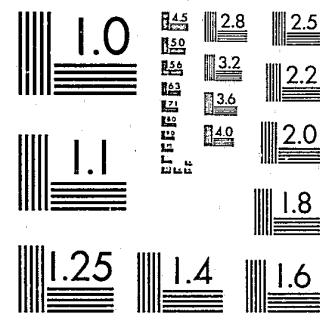


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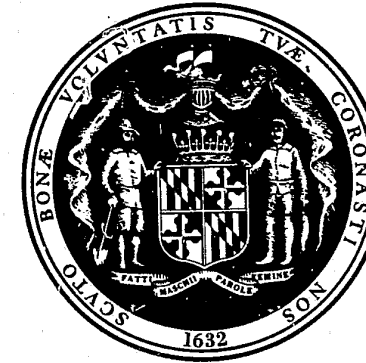
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9/16/83



ANNUAL REPORT

1982

89047

MARYLAND DIVISION OF PAROLE AND PROBATION

U.S. Department of Justice
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MARYLAND DIVISION OF PAROLE AND PROBATION

ANNUAL REPORT
FISCAL YEAR 1982

TABLE OF CONTENTS

	<u>Page</u>
Letter of Transmittal	ii
Preface	iv
Overview of the Division	1
Headquarters	7
The Director	7
ACQUISITIONS	
The Executive Assistant Director	8
Bureau of Administrative Services	9
Bureau of Field Operations	13
Bureau of Policy and Program Development	20
Field Operations	21
Special Projects	39
Directory of Agency Offices	43

LIST OF TABLES

	<u>Page</u>
Table 1 - Operating Budget/Authorized Positions	4
Table 2 - Supervision Workload, FY 77 - 82	4
Table 3 - Citizen Volunteer Participation, FY 1982	17
Table 4 - Number of Parole & Probation Clients Participating in Community Service Programs Administered by P & P - FY 1982	18
Table 5 - Criminal Cases by Supervision Categories as of June 30, 1982	24
Table 6 - Ratio of Cases to Agent by Geographical Region - June 30, 1982	25
Table 7 - Cases Under Supervision by Region as of June 30, 1982	26
Table 8 - Profile of Clients (Statewide) as of June 30, 1982	27
Table 9 - Parole and Probation Population by Type of Offense as of June 30, 1982	28
Table 10 - Client Employment Status - FY 1982	29
Table 11 - Educational Level at Intake - FY 1982	30
Table 12 - Probation Retake Warrants, FY 1979 - FY 1982	31
Table 13 - Parole Retake Warrant Rates, FY 1978 - FY 1982	31
Table 14 - Division of Parole and Probation Total Workload	32
Table 15 - Probation Discharge Rates, FY 1978 - FY 1982	33
Table 16 - Parole Discharge Rates, FY 1978 - FY 1982 ...	33
Table 17 - Statewide Investigation Workload	35
Table 18 - Parolees and Probationers Admitted to Super- vision During FY 1982 with Drug or Alcohol Conditions	36



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

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ARNOLD J. HOPKINS
DIRECTOR

TTY FOR DEAF 486-0677

December 8, 1982

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

Dear Secretary Schmidt:

Transmitted herewith is the 1982 Annual Report on program activities of the Division of Parole and Probation for the period beginning July 1, 1981 and ending June 30, 1982.

Fiscal year highlights reveal a trend setting growth period in the criminal investigation and community supervision programs in an era of diminishing resources. For example, 36,693 new probation and parole cases were received in FY 1982, a nine percent increase in admissions over last year. At year-end the Division of Parole and Probation had supervision responsibility for a total of 60,646 cases. A similar result was obtained in the criminal investigation program where 17,800 specialized investigations were completed during the report period. Among these were 8,068 court presentence reports and 2,945 special investigations conducted for the Maryland Parole Commission.

With the staffing level for field services remaining constant over the past three years it became obvious that system overload was a serious problem. Accordingly, several new program initiatives were launched to address the issue of workload volume through reallocation of existing resources. Descriptive information on these projects is contained in the 1982 Annual Report under topics dealing with the Case Management System

Secretary Thomas W. Schmidt
December 8, 1982
Page 2.

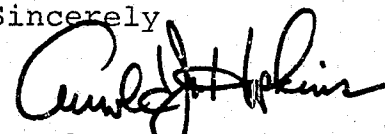
(at pp. 22-24), Volunteer Services Program (at pp. 15-17),
PSI Reporting Format (p. 34), and the OBSCIS II Management
Information System (at pp. 40-41).

In the research program area, the Division of Parole and Probation is a participating agency in two interesting studies. We are cooperating with the Research Triangle Institute of North Carolina in a federally funded misdemeanor probation research project. Sponsored by the National Institute of Justice this study is to evaluate the cost effectiveness of three alternatives for dealing with offenders who typically receive probation for a period of 12 months or less. A final report on research findings is expected in calendar year 1983. A second research project involves this agency in a joint venture with the Center for Metropolitan Planning and Research at Johns Hopkins University. With funding assistance from the National Institute of Justice, Dr. Stephen D. Gottfredson is attempting to improve recidivism predictions through a study of community environments on released offenders. Dr. Gottfredson has completed a preliminary report on the environmental study which is currently under review at the funding agency.

Finally, we invite your attention to sections of the 1982 Annual Report dealing with interagency collaborative efforts such as the coordinated substance abuse plan (at pp. 39-40), the repeat offender information sharing project (p. 40) and agency utilization of community service work alternatives (at pp. 17-18).

Much groundwork has been laid in FY 1982 to strengthen probation and parole field services through policy and program refinements enabling the Division of Parole and Probation to continue functioning as the state's major correctional service agency. We expect with adequate funding support these investments of staff and program resources will result in a unified correctional system operating at a higher level of efficiency and effectiveness.

Sincerely



Arnold J. Hopkins
Director

AJH:dfh

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 departments 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 in the Courts and Judicial Proceedings Volume 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, 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) To assist parolees and probationers in successfully reintegrating into the community through controlled efforts to minimize their criminal involvement while under supervision.
- 2) To administer a technical assistance program in support of community service alternatives to enhance traditional sentencing practices.
- 3) To administer a statewide volunteer services program.
- 4) To provide parole and probation supervision and investigation services to the courts and parole authorities, consistent with standards for public safety.

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	79	80	81	82
Annual Budget	\$14,333,957	\$15,675,139	\$18,276,837	\$18,443,588
Authorized Positions	1,027	1,023	1,010	1,006

Source: The Maryland State Budget, Fiscal Year 1982.

