory release are therefore classified and assigned a level of community supervision based upon their assessed risk and needs at the point of case intake.

Using scores received on the risk and needs classification instrument, each offender is currently assigned to either maximum, medium or minimum supervision.

A reassessment of the offender's risk and needs is performed at six (6) month intervals to measure his/her progress under supervision. Since risk is based upon historical factors, emphasis will be placed on either reducing or stabilizing the offender's needs. A significant reduction in the needs of the offender (e.g., several months of urine tests showing negative results; a stable employment record; abstinence from alcohol, etc.) may result in a reduction in the level of supervision. On the other hand, additional problems may result in having to raise the level of supervision.

Case Planning: All clients classified and assigned to a maximum or medium level of supervision receive a case plan primarily designed to:

1. highlight special conditions imposed by the courts or parole authorities with which the offender must comply;
2. specify actions the client needs to take in order to address identified problems.

Contact Standards are specified for each level of supervision (maximum, medium, or minimum to assure that each offender receives a minimal level of attention, and to fulfill case plan goals and objectives.

OVERVIEW OF CRIMINAL INVESTIGATION SERVICES

The Criminal Investigation Services process is designed to fulfill the agency's legislative mandate to conduct criminal investigations when requested by Judges of the District and Circuit Courts and by the Maryland Parole Commission.

The program's goal is to provide timely, accurate and pertinent information on selected offenders for the courts and parole authorities, in order to improve decisions regarding offender dispositions in the criminal justice system.

To facilitate the achievement of this goal, agents assigned to do investigations are selected based upon experience and performance.

There are eight basic types of criminal investigations conducted by the program.

The four (4) basic investigations conducted for the Parole Commission are:

1. Pre-Parole (Jail)

This investigation is conducted on inmates committed to a local jail who are serving a sentence of six months or more for offenses committed after July 1, 1984.

2. Pre-Parole on Life Cases

This investigation is requested when the Commission is inclined to recommend parole on offenders currently serving a life sentence. Before making a final decision and forwarding the case to the Governor's Review Committee, the Commission may require additional information about the offender to supplement the information provided by the Division of Correction.

3. Home and Employment Investigations

These investigations are completed to evaluate an inmate's proposed home and employment plan if released to the community.

4. Executive Clemency

Under Article 41, Section 4-603, the Governor may grant executive clemency to any person convicted of a crime. Generally, findings of probation before verdict, civil contempt of court or convictions in other states or in federal court are not pardonable by the Governor of Maryland. This investigation documents the specific charges and offenses for which the clemency is requested;

it provides verified information regarding the background and present circumstances of the person making the request. A recommendation is made for or against granting executive clemency.

There are four basic types of investigations that are conducted for the District and Circuit Courts in the State of Maryland.

1. Presentence Investigation

A Presentence Investigation report is completed at the request of the sentencing judge. It involves a systematic procedure for the collection and development of relevant information about the offense and the offender. It contains an assessment of the offender's background and present circumstances and usually consists of a recommendation for an appropriate sentencing disposition.

This report under Maryland Law is a confidential document available for limited distribution in accordance with provisions in Article 41, Section 4-609(b).

2. Special Court Investigation

Special Court Investigations are requested by the court for any one of the following purposes:

- o Update of an existing presentence investigation.
- o Need for special information regarding some aspect of the offense or the defendant's background, without the need for a full presentence report.
- o Special information to enable the court to set bond.

3. Post-Sentence Investigation

A Post-Sentence Investigation is completed at the request of the sentencing judge or a panel of judges for reconsideration of an offender's sentence.

4. Pre-Trial Investigation

A Pre-Trial Investigation is completed to provide the court with information about a defendant to determine bail or release pending trial.

Special Investigatory Services

Sentencing Guidelines: Under the authority of Article 27, Section 643C, the Administrative Office of the Courts has initiated a statewide program of Sentencing Guidelines. The Guidelines are used by the Circuit Courts to increase equity in

sentencing and to reduce unwarranted variation while retaining judicial discretion and individualized sentencing. Program procedures require the division to complete the Guideline Worksheet when the court orders a presentence investigation; the completed worksheet is attached to the presentence report for consideration by the court in the sentencing disposition.

Repeat Offender Program: Five Maryland jurisdictions have taken the initiative to identify and address the impact of criminal repeat offenders within their communities, and each has developed its own definition of a "repeat offender." The five jurisdictions are Baltimore City, Anne Arundel, Baltimore, Howard and Montgomery Counties.

The Division of Parole and Probation's computerized investigation program file contains an index of PSIs dating from July 1, 1969, which have been made available to the Offices of the State's Attorneys in the five noted jurisdictions.

The "prior record" section of the PSI is used to accurately identify offenders eligible for prosecution under Article 27, Section 643B. Investigators are now identifying offenders referred for PSI reports where the prior record includes conviction of a 643B offense. The criminal history sections of the presentence reports are forwarded to the State's Criminal Records Central Repository, thus providing a data base for the identification of future subsequent offender cases.

Victim Impact Statements: Under the authority of Article 41, Section 4-609, the program investigators include a victim impact statement as a part of any presentence report which is ordered by the Circuit Court and requested on a defendant convicted of any felony or a misdemeanor which resulted in a serious physical injury or death to the victim for the court's consideration in the sentencing of a defendant. Furthermore, at the request of the Parole Commission, the program staff will update a victim impact statement to include any significant changes subsequent to the initial report for those offenders paroled with an obligation to make restitution to the victim.

Collection and Distribution of Restitution, Fines and Costs:

The supervision agents also have the responsibility of enforcing the collection of victim restitution, fines and costs when ordered by the criminal courts of the State of Maryland.

Table XI below shows the amounts of restitution, fines and costs ordered for those cases system entered during FY 1988 and the amounts disbursed as of 8/3/88 for the division's four regions and headquarters.

TABLE XI

	<u>RESTITUTION AMOUNT ORDERED</u>	<u>RESTITUTION AMOUNT DISBURSED</u>
HEADQUARTERS	\$ 11,205.00	\$ 830.80
REGION I	684,988.20	126,888.70
REGION II	3,148,839.23	182,135.82
REGION III	2,255,784.54	232,772.06
REGION IV	<u>2,178,635.40</u>	<u>238,195.98</u>
TOTAL	\$8,279,452.37	\$ 780,823.36
	<u>FINE AMOUNT ORDERED</u>	<u>FINE AMOUNT DISBURSED</u>
HEADQUARTERS	\$ 0.00	\$ 0.00
REGION I	398,383.74	121,356.32
REGION II	742,713.92	167,828.90
REGION III	352,915.79	90,728.52
REGION IV	<u>558,196.00</u>	<u>145,271.48</u>
TOTAL	\$2,052,209.45	\$ 525,185.22
	<u>COSTS AMOUNT ORDERED</u>	<u>COSTS AMOUNT DISBURSED</u>
HEADQUARTERS	\$ 85.00	\$ 0.00
REGION I	139,510.69	49,627.67
REGION II	409,802.32	92,236.97
REGION III	247,460.59	77,973.75
REGION IV	<u>343,516.05</u>	<u>115,153.89</u>
TOTAL	\$1,140,374.65	\$ 334,992.28

Table XII below shows the amounts of restitution, fines and costs ordered for those cases system entered during FY 1987 and the amounts disbursed as of 8/3/88 for the division's four regions and headquarters.

TABLE XII

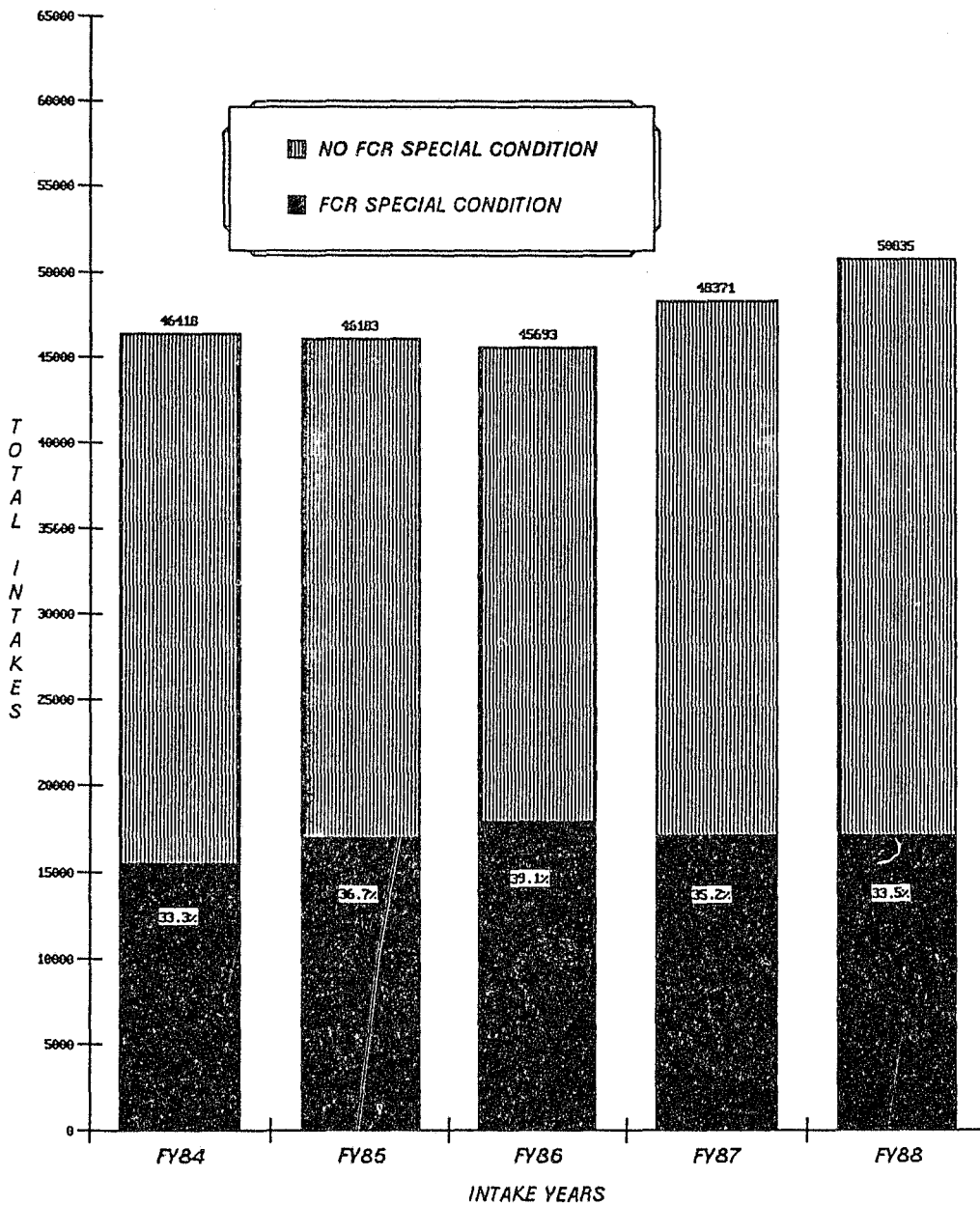
	<u>RESTITUTION AMOUNT ORDERED</u>	<u>RESTITUTION AMOUNT DISBURSED</u>
HEADQUARTERS	\$ 4,650.00	\$ 0.00
REGION I	1,062,749.28	291,085.07
REGION II	3,614,469.17	537,531.22
REGION III	2,452,137.37	574,966.68
REGION IV	<u>2,813,222.23</u>	<u>690,753.37</u>
TOTAL	\$9,947,228.05	\$2,094,336.34
	<u>FINE AMOUNT ORDERED</u>	<u>FINE AMOUNT DISBURSED</u>
HEADQUARTERS	\$ 0.00	\$ 0.00
REGION I	414,162.67	247,514.15
REGION II	857,528.60	388,857.44
REGION III	353,418.80	204,141.85
REGION IV	<u>587,810.70</u>	<u>331,977.77</u>
TOTAL	\$2,212,920.77	\$1,172,491.21
	<u>COSTS AMOUNT ORDERED</u>	<u>COSTS AMOUNT DISBURSED</u>
HEADQUARTERS	\$ 0.00	\$ 0.00
REGION I	145,313.43	90,423.48
REGION II	449,241.50	185,102.26
REGION III	209,796.58	117,307.66
REGION IV	<u>287,160.69</u>	<u>169,797.02</u>
TOTAL	\$1,091,512.20	\$ 562,630.42

Chart I shows Fines, Costs and Restitution Special Conditions (FCR) for Fiscal Years 1984 through 1988.

Total intakes for Fiscal Year 1984 totaled 46,418. Out of that total 33.3% of the cases had FCR special conditions. During FY 1985 cases with FCR special conditions totaled 36.7% of the 46,183 intakes. In FY 1986 cases with FCR special conditions increased to 39.1%, even though the total number of cases at intake decreased to 45,693. There was a total of 48,371 intakes in FY 1987, but only 35.2% had FCR special conditions. Again in FY 1988 there was an increase in the total number of intakes (50,835), but cases with FCR special conditions totaled only 33.5%.

CHART I

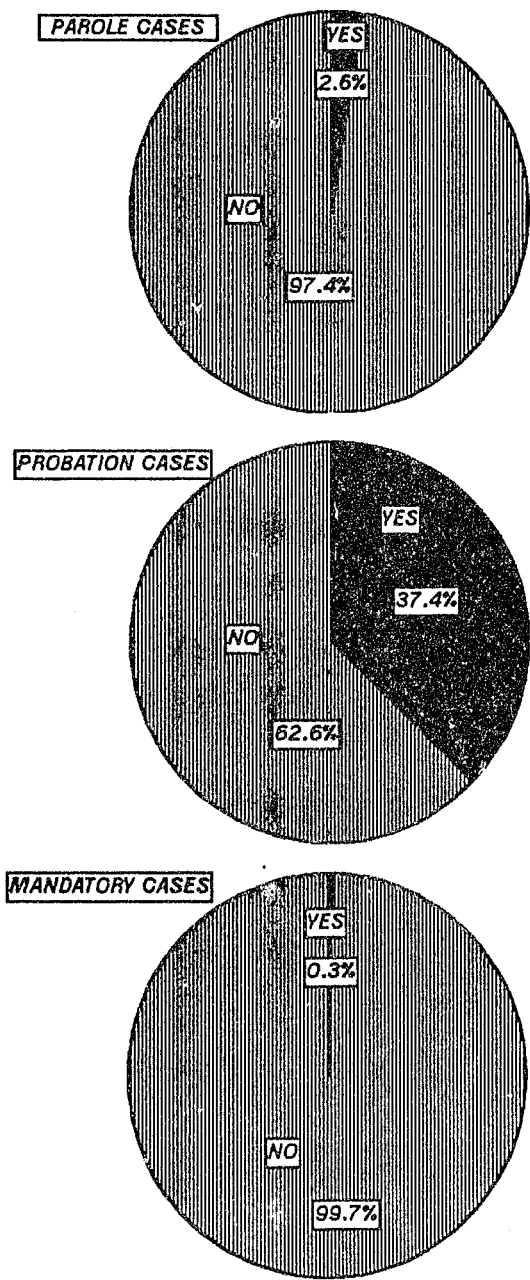
**FCR SPECIAL CONDITIONS
FISCAL YEARS 1984-88**



FCR Special Conditions for FY 1988 Intakes by Type of Case is displayed in Chart II. Probation cases with FCR special conditions totaled 37.4%. Parole cases with FCR special conditions totaled 2.6% and mandatory release cases with FCR special conditions only totaled 0.3%.

