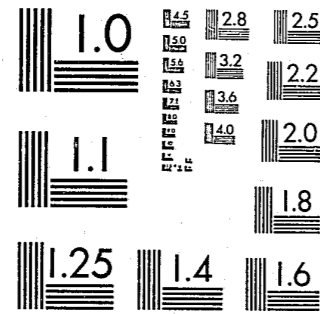


National Criminal Justice Reference Service



This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



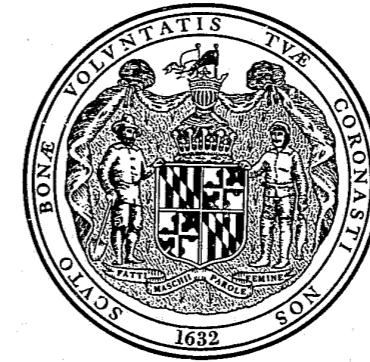
MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504.

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U. S. Department of Justice.

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

9/26/83



ANNUAL REPORT 1979

89050

MARYLAND DIVISION OF PAROLE & PROBATION

U.S. Department of Justice
National Institute of Justice

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

Permission to reproduce this copyrighted material has been granted by
Maryland Division of
Probation and Parole

to the National Criminal Justice Reference Service (NCJRS).

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

MARYLAND DIVISION OF PAROLE AND PROBATION

ANNUAL REPORT

1979

TABLE OF CONTENTS

	<u>Page</u>
Letter of Transmittal	ii
Preface	iii
Retrospective.....1968-1979	1
The Maryland Division of Parole & Probation	6
The Director	7
The Executive Assistant Director	8
The Public Information Office	8
The Office of Equal Employment Opportunity	8
Bureau of Administrative Services	10
Bureau of Field Operations	13
Bureau of Policy and Program Development	26
Directory of Agency Offices	31

NCJRS
MAR 8 1983
ACQUISITIONS

LIST OF TABLES AND CHARTS

	<u>Page</u>
<u>TABLES</u>	
Table 1 - Maryland Division of Parole & Probation Organization Chart	2
Table 2 - Supervision Workload, FY 73-79	3
Table 3 - Investigation Workload	3
Table 4 - Operating Budget/Authorized Positions	4
Table 5 - Distribution of Work Force By Job Classification	9
Table 6 - Cases Under Supervision: Fiscal Years 1974 through 1979	16
Table 7 - Offenders Under Supervision, FY 1979	17
Table 8 - Profile of Clients (State-wide)	18
Table 9 - Profile of Clients by Region	19
Table 10 - Profile of Clients State-wide by Type of Case and Offense	20
Table 11 - Profile of Clients by Educational Level at Intake	21
Table 12 - Profile of Clients by Employment Status ...	22
Table 13 - Differentiated Caseload Management System: Criminal Cases by Supervision Category as of June 30, 1979	24
Table 14 - Assignment of Staff, FY 1979	24
Table 15 - Investigations Completed, FY 1979	25
<u>CHARTS</u>	
Chart 1 - Organizational Chart/Field Operations	13
Chart 2 - Administrative Regions/Bureau of Field Operations	15



MARYLAND DIVISION OF PAROLE AND PROBATION

Gordon C. Kamka
Secretary
Department of Public Safety
and Correctional Services
Suite 500, One Investment Place
Towson, Maryland 21204

July 1, 1980

Dear Secretary Kamka:

After a lapse of five years, the Division of Parole and Probation has reinstated the publication of an annual report on program activities. We see this report as one of many ways to fill the void in public information regarding the Maryland correctional system. Its purpose is to enlighten the professional and lay communities about the parole and probation function through descriptive information on program administration and operations.

This past year has been a highly productive one for the division as reflected in organizational changes, new programs, a significant growth in workload, and the increase in staff to service a total caseload of 44,511 offenders under community supervision at the end of FY 1979.

The division is mandated under various sections of Articles 41, 27, and 26 of the Annotated Code of Maryland to provide supervision services to each offender on parole, probation, or mandatory release and to assist the courts and Parole Commission with information to initiate, continue, or terminate services to criminal offenders. Descriptive information on these major program areas is provided through statistical and narrative presentations.

The challenge presently confronting the division is that of fully utilizing its resources through cost effective management to meet its legally mandated responsibilities. We believe staff efforts, as reflected in this report, speak to a good faith commitment to perform this task in a professional and prudent manner.

I can assure you, as we start this new fiscal year, the staff of the division is ready to accept both the challenge and opportunity.

Sincerely,

Arnold J. Hopkins
Arnold J. Hopkins
Director

AJH:cag

PREFACE

The annual report of the Division of Parole and Probation is prepared to provide the secretary, the general assembly, and the citizens of the state of Maryland with timely information about the activities of a major correctional services agency. Since the last annual report was issued in 1975, the current report contains a retrospective narrative of the division's activities since its inception in 1968 with special emphasis on the period between 1975 and 1979.

RETROSPECTIVE....

1968 to 1979

The Maryland Division of Parole and Probation as presently constituted was created by legislative enactment in 1968, as the Department of Parole and Probation (Chapter 457, Acts of 1968) and began operating on January 1, 1968. Historically, the chairman of the Parole Board (now Parole Commission) also served as the head of the Department of Parole and Probation. 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.

Under Article 41, Section 204D of the Annotated Code of Maryland, effective July 1, 1970, the Division of Parole and Probation was established and continued as the same Department of Parole and Probation then existing as part of 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.

In carrying out its mandate, the division supervised over 15,000 parolees and probationers in its first year 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.

