



## Department of Public Safety and Correctional Services

### Maryland Commission on Correctional Standards

115 SUDBROOK LANE • SUITE 200 • PIKESVILLE, MARYLAND 21208-3878  
(410) 585-3830 • FAX (410) 318-6020 • V/TTY (800) 735-2258 • www.dpccs.state.md.us

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## MONTGOMERY COUNTY PRE-RELEASE AND REENTRY SERVICES

### AUDIT REPORT

**MARCH 26, 2015**

An audit of the Montgomery County Pre-Release and Reentry Services was conducted on February 3-5, 2015, by Commission staff and one Duly Authorized Inspector. This Final Report and attached Compliance Plan will be reviewed by the Commission on Correctional Standards at its meeting on March 26, 2015.

### SUMMARY

The Montgomery County Pre-Release and Reentry Services houses male and female residents who are classified at the pre-release level of security. Transitional Services and programs are available for residents to prepare them for reintegration into the community. The Montgomery County Pre-Release and Reentry Services come under the Administrative authority of Montgomery County Division of Corrections Director Arthur Wallenstein and is managed daily by Division Chief Stefan LoBuglio.

### AUDIT RESULTS

After a thorough review of the required documentation, the Montgomery County Pre-Release and Reentry Services was found to be in total compliance with all of the standards for an Adult Community Correctional Facility.

### AUDIT PROCESS

The administration and staff were well prepared for the audit. The pre-audit materials were submitted to MCCS prior to the audit. The majority of the documentation was located in the multipurpose room. The documentation was very well organized by the audit coordinator, which enabled the audit team to complete the audit a day ahead of the scheduled date of completion. The staff was available to assist the auditors with questions that pertained to documentation, the facility operations and to provide escorts to specific areas where functions occur. The current manuals of standard operating procedures, emergency plans and post orders were reviewed by the auditors and found to be conducive to the needs of the staff, residents and the local community.

### **FACILITY TOUR NOTES**

The sanitation of the facility was observed to be in satisfactory condition during the tour. The auditors' cited minor sanitation issues and most of the areas noted during the tour were addressed prior to the end of the audit. The facility required additional time to repair the laundry room storage closet light located in housing unit three. A work order was submitted to demonstrate that the issue would be addressed by maintenance. On the day of the tour there was a total population count of 167 male and female residents assigned to the facility of which 22% percent were in the facility at the time. All of the residents, who were not working in the community, or seeking employment, were attending the job labs located in the facility. None of the residents were observed idle in the housing units.

### **CONCLUSION**

In conclusion, the administration and staff at the Montgomery County Pre-Release Unit are dedicated professionals and are committed to implementing the standards as an integral management strategy during the daily operations of the facility. The Montgomery County Department of Rehabilitation is encouraged to provide the resources to the facility to maintain compliance with the standards of an Adult Community Correctional Facility.

**Audit Activities**

**1. Facility:**

Montgomery County Pre-Release and Reentry Services

Date(s):

February 3-5, 2015

**2. Audit Team Members:**

Code	Name	Title/Rank	Affiliation
A	Veronica Moore	Assistant Executive Director	MCCS
B	Cheryle Moyer	Senior Correctional Program Specialist	MCCS
C	Otis Merritt III	Correctional Program Specialist/ATL	MCCS
D	David Fretting	Auditor	MCCS
E	Shahana Saad	Auditor	MCCS
F	George Gregory	Hearing Officer	DPSCS

**3. Assigned Standards:**

C	.01	Security/Inmate Control	A	.05	Inmate Rights
B, E	.02	Inmate Safety	F	.06	Classification
E	.03	Inmate Food Services	F	.07	Hearings
D	.04	Inmate Housing/Sanitation	E	.08	Administrative Record Keeping

**4. Team Arrival/Departure Times:**

Date: February 3, 2015	Team: A-E	Arrival: 9:00 a.m.	Departure: 4:30 p.m.
Date: February 3, 2015	Team: F	Arrival: 9:00 a.m.	Departure: 12:30 p.m.
Date: February 4-5, 2015	Team: A-F	Arrival: 9:00 a.m.	Departure: 4:30 p.m.

**5. Entrance Interview:**

Date: February 3, 2015      Time: 9:00 a.m.

Audit Team Members Present: A-F

Facility Staff Present: Director Department of Correction Rehabilitation Arthur Wallenstein, Division Chief Stefan LoBuglio, Deputy Chief Security and Operations Ben Stevenson, Program Specialist Karla Rhodes (Audit Coordinator), Resident Supervisor III Ivan Downing and other invited staff.