TABLE 2

SUPERVISION WORKLOAD, FY 77 - 82

FISCAL YEAR	77	78	79	80	81	82
Total Cases	111,988	117,087	44,511	50,019	55,536	60,646
Domestic	76,708	76,623	*	*	*	*
Criminal	35,208	40,464	44,511	50,019	55,536	60,646

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

In FY 1982, the division was responsible for supervising approximately 55,000 probation cases and 4,900 parole cases statewide. The agency conducted 8,151 pre-sentence and post-sentence investigations during FY 1982 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.

HEADQUARTERS

The employees at the headquarters office are responsible for the general administrative functions of policy formulation, fiscal services, personnel administration, training and staff development, and the statewide monitoring of mandated parole and probation case supervision and criminal investigation services. Headquarters administration is a function of the director, the executive assistant director, and two 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 Management Analysis and Audit Unit; (2) the executive assistant director assists the director in administrative management functions with responsibility for coordination, oversight and assessment of major programs and special projects of the Bureaus of Administrative Services and Field Operations; (3) the Bureau of Administrative Services consists of the Office of Staff Development and Training, Office of Personnel Administration, Paycase Collections Audit Unit, and the Office of Management Information Services; and (4) the Bureau of Field Operations consists of the Parole Warrant Unit, Interstate Compact Unit, and the Community/Volunteer Services Unit. The Bureau of Policy and Program Development was abolished during fiscal year 1982. Functions performed by this bureau were transferred to the other two bureaus and the Office of the Secretary.

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 of Public Safety and 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

Management Analysis and Audit Unit

This unit is responsible for conducting management studies, performance audits, monitoring legislative activities, and program analysis of headquarters and field operations to assure conformity with division policies and procedures. In addition, staff provides technical assistance to administrative and operations personnel in the adoption of management and policy monitoring systems to facilitate achievement of agency goals and objectives. The office performs all technical and coordination functions of the agency policy manual system and is responsible for providing advice and guidance on administration of the Maryland Public Information Act and Citizen Response Plan. Documentary reports on program activities are prepared and their distribution to special interest groups handled by staff of the Office of Management Analysis and Audit.

EXECUTIVE ASSISTANT DIRECTOR

The executive assistant director assists the director in administrative management functions with responsibility for coordination, oversight and assessment of major programs and special projects of the Bureaus of Administrative Services and Field Operations. The executive assistant director is the central authority for deputy level management decisions and is directly responsible for supervising the work and performance of the assistant directors in charge of administration and field services. This position provides advice and guidance to the agency head on problems and issues in overall program administration. Other functions include the administration of state procurement regulations, certification of service contracts and field office rental agreements, directs the Car Assignment and Accident Review Committee, and monitoring of policy issue work groups established by the agency head. The executive assistant director is also the designated liaison for information sharing and policy coordination functions involving the Parole Commission and the Division of Correction. The executive assistant director serves in an acting capacity in the absence of the director.

BUREAU OF ADMINISTRATIVE SERVICES

The Bureau of Administrative Services provides technical and administrative services in support of division headquarters and field operations. Within this bureau there were five functional program components having statewide jurisdiction in the areas of personnel administration, management information services, staff development and training, and paycase collections audit unit. The fifth program area is the budget and fiscal management unit which was transferred to the secretary's office as of September 1, 1982. Support functions consist of staff consultation, technical assistance, and information sharing to guide major program initiatives in effective utilization of fiscal and manpower resources.

Personnel Administration

This unit is responsible for the administration of personnel services. Staff provides advice, guidance and oversight of employment practices affecting headquarters and field operations work force. This unit is responsible for the development of guidelines for implementation of state personnel policies and procedures, planning of career service objectives for division employees, the certification of personnel actions, maintenance and security of personnel files, monitoring sick leave and attendance of agency staff, administering the Suggestion Program, employee relations activities, coordination of the Red Cross Blood Program, preparation of information for Unemployment and Workmen's Compensation Hearings, responding to employment inquiries, staff grievance procedures, retirement counselling and processing, and interpreting the EEO Guidelines. Other functions include technical analysis of agency staffing patterns, reporting on personnel issues and problems, and responsibility for acting as a hearing officer for 3rd step grievances and representing management in grievances at 4th and 5th steps.

<u>Activities</u>	<u>FY 1981</u>	<u>FY 1982</u>
Appointments Processed	92	81
Terminations Processed	119	82
Reclassifications and Promotions	346	155
Grievances Heard - 3rd Step	59	65
Grievances Represented - 4th Step	27	47
Grievances Represented - 5th Step	12	18
Leave Records Adjusted	184	217
Grievances at Arbitration	1	0
Reports on Unemployment Compensation	119	82

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 1982, the training staff presented one entrance level program providing 5 new agents with basic training in field operations.

The training unit offered 16,858 manhours of training in fiscal year 1982. An average of 18 hours of in-service training was provided to each person by agency trainers.

The unit was itself being trained during fiscal year 1982 for the preparation and delivery of training necessary for the implementation of the Maryland Workload Management System.

Training Provided to P & P Staff

	<u>FY 1982</u>	
<u>Training</u>	<u>No. of Staff</u>	<u>Percent</u>
Professional Staff receiving 40 hours	492	72%
Clerical/Fiscal Staff receiving at least 16 hours	125	52%
Entrance Level Training	5	

Management Information Services

This program component is responsible for providing administrative and technical services to users of the division's computer-based management information system. Staff conducts training of field terminal operators, monitors standards for quality control of information services, prepares statistical reports on program research and evaluation, and audit compliance

with policy on privacy and security of criminal history records. Special projects are undertaken to facilitate analysis of policy issues, to assist management in deployment of resources and identification of workload trends in field operations. Information services of the data analysis unit are made available to the legislature in statistical reports and in support of departmental research studies. A close working relationship is maintained with staff of the Data Services Center responsible for the overall implementation of criminal justice information systems.

Data Processing Activities

<u>Terminal Activities</u>	<u>1981 Actual</u>	<u>1982 Actual</u>
Inquiries	28,412	24,604
Messages (Out-of-State)	N/A	125
Parole Warrants		
Entered	334	370
Cancelled	262	428
Forms Processed		
Intake - Input Records	37,569	37,754
Case Record Changes	456,294	414,670
Investigative Records	15,590	15,608

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 payments. 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>	<u>1982 Actual</u>
Transactions	N/A	74,413
Fines, Costs, & Restitution	\$3,464,364	\$3,758,200
Live-In/Work-Out	\$361,504	\$491,363

