



***MARYLAND COMMISSION ON
CORRECTIONAL STANDARDS***

2014 ANNUAL REPORT

**Lawrence J. Hogan, Jr. Governor
Boyd K. Rutherford, Lt. Governor
Stephen T. Moyer, Secretary
Robert L. Green, Chairman
Howard Ray, Jr., Executive Director**



Department of Public Safety and Correctional Services

Office of the Secretary

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STATE OF MARYLAND

August 4, 2015

LARRY HOGAN
GOVERNOR

BOYD K. RUTHERFORD
LT. GOVERNOR

STEPHEN T. MOYER
SECRETARY

WILLIAM G. STEWART
DEPUTY SECRETARY
ADMINISTRATION

WENDELL M. FRANCE
DEPUTY SECRETARY
OPERATIONS

RHEA L. HARRIS
ASSISTANT SECRETARY
PROGRAMS AND SERVICES

DAVID N. BEZANSON
ASSISTANT SECRETARY
CAPITAL PROGRAMS

The Honorable Larry Hogan
Governor of the State of Maryland
100 State Circle
Annapolis, Maryland 21401-1991

Dear Governor Hogan:

I am pleased to make available to you the Annual Report for the Maryland Commission on Correctional Standards, documenting the agency activities for Fiscal Year 2014 (FY 2014). The information contained herein satisfies the reporting requirements set for in the ANN. CODE MD., *Correctional Services Article, § 8-110*.

During FY 2014, the Commission continued to address its mission of auditing State, local and private adult correctional facilities and programs. This reporting period covers a portion of the cycle of auditing over 21 places of confinement and one private home detention monitoring agencies in Maryland.

The Commission will continue to provide effective quality control services for the State's adult correctional system. This process will ensure the highest level of safety and protection for the citizens of Maryland, as well as provide for utilization of sound management principles for correctional operations.

Sincerely,

Stephen T. Moyer
Secretary

c: Mr. Craig Williams, Chief of Staff, Governor's Office
Mr. Joseph Getty, Governor's Chief Legislative Officer
Mr. Steve DeBoy, Sr., Governor's Deputy Legislative Officer
Ms. Hannah Dier, Policy Analyst, Department of Legislative Services

Mr. Matthew Schmid, Budget Analyst, Dept. of Budget &
Management

Ms. Sarah Albert, Department of Legislative Services

Deputy Secretary Wendell "Pete" France

Deputy Secretary William Stewart

Assistant Secretary Rhea Harris

Ms. Rachel Sessa, Director of Legislative Affairs



Department of Public Safety and Correctional Services

Maryland Commission on Correctional Standards

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ROBERT L. GREEN
CHAIRMAN

HOWARD RAY, JR.
EXECUTIVE DIRECTOR

February 3, 2015

Stephen T. Moyer, Secretary
Department of Public Safety and Correctional Services
300 East Joppa Road, Suite 1000
Towson, Maryland 21286-3020

Dear Secretary Moyer:

I am pleased to present the thirty second Annual Report of the Maryland Commission on Correctional Standards accounting for the agency activities during Fiscal Year 2014. The issuance of this report is intended to satisfy the requirements set forth in the Annotated Code of Maryland, Correctional Services Article, Section §8-110.

In the year covered by this report, the key objectives identified under the agency's Managing for Results process continue to demonstrate encouraging progress in conducting timely audits for Maryland's adult places of confinement. During this year the Commission continued the twelfth cycle of auditing.

During this fiscal year, correctional facilities audited continue working to achieve total compliance with the minimum standards at the time of the initial audit. This demonstrates the managing official's commitment to utilizing standards as a management tool. The Commission continues to utilize new and innovative ideas to provide technical assistance to correctional facilities. The Commission remains committed to encouraging the application of sound correctional management principles and practices.

As Executive Director of the Commission, I look forward to the challenges and accomplishments ahead. Through leadership, partnership, communication and advocating the use of standards as a management tool, we will make the State of Maryland's correctional system a model for the nation.

Thank you for your support as we faithfully dedicate ourselves to carrying out this important mission for the citizens of Maryland.

