

GUIDE
TO
PROGRAMS
AND
SERVICES

Anne Arundel County
Department of Detention Facilities

www.aacounty.org/detention/index.cfm

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February, 2008

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INTRODUCTION

The Anne Arundel County Department of Detention Facilities Guide to Programs & Services describes the programs and services offered by the Jennifer Road Detention Center (JRDC) and the Ordnance Road Correctional Center (ORCC). Each program described herein has as its foundation the theory of correctional case management. Incorporated throughout Department operations, the goal of case management is to deliver individualized service based on each inmate's status and needs. For pretrial inmates, the focus is on offering assistance in understanding and navigating the criminal justice system. For sentenced inmates, the goal is to start preparing for offenders' return to the community as soon as they are sentenced. This allows for systematic progression through security levels and participation in internal and community programs based upon sentence length and projected release dates. Recognizing that seamless transition to the community is critical to success, DDF's case management system maximizes partnerships with other agencies to facilitate service delivery following release from custody, including the Division of Parole and Probation, the Mental Health Agency, and Department of Health.

Designed for judges and other criminal justice practitioners, this Guide provides summary information, eligibility criteria, resources and referral guidelines to make program utilization as easy as possible. The services and programs provided by the Anne Arundel Department of Detention Facilities operate under the authority of County Executive John R. Leopold through Superintendent Robin R. Harting. We welcome questions and suggestions and invite your ideas on how the Department may better serve the Anne Arundel County justice system.

CASE MANAGEMENT

In March, 2004, the Department instituted a Case Management approach to delivering classification and program services to the inmate population. The elements of Case Management include advocacy, intake, assessment, classification, referral, intervention, monitoring and evaluation, each of which is manifest in different ways at different points during an inmate's incarceration. In performing these functions, Correctional Case Managers are called upon to individualize services based on each inmate's history, status, and needs. Toward that end, there are separate tracks for pretrial and sentenced inmates, summarized below.

Case Management services for inmates awaiting trial center on offering assistance in understanding and navigating the criminal justice process. Case Managers track and explain to the inmate the progress of the case(s) in which he or she is committed, and any others that may be pending so that failures to appear may be avoided. Referral to and communication with attorneys is facilitated as described in Section XI, *Legal Services*.

The goal with inmates serving sentences to AACDDF is to, "Begin With the End in Mind;" i.e., to start making preparations for release as soon as the sentence is imposed. Within in the first seven days, inmates with at least 90 days to serve enter into an Individual Program Agreement (IPA) which maps out behavioral and program expectations for the term of the sentence, tying compliance to progression through the classification system. Each IPA is individualized based on the inmate's starting classification level, sentence length, in-custody and post-release needs, and eligibility for available programs, including Work Release and House Arrest. Throughout the term of sentence, the Case Manager follows the inmate's progress, allowing for downward classification consistent with the terms of the IPA. The Case Manager also initiates action as appropriate to ensure inmates are linked with agencies and services in the community following release. One such linkage is with the Division of Parole & Probation, which assigns an agent to conduct pre-release conferences with inmates who have probation obligations. The agent provides the inmate with specific reporting instructions, discusses his or her planned residence, employment and treatment plans, and reviews program participation while in custody to facilitate continuity between institutional and probation supervision.

MENTAL HEALTH SERVICES

In June, 1995 the Anne Arundel County Mental Health Agency began funding the Mental Health Jail Project to supplement mental health services available to inmates through the AACDDF Medical contract. As the numbers of persons with mental illness entering JRDC and ORCC increased, the need to develop a new, more coordinated approach to identifying and treating mentally ill inmates became evident. What evolved is a *system* of mental health service delivery that begins with assessment following admission, continues with treatment and collaborative tracking of progress during the term of incarceration, and concludes with aftercare and case management services upon release. The goal: to interrupt the revolving door cycle of arrest, detention, release, and re-arrest for persons with mental illness and co-occurring disorders. Introduced in July 2006, JRDC's Mental Health Unit represents an important component of the system, housing mentally ill inmates for initiation of treatment and stabilization. Key players in DDF's mental health system include a psychiatrist, psychologist, psychiatric nurse, licensed social workers, and mental health case managers, all of whom act as a team to provide coordinated, comprehensive and effective service delivery. Toward this end, AACDDF continues its partnership with the Anne Arundel County Mental Health Agency, the primary funding source for the social workers and case managers.

Applicable Regulations & Statutes

- Maryland Health General Article 12-104
- Mental Health Administration Policy: Priority Populations
- Memorandum of Understanding between AACDF, A. A. Co. Mental Health Agency, and Partnership Development Group
- JRDC and ORCC Operational Directive 17.01

System Elements

Screening and Assessment – All inmates undergo mental health screening by a nurse within 4 hours of admission. Inmates who screen positive for possible mental health risk factors at intake or at any point during their incarceration are referred for psycho-social assessment by a licensed social worker. Following the assessment, individualized treatment plans are developed and housing decisions are made for inmates diagnosed with a major mental illness, to include assignment

to the Mental Health Unit, if appropriate. Referral for housing in the Mental Health Unit are subject to review and approval by the psychiatrist and psychologist.

Mental Health Unit (MHU) – JRDC’s 20-bed MHU is a therapeutic community designed to treat and stabilize mentally ill inmates for return to general population and ultimately, the community. Admission to the Unit is at the sole discretion of mental health professionals based on diagnosis and suitability for the environment. Length of stay on the MHU is variable but is generally short-term. Inmates assigned to the MHU participate in individual and group therapy, and life skills programming such as Anger Management; Conflict Resolution; Social Functioning; Goal-Setting; Wellness; and Substance Abuse, Mental Illness & Health. Each week, inmates are reviewed by the Mental Health Team to determine progress and readiness for release from the Unit. Detention Officers and Correctional Program Specialists are specially selected and trained to work in the Unit and support the Mental Health Team.