CHART II

**FCR SPECIAL CONDITIONS
FY88 INTAKES BY TYPECASE**



SECTION IV

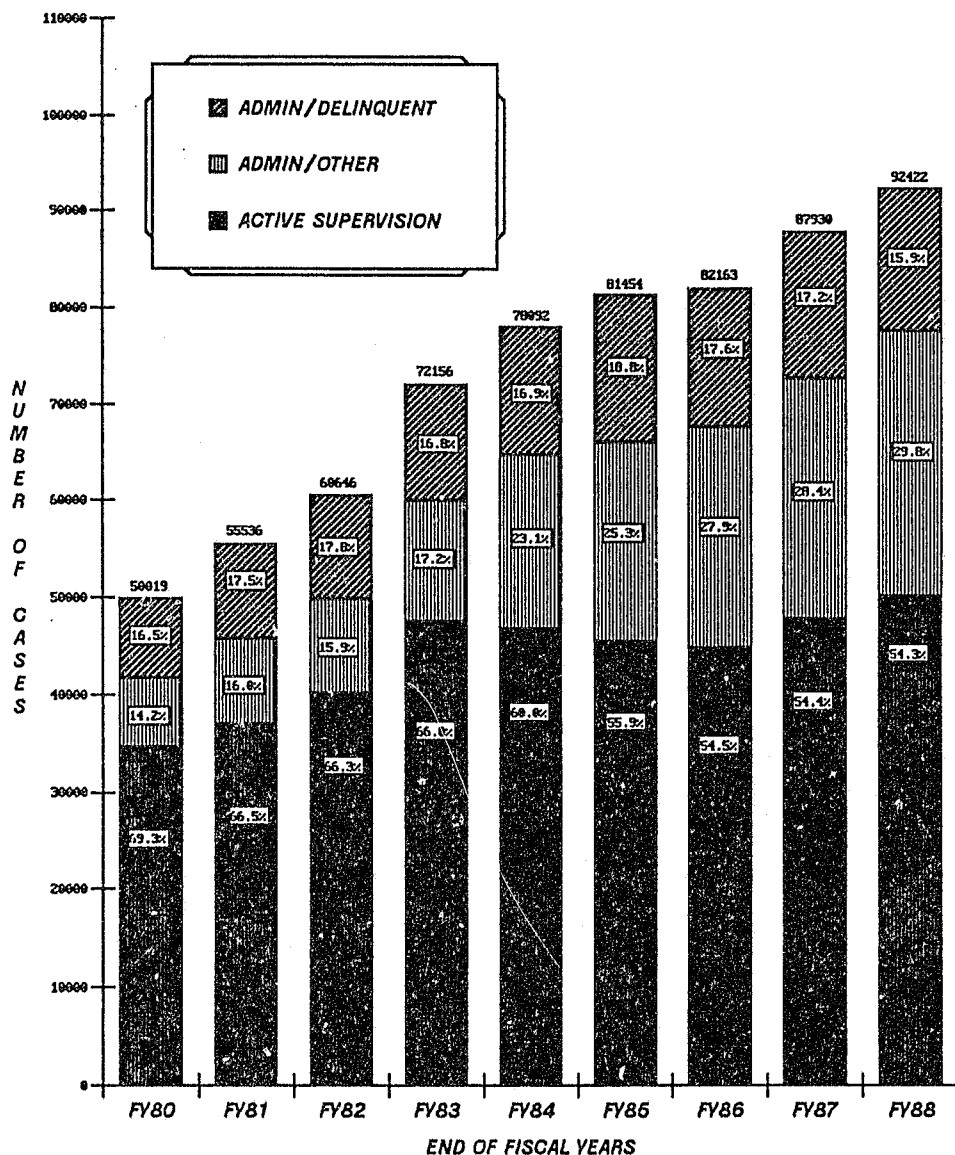
Case Management Services: Often overshadowed by concerns regarding overcrowding in the State's prisons, is the tremendous growth occurring in the workload of the Division of Parole and Probation.

As indicated in Chart III, at the end of FY 1980, there was a total of 50,019 cases under the supervision of the agency's Criminal Supervision and Investigation Services Program. Within that total there were 69.3% under active supervision; 14.2% were listed as administrative other and 16.5% were administrative delinquent. Total cases by the end of FY 1987 was 87,930. Of that total 54.4% were under active supervision; 28.4% were listed as administrative other; and 17.2% were listed as administrative delinquent. There was another increase in total cases by the end of FY 1988 to 92,422.

However, cases under active supervision by the end of FY 1980 accounted for 69.3% of the total cases (50,019) and gradually decreased to 54.3% of the total cases (92,422) by the end of FY 1988. Cases listed as administrative other accounted for 14.2% of the total cases (50,019) by the end of FY 1980 and increased to 29.8% of the total cases (92,422) ending FY 1988.

Administrative delinquent cases accounted for 16.5% of the total cases (50,019) ending FY 1980. Ending FY 1985, administrative delinquent cases totaled 18.8% of the total cases (81,454). By the end of FY 1988 administrative delinquent cases totaled 15.9% of the total cases (92,422).

CHART III
**CASES UNDER SUPERVISION
 END OF FISCAL YEARS 80-88**



ADMINISTRATIVE/DELINQUENT

- cases that have violation warrants issued

ADMINISTRATIVE/OTHER

- CAC - clients with additional cases
- MPS - monitor program supervised cases
- UFS - unavailable for supervision
- PSS - pending split sentence
- Abated Cases - not under active supervision

ACTIVE SUPERVISION

- cases being supervised by a parole and probation agent

By the end of FY 1982, the caseload had grown (21.2%) to a total of 60,646 cases.

After another dramatic increase in the caseload during FY 1983 (a total of 72,156) and FY 1984 (78,092) the numbers stabilized during FY 1985 and FY 1986. This leveling off in the growth of the caseload has been partially attributed to DWI case diversion to the Drinking Driver Monitor Program.

Unfortunately, starting in July, 1986, the agency began to experience tremendous growth in its caseload again. In just a six-month period the number of cases jumped from 82,163 to 85,137 cases. By the end of FY 1987 there was a total of 87,930 cases under supervision. By the end of FY 1988 there were 92,422 cases under supervision. Included in this total (92,422) are 50,160 active cases and 42,262* administrative cases.

*Administrative cases include the following:

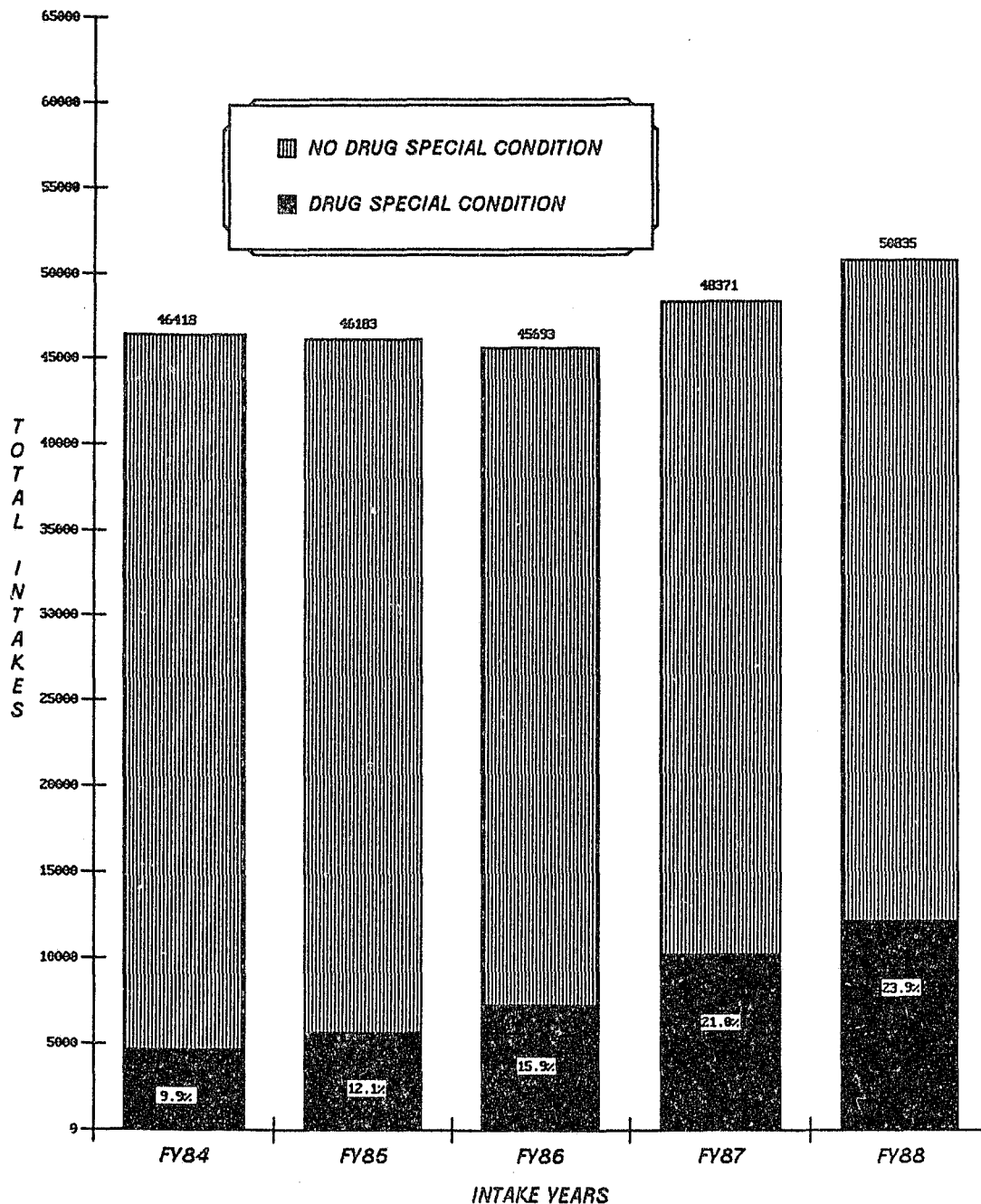
- CAC - clients with additional cases
- MPS - monitor program supervised
- UFS - unavailable for supervision
- PSS - pending split sentence
- Abated Cases - not under active supervision
- Delinquent Cases

Division management expects this dramatic growth to continue unabated for the next few years due to (1) increased enforcement of drug laws and (2) greater use of probation as a sanction for selected criminal offenders due to jail and prison overcrowding.

In recent years, cases with drug special conditions have increased. Chart IV shows cases with Drug Special Conditions for Fiscal Years 1984-1988. In FY 1984 cases with drug special conditions accounted for 9.9% of the total cases at intake. With increases every year, by FY 1988, cases with drug special conditions accounted for 23.9% of the total cases at intake.

CHART IV

**DRUG SPECIAL CONDITIONS
FISCAL YEARS 1984-88**



Drug special conditions for FY 1988 Intakes by Type Case in Chart V indicates that 51.5% of the parole cases at intake had drug special conditions. Probation cases at intake shows 23.5% had drug special conditions, and mandatory release cases with drug special conditions accounted for 0.6% at intake.

CHART V

**DRUG SPECIAL CONDITIONS
FY88 INTAKES BY TYPCASE**

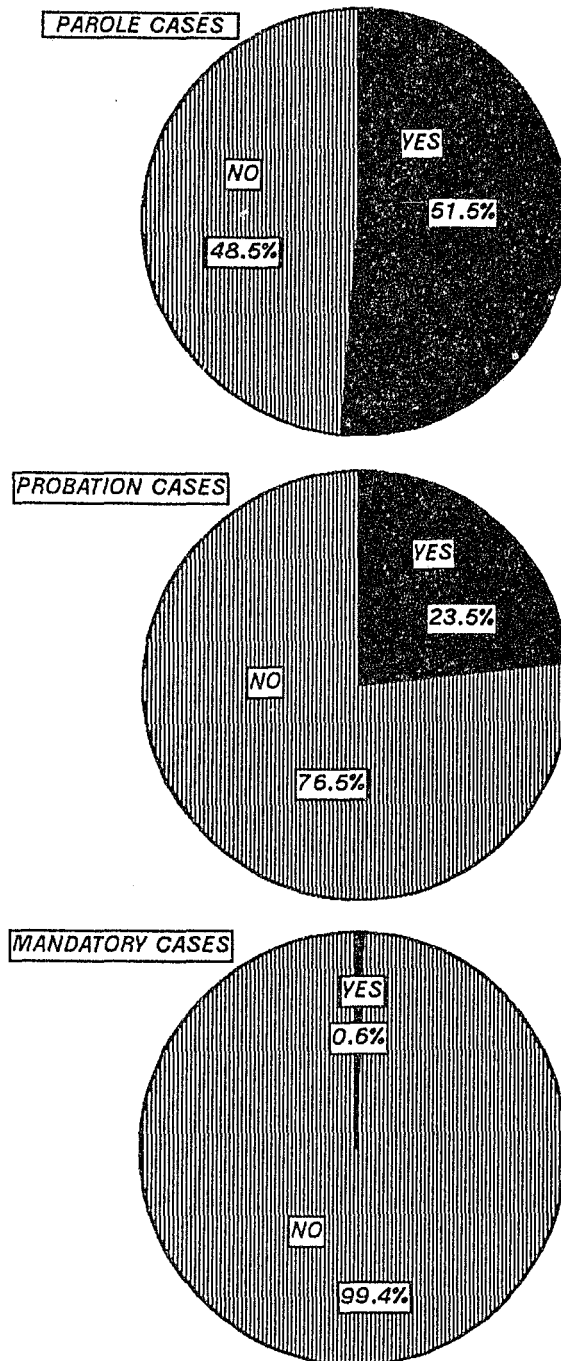
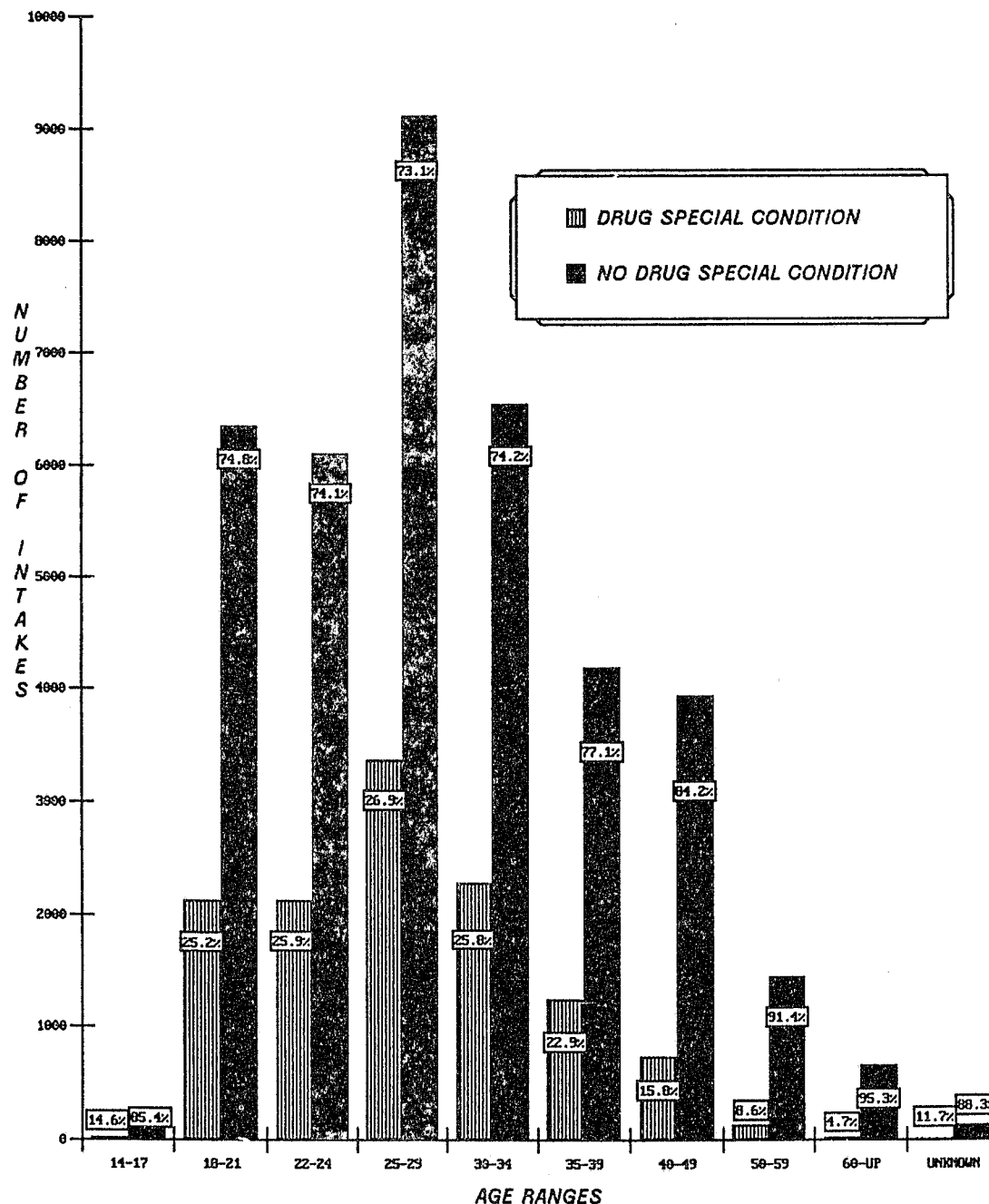