Very truly yours,

Howard Ray, Jr.
Executive Director

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MISSION & VISION STATEMENT



MISSION

The mission of the Maryland Commission Correctional Standards is to collaborate with criminal justice agencies and organizations in the development, measurement, monitoring, and enforcement of statewide correctional standards.

VISION

The Maryland Commission on Correctional Standards will be recognized as an agency that collaborates with and performs quality compliance audits that are firm, fair, and consistent.

We will be known for promoting correctional standards as a best practice.

We will be recognized as a resource for the development of correctional employees.

The Maryland Commission on Correctional Standards will be known as a leader in the value of accountability in correctional agencies operations.

EXECUTIVE SUMMARY

The Maryland Commission on Correctional Standards is an agency within the Department of Public Safety and Correctional Services with legal authority referenced in the Annotated Code of Maryland, Correctional Services Article, Section §8-101, et seq. The Commission is empowered to develop and enforce minimum mandatory standards for all adult places of correctional confinement. In addition, the Commission provides technical assistance to these facilities. Some of the key events of Fiscal Year 2014 are noted below.

- * The Maryland Commission on Correctional Standards remains focused on its mission of encouraging correctional administrators to utilize sound management principles and practices to maintain efficient operations. During FY14, the Commission continued its twelfth audit cycle of conducting high quality compliance audits for all places of adult confinement and private home detention monitoring agencies.
- * The results of key objectives identified under the agency's Managing for Results process continue to demonstrate encouraging progress. In FY14, the agency continued to utilize outcome measures to evaluate the audit process and technical assistance provided. A total of 14 audits were conducted at adult places of correctional confinement and seven audits were conducted at private home detention monitoring agencies. The Commission continued to utilize the senior staff members to act as Audit Team Leaders, while continuing to solicit the volunteer services of the Duly Authorized Inspectors to participate in the completion of standards audits. Ninety percent of the managing officials of audited facilities rated the audit process as good or better in terms of accuracy, helpfulness and objectivity.
- * Of the twenty-one correctional facilities audited during FY14, seven facilities were found to be in compliance with all of the minimum standards for places of adult confinement at the time of the audit. The Recognition of Achievement award was awarded to twenty adult places of confinement for 100% compliance upon completion of the monitoring process. This achievement continues to be the benchmark for correctional facilities in the State, and represents a commitment to the standards and the audit process by managing officials.
- * Private home detention monitoring companies are audited on a two-year cycle. FY14 began a new auditing cycle with one private home detention monitoring agency receiving a full scale compliance audit. The audit of Alert, Incorporated resulted in the private home detention monitoring agency being cited for 3 non-compliances. . Commission staff continues to remain a resource to aid private home detention companies in achieving compliance with standards. During FY14, there were a total of ten licensed companies in Maryland.
- * The Duly Authorized Inspector program continues to be a vital part of the Commission's success. This unique program remains a model for other correctional auditing agencies around the country. In September 2013, the Maryland Commission on Correctional Standards held a Duly Authorized Inspector Training class. The training was presented at the Wicomico County Department of Corrections. As a result of the training, twenty-two individuals were certified as Duly Authorized Inspectors. In FY14, the Commission began using recently trained DAI's on audits. The recently trained DAI's were able to attend audits and assist the Commission with findings. The DAI's either worked with Commission staff or experienced DAI's. The Maryland Commission on Correctional Standards also began to allow individuals who will be trained at a later date, to "shadow" on audits to gain experience as a Duly Authorized Inspector. Additionally, the newly trained DAI's will be able to assist their facilities in preparation for future MCCS audits and to aid with achieving the highest level of compliance with a greater understanding of the audit process. The DAI's will also enhance facility procedures and provide additional tools to conduct in-house audits to assess compliance before the Commission conducts its initial audits. The Commission continues to receive tremendous support from both State and local managing officials for the DAI program which demonstrates the value in utilizing correctional standards as a management tool.