Treatment – Individualized Treatment Plans are established for all inmates with mental illness, whether housed on the MHU, segregation, or in general population at either JRDC or ORCC. Treatment plans include the most current pharmacological interventions available and clinically indicated, as well as individual and group therapy.

Case Management – As early as necessary and appropriate, inmates are referred to licensed mental health Case Managers for establishment of aftercare plans that are consistent with their internal course of treatment. Case Managers’ priorities include assuring that released inmates have procured entitlements for which they are eligible, that they have been adequately referred and accepted to the appropriate community based services, and that all monitoring authorities (e.g., Parole & Probation or Pretrial Services) are kept abreast of efforts to seek treatment. Case Managers begin their work while inmates are still in custody and follow them for 30 days post-discharge.

Hospitalization – Inmates requiring more intense levels of service at any point during their incarceration are evaluated to determine qualification for admission to a State psychiatric hospital. To ensure continuity of care, inmates returning from hospitals are immediately screened by medical and mental health professionals

and their hospital discharge instructions are reviewed and incorporated in treatment plans, as appropriate.

Criminal Justice System Interface – To the extent possible and appropriate, an inmate’s status in the criminal justice system is taken into consideration in development of aftercare plans. For sentenced inmates, plans are set based on the scheduled release date and, if probation follows, aftercare arrangements are shared with Parole & Probation. For pretrial inmates scheduled for bail reconsideration hearings, Pretrial Services offer aftercare recommendations for the court’s consideration in setting conditions of pretrial release. For pretrial inmates held pending trial, treatment and aftercare information is shared with defense counsel in advance of trial, providing authorization to release the information is granted by the inmate. The goal: to do everything possible to ensure that no inmate involved in DDF’s internal mental health system is released to the community without services.

Referral

The Court may refer inmates for mental health services through Pretrial Services at bail hearings, or on Commitment Records should a mental health concern arise at any subsequent proceeding. Placement in JRDC’s Mental Health Unit is in the sole discretion of the psychiatrist, psychologist, and social workers.

Contacts:

Thomas Fitzgerald, Assistant Facility Administrator– JRDC	410-222-7946
Paul S. Hastmann, Assistant Facility Administrator – ORCC	410-222-6358

TREATMENT ADDICTIONS MENTAL HEALTH AND RECOVERY (TAMAR)

In July of 2000, the Mental Health Jail Project (MHJP) expanded to include the TAMAR (Treatment, Addictions, Mental Health and Recovery) project. The TAMAR project offers trauma treatment to female inmates at the Ordnance Road Correctional Center (ORCC), including assessment, supportive counseling, community resource identification and referral, and case management services following release from custody. The program was expanded on July 1, 2006 to add a part-time Social Worker to the existing staff of one Social Worker and to introduce community support groups and follow up services. TAMAR is funded in part through the Anne Arundel County Mental Health Agency.

Applicable Regulations & Statutes

- Maryland Health General Article 12-104
- Mental Health Administration Policy: Priority Populations
- Memoranda of Understanding between AACDF, AA Co. Mental Health Agency, and PDG Rehabilitation Services, Inc.
- JRDC and ORCC Operational Directive 17.01

Capacity: 300 per year Average TAMAR caseload: 25-30 per month

Referral

Initial screening occurs at admission to ORCC by medical services staff. Both pretrial and sentenced women identified as possible victims of abuse or trauma are referred for to licensed clinicians for assessment, individual and group therapy, and post-release case management services. Facility staff may also refer those who may benefit or be in need of such services. Participation in TAMAR is completely voluntary.

Contacts:

Supervisors: Paul S. Hastmann, Assistant Facility Administrator, ORCC
Phone: 410-222-6358
Fax: 410-222-6360

COMMUNITY SERVICE PROGRAM

Community Service is a form of restitution by which participants "pay" for their misconduct by providing uncompensated hours of service to the community. Under Detention Center auspices since 1990, the Community Service Program (CSP) facilitates and enforces fulfillment of the service obligation and operates out of the Ordnance Road Correctional Center.

Applicable Regulations & Statutes

- Ordnance Road Operational Directives 19.9, 19.11 and 19.12, "Community Service Program"
- Annotated Code of Maryland, Maryland Annotated Code, Criminal Law Article, Title 14, Section 101
- Correctional Services Article, Section 8-701

Capacity: N/A ***Average Caseload:*** 300

Eligibility Criteria

Participants may be ordered to perform community service:

- As a condition of probation;
- As a condition of a suspended sentence;
- In lieu of payment for fines and court costs;
- Providing the participant consents;
- Providing the participant has not been convicted of a crime of violence.

Referral

Participants the Court determines eligible and appropriate for Community Service may be referred by completing a Community Service Program Referral . These forms are made available by the Department of Detention Facilities and are printed on carbonized paper for distribution to the participant, DDF, and Court file. Important features of the form include:

- Direction that the participant report to the CSP office on a designated Thursday between the hours of 8:00 a.m. and 11:30 a.m. for intake.
- Requirement that the participant pay a one-time fee of \$50, due at intake.
- The number of hours of community service the participant is required to perform and the date by which they are to be completed.

NOTE: To assist the program staff in effectively enforcing requirements, the Court is asked to adhere to the following guidelines:

- No more than two weeks allowed for every eight hours to be performed;
- Start date within two weeks from the date of the hearing.