Chart VI shows Drug Special Conditions for FY 1988 Intakes by Age Ranges. There was a total of 12,494 intakes in the age group 25-29 that included 26.9% with drug special conditions. The next group with a large number of total intakes was the age group 30-34 with 8,837 intakes. Out of this total 25.8% of the cases had drug special conditions. Drug special conditions accounted for 25.2% of the 8,494 intakes for the age group 18-21.

CHART VI
**DRUG SPECIAL CONDITIONS
 FY88 INTAKES BY AGE RANGES**



This present and future growth in the criminal caseload of the Division of Parole and Probation is threatening to outstrip the agency's ability to effectively manage its caseload and to provide qualitative services to the courts and parole authorities.

Several years ago, anticipating continued growth in the caseload, and recognizing that additional positions would not be forthcoming due to impending years of fiscal scarcity, agency management adopted two (2) major strategies to maximize its limited resources.

The first plan consisted of overhauling the division's case management approach. In 1983, the agency moved away from its labor intensive specialized caseloads to the more manageable mixed caseload strategy. Under this approach, maximum, medium and minimum cases are supervised in the same caseload.

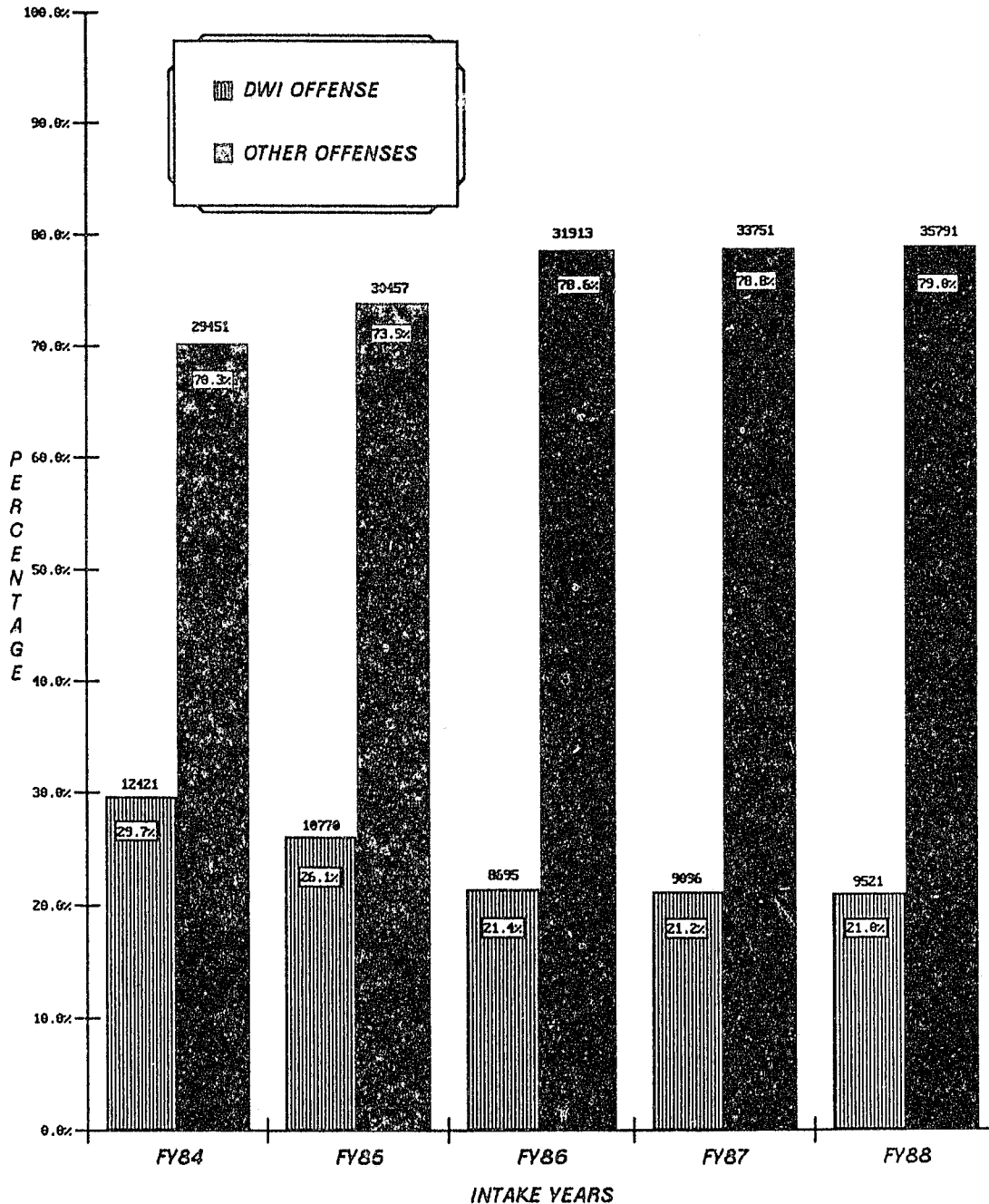
The agency also adopted a more reliable and sophisticated case classification and workload management and budgeting system. As a result, for several years supervisory staff of the division were able to align the caseload with existing agent staff.

The second plan involved diverting all DWI cases, without a recent felony conviction, to the Drinking Driver Monitor Program which was transferred to the administration of the agency in May, 1984. It was hoped that this strategy would free agents to devote greater time to more serious criminal offenders; and there is strong evidence to believe that diversion is taking place.

Chart VII shows Probation Intakes for Driving While Intoxicated (DWI) and other Offenses. In FY 1984 there were 12,421 DWI cases at intake compared to 29,451 cases with other offenses. In FY 1985 DWI cases at intake totaled 10,770, and in FY 1986 there were 8,695 DWI cases at intake, a low over the last five years.

CHART VII

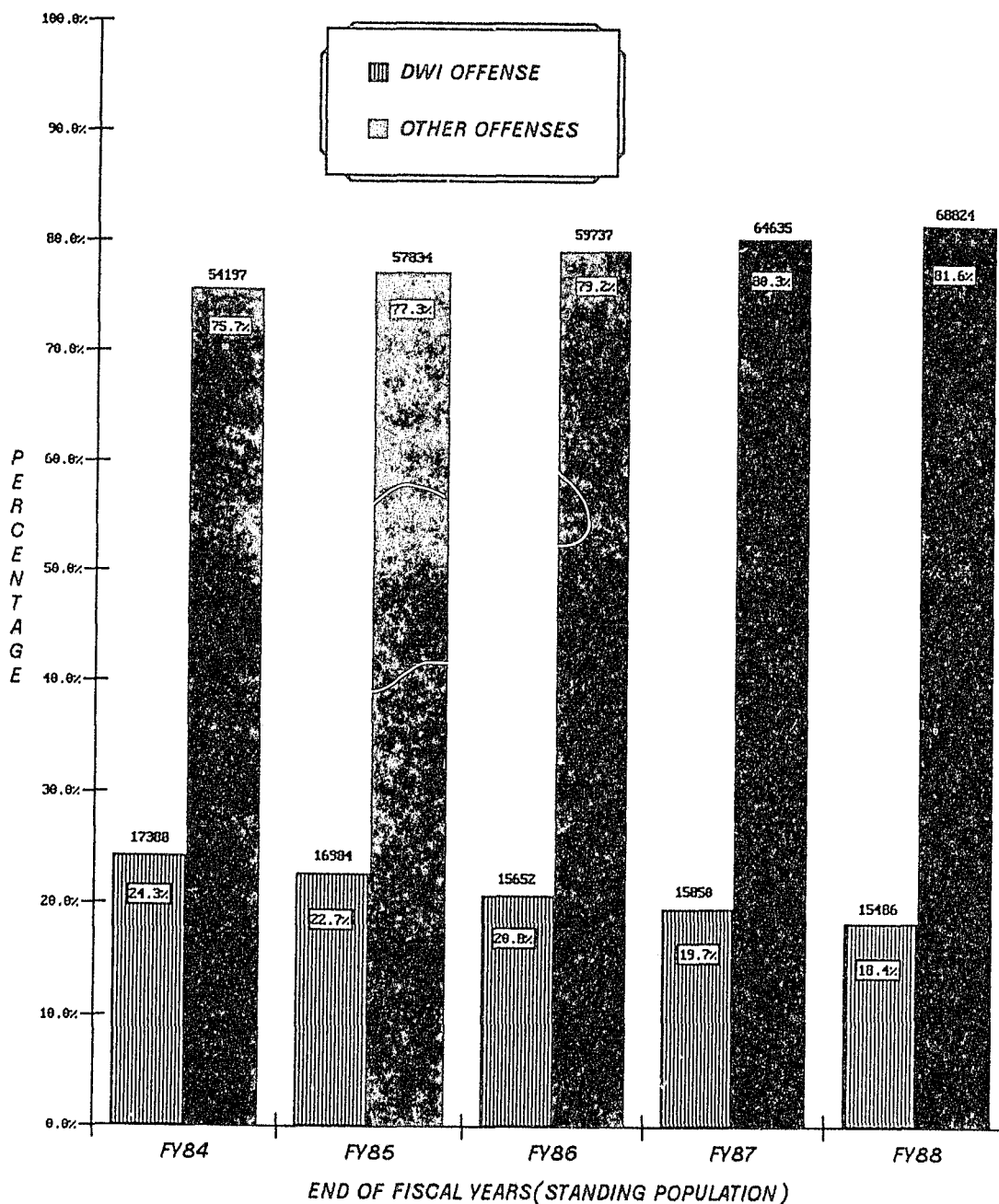
**DRIVING WHILE INTOXICATED
AND OTHER OFFENSE PROBATION INTAKES**



DWI cases under supervision at the end of FY 1984 totaled 17,388 or 24.3% of the total standing population, as indicated in Chart VIII. There has been a reduction in the number of DWI cases under supervision beginning in FY 1985 with 16,984 or 22.7% of the total standing population to 15,486 in FY 1988 or 18.4% of the standing population.

CHART VIII

**DRIVING WHILE INTOXICATED AND
OTHER OFFENSE PROBATION CASES UNDER SUPERVISION**



Alcohol Special Conditions for Fiscal Years 1984 through 1988 are displayed in Chart IX. In FY 1984 Alcohol Special Conditions accounted for 34.4% of the total intakes of 46,418. In FY 1987, there was a total of 48,371 intakes and 32.4% of these (intakes) had alcohol special conditions. During FY 1988 intakes totaled 50,835 with 31.1% having alcohol special conditions.