EXECUTIVE SUMMARY (CONT'D)

* Collaboration with regulatory agencies and criminal justice organizations continues to support the overall mission of the agency. Commission staff actively participates in the Maryland Correctional Administrators' Association (MCAA), the Maryland Criminal Justice Association (MCJA) and the American Correctional Association (ACA). The MCCS Executive Director serves on the Executive Board of the MCAA. Executive Director Howard Ray, Jr., is also actively involved in the National Jail Inspectors Network, a group operating under the auspices of the National Institute of Corrections addressing concerns of detention centers throughout the country.

The Commission strives to provide training in technical assistance in areas that benefit both the agency and correctional facilities. The Commission continues to receive tremendous support from both State and local managing officials for the DAI program which demonstrates the value of utilizing correctional standards as a management tool.

The primary function of the Maryland Commission on Correctional Standards is to enforce, through regular on-site audits, the regulations for all adult places of confinement to determine levels of compliance. The twelfth audit cycle began in July 2012.

The major concerns of health, safety and constitutional issues continued to be aggressively addressed. The facilities that attained full compliance with the applications standards during this period received the Recognition of Achievement award (ROA)

In FY14, there were 21 complete audits performed (5 DPSCS operated prisons, 5 Local Community Correctional Facility, 11 Local Detention Centers, and 1 Private Home Detention Agency).

When deficiencies are noted during formal audits, compliance plans are developed in partnership with facility officials. The plan is then presented to the Commission for approval. Upon approval, the Commission staff implements a compliance plan and regularly monitors each plan until total compliance is achieved.

Facilities must implement the plan within a time frame of 6 months from the date the Commission approves the final report. If the compliance plan's requirements are met within the time frame, the Commission votes on facility's eligibility to receive the ROA. The Commission has found that the Recognition of Achievement award has become a symbol of excellence in the correctional environment.

Also, in FY14, in collaboration with the Office of the State Fire Marshal, the Maryland Police and Correctional Training Academy and the Maryland Commission on Correctional Standards led by Executive Director Howard Ray, Jr. continued to conduct the enhanced Fire Safety Officers Training Program for institutional environmental safety compliance officers.

The objective is to provide the Fire Safety Officer(s) with the information necessary to construct, implement, and document an in-house fire safety inspectional program. Such a program is vital for the maintenance of devices, equipment, systems, conditions, arrangements, levels of protection, and other features that are required for compliance with the provisions of the State Fire Prevention Code.



MANAGING FOR RESULTS

The State of Maryland's Managing for Results (MFR) is a strategic planning process that emphasizes achieving measurable results in state government that met or exceed customer and stakeholder needs. This initiative is linked to the State budget process and strategies for efficient agency operations. As authorized under the Correctional Services Article, §8-101 et seq. (Maryland Annotated Code), the Maryland Commission on Correctional Standards (MCCS) develops standards and enforces regulations addressing: life, health, safety, and constitutional issues for the operation of Maryland's prisons, detention centers, and community correctional centers. In 1998, the MCCS acquired regulatory and licensing authority over private home detention monitoring agencies. The Commission ensures adherence to requirements for both public adult correctional facilities and private home detention monitoring agencies through regular auditing and submission of formal reports of compliance. The compliance results are incorporated as a part of this report for fiscal year reporting requirements for MFR.

Performance Measures:	2011	2012	2013	2014
	Actual	Actual	Actual	Actual
Input: Number of correctional facilities audited	55	54	53	53
Output: Number of adult correctional facilities audited	23	18	14	21
Number of DPSCS operated prisons	17	17	17	17
Number of DPSCS operated pre-release units	10	10	10	9
Number of local community correctional facilities	3	3	3	3
Number of local detention centers	25	25	25	25
Quality: Percentage of facilities audited during the last three years of audit cycles:				
DPSCS operated prisons	100%	100%	100%	100%
DPSCS operated pre-release units	100%	100%	100%	100%
Local community correctional facilities	100%	100%	100%	100%
Local detention centers	100%	100%	100%	100%
Private home detention agencies	100%	100%	100%	100%
Input: Number of PHDMA	8	7	8	10
Output: Number of PHDMA audited	6	2	7	1
Quality: Percentage of private home detention monitoring agencies audited during the two-year cycle ending in the fiscal				
	100%	100%	100%	100%