Program Elements

Intake – Conducted Thursdays between 8:00 and 11:30 a.m. in the CSP office at ORCC. Intake interviews are conducted one-on-one and include:

- Verification of identity
- Review of the community service requirement as ordered by the Court;
- Review of the participant’s criminal history to ensure eligibility under Maryland Annotated Code, Criminal Law Article, Title 14, Section 101;
- Assignment to a community service site;
- Collection of \$50.00 fee;
- Review of program rules, regulations, and procedures.

Work Site Coordination – A DDF Case Manager is responsible for developing sites that offer meaningful, relevant work and that meet criteria set forth in Correctional Services Section 8-701:

- Must be a private charitable, non-profit institution; or,
- Must be a public and community service association; or,
- Must be a government agency.

Additionally, sites must provide descriptions of projects and any special skills or restrictions that may apply; e.g., offense restrictions, physical requirements, etc.

Program staff maintain regular contact with all sites to ensure hours are reported and concerns or problems are addressed.

Violations – Any failure to abide by Community Service Program rules and regulations or to comply with the Court's Order is considered a violation, including:

- Failure to complete intake;
- Failure to report to the worksite following intake;
- Failure to cooperate at the worksite;
- Failure to complete community service hours within stipulated time;

The Community Service Program attempts to bring violators into compliance by telephone and/or mail before notifying the Court. If contact cannot be made or if the participant continues in violation, the Court and the Office of the States' Attorney is advised in writing. In cases where the participant is on supervised probation, the probation office is notified for possible violation. The Community Service Program staff are available for violation hearings.

Jurisdictional Transfer of Monitoring Responsibilities – As part of a cooperative arrangement with other Maryland Community Service Programs, a participant residing outside of Anne Arundel County may be referred to his or her home jurisdiction for placement and monitoring. Violations are reported to the Anne Arundel County CSP, which forwards the report to the Court.

Contacts:

Community Service Program
Ordnance Road Correctional Center
600 E. Ordnance Road
Glen Burnie, MD 21060

Supervisor: Cheryl Doyle
Phone: 410-222-6370
Fax: 410-222-6361

WORK RELEASE PROGRAM

Work Release allows participants to maintain regular employment while serving sentences of confinement, thereby facilitating payment of family support, fines, court costs, taxes and restitution. Newly sentenced inmates who meet DDF's eligibility criteria may serve their entire sentence on the programs; other offenders earn their way to work release providing they meet behavioral and program requirements and are not precluded from participation by the Court.

Applicable Regulations & Statutes

- Ordinance Road Operational Directives Work Release Program 9.1, 9.2 and 9.4
- Shared Operational Directive 13.0A, B and C
- Correctional Services Article, Section 11-703

Capacity: 120

Eligibility Criteria

- Current offense is not Escape
- No escape from Work Release, House Arrest or weekender status in the past 3 years
- Not precluded by the courts
- No detainers
- No pretrial commitments
- No pending charge or current commitment for designated offenses
- Minimum security rating
- No pending 8-505 or 8-507
- Negative baseline urinalysis
- Approval of State's Attorney and Victim Advocate when Victim Notification request is filed.
- Medical Clearance
- Not on probation for designated crimes if violation is pending
- Must be employed for placement on the program at intake.

NOTE: With the exception of the requirement that they have no detainers and are medically cleared to work, inmates sentenced for Contempt/Failure to Pay Child Support are not required to meet DDF eligibility criteria providing the Court has Ordered Work Release.

Program Elements

Intake and Orientation – Participants sentenced to the AACDF are screened for Work Release eligibility based on the above criteria. If approved for immediate participation, inmates are placed on active work release status; if not, eligibility for future participation is determined and mapped. Once on work release, inmates receive comprehensive orientation, including a thorough review of Program Rules and the penalties associated with violations. Employment information is verified by telephone, including days, hours, and location of work.

Job assistance is provided to participants who are unemployed at the time of assignment to Work Release, including job readiness and placement assistance. Note, however, that unemployed inmates are not eligible for work release at intake.

Case Management – Work Release participants are assigned to a case manager who is responsible for monitoring work schedules, maintaining communication with employers, developing a fee collection agreement, and conducting counseling sessions to review the inmate's participation and progress in other institutional programs. Case managers also conduct unannounced in-person job site and telephone checks and schedule random urinalysis.

Fee – \$15.00 per day for each day worked. Fees from participants sentenced for Contempt of Court for failing to pay child support are forwarded to the Domestic Relations Division for application to the purge amount set by the Court. Additionally, Court ordered obligations such as Costs, Fines and Restitution and deducted from participants' pay and forwarded to the appropriate payee.

Diminution of Confinement – Participants' sentences are reduced by one day for every day of successful participation (Day for Day).

Violations – Work Release participants are subject to all Departmental rules and regulations. Violations result in issuance of a Notice of Infraction and a disciplinary hearing which is held within 96 hours, excluding weekends and holidays. Guilty findings result in imposition of graduated sanctions based on the seriousness of the rule violation(s) and/or prior record of infractions. Typical violations that may result in removal from work release include:

- Escape/Walk-off defined as failing to report four or more hours after scheduled return.
- Positive urinalysis.
- Positive breathalyzer.
- Refusing to submit to urinalysis or breathalyzer.
- Unauthorized absence from work or approved location.

Additionally, participants may be suspended for up to 14 days and/or lose accumulated diminution credits for lateness returning to the facility, giving false information to staff and other rule infractions or violation of rules unique to the Work Release Program.

