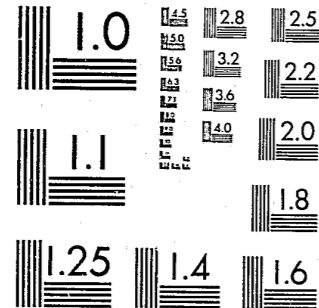


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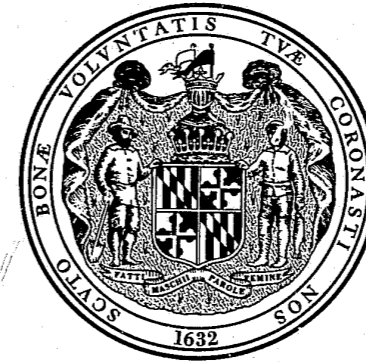
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National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

9/16/83



ANNUAL REPORT

1981

89046

MARYLAND DIVISION OF PAROLE AND PROBATION

U.S. Department of Justice
National Institute of Justice

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MARYLAND DIVISION OF PAROLE AND PROBATION

ANNUAL REPORT

1981

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ACQUISITIONS

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April, 1982

Thomas W. Schmidt
Secretary
Department of Public Safety
and Correctional Services
Suite 500, One Investment Place
Towson, Maryland 21204

Dear Secretary Schmidt:

I am pleased to make available the 1981 Annual Report of the Division of Parole and Probation for the fiscal year ending June 30, 1981. The report gives a comprehensive and detailed accounting of the probation and parole workload in major program areas, it contains a socio-demographic profile of the supervision population, and includes current information on special projects under development to strengthen the quality of agency services.

The field services program of the Division of Parole and Probation is featured in this 1981 edition of the Annual Report in recognition of its pivotal role in the growing demand for community correctional services. For example, in FY 1981 a total of 33,524 new cases were processed; 3,806 of these were offenders paroled from state and county correctional institutions plus 29,718 probationers received through the court system. We experienced a record year in the number of violation warrants processed in delinquent cases with official action taken on approximately 11% of the total cases under active supervision. Investigations completed for use by the courts in sentencing offenders totaled 12,681 whereas 2,970 pre-parole reports were prepared for the Maryland Parole Commission.

Thomas W. Schmidt
Secretary

Page 2

April, 1982

We are particularly pleased with staff efforts to better utilize existing community resources as demonstrated in the expansion of our volunteer services corps and through increased utilization of community service programs. In FY 1981 volunteer assistance was provided by 451 citizens of Maryland who worked in five program functions. Community service programs are now operating in 11 counties and Baltimore City and processed 10,055 offenders to work sites with less than a 1% failure rate among participants. The popularity of this program as a sentencing option is evidenced in a 18.4% increase in the use of community service for offenders in FY 1981 over the preceding year.

Several special projects were initiated this fiscal year which should pay dividends in the year ahead. Among these were completion of the program design and implementation planning phase of the OBSCIS II management information system. Also, we are making plans to adopt improvements to the community supervision and criminal investigation programs which were the subject of separate task force studies. FY 1982 looks to be a transitional period in which policy changes will be refined and finalized for information and field operations systems to be tested fully in the following fiscal year.

Sincerely,

Arnold J. Hopkins
Director

AJH:cac

PREFACE

The Division of Parole and Probation publishes the annual report to provide the secretary of the Department of Public Safety and Correctional Services, the governor, the general assembly, the judiciary, and the citizens of the state of Maryland with information concerning the activities of a major correctional services agency in this state.

OVERVIEW OF THE DIVISION

The Maryland Division of Parole and Probation was originally created as the Department of Parole and Probation in 1968 by legislative enactment (Chapter 467, Acts of 1968). Prior to 1968, the Chairman of the Parole Board (now the Parole Commission) also served as the director of the Department of Parole and Probation. The enactment of the 1968 legislation separated the administration and functions of the two agencies and mandated the newly created division to provide supervision and investigative services to the Parole Commission and the Judiciary.

Effective July 1, 1970, the Division of Parole and Probation was created within the Department of Public Safety and Correctional Services. All rights, powers, duties, obligations, and functions exercised by the pre-existing department were transferred to the division subject to the authority of the Secretary of Public Safety and Correctional Services as set forth in Article 41, § 204A, 204B, and 204C.

The division's primary responsibilities are set forth in various sections of Article 41, Article 27, and Article 26 of the Annotated Code of Maryland. These statutory responsibilities include:

- pre-sentence investigation reports and probation supervision services provided to the circuit and district courts of Maryland.
- pre-parole investigations and supervision services for the Maryland Parole Commission.
- interstate investigations and supervision of parolees and probationers from other states residing in the State of Maryland, under the Uniform Out-of-State Parolee Supervision Act.
- oversight of county jail work release programs as requested by the courts.
- mandated pre-sentence 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.
- assistance to local units of government in the development of community service programs.
- administration of a volunteer services program to aid in the education and counseling of parolees and probationers.

- executive clemency investigations at the request of the Maryland Parole Commission. These reports are submitted to the Governor of Maryland for review and final disposition of applications for pardons and commutation of sentence.
- collection and distribution of fines, costs, restitution, and/or attorney fees as ordered by the criminal courts of the State of Maryland.

Consistent with its legal mandates, the public service mission of the agency is to:

- 1) Protect the public's safety while assisting parolees and probationers in their successful reintegration into the community.
- 2) Provide efficient and effective parole and probation supervision and criminal investigation services to the courts and the paroling authority.

The division is organized into two major components: the headquarters office which is responsible for central administration, and field operations which is responsible for statewide parole and probation services. The state is divided into four regions each of which is headed by a regional administrator. There are 45 field offices throughout the state, four regional offices, and the headquarters office.

Under the agency's community supervision program, both parolees and probationers are supervised by the same agent and are categorized according to a case classification system that identifies offenders by their level of risk to public safety (maximum, medium, and minimum). Case classification is based on: (1) type of offense and (2) prior criminal record, as opposed to type of case (parole, probation, mandatory release, etc.).

In carrying out its mandate, the division supervised over 15,000 parolees and probationers during its first year (1968) of operation and completed approximately 2,000 pre-sentence investigations. With a staff of 226 located in 27 offices throughout the state, the agency served every jurisdiction except the circuit courts in Baltimore City, Baltimore County, Harford County, and Prince George's County.

In 1973, the first in a series of legislative enactments resulted in the transfer of probation staff servicing the Baltimore City and Prince George's County circuit courts to the division. Consequently, the division assumed the responsibility for more than 50,000 domestic collections cases in addition to its criminal caseload which totaled almost 22,000 cases by the end of FY 1973.

In 1974, the Harford County probation agency and, in 1977, probation staff from Baltimore County were transferred to the division. These program transfers coupled with a general increase in the offender population caused the number of cases under community supervision to grow dramatically.

The division was neither staffed nor budgeted to handle the ever increasing demands made upon it and thus attempted to cope by placing priority on investigative functions, through forced ranking offenders under supervision, and looking into LEAA funding for staff expansion and experimental projects.

These caseload reduction efforts were largely unsuccessful. Domestic caseloads averaged over 1,000 cases per agent until the program was transferred to the Department of Human Resources on January 1, 1979. Criminal caseloads grew to 200 cases/agent by the beginning of FY 1978, and many offenders in need of intensive supervision received only the most perfunctory services.

In 1977, new management was recruited to effect an overall reorganization of the division. In January of the same year, the Department of Public Safety and Correctional Services in collaboration with the Governor's Commission on Law Enforcement and the Administration of Justice produced Phase I of a Master Plan for the State Correctional System. The result was a growth management plan to accommodate institution population projections and support upgrading of probation and parole services as a viable community corrections program.

The latter reform was cast in the format of a Differentiated Caseload Management System whose configuration allowed for adoption of multiple levels of supervision, fixed criteria for offender classification, set requirements as to types and frequency of client contact, and specified treatment accountability measures.

Phase II of the Master Plan for Corrections adopted during the 1978 legislative session emphasized qualitative improvements in the institutional and field services components of the state system.

Implementation of master plan objectives for the Division of Parole and Probation was fortified during fiscal years 1977 and 1978 with approximately \$3.5 million for expansion of the field operations work force to achieve caseload reduction standards established for the differentiated supervision model.

TABLE 1
OPERATING BUDGET/AUTHORIZED POSITIONS

FISCAL YEAR	78	79	80	81
Annual Budget	\$12,693,640	\$14,333,957	\$15,019,513	\$18,374,281
Authorized Positions	910	1,027	1,024	1,013

TABLE 2
SUPERVISION WORKLOAD, FY 77 - 81

FISCAL YEAR	77	78	79	80	81
Total Cases	111,988	117,087	44,511	50,019	55,536
Domestic	76,708	76,623	*	*	*
Criminal	35,208	40,464	44,511	50,019	55,536

*Domestic collections cases transferred to the Department of Human Resources on January 1, 1979.

In the performance of its supervision function, the division is responsible for supervising approximately 49,000 probation cases and 5,900 parole cases statewide. The agency conducted 7,627 pre-sentence and post-sentence investigations during FY 1981 for the criminal courts. The division is also responsible for investigations of other types for the Maryland Judiciary, Parole Commission, and parole and probation authorities in sister states.

