

DIVISION OF CORRECTION
6314 WINDSOR MILL ROAD
BALTIMORE, MARYLAND 21207

Mark A. Levine

Commissioner of Correction

J. Brown Hardy

Deputy Commissioner

INSTITUTIONS

Ralph L. Williams

*Warden
Maryland House of Correction*

George H. Collins

*Warden
Maryland Penitentiary*

Ms. Mary-Lou Bartram

*Superintendent
Maryland Reception Center*

Gerald A. Keller

*Superintendent
Maryland Correctional Institution--Hagerstown*

Paul A. Wageley

*Superintendent
Maryland Correctional Training Center*

Harry J. Traurig

*Superintendent
Maryland Correctional Institution for Women--Jessup*

Robert W. McColley

*Superintendent
Maryland Correctional Camp System*

Paul F. Showell

*Director
Community Corrections*

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ACQUISITIONS

October 15, 1975

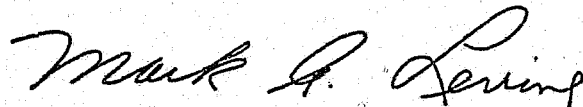
The Honorable Marvin Mandel
Governor of Maryland
Annapolis, Maryland

Dear Governor Mandel:

The material enclosed herein represents the annual report of this Division for fiscal year 1975 as submitted to the Secretary of Public Safety and Correctional Services in accordance with the Provisions of Article 27, Section 678 of the Annotated Code of Maryland.

The attention of Your Excellency to the contents of the report is invited.

Respectfully Yours



MARK A. LEVINE
Commissioner

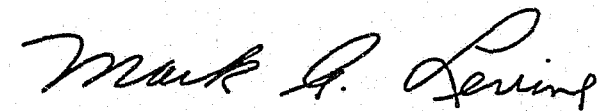
October 15, 1975

The Honorable Robert J. Lally, Secretary
Department of Public Safety and
Correctional Services
Suite 500 Executive Plaza One
Hunt Valley, Maryland 21031

Dear Secretary Lally:

In accordance with the provisions of Article 27, Section 678 of the Annotated Code of Maryland, as amended, this report summarizing the operations of the Division of Correction, its various institutions and its camps for the fiscal year ending June 30, 1975 is submitted.

Respectfully Yours



MARK A. LEVINE
Commissioner

THE DIVISION OF CORRECTION

The Division of Correction is the central administrative agency for adult state correctional facilities in Maryland. It operates under the provisions of Art. 27, Secs. 667-726 of the Annotated Code of Maryland and is subject to the authority of the Secretary of Public Safety and Correctional Services.

Overcrowding in Maryland's adult correctional institutions reached an all-time high, causing a backup in local facilities for the first time in the history of the Division. This over-population continued throughout the fiscal year, resulting in increased convicted offenders in local jurisdictions awaiting bed space in the Division. In response to this critical situation, short- and long-range plans were made calling for the expansion of Division facilities including immediate construction of pre-fabricated inmate housing units on the grounds of the Maryland Correctional Training Center in Hagerstown and the grounds of the Maryland House of Correction in Jessup. This construction will provide limited relief for a portion of the overcrowding on a short-term basis. Long-range plans for housing are included in the Division's Master Facilities Plan presently under consideration which calls for the construction of 3,996 additional beds by fiscal year 1983.

During the fiscal year covered by this report, the administrative offices moved from the State Use Industries warehouse building in Baltimore to an office building in the Woodlawn section of the city. The purpose of this move was to create space for a 150-bed minimum security community corrections facility. The renovation of this vacated area is expected to be completed early in the 1977 fiscal year.

Of significance during this fiscal year was the development of the Executive Planning process which was established in response to executive and legislative directives that all principal departments of state government prepare and submit short- and long-range plans on an annual basis. The major purpose of the Executive Planning process was to improve the quality of decision-making and to communicate those decisions to all concerned parties in a concise and well organized manner. Accordingly, the Division of Correction developed its Executive Plan outlining its mandate, how that mandate was to be interpreted, and how the available resources were to be used to accomplish the agency's mission. From this starting point, the expected future needs of the agency's service population are identified, the programs to meet these needs are identified, and associated cost figures developed for the program's implementation.

Academic programs ranging from basic level through college offerings exist to varying degrees at all of the Division's facilities with the exception of the Maryland Reception Center, where educational tests are administered to newly received inmates. The programs vary between facilities in accordance with the needs of the confined population. A major objective for fiscal 1975 was the immediate expansion of vocational education training slots. This was realized with the implementation of three vocational education programs: Sheet Metal and Office Practice at the Maryland Correctional Institution—Hagerstown and Office Practice at the Mary-

land Correctional Training Center-Hagerstown. These three new programs provided entry level training for an additional 140 students during the fiscal year.

The 1975 fiscal year budget was in a deficit condition throughout most of the year as a result of increased inmate population and an inflationary rise in the cost of supplies and services used. Through the curtailment of expenditures, the increased revenue from the sale of laundry services to other agencies, the receipt of additional allotments from the General Emergency Fund, and the transfer of funds from other units within the Department of Public Safety and Correctional Services, the Division was able to meet its financial obligations by the end of the fiscal year in addition to paying for a carry-over deficit from the previous fiscal year in excess of \$25,000.

A significant personnel change occurred during this fiscal year with the opening of several personnel categories to both sexes for recruitment. Open hiring was initiated for correctional officers, classification counselors and correctional dietary officers, with the first female correctional officer being employed at the Maryland Penitentiary.

During the period covered by this report, the Division initiated a major effort to improve its computer system through a federal grant which will broaden and refine the scope of the total inmate related information system. A second federal grant was requested to enable the Division to upgrade the quality of its present system until such time as the more sophisticated system becomes operational.

The Central Maintenance Unit continued its high level of efficiency during this past fiscal year. This unit operates with only one full-time metal maintenance foreman and several inmates in providing central maintenance services to all Division institutions in the Baltimore—Jessup areas. This unit's functioning resulted in a net saving to the state during this fiscal year of \$32,000.

The Division established a Transportation Unit during the last half of this fiscal year. The Transportation Unit provides for centralized inmate movement for inmate court appearances, for transfers between institutions, and for the movement of inmates to and from medical and mental hospitals. In the brief period of its operation during the fiscal year, the unit moved 3,100 inmates for court appearances and transferred 3,335 inmates between institutions. It is expected that even more savings in man-hours will result when the unit is fully operational.

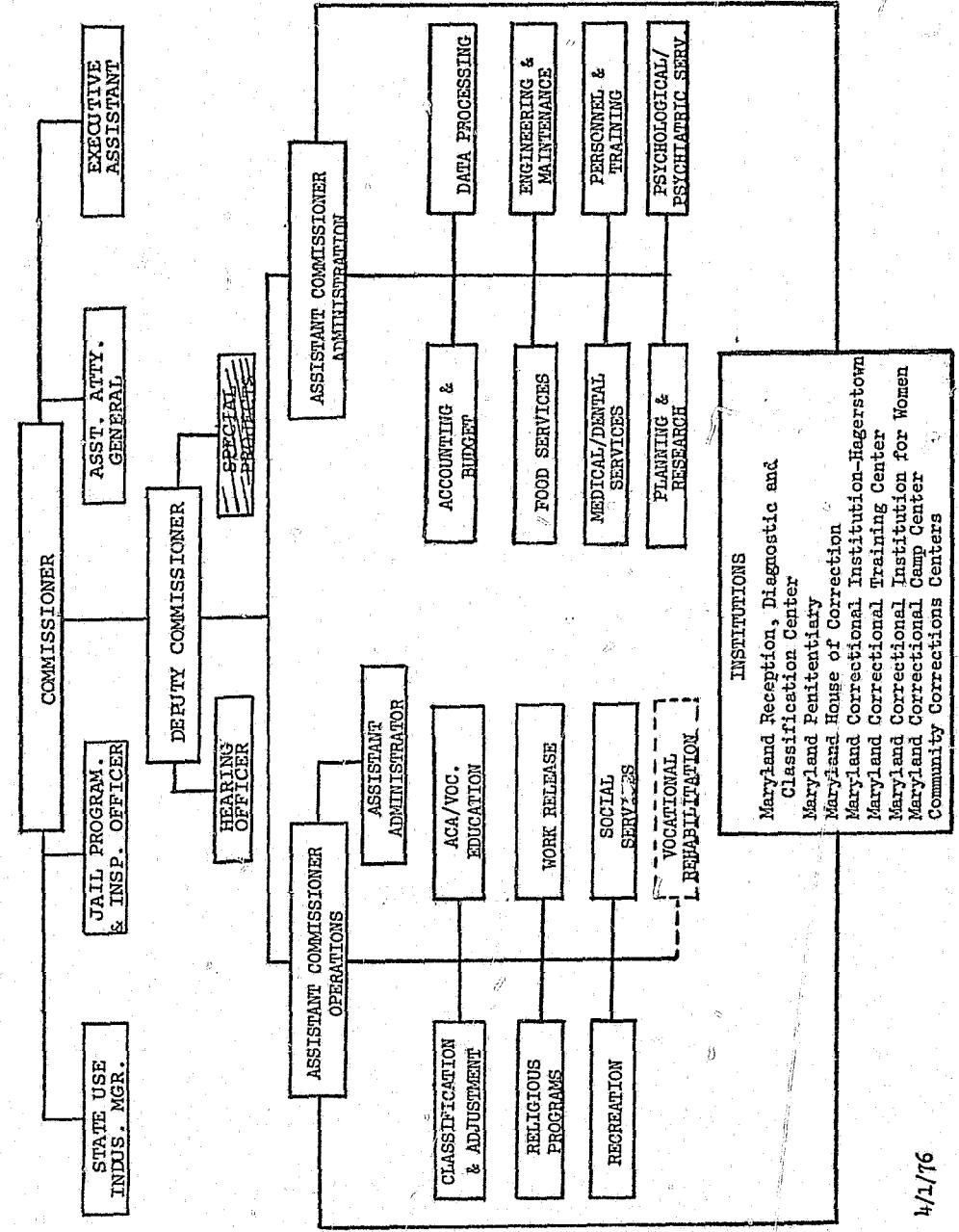
At the close of the fiscal year, plans were under way for opening the new Security Unit at the University Hospital in Baltimore. Use of this ward in the hospital for inmate patients will save considerable staff time and money.