Contacts:

Supervisors:	Brett Blevins (female inmates) Catherine Robinson (male inmates)
Phone:	410-222-6379
Fax:	410-222-6067

SUBSTANCE ABUSE SERVICES (SAS)

In August, 2003, the Anne Arundel County Department of Detention Facilities (AACDF) and Anne Arundel County Department of Health jointly launched SAS for sentenced inmates determined to be substance abusers. These services seek to break the cycle of recidivism by offering a 15–30 hour closed enrollment substance abuse education course; substance abuse assessment, supportive internal programming; post-release planning; and community case management. SAS is offered at the Ordinance Road Correctional Center.

Applicable Regulations & Statutes

- Code of Maryland Regulations 10.47.01 through 10.47.07; Maryland Annotated Code, Correctional Services Article, Section 11–703.
- 42 U.S.C. §§ 290 dd – 3 and ee–3 and 42 C.F.R. Part 2.
- Ordinance Road Operational Directive 18.1 Substance Abuse Services.
- Memorandum of Agreement between AACDF and A.A.Co. Department of Health.

<i>Substance Abuse Education Group Capacity</i>	Maximum 56 (3 groups of 12, 1 group of 20)
<i>Assessment and Release Planning Capacity:</i>	75 (25 active per facilitator)
<i>Strengthening Families Program Capacity</i>	30 (not to exceed a total of 20 children and their parents)
<i>Moral Reconciliation Therapy</i>	40 (4 groups of 10)
<i>Parenting Skills Capacity (preferred):</i>	20 (10 males, 10 females)

Eligibility Criteria

- Sentenced to Anne Arundel County Department of Detention Facilities.
- Documented substance abuse history and/or drug related criminal history.

Program Elements

The goal of SAS is to assist participants in acquiring the motivation to seek the support of community treatment and other social support services necessary to ultimately lead to a pro-social and substance-free lifestyle. In order to accomplish this goal, the following the program offers the following:

REFERRAL AND PROGRAM ACCEPTANCE

Correctional case managers screen and refer inmates for SAS in the course of developing their Inmate Program Agreement (IPA) during the intake process. Health Department Addictions Counselors schedule referred inmates for the substance abuse education component on a first come, first served basis, factoring time remaining on sentence as may be necessary to ensure that offenders with relatively short sentences have an equal opportunity to participate.

SUBSTANCE ABUSE EDUCATION (PHASE 1)

The first component of SAS offers 15 hours of substance abuse education in a group setting for all inmates referred to SAS, and an additional 15 hours for inmates who have been ordered to seek treatment as a condition of probation treatment after release who will reside in Anne Arundel County.

The objective of Phase 1 is to provide each participant with an understanding of substance abuse, the knowledge needed for self-assessment, and the motivation to succeed in treatment upon release. The curriculum of the substance abuse education group presents the concepts of chemical dependency, the principles of recovery and an introduction to the development of relapse prevention skills. Once the group cycle begins, no new participants may be enrolled. Participants must attend every session to receive a completion certificate.

ASSESSMENT AND RELEASE PLANNING (PHASE 2)

Participation in Phase 2 is mandatory for all Phase 1 group graduates who will have probation conditions for substance abuse treatment and who will reside in Anne Arundel County after release. In Phase 2, a SAS counselor meets individually with each participant to complete a psycho-social assessment and develop initial recommendations for a release plan. The plan identifies the level of care needed to address the substance abuse problem, and specifies resources to meet other areas of need (mental health, housing, education, family issues, job skill development, etc.). A copy of the release plan is provided to the Division of Parole & Probation to support fulfillment of the plan post-release. Involvement of family members in the release planning process through family contact sessions is encouraged, where possible.

FAMILY REUNIFICATION

In recognition of the inter-relatedness of substance abuse and dysfunctional family relations, SAS offers services designed to improve family relationships by educating family members and creating a stronger recovery support system for the inmate.

Female Parenting Skills – A 16-hour group program which teaches incarcerated women parenting skills to mend, improve and manage their relationships with their children. The program may also include contact visits involving SAS staff and female inmates and their children

Male Life Skills and Parenting – A 16-hour group program which teaches incarcerated men parenting skills to mend, improve and manage their relationships with their children. Participants are introduced to the Young Father's Support Network offered by the Anne Arundel County Department of Social Services as well as the Big Brothers and Sisters programs in the community and are encouraged to connect with these resources after release.

Strengthening Families Program A 15-week, 50-hour program offered to eligible inmates with children between the ages of 6 and 15 years old. SFP staff conducts separate groups for parents, children and the combined families. The program also provides a family meal prior to group meetings. The objectives are to improve parenting skills, children's life skills and, family skills. The ultimate goal is to prevent substance abuse (and related criminal activity) in the children of the offender.

Moral Reconciliation Therapy (MRT) – A cognitive-behavioral treatment approach which focuses on decision-making and development of higher moral reasoning skills. Initially designed for use in prison-based drug treatment therapeutic communities, MRT has been adopted and applied in other criminal justice treatment venues, including jail-based programs. MRT is conducted in open-ended, ongoing groups where offenders participate in discussions, training exercises, and complete and present a series of homework assignments as outlined in the MRT workbooks.

COMMUNITY CASE MANAGEMENT - RE-ENTRY (PHASE 3) - SAS participants who will reside in Anne Arundel County after release and have substance abuse treatment as a condition of probation are eligible to receive post-release case management services. The goal of case management is to assist the inmate in implementing his or her release plan, to include accessing treatment. A Health Department Substance Abuse Case Manager is assigned to the offender for 30-60 days following release to support compliance with treatment-related probation conditions.

JENNIFER ROAD DETENTION CENTER

At JRDC, the Department of Health offers ADEPT, a substance abuse awareness and education program which meets twice a week for three weeks on a closed enrollment basis. Participation is voluntary.