**6. Tour:** 3 Groups

Date(s): February 3, 2015      Time: 10:00 a.m. – 12:00 p.m.

Audit Team Members: A-C, F

Escorts: Deputy Chief Security/ Operations Ben Stevens, Resident Supervisor III Ivan Downing and Resident Supervisor III Jasper Ezeigbo.

**7. Inmate Interviews:**

Date: February 3, 2015      Time: 10:20 a.m. – 10:45 a.m. (M)

Audit Team Member(s): D and E

10:15 a.m. – 11:00 a.m. (F)

Characteristics:

Males: 9      Females: 5

Location: GED Classroom (M)

Chief Administrative Office (F)

**8. Staff Interviews:**

Characteristics:

Males: 6

Females: 4

Security: 4

Admin: 2

Medical: 2

Support: 2

Other: 0

**9. Exit Interview:**

Date: February 5, 2015      Time: 11:30 a.m.

Audit Team Members Present: A-F

Facility Staff Present: Montgomery Department of Corrections and Rehabilitation Director Arthur Wallenstein, Division Chief Stefan LoBuglio, Deputy Chief Security and Operations Ben Stevenson, Program Specialist Karla Rhodes (Audit Coordinator), Resident Supervisor III Ivan Downing and other invited staff.

**Descriptive Outline**

- A. FACILITY: Montgomery County Pre-Release Re-Entry Services
- B. CATEGORY: Adult Community Correctional Facility
- C. ADMINISTRATIVE AUTHORITY: Arthur Wallenstein, Director Department of Correction Rehabilitation
- D. MANAGING OFFICIAL: Stefan LoBuglio, Division Chief of Pre-Release and Reentry Services Division
- E. AUDIT COORDINATORS: Karla Rhodes, Program Specialist II
- F. STAFFING PATTERNS (01/30.2015): C for contractual; PT for part-time

Rank/Title	#Positions	#Pending MCTA	Male	Female	Minorities	Vacancies
<b>1. Administrative Personnel</b>						
A. Chief	1		1			
B. Deputy Chief	2		1	1		
C. Reentry Services Manager	1		1		1	
D. Asst. Food Services Manager	1		1		1	
D. Fiscal Services Supervisor	1			1	1	
<b>2. Security Personnel</b>						
A. Resident Supervisor III	6		6		6	
B. Resident Supervisor I, II	23		13	9	18	1

Rank/Title	#Positions	#Pending MCTA	Male	Female	Minorities	Vacancies
<b>3. Treatment Personnel</b>						
A. Case Managers	8		5	2	4	1
B. Work Release Coordinators	4		2	2	3	
C. Reentry Assessment Specialists	3		1	2	2	
<b>4. Support Personnel</b>						
A. Cook/Dietary	3		2	1	1	
B. Clerical	2			2	1	
C. Accountant/Fiscal Assistant	1			1	1	
<b>5. Medical Personnel</b>						
A. Physicians	Cntrc		2			
B. Nurses (R.N., L.P.N)	1			1	1	

C. PROGRAM/SERVICES:

<b>1. Self-Help Activities</b>	<b>#Participants</b>	<b>Frequency/Schedule</b>
A. Inmate Council	0	
B. Substance Abuse Counseling	68	Varies
C. Mental Health Counseling/Therapy/ Psychologist/Psychiatrist	41	Varies
D. Alcoholics Anonymous	Included in B	
E. Narcotics Anonymous	Included in B	
F. Religious Services and x1		As requested in the community weekly at PRRS
G. Drug Court	17	X4 weekly
H. Sex Offender Treatment	10	Varies
I. Montgomery Work	0	
J. Digital Literacy ( computer skills)	All residents	Varies by skill level
K. Conflict Resolution	0	
L. RDAP (Federal Drug Treatment Program)	2	
M. Family/Marital	7	

**3. General Privileges**

A. Library		As requested in the community
B. Commissary		N/A
C. Visiting	All	Available daily for all residents
D. Telephone Use	All	As requested in the community
E. Mail	All	Available daily for all residents
F. Exercise:		As requested in the community
Indoor		As requested in the community
Outdoor		As requested in the community
Basketball Court on Site		As requested in the community
G. Recreation:		Available daily for all residents
Games		Available daily for all residents
TV/VCR		Available daily for all residents
Radios		Available daily for all residents
H. Other		

