



**U.S. Department of Justice**

**Federal Bureau of Prisons**

*Residential Reentry Services*  
*Baltimore Residential Reentry Office*  
302 Sentinel Drive, Suite 200  
Annapolis Junction, MD 20701

---

July 1, 2016

Montgomery County Pre-Release Center  
ATTN: Ms. Angela Talley, Director  
11651 Nebel Street  
Rockville, MD 20852

RE: Full Monitoring Inspection  
August 3-5, 2016  
Contract No: IGA-867-13

Dear Ms. Talley:

This letter is to inform you that we plan to conduct our annual Full Monitoring inspection of the Montgomery County Pre-Release Center, on August 3-5, 2016.

During this monitoring we intend to review inmate accountability procedures, personnel management, case management programs, counseling notes, resident employment, community relations, staff responsiveness, life safety, and sanitation. We intend to review at least 25% of the resident files. Social climate surveys with staff and inmates will also be conducted during the monitoring. A written report listing any deficiencies or areas of concern will be forwarded to you within ten working days of the monitoring. You will be required to respond in writing to any deficiencies noted in the report.

I am providing you with a copy of our monitoring instrument. The monitoring instrument, your technical proposal, and the SOW for Contract Detention Services (Jail with Work Release) dated February 6, 2012 modified January 2013 should be used to assist you in preparing for the monitoring. Also, please have all of the documents listed on the attached page available for review upon arrival.

If you have any further questions or this date is inconvenient, please contact Carolyn Dunson at (301) 317-3174. Thank you for your time and consideration in this matter.

Sincerely,

Timothy Barnett  
Residential Reentry Manager

Re: Contract IGA #867-13 (2AF)

Please have copies of the following items ready for the upcoming Full Monitoring scheduled for August 3-5, 2016.

1. Most recent Fire Marshal Inspection Report.
2. Most recent Health Department Inspection of your food service operation.
3. Pest control contract and current inspection.
4. Fire extinguisher service bills that indicate inspections are being conducted quarterly.
5. Copy of food service menu signed by a certified dietician.
6. Copies of Fire Alarm System, Sprinkler System and Emergency Light inspections
7. Copies of three most recent fire drills conducted on site.
8. Copies of sanitation inspections, conducted by RRC staff (2 weeks).
9. Copy of agreement with local hospital indicating emergency medical service.
10. Current copies of Certificate of Occupancy.
11. Copies of First Aid and CPR certification cards for staff.
12. Copy of Resident handbook.
13. Copy of Center Rules & Regulations.
14. Last Committee Relations Board meeting minutes.

Thank you in advance for your cooperation in this matter of mutual concern. If you have any questions feel free to contact Carolyn Dunson, COS (301) 317-3174.