Contacts:

SAS Program Coordinator, Health Department: Traci Olivier
410-222-6350 x3157
FAX: 410-222-6364

SAS Liaison, ORCC: Travis Blevins
410-222-6370
FAX: 410-222-6361

Condition of Sentence to AACDF

Offenders are committed to the custody of the Anne Arundel Department of Detention Facilities for a term not to exceed 18 months, with a stipulation that all or part of the sentence be served on the HAASP. House Arrest is typically used as a sentencing option for offenders who require greater restriction than probation, but less than that afforded by incarceration in a secure facility.

The following elements are standard for all participants, though the Court may amend or expand requirements as deemed appropriate. Special conditions should be specified on the Defendant Trial Summary (District Court) or Commitment Attachment (Circuit Court)

Referral:

- Commitment to the AACDF
- HAASP Defendant Trial Summary (District Court)
- Commitment Attachment (Circuit Court) detailing conditions of House Arrest

Intake – Self-report to the House Arrest office as ordered by the court. If offender had been detained pretrial, the defendant may remain in custody with intake to occur on the next business day to ensure continuity of supervision.

Curfew – 24 hours unless activities are verified by case manager or otherwise specified by the Court.

Employment – Allowed for sentenced participants unless prohibited by the court.

Other Activities (church, treatment, etc.) – Allowed as Ordered by the Court or as determined by House Arrest staff.

Drug Testing – Conducted on a random basis or for cause or suspicion.

Alcohol Testing – Conducted on participants for cause or suspicion.

Job Site Visits – Conducted on a regular basis.

In-Person reporting to the HAASP Office – Required weekly or twice per month, depending on assigned level of supervision.

Fee – \$5.00 a day.

Diminution of Confinement Credits – Sentence is reduced by one day for every day of successful participation (Day-for-Day).

Violations – Addressed through the AACDF disciplinary process. The participant is instructed to report to the Correctional Center where a Notice of Infraction is issued and a disciplinary hearing is held within 96 hours excluding weekends and holidays. Guilty findings result in imposition of graduated sanctions based on the seriousness of the rule violation. Typical violations and resultant sanctions include:

- Absence from authorized locations or activities – removal from HAASP and loss of diminution credits;
- Positive urinalysis/breathalyzer – removal from the program and loss of diminution credits;
- Absconding or failing to report to the Correctional Center when directed to do so – charged criminally with escape from confinement, removal from HAASP upon arrest or return to custody and loss of diminution credits.

The Court and State’s Attorney’s Office are advised in writing in the event of program removal.

Condition of Probation

Defendants may be “incarcerated” on House Arrest as a condition of probation while serving the suspended portion of a sentence. The total term of “incarceration,” to include time in actual confinement as well as on House Arrest, may not exceed 18 months. Violation of program rules is reported to the supervising Probation Agent and the Court.

Condition of Pretrial Commitment

Defendants are Committed Pending Hearing to AACDF on a “no-bond” status with the stipulation that they live at home pending trial.

Referral – Commitment to AACDF ordering that the defendant be held without bond and stipulating house arrest pending trial.

Intake – Self-report to the House Arrest office if authorized by the Court. Otherwise, and if the defendant had been previously detained, placement on the program may occur on the next business day to ensure continuity of supervision.

Curfew – 24 hours, 7 days per week unless otherwise specified by the Court

Employment – Prohibited unless authorized by the Court

Other Activities – Prohibited unless authorized by the Court

Substance Abuse Testing/Treatment – Scheduled testing

Fee – None

Diminution of Confinement – 5 days Good Conduct Time for every 30 days applied against future sentence, if any.

Violations – Defendant is ordered to return to the Correctional Center for appropriate disciplinary action, served a Notice of Infraction and the court is notified upon the completion of Disciplinary Hearing via letter.

Condition of Pretrial Release

The Court may release a defendant to the supervision of the Pretrial Services Supervised Release Unit (SRU) and order that he or she be under house arrest pending case disposition (see page 30–32). NOTE: compliance with curfew and restrictions on movement are enforced electronically, courtesy of House Arrest Program staff. Violations are reported to the SRU, which is the supervisory

authority for defendants on house arrest as a condition of pretrial release. Defendants on house arrest as a condition of pretrial release are not charged a fee.

Condition of Sentence – Administratively Approved

Correctional Services Article 11-703 was amended effective -01 to authorize the Superintendent to place eligible Work Release inmates on House Arrest upon meeting specified AACDF criteria. Program elements are the same as the condition of sentenced participants. Eligible inmates may progress to this status for the last 60 days of their sentence.

Contacts:

House Arrest Alternative Sentencing Program
Ordnance Road Correctional Center
600 E. Ordnance Road
Glen Burnie, MD 21060

Supervisor: Cheryl Doyle
Phone (410) 222-6370
Fax: (410) 222-6361

SUCCESS THROUGH EDUCATION PROGRAM (STEP)

The Success Through Education Program offers sentenced inmates GED and pre-GED, and lifeskills instruction. STEP is offered at the Ordnance Road Correctional Center in partnership with the Anne Arundel Community College.

Applicable Regulations and Statutes

Ordnance Road Operational Directive 15.2.

Memorandum of Understanding between Anne Arundel County Department of Detention Facilities and the Anne Arundel Community College.

<i>Capacity:</i>	14 per class	<i>Caseload:</i>	N/A
	3–4 classes per session		
	8 sessions per fiscal year		

Program Elements

Referral and Assessment – All sentenced inmates at ORCC are referred for education assessment as part of the intake process. AACC staff administers the Test of Adult Basic Education (TABE) or Maryland Adult Performance Program Competency-Based Assessment and interview the inmate to determine his or her own assessment of computer competency.