Budget & Fiscal Management

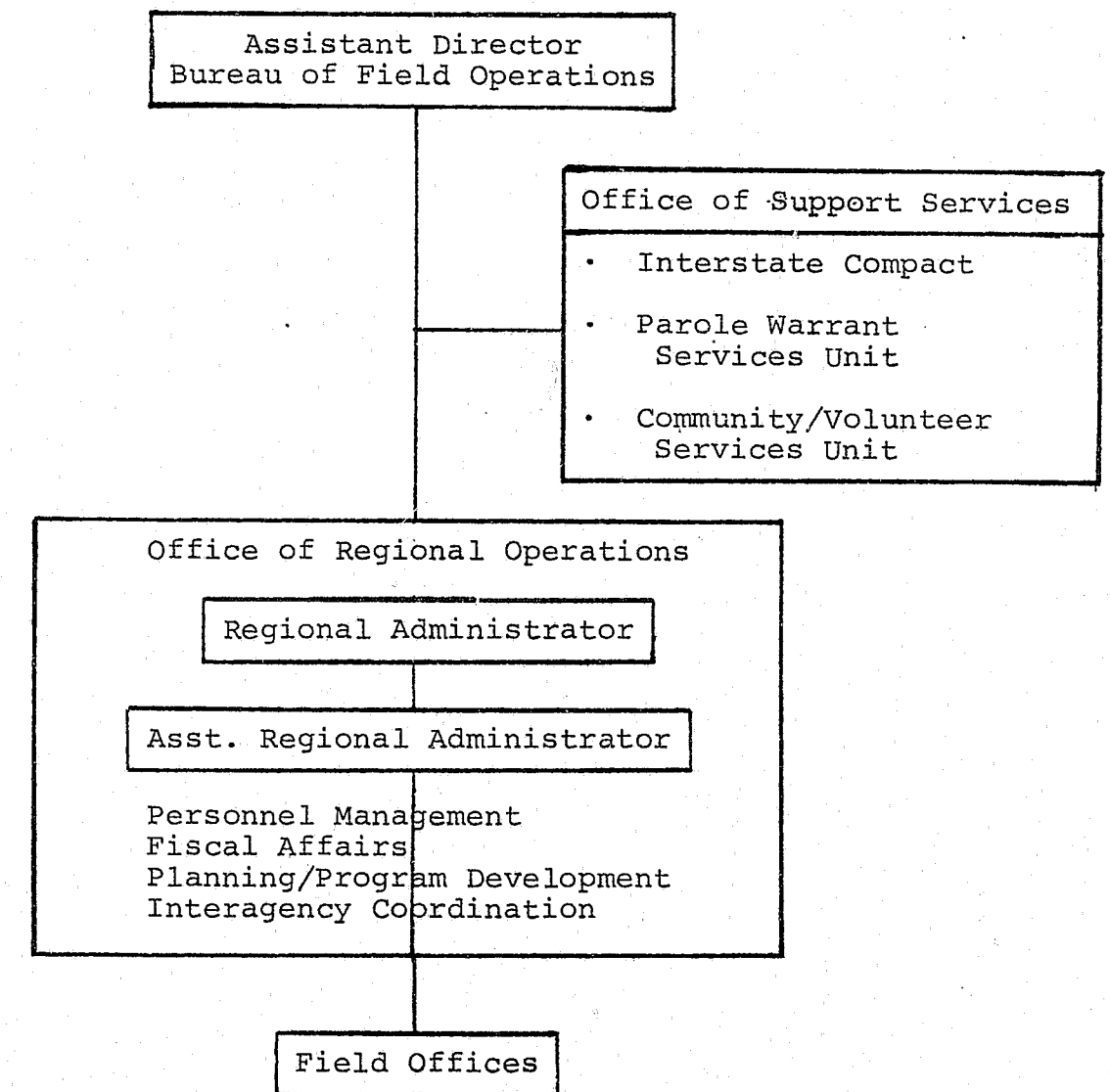
This component has responsibility for preparation of the agency's annual operating budget, accounting for authorized expenditures, and reporting the fiscal impact on programs and services. Related functions include the conduct of field audits to establish accountability in budget transactions and management 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.

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 warrant services, interstate compact services, and community/volunteer services. Collectively, these bureau components form the Office of Support Services.

Parole Warrant Services Unit

The parole warrant services 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.

The unit is also responsible for activating mandatory and parole release cases and closing expired mandatory and parole release cases.

Warrant Unit Services - FY 1982

<u>Activities</u>	<u>FY 1982</u>
Warrants Issued	1,276
Revocation Hearings Scheduled ¹	1,297
Violators Extradited	136
Special Reports Processed ²	5,030
Mandatory Release Cases Opened	1,189
Parole Cases Opened	1,747
Mandatory Release Cases Closed	1,108
Parole Cases Closed	2,033

NOTE: ¹This accounts for the number of hearings scheduled, not the number of individuals. Due to cancellations and reschedulings, some individuals may be counted more than once.

²These reports are not all requests for warrants and should not be considered as such.

Interstate Compact Unit

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 1982, the interstate compact unit forwarded nearly 2,561 Maryland cases to sister states. Staff processed and reviewed 959 cases for supervision received from sister states.

At the end of FY 1981, more than 2,316 Maryland offenders were under out-of-state supervision. Approximately 1,643 offenders from sister states were being supervised in Maryland. In addition, 1,442 local investigation requests were handled.

Community/Volunteer Services Unit

This unit is responsible for the development and utilization of community resources to complement the division's work force. Staff is responsible for the interaction with the private and public sectors in efforts to identify client employment and training resources, to expand volunteer recruitment efforts, to facilitate development of community service programs, and to strengthen coordination linkages with state and local correctional agencies in pursuit of common program initiatives.

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 state volunteer/community service coordinator in the Bureau of Field Operations 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 Citizen 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 3
DIVISION OF PAROLE & PROBATION
CITIZEN VOLUNTEER PARTICIPATION, FY 1982

Type of Service	Region I	Region II	Region III	Region IV
<u>Intake</u>				
On Board	14	40	20	22
Added	10	8	11	13
Terminated	1	16	16	17
Ended	23	32	15	18
<u>Unit Aide</u>				
On Board	18	26	31	27
Added	14	15	26	13
Terminated	5	10	22	23
Ended	27	31	35	17
<u>Caseload Aide</u>				
On Board	5	27	21	17
Added	9	28	10	15
Terminated	10	20	8	13
Ended	4	35	23	19
<u>Resource Volunteer</u>				
On Board	5	34	40	23
Added	2	17	30	6
Terminated	3	19	28	6
Ended	4	32	42	23

Community Services Program

Under authority of Article 27, Section 726A of the Annotated Code of Maryland, the division prepared, printed and disseminated the Second Annual Report on Community Services Program. On March 22, 1982, the second statewide Community Services Leadership Conference was held in Annapolis. Staff also helped in the implementation of the Somerset County community services program.

The following table portrays the number of clients (3,635) in community service programs throughout the state which are administered by parole and probation staff.

The Parks Program which has legal sanction based on Article 27, Section 641, administers community service as a condition of probation after a determination of guilt or the acceptance of a nolo contendere plea.