TABLE 3
INVESTIGATION WORKLOAD

FISCAL YEAR	77	78	79	80	81
Investigation Total	19,252	19,766	19,452	21,215	15,722
Pre/Post-Sentence Investigations	7,079	6,924	7,030	7,514	7,627
Special Court Investigations	3,871	3,566	4,236	5,241	5,054
Parole Commission	8,117	9,022	7,927	8,460	2,970
Division of Correction	185	254	259	N/A	145

HEADQUARTERS

The employees at the headquarters office are responsible for the general administrative functions of planning, policy formulation, fiscal and personnel administration, training and staff development, and the statewide coordination of mandated parole and probation case supervision and criminal investigation services. Headquarters administration is a function of the executive and three major service units: (1) the Office of the Director, provides overall policy direction in conjunction with goals and objectives for the agency. Functioning as immediate staff to the director is the Public Information Officer; (2) the Bureau of Administrative Services consists of the Office of Budget and Fiscal Services, the Office of Staff Development and Training, the Office of Standards Compliance, the Office of Personnel Administration, and the Paycase Collections Audit Unit; (3) the Bureau of Policy and Program Development is comprised of the Planning, Research and Evaluation Unit, the Data Analysis Unit, and the Special Services Coordination Unit; and (4) the Bureau of Field Operations consists of the Interstate Compact Unit and the Parole Warrant Unit.

THE DIRECTOR

The director of the Division of Parole and Probation is appointed by the secretary of Public Safety and Correctional Services with the approval of the governor and the advice and consent of the senate. The incumbent serves an indefinite term at the pleasure of the secretary and is the appointing authority for all positions within the division.

The director is charged with insuring the responsible direction of the programs and activities of the division through the formulation of goals, objectives, and policies for the efficient and effective delivery of statewide services. Authority for the performance of these and related functions is provided in Maryland parole and probation statutes, agency administrative guidelines, and operations policy of the division.

Administratively, the director is responsible to the deputy secretary for correctional services. The director serves as an ex-officio member on the following boards, commissions, and councils:

- Advisory Board of Patuxent Institution
- Maryland Correctional Training Commission
- Governor's Advisory Council on Drug Abuse
- Advisory Board for Parole, Probation, and Corrections

The Public Information Office

This office is responsible for developing and implementing the information services program for the division. The public information officer publishes the division's bi-monthly newsletter which is circulated within the division and throughout the Maryland criminal justice system. Specific duties include: handling citizen complaints; legislative affairs; monitoring agency compliance with the Community Response Plan and the Maryland Public Information Act; serving as liaison to the media (radio, TV, and the press) and other criminal justice agencies throughout the state.

All requests for information regarding the division's programs, policy and responsibilities are serviced by this office. The public information officer is responsible to the director.

The Office of Equal Employment Opportunity

An Affirmative Action Plan and policy statement was developed by this office complete with goals and timetables. The Affirmative Action Plan of the division supplements the Equal Employment Opportunity Policy of the Department of Public Safety and Correctional Services.

In addition, this office completed the following tasks during fiscal year 1981:

- Development of a Recruitment Brochure.
- Establishment of an EEO Advisory Committee with personnel representatives of the four regions and headquarters.
- Revisions to the dress code for division staff.
- Publication of the 1980 Annual Equal Opportunity Report.
- Drafting policy for a revised field supervisor selection process.
- Design of reporting forms to monitor compliance with affirmative action policy.

BUREAU OF ADMINISTRATIVE SERVICES

The Bureau of Administrative Services provides technical and specialized services in support of division headquarters and field operations. Within this bureau there are five functional components each administratively responsible to the executive assistant director. Support functions are centralized and defined in policies and procedures to include consultation, technical assistance, and information services to strengthen and sustain administration of statewide parole and probation activities. In the supervision of these functions and their coordination, the executive assistant director reports directly to the director.

Budget & Fiscal Services

This component has responsibility for preparation of the agency's annual operating budget, accounting for authorized expenditures, and reporting the fiscal impact on programs and services. Related functions include the conduct of field audits to establish accountability in budget transactions and management of the division's fiscal recordkeeping system. Administrative services include the procurement of equipment and supplies, certification of field office rental agreements, approval of equipment service contracts, budgetary analysis of applications for program development grants, and standardization of agency reporting forms and procedures.

Personnel Administration

Personnel administration relates to all employee services of the agency. Some of the key activities for 1981 are cited below. In addition, the personnel services unit is responsible for interpretation of all rules, regulations, policies and guidelines relevant to employees; enforcing the Department of Personnel sick leave policy; administering the division's Incentive Awards Program; coordinating the Red Cross Blood Program; responding to employment inquiries; handling staff grievance procedures; retirement counseling; time records; developing agency personnel policy; interpreting EEO Guidelines; and coordinating with the Department of Personnel in the area of employee fringe benefits.

Appointments Processed	92
Terminations Processed	119
Reclassifications and Promotions	346
Grievances Heard - 3rd Step	59
Grievances Represented - 4th Step	27
Grievances Represented - 5th Step	12
Leave Records Adjusted	184
Grievances at Arbitration	1
Reports on Unemployment Compensation Matters	119

Staff Development and Training

This unit has responsibility for the design, administration, and evaluation of the division's training program and coordination of special projects in staff development. These functions are provided in conjunction with statutory correctional training requirements and internal objectives for entry level and advanced training of agency personnel.

While the certification standard is 156 hours of pre-service training for each new parole and probation agent, the entrance level training program provides each new agent with 164 hours of training. During FY 1981, the training staff presented three entrance level programs providing 54 new agents with basic training in field operations.

Another primary objective is to provide annually an average of 20 hours of the 40 hour in-service training required of all employees. In FY 1981 each employee was provided with 22.5 hours, not including tuition reimbursement.

Activities

<u>In-Service Training</u>	<u>No. of Staff</u>	
Professional Staff receiving 40 Hours	627	89%
Clerical/Fiscal Staff receiving 40 Hours	122	54%
Clerical/Fiscal Staff receiving at least 16 Hours	189	89%

In addition, the division sponsors a tuition reimbursement program which allows individuals to be reimbursed up to \$50 per academic credit hour and not to exceed \$600 per year. These

courses must be directly related to the individual's current job function. In fiscal year 1981 the division reimbursed 24 employees, a total of \$5,154 for 35 graduate level courses.

Paycase Collections Audit Unit

This unit has responsibility for receiving monies from clients for payment of court ordered restitution, fines, costs, and attorney fees, disbursing those funds for payment, and providing the necessary information to initiate the appropriate action in the event of non-payment. In March of 1981, the division began collecting a 2% service fee on restitution collections. This fee is paid in addition to the restitution ordered so that the recipients of restitution may receive the full amount ordered by the court, and the state would receive partial reimbursement for program administrative costs.

<u>Category of Payment</u>	<u>1981 Actual</u>
Attorney Fees	\$69,226
Fines, Costs, & Restitution	\$3,464,364
Live-In/Work-Out	\$361,504

Office of Standards Compliance

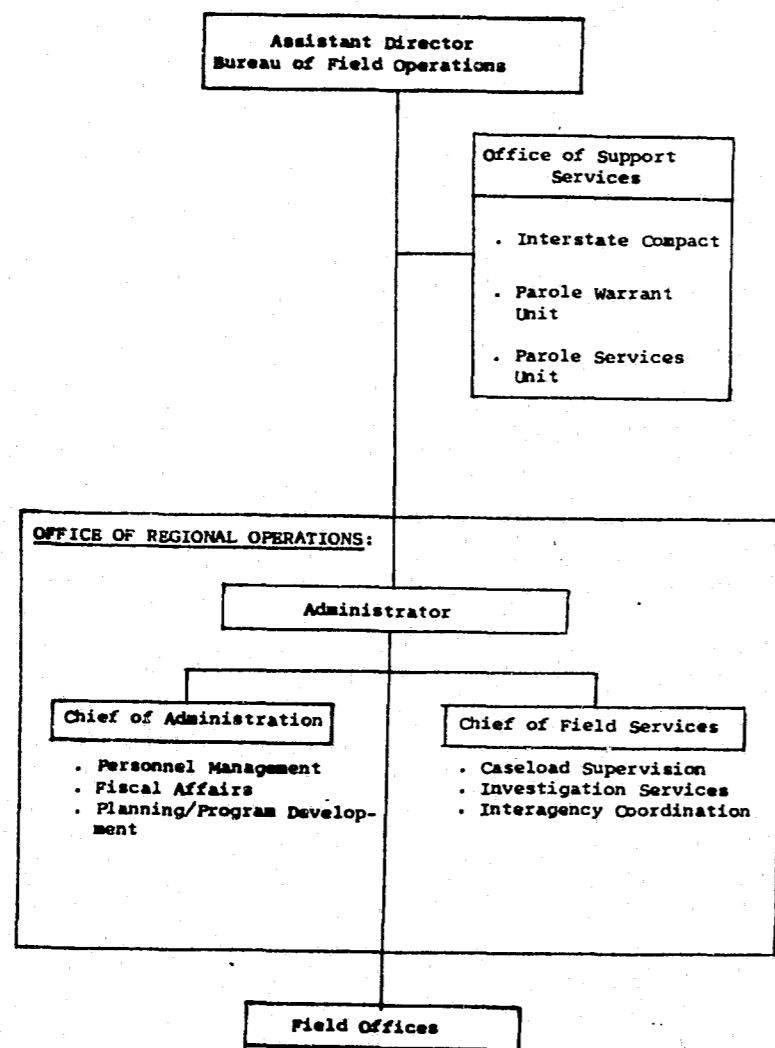
This office is responsible for performing analyses of management systems and for inspecting field offices and headquarters operations to assure conformity to division policies and procedures. During fiscal year 1981, the unit analyzed the flow of information between the division and sister agencies within the department and worked toward improving the efficiency of field operations. In addition, the unit formalized all agency policies and procedures in conjunction with successful efforts of the Division of Parole and Probation to achieve national accreditation by the Commission on Accreditation for Corrections awarded in January, 1981. In this same vein, the unit was committed at year end to a comprehensive review and revision of the division's field operations manual.