Instruction – Based on assessment results, an Individual Learning Plan is developed and the inmate is placed in Pre-GED, GED, Adult Basic Skills, Adult Literacy, and/or Lifeskills courses.

Contacts:

ORCC Education Liaison: Cheryl Doyle

Phone: (410) 222-6349

Fax: (410) 222-6040

AACC STEP Coordinator: Russell Wright

Phone: (410) 222-6350 Ext. 3161

Fax: (410) 222-6364

ANCILLARY SERVICES

Supporting fulfillment of the Department's mission with respect to programs and offender re-entry is a variety of services offered in partnership with other organizations, agencies, and volunteers. They include the following:

Young Fathers Support Network (YFSN) – Offered by the Anne Arundel County Department of Social Services, YFSN provides supportive coaching and counseling to fathers and expectant fathers aged 40 years and younger geared toward promoting emotional and economic involvement in the lives of their children.

Big Brothers/Big Sisters Amachi Program – Amachi targets children of incarcerated parents, seeking to match them with volunteer mentors who serve as role models and provide assistance in handling the unique challenges and stigma they face. Amachi is a partnership between the Big Brothers/Big Sisters organization and the faith community.

Community Re-Entry Support Team (CREST) – CREST is a consortium of private, faith-based and public agencies which have partnered to establish a clearinghouse of information on services available to offenders re-entering the community. Each month CREST representatives hold a workshop for inmates scheduled for release within 30 days to facilitate linkage with services.

People Acquiring Skills for Success (PASS) – Offered by the Anne Arundel Workforce Development Corporation, PASS provides career counseling, job readiness, and life skills training to enhance inmates' employability and job stability.

Anger Management Workshops – Offered by the Anne Arundel County Conflict Resolution Center, Anger Management helps inmates identify their anger triggers and gives them tools to manage them.

Parole & Probation Interface – The State Division of Parole & Probation offers bi-monthly informational sessions for inmates soon to be released aimed at setting them up for success on probation. Additionally, to facilitate a seamless transition from incarceration to probation, inmates with probation obligations meet one-on-

one with an Agent to review the release plan established in the DDF case management process and to receive reporting instructions.

Volunteer Programs – 500 citizens volunteer at JRDC and ORCC provide religious services, Alcoholics Anonymous, literacy training, mentoring, parent/child Read-to-Me programs, art classes, etc. Approximately 6700 hours of service are provided by volunteers annually.

PRETRIAL SERVICES

DDF's Pretrial Services Unit was initiated at District Court in 1983 and expanded to Circuit Court in 1989. Its function is two fold: to make release recommendations at bail hearings based on verified criminal and social history information, and to monitor compliance with the conditions of release for defendants released to the program's supervision pending trial.

Applicable Regulations & Statutes

Shared Operational Directive 13.0B; JRDC Operational Directives 15.01 and 15.02
Maryland Rule 4-216

Annotated Code of Maryland, Criminal Procedure Article Section 5-202

American Bar Association (ABA): *Standards Relating to the Administration of Criminal Justice*, Chapter 10, Pretrial Release (1985).

National Association of Pretrial Services Agencies: *Standards on Pretrial Release*

Eligibility Criteria

Persons committed to the Detention Center in lieu of or without bail pending District Court bail review, and persons committed on bench warrants issued by the Circuit Court, which do not specify bond.

Program Elements

Investigation – The primary function of Pretrial Services is to provide information that will assist the court in determining release eligibility and setting release conditions pursuant to Maryland Rule 4-216 and Criminal Procedure Article 5-202. Toward this end, Investigators conduct one-on-one interviews with defendants to obtain information on residence, family and community ties, employment, substance abuse, criminal record, and failures to appear. Independent verification is sought from references named by the defendant and others who may possess relevant knowledge, including parole and probation agents. If the defendant is charged with failing to appear, Pretrial attempts to verify the reported reason to determine if willful. Full criminal history information is accessed through all available computer information systems.

Recommendation – Pretrial assesses the likelihood of appearance at future court proceedings by weighing the information gathered and developing release recommendations accordingly. As called for in ABA and National Association of Pretrial Services Agencies Standards, recommendations are based on objective criteria in the form of a point scale. As also required by release standards, Pretrial does not factor the current charge or dangerousness into its recommendation, instead focusing solely on risk of non-appearance. The issue of danger or pretrial misconduct is left to the Court to weigh based on defense and prosecution arguments and in accordance with Rule 4-216.

Pretrial recommends release under non-financial conditions or ten-percent bail. This position is based on the aforementioned standards, which discourage monetary conditions unless determined that no other conditions will assure appearance. Program policy precludes recommendations in cases where the defendant is charged with crime of violence as defined in Maryland Annotated Code, Criminal Law Article, Title 14, Section 101, though the full background report is provided to the Court.

Report – Pretrial Investigators summarize verified information and release recommendations for oral report to the court at bail hearings. Only convictions, PBJs, Failure to Appear, and pending charges are reported from criminal history information.

Pretrial Supervised Release – The Court has the option of ordering supervised release as an alternative to monetary bail or unsupervised personal recognizance. Defendants granted supervised release are placed in one of five levels of supervision based on their risk of failure to appear and pretrial misconduct as determined using an objective point scale, and/or as ordered by the Court. All defendants on supervised release are required to comply with general conditions of release (see *Pretrial Release Contract*, following), special conditions of release designed to address individual risk, and maintain regular contact with Pretrial Services (see *Conditions of Release by Supervision Level*, following).