Locally run community service programs exist in Anne Arundel, Baltimore, Calvert, Carroll, Frederick, Kent, Montgomery, and Washington Counties and Baltimore City. Four towns in Worcester County have developed their own programs -- Berlin, Pocomoke City, Snow Hill, and Ocean City.

The Howard County program was developed through LEAAs, but is now run by volunteers of the Division of Parole and Probation.

At the end of FY 1982, a total of 10,457 offenders were referred to various government and charitable agencies to perform different types of volunteer services.

TABLE 4
NUMBER OF PAROLE & PROBATION CLIENTS
PARTICIPATING IN COMMUNITY SERVICE PROGRAMS
ADMINISTERED BY P & P - FY 1982

Region	No. of Referrals	No. of Successful Completions	No. of Failures to Complete	No. of Hours Assigned	No. of Hours Completed	Monetary Value (\$3.35/Hr.)	No. of Work Sites
I	726	574	99	52,478	45,588	\$152,719.80	116
II	3	2	0	477	215	\$720.25	3
III	2,716	2,454	474	N/A	94,282	\$315,844.70	61
IV	190	124	29	16,733	8,662	\$29,017.70	160
Total	3,635	3,154	602	N/A	148,747	\$498,302.45	340

Field Operations

The present structure of the Bureau of Field Operations reflects the reorganization of the division's administrative and operations 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 administration through the development of a regional service delivery system. Among the actions taken to realign field administrative services was the establishment of an Office of Regional Operations, in each of the four administrative regions of the state, with responsibility 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 an assistant regional administrator responsible for inter-agency coordination functions, personnel management, fiscal services, and planning/program development tasks.

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 investigative 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. 21).

BUREAU OF POLICY AND PROGRAM DEVELOPMENT

This bureau provided technical support and assistance to the administrative and operations components of the Division of Parole and Probation. Major functions of this bureau included 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 analysis of new programs being piloted prior to their adoption statewide.

During fiscal year 1982, this bureau was abolished. The management information services unit was transferred to the Bureau of Administrative Services. The community/volunteer services unit was transferred to the Bureau of Field Operations. The office of management analysis and audit was transferred to the office of the director.

In order to simplify this report, the accomplishments of these components are shown within the bureaus to which the functions and staff were transferred. Other additional items are shown under the "Special Projects" section at the end of the report.

FIELD OPERATIONS

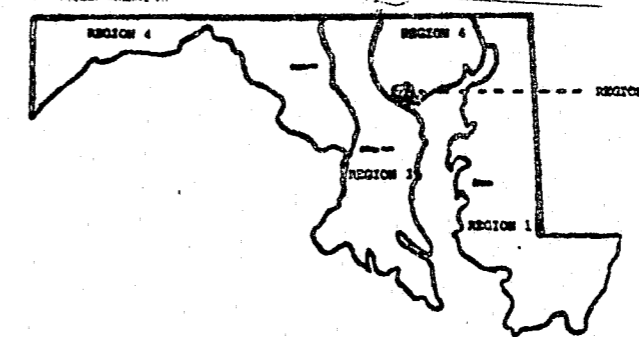
Office of Regional Operations

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 parole and probation services is decentralized through four geographic regions established under a uniform reorganization plan adopted in 1979. An office of regional operations is located in central geographic areas under the direction of a regional administrator, and staffed by an assistant regional administrator, and support personnel. Regional offices provide decentralized administrative and managerial 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 who desire to live in Maryland and are accepted for supervision under the interstate compact after having been placed on parole and probation in sister states.

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 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. Caseload size for this category of supervision was

adjusted from 60 to 45 cases per agent. Supervision of maximum caseloads improved by the division's most experienced field agents.

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. The caseload standard for this level of supervision was originally set at 200 cases per agent and adjusted to 100 in 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 caseload standard was reduced to 200 cases per agent.

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 awaiting classification material are placed in the review category.

By the end of FY 1981, however, the caseload averages had climbed to 47:1, 112:1, and 239:1 for the respective three categories of supervision (maximum, medium, minimum). To complicate matters, predictions suggest a continued growth in the number of parolees and probationers over the next three year period.

Thus with forecasts for continued growth in the caseload and the estimated cost of approximately \$2,300,000 for the additional positions which would be needed to maintain the recommended caseload ratios of 45, 100 and 200, it became clear that the division could not maintain a highly specialized case management system.

Therefore, the division convened a task force to examine alternatives to the current supervision program which would: (1) feature improvements in basic classification and case management functions, (2) align existing manpower resources with caseload growth, and (3) establish a viable workload allocation formula for budgeting of needed resources. The task force recommendations favored adoption of a new case management system developed by the National Institute of Corrections. This new case management approach features the following five elements:

1. A comprehensive case classification process based on risk of continued criminal activity and the offender's need for services. This assessment considers factors such as: prior criminal record, age of first conviction, type and seriousness of offense(s), vocational skills, employment history, financial status, and history and/or degree of substance abuse.
2. A Client Management Classification System (CMC) designed to help probation and parole officers develop effective case plans and select appropriate casework strategies.
3. A Mixed Caseload System wherein each agent will supervise both maximum, medium, and minimum classified parolees and probationers in the same caseload.
4. A Workload Accounting, Deployment, and Budgeting System is now being developed that will enable the agency to more efficiently allocate its staff and resources based upon workload as opposed to caseload ratios.
5. OBSCIS II will be expanded to include client profile data on case admissions, reevaluations, and terminations which will assist in planning, program development and agency performance evaluations.

During fiscal year 1982, the agency handled over 92,229 criminal cases. On June 30, 1981 (the beginning of the fiscal year is July 1, 1981), there was an initial population of 55,536 cases. In addition, a total of 36,693 cases were processed through intake during the course of the fiscal year. At the close of FY 1982, there were 60,646 cases as categorized in Table 5 entitled "Criminal Cases By Supervision Categories As Of June 30, 1982."

TABLE 5
CRIMINAL CASES BY SUPERVISION CATEGORIES AS OF JUNE 30, 1982

	Parole	Mandatory Release	Circuit Court Probation	District Court Probation	Compact Parole	Compact Probation	Live-In/Work-Out	Totals
Maximum	2,084	277	5,506	4,455	151	328	74	12,875
Medium	1,101	4	5,604	15,422	69	317	23	22,540
Minimum	193	4	1,301	3,123	24	109	3	4,757
Non-Active	315	10	3,926	5,188	35	178	14	9,666
Delinquent	868	64	3,901	5,905	11	21	--	10,770
Review	1	1	7	27	--	1	1	38
Total	4,562	360	20,245	34,120	290	954	115	60,646

To provide supervision services to those offenders in the maximum, medium, and minimum categories, at the end of FY 1982, agent staff were assigned as shown in Table 6.