CHART IX

**ALCOHOL SPECIAL CONDITIONS
FISCAL YEARS 1984-88**

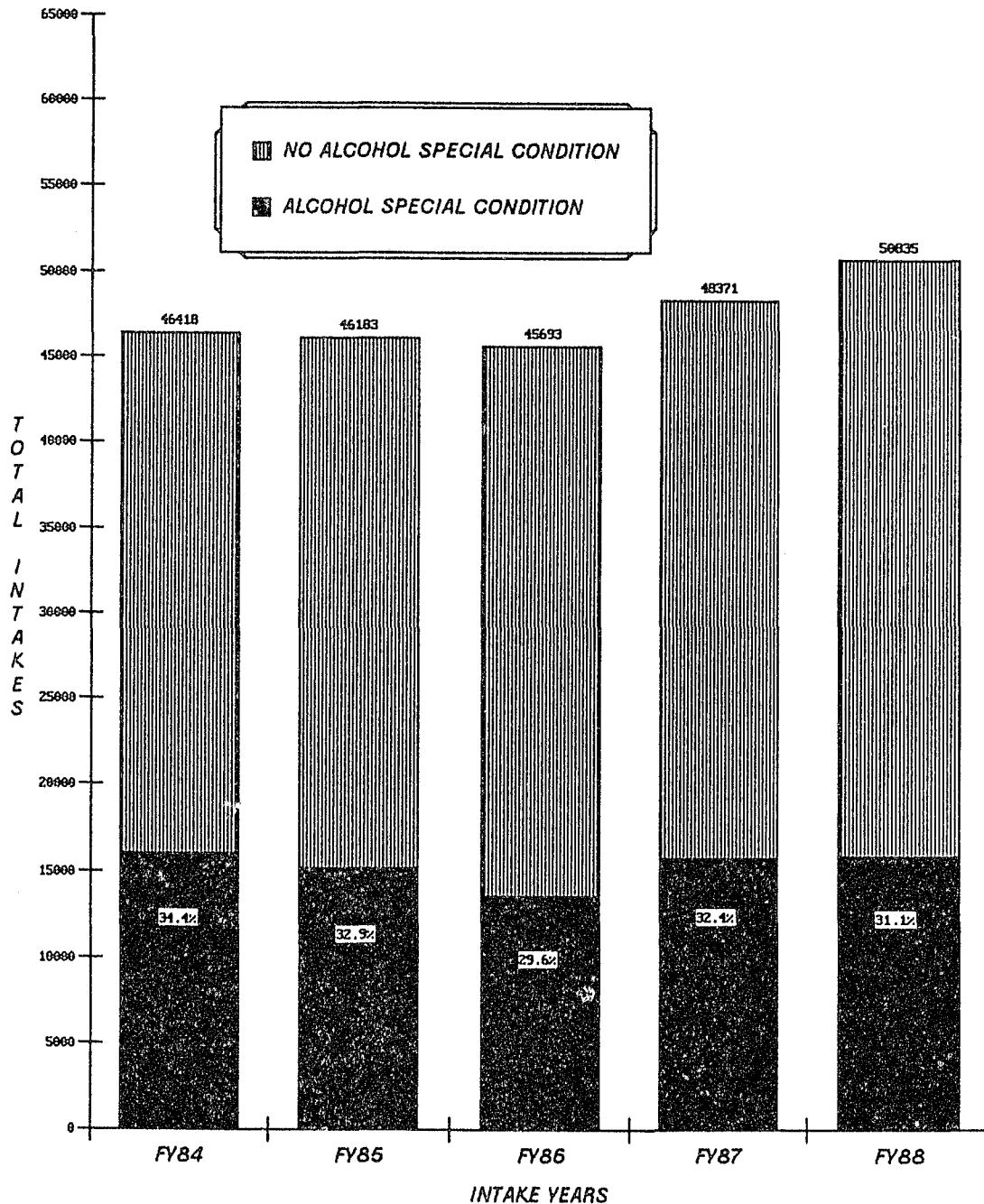
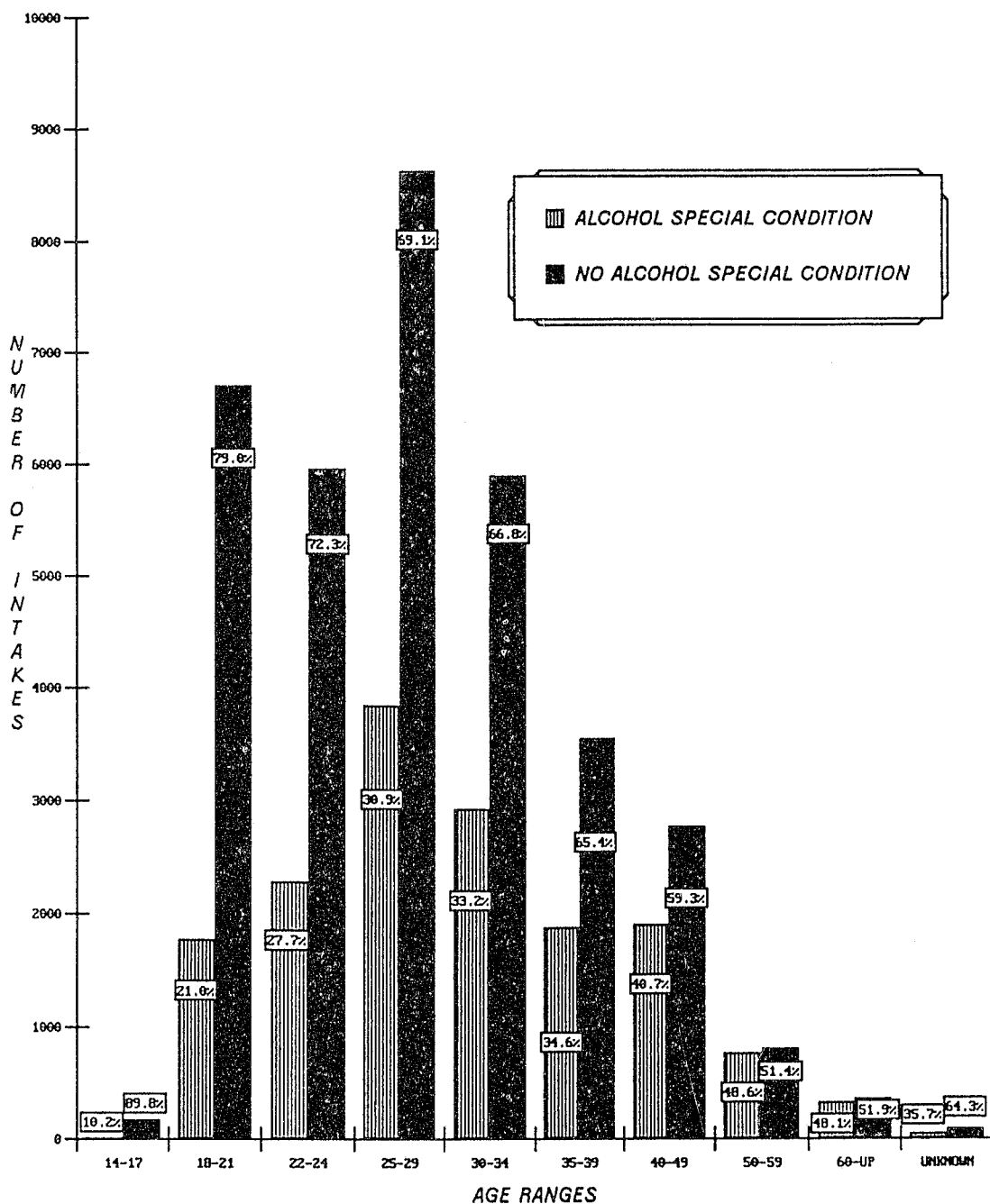


Chart X shows Alcohol Special Conditions for FY 1988 Intakes by Age Ranges. The age group 25-29 had the largest number of intakes totaling 12,494 with 30.9% of the cases having alcohol special conditions. The age group 30-34 had a total of 8,837 total intakes, but 33.2% of these cases had alcohol special conditions.

CHART X

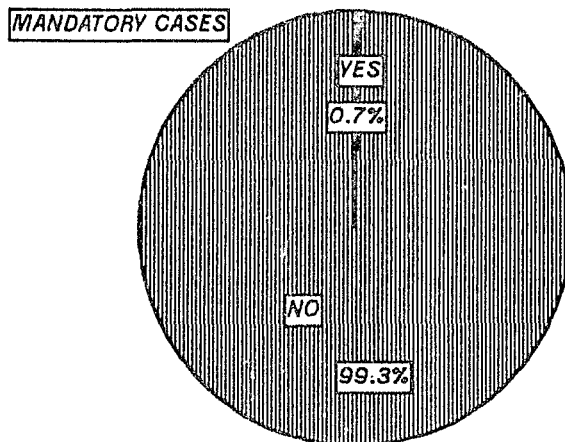
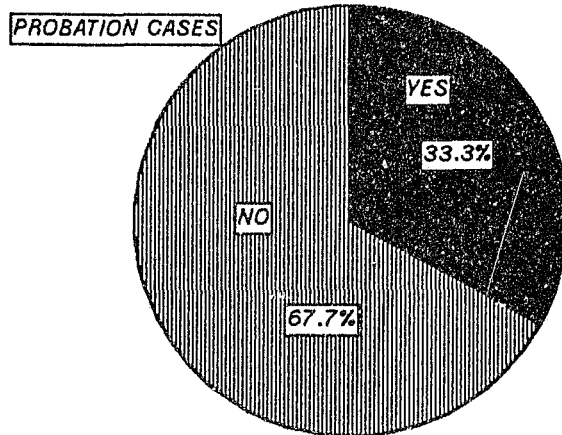
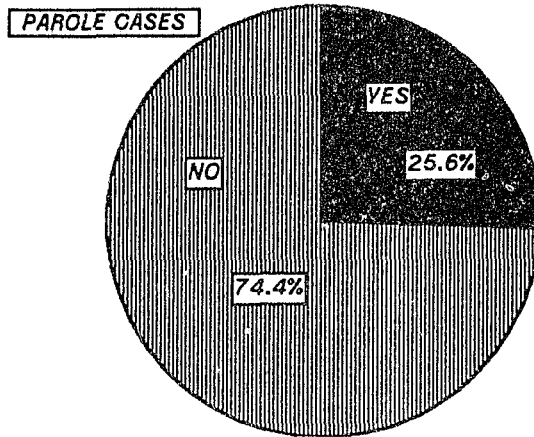
**ALCOHOL SPECIAL CONDITIONS
FY88 INTAKES BY AGE RANGES**



Alcohol Special Conditions for FY 1988 by Type of Case is illustrated in Chart XI. Probation cases with alcohol special conditions totaled 33.3% of the intakes, with parole cases totaling 25.6%. Mandatory release cases accounted for 0.7% of the intakes had alcohol special conditions imposed.

CHART XI

**ALCOHOL SPECIAL CONDITIONS
FY88 INTAKES BY TYPECASE**



In spite of the aforementioned strategies to manage the ever-increasing workload, projections from the Office of Research and Statistics, Department of Public Safety and Correctional Services, displayed in Table XIII indicated that the division's total criminal caseload would climb to more than 96,500 cases by the end of FY 1989. As a result, the agency would need a total of 58 additional agent positions to adequately manage the growth in its workload. By the end of FY 1990 it is estimated that there will be a total of 100,350 cases under supervision.

TABLE XIII

<u>UNITS OF MEASUREMENT</u>	1987	1988	1989	1990
<u>CRIMINAL SUPERVISION AND INVESTIGATION PROGRAM:</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ESTIMATED</u>	<u>ESTIMATED</u>
Under Supervision Beginning Fiscal Year:...	82,163	87,930	92,422	96,500
Maryland Parolees.....	4,575	4,905	5,424	6,000
Mandatory Release.....	1,746	2,048	2,185	2,100
Probationers (Circuit, Supreme Bench and District Courts).....	74,207	79,320	83,051	86,600
Other States.....	1,635	1,657	1,762	1,800
Received on Parole and Probation:.....	48,371	50,835	53,000	55,000
From Institutions (Parole).....	2,077	2,502	2,900	3,000
From Mandatory Release.....	3,126	2,733	2,300	2,200
From the Courts (Probation-District Court-Circuit Court-Supreme Bench).	42,015	44,468	46,600	48,600
From Other States.....	1,153	1,132	1,200	1,200
Removed from Parole and Probation:.....	42,604	46,343	48,922	51,150
Parole Violators.....	350	399	450	500
Discharged from Parole, Closed by Death and/or Order of the Maryland Parole Commission.....	1,397	1,584	1,874	2,200
Discharged from Mandatory Release.....	2,824	2,596	2,385	2,300
Discharged from Probation by Courts...	36,902	40,737	43,051	44,950
Discharged from Other States.....	1,131	1,027	1,162	1,200
Total Under Maryland Supervision End of Fiscal Year:.....	87,930	92,422	96,500	100,350
Maryland Parolees.....	4,905	5,424	6,000	6,300
Mandatory Release.....	2,048	2,185	2,100	2,000
Probationers (Circuit, District Court and Supreme Bench)	79,320	83,051	86,600	90,250
From Other States.....	1,657	1,762	1,800	1,800

Criminal Investigation Services: The workload of this part of the Criminal Supervision and Investigation Services component has experienced a fairly constant ratio in requests from the courts during the past five years, mainly due to fewer orders for the presentence report. The presentence investigation is the most frequently requested of the eleven investigations conducted at the request of the courts or Parole Commission. Only 7,499 presentence reports were completed statewide during FY 1987 and 7,669 during FY 1988; compared to a five year high of 7,976 during FY 1983. This overall decline in requests for the presentence report has been attributed to a significant

increase in plea bargaining and heavy court dockets in the major jurisdictions around the state. Consequently, it is estimated that only 30% of the inmates committed to the Division of Correction have a presentence investigation report.

TABLE XIV

Criminal Investigation Statistics	1983	1987	1988
<u>Investigations for the Courts:</u>			
Post-Sentence (Courts)	99	107	59
Presentence (Courts)	7,976	7,499	7,669
Special Court	3,218	2,262	1,867
Special Divisional	2,736	4,153	2,809
Pretrial	16	36	43
	<u>14,045</u>	<u>14,057</u>	<u>12,447</u>
<u>Investigations for the Parole Commission:</u>			
Home and Employment	1,841	1,917	2,540
Executive Clemency	32	57	39
Pre-Parole Jail	993	1,543	1,538
Post-Sentence Life	--	15	10
	<u>2,866</u>	<u>3,532</u>	<u>4,127</u>
<u>Investigations Through the Interstate Compact:</u>			
Interstate Home and Employment	1,152	1,383	1,434
Interstate Background	239	283	217
	<u>1,391</u>	<u>1,666</u>	<u>1,651</u>

The Investigation Program staff also completed 64 Applicant Employment Investigations for the Division of Parole and Probation during FY 1987 and 213 during FY 1988. This investigation is performed on all persons hired by the division.

Note:

The numbers displayed in this table were derived from computer runs produced at a different time than the numbers reflected in the regional sections in this report. Consequently, the numbers are sometimes not completely consistent.

FY 1987 and FY 1988 Rates and Types of case closings for probation, parole and Mandatory release are portrayed in Table XV.