BUREAU OF FIELD OPERATIONS

The Division of Parole and Probation is authorized in Article 41, Sections 117A, 121, 122, and 124 of the Annotated Code of Maryland to supervise the conduct of parolees and probationers and to provide the courts and Parole Commission with pre-sentence and other investigative reports upon request.

To coordinate these statutory responsibilities, the Bureau of Field Operations was created. Staff provide administrative, management and technical services to division field personnel engaged in investigation and criminal supervision programs throughout the state. The assistant director, Bureau of Field Operations, directs the Office of Support Services at headquarters and supervises the division's four regional administrators.

ORGANIZATION CHART/FIELD OPERATIONS



Office of Support Services

Technical assistance is provided to field staff by units responsible for Parole Services, Interstate Compact Administration, and Parole Warrant functions. Collectively, these bureau components form the Office of Support Services.

Interstate Compact Administration

Article 41, Section 129 of the Annotated Code of Maryland authorizes Maryland to become a signatory 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.

During FY 1981, the Interstate Compact Unit transferred nearly 2,954 Maryland cases to sister states. Staff processed and reviewed 952 requests for supervision received from sister states and handled 1,125 out-of-state requests for investigative reports.

At the end of FY 1981, more than 2,289 Maryland offenders were under out-of-state supervision. Approximately 1,494 offenders from sister states were being supervised in Maryland. In addition, 1,344 local investigation requests were handled.

Parole Services Unit

This unit is responsible for activating case files on mandatory and parole releases, securing records information for the Parole Commission, closing expired mandatory and parole cases, and answering the general information telephone line at headquarters. The following cases were processed during fiscal year 1981:

Mandatory Release Cases Opened	720
Parole Cases Opened	2,785
Mandatory Release Cases Closed	644
Parole Cases Closed	2,990
Information Requests	840

Parole Warrant Unit

The Parole Warrant Unit serves as a liaison between the Division of Parole and Probation and the Parole Commission. Staff is responsible for processing retake warrants for the Parole Commission, monitoring absconder and delinquent parole cases, lodging detainers, transporting parole violators, obtaining special reports for the Parole Commission, and preparing dockets for revocation hearings.

In FY 1981, the unit processed approximately 4,066 special reports received from the division's field staff to the Parole Commission. Acting upon these reports, the Parole Commission issued 1,285 warrants. The breakdown by violation is as follows:

	<u>Number</u>	<u>Percent of Total</u>
Absconder Violations	334	26.0%
Technical Violations	123	9.6%
New Offense Violations	828	64.4%
Total	1,285	100%

Eighty-four (84) violators were extradited from other states. In addition, the unit scheduled approximately 1,071 revocation hearings.

Field Operations

The present structure of the Bureau of Field Operations reflects the reorganization of the division's administrative and operational functions begun in 1977. In Phase I, all administrative and technical services were consolidated into three bureaus - Administrative Services, Policy and Program Development, and Field Operations. In January of 1979, the division implemented Phase II of its reorganization plan.

This phase was designed to strengthen probation and parole services through the development of a regional service delivery system. Among the actions taken to strengthen field administrative services was the establishment of an Office of Regional Operations, in each of the four administrative regions of the state, with accountability and authority for decentralized parole and probation services. Administrative staff, responsible for planning, coordination, and evaluation of field operations has been provided the regional administrators to strengthen their control over management policies and decision making. Additionally, uniform standards for the span of control for field

supervisor positions have been established. In each region, the primary responsibility for field services rests with the regional administrator. The incumbent is assisted by a chief of regional field operations responsible for oversight of caseload supervision, investigation services, and inter-agency coordination functions. The chief of regional administration is responsible for personnel management, fiscal affairs, and planning/program development services.

Smaller geographic areas within each region are administered by the field supervisor II. He/she has administrative management responsibility for the activities of two to five first line supervisors of criminal supervision and investigation units.

The field supervisor I has line responsibility for the activities of supervision and investigative agents. He/she directs work units consisting of from five to nine parole and probation agents and secretarial/clerical staff.

For more specific information see section entitled Field Operations (p. 25).

BUREAU OF POLICY AND PROGRAM DEVELOPMENT

This bureau provides technical support and assistance to the administrative and operational components of the Division of Parole and Probation. Major functions of this bureau include: comprehensive and strategic planning for statewide delivery of parole and probation services, design and maintenance of information systems, evaluation of agency activities, and testing and evaluation of new programs being piloted prior to their adoption statewide.

The bureau consists of a planning, research and evaluation unit, a data analysis unit, a grants administration unit, and a community services coordination unit.

Planning, Research and Evaluation Unit

This unit is responsible for providing management staff with evaluative and analytical information as needed for the efficient and effective administration of parole and probation programs. During fiscal year 1981, the unit monitored the development of an Evaluation and Research Plan produced under a consultant contract with Drs. Jerry Banks and Alan Porter of the Georgia Institute of Technology. An outgrowth of the master plan was a staff report titled, Supervision Agent Workload Analysis, completed in February, 1981. In addition, alternative caseload management strategies were studied, client recidivism data analyzed, and technical assistance provided in the design of OBSCIS II, a prototype management information system. Analytical reports of the agency's caseload growth were prepared by staff and demographic data on the agency's offender population were collected and analyzed.

Data Analysis Unit

This unit is responsible for the collection, analysis, and dissemination of the agency's criminal investigation and case management workload reports. The division relies on an automated data processing system comprised of three batch fed components consisting of investigations, case supervision, and paycase collection data.

Unit access to statewide data is provided through the Maryland Inter-agency Law Enforcement System - MILES (law enforcement and motor vehicle information), Ident/Index (the Maryland State Police fingerprint based identification system),

and OBSCIS I (the Division of Correction's data information system). The capacity to directly access these systems provides important information for intake, caseload supervision, and investigation reports.

Data Processing Activities

<u>Terminal Activities</u>	<u>1981 Actual</u>
Inquiries	28,412
Messages	4,912
Parole Warrants	
Entered	334
Cancelled	262
Forms Processed	
Intake-Input Records	37,569
Case Record Changes	456,294
Investigative Records	15,590

Federal Grants Administration Unit

The federal grants administration unit identifies sources of outside funding to develop experimental or innovative programs and to enhance the division's research and evaluation capabilities to improve the delivery of parole and probation services. Grant activity during fiscal year 1981 included:

- Uniform Parole and Probation Act for Maryland. This project was funded by the National Institute of Corrections for the development of a model uniform parole and probation code.
- Field Supervisor Training Program. The National Institute of Corrections also funded this project to define the role and function of a field supervisor I and to construct a management skills training program for this segment of the workforce.
- Cost Effectiveness of Misdemeanant Probation Caseload. The National Institute of Justice funded this project which will utilize random assignments of the target population (i.e. misdemeanor crimes) into three groups: regular medium, or minimum supervision; community service as the sole sanction; and unsupervised probation with access to certain services.

Community Services Coordination Unit

This unit is responsible for the identification and coordination of community resources to assist clients in finding employment or receiving job training, special treatment for violent and deviant sexual behavior, coordination of citizen volunteer services, urinalysis testing, and activation of community service programs as an alternative to probation supervision.

Volunteer Services Program

Article 41, Subsection 131A of the Annotated Code of Maryland provides legal authority for the division's volunteer program. Program administration is the responsibility of the statewide volunteer coordinator in the Bureau of Policy and Program Development who provides direction and guidance in field activities to the four regional volunteer coordinators.

As presently structured, the division's Volunteer Services Program consists of two major components:
"GUIDE: and General Volunteer Services.

The GUIDE Component (One-to One Volunteer Services): This component is designed for those parolees and probationers who stand a chance of benefiting from a close and empathetic helping relationship. The primary task of the volunteer is the advocacy of the client's needs in dealing with service agencies and community resources. Volunteers in this component are assigned to work with a probationer or parolee in a one-to-one helping relationship (casework). Those volunteers having the time and interest may supervise more than one client with the understanding, however, that the commitment is for at least one continuous year with each client.

