



MARYLAND

Department of Public Safety and Correctional Services



Maryland Parole Commission

Annual Report Fiscal Year 2005

Robert L. Ehrlich, Jr.
Governor

Michael S. Steele
Lt. Governor

Mary Ann Saar
Secretary

David R. Blumberg
Chairman

Martha S. Klima
Vice-Chairman

Commissioners

Carmen Amedori
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Department of Public Safety and Correctional Services

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November 23, 2005

STATE OF MARYLAND

ROBERT L. EHRLICH, JR.
GOVERNOR

MICHAEL S. STEELE
LT. GOVERNOR

MARY ANN SAAR
SECRETARY

G. LAWRENCE FRANKLIN
DEPUTY SECRETARY

MARY L. LIVERS, PH.D.
DEPUTY SECRETARY

DIVISION OF CORRECTION

DIVISION OF PAROLE AND
PROBATION

DIVISION OF PRETRIAL
DETENTION AND SERVICES

PATUXENT INSTITUTION

MARYLAND COMMISSION
ON CORRECTIONAL
STANDARDS

CORRECTIONAL TRAINING
COMMISSION

POLICE TRAINING
COMMISSION

MARYLAND PAROLE
COMMISSION

CRIMINAL INJURIES
COMPENSATION BOARD

EMERGENCY NUMBER
SYSTEMS BOARD

SUNDRY CLAIMS BOARD

INMATE GRIEVANCE OFFICE

The Honorable Robert L. Ehrlich, Jr.
Governor of the State of Maryland
State House
100 State Circle
Annapolis, Maryland 21401

Dear Governor Ehrlich:

I am pleased to make available the Annual Report of the Maryland Parole Commission that documents the agency's activities for Fiscal Year 2005. The report highlights the Commission's accomplishments for the past year, provides a brief overview of each Commission unit and its responsibilities within the agency, and lists statistical data. The information contained in this report satisfies the requirements of the Correctional Services Article, Section 7-208, *Annotated Code of Maryland*.

The Commission continues to work diligently to achieve its goals and objectives to enhance public safety and promote safe communities. Risk instruments are utilized during the parole hearing process to help identify those offenders suitable for community release, and Division of Correction programming is used in many instances to transition parolees back into the community.

The Commission is committed to the timely issuance of retake warrants for those offenders who are identified as presenting a risk to the general public. This action is completed within an hour when the Commission is advised that an "emergency" situation exists. Despite staff shortages and a mandated reduction in force, the Commission attained a very high and impressive achievement level this past year.

You can feel confident that the Commission, under its current leadership, will meet the challenges that lie ahead and will make every effort to operate in an efficient manner. It is the commitment of the Commission staff that will help maintain the quality of life and the safe community that the people of Maryland deserve.

Sincerely,

Mary Ann Saar
Secretary



Department of Public Safety and Correctional Services

Maryland Parole Commission

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DAVID R. BLUMBERG
CHAIRMAN

MARTHA S. KLUM
VICE CHAIR

The Honorable Mary Ann Saar, Secretary
Maryland Department of Public
Safety and Correctional Services
300 Joppa Road
Towson, MD 21204

Dear Secretary Saar:

I am pleased to submit the fiscal year 2005 Annual Report from the Maryland Parole Commission. The report provides statistical data relative to the Commission's workload as well as our accomplishments over the past year.

I must acknowledge and pay tribute to the Commission employees whose dedication, in spite of a reduction in staff, has enabled the agency to achieve its mission to enhance public safety and promote safe communities. The efforts and achievements outlined in this report show the Commission's effort and commitment during the fiscal year.

The Commission continues to look forward to future challenges and will enhance public safety issues through initiatives planned for FY 2007. They include:

- The electronic receipt of field agent reports so that offender activities can be reviewed more expeditiously.
- A computer-generated warrant that will replace the processing of these documents on electric typewriters.
- The development of new or revised risk assessment instruments to enhance the parole decision-making process.

Thank you for the ongoing support provided to the Commission and your commitment to make Maryland communities safe.

Sincerely,

David R. Blumberg
Chairman

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MISSION, VISION AND GOALS

MISSION

The Maryland Parole Commission enhances public safety and promotes safe communities through sound and timely parole grant decisions and determinations regarding the revocation of parole and mandatory supervision release. The Commission encourages victim input as an integral part of the Parole decision-making process.

VISION

The Maryland Parole Commission will build strong partnerships with victims, the Judiciary, and other criminal justice agencies to better serve the community. We will use needs/risk assessment of offenders to enhance parole decision-making and public safety. We will parole offenders who have the potential to become law-abiding citizens.