Library programs are in operation at five of the correctional institutions in Maryland. Federal funding sources have been utilized extensively to increase the library facilities. Increased inmate utilization of the library resources will become a prime objective during the next fiscal year.

The Social Work Services Unit received professional leadership during this fiscal year due to the filling of the position of Director of Social Services which had been vacant for several years. The major emphasis of this unit during the year was placed on a thorough assessment of Division resources, reorganization of the social services delivery system, and the establishment of realistic program goals and objectives. As a result, services were directed in two basic areas: on inmates soon after admission at the Reception Center and on inmates just before departure from the camp system. Further expansion of social work services is planned for the next fiscal year.

During the report year, Mutual Agreement Programming (MAP) was initiated in Maryland. The program is a contractual arrangement between the Parole Board, the Division of Correction, and the inmate. The Agreement stipulates performance objectives for the inmate while in the Division of Correction that, if accomplished, will lead to a definite parole release date. From September through June, 109 inmates signed contracts with the parole Board and the Division under Mutual Agreement Programming. The projection for the fiscal year was that 100 inmates would negotiate and sign agreements. The agreements led to an average reduction in length of stay of 51 days per inmate. This resulted in a savings for the Division of over 5,500 inmate days. Additional initial data showed that Mutual Agreement Programming operating at the community correction centers increased parole rates from 50% to 60%.

DIVISION OF CORRECTION
ORGANIZATIONAL CHART



WORK RELEASE PROGRAM

Since the inception of this program in July, 1963, more than 8,000 men and women have been granted the privilege of daily leaving the institutions to go into the free community and work at a civilian job. The success of this program depends primarily upon community acceptance and participation.

To the participants, the program presents a distinct advantage for preparation for return to the community and offers a gradual transition from incarceration to freedom.

The program is administered in accordance with provisions of Section 700A, Article 27, of the Annotated Code. Data concerning the program are summarized below:

	<i>NUMBER</i>	<i>PER CENT</i>
Paroled	3,883	46.7
Released by Court	348	4.2
Released at Expiration of Sentence	1,065	12.8
Released by Commutation of Sentence	51	.6
Withdrawn for Infraction of Rules	1,458	17.5
Withdrawn as Unsited for Program	396	4.8
Withdrawn at Inmate's Own Request	72	.9
Died While on Program	6	Less Than .1
Absconders	676	8.1
Participants on June 30, 1975	366	4.4
	8,321	100.0

Work Release Program Financial Statement

JUNE 30, 1975

	<i>Amount</i>	<i>Percent</i>
Inmate earnings	\$10,906,532	
Total available to inmates	10,906,532	
Less disbursements		
Board	2,678,744	25
To dependents	866,314	8
Other work expenses	270,398	2
Inmate personal spending	7,020,982	65
Total disbursement	\$10,836,388	100

HEARING OFFICERS - ADJUSTMENT PROCEEDINGS

Four hearing officers, who are members of the central administrative staff, coordinate inmate adjustment hearings and sit as chairman of the adjustment teams in the various institutions and installations under the jurisdiction of the Division of Correction. The hearing officers rotate among institutions after a period of three months. In addition to the role of chairman of the institutional adjustment team, the hearing officer will appear to testify before the Inmate Grievance Commission when summoned to do so concerning an adjudicated case.

The following statistics are for the period July 1, 1974 to June 30, 1975.

Number of adjustment sessions held	1,205
Number of cases heard	9,419
Number of cases dismissed without verdict	479
Number of not guilty verdicts	770
Number of guilty verdicts	7,556
Number of Cases reduced to incident report	614

**Drug Rehabilitation Project
for
Impact Releases and Parolees**

The 1973 Report on Corrections published by the National Advisory Commission on Criminal Justice Standards and Goals states:

Recognizing, however, that some addicts will commit crimes sufficiently serious to warrant a formal sentence and commitment, each institution must experiment with and work toward the development of institutional programs that can be related eventually to community programs following parole or release . .

In response to this, the Division of Correction has requested and received federal funds through the Governor's Commission on Law Enforcement and the Administration of Justice to provide comprehensive drug abuse treatment services to high impact offenders from Baltimore City.

The Project is set up in three Stages. The Maryland Reception Diagnostic and Classification Center, Baltimore, which receives all new inmates into the correctional system, has a professional Social Worker to provide initial identification, treatment, and diagnostic services to inmates eligible for entrance into the Drug Project and to recommend transfer to one of the Stage I institutions. Stage I has a professional Social Worker and Counselor assigned to each of the following institutions: Maryland House of Correction, Jessup, Maryland, Maryland Correctional Training Center and Maryland Correctional Institution, Hagerstown, Maryland. The Social Worker and Counselor act as a treatment team conducting individual, group and family counseling with the inmates in the medium security institution. Inmates successfully completing Stage I are then transferred to Stage II.

Stage II is a Pre-Release Center housing 60 inmates on the grounds of the Maryland House of Correction, Jessup, Maryland. This Center is operated under the concept of a modified therapeutic community and offers intensive counseling, psychological, educational and work release services.

Graduates of Stage II are paroled to Stage III: The Intensive Differentiated Supervision Unit of the Division of Parole and Probation. Stage III is operated under a separate grant from the Governor's Commission and offers intensive parole supervision.

The entire Project is designed to reduce the recidivism rate among high impact crime offenders by providing an atmosphere for the inmates in which the problems and causes which originally led to drug abuse and criminal involvement can be discussed and resolved.

The Stage I phase of the project has been fully operationalized during the past fiscal year. The Social Worker at the Reception Diagnostic & Classification Center has established a practice of regularly screening and interviewing all drug abusers who enter the Reception Center. Referrals are then made to the Stage I treatment teams. This screening process has also been utilized as a means to assess the drug abuse problem within the Division of Correction. Out of 1813 new commitments that were screened, 853 or 47% were found to have a drug abuse history.

In the Stage I institutions, the treatment teams have been providing individual, group, and family counseling as a primary treatment strategy. A total of 911 individual counseling sessions, 192 group counseling sessions, and 5 family counseling sessions were provided.

The construction of the Stage II, Pre-Release Center was completed on June 24, 1975. The staff for the center has also been hired and received an intensive two week training program at the University of Maryland in cooperation with the Drug Abuse Administration. It is anticipated that the first residents of the Pre-Release Center will be accepted in July, 1975.

INSTITUTIONAL POPULATIONS

	ACA Rated Maximum Bed Capacity	Rated Capacity	Average Daily Population	Annual Per Capita Costs
House of Correction	912	1,663	1,623	\$4,957
Penitentiary (Including Reception Center for Males—capacity 491)	1,003	1,518	1,399	5,432
Correctional Institution—Hagerstown (Including Correctional Training Center— capacity 1101)	1,699	1,971	1,936	4,987
Correctional Institution for Women—Jessup (Including Reception Center for Women— capacity 15)	184	216	175	9,393
Correctional Camps (Including Vocational Rehabilitation Pre-Release Unit—capacity 76)	768	996	929	4,138
Central Laundry	112	189	186	3,481
Community Corrections	55	57	47	5,642
Total for Division	4,723	6,610	6,295	\$5,401

Average Per Capita Cost

DIVISION OPERATING COSTS

	<i>Fiscal</i> 1975
Original General Fund Appropriation	\$27,797,441
Transfer of General Fund Appropriation	3,021,101
Total General Fund Appropriation	30,818,542
Less: General Fund Reversion	10,300
Net Total General Fund Expenditure	30,808,242
Add: Special Fund Expenditure	1,735,377
Federal Fund Expenditure	56,081
Reimbursable Funds	1,397,287
Total Expenditure	\$33,996,987
Non-budgeted funds:	
Law Enforcement Assistance Administration	835,616
Department of Education	475,568
	<u>\$ 1,311,184</u>

DIVISION INCOME ACCOUNTS *

	<i>Fiscal</i> 1975
Laundry Accounts	\$ 1,799,045
Work Details	188,773
Clinical and Hospital Service	40,338
Water Rents	13,999
Recoveries of Board and Lodging Costs from Work Release Inmates	295,264
Meat sales	565,065
Sale of cattle	87,659
Total	\$ 2,990,193

*Excludes State Use Industries and Welfare Fund.

DIVISION SPENDING BY PROGRAM

General Administration	\$ 2,666,935
Custodial Care	16,961,134
Dietary Services	3,357,533
Plant Operation and Maintenance	3,627,643
Clinical and Hospital Services	1,503,299
Classification, Education, Recreation, Etc.	3,393,138
Reception Center	824,508
Vocational Rehabilitation and Release Center	323,896
Laundry Operation	749,676
Rehabilitation Meat-cutting Program	575,934
Herd Operation	13,291
Total	\$33,996,987*

*\$2,990,193 of this amount was earned by the Central Laundry and other Division Income Accounts.

PRISONERS FUND

A financial ledger card is established when an inmate enters a correctional institution. All money in the inmate's possession is credited to his or her financial account. As the inmate earns money or receives it from relatives or friends, it is credited to his or her account. The inmate's purchases from commissary and other personal expenditures are charged to his or her account.

When released from confinement, the inmate is paid the amount of all funds in his or her account.

	Amount 1975	Number of Inmates at 6/30/75
House of Correction	\$125,530	1,613
Penitentiary (Including Reception Center for Males)	60,349	1,470
Correctional Institution-Hagerstown (Including MCTC)	86,825	1,929
Correctional Institution for Women-Jessup (Including Reception Center for Women)	13,935	212
Correctional Camps	84,500	1,137
Total	\$371,139	6,361

WELFARE FUND

Each institution operates a canteen-type store which sells candy, tobacco and toiletry products to inmates. Profits from these sales create the welfare fund.