The General Volunteer Services Component: This component is designed to diversify and expand the scope of volunteer services, and to allow those citizens who may not desire to participate in GUIDE also to volunteer their time, talent and abilities in the provision of parole and probation services. For this group, the following areas of placement are currently offered:

Resource Aide - This volunteer is assigned to provide general professional or technical services to agency staff or clients.

Caseload Aide - This volunteer is assigned to an agent to assist in managing his/her workload. Student interns also serve in this capacity. The work assignments of interns are structured in a manner designed to optimize their range of experiences and at the same time provide a benefit to agency field operations.

Unit Aide - This volunteer is assigned to work with a field unit in the provision of assistance or services as deemed necessary by the unit supervisor. Unit aides may perform limited criminal investigation activities, such as the collection of routine or standard information that is accessible to the public.

Intake - This volunteer is assigned to do intake interviews during a designated court session each week. Volunteers in this position need skills in interviewing, filling out appropriate forms, and explaining the rules and conditions of probation.

TABLE 4
DIVISION OF PAROLE & PROBATION
CITIZEN VOLUNTEER PARTICIPATION, FY 1961

Type of Service	Region I	Region II	Region III	Region IV
<u>One-to-One</u>				
On Board	10	12	5	4
Added	4	45	18	20
Terminated	0	17	3	2
Ended	14	40	20	22
<u>Unit Aides</u>				
On Board	3	20	30	26
Added	18	15	12	6
Terminated	3	9	11	5
Ended	18	26	31	27
<u>Caseload Aides</u>				
On Board	0	21	23	12
Added	5	9	7	9
Terminated	0	3	9	4
Ended	5	27	21	17
<u>Resource Volunteers</u>				
On Board	4	27	5	14
Added	1	21	39	9
Terminated	0	14	1	3
Ended	5	34	40	20

Community Service Programs

Under authority of Article 27, Section 726A of the Annotated Code of Maryland, the division prepared, printed and disseminated its first Annual Report on community service programs. On December 6, 1980, the first statewide Community Services Leadership Conference was held in Annapolis. The unit also assisted in the implementation of three local community service programs (Carroll and Washington Counties and Ocean City).

Since 1974, the division has been involved in the administration of community service programs in Prince George's, Anne Arundel, Charles, and Calvert Counties. The Parks Program which has legal sanction based on Article 27, Section 641, calls for community service as a condition of probation after a determination of guilt or the acceptance of a nolo contendere plea. The division has used existing professional and clerical support staff to administer these programs.

In 1978, pilot projects were developed in Baltimore and Montgomery Counties utilizing CETA funding. Both of these programs were subsequently funded by LEAA monies. Baltimore City and Howard County received LEAA monies during fiscal year 1980 for the implementation of pilot programs. St. Mary's County has a similar program; however, it is administered by the State's Attorney's Office.

At the end of FY 1981, twelve community service programs in Maryland were in operation. A total of 10,055 offenders were referred to various government and charitable agencies to perform different types of volunteer services.

TABLE 5

COMMUNITY SERVICE PROGRAMS IN MARYLAND - FY 1981

	Number of Referrals	Number of Hours Assigned	Number of Successful Completions	Number of Hours Completed	Number of Failures to Complete	Number of Work Sites
Baltimore County	1,710	90,485	1,293	70,226	102	213
Baltimore City	624	*	147	9,927	14	65
Montgomery County	1,058	*	1,281	31,194	55	150
Carroll County	231	23,828	86	6,265	14	85
Cecil County	275	*	180	7,130	17	12
Charles County	1,381	*	1,006	23,200	25	5
Anne Arundel County	540	10,800	523	10,460	17	5
Howard County	348	15,054	292	10,472	26	2
Washington County	53	5,994	5	167.5	0	28
Ocean City	131	*	523	4,769	17	5
Prince George's County	3,589	*	3,027	92,708	321	40
Calvert County	115	*	99	1,776	9	11
TOTAL	10,055	*	8,462	268,294.5	611	626
% Change from FY 1980	+18.4%	*	+31.6%	*	-0.4%	+110.8%

* Data Not Available

Special Offenders Clinic

Funded by the Division of Parole and Probation, a special clinic for the out-patient treatment of selected sexual and violent offenders has been established at the Institute of Psychiatry of the University of Maryland Hospital in Baltimore. The clinic serves the Baltimore metropolitan area and receives referrals from all segments of the criminal justice system.

Parolees and probationers who are potential candidates for this treatment are identified by field agents and

screened according to criteria established for admission to the clinic. Enrollment in the program is limited to 40 persons and treatment is provided through weekly group psychotherapy sessions.

Drug Use Detection Program (Urinalysis)

Through a contract with Friends Medical Science Research Center, Inc., the division conducts a selective random screening program for the detection of client drug usage. As part of the program which is budgeted at \$37,577 a total of 13,917 samples were tested during FY 1981.

Alcohol Treatment Program

Five agents certified as alcohol treatment counselors have been working in the division's field offices in Region II and IV. Region III has a part-time drug abuse coordinator.

The goals of this program are to provide evaluation, treatment, and referral services for parolees and probationers having alcohol problems. These staff specialists are available for consultation on a daily basis regarding alcohol problems a supervising agent may have with his/her clients. The program provides the following services:

- Identifies the alcohol related offender in existing caseloads;
- Assigns alcohol related offenders to specialized treatment caseloads;
- Provides specialized client treatment services;
- Provides direct referral to appropriate community resources;
- Stabilizes the employment status of the alcohol related offender.

Detailed statistics regarding drug and alcohol referrals are found in the Field Operations section of this report.

Community Corrections Programs

Parole and probation agents are assigned to the Community Corrections Program of the Division of Correction to provide pre-parole services and parole supervision to graduates of community corrections centers. The pre-release program includes orientation, work release, drug and alcohol abuse counseling, drug and alcohol testing, home verification, file review, parole hearing attendance, and handling of appeals.

During FY 1981, five agents from the division were assigned to various locations in Baltimore City and Montgomery County. Division of Correction's policy recommends the assignment of one agent for every 40 beds at all community corrections centers. The underlying premise of the program is that early and positive involvement of the client with the agent facilitates the successful reintegration of the offender into the community.

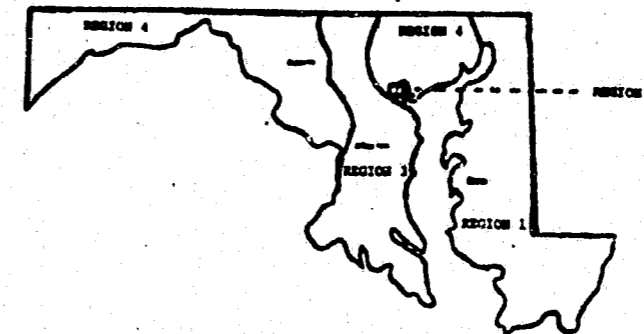
FIELD OPERATIONS

Office of Regional Operations

The field operations program represents the service delivery arm of the division in the direction and coordination of effective parole and probation case supervision and criminal investigation functions. Statewide administration of correctional services is decentralized through four geographic regions established under a uniform reorganization plan adopted in 1979. An office of regional operations is established in designated geographic areas under the direction of a regional administrator, and staffed by a chief of regional administration, a chief of regional field operations, and support personnel. Regional offices provide decentralized administrative and operational support to the professional and clerical personnel who work in the 45 field offices which are located in each judicial circuit throughout the state.

The following map details the regional boundaries and identifies which counties are in each region. The address of each regional office is also listed.

ADMINISTRATIVE REGIONS
BUREAU OF FIELD OPERATIONS



REGION I

Dorchester
Somerset
Wicomico
Worcester
Queen Anne
Kent
Caroline
Talbot
Cecil

Regional Office
39 North U.S. Rt. 50
P.O. Box 986
Easton, Maryland 21601

REGION II

Baltimore City
Regional Office
American Building - 4th Floor
231 East Baltimore Street
Baltimore, Maryland 21202

REGION III

Anne Arundel
Howard
Carroll
Prince George's
Charles
St. Mary's
Calvert

Regional Office
5111 Berwyn Road
College Park, Maryland 20740

REGION IV

Washington
Allegany
Garrett
Montgomery
Frederick
Harford
Baltimore

Regional Office
137-141 West Patrick Street
Frederick, Maryland 21701

Community Supervision

Under various mandates of the Annotated Code of Maryland, Articles 41, 27, and 26, the Division of Parole and Probation is responsible for community supervision of:

1. Parolees released from state and local correctional institutions by authority vested in the Parole Commission;
2. Inmates released from state correctional institutions under provisions of the Mandatory Release Act;
3. Offenders placed on probation with a suspended sentence by the courts; or referred for voluntary work to community service programs as a special condition of probation; and,
4. Offenders residing in Maryland who are approved for parole or probation by authorities in sister states under provisions of the interstate compact governing such cases.

Other services performed for the courts include the collection of fines, costs, attorney fees, and victim restitution in certain criminal cases. In several counties, the division is responsible for the collection and disbursement of the earnings of jail inmates participating in local work release programs. A high priority of the agency has been the revitalization of its citizen volunteer program to aid in counseling and education of parolees and probationers.

In response to increased demands upon its supervision capacity and to assure the most effective utilization of agency resources, the division instituted the Differentiated Caseload Management System in 1977.