TABLE 6
RATIO OF CASES TO AGENT BY GEOGRAPHICAL REGION
JUNE 30, 1982

Supervision Classification	Region I	Region II	Region III	Region IV	Total Agents	Statewide Cases	Caseload/Agent Ratio
Maximum	29	125	40.5	55	249.5	12,875	52:1
Medium	15	70	51.5	46.5	183	22,540	123:1
Minimum	1	5	5	8	19	4,757	250:1
Total	45	200	97	109.5	451.5	40,172	89:1

Of those cases under supervision, more than 54,000 were placed on probation by the circuit and district courts, while only 4,562 were parolees. Only 360 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 115 cases. Interstate compact cases accounted for 290 parolees and 954 probationers.

Region II, Baltimore City, accounts for 25,267 cases or 42% of the cases statewide. Region IV has the second largest workload, 15,264 cases; Region III is next with 14,267 cases. Region I, representing the Eastern Shore area, has the smallest number of cases totaling 5,750. (Table 7 shows the distribution of these cases by category of supervision).

TABLE 7

CASES UNDER SUPERVISION BY REGION AS OF JUNE 30, 1982

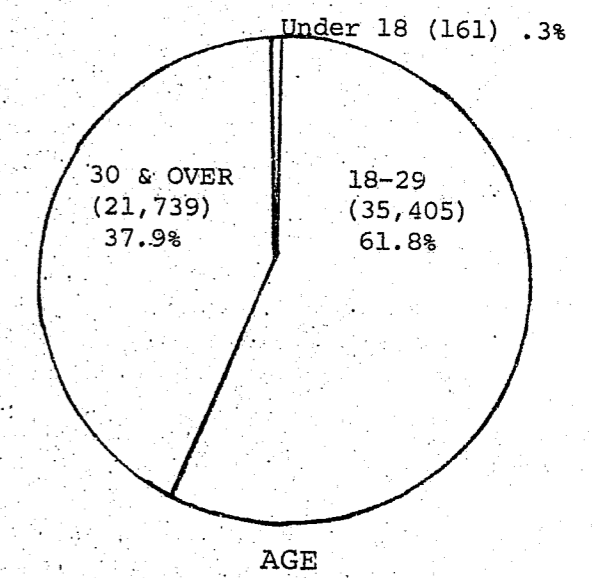
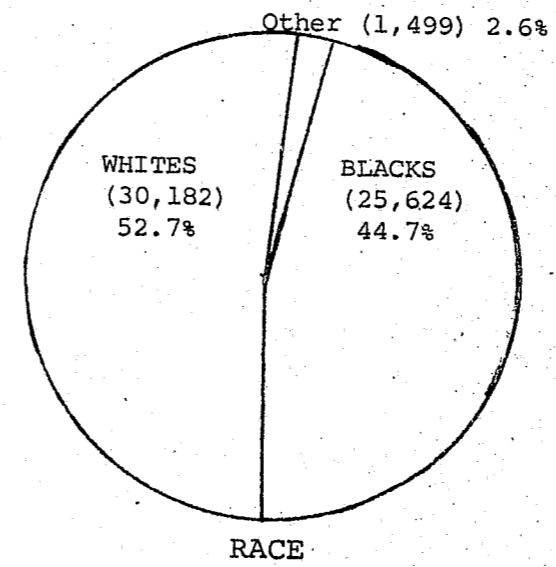
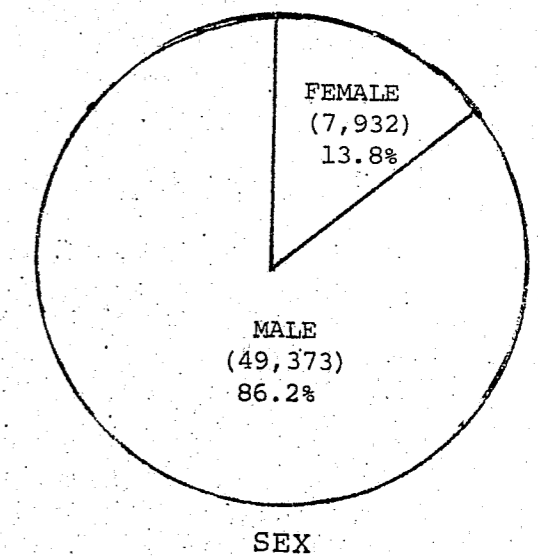
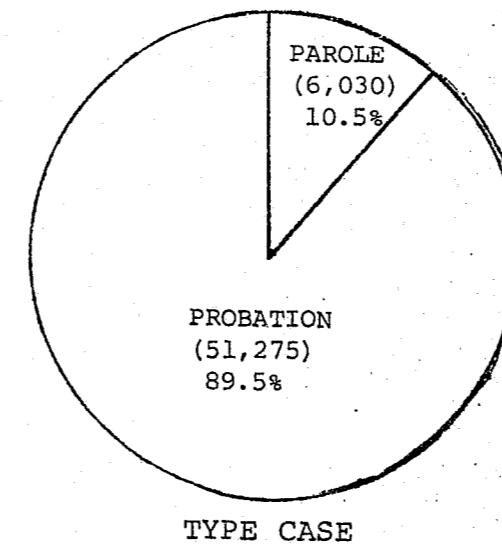
Category of Supervision	Region I	Region II	Region III	Region IV	Headquarters	Total
Maximum	1,835	5,525	2,621	2,894	----	12,875
Medium	1,821	8,510	6,058	6,151	----	22,540
Minimum	552	1,241	1,501	1,463	----	4,757
Non-Active	1,138	2,809	2,848	2,871	----	9,666
Delinquent	375	7,179	1,233	1,885	98	10,770
Review	29	3	6	----	----	38
Total Active Cases	4,237	15,279	10,186	10,508	----	40,210
Total # of Cases	5,750	25,267	14,267	15,264	98	60,646

Socio-Demographic Profile of Parole and Probation Clients

The majority (89.5%) of the cases under supervision are on probation. There is one female case under supervision for every six male cases. Whites represent 52.7% of the cases, while blacks account for 44.7% and other categories 2.6%. Well over half of the clients (61.8%) are between the ages of 18-29. (See Table 8).