MARYLAND DIVISION OF PAROLE AND PROBATION

TABLE 1

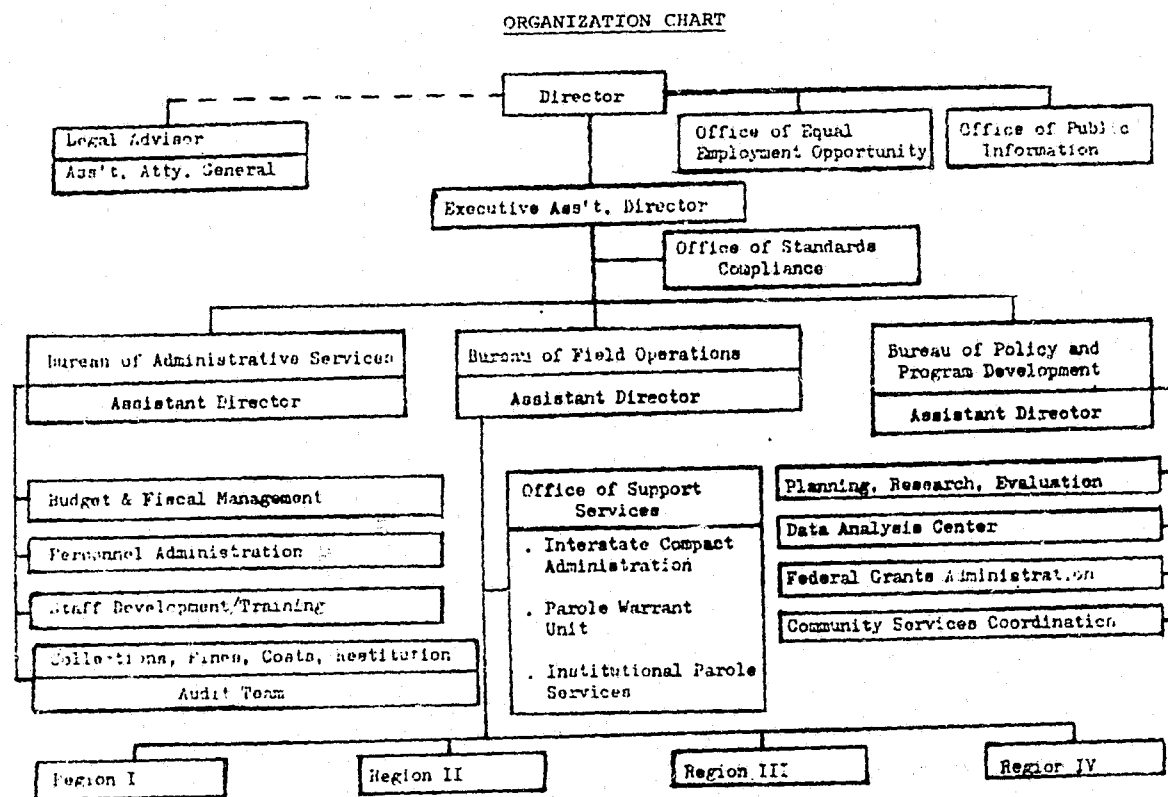


TABLE 2
Supervision Workload, FY 73 - 79

FISCAL YEAR	73	74	75	76	77	78	79
Total Cases	28,853	88,878	97,772	107,037	111,988	117,087	44,511
Domestic	7,142	61,446	65,821	72,053	76,708	76,623	*
Criminal	21,711	27,432	31,951	34,984	35,208	40,464	44,511

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

During this same period, investigative services expanded at a more moderate rate and then leveled off after 1976.

TABLE 3
Investigation Workload

FISCAL YEAR	73	74	75	76	77	78	79
Investigation Total	13,179	15,442	19,532	21,112	19,252	19,766	19,452
Presentence Reports	4,615	5,270	6,359	7,295	7,079	6,924	7,030
Special Investigations	1,846	3,012	4,507	4,709	3,871	3,566	4,236
Parole Commission	6,718	7,024	8,469	8,863	8,117	9,022	7,927
Division of Correction	NA	136	197	245	185	254	259

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, force ranking offenders under supervision, and looking to LEAA funding for staff expansion projects and experimental programs.

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.

LEAA grant results were mixed. Although some projects provided relief to the agency over time, grant funding has been declining in recent years. Today, grant funding is still essential to several key ongoing programs, but most activity is in the area of technical assistance to accomplish very specific and limited objectives.

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 multiple levels of supervision, criteria for offender classification, requirements as to types and frequency of client contact, and 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 has been fortified over the past two years with approximately \$3.5 million for expansion of the field agent work force to achieve caseload reduction standards established for the differentiated supervision model.

TABLE 4

Operating Budget/Authorized Positions

FISCAL YEAR	76	77	78	79
Annual Budget	\$10,223,032	\$11,766,460	\$12,693,640	\$14,333,957
Authorized Positions	754	782	910	1,027

The infusion of additional staff coincidental with the initiation of a Differentiated Caseload Management System dropped the caseload average to 125 cases/agent in 1978, and to 90 cases/agent by 1979. Moreover, offenders began receiving supervision consistent with their criminal history and behavior.

The reorganization effected changes in the administrative and operational structure to correct existing deficiencies, to enhance accountability, and to strengthen the agency's capability to standardize policy, conduct short and long range planning, and provide administrative and technical support services to field staff.

In the coming decade, the division will emphasize coordination of resources and intensify its efforts to meet the challenge of providing quality supervision and investigative services consistent with its legal mandate.

The Maryland Division of Parole and Probation

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.
- administration of the Uniform Out-Of-State Parolee Supervision Act.
- coordination 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 authorized pursuant to Chapter 385, Laws of 1979.

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

- provide the citizens of Maryland and its system of criminal justice with humane, economical, and community based correctional alternatives to the incarceration of non-dangerous offenders.
- operate efficient and effective parole and probation programs and services.
- maintain public safety consistent with objectives for successful reintegration of offenders into the community.

In the performance of this mission, the division is responsible for supervising approximately 38,000 probation cases and 5,300 parole cases statewide. The agency conducts approximately 7,100 pre-sentence and post-sentence investigations annually for the criminal courts and is responsible for executive level investigations on request from the Maryland

Parole Commission, the Office of the Governor, the Division of Correction, and parole and probation authorities in sister states. Recommendations are made to these various agencies concerning the disposition of cases before the courts for probation sentences or violation thereof, to the Maryland Parole Commission regarding the granting of parole, parole revocation, and executive clemency, and to authorities in sister states concerning offenders under supervision or investigation in Maryland.

Under the provision of Chapter 885, Laws of 1978 enacted by the Maryland General Assembly, responsibilities for administration of the domestic collections program were transferred from the Division of Parole and Probation to the newly established Bureau of Support Enforcement of the Department of Human Resources effective January 1, 1979.

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 state-wide 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:

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

THE EXECUTIVE ASSISTANT DIRECTOR

The incumbent serves as the director's principal administrative officer and acts for the director in the latter's absence.

The executive assistant director supervises the assistant director for administrative services, the assistant director for field operations, the assistant director for policy and program development, and provides administrative direction to the office of standards compliance.

In addition, the executive assistant director is responsible for executive clemency investigations, employee grievance appeals, and chairs the car assignment and accident review committee of the division. Other duties involving representation of the division are assigned at the discretion of the director.

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. Office staff function as the division's liaison to the media and press, the legislature, and criminal justice agencies throughout the state.

Through this office, the division attempts to increase the community's understanding of its functions, services, and legal obligations through community awareness programs for civic organizations, professional associations, and public and private agencies.

All requests for information regarding the division's programs, policy and responsibilities are serviced by this office.

THE OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY

The affirmative action plan of the Division of Parole and Probation supplements and amplifies the equal employment opportunity policy of the Department of Public Safety and Correctional Services with particular emphasis on "implementing and making provision for a plan of action tailor-made to the needs and problems of the division."

During fiscal year 1979, the division made significant progress in meeting its stated objective of increasing female

and minority employment within the division. As of December 31, 1978, females represented 55% of the division's labor force and minority representation was 30%. In both of these categories, the division exceeded the percentages for females and minorities in the Maryland civilian labor force which, according to the most recent statistics available, are 41.5% and 19.5% respectively.