The fund is used to purchase religious, library and athletic supplies. Assistance is given to inmates who do not have sufficient personal funds for the purchase of tobacco and toiletry items. Hobby and craft shops are financed.

Expenditures from the fund are restricted to projects which provide rehabilitative and recreational benefits.

INCOME STATEMENT

The Welfare Fund received	\$875,859
The Welfare Fund paid out	830,950
Net profit	44,909
Added to the accumulated earnings	\$44,909

BALANCE SHEET

Assets:

Cash needed for prompt payment of obligations	\$243,576
Receivables due for merchandise sold	54,434
Investments in U.S. government bonds	10,233
Inventories for operation of inmate stores	226,798
Equipment	205,527
Total	\$740,568

Liabilities:

Obligations for materials purchased and coupon books sold to inmates, which have not as yet been expended in Welfare Fund stores	\$104,172
Net Worth of the Welfare Fund:	
Amounts owned less amounts owed representing the fund's operating needs, plus accumulated earnings	636,396
Total	\$740,568

**MARYLAND RECEPTION, DIAGNOSTIC
AND CLASSIFICATION CENTER
BALTIMORE**

The Reception, Diagnostic and Classification Center, an adult male institution, receives those persons convicted in the State of Maryland and committed to the Division of Correction with a minimum sentence of ninety days. Begun in 1967, the Center is solely responsible for the initial assignment of all inmates in the Maryland correctional system.

The housing unit presently consists of 491 beds in B-Block of West Wing of the Maryland Penitentiary. In addition, because of overcrowded conditions, the Reception Center inmates occupy fifty-one single cells in the South Wing area of the Penitentiary, and the first, second and fifth tiers of A-Block in the West Wing of the Penitentiary. Additionally, the Reception Center has eighty inmates residing in Patuxent Institution in Jesuup. In order to meet the needs of these inmates, a "Mobile Unit," consisting of a Classification Counselor, a Social Worker and a Psychologist, weekly visits the Patuxent housing area to discuss and attempt to resolve problems and questions the men assigned there might have. If the problem is of such a nature that it cannot be solved at the housing area, the inmate is returned to the Reception Center for further handling of his case. The daily total population in the Reception Center at this time averages seven hundred residents.

Approximately one week to four weeks are required to complete an inmate's program in the Reception Center and assign him to a maintaining facility within the State correctional system. However due to present overcrowded conditions throughout the Division of Correction, a man can remain in the Reception Center as long as twelve weeks waiting for a bed in one of the other institutions. During the first four weeks of the time he is in the Reception Center, the individual is being tested and evaluated to determine which institution is best suited for his needs.

Over five thousand residents pass through the Reception Center in a given year. A staff of seventy-six is responsible for processing these residents through the institution. The staff consists of medical personnel, identification specialists, classification counselors, social workers, psychologists, psychiatrists, chaplains, educational testing personnel, correctional officers, clerical and administrative personnel. These professionals are on an interdisciplinary team approach in their decision-making process. In addition to the Reception Center staff, the Maryland Penitentiary and Penitentiary hospital play an important role in the daily life of the Reception Center.

Daily recreational periods, mail privileges and weekly church services and visits from friends and relatives are an important part of the Center's program.

During this fiscal year, 4,324 inmates were received at the Center. Of those received, 259 were parole violators, 58 were transferred from Patuxent Institution and 4,007 were committed from Court. Of the court commitments, 2,745 were Black, 1,174 were White, and 8 were classified as Other. For 80, there was no racial information because they were released by Court before statistics could be

gathered. Of the 4,007 inmates received from Court, 2,324 were received from the Baltimore City jurisdiction. The median age for all new Reception Center inmates was 19 years.

The Reception Center continues to operate under the very difficult conditions of severe overcrowding and archaic facilities. A new Reception Center is on the drawing board with working drawings expected to be completed by July, 1976 and hopefully groundbreaking near the end of calendar year 1976.

Detailed statistical information with respect to the Reception Center is covered in another area of this report.

**MARYLAND PENITENTIARY
BALTIMORE**

The Maryland Penitentiary is a maximum security institution in the Division of Correction. It is located at 954 Forrest Street in Baltimore, Maryland. A portion of the Penitentiary is used by the Reception, Diagnostic and Classification Center. The Penitentiary, however, provides food service, medical, mail and recreational services for inmates of both institutions.

During this fiscal year the Division initiated a Transportation Unit to handle all court trips and inmate transportation for all Division facilities. This unit operates at the Penitentiary with a complement of thirteen correctional officers, one lieutenant, an office supervisor and a steno-clerk. It is hoped that considerable savings will be realized through the centralization of this operation.

All members of the classification department successfully completed a course in security orientation provided by Maryland Penitentiary staff. Certificates of completion were presented.

In order to reduce expenditures for overtime in the custodial care program, all self-help group activities were moved to the lower administrative level and scheduled for times when supervision was available as a normal part of operations. For those self-help group activities requiring the use of the auditorium, correctional officers volunteered to supervise the activities at no overtime cost to the institution.

During this fiscal year a Baccalaureate Degree college program was initiated in the Maryland Penitentiary under the joint sponsorship of the Maryland Penitentiary and Coppin State College. Forty-six inmates were involved in the program's pilot semester with plans to expand the program in the future. In addition, the college level programs offered by the University Without Walls and the University of Maryland continued to serve the Maryland Penitentiary population.

In an attempt to address the problem of rising prices in the inmate commissary, a program to permit inmates to receive food, tobacco and clothing packages from visitors was expanded to operate all year instead of just during the Christmas holidays.

Religious activities were expanded during fiscal year 1975 with both Protestant and Catholic chaplains recruiting volunteer clergymen for the chaplains' services. Currently the Maryland Penitentiary provides space and supervision for religious activities of the Black Muslims, the Moorish Sunni Americans, the Sunni (Orthodox) Muslims, Jehovah's Witnesses and Seventh Day Adventists in addition to the Protestant and Catholic services. Services were also arranged for Jewish inmates on the High Holy days.

The new dining facility neared fifty per cent completion during this fiscal year.

The license of the Penitentiary Hospital was renewed by the Maryland State Department of Health and Mental Hygiene—Division of Licensing and Certification. The air-conditioning in the Maryland Penitentiary Hospital became operational during this fiscal year.

OPERATING COSTS

	Fiscal 1975
.01 General Administration	\$ 336,343
.02 Custodial Care	3,780,595
.03 Dietary Services	868,311
.04 Plant Operation & Maintenance	772,634
.05 Medical and Psychological Services	592,008
.06 Classification, Educational, Vocational, Recreational & Religious Services	425,837
.07 Maryland Reception Diagnostic and Classification Center	824,508
Total Cost	\$7,600,236

Annual per capita cost	\$ 5,432
Daily per capita cost	\$ 14.88
Daily per capita food cost	\$ 1.13

**MARYLAND HOUSE OF CORRECTION
JESSUP**

The Maryland House of Correction is a medium security correctional institution for male offenders serving sentences of three months duration to indefinite. The institutional property comprises 817 acres. Ages of inmates received range from 18 to 72.

The educational program was greatly expanded this past year largely due to the ability of the inmates, who must earn money for necessities, to earn money from the Bootstrap laundry program while attending classes. A community college program in which 60 inmates are participating was also instituted during the past fiscal year.

Inmate Educational Program	Fiscal 1974	Fiscal 1975
Academic classes attendance		
(Grades 1 to 8)	115	145
(Grades 9 to 12)	165	180
College	-	60
Special Reading and Typing	-	15
Diplomas received		
(High School)	28	35
(Junior High School)	35	50

Recreational programs were conducted with marked success. Assemblies and banquets were held to give recognition to members of the winning teams and to outstanding players. The jazz band and rock roll groups provided entertainment for inmate shows on special occasions. Inmate art shows were held at various locations in the community and received excellent acceptance.

Therapy groups were conducted by the Narcotic Treatment Team (Coordinating Program from the Department of Health and Mental Hygiene). The urinalysis program has been continued wherein specimens are gathered from participating inmates for the detection of violations. S.A.N.D., a self-help organization comprised of narcotic addict inmates, had numerous outside speakers at weekly meetings. A drug abuse seminar was sponsored by this organization for the general public and some inmates have been granted special leave to participate in community programs.

Therapy, counseling and psychiatric services continue to be provided on a limited basis. Religious services were conducted by the Protestant Chaplain. Jehovah's Witness, Muslim, and Jewish Services were available. Bible classes, choir rehearsals, office interviews, counseling and contact with families were conducted by the chaplains.

A magazine and a newsletter are published by inmates.

There was a continuation of the paint industry, laundry operations, manufacture of license plates, clothing, knitwear, various types of signs, mattresses, furniture and refinishing of furniture in the industrial compound.

The betterment of the total inmate population was enhanced with the formation of thirteen self-help and service organizations with the administration only lending administrative support and aid. One of the organizations, "I.O.C.C." (Inmate Organizations Cooperative Committee) is comprised of presidents of other organizations. Problems arising in various organizations are discussed in hope that solutions may be found before bringing them to the attention of administrative officials. Two musical groups, the Left Bank Jazz and Country Caravan participated in the entertainment programs at the Baltimore City Fair and were very successful.

There was a continuation of in-service training and middle management seminars for custodial and treatment officers.

During this fiscal year five female Correctional Officers were employed in compliance with State policy of non-sexual discrimination.

OPERATING COSTS

	Fiscal 1975
.01 General Administration	\$ 428,019
.02 Custodial Care	4,555,276
.03 Dietary Services	872,327
.04 Plant Operation and Maintenance	1,313,634
.05 Clinical and Hospital Services	415,602
.06 Classification, Educational, Vocational Recreational and Religious Services	460,559
Total Cost	<u>\$2,045,417</u>

Annual per capita cost	\$ 4,957
Daily per capita cost	\$ 13.58
Daily per capita food cost	\$ 1.0114

In Fiscal 1975, \$583,267 of the above costs were earned through Laundry Operations, Water Rents and Medical Testing.