TABLE 8

PROFILE OF CLIENTS (STATEWIDE) AS OF JUNE 30, 1982



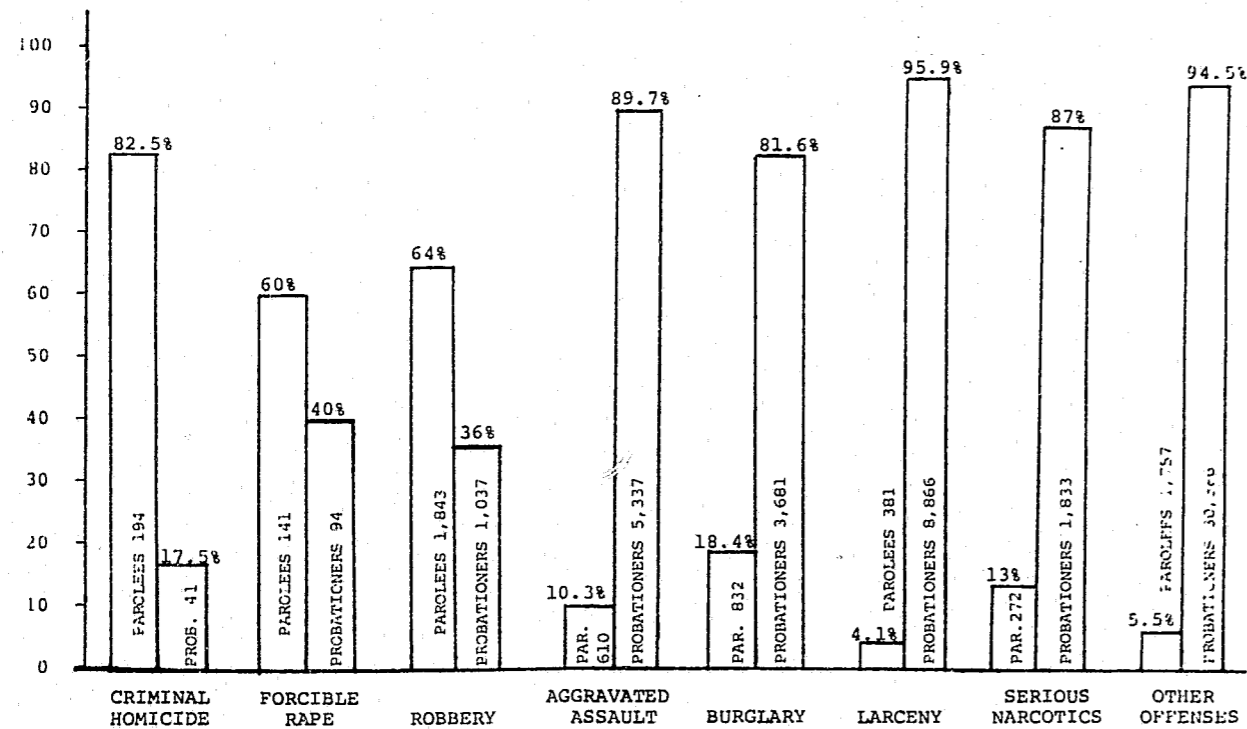
SOURCE: DIVISION OF PAROLE AND PROBATION - INTAKE, DISCHARGED AND CURRENT POPULATION BY SEX, JURISDICTION, RACE, AND AGE.

Table 9 displays the types of offenses for which individual cases were 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 9

PAROLE AND PROBATION POPULATION BY TYPE OF OFFENSE

AS OF JUNE 30, 1982



As of August 10, 1982, fifty-four percent (54%) of the population under supervision were single and twenty-two percent (22%) were married. Approximately forty-five percent (45%) were employed full-time, twenty-nine percent (29%) were unemployed, five percent (5%) were employed part-time. (See Table 10).

Less than fourteen percent (14%) of the clients acknowledged education beyond high school, sixty-two (62%) had completed at a minimum the ninth grade and a maximum of the twelfth grade; eighteen point four percent (18.4%) had completed seventh through the ninth grades; and less than three percent (3%) had not completed more than the sixth grade. (See Table 11).

TABLE 10

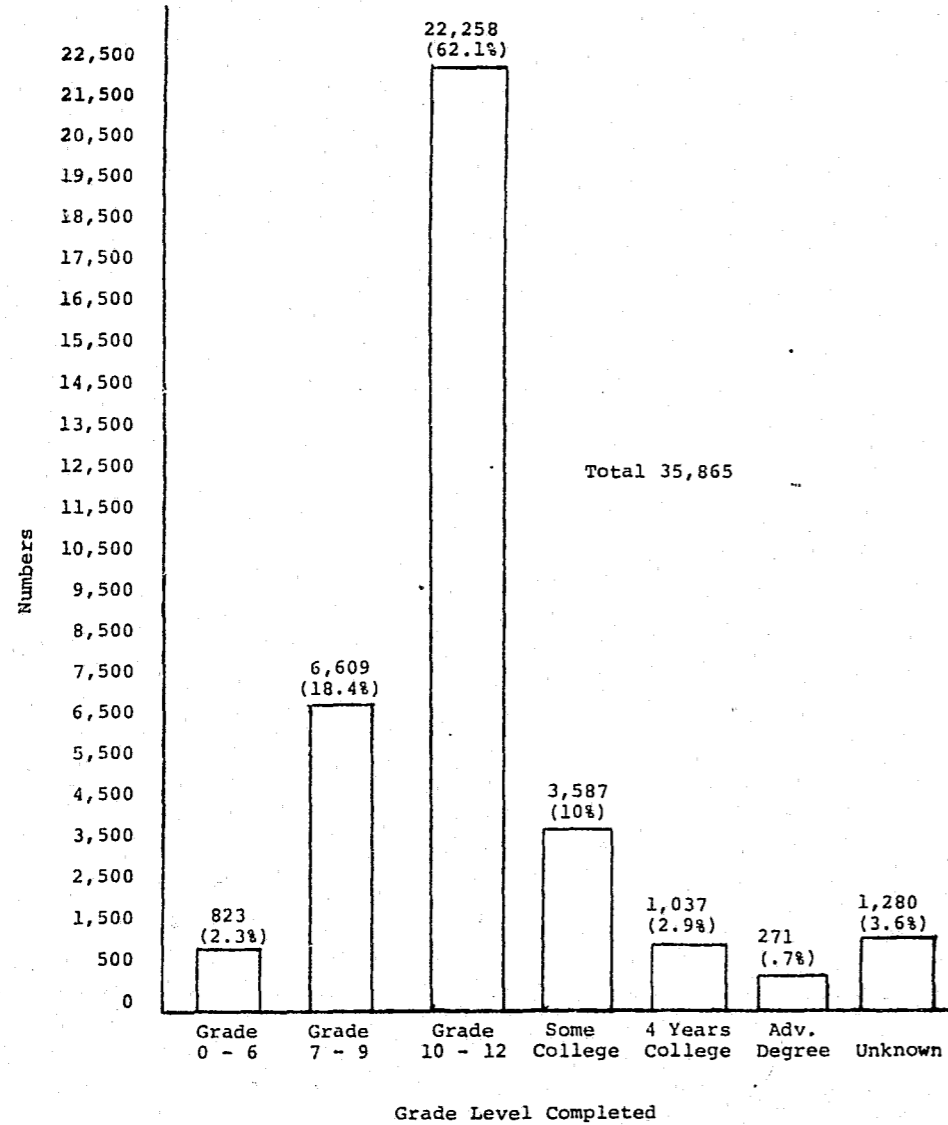
CLIENT EMPLOYMENT STATUS - FY 1982

Employment Status	Number	Percent
Full-Time	32,517	45.8%
Part-Time	3,881	5.5%
Unemployed	21,045	29.6%
Housewife	512	.7%
Welfare	1,679	2.4%
Retired	566	.8%
Disabled	1,247	1.8%
Student	1,708	2.4%
Unknown	7,845	11%
TOTAL	71,000	100%

NOTE: The total does not reflect the number of individuals. Respondents can check more than one category when answering the question regarding employment status. For example, a client could be employed full-time and also be a student.