TABLE XV

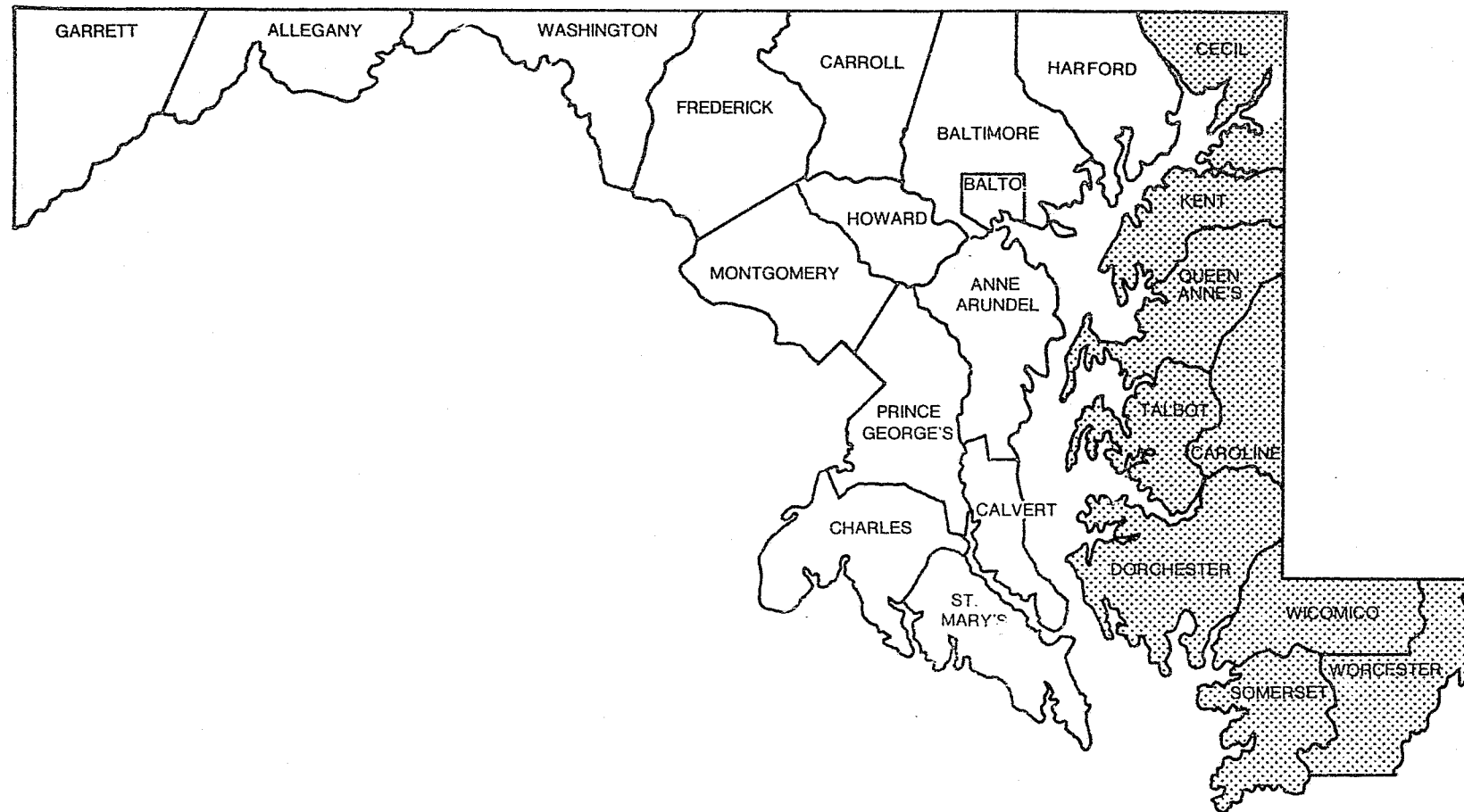
FY 1987

Case Type	Satisfactory	Unsatisfactory	Other	Total
Parole	1,341	569	119	2,029
Probation	25,495	10,994	1,262	37,751
Mandatory	<u>2,421</u>	<u>379</u>	<u>24</u>	<u>2,824</u>
Total	29,257	11,942	1,405	42,604

FY 1988

Case Type	Satisfactory	Unsatisfactory	Other	Total
Parole	1,452	696	166	2,314
Probation	25,964	14,193	1,313	41,470
Mandatory	<u>2,123</u>	<u>420</u>	<u>16</u>	<u>2,559</u>
Total	29,539	15,309	1,495	46,343

DIVISION OF PAROLE AND PROBATION
ADMINISTRATIVE REGION I



REGION I

39 North U. S. Route 50
P. O. Box 986
Easton, MD 21601-0986
Telephone: (301) 822-5050

R. Wayne Knowles
Regional Administrator

Glen E. Plutschak
Assistant Regional
Administrator

Upper Shore
(Cecil and Kent Counties)
Albert T. Streelman
Section Supervisor
(301) 778-1300

Middle Shore
(Dorchester, Talbot, Queen
Anne's and Caroline
Counties)
Cynthia Quimby
Section Supervisor
(301) 479-4611

Lower Shore
(Worcester, Wicomico, and Somerset Counties)
H. Terry Evans
Section Supervisor
(301) 651-2211

OVERVIEW OF REGION I

The Office of Regional Operations is located in Easton, Maryland which is centrally located among the nine (9) counties that make up this region.

Region I is divided into three sections: the Upper Shore which includes Cecil and Kent Counties; the Middle Shore comprised of Dorchester, Talbot, Queen Anne's, and Caroline Counties; and the Lower Shore made up of Worcester, Wicomico, and Somerset Counties.

Each section is managed by a Field Supervisor II with responsibility for the supervision of first line supervisors who oversee the work of field agent staff. Region I, with a staff of 100 total employees supervised approximately 8,000 parole, probation, and mandatory release cases during Fiscal Year 1987.

As of July 1988 Region I employed a staff of 98 full time and part-time persons. This total includes 48 1/2 Senior Agents (one part time), 5 Agents II and 1 Agent I. This agent staff supervised approximately 8,248 cases during FY 1988.

Probation services (supervision and investigations) are provided to the Second and Third Districts of the Maryland District Court and to the First and Second Circuits of the Maryland Circuit Court.

Due to the rural nature of Region I, the staff faces special problems not common to more urban or suburban areas, particularly in regard to travel. Extensive travel is required by staff to make home contacts, appear in court, and visit places of client employment. Additionally, due to its rural nature and the lack of adequate public transportation, clients without driver's licenses or a means of transportation are sometimes hard pressed to keep office appointments.

CASE MANAGEMENT SERVICES

Regional statistics indicate that approximately 60% of the client population are employed full time. However, in some areas of the region, many of the jobs are seasonal and there are extended periods of unemployment. Approximately 46% of Region I's caseload failed to complete high school.

Community Resources are insufficient to address the special service needs of many of the Region's clients. A more revealing picture is seen in the problem of substance abuse. Over 17% of Region I's clients have special conditions for drug therapy imposed by the courts and the Parole Commission. Nearly one-third of the client population is unemployed or only working part time; 40% have less than a 12th grade education and are under 24 years of age.

Four out of every ten cases assigned to Region I have an alcohol special condition. The problems posed by alcohol dependency are also evident in the number of DUI and DWI cases. Over 2,000 cases are under supervision for these offenses in Region I, out of a total of nearly 8,000 cases.

Home Detention Project

In an effort to address the problem of the repeat DUI/DWI offender, the Kent County Council, in cooperation with the Division of Parole and Probation and Region I began a **Home Detention Project** in March, 1987. This project is an alternative to incarceration for second and third time DUI/DWI offenders. These clients, who would have normally been sent to jail, are allowed to remain in the community under probation supervision, but are restricted to their homes during the evening hours. This latter aspect of supervision is accomplished via a computer located in Florida that dials the client's phone number on random days and times during evening hours. The client answers the phone and by placing an electronic bracelet which is attached to his/her wrist, to the phone, a code is sent to the computer. The computer then asks several questions of the client. After the call has been processed, a report is sent to the office located in Kent County. The report includes data that confirms the client's phone number was dialed, the call was verified, and the date and time of the call. The supervising agent acts accordingly after reviewing the report when it is printed in the office the morning following the evening call.

The Kent County Council has provided the initial funding to start this project and each client pays a fee, based on a sliding scale, for the maintenance of the equipment.

This **Home Detention Project** is an example of a cooperative venture between the Division of Parole and Probation and a local sub-division. The major benefit of this project is that the offender is kept in the community under close supervision and monitoring where he or she is a wage earner and taxpayer. If the offender was incarcerated he or she would be an additional drain on local and state resources.

Jail Work Release (JWR)

Additional Case Management Services include cooperative efforts between Region I's personnel and officials of local jail facilities in the administration of work release programs. On 3/1/87, the administrative responsibility for the Work Release Programs in Talbot County was transferred from Region I to the local sheriff's department. Currently, agency staff continues to have the responsibility for work release cases in Caroline and Kent Counties.

Agents are not only responsible for the collection of the inmate's wages (which are disbursed according to the court's order or agreement by the inmate) but are also responsible for finding employment, verifying work schedules, etc., and if necessary, requesting the court to revoke the inmate's privileges of participating in the Work Release Program.

Volunteer Services

Region I is very proud of its Volunteer Program. In FY 1987 31 volunteers provided a total of 5,277 1/2 hours to the professional staff. Recruitment efforts for FY 1988 have been geared toward specific types of volunteers rather than open-ended requirements of anyone who wants to volunteer.

Volunteer hours declined during FY 1988 from 5,277 1/2 hours to 3,283 1/4 hours. A total of 3,283 1/4 hours were recorded with a monetary value of \$25,182.53.

Community Services

The use of Community Service in the sentencing process is another option used by the judiciary other than incarceration of the defendant. Region I is responsible for operating community service programs in six counties. In FY 1987, 444 persons were referred to such programs with only 42 individuals failing to complete the required hours. A total of 19,439 hours of community service was performed by offenders assigned to those programs.

During FY 1988, 83 persons were referred to programs and 4,865 hours were completed with a monetary value of \$18,730.25.

Victim Restitution

The collection of court-ordered debt to be paid by a defendant is an important task for the Division's agents. In FY 1988 there was a total of \$684,988.20 court ordered restitution and the amount disbursed was \$126,888.70 (for those cases system entered during FY '88; and the amounts disbursed as of 8/3/88).

During FY 1987 court ordered restitution totaled \$1,062,749.28 and the amount of restitution disbursed was \$291,085.07 (for those cases system entered during FY 1987 and the amounts disbursed as of 8/3/88).

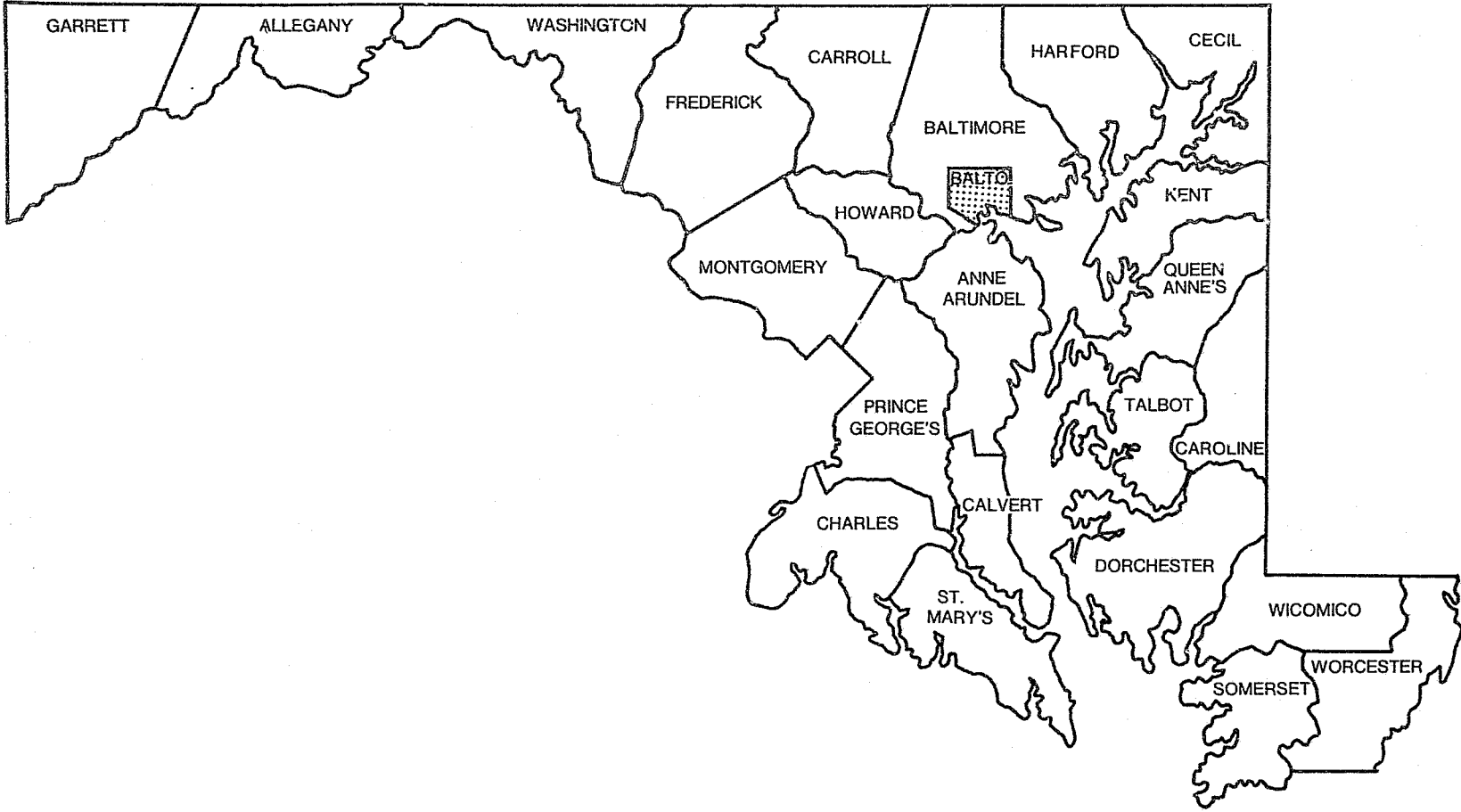
Criminal Investigations Services

Region I has two Criminal Investigations Units located in Chestertown and Salisbury. These units perform a full range of investigative services for the District and Circuit Courts, and the Parole Commission.

During FY 1987, the investigative staff of Region I completed

778 presentence investigations. In FY 1988 there were 787 presentence investigations completed. (These totals represent cases system entered during FY 1988 and totals as of 12/7/88). The FY 1987 and FY 1988 totals represent 10.4 and 10.2 per cent respectively, of the division's presentence investigative workload.

DIVISION OF PAROLE AND PROBATION
ADMINISTRATIVE REGION II



REGION II

American Building - 4th Floor
231 E. Baltimore Street
Baltimore, MD 21202
Telephone: (301) 333-4101

French D. Mackes
Regional Administrator

James DeVance
Acting Assistant Regional
Administrator

Charles B. Rice
Assistant Regional Administrator

Section A
Ronald Wilson
Acting Section Supervisor
(301) 233-4440

Section D
Howard R. Greer
Section Supervisor
(301) 333-4680

Section B
Murl E. Coplin
Section Supervisor
(301) 669-8511

Section E
Horace L. Smith
Section Supervisor
(301) 563-4010

Section C
Carolyn S. McGee
Section Supervisor
(301) 333-6480

Section F
Anita T. Hunter
Section Supervisor
(301) 333-6270

OVERVIEW OF REGION II

Region II is responsible for the delivery of parole and probation services within the geographical area known as Baltimore City. This region provides probation supervision and investigative services to the Eighth Judicial Circuit, Maryland District Courts I, and the Maryland Parole Commission. Due to its location, Region II provides more parole services than any other region in the Division.

The Region is divided into six sections. Each section is managed by a Field Supervisor II and is staffed by several units consisting of line supervisors, parole and probation agents and clerical support personnel. During FY 1987 there was a total of 361 professional and clerical employees in Region II, making it the largest of the four regions of the Criminal Supervision and Investigation Services Program.

As of 12/12/88 Region II had a total of 338 professional and clerical employees. During FY 1987, these employees were responsible for the supervision of 36,580 probationers, parolees and mandatory releasees. In FY 1988 there were 36,949 probationers, parolees, and mandatory releasees supervised including active and administrative cases.

CASE MANAGEMENT SERVICES

In Region II, cases are assigned to the various field offices through the Central Intake Classification Unit located at 2100 Guilford Avenue. This unit processes and assigns for supervision all probation and parole cases that are referred by the courts, Parole Commission, or transferred in state via the Interstate Compact Services Unit.