Under this new caseload management system, all parolees and probationers are placed into one of three categories of supervision - maximum, medium, and minimum - based upon an assessment of criminal history, current offense, and risk to public safety. Supervision policy and procedures is differentiated consistent with the offender's classification.

Major crime offenders (i.e., those convicted or with a history of murder, manslaughter, rape, robbery, aggravated assault, burglary, and serious narcotic offenses), those with emotional problems which indicate a predisposition toward criminal behavior, and offenders specifically designated by the courts or Parole Commission are placed under maximum supervision. They are supervised by the division's most experienced agents in caseloads averaging 45 cases per agent.

Medium supervision is designed for offenders convicted of less serious criminal offenses and for those who owe a significant amount in fines, costs or restitution. Initially, 200 cases were assigned to each medium agent but caseloads were subsequently reduced to a level of 100 during FY 1979.

Offenders assigned to the maximum or medium categories are guaranteed two years of supervision by the division. If the offender's adjustment is satisfactory, the category assignment is downgraded after one year.

Offenders convicted of minor offenses in which fines, costs, and restitution are not a financial burden are placed directly into minimum supervision for a period of one year. Minimum caseloads were initially limited to 380 cases; however, in FY 1979 minimum caseloads were reduced to a more manageable maximum of 200 cases.

In addition to the maximum, medium, and minimum categories of supervision, the division classifies offenders not under active supervision as non-active, delinquent or review cases. The first category consists of multiple cases on the same offender, or those offenders temporarily incarcerated, in military service, or hospitalized. Offenders for whom warrants or subpoenas have been obtained for alleged violation of parole or probation are classified as delinquent. Those offenders coming into the system who have not been assigned to a category of supervision are placed in the review category.

During fiscal year 1981, the agency handled over 83,710 criminal cases. On June 30, 1980, (the beginning of the fiscal year is July 1, 1980) there was an initial population of 50,019 cases. In addition, a total of 33,691 cases were processed through intake during the course of the fiscal year. At the close of FY 1981, there were 55,536 cases as categorized in Table 6 entitled "Criminal Cases by Supervision of Category as of June 30, 1981."

TABLE 6
CRIMINAL CASES BY SUPERVISION CATEGORY AS OF JUNE 30, 1981

	Parole	Mandatory Release	Circuit Court Probation	District Court Probation	Compact Parole	Compact Probation	Live-In/Work-Out	Totals
Maximum	2,652	208	5,103	3,841	162	264	53	12,283
Medium	1,249	7	6,278	11,634	79	324	33	19,604
Minimum	298	--	1,583	2,980	38	117	--	5,016
Non-Active	413	15	4,023	4,194	31	172	37	8,885
Delinquent	1,000	49	3,448	5,184	7	10	1	9,669
Review	2	--	11	28	--	1	7	49
TOTAL	5,614	279	20,446	27,861	317	888	131	55,536

To provide supervision services to those offenders in the maximum, medium, and minimum categories, at the end of FY 1981, agent staff were assigned as shown in Table 8.

TABLE 7
RATIO OF CASES TO AGENT BY GEOGRAPHICAL REGION
June 30, 1981

Supervision Classification	REGION				Total Statewide	Statewide Agent Caseload Ratio
	I	II	III	IV		
Maximum	30	128	48	55	259	47:1
Medium	13	73	44	45	175	112:1
Minimum	1	6	5	8.5	21.5	245:1
Total # of Agents	43	206	97	108.5	455.5	-----

Of those cases under supervision, more than 48,000 were placed on probation by the circuit and district courts, while only 5,614 were parolees. Only 279 cases were mandatory releases (offenders released from an institution in accordance with Article 41, Section 127A of the Annotated Code of Maryland). Work release inmates (individuals employed in the community, but confined in local jails in the evenings and on weekends) accounted for 131 cases. Interstate compact cases accounted for 317 parolees and 888 probationers.

Region II, Baltimore City, accounts for 24,000 cases or slightly less than half of the cases statewide. Region IV has the second largest workload, 13,595 cases; Region III is next with 12,755 cases. Region I, representing the Eastern Shore area, has the smallest number of cases totaling 4,968.

TABLE 8

CASES UNDER SUPERVISION BY REGION AS OF JUNE 30, 1981

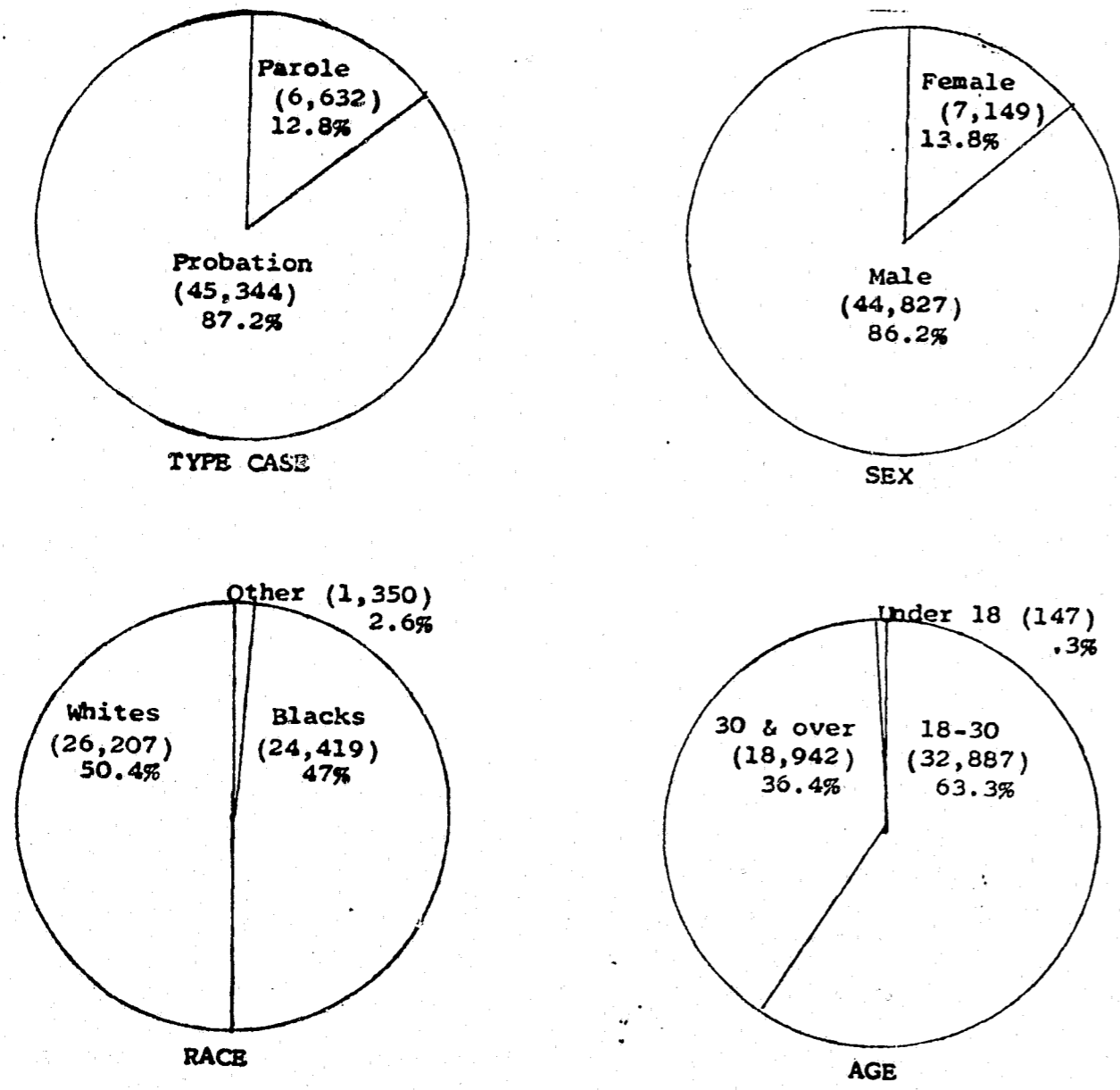
# Of Cases	REGION				Head- quarters	TOTALS
	I	II	III	IV		
Maximum	1,544	5,639	2,371	2,739	-	12,283
Medium	1,586	7,741	5,387	4,890	-	19,604
Minimum	487	1,198	1,685	1,646	-	5,016
Non-Active	1,000	2,923	2,379	2,583	-	8,885
Delinquent	309	6,496	933	1,745	-	9,699
Review	42	5	- - -	2	-	49
Total Active Cases	3,659	14,583	9,443	9,267	-	36,952
Total # of Cases	4,968	24,002	12,755	13,595	216	55,536

Socio-Demographic Profile of Parole and Probation Clients

The majority (87.2%) of the cases under supervision are on probation. There is one female case under supervision for every six male cases. Whites represent 50.4% of the cases, while blacks account for 47% and other categories 2.6%. Well over half of the clients (63.3%) are between the ages of 18-30. (See Table 9).