In addition, the integration of test validation and hiring procedures designed to neutralize the adverse impact of the field agent and supervisor exams on minority and female eligibility were introduced through the Department of Personnel. The department, in conjunction with the division, also reassessed the parole and probation field supervisor examination in response to complaints regarding its disparate impact on minority groups.

Below is a chart indicating the percentage distribution of the work force by job classification within the division during calendar year 1979.

TABLE 5

DISTRIBUTION OF WORK FORCE BY JOB CLASSIFICATION

CY 1979

CLASSIFICATION	TOTAL	BLACK	WHITE	WOMEN	MEN
Support, Clerical, & Other Supportive	100	30	70	87	13
Grade 3	22	48	52	100	0
5	9	48	52	100	0
6	21	27	73	100	0
7	24	24	76	100	0
8	7	5	95	95	5
9	2	33	67	50	50
10/11	.3	0	100	100	0
12/13	2	33	67	50	50
14/15	7	5	95	10	90
16/17	5	36	64	0	100
Management	1	25	75	0	100
Field Services	100	30	70	40	60
Grade 9	20	48	52	63	37
12	6	40	60	60	40
13	16	36	64	53	47
14	43	21	79	32	68
15	10	19	81	16	84
16	3	30	70	5	95
17	1	38	62	0	100
19	.6	25	75	0	100

BUREAU OF ADMINISTRATIVE SERVICES

The Bureau of Administrative Services provides fiscal, administrative, and personnel services in support of division headquarters and field operations. Within this bureau there are four specialized components each administratively responsible to the 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 state-wide parole and probation activities. In the supervision of these functions and their coordination, the assistant director reports directly to the executive assistant director.

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.

Personnel Administration

Personnel administration relates to all employee services of the agency. Some of the key activities for 1979 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; fringe benefits; and interpreting EEO Guidelines.

Appointments Processed	257
Terminations Processed	188
Reclassifications and Promotions	481
Grievances Heard - 3rd Step	10
Grievances Represented - 4th Step	15
Grievances Represented - 5th Step	21
Leave Records Adjusted	740

Several major projects were undertaken during FY 1979 which absorbed much staff time to formulate, organize and administer. These initiatives include some items which are viewed as progressive steps in upgrading the workforce and in keeping with the agency's continuing concern for employee staff development and upward mobility.

1. Survey of agent and supervisory field positions leading to a change in classification standards for positions of agent I, II, III and senior agent.
2. Development and implementation of \$1.3 million Annual Salary Review recommendations.
3. Reorganization of field services.
4. Reorganization of headquarters office.
5. Revised job specifications for middle management positions in conjunction with agency reorganization plan.
6. Promulgation of a plan to review clerical/support staff.
7. Development of a revised procedure for employee performance appraisal.
8. On-going review of headquarters and field staffing patterns.

Staff Development and Training

This service unit has responsibility to provide pre-service training to all new professional staff as mandated by the Maryland Correctional Training Commission.

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 1979, the training staff presented four entrance level training programs providing 74 new agents with 164 hours of training. These agents also received approximately 70 hours of on-the-job training.

Another primary objective is to provide annually an average of 20 hours in-service training to all professional staff by the end of FY 1979. During this year, staff training records indicate the following accomplishments.

No. of Professional Staff	Staff Training (20 Hours or More)	Total Hours Reported	Average
490	379 (77%)	17,444	35.6 hours

While the above totals reflect the division's professional staff received an average of 35.6 hours of job-related in-service training during FY 1979, only 77% of all professional staff received a total of 20 hours or more. These statistics represent an improvement over FY 1978 results, and training requirements will be increased in FY 1980 from 20 hours to 40 hours per year consistent with essential accreditation requirements of the American Correctional Association and required standards of the Maryland Correctional Training Commission.

A wide variety of in-service programs were presented through or in conjunction with the division's training efforts. The following is a partial list of those programs presented:

- Public Administration Skills Workshop
- Legal Issues and Confidentiality
- Intake, Classification & New Case Assignment Guidelines
- Sexual Deviance
- C & P Telephone Training
- Counseling In a Negative Setting
- Basic Drugs
- EEO Workshop
- Quick Assessment Techniques
- Reality Therapy
- Alcoholism: Basic Course
- Working With Families of Drug Abusers
- Supervisory Skills Workshop
- Report Writing

Fines, Costs, Restitution

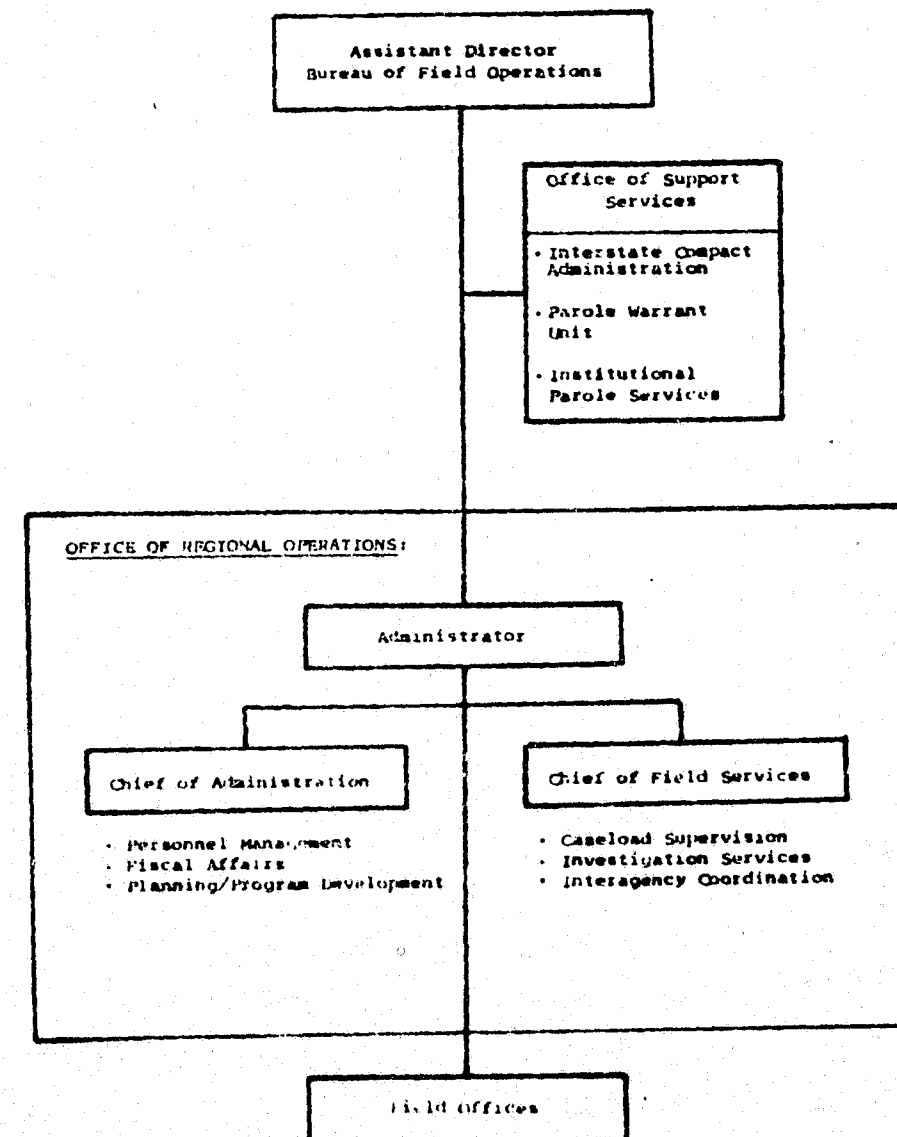
This unit has responsibility for assisting field agents in the management of court ordered payments from clients for fines, costs, and restitution. During FY 1979, a total of \$2.5 million was processed for payment through this unit.