**3. Institutional Programs/Trusty Assignments**      #Participants      Frequency/Schedule

A. Sanitation	5	7 days
B. Laundry	0	
C. Kitchen	11	daily
D. Commissary		N/A
E. Other		

**4. Off-Site Programs/Work Crews**      #Participants      Frequency/Schedule

NONE

**Adult Community Correctional Facilities**

H. <u>INMATE POPULATION</u> (as of):	January	Differences <sup>†</sup>
1. Operating Capacity	165	-35
2. Males	150	+13
3. Females	19	+12
4. Total	169	+24
5. Held for Other Jurisdictions	0	0
6. Out to Other Jurisdictions	0	0
7. Special Confinement	0	0
8. Special Confinement		
a. Disciplinary Detention	0	0
b. Administrative Segregation	0	0
c. Protective Custody	0	0
d. Medical Isolation	0	0
9. Hospital/Infirmary	0	
10. Inmate Characteristics:		
a. Average Age	34	
b. % of Minorities	75%	
c. Predominant Charges/Offenses	VOP/Drug/Alcohol	
d. Average Sentence Length	102 days	
11. Work Release	<u>169</u>	<u>+49</u>
12. Other:		

<sup>†</sup>To be calculated by M.C.C.S.

## Physical Plant

The Montgomery County Pre-Release Re-Entry Services is a 165-bed community correctional facility located in Rockville, Maryland. Owned and operated by Montgomery County, the Center was built in 1978 with 104-beds. In the 1980s, it was expanded to add additional beds for female residents, and in 1991, an additional 48-bed male housing unit was built. The Center occupies approximately 55,000 square feet, and is situated on almost 3.75 acres of County land. The design of the two story-building incorporates brick and glass construction. The landscaped grounds include a central courtyard with picnic table for visiting, a basketball court, and off street parking for residents, staff and visitors.

The Pre-Release Center is divided into four distinct housing units, an administration area and common areas. Each unit consists of rooms with one to three occupants. Bathrooms with porcelain toilets, showers and washbasins are located between most rooms. The main housing units are as follows: Unit 1 houses up to 23 female offenders; Unit II and III house up to 46 male offenders each; Unit IV was added to the facility in 1991 and houses up to 50 male offenders.

Each housing unit contains a large television area, visiting lounge, telephone, miscellaneous supply/storage mechanical rooms, a control center (Resident Supervisors office), records room, and group meeting room and staff offices. Each housing unit also has an exterior patio with tables and chairs. Each housing unit is equipped with laundry facilities.

The administrative area is located in the front of the building behind the visiting desk, houses the offices of the Division Chief, the Deputy Chief of Security and Facility, the Division's Office Service Coordinator and the Principal Administrative Assistant.

The common areas include a large entrance lobby, a spacious dining area, a well-equipped kitchen, two rooms and one office used to support residents obtain employment and to teach them digital literacy skills. The Career Resource Center was developed in 2006 and is equipped with 23 internet-accessible computers. It adjoins an office used by the Work Release Coordinator who assists in supervising the Center and providing assistance to residents. The office has two computers rooms for use by residents. In 2011, PRRS received a federal Second Chance Act grant and developed a Technology Classroom with 13 computers that is used as an employment search resource as well as for classroom instruction. Combined, the Career Resource Center, the Technology Classroom, the cafeteria, and the Work Release Coordinator Office provide offenders with a structured setting in which to develop resumes and apply for employment on-line while under director staff supervision at all times.

The common areas also includes a corridor that connects units I, II, III, and IV, and that provides access to a small administrative conference room, a moderate classroom (called the "Blue Room"), a medical office and exam room, a multi-purpose classroom, accounting office, records room, administrative staff offices, storage rooms and maintenance rooms. Along one end of the outdoor basket court is a modular classroom which was installed in 2003. The classroom provides the facility with additional space for program classes, training, staff meetings and the Community Advisory Board



The basement contains all electrical utility connections as well as the furnaces, water heater, pumps, and water conditioning equipment. The facility is equipped with a comprehensive fire protection system including enunciator panels, smoke detectors, sprinklers, automatic door releases, fire extinguishers and evacuation plans. The system was fully upgraded in 2010/2011. In 2007, a 32-camera video surveillance system was installed at the Pre-Release Center allowing staff to monitor foot traffic and select areas of the facility and its perimeter. The system digital records and stores images for approximately 28 days.