AUDIT RESULTS

Institution Non-compliance Breakdown – 12th Cycle (July 2013- June 2014)

Institution	Date	Type	#F	#TC	#M/V	.01	.02	.03	.04	.05	.06	.07	.08	Total
Allegany County Detention Ctr.	7/16-18/2013	ADC	1		*	1	1							2
Md. Correctional Training Ctr.	8/6-9/2013	ACI	1		*	1								1
St. Mary's County Det. Ctr.	9/10-12/2013	ADC	1		*		1							1
Central Md. Correctional Facility	10/1-4/2013	ACCF	1		*		2							2
Montgomery Co. Corr. Facility	10/22-25/2013	ADC	1	√										
MCI-J	11/4-8/2013	ACI	1		*		1							1
Montgomery County Det. Ctr.	11/19-22/2013	ADC	1	√										
Caroline County Det. Ctr.	12/10-12/2013	ADC	1		*		1							1
Prince George's Co. Corr. Fac.	1/14-17/2014	ADC	1		*	1	2							3
Threshold, Inc.	1/23-24/2014	ACCF	1	√										
Baltimore City Det. Ctr.	2/3-7/2014	ADC	1		*	8	5	1	5		1			20
Eastern Pre-Release Unit	2/25-27/2014	ACCF	1	√										
Baltimore City Corr. Ctr.	3/4-6/2014	ACI	1		*		1	1	2	1				5
Washington County Det. Ctr.	3/18-20/2014	ADC	1		*	2	1	1						4
Carroll County Det. Ctr.	4/1-3/2014	ADC	1	√										
Somerset County Det. Ctr.	4/15-17/2014	ADC	1		*	1								1
Baltimore Pre-Release Unit	4/29-5/1/2014	ACCF	1		*				1	1			1	3
Southern Md. Pre-Release Unit	5/13-15/2014	ACCF	1	√										
Patuxent Institution	6/2-6/2014	ACI	1	√										
Patuxent Re-Entry Facility	6/11/2014	ACCF	1		*		1	2	1					4
Dorchester County Det. Ctr.	6/24-26/2014	ADC	1		*	2	1	3						6
12 th cycle Audits				7	14	16	17	8	9	2	1		1	54

Note: /

Total Institutions Audited – 21

Number of “ADC” Facilities Audited – 11

Number of “ACI” Facilities Audited – 4

Number of “ACCF” Facilities Audited – 6

#TC = Total Compliance – 7

#MV = Monitoring Visits – 14

Facilities = 21

AUDIT RESULTS (CONT'D)

Private Home Detention Monitoring Agencies (PHDMA) – Non-Compliance Breakdown – 12th cycle (July 2013 thru June 2014)

Licensed Private Home Detention Monitoring Agencies

PHD Monitoring Agency	Date	Type	#TC	#M/V	.01	.02	.03	.04	.05	Total
Alert, Incorporated	6/18/2014	PHDMA			2			1		3
12 th cycle Audits			0		2			1		3

#TC – Indicated PHDMA’s found to be in Total Compliance - 0

#M/V – Monitoring Visits needed to attain total compliance status - 1

PHDMA Standards

- .01 Management of Monitored Individuals
- .02 Contingency Plans
- .03 Rights of Monitored Individuals
- .04 Records of Monitored Individuals
- .05 General Administration

AUDIT RESULTS (CONT'D)

The following adult places of correctional confinement received the Recognition of Achievement Award during FY14.