Defendants assigned to Supervision Level 1 check in by telephone once per week by way of a state-of-the-art automated voice response system. This system

provides both English and Spanish translation. Defendants check in by entering an identification number on a touch-tone phone. In the event the defendant fails to call on his/her assigned day, the computer system starts phoning his/her home during evening hours until contact is made. Personal contact between a defendant and staff may be achieved when desired by either party. The automated system also reminds defendants of court dates with every call and allows them to verify them any time they wish. Additionally, the system calls defendants daily once the trial or hearing date is within three days, and case monitoring staff sends written reminders.

At the other end of the supervision spectrum is Level V, which is only applied when ordered by the Court. Defendants assigned to Level V are on house arrest while awaiting trial (See *House Arrest – Condition of Pretrial Release*). The intermediate levels of supervision involve assignment to a Case Manager who is responsible for enforcing all conditions of release, including telephone and in-person contact, urinalysis, and substance abuse treatment. The higher the supervision level, the greater the contact requirements and restrictions.

Failure to comply with conditions of release are reported to the Court.

Commissioner Referral – Pretrial offers District Court Commissioners the option of releasing defendants to Pretrial's Supervised Release Unit. Defendants released by Commissioners are directed to report to Pretrial Services for intake and assignment to a supervision level the following business day.

Contacts:

Supervisors:

Bridget Senior – Pretrial Investigation Unit 410-222-7007

Margo Snowden, CJPS, Supervised Release Unit 410-222-7098

Defendant _____

Case Numbers _____

You have been released to the Anne Arundel County Pretrial Services Supervised Release Unit, Supervision Level _____.
 Until all of the case listed above are disposed, you must comply with all of the following conditions.

CONTACT REQUIREMENTS	<input type="checkbox"/> LEVEL I You must call 410-222-7680 on (date)_____ between 9am - 11am. Press "0" to speak with a Tracking Monitor and receive your ID#. You will be required to report by phone between 12:01am - 7:00pm on: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday Instructions for using the automated system are being provided to you.
COURT DATES/PENALTIES	You will appear for all court dates as required. IF YOU FAIL TO APPEAR, YOU WILL BE SUBJECT TO THE FOLLOWING PENALTIES: <p style="text-align: center;">Felony: \$500 fine, sentence of 5 years, or both Misdemeanor: \$1,000 fine, sentence of 1 year, or both</p>
RESIDENCE	<input type="checkbox"/> You may not leave the Maryland area without permission from the Pretrial Supervised Release Unit or the court. YOU ARE REQUIRED TO LIVE AT: <input type="checkbox"/> The address verified by Pretrial Services. Notify your Case Manager of any change to address or phone number and request advance permission. <input type="checkbox"/> _____ as ordered by the court. You may not change this address without written approval from the court. <input type="checkbox"/> You are CURFEWED in your home during the following hours:_____
ALCOHOL/DRUG USE/OTHER CONDITIONS	<input type="checkbox"/> You must refrain from using drugs (unless prescribed by a doctor) and alcohol. You must submit to urine testing upon request. In addition, the Court has ordered the following special conditions: <input type="checkbox"/> You will participate in Substance Abuse treatment as directed. <input type="checkbox"/> You will participate in Mental Health Treatment as directed. <input type="checkbox"/> You must participate in _____ as directed.
EMPLOYMENT/SCHOOL	<input type="checkbox"/> You must notify the Pretrial Supervised Release Unit immediately of any change in your employment/school status. <input type="checkbox"/> You must seek or maintain employment during the period of your release.
VICTIM CONTACT	You are to have no contact whatsoever with the alleged victim(s) or witness(es) in these cases.
REARREST	You are not to commit any criminal or traffic offense while on pretrial release. Failure to remain arrest free may result in a revocation of your release. Should you be arrested, you must notify the Pretrial Supervised Release Unit within 24 hours.
SPECIAL CONDITIONS	The Court has ordered that you _____ _____

WARNING: ANY VIOLATION OF THE ABOVE CONDITIONS MAY RESULT IN THE REVOCATION OF YOUR RELEASE. IF YOU WILLFULLY FAIL TO APPEAR AS REQUIRED, YOU WILL BE SUBJECT TO PROSECUTION

I have read and understand that failure to comply with the above conditions may result in removal from the Pretrial Supervised Release Unit and my confinement at the Anne Arundel County Detention Center.

_____ Defendant

_____ Date

_____ CPS, Pretrial Services

_____ Date

**PRETRIAL SERVICES
SUPERVISED RELEASE UNIT**

**CONDITIONS OF RELEASE
By
SUPERVISION LEVEL**

LEVEL I

- Check-in by telephone one to seven times per week using the automated Interactive Voice Response (IVR) system.
- General conditions as stipulated in the Release Contract

LEVEL II

- Check-in by telephone once per week using the automated Interactive Voice Response (IVR) system.
- One mandatory urine test per month on random basis.
- Special conditions as ordered by the Court or required by the Case Manager.
- General conditions as stipulated in the Release Contract.

LEVEL III

- One in-person meeting with the Case Manager per week.
- One check-in with the Case Manager per week by telephone.
- Two mandatory urine tests per month on random basis.
- Special conditions as ordered by the Court or required by the Case Manager.
- General conditions as stipulated in the Release Contract.

LEVEL IV

- Two in-person meetings with the Case Manager per week.
- Two mandatory urine tests per month on a random basis.
- Special conditions as ordered by the Court or required by the Case Manager.
- General conditions as stipulated in the Release Contract.

LEVEL V

- House Arrest, including curfew and restrictions on movement
- One in-person meeting with the Case Manager per week.
- One mandatory urine test per month on a random basis.
- Special conditions as ordered by the Court or required by the Case Manager.
- General conditions as stipulated in the Release Contract.