Probation supervision accounts for 90% of the caseload and parolees and mandatory releasees account for 6% and 4%, respectively. A closer look at this population reveals that clients under supervision are heavily dependent upon services from social agencies. Requests for employment, housing, alcohol/drug addiction services, financial assistance, etc., from clients are common everyday problems faced by line personnel. Sixty-nine percent of the region's caseload is between the ages of 18 - 34 and 35% are unemployed. For the entire caseload population, statistics indicate that at the time of case intake only 40% of the clients are employed either full or part time. These figures suggest that the region has a considerable offender population without marketable skills.

As the city's manufacturing and industrial businesses diminish, this offender population will be even more hard pressed to find jobs for which they qualify. In addition to this problem, 47% of the clients who are referred for supervision have an identified substance abuse problem. The risk that many clients in the city pose to public safety, coupled with their chemical

dependency, has placed a large number under the maximum level of supervision.

SPECIAL SUPPORT SERVICES

Recognizing that many probationers and parolees in Region II have significant needs for services, emphasis has been placed on maximizing the use of those limited resources that are available in Baltimore City. In facilitation of the agent's responsibility to refer clients to appropriate resources, a listing of over 200 service providers was compiled and made available to field agents. Additionally, several programmatic initiatives are in place to provide special support services to the large caseload in Baltimore City.

At the beginning of the supervision process, all clients with the exception of DUI/DWI offenders without criminal records, who have a substance abuse special condition are referred at the point of case intake to the **Evaluation, Diagnostic and Referral Unit (EDR)**. This unit is designed to interview, diagnose, evaluate and refer the client to a treatment facility the same day the client reports for the intake interview. The **EDR Unit** was developed as a cooperative interagency agreement between the Division of Parole and Probation and the former **Drug Abuse Administration** and the **Alcohol Control Administrations**. The unit was staffed with an employee from each of the above agencies.

Also available in Region II are the **Contractual Diagnostic Services** and the **Medical Services of the Circuit Court of Baltimore City**. These services are utilized whenever the agent suspects that a client may be in need of mental health treatment. The evaluation reports obtained from these two (2) programs are used by the agent(s) to refer clients to treatment programs and in the development of case management strategies.

The **Special Offenders Clinic** is funded by the Division of Parole and Probation. Under contract with the agency, the **Institute of Psychiatry and Human Behavior, University of Maryland Medical School**, provides outpatient treatment for parolees and probationers who are convicted of sexual offenses or explosive assaultive offenses. The clinic serves as a reasonable alternative to the judge who is considering incarceration for the offender.

Special Caseload for the Deaf: In 1985, the Regional Administrator for Region II consolidated cases of hearing impaired clients under one case management agent. As a result, these clients are less dependent upon friends and relatives to serve as interpreters during their period of supervision. The agent works with a certified sign language interpreter and a volunteer. Additionally, a telecommunication device for the deaf (TTY) has been made available as another valuable tool to this caseload.

Victim Restitution: A decentralized collection and accounting unit is responsible for receiving monies toward payment of court ordered restitution, fines, costs, and attorney fees. This unit also has the responsibility for disbursement of these funds. The division has an on-line information system making it possible for Region II staff to respond immediately to the courts and restitution recipients concerning the payment patterns of its clients.

During FY 1988 the following amounts were disbursed:

Restitution	-	\$182,135.82
Fines	-	167,828.90
Costs	-	<u>92,236.97</u>
Total		\$442,201.69

(For cases system entered during FY 1988 and the amounts disbursed as of 8/3/88)

Amounts disbursed for restitution, fines and costs increased during FY 1987 as shown below:

Restitution	-	\$537,531.22
Fines	-	388,857.44
Costs	-	<u>185,102.26</u>
Total		\$1,111,490.92

(For cases system entered during FY 1987 and the amounts disbursed as of 8/3/88)

Community Corrections Agents: Through an intra-agency agreement between the Division of Parole and Probation, the Division of Correction, and the Parole Commission, Region II provides supervision services to inmates at various Pre-Release Centers and Community Adult Rehabilitation Centers located in Baltimore City. These centers are located at 231 E. Baltimore Street, 1702 Saint Paul Street, and at 4500 Park Heights Avenue. Once released on parole or mandatory release, these clients remain under the supervision of the same agent in the community where they reside.

CRIMINAL INVESTIGATION SERVICES

The **Investigation Unit** in Region II provides investigative services to the Judges of the Circuit and District Courts of Baltimore City and the Parole Commission. This unit also provides investigative as well as informational services to courts from other jurisdictions, field offices, and social and criminal justice agencies throughout the state.

During FY 1987, the investigation unit completed 3,553 investigations or 18.4 of all investigations completed by the division

(for cases system entered during FY 1987 and totals as of 12/7/88). Twenty-nine percent of the completed investigations were presentence reports. During FY 1988 Region II staff completed 2,960 investigations or 16.1 of all investigations completed in the division (for cases system entered during FY 1988 and totals as of 12/7/88).

In addition to its investigative function, this unit provides administrative assistance to the Maryland Parole Commission when they conduct parole hearings at the Baltimore City Jail. As a special service to the Commission, their decisions are delivered to inmates notifying them of the decisions regarding their release on parole.

This unit also provides court liaison services for the other regions of the State in processing documents for individuals tried by judges in Baltimore City, but who reside in other areas of the State.

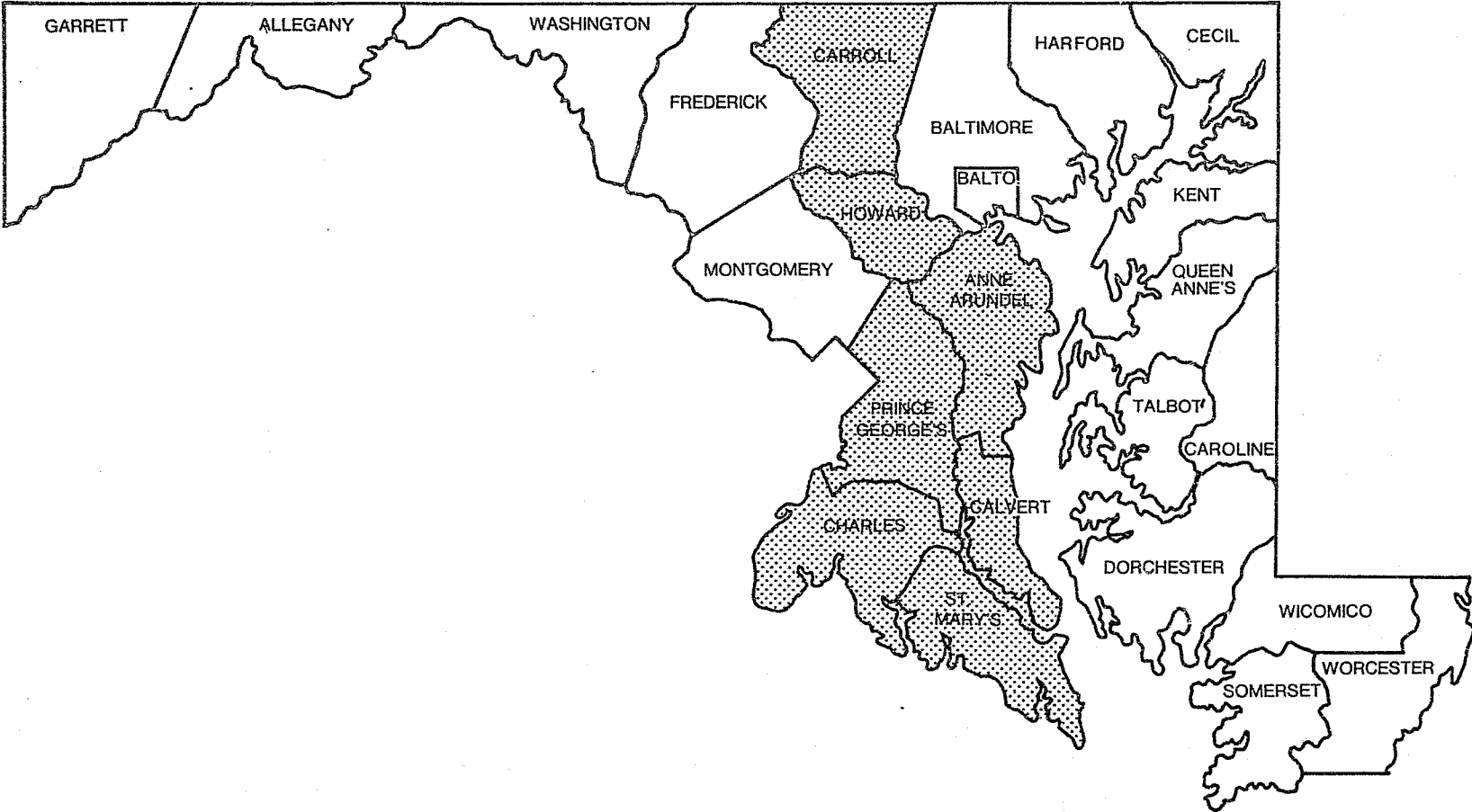
REGION II VOLUNTEERS

In FY 1987, 75 volunteers performed 6,712.5 hours with a monetary value of \$51,484.88.*

During FY 1988 there were 123 volunteers who performed 8,735.5 hours of work with a monetary value of \$67,001.29.*

* @ \$7.67 per hour - figure used by Governor's Office on Volunteerism

DIVISION OF PAROLE AND PROBATION
ADMINISTRATIVE REGION III



REGION III

Box 537, 5111 Berwyn Road
N. College Park, MD 20740
Telephone: (301) 345-0062

William H. Earle
Regional Administrator

Norman Hutcheson
Assistant Regional
Administrator

Prince George's County
(Beltsville Office)
Roger Ford
Section Supervisor
(301) 595-5970

Howard and Carroll Counties
Diane Budrecki
Section Supervisor
(301) 461-0420

Prince George's County
(Upper Marlboro Office)
Lois Hausman
Section Supervisor
(301) 952-1640

Anne Arundel County
Angie McClain
Section Supervisor
(301) 974-2694

Prince George's County
(Forestville, Landover, and
Oxon Hill Offices)
MaryLou Yopes Allen
Section Supervisor
(301) 420-6100

Charles, St. Mary's, and
Calvert Counties
John C. Renehan
Section Supervisor
(301) 932-3325

OVERVIEW OF REGION III

Region III provides to its consumers of services, parole and probation supervision and expertise through its twelve strategically located offices in Anne Arundel, Calvert, Carroll, Charles, Howard, Prince George's and Saint Mary's Counties. The Office of Regional Operations, the administrative hub of the region, is located in College Park, Maryland.

For administrative and operational accountability, Region III is divided into six geographical sections with each section administered by a mid-level manager. This region provides supervision and investigation services to the Fourth, Seventh, and Tenth Districts of the Maryland District Court system as well as the Fifth and Seventh Circuits of the Maryland Circuit Court system. Region III services the largest number of district and circuit courts, 24 and 34, respectively in the state.

The region was staffed with 240 professional and clerical employees to process and respond to the demands and requests placed upon it by the judiciary, the Parole Commission and its probation and parole caseload in FY 1987.

As of December 1988 there were approximately 231 employees in Region III.

CASE MANAGEMENT SERVICES

Region III's staff was responsible for the supervision of 20,231 parolees, probationers, and mandatory released persons in FY 1987. During FY 1988 there were 21,276 cases supervised by agents in Region III, representing a .2 per cent increase over FY 1987. The Circuit Court system, which generally adjudicates the more serious offenders, refers approximately 43% of the region's caseload. The remaining 10% of case referrals for the region come from the Maryland Parole Commission or through the Interstate Compact Unit. Because of the region's close proximity to Washington, D.C., there is a high volume of interstate activity.

Region III has noticed alarming trends in the increasing number of case referrals with alcohol and/or drug histories or current abuse patterns. The problems presented by these clients require staff to be creative in supervision strategies and be quite familiar with resources available in the community to address the needs of this special clientele. However, in many of the rural areas, services needed to address client problems are very limited and there is a greater dependence upon the staff by the clients for assistance.

In FY '87, Region III's statistics indicated that 27.3% of cases at intake had either an alcohol or drug special condition

or both. It is also interesting to note that in reference to this substance abuse problem, 23% of the region's caseload consists of clients who have appeared in court on DUI or DWI charges. The greatest influx of the drinking driving offenders are in Howard, Calvert, Anne Arundel, and Prince George's Counties. The Drinking Driver Monitor Program, which is currently operational in several counties of the Region is expected to be expanded to Calvert, Charles, and Saint Mary's Counties in FY 1988.

In Prince George's County, there has been an alarming growth trend in the number of clients who pose a high risk to public safety due to drug abuse problems. These clients have been placed in the highest level of supervision. Management in its review of this trend, has decided that the public safety risk potential and needs of this group warrant a greater degree of risk management. Plans are therefore being developed to more appropriately address this special offender group.

SPECIAL SUPPORT SERVICES

The Evaluation, Diagnostic and Referral Unit: The region operates an EDR Unit in Prince George's County. The primary purpose of this unit is to interview, evaluate, diagnose, and refer all probationers or parolees with special conditions for substance abuse treatment to an appropriate program in a timely fashion. The clients are seen immediately after intake and referrals are made to a treatment clinic within one (1) hour. They are to report to their first treatment session within seventy-two (72) hours. The drinking driving offender without a criminal record is referred to the Drinking Driver Monitor Program.

The EDR Unit is a cooperative effort between the Division of Parole and Probation and the former Drug Abuse Administration and Alcohol Control Administration. The unit is staffed by an employee from each of the aforementioned agencies. During FY '87 a total of 975 clients were processed through this unit, which represents a 61% increase over FY 1986.

Region III also administers a Community Service Program. This program, located in Prince George's County, is an alternative for the judges when considering incarceration of a defendant. Moreover, for those clients who are unable to pay fines and costs, the judge may order community service be performed in lieu of payment. Tables below show the participation level in the Community Service Program for FY 1987 and FY 1988.

TABLE XVI

FY 1987

Number of Referrals	Number of Successful Completions	Number of Failures to Complete
1,558	1,241	164
Number of Hours Assigned	Number of Hours Completed	Monetary Value (\$3.85/hr.)
68,908	47,908	\$184,445.80
Number of Work Sites		
124		

TABLE XVII

FY 1988

Number of Referrals	Number of Successful Completions	Number of Failures to Complete
1,964	1,405	176
Number of Hours Assigned	Number of Hours Completed	Monetary Value (\$3.85/hr.)
73,055.5	41,615	\$160,217.75
Number of Work Sites		
147		

Young Adult Restitution Project: Many of the offenders referred in Region III for supervision are ordered by the court to pay restitution. Some are unable to make restitution due to a lack of employment. Consequently, Region III has initiated a project with the goal of increasing restitution payments to victims by providing youthful offenders (ages 18 to 29) temporary employment with the stipulation that part of their wages be earmarked for the payment of restitution. This project is designed to augment the services provided by the supervision agents by having the region's community resource coordinator be responsible for the development and placement of the youthful offenders in jobs with the business community.