MARYLAND CORRECTIONAL INSTITUTION
HAGERSTOWN

The Maryland Correctional Institution-Hagerstown is a medium security institution with a rated capacity of six hundred cells. The oldest of the three facilities which make up the Hagerstown complex, this institution provides segregation cells for both the Maryland Correctional Training Center and the Work Release Center. At the close of this fiscal year, there were three hundred forty-six single bed cells, two hundred fifty-two double bed cells, twenty single cells in the security unit, twenty-four beds in the hospital, five mental confinement cells, and eight isolation cells.

The classification department functioned at its usual efficient capacity of preparing pre-parole reports, counseling inmates, participating in the classification and adjustment teams, and the Parole Board hearings. The classification team in 435 meetings reviewed 3,266 cases.

The program of the education department was expanded with the reimplementation of Title I funds, namely, the reading program and library inventory. Academic day program had an average enrollment of 180 students. The other programs including art, music, evening school, and vocational, had 400 students. Graduation ceremonies for twenty-four graduates was the highlight of the year as families and friends of the residents were invited. The Maryland General Education Development examination was administered bi-monthly by Hagerstown Junior College. One hundred fifty-eight men were tested, with forty-seven earning high school diplomas. The advanced form of the Metropolitan Achievement Test was given on three occasions. 106 inmates were tested, with fifty-four earning an eighth grade certificate. All students entering the education program were tested before entrance and after completion and almost every student showed a substantial increase in achievement. College level tests were given to four inmates during fiscal year 1975. Seven students have earned certificates in the new sheet metal vocational shop. Electronics vocational shop graduated twenty students. The business education program was reduced to a half-day because Title I funds were discontinued. Fifteen residents took part in the art program offered through Hagerstown Junior College. Music program continued with approximately twenty students. Two new satellite libraries were opened with the help of federal funds. The main library increased the number of volumes, added new books, and audio-visual equipment. The Washington County Free Library bookmobile visited bi-weekly. The library was honored to receive an interesting exhibit of ritual masks of Black Africa entitled "A Face for a Spirit" provided by a grant from the Maryland Arts Council.

The Inmate Council continued to meet periodically and S.A.N.D., Alcoholics Anonymous, and Life Style self-help groups met on a weekly basis.

Recreation for the inmate population included softball, basketball, baseball, football, weightlifting, volleyball, ping pong, speed bags, and punching bags. Run-for-your-health continued through the summer months. Several outside entertainment groups came to the institution and there were regular movies and television.

Religious services continued with a Catholic and a Protestant full-time chaplain. Muslim weekly services are conducted by an inmate minister. The chaplains also participate as a part of the classification teams and counseling.

There were 10,710 dispensary visits, 1,425 dental visits, 328 visits to optometrist, and the dermatologist had 480 visits. The medical department hospital had three hundred ninety-six patients with 1,136 hospital days. Referrals are still made to the Maryland Penitentiary hospital and the University Hospital. The consulting psychiatrist conducted five hundred sixty-five interviews on which reports were made. The full-time psychologist interviewed seven hundred thirty-one inmates, on which two hundred forty-four reports were written.

The maintenance department continued the usual painting, repairs, installation of equipment, minor construction, removed light bulbs to conserve energy, and other general maintenance.

The personnel department handled its usual heavy workload of new employments, promotions, transfers, grievances, etc. The employee newsletter "Breakthrough" was published monthly. There were weekly and monthly meetings with employee organizations, except when waived by the organizations.

The Career Development Center continued to be active for overnight guests participating with parole and probation agents training on three occasions. Ten staff meetings were conducted there, as well as ten Title I staff meetings, two Title I workshops, five education staff meetings, two assistant managing officers meetings, three classes of the Training Academy, one Division Inmate Survey, one Department of Personnel Alcoholism Seminar, one area Catholic Priests meeting, and fifty-six Coppin State College Classes.

Correctional Officers transported a total of 3,342 inmates throughout the fiscal year to the courts, on compassionate leave, to Washington County, University, and Maryland Penitentiary Hospitals, and to other institutions. This involved a total of 1,966 Correctional Officers and 16,653 man-hours. With the implementation of the transportation corps in the Division, overtime has been reduced. This corps transports inmates appearing in courts east of Frederick. There were 15,253 inmates receiving visits from 22,390 visitors. Mail received amounted to 104,362 pieces and 106,458 pieces were sent out with 13,402 packages being received.

The adjustment team held two hundred twenty-two hearings with 3,095 cases heard. Of these, 2,879 cases received action with two hundred sixteen given adjustment release.

State Use Industries employed an average of 88 inmates with an average earning of \$191.31 per resident.

(For Operating Costs, see page 30. Both the Maryland Correctional Institution and the Maryland Correctional Training Center operate under a single budget.)

THE CORRECTIONAL TRAINING CENTER HAGERSTOWN

The Maryland Correctional Training Center is a medium security institution with a rated capacity of 1,026 individual cells. The Center stands within a double fenced enclosure comprising 39 acres and eleven separate physical structures. Contiguous to the Training Center is a minimum security Work Release/Pre-Release Center which has a capacity of seventy-five cells. The population of the Training Center is predominantly black, youthful (18-25), urban in nature, most lack any firmly developed job and/or educational skills, a significant number of them are first offenders, and the average length of stay is six to eight months.

During the fiscal year covered by this report, there were instructional programs (academic and vocational) which serviced nearly fifty per cent of the population. The academic program serviced some 225 full-time students covering grade levels one through twelve. The terminal point of the academic program is the successful completion of the G.E.D., (General Educational Development Test). There are also approximately thirty students involved in college level education through the Hagerstown Junior College. At any given time and predominantly from September to May, there are 50-150 men attending part-time classes either at night or during the day in a variety of subjects.

Vocationally, programs are available in a variety of trade training areas which serve approximately 150-170 men. Areas of instruction include: auto mechanics, carpentry, woodworking, masonry, machine shop, barbering, plumbing, shipyard welding, marine pipefitting, diesel driving and maintenance, and auto body and fender repair.

A classification department provides counseling and program monitoring services for the population. The population is distributed according to numerically assigned caseloads among nine counselors. This department makes program assignments/changes, recommends transfers, participates in the adjustment process, makes individual referrals, provides individual counseling, prepares parole summaries and recommendations, and handles individual resident problems. The department makes all assignments for residents and generally handles any and all inmate program management functions.

Operating somewhat as an adjunct of the classification department is the Community Services Coordinator. This staff person is involved in recruiting and monitoring community volunteers, population entertainment, arranging leaves for inmates to community activities, and assisting self-help groups in community-related functions.

Medical services for the Center are provided by a fulltime physician. Cases requiring special diagnosis or treatment are referred to the Penitentiary Hospital and the intermediate care facility at the Maryland Correctional Institution-Hagerstown. It should be pointed out that MCI-H and MCTC operate in concert medically. That is, bed-care, referrals, etc., are provided by MCI-H.

A Catholic and Protestant chaplain meet the spiritual needs of the population. The clergymen also serve as advisors to various religiously oriented groups and

advise other organizations. They also cooperate with clergy and certain lay people from the community who come to MCTC regularly to conduct religious activities.

The food services department prepares meals for the entire Hagerstown Complex inclusive of MCTC, MCI-H, and the Work Release Center. Food is transported to these facilities via heated food carriers.

The fiscal offices, training/personnel, and maintenance offices function to serve both the Correctional Institution and the Training Center.

Certain changes, additions, etc., were made to the various departments during the fiscal year.

Educationally, Title I funds again became available to MCTC during this past fiscal year. Employed in supportive service roles are six instructional personnel in Career Education, Oral Language Specialists, Counseling, and Business Practices. To accommodate this increase in staff, certain physical alterations were and are being made to an industrial building. A large open area within that building is being sectioned off into classrooms.

Also, during this fiscal year, we have applied for a certification study to be made of the academic and vocational education components. An accreditation team from the State Department of Education will make a series of on-site inspections and if successful, the educational segments of the institution will receive certification from that department. This will enable the shops to receive funding support from the Division of Vocational-Technical Education and will open up State Department of Education supportive services for the academic component, also.

As a result also of submission of state plans to Vocational Education, the institution is in an excellent position of acquiring at least two additional vocational education training areas in commercial painting and mechanical drawing or drafting.

The High Impact Drug Program became operational also during this fiscal year. Functioning as part of the classification department, a social worker and a classification counselor handle a specialized caseload of drug offenders. This program includes therapy sessions while in the institution, as well as participation in a pre-release facility which is located at the Maryland House of Correction. The first residents from MCTC were recommended for transfer to this facility this fiscal year.

This fiscal year also saw an increase in the size of the institutional parole agent staff. The parole agent staff increased from one to three in order to implement the parole disclosure law. The parole disclosure law has also had an effect on the classification section in that pre-parole reports must now be done sixty days ahead of the parole date and also, counselors must now sit in on disclosure hearings.

(The following operating costs cover both the Maryland Correctional Institution and the Maryland Correctional Training Center)

OPERATING COSTS

	Fiscal 1975
.01 General Administration	\$ 511,834
.02 Custodial Care	5,104,648
.03 Dietary Service	1,017,198
.04 Plant Operation and Maintenance	1,032,265
.05 Clinical and Hospital	313,760
.06 Classification, Educational, Vocational Recreational and Religious Services	1,083,704
.07 Rehabilitation Meat Cutting	575,934
.08 Herd Operation	13,291
Total Cost	<u>\$9,652,534</u>
Annual per capita cost	\$ 4,987
Daily per capita cost	\$ 13.66
Daily per capita food cost	\$.9315

**CORRECTIONAL INSTITUTION FOR WOMEN
JESSUP**

The Maryland Correctional Institution for Women is located in Jessup, Anne Arundel County. In addition, it operates a Reception Center for all females committed to the jurisdiction of the Division of Correction. This unit coordinates all sections of the institution for interviewing and testing prior to classification of the inmate. Admission procedures for evaluation and diagnosis are completed prior to transfer to the institution proper.