WEEKENDER PROGRAM

Weekend confinement is an alternative sentence defined in statute as non-consecutive periods of 48 hours or less per week. Typically, weekend sentences are from 6:00 p.m. Friday to 6:00 p.m. Sunday. Weekend inmates are subject to all AACDF rules and regulations and are not generally separated from the general population.

Applicable Regulations & Statutes

Detention Center Regulations OD 19.5 “Weekender Program”
Annotated Code of Maryland, Article 27, 11-801

Capacity: N/A ***Average Population:*** 95-100

Eligibility Criteria

There are no statutory or policy restrictions on eligibility.

Program Elements

Alcohol/Drug Testing - Conducted for cause/suspicion.

Diminution of Confinement - Five days Good Conduct Time for every 30 days served, calculated on a pro-rated basis.

Violations - Violations of institutional rules are handled through the AACDF disciplinary process. Typically, the only meaningful sanction is loss of earned diminution credits; though disciplinary segregation may be ordered for serious violations.

- Offenders who are late less than four (4) hours, by agreement with the Courts, on the release date must remain the amount of equal to the lateness.

- Letters concerning serious or repeated rule violations are forwarded to the court for appropriate action.

Failure to report (or late greater than four (4) hours)- will result in charges filed for second degree escape, after verifying with the Records Unit that the offender was not excused for cause.

Referral

Offenders are sentenced to weekend confinement via Commitment Record which must specify the required time of arrival and departure, number of weekends, and total time to be served. Informational cards providing reporting location, fee payment processes and other basic requirements are supplied to the court for issuance to offenders upon sentencing.

Fees

An administrative fee, due on the first reporting day, is based on sentence length, according to a sliding scale. Failure to submit the fee will result in an infraction.

Contacts:

ORCC – Paul Hastmann, Assistant Facility Administrator

Phone: 410-222-6358

Fax: 410-222-6360

Records Supervisor: Sherry DiPietro

Phone: 410-222-7038

Fax: 410-222-7914

LEGAL SERVICES

Legal References – Both ORCC and JRDC have full-time librarians and maintain a comprehensive legal reference collection. Inmates may visit the library by request and on a scheduled basis.

Legal Calls – Phone calls for legal purposes are facilitated by Case Managers on an as-needed basis. Typically, inmates are allowed to call attorneys in District Court cases when within one month of trial. In Circuit Court cases, inmates are allowed to call attorneys once a month following Status Conference. Additionally, they may make collect calls using housing unit telephones.

Legal Visits – Attorneys may visit 24 hours per day, seven days per week. They will be asked to produce identification and are noted in the Professional Visitor's Registry maintained by the receptionist. Use of the attorney booths is on a first-come, first serve basis. The booths have a secured pass-through drawer for documents which may be accessed with the assistance of a Detention Officer upon request.

Contact Visits – At JRDC, the need for contact visits between attorney and client is largely obviated by the document pass-through drawers in attorneys booths. Therefore, they are disallowed except in extraordinary circumstances. At ORCC, a contact visit may be arranged by contacting the Assistant Correctional Facility Administrator, (ORCC) at 410-222-6358.

Legal Assistance – In August, 1992 the Anne Arundel County Department of Detention Facilities and the Office of Public Defender jointly launched the Inmate Services Project to expedite the processing of defendants detained in District Court cases. Guilty pleas are negotiated with the State's Attorney's Office and where possible, cases are scheduled for disposition on an expedited basis. Additionally, Public Defender Investigators are assigned to both JRDC and ORCC to process requests for representation.

DIRECTORY

	<u><i>Telephone #</i></u>	<u><i>Fax #</i></u>
Robin R. Harting (JRDC/ORCC) Superintendent	222-7084	222-7208
Cheryl Doyle (ORCC) Criminal Justice Program Supervisor - Community Programs	222-6342	222-6360
Sandora Cathcart (JRDC) Criminal Justice Program Supervisor - Classification	222-7983	222-7208
Sherry DiPietro (JRDC) Management Assistant II - Records	222-7038	222-7914
June Harris (ORCC) Criminal Justice Program Supervisor - Transition Unit	222-6349	222-6067
Thomas Fitzgerald (JRDC) Asst. Correctional Facility Administrator - Inmate Services	222-7097	222-7208
Catherine Robinson (ORCC) Criminal Justice Program Supervisor - Work Release	222-6379	222-6360
Paul Hastmann (ORCC) Assistant Correctional Facility Administrator	222-6358	222-6360
James Hurley (JRDC) Correctional Support Services Manager	222-7096	222-7208
Terry Kokolis (JRDC) Correctional Facility Administrator	222-7125	222-7208
Vacant (JRDC) Assistant Correctional Facility Administrator - Security	222-7946	222-7208

Christian Flanagan (ORCC) Captain	222-6350	222-6360
William H. Martin, Jr. (ORCC) Correctional Facility Administrator	222-6356	222-6360
Traci Olivier (ORCC) Acting Program Coordinator – SAS Program Department of Health	222-6350	222-6364
Karen Randolph (JRDC/ORCC) Criminal Justice Program Supervisor – Compliance	222-4586	222-7208
Brett Blevins (ORCC) Criminal Justice Program Supervisor – Female Unit	222-6348	222-6360
Thomas Laue (JRDC) Captain	222-7946	222-7208
Bridget Senior (JRDC) Criminal Justice Program Supervisor – Intake Services/Pretrial Investigation	222-7007	222-7208
Margo Snowden (JRDC) Criminal Justice Program Supervisor – Supervised Release Unit	222-7098	222-7208
Russell Wright (ORCC) Education Program Anne Arundel Community College	222-6350	222-6360