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 provides 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, supervises the Office of Support Services at headquarters and works directly with the division's four regional administrators.

CHART 1
ORGANIZATIONAL CHART/FIELD OPERATIONS



Office of Support Services

Technical assistance is provided to field staff by units responsible for Interstate Compact Administration, Institutional Parole Services, and Parole Warrant functions. Collectively, these 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 1979, the Interstate Compact Unit transferred nearly 1,100 Maryland cases to sister states. Staff processed and reviewed 700 requests for supervision received from other states and handled 1,000 requests for investigative reports.

At the end of FY 1979, more than 1,500 Maryland offenders were under out-of-state supervision. Approximately 1,300 offenders from other states were being supervised in Maryland.

Institutional Parole Services

As a provider of support services to the Parole Commission and Division of Correction, the Institutional Parole Services Unit coordinates pre-parole administrative functions, orients inmates to the parole process and supervision requirements, and verifies inmates' proposed home and employment programs.

Staff are assigned to each major adult correctional facility in the state and during FY 1979 provided services to over 7,000 inmates.

Parole Warrant Unit

The Parole Warrant Unit serves as a liaison between the division and the Parole Commission. Staff is responsible for preparing retake warrants for the Parole Commission,

monitoring absconder and delinquent parole cases, lodging detainees, and transporting parole violators.

In FY 1979 the unit processed 3,600 special reports received from the division's field staff to the Parole Commission. Acting upon these reports, the Parole Commission issued 1,074 warrants -- 290 (27%) for absconder violations, 115 (11%) for technical violations, and 669 (62%) for new offense violations.

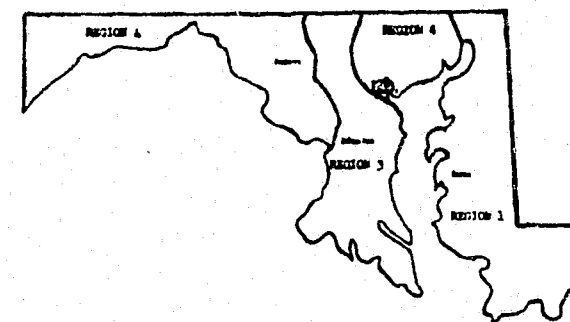
The unit scheduled revocation hearings for approximately 950 parole violators taken into custody and made 91 trips to other states to return violators to Maryland.

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. During phase II a major thrust was made to improve the administration, management, and coordination of field services and to establish uniform staffing patterns and spans of control. As a result, the Bureau of Field Operations took on a "new look" in FY 1979.

For the first time, planning, coordination, and direction of field services were decentralized. These functions, formerly the responsibility of the headquarters office, were assigned to four newly created offices of regional operations.

CHART 2
ADMINISTRATIVE REGIONS
BUREAU OF FIELD OPERATIONS



REGION 1

Dorchester
Somerset
Wicomico
Worcester
Queen Anne
Kent
Caroline
Talbot
Cecil

Regional Office
P.O. Box 986
Easton, Maryland 21601

REGION 2

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

REGION 3

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

Regional Office
5103 Berwyn Road
College Park, Maryland 20740

REGION 4

Washington
Allegany
Garrett
Montgomery
Frederick
Harford
Baltimore

Regional Office
241 West Patrick Street
Frederick, Maryland 21701

In each region, the primary responsibility for field services rests with the regional administrator. He is assisted by a chief of regional field operations responsible for oversight of caseload supervision, investigation services, and inter-agency coordination, and a chief of regional administration 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.

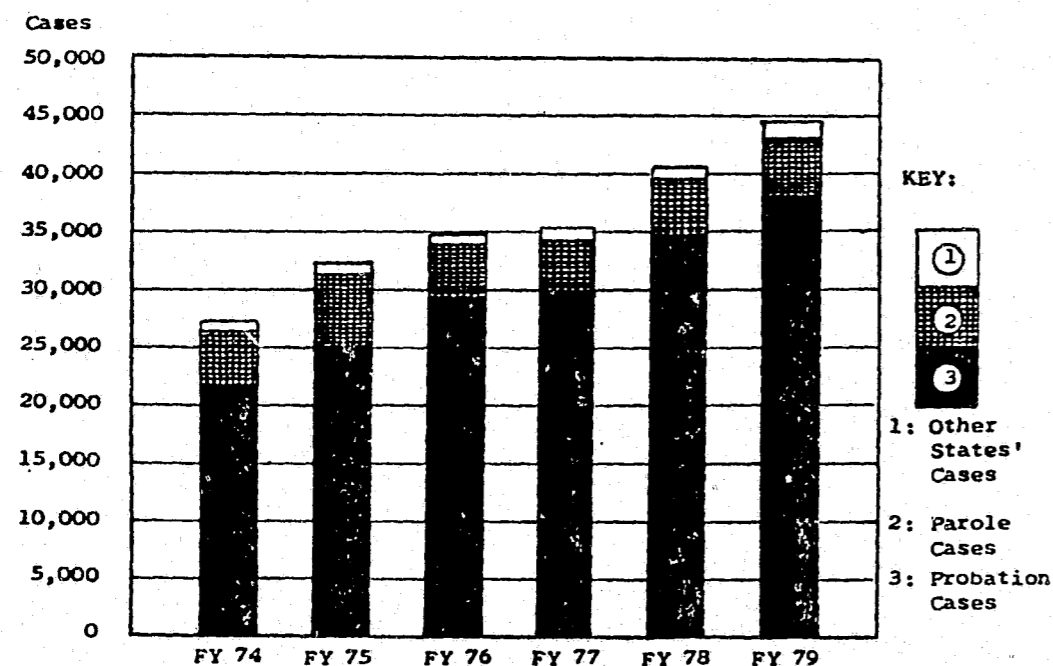
The field supervisor I has line responsibility for the activities of supervision and investigative agents. He/she directs work units consisting of from five to nine parole and probation agents.