July 25, 2013 – Eastern Correctional Institution – Kathleen Green, Warden
July 25 2013 – Wicomico County Department of Correction – George Kaloroumakis, Director
July 25, 2013 – Kent County Detention Center – Charles Mench, Warden
September 26, 2013 – Cecil County Community Corrections Center – Jeffrey Clewer, Director
September 26, 2013 – North Branch Correctional Institution – Bobby Shearin, Warden
September 26, 2013 – Harford County Detention Center – Tanya Jackson, Warden
September 26, 2013 – Howard County Department of Corrections – Jack Kavanagh, Director
January 30, 2014 – Montgomery County Correctional Facility – Robert Green, Warden
January 30, 2014 – Montgomery County Detention Center – Robert Green, Warden
January 30, 2014 – Baltimore County Department of Corrections – Deborah J. Richardson, Director
January 30, 2014 – Charles County Detention Center – Pamela Dottelis, Director
March 27, 2014 – Threshold, Incorporated – Julian Morgan, Executive Director
March 27, 2014 – Cecil County Detention Center – Randy Rudy, Director
March 27, 2014 – Brockbridge Correctional Facility – Michele Jones, Warden
March 27, 2014 – Maryland Correctional Institution for Women – Margaret Chippendale, Warden
March 27, 2014 – Jessup Correctional Institution – John Wolfe, Warden

MEETINGS OF THE COMMISSION

The Commission meets on a regular basis (on a bi-monthly basis) in locations throughout the state. The meetings usually are held at correctional facilities, so that a tour can be provided for members. Attendance by administrators of facilities whose audit reports are being considered is encouraged. Members maintain detailed meeting minutes on file after formal approval. Over the past 33 years, the Commission has met a total of 252 times. A quorum of the majority of the members is required in order to hold the meeting. During this reporting period, the Commission held meetings on four occasions at the following locations:

248 th Commission Meeting	July 25, 2013	Patuxent Institution Jessup, Maryland
249 th Commission Meeting	September 26, 2013	Brockbridge Correctional Facility Jessup, Maryland
250 th Commission Meeting	January 30, 2014	Jessup Correctional Institution
251 st Commission Meeting	March 27, 2014	Maryland Correctional Institution-Jessup
252 nd Commission Meeting	May 22, 2014	Brockbridge Correctional Facility

ADVISORY BOARDS

The Standards Act mandates that the Commission establish advisory boards to assist in the development of regulations. These boards also provide information and advice regarding various issues presented to them by the Commission. A Commission member chairs each board. Advisory board members are volunteers appointed by the board's chairperson, with the approval of the Commission. In May 1981, the following boards were instituted:

ADULT DETENTION CENTERS

ADULT CORRECTIONAL INSTITUTIONS

ADULT COMMUNITY CORRECTIONAL FACILITIES



TECHNICAL ASSISTANCE

Technical assistance is, also, mandated by the Standards Act. The Commission Chairperson appointed a Technical Assistance Committee, which is co-chaired by the Chairperson and the Executive Director. This Committee assists the boards with issues such as fire safety, health, life safety and training, and also serves as a continuing resource to the staff.

Board and committee memberships include citizens, state and local correctional administrators, regulatory officials, legal authorities, academicians, government officials and others. The Commission periodically reviews the membership of each board.

In September 1993, the Chairperson appointed a Committee on Correctional Facility Safety. This committee was formed to network further with other regulatory agencies. A Committee on the Duly Authorized Inspector (DAI) Program was formed in August 1992 to assess the efficiency and effectiveness of this unique approach to auditing. These committees are comprised of Commission members and have met on several occasions.

The Boards and Committee members were instrumental in providing continuing support for the implementation of standards for private home detention monitoring agencies. The advisory boards and committees have played an integral role in shaping the direction of the Commission and will continue to assist in meeting its mandate.

ESTABLISHMENT OF THE COMMISSION

The Maryland Commission on Correctional Standards was created to improve the manner in which standards for correctional facilities are established, ensure compliance with those standards, and to better protect the health, safety and welfare of Maryland's citizens, correctional staff and the inmate population.

The Commission's origin was at a state and local correctional administrators' conference in May 1979. The conference participants agreed that a need existed to revise the jail inspection program and to develop a mechanism to audit state facilities. The fact that several administrators were involved in civil lawsuits brought by inmates or special interest groups on their behalf, alleging unconstitutional facility conditions and/or management practices, hastened the need.

The state correctional system was engaged in a voluntary national accreditation process at that time. Some concerns; however, were raised by the Maryland General Assembly that this involvement required a sizeable expenditure of public funds prior to achieving accreditation. It was concluded that Maryland should develop regulations reflecting this state's correctional climate to meet professional standards.