During the past fiscal year, the institution's capital improvement program has continued. The renovation of the former dining room was completed and the area has now been converted to a vocational sewing shop. The perimeter and front gate post has been completed and fully activated. The second cottage for general living has been closed for renovation. Preliminary plans have been initiated for the third cottage renovation.

The classification section has continued to maintain responsibility to the general population and Reception Center. During the admission procedures, this section assures coordination among all department in preparation of interviews and test materials with a social history for presentation to the Classification Team. Individual classification counselors caseloads are established at the time of admission and maintained throughout an individual resident's incarceration. There is responsibility for coordination with institutional programing and community programing in preparation for release by supporting both internal and external program services for the resident population. During the past year, this section processed 285 family leave furloughs, 57 special leaves and 18 compassionate leaves. This section works jointly with the Work Release program in processing residents for employment in the community. During the past fiscal year, a total of 46 residents participated in this program.

The medical section has continued to maintain responsibility to the general population and the Reception Center. This section also coordinates external medical services. During the past year, the institution's sick call procedures have been expanded by maintaining physicians for daily service. Specialized treatment services are provided by part-time physicians and clinics at the University of Maryland Hospital. The institution's pharmacy has been coordinated and expanded to support all internal and external medical services. During the past year, this department has fully implemented procedures for developing and maintaining detailed individual medical records. In addition, they have implemented a medication profile which is maintained on each individual resident throughout her incarceration. This section coordinates external medical services at the Maryland House of Correction and the Correctional Camp Center, and specialized clinics and services at University Hospital.

The psychology section has responsibility to the general population and Reception Center. During the past year this section's admission interviews, testing and evaluation procedures have been reorganized. In addition, this unit coordinates psychiatric services during the reception process and throughout an individual's

incarceration in the general population. The psychiatric services also administers the Reception Center's detoxification program. This unit works in conjunction with the psychological services attached to the Parole Board and coordinates Board referrals for evaluation.

The educational section has joint responsibility to the Reception Center and general population. During the admission process, they conduct testing and evaluation for program participation. The section is structured to deliver services in three areas: remedial, intermediate and high school equivalency programs. During the past year a reading program has been implemented for residents under 21 years of age who are in need of specialized services. The educational program utilizes community volunteers on an individual or small group basis to supplement the high school equivalency program.

The library section was reorganized during the past year with the addition of books and services. The institution's library continued to be supplemented by the Anne Arundel County bookmobile which is available to the resident population. A volunteer program has been fully implemented wherein librarians are rendering services resulting in weekly coverage. In addition, the community volunteers are conducting specialized programs for reading and general discussion groups. As a result of the volunteer involvement, a satellite library has been established in the admission area wherein services are available during the admission process.

The recreation section has expanded program services to the resident population. This section has developed internal programs and external community programs. A community program for basketball and volleyball has been fully implemented. This section also has responsibility to schedule entertainment programs for the resident population. The program is supplemented by community volunteers conducting physical education and modern dance programs.

The vocational program for the resident population has continued. During the past year the third class of students has graduated from the school of cosmetology. The AFL-CIO welding course has been increased to accommodate additional students. In addition, both internal and external support services have been expanded and coordinated with the institution's classification section, particularly in the area of pre-release employment. The Institutional Training Program initiated a pilot program establishing a carpentry course. One class has graduated and plans are currently being developed for employment resources in the community. The Home Economics program expanded services during the past year by activating the food preparation unit. This program continues to be supplemented by student interns and volunteers. This program has been actively involved in several community functions where articles have been displayed.

During the past year, the institution's community volunteer program has been expanded to provide services to the resident population and pre-release programs. Volunteers are actively involved with various institutional departments. New volunteer programs have been implemented with organized community groups. A pre-release program was implemented with the joint effort of community college volunteers. Several departments have involved interns from various colleges.

Throughout this fiscal year, programming and plans have been developed to increase community services for the female population. Preliminary plans have been established to activate the Community Corrections Center at the St. Ambrose Parish. This has involved internal and external planning. Procedures have been developed to implement the Mutual Agreement Program within the institution and for community resource programs.

OPERATING COSTS

	Fiscal 1975
.01 General Administration	\$ 152,602
.02 Custodial Care	954,081
.03 Dietary Services	133,374
.04 Plant Operation and Maintenance	143,512
.05 Clinical and Hospital Services	113,465
.06 Classification, Educational, Vocational, Recreational and Religious Services	146,821
TOTAL COST	<u>\$1,643,855</u>
Annual per capita cost	\$ 9,393
Daily per capita cost	\$ 25.73
Daily per capita food cost	\$ 1.0183

A total of \$10,387 of the operating costs was earned through work details.

CORRECTIONAL CAMPS

The Division operates the following installations which comprise the Correctional Camp System:

Correctional Camps Administration Building

Jessup, Anne Arundel County
Staff: 31

Maryland Correctional Camp Center

Jessup, Anne Arundel County
Staff: 78
Capacity: 420
Average Population: 449

Eastern Correctional Camp

Church Hill, Queen Anne's County
Staff: 31
Capacity: 96
Average Population: 129

Poplar Hill Correctional Camp

Quantico, Wicomico County
Staff: 35
Capacity: 115
Average Population: 160

Southern Maryland Correctional Camp

Hughesville, Charles County
Staff: 28
Capacity: 85
Average Population: 117

Community Vocational Rehabilitation and Release Center

926 Greenmount Avenue, Baltimore, Maryland
Staff: 23
Capacity: 76
Average Population: 73

Central Laundry Correctional Camp

Sykesville, Carroll County
Housing Unit Staff: 39
Laundry Staff: 15
Capacity: 112
Average Population: 186

The Correctional Camps Administration Building at Jessup is the Headquarters of the correctional camp system. This building houses the administrative, accounting and classification offices of the entire camp system.

The correctional camp system consists of the Maryland Correctional Camp Center at Jessup (Anne Arundel County) and five other camp facilities. The Correctional Camp Center is the nerve center of the camp system. It is the largest camp and serves as a receiving and distribution facility for all of the inmates coming into and going out of the camp system. The Camp Center, for all practical purposes, has also developed into the primary Release Center for the Division of Correction.

During the fiscal year, a multi-purpose building was constructed adjacent to the Correctional Camp Center. This building is utilized for library services and for the expanded educational program.

The men housed at Central Laundry Correctional Camp are employed at Central Laundry at Sykesville, which is also a part of the camp operation. The Central Laundry is the largest laundry operation, commercial or otherwise, in the State of Maryland, processing more than eleven million pounds of laundry annually.

On June 30, 1975, there were 1,135 inmates housed in the camp system facilities. During the year, over 3,000 inmates passed through the camp system. These inmates were received from all of our male state correctional institutions and from the Division's Reception Center in Baltimore City, on recommendations of the classification screening committees.

Classification counselor services are available to all correctional camp inmates. The classification counselor assists the inmate in every way possible with his personal problems and assignments, and processes all of the papers necessary for compassionate leaves, family leaves, parole hearings and discharges. The Classification Supervisor, in addition to supervising the above, is also charged with the proper and accurate maintenance of inmate files.

Medical services are provided at the Maryland Correctional Camp Center for the entire camp system population with the exception of Central Laundry Correctional Camp which has its own part-time doctor. In addition, there are Independent Medical Technicians employed at Poplar Hill and Southern Maryland Correctional Camps.

Dental services are provided at the Camp Center for the inmates of the camp system and also for the inmates of the Maryland Correctional Institution for Women.

An educational program has been established in the camp system providing Programmed Instruction Specialists at every camp, who work with the inmates on an individual and small group basis and prepare them for the high school equivalency examination.

The recreational program consists of intramural sports and participation in various community recreational leagues. This involvement in the community is not only beneficial to the inmate population but has led to better acceptance of the correctional facilities by the communities. In addition to the athletic program, other activities include television, movies and outside entertainment provided on a regular basis for all of the inmates.

Library facilities are rather limited at the outlying camps, however arrangements have been made with local library services for regular visits by the bookmobile. This enables the inmates to have access to current publications. Donations of magazines are also received from the post office.

Protestant and Catholic religious services are conducted regularly at each camp. Bible classes are held periodically. The camp choirs frequently visit local churches in the community.

Through the food administrator whose office is located at the correctional camp center, and the correctional dietary officers assigned at each camp, uniform menus have been planned throughout the camp system. All food purchases are made at the Camp Center and distributed to the other camps. Through this system of planned diet and central purchasing, food costs have been held within budgeted allowances while, at the same time, maintaining the excellent quality and adequate quantity of the food.

All of the inmates are permitted to have visitors. Visiting periods vary according to the circumstances of each camp, however, each inmate is allowed visits weekly, on special holidays and during the holiday seasons. Every effort is made to encourage visiting and visiting is conducted on an informal basis with a minimum of supervision.

The family leave program has become one of the most active and important programs within the camp system. During the year, inmates on a selective basis were allowed the privilege of going home for weekends with their families under the family leave program. This program has enjoyed a high success rate since its inception and continues to serve in a very positive way those inmates who are nearing release or who are successfully participating in the work release program.

The work release department of the Division of Correction has offices at the Correctional Camp Center. Work release committees meet at least once a month at each camp to screen those inmates who have applied for the work release program. Work release representatives provide counseling and on-the-job supervision of inmates on the program. The camp system works very closely with the work release department in a supportive role in this program. The camp system provides custodial supervision when the inmates are not actually on the job, and transports inmates to and from work. Schedules must be worked out with the work release department to insure a smooth operation. The Camp Center also handles much of the inmates' finances.