Victim Restitution: Table XVIII below shows the amount of restitution, fines and costs collected and disbursed during FY

1988 in Region III (for those cases system entered during FY 1988 and the amounts disbursed as of 8/3/88).

TABLE XVIII

<u>RESTITUTION AMOUNT ORDERED</u>	<u>RESTITUTION AMOUNT DISBURSED</u>
\$2,255,784.54	\$232,772.06
<u>FINE AMOUNT ORDERED</u>	<u>FINE AMOUNT DISBURSED</u>
\$352,915.79	\$ 90,728.52
<u>COSTS AMOUNT ORDERED</u>	<u>COSTS AMOUNT DISBURSED</u>
\$247,460.59	\$ 77,973.75

For FY 1987, Table XIX shows the amounts of restitution, fines and costs collected and disbursed during FY 1987 for Region III (for those cases system entered during FY 1987 and disbursed as of 8/3/88).

TABLE XIX

<u>RESTITUTION AMOUNT ORDERED</u>	<u>RESTITUTION AMOUNT DISBURSED</u>
\$2,452,137.37	\$574,966.68
<u>FINE AMOUNT ORDERED</u>	<u>FINE AMOUNT DISBURSED</u>
\$353,418.80	\$204,141.85
<u>COSTS AMOUNT ORDERED</u>	<u>COSTS AMOUNT DISBURSED</u>
\$209,796.58	\$117,307.66

As the Young Adult Restitution Project becomes fully operational, a considerable increase is anticipated in the payment efforts of that group and in the overall collection totals.

CRIMINAL INVESTIGATIONS

The three (3) major criminal investigation units are located in the Annapolis, Ellicott City, and Upper Marlboro field offices. One (1) investigative agent is located in the Prince Frederick Office, one (1) is assigned to the Leonardtown Office, and two (2) are assigned to the LaPlata Office. There are twenty-six (26) investigative agents assigned to provide investigation services to this region. Region III, through the cooperative efforts of all of its investigative agents, has been very successful in providing timely service and quality reports to the courts, Parole Commission, Office of the Governor, and interstate compact agencies.

Region III's investigation units completed 3,091 presentence investigations during FY 1987. This figure represents 41.2% of the total 7,507 presentence investigations completed by the agency (for cases system entered during FY 1987 and totals as of 12/7/88). This region also completed 36.9% of all of the various types of investigations completed by the division statewide.

During FY 1988 Region III's investigative agents completed 3,335 or 43.2% of the presentence investigations by the division. In addition, the investigative staff completed 40% of all of the division's investigations.

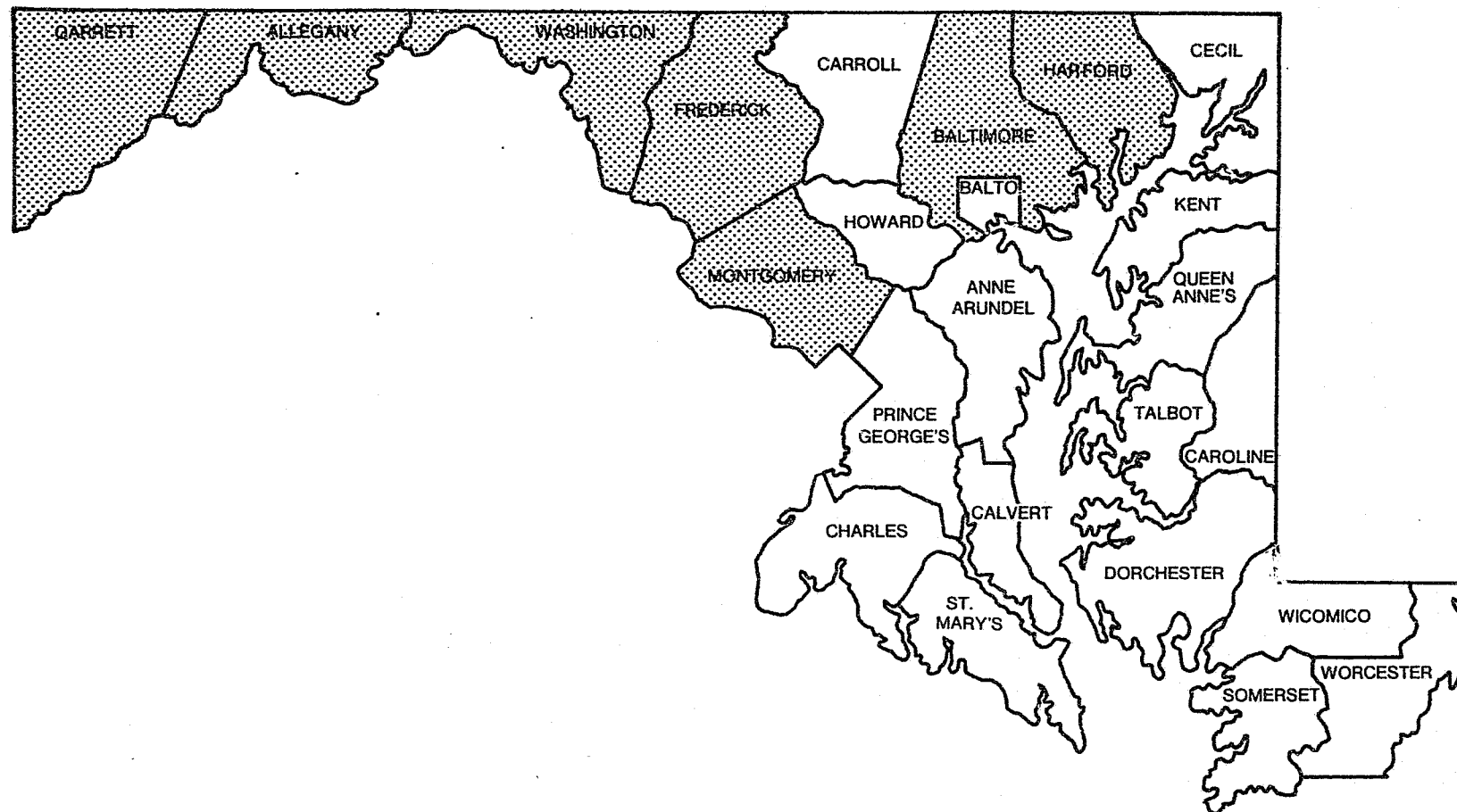
REGION III VOLUNTEERS

During FY 1987 there were 37 volunteers who performed 5,335 hours with a monetary value of \$40,919.45.*

In FY 1988, 38 volunteers performed 5,340 hours with a monetary value of \$40,957.80.*

* @ \$7.67 per hour - figure used by Governor's Office on Volunteerism

DIVISION OF PAROLE AND PROBATION
ADMINISTRATIVE REGION IV



REGION IV

137-141 W. Patrick Street
Frederick, MD 21701
Telephone: (301) 662-7088

Eugene C. Jubilee
Regional Administrator

Ernest R. Custis
Assistant Regional
Administrator

Frederick, Washington, Allegany
and Garrett Counties
Charles F. Beck
Section Supervisor
(301) 694-1938

Montgomery County-South
Richard I. Silverman
Section Supervisor
(301) 588-8240

Montgomery County-North
Terence C. Byard
Section Supervisor
(301) 424-4740

Baltimore County-
Northeast
Robert Renshaw
Section Supervisor
(301) 682-3020

Baltimore County-Southwest
Thomas Williams
Section Supervisor
(301) 788-9774

OVERVIEW OF REGION IV

The Office of Regional Operations is located in Frederick County and administers parole and probation services via field offices. These field offices are located in Allegany, Baltimore, Frederick, Garrett, Harford, Montgomery and Washington Counties.

This region provides services for the District Courts which are located in each of the above mentioned counties. Three judicial circuit courts, Circuit Three (Baltimore and Harford Counties), Circuit Six (Frederick and Montgomery Counties), and Circuit Four (Allegany, Garrett and Washington Counties) are serviced by Region IV.

The Regional Council, which consists of the two administrators of the regional office and the mid-level managers of Region IV, make management decisions that affect the entire region. These decisions are formulated at monthly and specially called planning sessions.

In FY 1987, a staff of 237 professional and clerical personnel delivered parole and probation services to consumers within a geographical area bordered by the District of Columbia, Virginia, West Virginia, Pennsylvania and Baltimore City. As of 12/15/88 there were 245 employees region wide.

CASE MANAGEMENT SERVICES

Through the criminal supervision program, Region IV's supervision agents managed a total of 22,862 cases in FY 1987. During FY 1988 there were 25,176 total cases supervised by Region IV agents. Case referrals from the court and the Parole Commission are placed in the review category initially. These cases are classified by the supervision agent within 30 days by the administration of an object-based classification system into either the maximum, medium, or minimum level of supervision. Supervision of cases range from more control and involvement (maximum) to less control and involvement (minimum).

Supervision modalities of the agent staff differ depending upon the regional sectors where the clients reside. For example, greater emphasis by Western Maryland staff is placed on assisting the client to maintain employment as well as reentry into the job market. This emphasis is due to the economic depression of that area brought on by a substantial loss of industrial and manufacturing jobs. Contrastly, in the eastern sectors of the region (Baltimore County, east and west), agents' efforts are directed toward assisting clients to come to terms with the substance abuse issue.

In Baltimore County, for example, statistics indicate that at the point of intake five out of ten cases assigned for

supervision are known to have a history or current problem with alcohol and/or drugs. Substance abuse in the eastern and southwestern sections of the county are heavily influenced by alcohol and the drug PCP. These substance abuse problems present very special casework applications by the supervision staff. Many hours are spent by the staff in arranging and following up on treatment modalities and programs for this special clientele base. Considerable time is also spent in following up on treatment plans enhancing support systems for the clients in the community.

In Baltimore County we have a substance abuse specialist whose primary function is to evaluate, diagnose, and refer for treatment clients with special substance abuse needs.

Intensive Supervision Pilot Program for High Risk Drug Offenders: At the Arbutus/Catonsville Office, A special project formulation began operations to supervise closely, clients with drug dependency. Through an intensive supervision effort, treatment and adoption by the client of pro-social behavioral patterns, this pilot program hopes to achieve meaningful success in reducing criminal behavioral patterns; and, the elimination of drug dependency by the client.

This one (1) year pilot program ended in September, 1988. Increasing caseloads for other agents and a lack of staff for this program were reasons for ending the program.

Alcohol Screening Tests: In other sectors of the region we find that this issue of substance abuse is ever increasing. In Montgomery County, the total caseloads of the staff have increased by 15% from fiscal year 1986. One-third of this caseload is attributed to clients who have been convicted of driving while under the influence or driving while intoxicated. In Frederick County, investigative agents, during the investigation process, are administering the Michigan Alcoholism Screening Test (M.A.S.T.), to assist them in detecting the seriousness of the defendant's alcohol involvement. The results of these tests are included with the investigator's report to the court.

In assisting clients to overcome patterns of substance abuse, all agents, as well as supervisors, have received extensive substance abuse treatment training. Additionally, Region IV's **Community Resource Coordinator** has significant input into identifying resources within the region which are useful to the agent in achieving supervision goals with the clients.

Contractual Diagnostic Service: In a further effort to assist the agents in the supervision of the client and the judge in the sentencing process of a defendant, the use of **Contractual Diagnostic Services** has proven to be most helpful. This psychiatric service is administered by a licensed psychiatrist

and is used by the investigative and supervision agents in Montgomery County and Western Maryland. In Baltimore County psychiatric evaluations are performed by the Circuit Court psychiatrist.

Jail Work Release (JWR): Also inclusive in case management services is the administration, with local jail/detention officials, of the **Work Release Program** in three (3) counties. Region IV's field offices in Frederick, Garrett, and Washington Counties have liaison responsibilities with the local officials for these programs.

Courts in both jurisdictions rely on the **Work Release Program** in their respective jurisdictions as a sentencing alternative. Each of the jail/detention facilities have set aside a limited number of beds for the **Work Release Program**. Because of the utility of the program by the various judges, there is normally a waiting list for defendants to enter the program.

Victim Restitution: The following Table shows the amounts of restitution, fines and costs for those cases system entered during FY 1988 and the amount disbursed as of 8/3/88.

TABLE XX

RESTITUTION AMOUNT <u>ORDERED</u>	RESTITUTION AMOUNT <u>DISBURSED</u>
\$2,178,635.40	\$238,195.98
FINE AMOUNT <u>ORDERED</u>	FINE AMOUNT <u>DISBURSED</u>
\$558,196.00	\$145,271.48
COSTS AMOUNT <u>ORDERED</u>	COSTS AMOUNT <u>DISBURSED</u>
\$343,516.05	\$115,153.89

The Table XXI below shows the amounts of restitution, fines and costs ordered for those cases system entered during FY 1987 and the amounts disbursed as of 8/3/88.

TABLE XXI

<u>RESTITUTION</u>	<u>RESTITUTION</u>
<u>AMOUNT</u>	<u>AMOUNT</u>
<u>ORDERED</u>	<u>DISBURSED</u>
\$2,813,222.23	\$690,753.37
<u>FINE</u>	<u>FINE</u>
<u>AMOUNT</u>	<u>AMOUNT</u>
<u>ORDERED</u>	<u>DISBURSED</u>
\$587,810.70	\$331,977.77
<u>COSTS</u>	<u>COSTS</u>
<u>AMOUNT</u>	<u>AMOUNT</u>
<u>ORDERED</u>	<u>DISBURSED</u>
\$287,160.69	\$169,797.02

CRIMINAL INVESTIGATION SERVICES

Region IV, through its field offices, provides a full range of investigative services to the courts and the Parole Commission.

Only agents who have reached the classification of senior agent are permitted to be assigned to an investigation unit. This policy insures that the most experienced agents are producing these important documents for the courts and the Parole Commission.

The investigations submitted by the staff of these units receive personal commendations from the court and from management on the high quality of the work produced. In the Western Maryland region, judges have praised agents in open court on the quality of the presentence investigations presented.

In Montgomery County, the investigation unit has excelled at producing the highest workload totals for FY 1987. The second highest producing unit is located in Harford County.

Over 50% of the presentence investigations are ordered by Circuit Court Judges.

Investigative agents in Baltimore and Montgomery Counties spend a considerable amount of time coordinating the eligibility list for pre-parole investigations and parole hearings. The agents assigned to perform these functions must be present at the monthly parole hearings; and, deliver all parole decisions, releases, as well as miscellaneous correspondence to the inmates from the Parole Commission. The investigation units also conduct applicant interviews and produce documents for management on any individual being considered for employment with the Division of Parole and Probation.