TABLE 9

PROFILE OF CLIENTS (STATEWIDE) AS OF JUNE 30, 1981



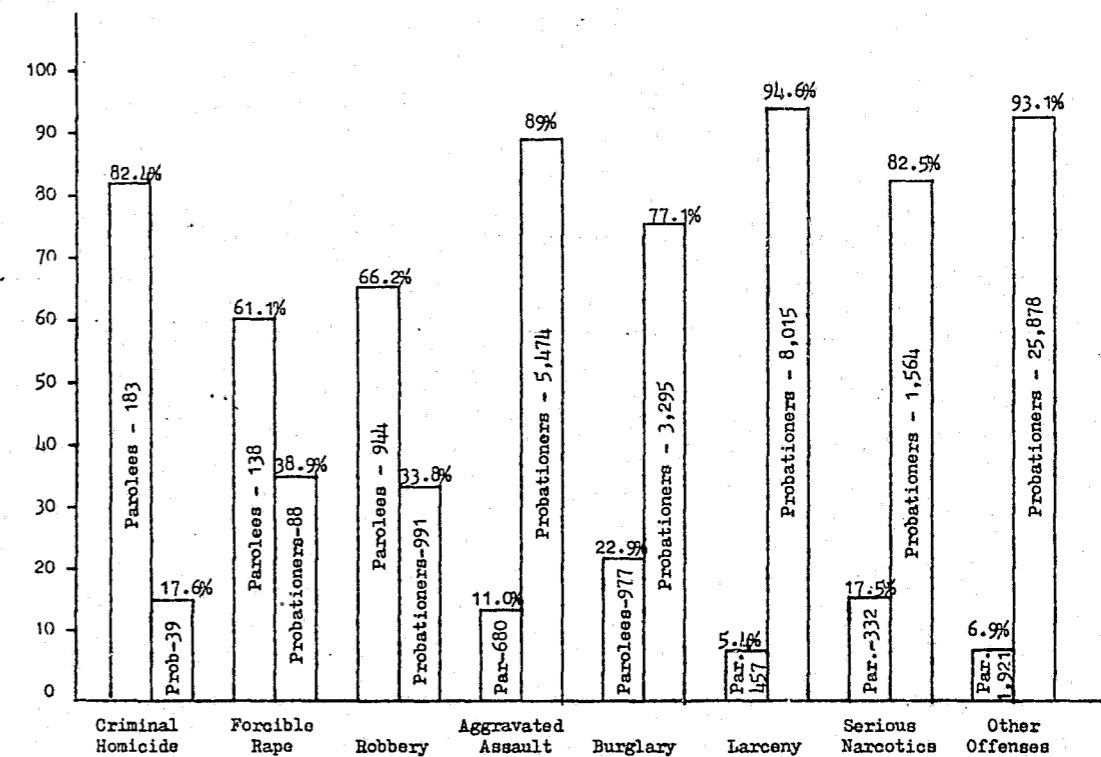
SOURCE: DIVISION OF PAROLE AND PROBATION - INTAKE, DISCHARGED AND CURRENT POPULATION BY SEX, JURISDICTION, RACE, AND AGE.

Table 10 displays the types of offenses for which individual cases were placed under supervision of the division statewide. Over fifty percent of those cases under supervision for criminal homicide, forcible rape and robbery were parolees. The majority of offenders convicted of aggravated assault, burglary, larceny, and serious narcotics charges are under probation supervision.

TABLE 10

PAROLE AND PROBATION POPULATION BY TYPE OF OFFENSE

AS OF JUNE 30, 1981



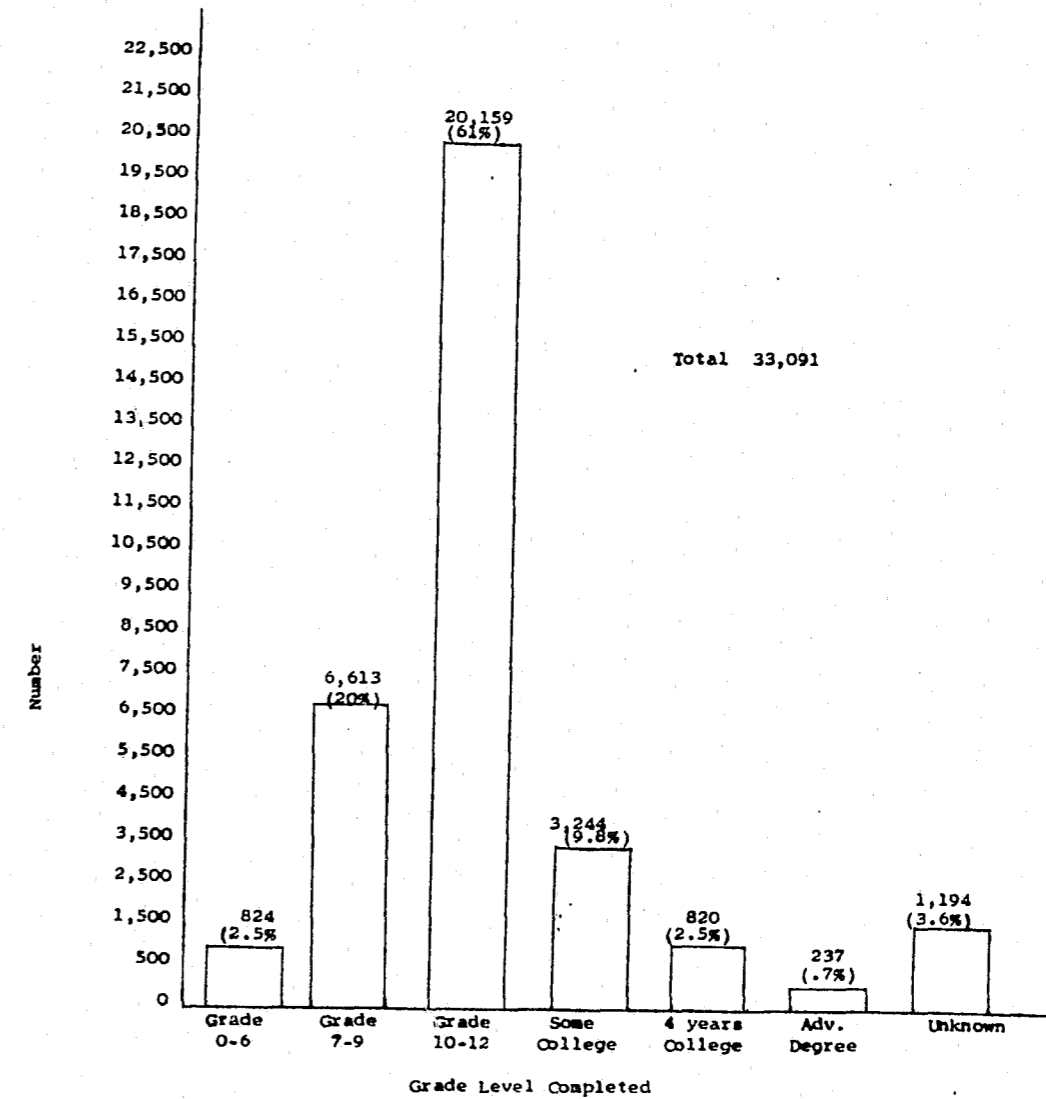
As of August 22, 1981, fifty-four percent (54%) of the population under supervision were single and twenty-two percent (22%) were married. Only forty-eight (48%) were employed full-time, twenty-eight percent (28%) were unemployed, and five percent (5%) were employed part-time. (See Table 11).

Less than four percent (4%) of the clients acknowledged education beyond high school, sixty-one (61%) had completed at a minimum the ninth grade and a maximum of twelfth grade; twenty percent (20%) had completed seventh through the ninth grades; and less than 3% had not completed more than the sixth grade. (See Table 12).

TABLE 11
CLIENT EMPLOYMENT STATUS - FY 1981

Employment Status	Number	Percent
Full-Time	29,637	48%
Part-Time	3,180	5%
Unemployed	16,926	28%
Housewife	412	1%
Welfare	1,596	3%
Retired	455	1%
Disabled	1,122	2%
Student	1,437	2%
Unknown	6,391	10%
TOTAL	61,156	100%

TABLE 12
EDUCATIONAL LEVEL AT INTAKE - FY 1981



Retake Warrants and Recidivism

A total of 8,061 warrants were requested during fiscal year 1981. Tables 13 and 14 show the number of parole and probation warrants requested and the violation rate for fiscal years 1978 to 1981.

In addition, the division has recently developed the capability to produce some computer-generated recidivism rates. Recidivism is defined as a conviction resulting in a return to the Division of Correction or to probation supervision under the Division of Probation and Probation while the individual is under supervision as a parolee or probationer. These rates

reflect the reconvictions occurring within a one, two, and three year follow-up period. The calculations for these rates commenced on the actual release date of the offender on parole or the receipt of a probation sentence.

This definition does not provide a comprehensive accounting of the offender's criminal activity; however, it is necessitated by restrictions on the data that is accessible via computer.

Although recent recidivism rates for parolees and probationers under supervision are not yet available, the data reported for cases opened during fiscal year 1976 through fiscal year 1978 indicate that only 10-11% of those individuals placed under supervision have been convicted for a new offense within one year after their case had been opened. Cumulatively, only 13-14% have been convicted for a new offense after two years under supervision.