During the 1975 fiscal year, there were 802 camp inmates on the work release program. The number of inmates on work release on June 30, 1975, was as follows:

Maryland Correctional Camp Center	141
Eastern Correctional Camp	30
Poplar Hill Correctional Camp	53
Southern Maryland Correctional Camp	44
Community Vocational Rehabilitation & Release Center	28
	296

EARNINGS OF CORRECTIONAL CAMP PROGRAM FISCAL YEAR 1975

Maryland Correctional Camp Center	\$ 52,976.00
Poplar Hill Correctional Camp	66,890.00
Southern Maryland Correctional Camp	29,900.00
Eastern Correctional Camp	39,117.00
Sub Total	\$ 188,883.00
Central Laundry	1,254,509.00
Work Release Income	253,903.00
Total	\$1,697,295.00

OPERATING COSTS

	Fiscal 1975
.01 General Administration	\$ 386,348
.02 Custodial care	1,919,023
.03 Dietary services	466,323
.04 Plant operation and maintenance	365,598
.05 Clinical and hospital services	68,464
.06 Classification, Educational, Vocational, Recreational and Religious Services	314,109
.07 Vocational Rehabilitation and Release Center	323,896
.01 Custodial care-Central Laundry	647,611
.02 Laundry operation-Central Laundry	749,676
Total costs	\$5,241,048
Annual per capita cost	\$4,700
Daily per capita cost	\$ 12.88
Daily per capita food cost	\$.9819

A total of \$1,697,185 of the operating costs was earned through laundry operations, work details and recovery of board and lodging costs from work release inmates.

LABOR SALES — FISCAL YEAR 1975

MONTH	MCCC	PHCC	SMCC	ESC	TOTAL
July, 1974	\$ —	\$ 1,080.00	\$ 616.00	\$ 282.00	\$ 1,978.00
August	1,616.00	3,771.00	192.00	304.00	5,883.00
September	—	—	642.00	120.00	762.00
October	8,135.50	7,512.00	4,649.00	6,256.00	26,552.50
November	3,850.50	2,890.50	2,011.00	3,736.00	12,488.00
December	1,482.00	2,460.00	552.00	152.00	4,646.00
January, 1975	5,952.50	2,452.00	1,708.00	2,753.00	12,865.50
February	2,784.00	4,693.00	2,204.00	3,120.00	12,801.00
March	7,179.00	5,874.00	2,942.00	6,232.00	22,227.00
April	3,406.00	10,540.00	1,767.50	2,536.00	18,249.50
May	8,674.00	6,944.50	6,196.00	6,010.00	27,824.50
June	9,896.50	18,673.00	6,420.50	7,616.00	42,606.00
Totals	\$52,976.00	\$66,890.00	\$29,900.00	\$39,117.00	\$188,883.00

COMMUNITY CORRECTIONS TASK FORCE

In 1970, the Raisin Committee was established to investigate the technical, financial and political feasibility of a state-wide move to community corrections. This committee recommended that Maryland could and should move rapidly in this direction. As a result, in October, 1971, Governor Mandel authorized the formation of a Community Corrections Task Force. The Task Force was formed to research, design and implement a state-wide system of community correction centers.

The Task Force has completed its third year of operation. Through federal (LEAA) funds and state cash-match funds, a total of \$200,000 was appropriated for each of the three initial years of funding. In FY '76 the Task Force will be a state budgeted component of the Division of Correction.

During fiscal 1972, the Task Force concentrated its efforts on research into the feasibility of a state-wide system of community correction centers and planning a prototype model, including architectural designs, treatment programs and staffing patterns. It developed a ten-year implementation plan for community corrections.

During fiscal 1973, actual site acquisition for capital construction projects began. This has proven the most difficult assignment facing the Task Force staff. Development of community acceptance for a specific site is a time-consuming and often discouraging task. During 1973, standards for the operation of community correction facilities were developed and promulgated and an evaluation plan to thoroughly assess the effectiveness of community correction centers was developed as requested by state legislature.

During fiscal 1974, the Community Residential Facility for Youth began delivery service with 28 beds available to offenders under state jurisdiction. Contractual agreements were also made with Dismas House to provide 24 beds and the Montgomery County Pre-Release Center for six beds. Also developed during fiscal 1974 was a model for Mutual Agreement Programming.

In fiscal year 1975, Mutual Agreement Programming was initiated. Contractual agreements were made with the Parole Board, the Division of Correction and inmates in community correction facilities and the St. John's Welding School at the Maryland House of Correction. During the year 109 inmates signed contracts with the Parole Board. The agreements led to an average reduction in length of stay of 51 days per inmate or a total of over 5,500 inmate days during FY 1975. An additional federal grant has also been approved that will provide Mutual Agreement Programming for women and assistance in purchasing community based rehabilitation services through a voucher/purchase system.

The Community Residential Facility for Youth, Dismas House and the Montgomery County Pre-Release Center all continued to provide beds and treatment services during the fiscal year. In addition to these facilities, the staffs for both the Community Correction Center for Women and the Community Based Work Release Center in Baltimore were hired and trained and were preparing to accept their first residents during the month of July, 1975.

Efforts have continued to locate new acceptable sites for additional community correction centers. In Prince George's County nine sites were reviewed as possible center locations. In Howard County the Task Force is working closely with the County Executive's Office on site development. In Anne Arundel County a site was proposed on the Old Army Ordnance Depot and in Baltimore City a plan is being proposed to develop a program in each councilmanic district. In addition, a grant application to cover the local cash match for the construction of a Pre-Trial Module was approved by the County Commissioners of Charles, Calvert and Saint Mary's Counties and submitted to the Governor's Commission for approval.

To develop public awareness and acceptance of the efforts of the Community Corrections Task Force the public relations firm of Eisner and Associates was contacted to develop television and radio tapes for public broadcasting. The tapes were aired and many favorable comments were received.

The Task Force will continue to be involved in locating acceptable sites and developing the community involvement necessary to actually acquire sites in all areas of the state. The development of viable contractual agencies from whom the purchase of residential services can be made and the development of new programs will continue, along with the monitoring of operational programs.

FEDERALLY FUNDED PROGRAMS

The Division of Correction utilizes federal monies to support its inmate programming objectives and to expand its rehabilitative capabilities. Some federally-funded programs are developed as a supplement to ongoing rehabilitation efforts which are already known to be effective. Other such programs are initiated on a demonstration basis. For all projects, activities are closely monitored to determine program impact and effectiveness. Programs which prove effective in rehabilitation of the confined offender are included in the Division's annual budget request to the legislature.

Over the years, financial assistance has been obtained from a variety of federal sources, including the Omnibus Crime Control and Safe Streets Act of 1968 (as amended by the Crime Control Act of 1973), the Vocational Rehabilitation Act, the Elementary and Secondary Education Act, the Comprehensive Employment and Training Act (1973), Library Services and Construction Act and National Defense Education Act. During fiscal 1975, the Division operated the following programs through federal grants:

- House of Correction Welding School: (third year funding) Provides a training course in welding for 100 inmates.
- Comprehensive Re-Education Center: (third year funding) Provides funds for a Crisis Intervention Center at the Penitentiary for inmates in need of immediate psychological assistance.
- Home Management Program: (third year funding) Provides instruction in consumer skills, home management, family development and child care to inmates at the Correctional Institution for Women.
- Independent Medical Technician Project: (third year funding) Provides funds to employ medical technicians to give medical care to inmates of the correctional camp.
- Research and Development Project: (third year funding) Provides funds to employ an individual to supervise data collection and evaluation of federally-funded projects.
- Drug Rehabilitation Project for Impact Releasees and Parolees: (second year funding) Provides funds to establish a drug therapy program for inmates from Baltimore City.
- Jail Inspection Program: (second year funding) Provides funds to expand the Division's jail inspection capabilities.
- Seminar Attendance Project: (first year funding) Provides funds for selected managers and professional staff to attend training programs.
- Comprehensive Alcohol Treatment Program: (first year funding) Provides for identification of inmates with drinking problems and to establish a program of alcohol counseling in the correctional camps.

- Saint Ambrose Community Correction Center for Women: (first year funding) Provides a community based residential reintegration facility for female Baltimore City residents.
- Offender Employment and Follow Thru Model: (first year funding) Provides for the development of a model that will be utilized for the implementation and coordination of employment and employment related services for offenders.
- MAP Voucher Program for Women: (first year funding) Provides Mutual Agreement Programming for female offenders and provides financial assistance in purchasing community based rehabilitation service.
- Community Residential Facility for Youth: (second year funding) Provides a community based residential treatment center (O'Brien House) for youthful offenders (17-25 years old) committed to the Division of Correction for High Impact offenses.
- Community Based Work Release Center for Baltimore City: (first year funding) Provides a work release facility for one hundred inmates located in Baltimore City.
- Vocational Education Director: (second year funding) Provides the coordination for the expansion and improvement of vocational technical programs within the Division of Correction.
- State Use Industries Comprehensive Plan: (first year funding) Provides consultant services to assist in the development of a long range plan for State Use Industries.
- Adult Basic Education: (Adult Basic Education Act funding) Provides new instructional equipment at the Maryland House of Correction.
- Supplemental Language Arts Program: (ESEA Title I funding) Provides language art instruction, especially reading to inmates under twenty-one years old who are enrolled in institutional school programs.
- Library Services and Construction Act (LSCA, Title I) Provides the coordination for expansion and improvement of library facilities within the Division of Correction. Also provides funding for the establishment and development of complete library facilities at the Maryland Penitentiary and the House of Correction.
- National Defense Education Act (NDEA) Provides instructional equipment and materials for library facilities at Correctional Camp Center, Correctional Institution for Women, Correctional Training Center and Correctional Institution in Hagerstown.

STATE USE INDUSTRIES

The Industries are operated by the Division in accordance with the provisions of Article 27, Section 681, of the Annotated Code of Maryland (1971 Replacement Volume) and conducted under the direction of civilian employees who supervise and train inmate workers engaged in the manufacture of finished goods.

The objectives of the State Use Industries program are:

- To provide inmates with the opportunity to learn industrial skill or service craft, together with a sense of accomplishment.
- Providing high quality products and services at substantial savings to qualified customers.
- Helping private industry and local businesses, through training programs, to meet identified employment needs of the community.

Items manufactured are sold to the State and its political sub-divisions, State-owned, controlled or managed institutions and charitable, civic, educational, fraternal or religious groups. The products so purchased are for the use of these agencies and may not be resold.