During FY 1979 supervision and investigation services were provided by more than 460 agents and approximately 86 supervisory staff located in 45 offices throughout Maryland.

Supervision

The Division of Parole and Probation's workload in FY 1979 consisted of 44,511 adult offenders. Significantly, this total was 4,000 more than in FY 1978 and in line with a pattern of growth that has seen the number of cases under supervision almost double in the last six years.

TABLE 6
CASES UNDER SUPERVISION; FISCAL YEARS 1974 THROUGH 1979



Caseload is indicated for June 30 at end of fiscal years.

Of those under supervision, more than 38,000 were offenders placed on probation by the circuit and district courts, and approximately 5,500 of these cases were parolees. A small number were mandatory releases - offenders released from institutions in accordance with Article 41, Section 127A of the Annotated Code of Maryland. An almost equal number were live-in offenders - individuals employed in the community but confined in local jails in the evening and on weekends.

TABLE 7

OFFENDERS UNDER SUPERVISION, FY 1979

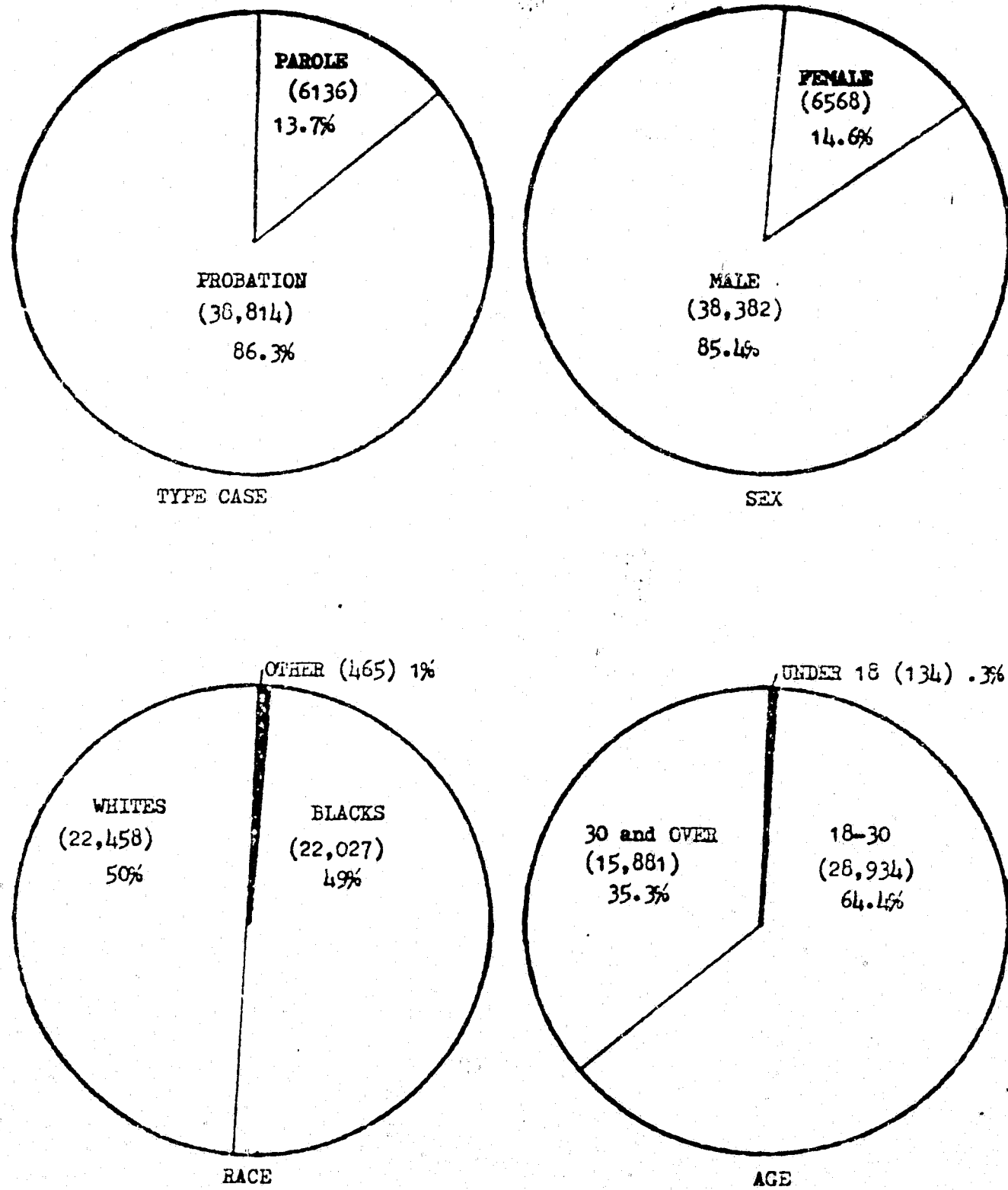
PAROLE	MANDATORY RELEASE	CIRCUIT COURT PROBATION	DISTRICT COURT PROBATION	RECEIVED FROM OTHER STATES PAROLE	RECEIVED FROM OTHER STATES PROBATION	LIVE-IN	TOTAL
5,260	128	15,048	23,038	247	668	122	44,511

Approximately eighty percent of the division's field agent staff (about 360 employees) were committed to the supervision program in FY 1978. Included in this total were approximately 100 agents recruited in FY 1979 to service the increased number of supervision cases and to reduce the size of existing caseloads.

Socio-Demographic Profile of Parole & Probation Clients

The great majority (86.3%) of clients under supervision are on probation. There are six times as many males under supervision as compared to females. Fifty percent of all clients under supervision are non-white. According to figures provided by the Governor's Commission on Law Enforcement and the Administration of Justice, approximately 19% of the state's general population is non-white. Over two-thirds of the client population are under the age of 30, whereas an estimated one-third of the state's general adult (18 and over) population are under the age of 30. (See Table 8, p. 19).