TABLE 11

EDUCATIONAL LEVEL AT INTAKE - FY 1982



Retake Warrants and Recidivism

During FY 1982, 8,346 warrants were requested as the result of new offense, technical violations, and/or absconding. Tables 12 and 13 show the number of parole and probation warrants issued and the percent of warrants issued based on total number of cases supervised during fiscal years 1978 to 1982.

TABLE 12

PROBATION RETAKE WARRANTS FROM FY 1979 - FY 1982

		FY 1978	FY 1979	FY 1980	FY 1981	FY 1982
T Y P E S	Absconder Warrants	755 (19%)	1,265 (23%)	1,789 (29%)	1,683 (24%)	1,923 (27%)
	Technical Warrants	2,207 (57%)	2,593 (48%)	2,678 (43%)	3,436 (24%)	3,066 (43%)
	New Offense Warrants	930 (24%)	1,579 (29%)	1,727 (28%)	1,894 (27%)	2,081 (30%)
	Total Warrants	3,892 (100%)	5,437 (100%)	6,194 (100%)	7,013 (100%)	7,070 (100%)
	Total Probation Cases	50,343	56,309	63,772	65,860	72,473
	Rates	7.7%	9.7%	9.7%	10.6%	9.8%

TABLE 13

PAROLE RETAKE WARRANT RATES - FY 1978 - FY 1982

	F.Y. 1978	F.Y. 1979	F.Y. 1980	F.Y. 1981	F.Y. 1982
Total Parole Cases Under Supervision	6,761	6,895	7,512	8,589	7,780
Total Warrants Issued	998	1,074	1,098	1,285	1,276
Rates	15%	16%	14%	15%	16.4%
Absconder Warrants	252	290	253	334	370
Technical Warrants	94	115	111	123	66
New Offense Warrants	652	669	734	828	840

NOTE: This data reflects only the number of warrants issued. Results of violation hearings are available through the Maryland Parole Commission.

The agency workload throughout fiscal year 1982 is shown in Table 14. The number of cases under supervision at the beginning and end of the fiscal year are shown along with intakes and discharges.

Discharge rates for parolees and probationers are portrayed in Tables 15 and 16.

TABLE 14

DIVISION OF PAROLE AND PROBATION TOTAL WORKLOAD

	<u>1982</u>
Under Supervision Beginning Fiscal Year	55,536
Maryland Parolees	5,538
Mandatory Release	279
Probationers (Circuit, Supreme Bench, and District Courts)	48,225
Other States	1,494
Received on Parole and Probation	36,693
From Institutions (Parole)	1,747
From Mandatory Release	1,189
From the Courts (Probation-District Court - Circuit Court-Supreme Bench)	32,798
From Other States	959
Removed From Parole and Probation	31,583
Parole Violators	690
Discharged from Parole, Closed by Death and/or Order of the Maryland Parole Commission	2,033
Discharged from Mandatory Release	1,108
Discharged from Probation by Courts	26,942
Discharged from Other States	810
Total Under Maryland Supervision End of Fiscal Year	60,646
Maryland Parolees	4,562
Mandatory Release	360
Probationers (Circuit, District Court and Supreme Bench)	54,081
From Other States	1,643

SOURCE: 1984 Division of Parole and Probation Budget Request.

TABLE 15

PROBATION DISCHARGE RATES - FY 1978 - FY 1982

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%)
1982	13,708 (60.1%)	4,413 (19.3%)	2,407 (10.5%)	2,071 (9.1%)	221 (1.0%)	22,820 (100%)

NOTE: This data excludes interstate probation cases.

TABLE 16

PAROLE DISCHARGE RATES - FY 1978 - FY 1982

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%)
1982	2,114 (66.6%)	175 (5.5%)	601 (18.9%)	243 (7.7%)	41 (1.3%)	3,174 (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. Appellate 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 courts, the criminal court of Baltimore City, and any district court in 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 1982, the division completed approximately 8,000 pre-sentence investigations as shown in Table 17.

As the result of a consultant study conducted in March 1980 by the Crime and Justice Foundation of Boston, Massachusetts, a revised more succinct PSI format has been developed and implemented.

TABLE 17
STATEWIDE INVESTIGATION WORKLOAD
FISCAL YEAR 1982

Types of Investigations	1981 Actual	1982 Actual
<u>Investigations for the Courts</u>		
Pre-Sentence (Courts)	7,533*	8,068**
Post-Sentence (Courts)	74	83
Special Court	1,506	2,760
Pre-Trial	20	80
Special Departmental	2,134	2,431
<u>Investigations for the Parole Commission</u>		
Home and Employment	1,676	1,630
Executive Clemency	57	48
Pre-Parole Jail	1,237	1,267
<u>Investigations for the Division of Correction</u>		
Post-Sentence Institutional	129	79
Pre-Parole DOC	16	48
<u>Investigations Through the Interstate Compact</u>		
Interstate Home & Employment	1,040	1,028
Interstate Background	175	201
<u>Investigations for the Division of Parole & Probation</u>		
Applicant Employment	105	76

NOTE: *5,235 long - 2,318 short
**5,329 long - 2,739 short

Substance Abuse Cases

Table 18 identifies by region the number of parole and probation cases admitted to supervision during fiscal year 1982 with special conditions requiring drug or alcohol treatment.

TABLE 18

PAROLEES AND PROBATIONERS ADMITTED TO SUPERVISION

DURING FY 1982 WITH DRUG OR ALCOHOL CONDITIONS

	Region I	Region II	Region III	Region IV	Total
Parolees					
Drug	28	201	99	111	439
Alcohol	41	120	71	86	318
Probationers					
Drug	112	758	485	655	2,010
Alcohol	961	1,575	2,264	2,652	7,452

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.