The Division establishes prices for State Use products, which may not exceed wholesale market (or equivalent) rates. All purchases of materials and supplies and all sales to State agencies are made through and in accordance with the regulations of the Department of Budget and Fiscal Planning.

The Maryland Workshop for the Blind has been incorporated into the State Use Industries program. State Use Industries provides Blind Industries and Services of Maryland with over \$150,000 yearly in wages to unsighted and handicapped workers for subcontracted services.

There have been a number of recent developments in State Use Industries procedures. State Use Industries has expanded its metalworking program at the Hagerstown Complex and has opened a re-upholstery shop there. A full-sized sign shop, equipped to do silk screening is now producing traffic highway safety signs at the House of Correction. An optical shop is in full swing at the Women's Institution, making single-focus eyeglasses and training female inmates to be optical dispensers.

A pilot program for providing janitorial services at the State Office Building at 2100 Guilford Avenue is being planned. If successful, it is the hope to expand these services to other facilities.

For the Bicentennial Year, the State Use Industries sewing shop at the Women's Institution is producing commemorative flags in addition to the regular United States and State of Maryland flags. The official flag for the State Bicentennial Commission was produced by this unit.

Plans are under way to publish a new State Use Industries catalog. It will be designed to attractively present State Use Industries products and services to those who are eligible to benefit from its use.

During the fiscal year covered by this report, a request for proposal to develop a long range plan of direction and implementation for the State Use Industries was advertised. The work is to be accomplished under an LEAA grant. Submissions were evaluated in May and June and it is expected that a selection will be made early in fiscal 1976.

**STATE USE INDUSTRIES
SUMMARY OF OPERATIONS—1975**

	<i>Fiscal 1975</i>	<i>Per Cent of Cost</i>
The Industries received:		
From sale of products	\$3,796,283	
The Industries paid out or provided:		
For labor cost	980,715	23.5
For materials, supplies, services, depreciation and other expenses	3,036,633	76.5
Total cost	<u>\$3,967,398</u>	<u>100.0</u>
Result of operations:		
Net Loss	<u>\$(171,115)</u>	
Which was used:		
As a reduction in the operation and expansion reserve	<u>\$(171,115)</u>	

JUNE 30, 1975 AUTHORIZED CAPITAL PROJECTS
PROJECTS STATUS APPROPRIATION

Headquarters

Construction of a Community Correctional Center in Prince George's County	In Process	\$ 2,000,000
Acquisition of land and construction of a Community Correctional Center in Baltimore City	In Process	2,125,000
Acquisition of land and detailed plans for a second Community Correctional Center in Baltimore City	In Process	325,000
Conversion of Southern Maryland Correctional Camp in Hughesville into a Regional Community Correctional Center	Detailed Plans	1,444,100
Detailed plans and acquisition of land for a Regional Community Correctional Center for Howard, Carroll, and Frederick Counties	In Process	144,000
Detailed plans for a 400-bed Maximum Security Institution	In Process	500,000
Detailed plans for a Reception and Classification Center (400 beds) and a Baltimore City Community Correction Center (108 beds)	Detailed Plans	370,000
Acquisition of land for a Regional Community Correctional Center for Worcester, Wicomico and Somerset Counties	In Process	60,000
		<u>\$ 6,968,100</u>

House of Correction

Construction of Guard Towers	Completed	\$ 115,000
Convert old soap shop to office space	Under Construction	125,000
Hospital	Completed	638,000
Conversion of old power plant to vocational training shop	In Process	5,000
Construct new facilities and relocate existing utilities underground	Under Construction	150,000
Renovate the shower facilities in Dormitories H, I, and J	Under Construction	210,000
Install high pressure water system	Under Construction	250,000
Detailed plans and construction costs to install exhaust system in the woodshop	Under Construction	175,500

Detailed plans and construction costs to renovate Ice Making and Refrigeration System	Under Construction	178,000
Design and rewiring of West Wing to include installation of Security Lighting and tamper proof cell lights	Under Construction	190,000
Design and installation of Security Lighting in and around selected building	Under Construction	65,600
Design and installation of a hot water system in the West and South Wing cells	Under Construction	370,000
Design and preparation of detailed plans and specifications for an institutional Visiting Area	Preliminary Plans	18,000
		<u>\$ 2,490,100</u>

Penitentiary

New dining hall, kitchen and bakery building	Under Construction	\$ 2,234,000
West and South Wing Renovation	Under Construction	1,925,000
Air Condition Prison Hospital	Completed	20,000
Replacement of Security Lock System in "C" Dormitory	Under Construction	60,000
Installation of Security Lighting on West Wing, South Wing, "C" Dormitory and various other buildings	Detailed Plans	207,000
Detailed plans for the renovation of the Security Cage and Main Floor area of the Administration Building	Preliminary Plans	16,000
		<u>\$ 4,462,000</u>

Maryland Correctional Institution—Hagerstown

Renovation of main building	Completed	\$ 1,625,000
Gymnasium	Completed	639,000
Installation of additional security lighting	Detailed Plans	66,000
		<u>\$2,330,000</u>

Maryland Correctional Training Center

Installation of security lighting between Vocational Building and Housing Units	Under Construction	\$ 29,000
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Correctional Institution for Women

"C" Cottage renovation	Under Construction	\$ 385,000
"B" Cottage Renovation	Detailed Plans	21,000
Installation of Security Lighting	Detailed Plans	44,000
		<u>\$ 450,000</u>

Correctional Camps

Receiving, Storing and Distribution Building Headquarters, Jessup	Under Construction	\$ 150,000
Install Refrigeration—Freezer Room at the Community Vocational Rehabilitation and Release Center (Baltimore City)	Completed	36,000
		<u>\$ 186,000</u>

Central Laundry

Renovation of laundry	Completed	\$ 300,000
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GRAND TOTAL\$17,215,200

OFFENSES OF COMMITTED PERSONS*

FISCAL 1975

(July 1, 1974 through June 30, 1975)

OFFENSES	REC. CRT. (Males)	REC. CRT. (Females)	TOTAL
Arson	14	0	14
Assault	693	42	735
Breaking and Entering	503	5	508
Contempt of Court	32	1	33
Contributing to the delinquency of a minor	0	0	0
Destruction of Property	49	1	50
Disorderly Conduct	15	2	17
Escape	31	0	31
False Pretense	90	11	101
Forgery, Fraud	51	10	61
Gambling	10	3	13
Kidnapping	27	2	29
Larceny	803	19	822
Motor Vehicle	108	1	109
Manslaughter	61	19	80
Murder, First Degree	37	4	41
Murder, Second Degree	78	7	85
Narcotics	406	51	457
Non-Support	5	0	5
Probation Violation	209	20	229
Rape	108	0	108
Resisting Arrest	78	6	84
Robbery	371	14	385
Robbery, with deadly weapon	475	12	487
Rogue and Vagabond	48	0	48
Sexual	37	11	48
Shoplifting	179	67	246
Stolen Goods	141	11	152
Theft	10	0	10
Unauthorized Use	123	3	126
Weapons	215	16	231
All Other	422	19	441

* The number of offenses will exceed the inmate count because some inmates are confined for more than one offense.

AGE GROUPS OF COMMITTED PERSONS

FISCAL 1975

(July 1, 1974 through June 30, 1975)

AGE	REC. CRT. (Males)	REC. CRT. (Females)	TOTAL
16 years and younger	23	3	26
17 years	126	2	128
18 years	241	10	251
19 years	377	17	394
20 years	342	7	349
21 years	309	17	326
22-25 years	1,100	107	1,207
26-30 years	668	48	716
31-35 years	351	32	383
36-40 years	175	13	188
41-50 years	193	19	212
51-60 years	70	4	74
61 years and older	32	1	33
TOTAL	4,007	280	4,287

LENGTHS OF SENTENCES OF COMMITTED PERSONS

FISCAL YEAR 1975

(July 1, 1974 through June 30, 1975)

SENTENCES	REC. CRT. (Males)	REC. CRT. (Females)	TOTAL
3 months	24	2	26
4 - 6 months	515	51	566
7 - 12 months	610	55	665
13 - 18 months	436	38	474
19 months to 2 years	311	21	332
25 months to 3 years	437	25	462
37 months to 5 years	581	39	620
61 months to 8 years	337	21	358
97 months to 10 years	249	11	260
121 months to 15 years	210	7	217
More than 15 years	256	7	263
Life	41	3	44
Indefinite	0	0	0
TOTAL	4,007	280	4,287

**JURISDICTIONS FROM WHICH COMMITTED
PERSONS WERE RECEIVED**

FISCAL 1975

July 1, 1974 through June 30, 1975)

<i>JURISDICTION</i>	(Males) <i>REC. CRT.</i>	<i>REC. CRT.</i> (Females)	<i>TOTAL</i>
Baltimore City	2,324	178	2,502
Counties:			
Allegany	39	1	40
Anne Arundel	112	9	121
Baltimore	354	19	373
Calvert	37	1	38
Caroline	22	1	23
Carroll	30	2	32
Cecil	38	1	39
Charles	52	3	55
Dorchester	42	3	45
Frederick	52	6	58
Garrett	11	0	11
Harford	17	1	18
Howard	41	1	42
Kent	22	2	24
Montgomery	81	3	84
Prince George's	415	40	455
Queen Anne's	73	1	74
St. Mary's	30	2	32
Somerset	38	1	39
Talbot	45	1	46
Washington	25	0	25
Wicomico	71	3	74
Worcester	27	1	28
No Information Available	9	0	9
TOTAL	4,007	280	4,287

PLACES OF BIRTH OF COMMITTED PERSONS

FISCAL 1975

(July 1, 1974 through June 30, 1975)