TABLE 8
PROFILE OF CLIENTS (STATE-WIDE)



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

TABLE 9
PROFILE OF CLIENTS BY REGION

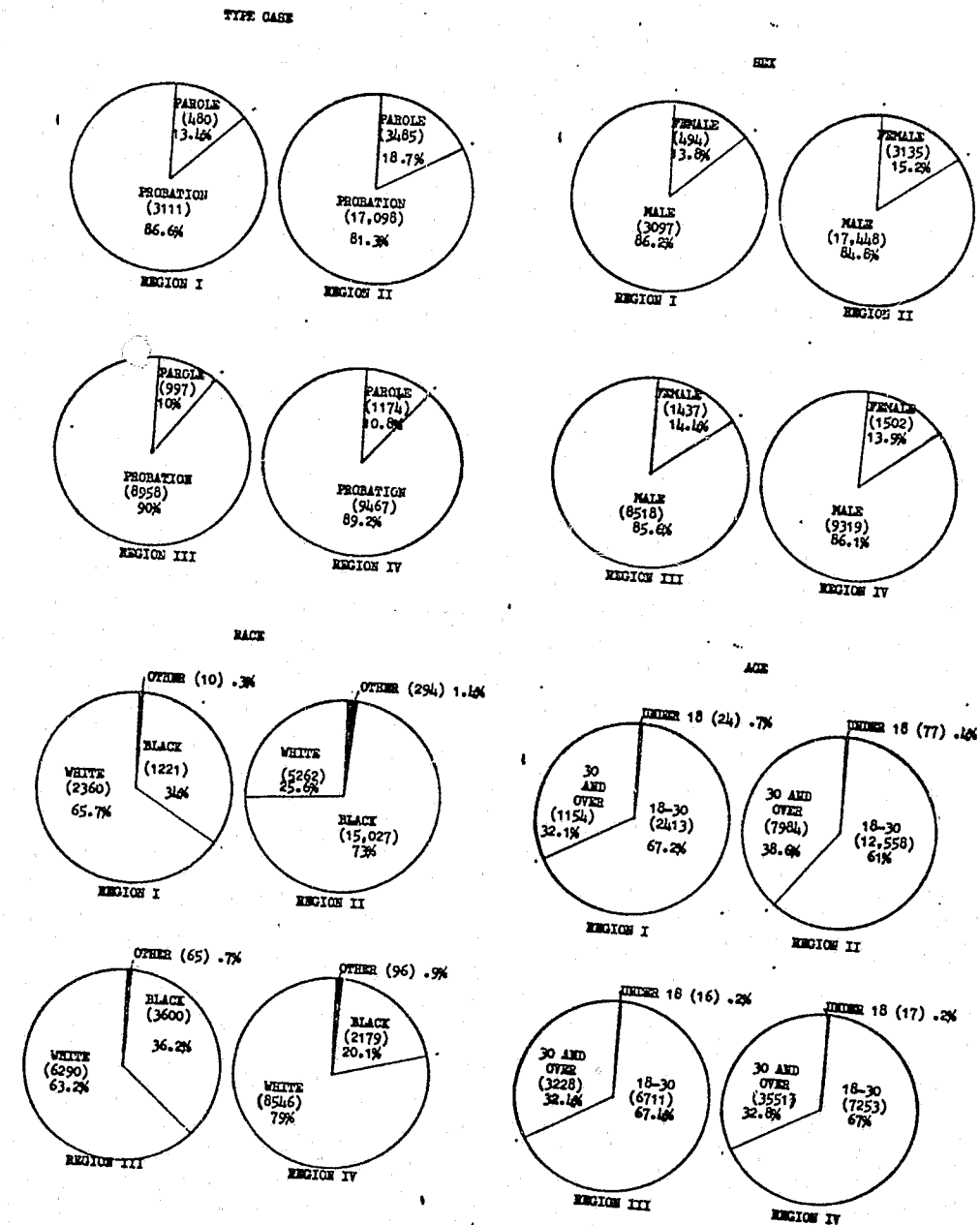
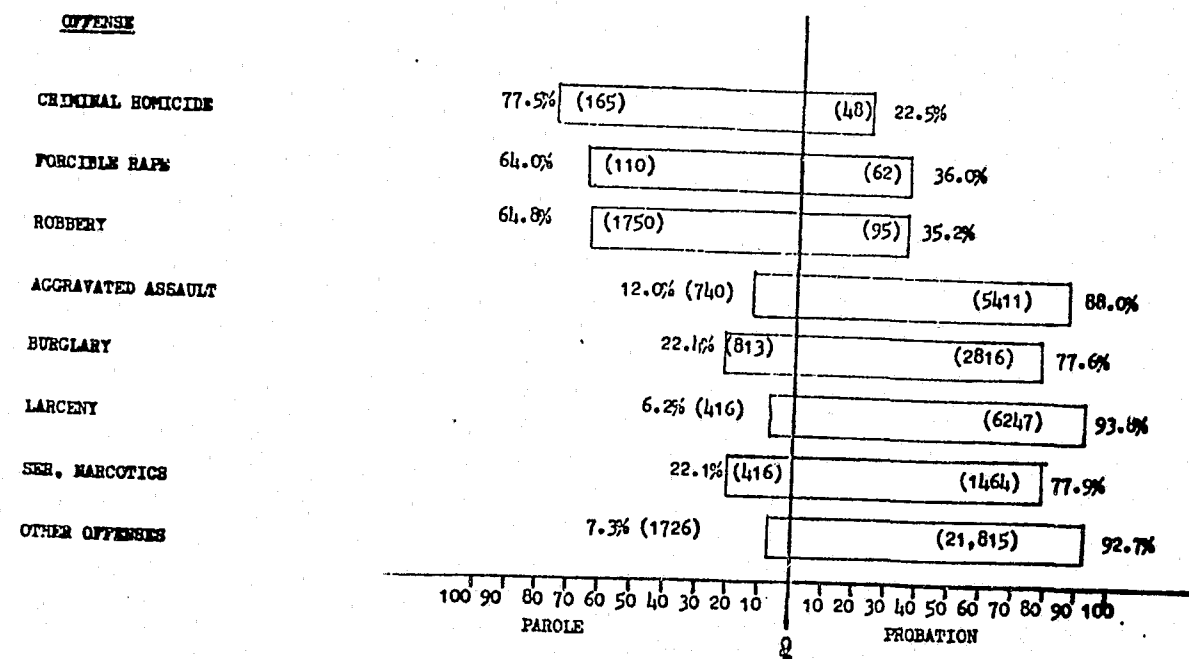


Table 9 reflects the characteristics of clients under supervision by region and provides a more in-depth view of the state-wide totals presented in Table 8. The factors, i.e. type of case, sex, and age remain fairly consistent between the four regions although region II has a slightly higher percentage of parole cases and clients over age 30. The factor of race shows the greatest diversity when the four regions are compared. A comparison of the regions shows that the percentage of non-white clients is 34.3% in region I, 74.4% in region II, 36.9% in region III, and 21% in region IV. The percentage of non-white clients is significantly higher than the 1980 projections for the percentage of the state's non-white adult general population in the four regions which approximate 19%, 54%, 14%, and 5% respectively.

TABLE 10
 PROFILE OF CLIENTS
 STATE-WIDE/BY TYPE OF CASE AND OFFENSE



() - Indicates total clients
 Source - Division of P & P - Intake Discharge and Current Population by Sex, Race Offense and Age Report

Table 10 displays the types of offenses for which clients were placed under the supervision of the division state-wide. An examination of state-wide totals reveals that 65% (3,994 cases) of the parolees and 40% (15,535 cases) of the probationers are under supervision for the major offenses of criminal homicide, forcible rape, robbery, aggravated assault, burglary or larceny. In addition, the great majority of offenders convicted for criminal homicide, forcible rape, or robbery are under parole supervision; and, the majority of those offenders convicted for aggravated assault, burglary, larceny and other offenses are under probation supervision.