GOALS

- Help to keep Maryland communities safe by the timely issuance of parole retake warrants and by making informed decisions.
- Enhance victim services and mitigate the effects of crime on victims.
- Ensure that parole grant and revocation hearings are conducted in a timely manner to maximize agency efficiency and cost effectiveness.

ACCOMPLISHMENTS AND ACHIEVEMENTS - FY 2005



- Electronic Transfer of Agent Reports and Computerized Retake Warrant Production

Beginning in 2003, the Maryland Parole Commission (MPC) and the Division of Parole and Probation (DPP) began to develop a system to improve the processing and review of reports from Parole Agents and to expedite the issue of retake warrants for alleged violators of parole and mandatory supervised release. With assistance from the Information Technology and Communications Division (IT&CD), significant progress was accomplished during fiscal 2005.

During the fall of 2005, DPP agents will be able to electronically file (email) supervision reports to the MPC. This initiative should reduce the time needed to report offender misconduct and to elicit a response from the MPC. If a retake warrant is authorized, case-specific information will be transferred electronically from a fingerprint-linked database to the warrant template "at the push of a button" and the warrant will be printed on a high-speed laser printer instead of using the current electric typewriters.

- Restructuring of Commission File Room

In February 2005, the MPC completed a restructuring of the "supervision" section of the Records Unit when 20,000 offender files were physically reviewed and a large number moved from the "active" category to the "retention" area - there to be maintained until the statute of limitations period expires. (Current estimates indicate that the MPC maintains 1,500 files in the Warrant Section, 22,000 in the Housing Section, 15,000 in the Supervision Section, and 12,000 in the Retention Area. On the average, staff must retrieve - and eventually replace - 250 files per day to respond to DPP Agents' reports, 1,000 files per month for parole hearings, and a vast number to allow for responses to phone calls, correspondence, review, litigation, etc.)

- Participation in Professional Training by Commissioners and Parole Hearing Officers

During 2005, the MPC was able to take advantage of several professional development seminars conducted by the Association of Paroling Authorities, International (APAI). APAI assumed the costs of airfares and hotel bills for participants in various seminars in Kansas City, Missouri. As a result, five (5) Commissioners and (2) Hearing Officers were able to attend the nationally recognized training programs and exchange views and information with representatives of other states and several foreign countries. Other new staff members are scheduled for similar training in the first part of the next fiscal year.

Training for Professional Staff in Understanding Violence, Mental Illness and Sexual Offenses

On two occasions during the year, a total of 4 Commissioners and 2 Hearing Officers were able to attend national seminars for training in current theory and developments regarding the understanding and assessment of homicidal behavior, violence and sexual offenders. MPC also provided funding for three psychologists from the Patuxent Institution to attend to further their professional development – especially with regard to their role in providing the MPC and Governor with evaluations of candidates for parole from life sentences involving convictions in such crimes. Conference officials noted that the MPC contingent represented the only paroling authority in attendance.

- MPC Coordination of APAI Annual Conference

The MPC was the host for the Annual Conference of the Association of Paroling Authorities, International (APAI) in Baltimore during April 2005. While all Commissioners and several staff members were active in planning and execution of the activities, conference leaders commended Commissioner Candace Beckett on several occasions for her tireless efforts in coordinating and facilitating the event.

- War Room

In July 2004, the MPC provided training and access to our Parole Information System (PARIS) for the Baltimore City War Room staff. The MPC also received a presentation on War Room operations from the Baltimore City State's Attorney's Office. The Baltimore City War Room program targets repeat violent offenders for increased scrutiny and priority criminal justice responses when new criminal activity occurs. (In January 2005, Governor Robert L. Ehrlich, Jr. announced the approval of a grant to assist in the prosecution of such offenders, as well as for those individuals involved in gun offenses.)

- Publication of the *Back Bench* Newsletter to Continue

Following the departure of the prior Chairperson who was instrumental in establishing this collaborative effort with the Judiciary through the Joint Committee on Parole Issues, incoming Chairman David R. Blumberg has decided to continue the production of the newsletter that explains Parole Commission, Parole and Probation, and Correctional issues to the Judiciary and other members of the legal and public safety communities. This newsletter has proven to be a valuable resource in explaining the often-misunderstood operations and concepts involving various state agencies that are of recurring concern. The newsletter is mailed to Parole and Probation officials, the Judiciary, State's Attorneys' offices, and Public Defenders' offices throughout the State.