The 1980 Session of the General Assembly passed an act establishing the Commission on Correctional Standards. This is codified in the Correctional Services Article, Title 8, Subtitle 8-101 seq., Annotated Code of Maryland. Its salient provisions require the Commission to:

- Advise the Secretary of Public Safety and Correctional Services regarding regulations, which the Secretary is authorized to promulgate for state and local correctional facilities;
- Inspect facilities to determine compliance with standards and prepare reports;
- Determine schedules for remedial action when jurisdictions are in noncompliance with certain standards;
- Review and act on appeals of staff inspection reports;
- Provide technical assistance to jurisdictions to aid in their efforts to meet standards;
- Hold public hearings in regard to the possible closure of a correctional facility or cessation of one of its elements/functions for failure to meet standards determined to be life-threatening or health-endangering;
- Consult and coordinate with national bodies promulgating correctional standards to ensure a reasonable compatibility between state regulations and nationally established standards; and
- Consult and cooperate with other state agencies and local jurisdictions concerning standards development and enforcement.

COMMISSION MEMBERSHIP

The twelve-member Commission includes nine persons appointed by the Governor with the advice and consent of the Senate. They serve terms of three years. The statute requires members to be appointed as follows: two citizens; two state correctional officials; two local correctional officials; an elected official from a local governing body, a member with medical and/or mental health credentials and an official of a national standards-setting and accrediting body. There are also three ex-officio members, including the Attorney General, the Secretary of the Department of General Services, and the Secretary of the Department of Budget and Management. Effective July 1, 1982, the General Assembly authorized ex-officio members to designate representatives. On July 1, 1989, the Secretary of the Department of State Planning was replaced with the Secretary, Department of Budget and Fiscal Planning. In 1996, that agency was renamed the Department of Budget and Management. Each November, the Commission elects a Chairperson and Vice-Chairperson.

The following were the members of the Commission during the reporting period.



CITIZEN MEMBERS

Delores Alexander
Milton M. Crump

STATE CORRECTIONAL OFFICIALS

Carroll Parrish
Deputy Secretary of Operations, DPSCS

Wendell France
Regional Executive Director – Central Region, DPSCS)

COMMISSION MEMBERSHIP (CONT'D)

LOCAL CORRECTIONAL OFFICIALS

Robert Green (2007) – Chairperson
Warden, Montgomery County Department of Corrections and Rehabilitation

Thomas D. Reece
Administrator, Calvert County Detention Center

MEDICAL/MENTAL HEALTH PROFESSIONAL

Maria Elmo, M.D.

LOCAL ELECTED OFFICIAL

Sheree Sample-Hughes – Vice Chairperson
Councilwoman, Wicomico County Council

NATIONAL STANDARDS REPRESENTATIVE

Jeffrey Washington
Director of Standards and Accreditation, American Correctional Association

EX-OFFICIO MEMBERS

Douglas F. Gansler., Attorney General, State of Maryland
(Represented by Beverly H. Hughes, Assistant Attorney General)

Alvin Collins, Secretary, Department of General Services
(Represented by Joan Cadden, Legislative Liaison)