TABLE 11
 PROFILE OF CLIENTS BY
 EDUCATIONAL LEVEL OF INTAKE*

	HIGHEST COMPLETED GRADE LEVEL AT INTAKE						TOTALS
	0-6	7-9	10-11	12	13-15	16+	
REGION I	8 (4.4%)	40 (22.0%)	51 (28.0%)	69 (37.9%)	11 (6.0%)	3 (1.7%)	182 100%
REGION II	37 (4.4%)	207 (24.7%)	301 (35.9%)	236 (28.1%)	49 (5.8%)	9 (1.1%)	839 100%
REGION III	15 (2.5%)	106 (17.8%)	155 (26.0%)	231 (38.7%)	63 (10.6%)	26 (4.4%)	596 100%
REGION IV	11 (1.7%)	113 (16.9%)	185 (27.7%)	242 (36.3%)	76 (11.6%)	40 (6.0%)	667 100%
STATE-WIDE	71 (3.1%)	466 (20.6%)	692 (30.3%)	778 (34.1%)	199 (8.7%)	78 (3.4%)	2284 100%

NOTE: () = % OF REGION OR STATE-WIDE TOTALS
 *BASED ON A RANDOM SAMPLE OF 2,284 INTAKES RECEIVED DURING THE LAST THREE MONTHS OF CALENDAR YEAR, 1979, WHICH REPRESENTS APPROXIMATELY 8% OF THE TOTAL INTAKES RECEIVED DURING THE ENTIRE YEAR.

State-wide, approximately 54% of the client population has failed to complete high school. The 1979 Census Report indicates that 45% to 50% of the state's general adult population has also failed to complete high school.

A comparison of the regions shows the percentage of clients who have not completed high school to be 54% in region I, 65% in region II, 46% in region III, and 46% in region IV.

TABLE 12
 PROFILE OF CLIENTS BY
 EMPLOYMENT STATUS

EMPLOYMENT STATUS	NUMBER OF CLIENTS UNDER SUPERVISION AS OF 10-2-79				
	REGION I	REGION II	REGION III	REGION IV	AGENCY TOTAL
Employed Full-Time	2499 (4.8%) 60.7%*	10,593 (20.3%) 42.0%*	6954 (13.3%) 62.7%*	7026 (13.5%) 60.1%*	27,072 (51.9%)
Employed Part-Time	257 (0.5%) 6.2%*	1292 (2.5%) 5.1%*	497 (1.0%) 4.4%*	558 (1.1%) 4.8%*	2604 (5.1%)
Unemployed	864 (1.7%) 21.0%*	7846 (15.0%) 31.2%*	2149 (4.1%) 19.1%*	2591 (5.0%) 22.2%*	13,450 (25.8%)
Other ^a	363 (0.7%) 8.8%*	2732 (5.3%) 10.8%*	727 (1.3%) 6.6%*	937 (1.8%) 7.9%*	4759 (9.1%)
Unknown	138 (0.3%) 3.3%*	2735 (5.2%) 10.9%*	762 (1.5%) 6.9%*	538 (1.1%) 5.0%*	4221 (8.1%)
Total	4121 (8.0%) 100%*	25,198 (48.3%) 100%*	11,092 (21.2%) 100%*	11,695 (22.5%) 100%*	52,106 ^b (100%)

Notes: () = % of State-wide total; * = % of Region total
 a - Includes housewife, welfare, retired, disabled, and student
 b - Since some clients have more than one status, the total number of clients shown is higher than the actual number of persons under supervision

Source: Division of Parole and Probation - Employment and Marital Status by Office Location Report

Table 12 illustrates the employment status of clients under supervision for each region and state-wide. This table indicates that 57% of the clients are employed on a full or part-time basis, and that approximately 26% of the clients are unemployed. A comparison of the employment status within the regions shows that regions I, III, and IV have an unemployment rate of approximately 20%, but region II (Baltimore City) has an unemployment rate of over 30%. In addition, region II's employment rate is much lower than that of the other regions.

Differentiated Caseload Management System

In response to increased demands upon its supervision capacity and to assure the most effective utilization of its 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 - Intensive (Maximum), Standby (Medium), Honor (Minimum) - based upon an assessment of criminal history, current offense, and risk to public safety. Supervision services are provided 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 intensive supervision. They are supervised by the division's most experienced agents in caseloads limited to 60 cases per agent.

Standby 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 standby agent but caseloads were reduced to a maximum of 100 during FY 1979.

Offenders assigned to the intensive or standby 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 honor supervision for a period of one year. Contact with the agent is generally initiated by the offender and is usually limited to notifying the agent of changes in home or employment and of any subsequent arrests.

Honor caseloads were initially limited to 380 cases; however, in FY 1979 honor caseloads were reduced to a more manageable maximum of 200 cases.

In addition to the intensive, standby, and honor categories of supervision, the division classifies offenders not under active supervision as non-active, delinquent or review. 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.

TABLE 13

DIFFERENTIATED CASELOAD MANAGEMENT SYSTEM

CRIMINAL CASES BY SUPERVISION CATEGORY AS OF JUNE 30, 1979

	PAROLE	MANDATORY RELEASE	CIRCUIT COURT PROBATION	DISTRICT COURT PROBATION	RECEIVED FROM OTHER STATES		LIVE-IN	TOTAL
					PAROLE	PROBATION		
Intensive	2,668	97	3,919	3,906	144	203	89	11,026
Standby	986	4	4,874	8,922	52	252	19	15,109
Honor	639	--	1,724	3,089	36	100	--	5,588
Non-Active	277	8	2,420	3,044	11	100	14	5,874
Delinquent	688	19	2,100	4,062	4	13	--	6,886
Review	2	--	11	15	--	--	--	28
Total	5,260	128	15,048	23,038	247	668	122	44,511

To provide supervision services to those offenders in the intensive, standby and honor categories, at the end of FY 1979 agent staff were committed as follows:

TABLE 14

ASSIGNMENT OF STAFF - 1979

	Supervision Classification		
	Intensive	Standby	Honor
No. Supervision Agents	184	146	34
Average Caseload/Agent	57.5	116.5	161.2

Early Release Parole Programs

During FY 1979 two early release parole programs were initiated by the Division of Parole and Probation to relieve prison overcrowding in Maryland. Under the Intensive Parole Supervision Program, 528 parolees were released between September, 1978 and November, 1979.

Under the Emergency Parole Project, 388 parolees were granted early release to intensive supervision by the Division of Parole and Probation during June, July, August, and September of 1978.

The division issues quarterly tracking reports on EPP and IPSA cases, and copies of these are available on request to the public information office.