<i>BIRTHPLACE</i>	<i>REC. CRT.</i> (Males)	<i>REC. CRT.</i> (Females)	<i>TOTAL</i>
Baltimore City	2,051	141	2,192
Maryland (Outside Baltimore)	560	28	588
Alabama	24	3	27
Alaska	2	0	2
Arkansas	8	0	8
California	10	0	10
Colorado	2	0	2
Connecticut	8	4	12
Delaware	26	8	34
District of Columbia	215	27	242
Florida	30	2	32
Georgia	38	2	40
Illinois	15	0	15
Indiana	15	0	15
Iowa	1	0	1
Kansas	3	0	3
Kentucky	13	2	15
Louisiana	10	0	10
Maine	4	0	4
Massachusetts	8	0	8
Michigan	18	0	18
Minnesota	5	0	5
Mississippi	11	0	11
Missouri	4	0	4
Nevada	1	0	1
New Jersey	30	4	34
New Mexico	1	0	1
New York	76	2	78
North Carolina	223	25	248
Ohio	14	0	14
Oklahoma	4	0	4
Oregon	3	0	3
Pennsylvania	60	6	66
Rhode Island	4	0	4
South Carolina	116	12	128
South Dakota	2	0	2
Tennessee	16	0	16
Texas	2	0	2
Utah	2	0	2
Virginia	238	10	248
Washington	2	0	2
West Virginia	45	4	49
Wisconsin	2	0	2
Outside U.S.	85	0	85
TOTAL	4,007	280	4,287

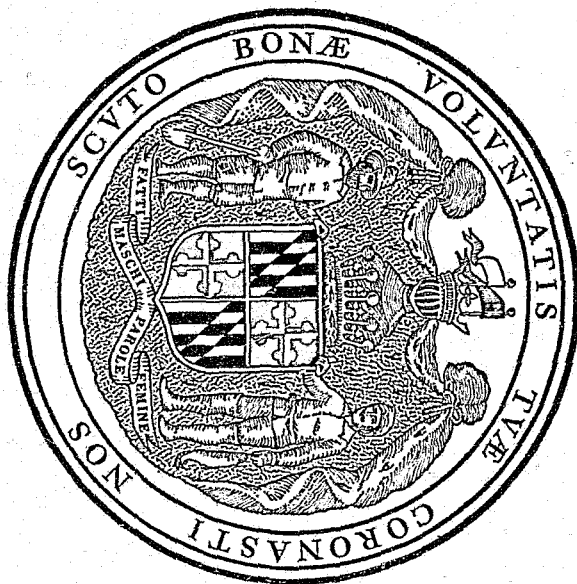
INTAKE AND DEPARTURES
FISCAL YEAR 1975
 (July 1, 1974 through June 30, 1975)

INTAKE	Rec. Ctr. (Males)	MHC	MP	MCTC	MCI-H	MCCG	Comm. Corr.	Rec. Ctr. (Females)	MCIW	Totals
By Commitment	4007	—	—	—	—	—	—	280	—	4287
Transferred from Reception Center (Males)	—	989	185	1159	386	765	—	—	—	3484
Returned from Patuxent Institution	58	10	3	5	1	—	—	—	—	77
Returned from Parole	259	—	—	—	113	—	—	—	7	384
Returned from Mental Hospital	—	23	17	1	7	—	—	—	1	49
Returned from Escape	—	385	—	—	35	—	—	—	5	425
Transferred from RDCG (Females)	—	—	—	—	—	—	—	—	207	207
Transferred from Penitentiary	—	117	—	68	62	24	—	—	—	271
Transferred from Maryland House of Correction	—	—	60	41	47	1147	—	—	—	1295
Transferred from Maryland Correctional Institution— Hagerstown	—	54	47	454	—	29	—	—	—	584
Transferred from Maryland Correctional Training Center—Hagerstown	—	6	3	—	294	823	—	—	—	1126
Transferred from Maryland Correctional Camp System	—	823	2	10	6	—	139	—	—	980
Transferred from Community Corrections	—	20	5	7	1	—	—	—	—	33

(continued)

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Maryland
Division
of
Correction



forty-seventh report
fiscal year 1975

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ADVISORY BOARD FOR CORRECTION, PAROLE AND PROBATION

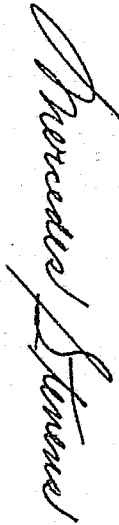
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Henry P. Turner, *Ex-Officio*
John M. Pettibone, *Ex-Officio*
W. Donald Pointer, *Ex-Officio*

STATE OF MARYLAND
CITY OF BALTIMORE

TO WIT:

I HEREBY CERTIFY THAT on the fifteenth day of October, in the year one thousand nine hundred and seventy-five, personally appeared before me the subscriber, a Notary Public of the State of Maryland, in and for the City of Baltimore aforesaid, Mark A. Levine, Commissioner of Correction of the State of Maryland, and made oath in due form of law that the matters and facts set forth in this annual report of the Division of Correction for the fiscal year ended June 30, 1975 are true to the best of his knowledge, information and belief.

As witness my hand and notarial seal,



Notary Public

INTAKE AND DEPARTURES (cont.)
FISCAL YEAR 1975
(July 1, 1974 through June 30, 1975)

	Rec. Ctr. (Males)	MHC	MP	MCTC	MCL-H	MCCC	Comm. Corr.	Rec. Ctr. (Females)	MCIW	Totals
DEPARTURES										
Released Expiration/Mandatory										
Release	37	309	30	18	57	231	7	1	21	711
Released in Parole Status	223	333	31	495	132	1414	74	—	161	2833
Released by Commutation of Sentence ...	—	54	2	44	13	70	3	2	1	189
Released by Order of Court	317	69	7	71	13	80	2	35	19	613
Remanded to Custody of										
Patuxent Institution	110	9	5	3	2	—	—	—	—	129
Remanded to Custody of										
Mental Hospital	5	30	12	1	9	—	—	—	4	61
Escape	—	34	—	30	1	344	19	—	3	431
Natural Death	2	2	1	—	2	—	—	—	1	8
Pardoned	—	—	—	—	—	—	—	—	—	—
Transferred to Penitentiary	185	60	—	3	47	2	5	—	—	302
Transferred to Maryland										
House of Correction	989	—	117	6	54	823	20	—	—	2009
Transferred to Maryland Correctional Institution — Hagerstown	386	47	62	294	—	6	1	—	—	796
Transferred to Maryland Correctional Training Center	1159	41	68	—	454	10	7	—	—	1739
Transferred to Maryland Correctional Camp Center	765	1147	24	823	29	—	—	—	—	2788
Transferred to Community Corrections....	—	—	—	—	—	139	—	—	—	139
Transferred to Correctional Institution for Women	—	—	—	—	—	—	—	—	207	207

POPULATION
(July 1, 1974 through June 30, 1975)
(Inmate Population on the First, Tenth and Twentieth Day of Each Month)

Institutions	JULY			AUGUST			SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER		
	1	10	20	1	10	20	1	10	20	1	10	20	1	10	20	1	10	20
Reception Center	494	481	486	494	494	494	494	494	494	494	494	494	494	494	494	494	494	494
Maryland House of Correction	1603	1608	1591	1604	1614	1620	1619	1634	1620	1628	1542	1631	1633	1635	1648	1644	1650	1623
Maryland Penitentiary	903	894	904	915	906	925	924	897	920	926	940	927	927	925	932	982	923	889
Maryland Correctional Institution—Hagerstown	802	796	798	782	797	787	785	795	799	794	798	803	792	791	790	784	783	793
Maryland Correctional Training Center	1073	1079	1074	1076	1078	1088	1076	1085	1078	1089	1086	1075	1086	1087	1083	1088	1087	1071
Camp System	1187	1110	1110	1121	1091	1110	1091	1086	1091	1120	1123	1157	1141	1113	1123	1082	1071	1103
Community Corrections (Male)	51	49	50	52	53	53	52	56	52	54	51	47	51	51	43	43	37	36
Patuxent (Temporarily)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Back up at Local Jails	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	21	47	74	70	99	145	109
Maryland Correctional Institution—Women	159	163	155	160	159	160	159	161	161	167	166	169	174	171	174	166	177	170
TOTAL	6222	6175	6163	6204	6192	6237	6200	6208	6215	6272	6300	6324	6345	6341	6357	6332	6367	6288

POPULATION (Cont.)
(Inmate Population on the First, Tenth and Twentieth Day of Each Month)

Institutions	JANUARY			FEBRUARY			MARCH			APRIL			MAY			JUNE			
	1	10	20	1	10	20	1	10	20	1	10	20	1	10	20	1	10	20	30
Reception Center	494	494	494	494	491	491	491	491	491	491	491	491	491	491	491	491	489	481	486
Maryland House of Correction	1600	1588	1612	1632	1630	1638	1647	1633	1604	1612	1613	1621	1612	1620	1607	1636	1659	1634	1613
Maryland Penitentiary	905	890	917	912	931	915	916	914	913	914	885	879	928	958	956	963	961	972	984
Maryland Correctional Institution— Hagerstown	788	794	792	797	800	791	789	794	780	793	800	844	847	846	854	858	855	848	841
Maryland Correctional Training Center	1088	1041	1063	1082	1079	1079	1081	1079	1076	1077	1083	1078	1079	1075	1076	1057	1087	1082	1088
Camp System	1055	1149	1137	1149	1142	1139	1137	1133	1119	1069	1061	1088	1114	1104	1109	1149	1097	1086	1137
Community Corrections (Male)	35	38	41	43	42	41	37	39	43	48	45	53	55	56	54	56	55	57	52
Patuxent (Temp.)	n/a	n/a	n/a	n/a	n/a	n/a	58	60	60	27	58	59	58	31	57	59	56	59	53
Back up at Local Jail	128	137	150	195	206	304	285	303	280	249	247	245	217	194	255	238	274	338	326
Maryland Correctional Institution—Women ..	168	163	176	179	179	179	188	178	194	190	188	189	203	194	202	204	201	207	212
TOTAL	6256	6294	6382	6483	6500	6577	6629	6624	6560	6470	6471	6547	6604	6569	6661	6711	6734	6764	6797

END