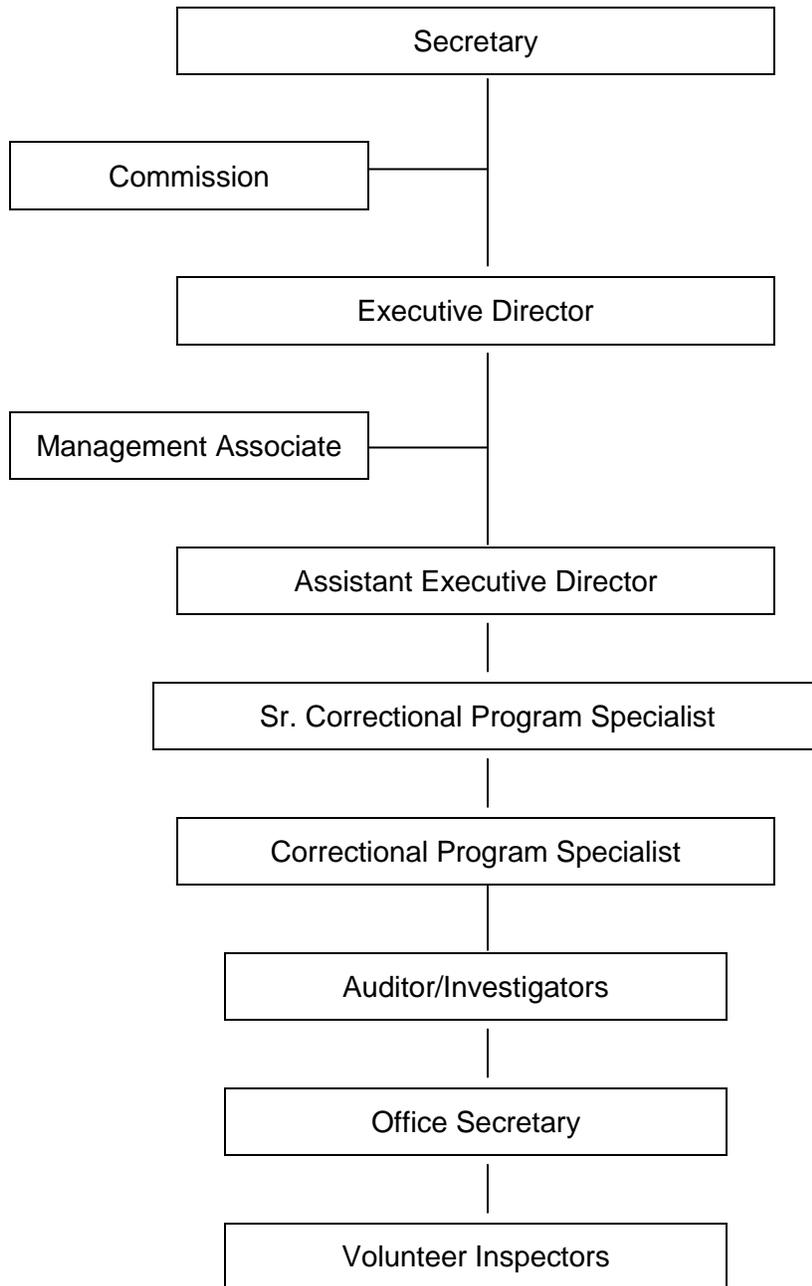
T. Eloise Foster, Secretary, Department of Budget and Management
(Represented by Susan Gore, Budget Analyst)

****For dates, times, locations of the Commission Meetings and MCCA Audit Schedule, visit the MCCA webpage at:**

<http://www.dpscs.maryland.gov/agencies/mcca.html>

ORGANIZATIONAL CHART

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS



AGENCY STAFF

Howard Ray, Jr.
Executive Director

Veronica D. Moore
Assistant Executive Director

Cheryle Y. Moyer
Senior Correctional Program Specialist

Otis Merritt, III
Correctional Program Specialist

Vacant
Auditor/Investigator

Vacant
Auditor/Investigator

LaDonna Newman
Management Associate

Tammy Smith
Office Secretary

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The Executive Director is an appointed position selected by the Commission with the approval of the Secretary. The Assistant Executive Director position is an appointed position with the approval of the Secretary and the remaining agency positions are in the merit system.

BUDGET REPORT

FISCAL YEAR 2014

BUDGET APPROPRIATION AND ACTUAL EXPENDITURES

	<u>2014 APPROPRIATION</u>	<u>2014 EXPENDITURES</u>
.01 Salaries and Wages	370,750	376,863
.02 Technical & Special	117,701	55,744
.03 Communication	2,520	3,154
.04 Travel	20,350	12,099
.06 Utilities	3,200	3,225
.07 Motor Vehicle Operational/Maintenance	1,070	1,249
.08 Contractual Services	4,400	3,699
.09 Supplies/Materials	2,500	2,791
.10 Equipment Replacement	0	1,421
.11 Equipment Additional	0	0
.13 Fixed Charges	24,363	23,600
TOTAL	546,854	483,897