The violation rate (determined by the number of retake warrants issued) of parole cases under supervision has remained constant at approximately 15% over the four previous fiscal years. Although the probation case violation rate has increased slightly over the past four years, it is still only at a level of approximately 10% of the total probation cases under supervision.

The discharge rates over the past four fiscal years have shown minor fluctuations but the percentages of total probation and parole cases closed in an unsatisfactory status (i.e., revocations, unsatisfactory terminations) has remained under 20% per year. Tables 15 and 16 show recidivism data for parole and probation supervision for the fiscal years 1976 through 1978.

TABLE 13
RATES AND TYPES OF VIOLATIONS (PROBATION)

		FY 1978	FY 1979	FY 1980	FY 1981
T Y P E S	Absconder Warrants	755 (19%)	1,265 (23%)	1,789 (29%)	1,683 (24%)
	Technical Warrants	2,207 (57%)	2,593 (48%)	2,678 (43%)	3,436 (49%)
	New Offense Warrants	930 (24%)	1,579 (29%)	1,727 (28%)	1,894 (27%)
	Total Warrants Issued	3,892 (100%)	5,437 (100%)	6,194 (100%)	7,013 (100%)
R A T E S	Total Probation Cases Under Supervision	50,343*	56,309*	63,772*	65,860*
	Violation Rate	8%	9.7%	9.7%	10.6%

* These figures represent the potential number of probation cases for which a warrant could have been issued during that fiscal year.

TABLE 14
PAROLE VIOLATION RATES
FY 1978 - FY 1981

	F.Y. 1978	F.Y. 1979	F.Y. 1980	F.Y. 1981
Total Parole Cases Under Supervision	6,761	6,895	7,512	8,589
Total Warrants Issued	998	1,074	1,098	1,285
Violation Rate	15%	16%	14%	15%
Absconder Warrants	N/A	290	253	334
Technical Warrants	N/A	115	111	123
New Offense Warrants	N/A	669	734	828

TABLE 15
CUMULATIVE RECIDIVISM RATES OF PAROLEES
FY 1976 - FY 1978

Fiscal Year	Number of Cases	FOLLOW UP PERIOD		
		1 Yr.	2 Yr.	3 Yr.
1976	2,840	8.9%	13.8%	15.7%
1977	2,613	9.1%	13.0%	N/A
1978	3,028	8.4%	N/A	N/A

NOTE: N/A= Data not available for inclusion at this time.

TABLE 16
CUMULATIVE RECIDIVISM RATES OF PROBATIONERS
 FY 1976 - FY 1978

Fiscal Year	Number of Cases	FOLLOW UP PERIOD		
		1 Yr.	2 Yr.	3 Yr.
1976	18,657	9.9%	13.5%	14.7%
1977	18,967	10.0%	13.8%	N/A
1978	21,168	11.1%	N/A	N/A

NOTE: N/A= Data not available for inclusion at this time.

Table 17 shows the workload throughout fiscal year 1981. It gives the number of cases under supervision at the beginning and end of the fiscal year, intakes, discharges (revocations, unsatisfactory, satisfactory, and other closings).

Tables 18 and 19 provide statistics on discharge rates for probationers and parolees in fiscal years 1978 to 1981.

TABLE 17
DIVISION OF PAROLE AND PROBATION TOTAL WORKLOAD

	1980	1981
Under Supervision Beginning Fiscal Year	44,511	50,019
Parole ¹	5507	6094
Probation ²	38,754	43,603
Mandatory Release/Commutation	128	203
Live-In/work-Out	122	119
Intake During Fiscal Year	29,838	33,691
Parole ¹	3014	3086
Probation ²	25,992	29,718
Mandatory Release/Commutation	707	720
Live-In/work-Out	125	167
Discharges During Fiscal Year	24,330	28,174
Revocations:		
Parole ¹	382	624
Probation ²	1734	2074
Mandatory Release/Commutation	15	39
Live-In/work-Out	7	16
Unsatisfactory Closings:		
Parole ¹	163	260
Probation ²	2114	2027
Mandatory Release/Commutation	3	55
Live-In/work-Out	4	9
Satisfactory Closings:		
Parole ¹	1808	2258
Probation ²	16,809	19,470
Mandatory Release/Commutation	580	549
Live-In/work-Out	113	128
Other Closings: ⁴		
Parole ¹	68	107
Probation ²	486	555
Mandatory Release/Commutation	5	1
Live-In/work-Out	4	2
Under Supervision End of Fiscal Year	50,019	55,536

¹Includes Interstate Compact Parole cases.

²Includes Pretrial Supervision and Interstate Compact Probation cases.

³Includes early terminations and expirations of sentence.

⁴Includes Deaths, Cases Reversed on Appeal, Transfers to Other States, and Commutation of Sentence.

TABLE 18
PROBATION DISCHARGE RATES
 (PERCENTAGE)
FY 1978 - 1981

Fiscal Year	Sentence Expiration	Early Termination	Revocation	Unsatisfactory Closing	Other	Total
1978	11,138 (68.1)	2,241 (13.7)	1,325 (8.1)	1,194 (7.3)	457 (2.8)	16,355 (100)
1979	12,655 (69.8)	2,266 (12.5)	1,450 (8.0)	1,287 (7.1)	473 (2.6)	18,131 (100)
1980	13,354 (64.2)	3,182 (15.3)	1,706 (8.2)	2,080 (10.0)	478 (2.3)	20,800 (100)
1981	15,205 (63.9)	3,998 (16.8)	2,046 (8.6)	1,999 (8.4)	547 (2.3)	23,795 (100)

NOTE: This data excludes interstate probation cases.

TABLE 19
PAROLE DISCHARGE RATES
 (PERCENTAGE)
FY 1978 - 1981

Fiscal Year	Sentence Expiration	Early Termination	Revocation	Unsatisfactory Closing	Other	Total
1978	1,483 (67.9)	140 (6.4)	365 (16.7)	146 (6.7)	50 (2.3)	2,184 (100)
1979	1,490 (65.2)	213 (9.3)	344 (15.1)	188 (8.2)	50 (2.2)	2,285 (100)
1980	1,528 (64.2)	245 (10.3)	382 (16.0)	160 (6.7)	66 (2.8)	2,381 (100)
1981	1,881 (62.9)	197 (6.6)	574 (19.2)	239 (8.0)	99 (3.3)	2,990 (100)

NOTE: This data excludes interstate parole cases.

Investigative Services

The Division of Parole and Probation is authorized by statute to conduct investigations and prepare special reports for:

1. Judicial review of criminal sentences;
2. Parole Commission in exercise of their authority to grant or deny parole to persons incarcerated under the laws of this state;
3. Parole Commission and the courts in the exercise of their authority to issue warrants for retaking those persons alleged to have violated the conditions of parole or probation;
4. Judges of the circuit court of any county, the criminal court of Baltimore City, and any district court of the State of Maryland, requesting a pre-sentence report in accordance with state laws;
5. Sentencing judge requesting assessment of defendant's alcohol problems;
6. The Governor concerning persons who make executive clemency application for pardon or commutation of sentence.

In addition, investigations are also conducted under the interstate compact agreement relating to parolees and probationers being considered for supervision by authorities in other states, who expect to assume residence in Maryland.

In FY 1981 the division completed approximately 7,500 pre-sentence investigations as shown in Table 22.

As the result of a National Institute of Corrections assessment of the criminal investigation program, a revised more succinct PSI format has been developed.

TABLE 20
STATEWIDE INVESTIGATION WORKLOAD

Types of Investigations	1981 Actual	Points Per Investigation	% of Total Workload **
<u>Investigations for the Courts</u>			
Pre-Sentence (Courts)	7,533*	(50 long - 40 short)	68%
Post-Sentence (Courts)	74	50	1%
Special Court	1,506	20	6%
Pre-Trial	20	25	1%
Special Departmental	2,134	15	6%
<u>Investigations for the Parole Commission</u>			
Home and Employment	1,676	10	3%
Executive Clemency	57	90	1%
Pre-Parole Jail	1,237	40	10%
<u>Investigations for the Division of Correction</u>			
Post-Sentence Institutional	129	35	1%
Pre-Parole DOC	16	15	1%
<u>Investigations Through the Interstate Compact</u>			
Interstate Home & Employment	1,040	10	2%
Interstate Background	175	30	1%
<u>Investigations for the Division of Parole & Probation</u>			
Applicant Employment	105	40	1%

NOTE: *5,235 long - 2,318 short

**Since the amount of work necessary to complete the different investigations varies, the Division devised a point factor system to measure workload. This column shows the percentage of workload points for each investigation compared to the total.

Tables 21 and 22 identify by region the number of parole and probation cases with special conditions requiring drug or alcohol treatment.