## **Significant Changes**

### **A. Staffing**

1. 2012 - Resident Supervisor III: Six veteran staff members were selected for a new working supervisor classification at Pre-Release Re-entry Services (PRRS). Created in collaboration with MCGEO, the RS III position was deployed on all shifts and on all days to ensure that essential duties are performed, and has taken the lead in emergency and staffing issues when managers are not onsite.

### **B. Programs/Services**

1. 2012 - State Inmates Returning through DOCR Test of Concept: The Maryland Department of Public Safety and Correctional Services and the DOCR have signed a Memorandum of Understanding to move forward with a small "test of concept" that would transfer five individuals incarcerated at the State level to MCCF or PRRS when they are within 120 days of release. The goal was to identify the administrative procedures, programming, and funding that would have been required if brought to scale.

2. 2012 - Cell Phones: PRRS developed and implemented a policy that allowed Residents to purchase and use pre-paid cellphones. The cellphones were restricted from having recording capability and were meant to assist Residents with their job searches and to maintain contact with their families.

3. 2013 - Centralized Check-Out: PRRS centralized the check-out process for all Residents beginning on October 1, 2013. Previously, Residents checked-out from each of the four housing units, and the new process created a centralized check-out area in the front of the building. The change allows the Division to deploy staff with greater flexibility, and increase consistency and accountability of operations.

4. 2013 - PRC Garden: A garden was created within the courtyard of the Pre-Release program. On September 24, the Pre-Release Center hosted the first annual Garden Harvest Event. The public event involved the Montgomery County Food Council and the County's Master Gardeners.

5. 2014 - Spanish PRRS Resident Guidebook: PRRS published a revised Resident Guidebook in Spanish that incorporates a number of updated policies, procedures, and practices. It is available on the DOCR and PRRS website.

6. 2014 - Cell Phones: PRRS successfully advocated for a new law that permits cell phone use at the Pre-Release Center.

### **C. Inmate Population**

1. 2012 - Closing and Re-opening of Housing Unit 2: Unit 2 was temporarily closed in April when the program population dropped, and the closure allowed PRRS to paint and clean the unit and saved on overtime costs. On September 17, PRRS re-opened Unit 2 due to increases in the DOCR population.

2. 2013 - Sunday Transfers of New Residents: On Sunday, September 15, new PRRS Residents began transferring from the detention facilities to PRC on Sunday morning rather than Monday morning. Staffing, traffic, and program considerations drove this change.

3. 2014 - State Inmate transferred to PRRS: In March, PRRS received its first state "inmate" in three years under a new pilot program that allow up to five state inmates to complete their final 90 days of their state sentence at MCCF and PRRS.

#### **D. Physical Plant**

1. 2012 - Facility Improvements: New metal storage lockers were installed in Residents' rooms in Units 2 and 3 and provide secure storage of property. They replaced worn and broken fiber-board furniture dating back to the opening of the facility in 1978. Old and broken lounge furniture was discarded, and some "new/used" furniture was purchased as replacements. New metal bunk beds are on order to replace replaced broken wooden beds. All TVs were removed from Resident rooms and were aimed at creating more orderly and functional space in Resident quarters.

2. 2013 - Pre-Release Center Accessibility: In July, PRRS began a multi-phase construction project to bring the PRC in compliance with the Americans with Disability Act. Phase I involved developing newly graded handicapped accessible parking spaces, ramps, and walkways. Phase II will provide two ADA-compliant bathrooms and a new check-out front desk. Phase III will renovate five rooms at PRRS. And Phase IV will provide PRC with ADA-compliance ramps, landscape, and outdoor patio and recreational areas.

3. 2013 - Staff Bathrooms: Two new staff bath rooms and locker rooms were established on Unit 1 across from the staff break room.

4. 2013 - PRC Trash Area: PRC installed a new concrete dumpster pad and fence as well as a concrete foundation for a shed used to store tools for the weekender program.

5. 2014 - Bathroom Renovations: Four Resident bathrooms were renovated by the County's Department of General Services. These bathrooms were leaking water into other areas of the building and needed immediate attention. Fifteen other bathrooms in poor condition have also been identified and are next in line for renovation.

6. 2014 - American with Disability Act Renovation Project: Phase 1 of the ADA (see above) was completed.

#### **E. Major Equipment Purchases**

1. There were no major equipment purchases during the audit period.

#### **F. Future Plans**

1. Furniture: PRRS has ordered additional metal lockers, beds, and bureaus to replace broken furniture in the rooms.

2. Video Surveillance System: PRRS received approval to upgrade equipment and software for its 32-camera system.