Alcohol Treatment Program

Five agents certified as alcohol treatment counselors have been working in the division's field offices in Regions 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 programs of the Division of Correction to provide pre-parole services and parole supervision to residents 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 1982, 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.

Contractual Diagnostic Services

Under a technical services contract with Contractual Services, P.A., funds are made available for psychiatric and psychological evaluations on sexual and/or aggressive anti-social offenders referred to the Division of Parole and Probation for pre-sentence investigations. During fiscal year 1982, 88 clients were evaluated by this firm.

SPECIAL PROJECTS

Community Environments on Released Offenders

The Center for Metropolitan Planning and Research, Johns Hopkins University, conducted this research project. The purpose of this project was to aid in the understanding and prediction of criminal recidivism. The general question behind this research may be stated as: "By considering the socio-environmental context into which an offender is released after a period of incarceration, can we improve upon recidivism predictions which are based solely on personal characteristics of the offender himself?"

The researchers gathered information concerning criminal history, current offense, social history, demographic characteristics and performance while under parole supervision for approximately 700 subjects. The data collected was then analyzed and conclusions drawn. Dr. Stephen D. Gottfredson, director of the research project has completed a preliminary report which is currently under review at the National Institute of Justice in Washington, D.C.

Substance Abuse Plan

The overall goal of this Task Force on Addictions and the Criminal Justice System which was created by Governor Hughes on June 23, 1981, was "to recommend ways by which the agencies concerned can increase cooperation through cost, personnel and facility sharing and by other means to provide the most effective addiction treatment and rehabilitation for those persons who become the responsibility of the criminal justice system."

The membership consisted of these individuals:

The Honorable Alan M. Wilner, Judge (Chairman)
Arnold J. Hopkins, Division of Parole and Probation
Richard W. Friedman, Governor's Commission on Law
Enforcement and the Administration of Justice
Jon P. Galley, Division of Correction
Richard Hamilton, Director, Drug Abuse Administration
John Bland, Director, Alcohol Control Administration
Rev. Harry Shelley, Chairman, Advisory Council on
Alcoholism Control
Dr. Wallace Mandell, Drug Abuse Advisory Council

This task force presented its recommendations to Governor Hughes in January, 1982. As a result of the efforts of this task force, the Division of Parole and Probation is working with officials of the Drug Abuse Administration and the Alcohol Control Administration in the development of an implementation plan for substance abuse coordination in Baltimore City. Plans will be developed in the future for each county in the state.

Criterion Offense Project

During the past year, the House Appropriations Subcommittee on Law Enforcement and Transportation has expressed considerable interest and concern in the use or lack thereof of Article 27, Section 643B for imposing mandatory sentences. Consequently, the Division of Parole and Probation, the Public Safety Data Center, CRCR (Criminal Records Central Repository), and the Administrative Office of the Courts have collectively developed a plan which will: (1) provide prosecutors with better criminal histories in a timely manner in order to identify offenders eligible for prosecution under Section 643B, and (2) improve the automated criminal history data base for future use.

The Division is responsible for the following tasks:

1. Forwarding to State's Attorneys the face sheet and prior record section (excluding institutional or prior supervision adjustment) of any previously completed PSI or Special Court Investigation upon request from a state's attorney. State's attorneys will have access to a computerized index of investigations and be required to properly identify the defendant under consideration for 643B prosecution as the subject of a previous pre-sentence report.
2. When the above PSI's contain a conviction for a 643B criterion offense in which the arrest occurred prior to January 1, 1978, the division will send a copy of the PSI face sheet and prior record section to CRCR. Pre-1978 data will thereby be added to the automated criminal history data base.

OBSCIS II

Work on the full implementation of OBSCIS II has continued over the past fiscal year. The basic objective of this system is to make parole and probation supervision case data, as well as investigative data, available to all parole and probation

locations on-line. A total of thirty-five terminals have been installed to date. These terminals are linked to the main frame computer located at the State Police Headquarters in Pikesville.

Since OBSCIS II is an on-line system and has interface capability with other key components in the Maryland Criminal Justice Information System, parole and probation staff have access to other key information sources through the remote terminals. This system is expected to become fully operational during FY 1983.

Low Risk Misdemeanant Probation Cases

The division is cooperating with the Research Triangle Institute of North Carolina in a misdemeanor probation research project sponsored by the National Institute of Justice. The purpose of this project is to evaluate the cost-effectiveness of three alternatives (supervised probation, unsupervised probation, and community service) for dealing with offenders who normally receive probationary sentences of twelve months or less.

Under Maryland's differentiated case management system, probationers are normally assigned to one of three levels of supervision - maximum, medium, or minimum. Obviously, the more intensive is the level of supervision, the more expensive it is to supervise a given case.

The first experimental group includes those who are actively supervised. This group was randomly selected. The second group includes individuals who are not contacted regularly by a probation agent, although they were given the name of an agent to call if they needed help to resolve a problem.

The third group is comprised of those offenders who voluntarily agreed to perform 40 hours of community service work.

Six months after all participants have completed probation, two types of follow-up will be conducted. One will involve a criminal records check since the time the individual was placed on probation. The other will survey the participants to determine how their lives have changed since they began probation. The differences will be measured in terms of recidivism and personal changes in their social and economic circumstances. This project is being implemented in Anne Arundel County, Prince George's County, and the City of Baltimore. A final report on research findings and conclusions is expected in calendar year 1983.

Victim Impact Statement: Policy and Procedures

During the 1982 session of the Maryland General Assembly, Senate Bill 50 passed both houses of the legislature and was signed by the governor. This bill requires the Division of Parole and Probation to include a victim impact statement as a part of any pre-sentence investigation which is:

1. Ordered by the Circuit Court of any county or the Supreme Bench of Baltimore City; and
2. Ordered on a defendant convicted of any felony or a misdemeanor which resulted in serious physical injury or death to the victim.

A Victim Impact Statement Work Group was established to develop policies, procedures and forms to implement this legislation. These policies and procedures were included in Chapter 5 of the Agent's Manual which were effective July 1, 1982. A management seminar on implementation of the victim impact statement will be conducted for all supervisors of investigative staff.

Maryland Workload Management System

During fiscal year 1982, the division was selected as one of four states to participate in the Model Probation/Parole Management Program which is sponsored by the National Institute of Corrections in Washington, D.C. The four states interested in implementing this model system will be given technical assistance in program development and administration.

This model classification approach consists of several basic elements:

1. A comprehensive case classification system based on the client's risk of continued criminal activity and the client's need for services.
2. A client management classification system designed to help parole and probation officers develop effective case plans and select appropriate casework strategies.
3. A management information system designed to enhance planning, monitoring, evaluation, and accountability.
4. A workload deployment system which allows agencies to effectively allocate their limited resources.

The division is in the process of implementing this system.

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END