TABLE 21
OPEN PROBATION CASES WITH SPECIAL CONDITIONS
REQUIRING DRUG OR ALCOHOL TREATMENT AS OF JUNE 10, 1981

Jurisdiction	No Special Condition	Refer to Drug Program	Refer to Alcohol Program	Total
Region I	2768 (6.5%)	176 (.4%)	727 (1.7%)	3671 (8.6%)
Region II	14,196 (33.3%)	1654 (2.5%)	2124 (5.0%)	17,374 (40.8%)
Region III	6777 (15.9%)	903 (2.1%)	2609 (6.1%)	10,289 (24.1%)
Region IV	7742 (18.2%)	856 (2.0%)	2682 (6.3%)	11,280 (26.5%)
Statewide	31,483 (73.9%)	2989 (7.0%)	8142 (19.1%)	42,614 (100.0%)

TABLE 22
OPEN PAROLE CASES WITH SPECIAL CONDITIONS
REQUIRING DRUG OR ALCOHOL TREATMENT AS OF JUNE 10, 1981

Jurisdiction	No Special Condition	Refer to Drug Program	Refer to Alcohol Program	Total
Region I	335 (5.8%)	76 (1.3%)	112 (2.0%)	523 (9.1%)
Region II	1795 (31.2%)	1039 (18.0%)	479 (8.3%)	3313 (57.5%)
Region III	527 (9.1%)	322 (5.6%)	161 (2.8%)	1010 (17.5%)
Region IV	496 (8.6%)	254 (4.4%)	168 (2.9%)	918 (15.9%)
Statewide	3153 (54.7%)	1691 (29.3%)	920 (16.0%)	5764 (100.0%)

SPECIAL PROJECTS

Supervision Agent Workload Analysis

The Planning, Research and Evaluation Unit visited 27 of the agency's field offices and interviewed a representative sample of 55% of all supervision agent staff. Researchers met with the agents based on supervision level of their caseload and established consensus estimates of the frequencies and the duration of 35 work activities.

The data obtained from the field visits were then grouped by geographic location of caseload and levels of supervision and averaged arithmetically for each group. The most time-consuming activity is travel, which accounts for 25% of the agents' total work time. Case-related activities (court appearances, intakes, treatment planning, conferences with judges and supervisors, file review, etc.) accounted for the next largest amount of time, 23%; followed by client contact (telephone and in person) 17%; administrative activity, 14%; reports and correspondence, 13%; and collateral contact, 8%. The amount of time spent on the various activities differs significantly with level of supervision and geographic location.

Maryland Parolees: A Comparative Recidivism Study

The division conducted an analysis of recidivism information based on the Division of Correction's definition for five independent groups of releases: the IPSA parole releases, the EPP parole releases, the "normal" parole releases, commutation releases; and expiration/mandatory releases. The recidivism rates for the latter three groups were determined from a Division of Correction study of all releases of those three types during the period July 1974 through January 1978.

The number of cases followed was less than the number of cases actually released because:

- (1) Female data were never maintained on the MILES computer system.
- (2) The computer program used to produce this data contains editing routine to exclude cases which were missing important data items.

Descriptive information on the recidivism study is provided in narrative and chart forms at pages 33-36 of this report.

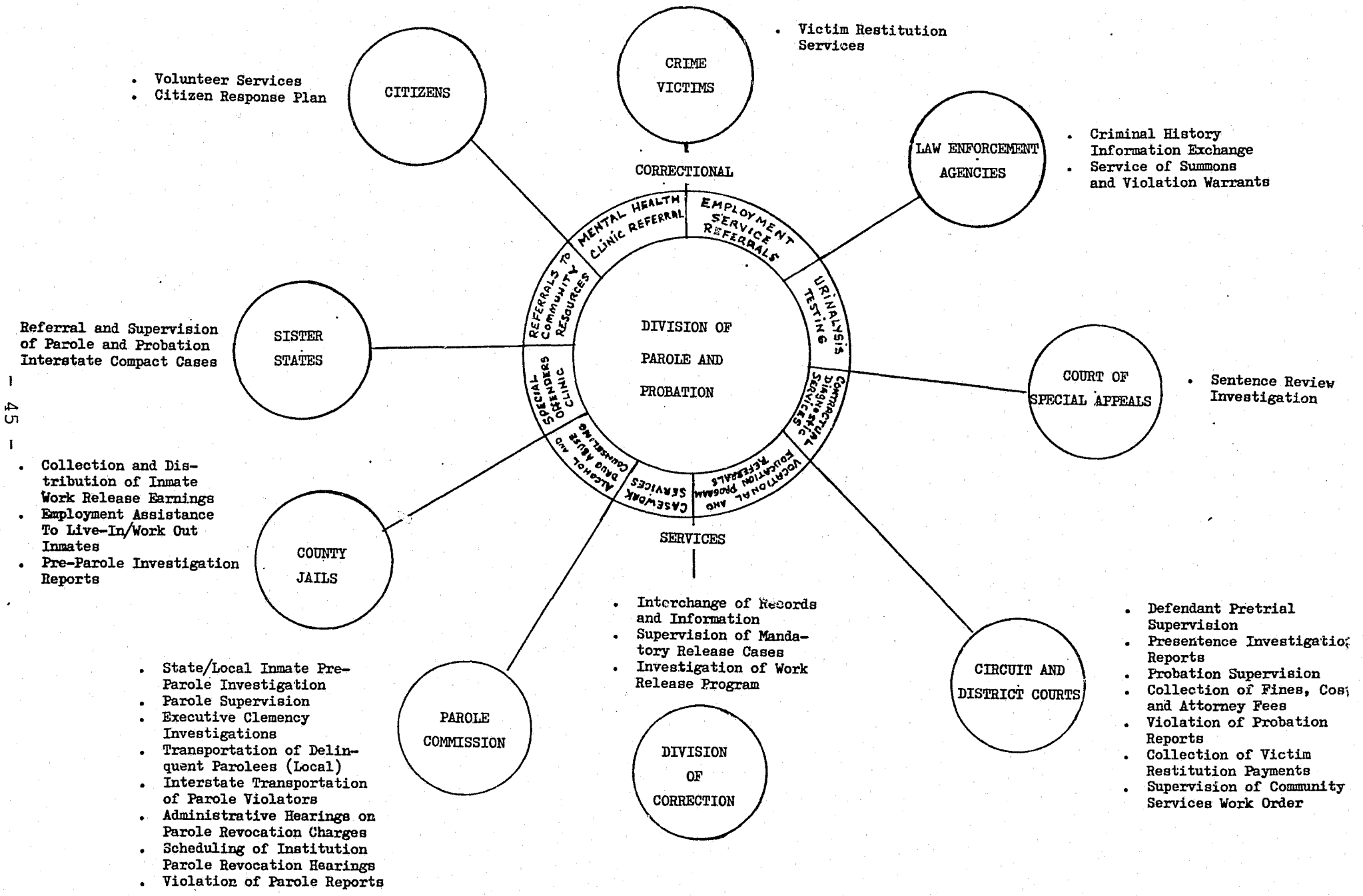
Task Force to Study the Wisconsin Case Management Model

This group was formed to explore the feasibility of the division adopting the Wisconsin Case Management System in part or totally. The Wisconsin alternative caseload management system is being packaged by the National Institute of Corrections as a "systematic approach" to improvements in workload management within parole and probation agencies.

The task force report traces the agency's experience in testing alternative manageable caseload strategies dating from 1966 to the present Differentiated Caseload Management System. A listing of current strengths and weaknesses of the differentiated supervision program initiated in February 1977 was compiled in this study.

Two caseload management alternatives were also considered. The first being the Wisconsin Model and the second, the Community Resource Management Team or the "resource brokerage" approach. The Wisconsin Model was favored by the task force as it represents a more sophisticated caseload management technology. Task force members urged favorable consideration of the case management system adopted in the State of Wisconsin. The report was adopted by top management of the Division of Parole and Probation and steps are being taken to begin the implementation process in fiscal year 1982.

STATUTORY AND ADMINISTRATIVE FUNCTIONS OF THE MARYLAND DIVISION OF PAROLE AND PROBATION



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MARYLAND DIVISION OF PAROLE AND PROBATION

PUBLICATION LIST

- **Opinion of the Attorney General on Selected Issues in Administration of Parole and Probation in Maryland, August 1978, (18 pp.).**
- **Report on Prison Overcrowding, Governor's Task Force, February 1979, (83 pp.).**
- **Working Papers for Reorganization Plan, November 1979, (90 pp.).**
- **Handbook for Preliminary Hearing Officers, 1979, (28 pp.).**
- **Maryland's Differentiated Caseload Management System: Report to the General Assembly, August 1979, (59 pp.).**
- **Community Supervision Program Guide, December 1979, (95 pp.).**
- **Evaluation and Research Plan for Community Supervision Program, March 1980, (73 pp.).**
- **Evaluation Report on Criminal Investigation Program, March 1980, (25 pp.).**
- **1979 Annual Report on Equal Employment Opportunity Program, May 1980, (14 pp. plus Appendices).**
- **Volunteer Services Program Manual, (14 pp. plus Appendices).**
- **1979 Annual Report on the Maryland Division of Parole and Probation, August 1980, (31 pp.).**
- **Community Services Program Guide, 1980 (41 pgs.)**
- **Community Services Program - Annual Report FY 1980.**
- **Supervision Agent Workload Analysis, February, 1981 (56 pgs.).**

Single copies of the listed publications are available at no charge from the Public Information Office, Division of Parole and Probation, 702 One Investment Place, Towson, Md. 21204

END