REGION IV VOLUNTEERS

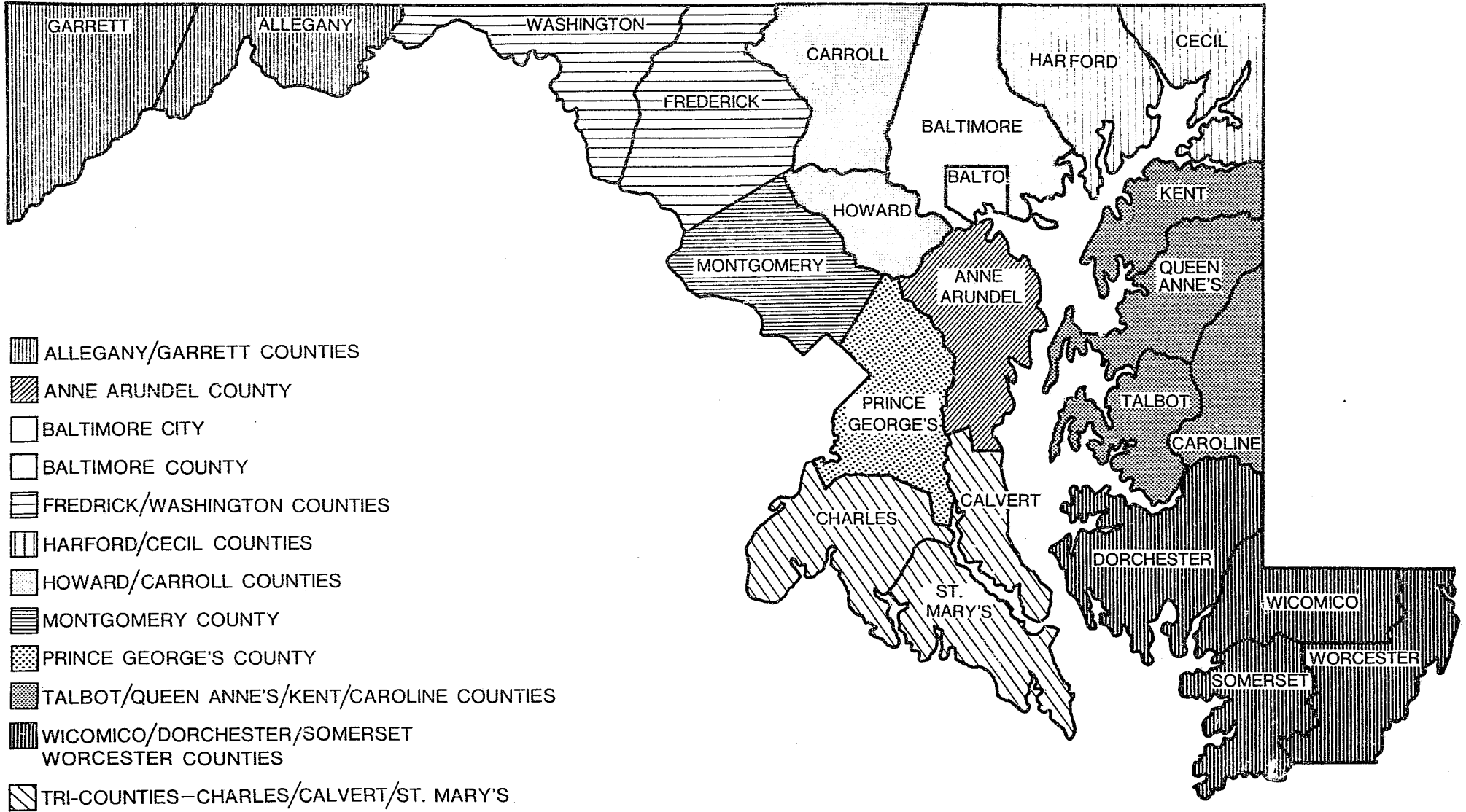
During FY 1987 there were 69 volunteers who performed 5,711 hours of work with a monetary value of \$43,803.37.*

Fifty-eight volunteers performed 6,132.50 hours of work with a monetary value of \$47,036.28* in FY 1988.

* @ \$7.67 per hour - figure used by Governor's Office on
Volunteerism

DRINKING DRIVER MONITOR PROGRAM

DISTRICTS



DRINKING DRIVER MONITOR PROGRAM

6776 Reisterstown Road
Suite 209, Second Floor
Baltimore, MD 21215-2349
Telephone: (301) 764-4311

Carole F. Hinkel
Administrator

Wallace Laster
Assistant Administrator

District #1
(Baltimore City)
Al Downs
Monitor Supervisor
(301) 333-4106

District #7
(Anne Arundel County)
Sandra Cross
Monitor Supervisor
(301) 787-2264

District #2
Lower Shore
(Worcester, Dorchester, Somerset
and Wicomico Counties)
John Boissy
Monitor Supervisor
(301) 543-6927

District #8
(Baltimore County)
Edward Barrett
Monitor Supervisor
(301) 321-3376

District #3
Upper Shore
(Talbot, Caroline, Queen Anne's
and Kent Counties)
Earl Cox
Monitor Supervisor
(301) 822-5109

District #9
(Harford and Cecil Counties)
Janet Nickels
Monitor Supervisor
(301) 836-4652

District #4
Tri-County
(Calvert, St. Mary's and
Charles Counties)
Patricia Myers
Monitor Supervisor
(301) 934-8445

District #10
(Howard and Carroll
Counties)
Gordon Miller
Monitor Supervisor
(301) 461-0399

District #5
(Prince George's County)
Kay Parker
Monitor Supervisor
(301) 982-0394

District #11
(Frederick and Washington
Counties)
Georgia Lynn
Monitor Supervisor
(301) 694-0826

District #6
(Montgomery County)
Mark Hardie
Monitor Supervisor
(301) 424-5614

District #12
(Allegany and Garrett
Counties)
Alfred McGroarty
Monitor Supervisor
(301) 777-2110

OVERVIEW

The Division of Parole and Probation's Drinking Driver Monitor Program (DDMP), an essential element of Maryland's Comprehensive Drinking Driver Program, is a strategy initiated by the Governor's Task Force on the Drinking Driver "to get the drunk driver off the road by taking the drink out of the driver."

The program brings together the Addictions Services Administration, the Division of Parole and Probation and the Motor Vehicle Administration in a programmatic effort "to more effectively deal with the problems associated with drivers who operate motor vehicles either while intoxicated or while their abilities are impaired by alcohol." The program is designed to maximize treatment of the drinking driver offender. The Drinking Driver Monitor Program has responsibility primarily for providing offender "monitoring and reporting" on compliance with court ordered treatment or education.

The DDMP is a statewide program, comprised of twelve (12) districts geographically coinciding with the jurisdictions of the District Courts of the State, and is currently under the management of a Program Administrator. A Monitor Supervisor is assigned to each district office to supervise the monitor staff and to coordinate services with local programs and service providers. A statewide staff of 76 monitors handled over 18,094 cases during Fiscal Year 1987. During Fiscal Year 1988 there were 73 monitor positions for an active caseload of 20,165 cases.

PROGRAM GOALS AND ACTIVITIES

The DDMP is one of five (5) components of the State's comprehensive approach to the DWI problem. The comprehensive plan utilizes a multi-phased strategy involving (1) offender apprehension, (2) assessments, (3) motivation, (4) treatment or education, and (5) monitoring and compliance reporting.

Under this comprehensive strategy, which involves the Maryland State Police and law enforcement authorities, the Addiction Services Administration, the Circuit and District Courts, and the Motor Vehicle Administration, the Division of Parole and Probation's Drinking Driver Monitor Program is designed to:

- o Provide strict monitoring of drunk driver offender compliance with alcohol treatment or education special conditions of the courts; and with motor vehicle licensing authority administrative directives.
- o Report to the courts any violations of the conditions of specialized probation; report to the motor vehicle licensing authority any non-compliance with administrative directives.

OFFENDER PROFILE

The greater majority of DWI/DUI offenders continue to be male and are employed in blue collar jobs as well as in professional occupations. They also tend to have more formal education than the average person placed on probation or parole.

At the time of arrest, the greater majority of the offenders who consent to a blood alcohol level test have levels in excess of a point 13 (.13). A little over one-fourth (28%) of the arrested population refuse to take the blood alcohol test. Program statistics indicate that most DDMP clients are problem drinkers or alcoholics and approximately 30% of the population exhibit dual addictions to alcohol and drugs.

Workload statistics in Table XXII below indicates a total of 18,094 cases under supervision at the end of the 1987 Fiscal Year. It is estimated by the end of Fiscal Year 1990 there will be 25,182 cases under supervision.

TABLE XXII

<u>WORKLOAD STATISTICS</u>	<u>1987 ACTUAL</u>	<u>1988 ACTUAL</u>	<u>1989 ESTIMATED</u>	<u>1990 ESTIMATED</u>
Under Supervision				
Beginning Fiscal Year....	17,606	18,094	20,165	22,515
Received on Probation....	10,748	13,628	15,467	17,555
From the Courts.....	9,712	11,572	13,134	14,907
From the Medical Advisory Bd. & Hearing Officer...	881	1,078	1,224	1,389
From the Motor Vehicle Administration Hearing Officer.....	155	214	243	276
Removed from Probation...	10,260	11,557	13,117	14,888
Satisfactory Completions	7,450	8,436	9,575	10,868
Removed for Miscellaneous Reasons (Death, Moved Out- Of-State, et al.).....	1,172	1,402	1,591	1,806
Discharged (Revoked) by Courts.....	1,148	1,676	1,902	2,158
Discharged by MAB or Hearing Officer.....	490	43	49	56
Total Under Probation End of Fiscal Year.....	18,094	20,165	22,515	25,182

Program monitor staff maintain weekly contacts with each offender to monitor compliance with court ordered treatment or education, with acceptance of the recovery environment, and with abstinence from alcohol. Monitors are required to notify

the sentencing Judges or licensing authorities of non-compliance or violation of probation (VOP) in a timely fashion; and they appear at court hearings for violation of probation to provide testimony regarding the changes and recommendations (when requested) regarding offender dispositions.

VOP notices are issued for a variety of reasons including failure to adhere to treatment conditions specified by the court, continued drinking, and failure to report to the monitor. Close monitoring of the activities of any person having an alcohol and/or drug problem enhances the chance of detecting non-compliance. It appears, therefore, that the weekly monitoring function is having a significant impact on DWI/DUI recidivism.

During Fiscal Year 1987, it appeared that the courts were beginning to utilize the DDMP more and more as an alternative to regular probation supervision. In addition, the community, local health departments, treatment providers, and **Alcoholics Anonymous** continued to show cooperation with the DDMP. Hopefully, this trend will continue in Fiscal Year 1988.

AUTOMATED INFORMATION SYSTEM

The complexity of the program's automated information system has required more development time than was initially anticipated. Once the programming is completed, the existing caseload of 20,300 cases will have to be entered in the computer along with new case openings. Thus the information system, which will provide on-line statistical reporting, case history data, and offender tracking data will not be operational until near the end of Fiscal Year 1988.

PRETRIAL RELEASE SERVICES

Clarence Mitchell Courthouse - West
110 North Calvert Street - Room 508
Baltimore, MD 21202
Telephone: (301) 333-3833

John Camou
Administrator

Central Police District/Court
500 E. Baltimore Street

Southeast Police District
Lock-up
5700 Eastern Avenue

Eastern Police District
Lock-up
1620 Edison Highway

Northern Police District
Lock-up
34th & Keswick Road

Northwestern Police District
Lock-up
5271 Reisterstown Road

William Martin
Assistant Administrator

Western Police District
Lock-up
Mount and Riggs

Southwestern Police
District Lock-up
Font Hill & Hurley Avenue

Southern Police District/
Court
10 Cherry Hill Road

Borgerding Courthouse
District Court Headquarters
5800 Wabash Avenue

Eastside District Court
1400 E. North Avenue

OVERVIEW OF PRETRIAL RELEASE SERVICES

The Pretrial Release Services Program became a part of the Division of Parole and Probation as a result of a legislative enactment on July 1, 1985.

The administrative offices of the Pretrial Release Services Program are located at the **Clarence Mitchell Courthouse-West**, in Baltimore City.

PURPOSE

The purpose of the Pretrial Release Services Program is to provide a pretrial investigation service to the Court Commissioners, Judges from the District and Circuit Court levels, as well as other components of the Criminal Justice System within Baltimore City.

GOALS

The primary goals of the Pretrial Release Services Program are to provide the courts with timely, sufficient and verified information on each defendant for the purpose of making appropriate pretrial decisions; and to maximize the probability that all defendants referred to the program for monitoring appear as scheduled at all court hearings.

PROGRAM STRUCTURE

The Pretrial Release Services Program is comprised of three (3) functional components; Administrative, Investigation Services, and Conditional Release Services.

The **Administrative Component** is responsible for the overall management and administration of pretrial service delivery for the courts of Baltimore City. The **Investigation Services** staff gather information on each defendant who has been formally charged and brought before the courts. The defendant is interviewed by a staff member and the information, along with a recommendation is then presented at a bail hearing and/or at a bail review hearing.

The **Conditional Release Services** component is responsible for case management services for all cases released by the court to be supervised by the program. Increases in jail overcrowding, large case volume as well as an increase in jury trials has led to consideration of alternatives to the traditional trial processing approaches. Courts are now referring defendants prior to trial to human service agencies and treatment programs in an effort to address the defendant's needs while maximizing public safety efforts. As a result of this development, the use of pretrial diversion and conditional release are being used as diversion alternatives. The **Conditional Release Services** component is divided into five (5) units: jail

diversion, conditional release, prosecution diversion, special support services, and clerical support.

WORKLOAD GROWTH

During the last fiscal year, there has been a shift from clients with limited needs to clients with multi-dimensional needs (mental health problems, alcohol, drugs, etc.).

The Pretrial Release Services Program has also experienced a significant growth in case volume. As indicated in the workload statistics table below, the number of pretrial investigations and the total number of defendants under supervision are the two categories that exhibited the greatest amount of increase.

TABLE XXIII

	<u>1986</u> <u>ACTUAL</u>	<u>1987</u> <u>ACTUAL</u>	<u>1988</u> <u>ESTIMATED</u>
<u>PRETRIAL SERVICES UNIT</u>			
Pretrial Investigations	37,178	44,285	46,000
Supplemental Investigations	2,237	4,273	6,000
Under Supervision Beginning			
Fiscal Year	4,577	6,421	13,393
Cases Received During Year	16,048	18,543	20,000
Cases Closed During Year	14,204	11,571	23,500
Total Under Pretrial			
Supervision End of FY	6,421	13,393	9,893

Based on current trends in the area of diversionary alternatives and the data, the Pretrial Release Services Program will continue to increase in case volume over the coming fiscal year.

AUTOMATED INFORMATION SYSTEM

In conjunction with the Department of Public Safety and Correctional Services Data Center, the program is currently implementing the installation of eight (8) terminals and printers to be used by the pretrial release investigators at the various lock-up sites.

In the future, these terminals will be used for the management information system which is to be developed for the Pretrial Release Program.

House Bill 896 (Chapter 474) transferred Pretrial Release Services from the Division of Parole and Probation and created a Pretrial Release Services Division which became a part of the Department of Public Safety and Correctional Services, effective July 1, 1988.

MARYLAND DIVISION OF PAROLE AND PROBATION

PUBLICATION LIST

- 1982 Annual Report, Maryland Division of Parole and Probation
- Third Community Services Program Annual Report, 1982
- 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
- Ninth Community Service Programs Annual Report, 1988

Single copies of the listed publications are available at no charge from Division of Parole and Probation, 6776 Reisterstown Road, Suite 305, Baltimore, Md. 21215-2349