Investigations

The division is authorized by statute to provide the courts and Parole Commission with pre-sentence and other investigative reports upon request. To meet this responsibility, approximately 80 investigation agents completed over 11,000 investigations during FY 1979.

The division's investigative program provides services at various points in the correctional process -- pre-sentence, post-sentence, early parole review, pre-parole and pre-release. However, the value of the pre-sentence investigation and its influence on correctional sentencing alternatives has received the greatest emphasis. In FY 1979 the division completed approximately 7,000 pre-sentence investigations -- a total equal to FY 1978 and one reflecting only slow growth over the last six years.

TABLE 15

INVESTIGATIONS COMPLETED - FY 1979

Type of Investigation	Home & Employment	Pre-Parole	Long Pre-Sentence	Short Pre-Sentence	Post Sentence	Interstate Home & Employment	Interstate Background	Executive Clemency	Special Court	Pre-Trial
Number Completed	868	671	4,242	2,788	257	828	203	67	1,364	14

BUREAU OF POLICY AND PROGRAM DEVELOPMENT

The Bureau of Policy and Program Development provides technical support and assistance to the administrative and operational components of the Division of Parole and Probation through comprehensive planning, research, forecasting of trends and conditions, program development, evaluation, and the design and maintenance of statistical and case management information systems.

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

Planning, Research and Evaluation Unit

This unit is responsible for providing all levels of management within the agency with evaluative and analytical information for decision making in the administration and operation of parole and probation programs and services. During FY 1979 the unit issued the FY 1981-1985 Executive Plan and conducted a survey of judicial and parole commissioner attitudes towards services provided by the division.

Data Analysis Unit

This unit is responsible for the collection, analysis, interpretation, preparation, 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, supervision, and paycase collection data.

Unit access to state-wide data is provided through the Maryland Inter-Agency Law Enforcement System (MILES) which is a computerized information system interfacing the division with other motor vehicle, law enforcement, and criminal justice agencies. The capability to directly access this system provides important information for intake, pre-sentence, and investigation reports.

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 1979 included:

- Completion of a three year LEAA Contractual Diagnostic Services Grant for \$277,500 allocated in three year increments of \$92,500 and which expired in 1979. The grant funded psychiatric and psychological evaluations initiated at the request of investigation agents to be included as part of the pre-sentence report. Under the grant, 370 evaluations per year were provided on offenders suspected of suffering from mental health problems or disorders. As a result of a positive program evaluation, the project's funding was included as part of the division's budget in fiscal year 1979 and increased to \$100,000 per year.
- Award of \$414,000 in matching funds from LEAA and the Governor's Commission on Law Enforcement and the Administration of Justice for the second year of the Expanded Supervision Services Grant. This grant funded 21 agent and 24 clerical positions to constitute a staff expansion of the division's Differentiated Caseload Management System. In addition, funds carried forward from FY 1978 were used to hire a consultant to design an evaluation research plan to measure the effectiveness of the DCMS.
- Receipt of \$17,314 from LEAA to convert the division's computerized information reports from paper read-outs to microfilm. As part of this project, 56 microfilm readers were purchased and placed in division offices throughout the state. Caseload management reports as well as investigation tracking reports are disseminated on microfilm each month.

During FY 1979 the division requested and received funding from the U.S. Department of Justice, National Institute of Corrections, for implementation of the following projects in FY 1980:

- \$8,906 to conduct an evaluation of the division's criminal investigation program.
- \$4,750 to conduct an evaluation of the division's staff development and training program.
- \$3,255 for a week long training program for the division's regional chiefs of administration and field operations under the direction of the Maryland Management Development Center.

In addition, the division requested and received short term technical assistance from the National Institute of Corrections. In one instance, the concept of contract probation with a heavy emphasis on restitution was explored and a blue print for a model program developed. In the other, guidelines for community service programs were developed in support of the 1979 bill passed by the Maryland General Assembly establishing community service sentencing alternatives. As a result of that legislation, the division is mandated to provide technical assistance to local jurisdictions in their development of demonstration models.

Community Services Coordination

Involves the development and utilization of community resources essential to a viable field services program. This section is staffed with a program coordinator responsible for resource development activities which include special initiatives in the areas of offender employment assistance, volunteer services, urinalysis testing, a special offenders treatment clinic, alcohol treatment services, and pre-parole services to community corrections centers.

Employment Assistance Program

This program, under the direction of a state-wide employment coordinator, identifies employment opportunities for offenders and provides liaison services to the business community. The program is designed to broker services to clients with emphasis on referrals to both the public and private sectors with ultimate responsibility for initiating contacts placed with the probationer or parolee.

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 \$30,216, a total of 13,254 samples were tested during FY 1979.

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.

Community Corrections Program

Under this program, 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 correction centers. The pre-release program includes orientation, work release, drug and alcohol abuse counseling, drug and alcohol testing, home verification, and supervision on parole. During FY 1979, eight agents from the division were assigned to seven different locations in Baltimore City and Montgomery County. 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.

Alcohol Treatment Program

Five agents certified as alcohol treatment counselors provide supervision to clients referred to this program. The program, initiated in 1976, was funded through FY 1979 under an LEAA grant. The program:

- 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.

Volunteer Services Program

Article 41, Subsection 131A of the Annotated Code of Maryland provides legal authority for the division's volunteer program. Under the direction of a volunteer program coordinator, GUIDE — the acronym for giving, understanding, inspiration, direction and encouragement — is the citizen support component of the program.

A state-wide administrator is assisted by four regional volunteer coordinators who, in FY 1979, recruited and trained over 200 volunteers who subsequently were assigned to one-to-one supervision of a client. At the end of the fiscal year, 150 or 75% of these recruits were still actively participating in the program.

MARYLAND DIVISION OF PAROLE AND PROBATION

AGENCY DIRECTORY

Headquarters Office
Suite 702, One Investment Place
Towson, Maryland 21204

Arnold J. Hopkins, Director

321-3682

Bureau of Administrative Services
Donald Atkinson, Executive Assistant Director
Suite 702, One Investment Place
Towson, Maryland 21204

321-3683

Bureau of Field Operations
Paul E. Simmen, Assistant Director
Suite 600, One Investment Place
Towson, Maryland 21204

321-3861

Bureau of Policy & Program Development
William J. DeVance, Assistant Director
Suite 600, One Investment Place
Towson, Maryland 21204

321-3681

Region I Office
William F. Wintker
Regional Administrator
P.O. Box 986
Easton, Maryland 21601

822-5050

Region II Office
French D. Mackes
Regional Administrator
American Building - 4th Floor
231 East Baltimore Street
Baltimore, Maryland 21202

383-2212

Region III Office
LeRoy Jones
Regional Administrator
5103 Berwyn Road
College Park, Maryland 20740

345-6050

Region IV Office
Jackson F. Laws
Regional Administrator
241 West Patrick Street
Frederick, Maryland 21701

662-7088

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 (In Print).**

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