- **Improving Technical Parole Violator Decision-Making**

The MPC has initiated a series of actions designed to consider a more standardized, less punitive decision-making process to address the “technical” violations of supervision – those not involving new criminal activity. The activities were preceded by an address from Ms. Peggy Burke of the National Center for Effective Public Policy. At this time, the MPC has: established a work group, participated in an APAI teleconference on “What Works Now in Parole and Revocation Decision Making”, and appointed a Commissioner to represent the Agency on a DPP committee considering “intermediate sanctions” for violators.

- **Award from Northwest Citizens’ Patrol**

In December 2004, Program Manager (Operations) Raymond Smith received a plaque and was named an honorary member of the NWCP for always being available for the group’s questions and concerns, and helping with specific problems involving incarcerated and non-incarcerated offenders.

- **Assumption of TESS Responsibility**

The new Administrator for Support Services, Ms. Gail Meekins, has initiated several new programs to improve the MPC’s inventory control and cost management efforts. One of the most important changes has been to assume this responsibility from the DPSCS Human Resources Unit in June 2005 . The change will allow the MPC to exert more immediate and timely control of payroll and timekeeping functions.

- **Videoconferencing**

As a result of the efforts of a Departmental videoconferencing work group under the direction of DPSCS Deputy Secretary for Operations Mary Livers, three (3) complete new units were installed and tested at the MPC in April 2005. Once new equipment was installed and tested in various DOC institutions, video hearings were resumed after a long hiatus. The remaining major DOC institution (ECI) is due to come “on line” in July 2005. The use of video conferencing is expected to help in increasing the efficiency of operations involving parole hearings through savings in staff time and expenses. The system may also be used for administrative staff meetings with outlying units for similar benefits.

- **Local Jail Parole Hearing Project**

As part of the procedure for conducting parole hearings in local detention centers, the Division of Parole and Probation (DPP) assembles a file for the MPC. The file includes the offender’s proposed home and employment plan. Traditionally, the investigating agent - either in person or by telephone - has verified the plan. If, as is typical, only a percentage of the candidates are paroled, this verification phase results in a fairly large expenditure of time and effort by the agent for no real

benefit. Thus, in early 2005, a pilot project was initiated in three (3) counties to withhold the verification of these plans until the MPC advises DPP by email that the offender has been approved for release. Then, the agent will complete the process within five (5) days. After a review of the results from the pilot project, the two agencies have decided to implement the procedure on a statewide basis.

Further collaborative efforts are planned to examine the time frames for completion of these file assemblies and the scheduling of local hearings. This action is indicated because of instances where - based on pretrial incarceration credit - DPP provides a file but there is insufficient time to schedule and conduct a hearing before the offender is released through the application of diminution ("good time") credits.

- Expanded Use of Risk Assessment for Sexual/Violent Offenders

Since 2001, the MPC has been using the *Static-99*, an actuarial instrument to assess the risk of recidivism for violent behavior and sex offenses, as the core of our Uniform Sex Offender Policy (USOP). In September 2004 the MPC sought the advice of the Attorney General as to whether this assessment could be used in cases that had already been heard under previous policies that predated the adoption of USOP. Following a supportive opinion, the MPC is now applying this device to all appropriate cases to allow a more informed evaluation of risk in making a release decision.

- Psychological Assessment of Life-Sentenced Inmates

In view of staff turnover at the MPC and in the Governor's Office of Legal Counsel since the transfer of the psychological evaluation process from the MPC's staff to the Patuxent Institution's psychologists, Parole Commissioners, Hearing Officers and representatives from the Governor's Office attended a presentation on the new evaluation format by Patuxent's professionals in October 2004. The topics that were discussed included the process, content and interpretation of a psychological report. In preparing for the session, Patuxent's staff researched the scientific literature and noted that there was no other State that used the thorough process currently employed by the MPC and the Governor.

- MCI-W (Female) Boot camp

In concert with the staff of MCI-W, the MPC finalized procedures and began reviewing candidates for Mutual Agreement Program (MAP) contracts featuring this program in October 2004. The activities for the participants are similar to the male version, but with more emphasis on treatment and less concentration on exercise and physical conditioning - a shift which is reportedly in line with the current research on such programs.

- **Continued Support for Alternative Directions Treatment Programs**

Continuing the MPC's cooperation with this private organization that provides transitional services for female offenders, in June 2005 the Chairman provided a letter in support of a Federal grant application for funding for job training and assistance. If approved, the grant would also expand the organization's traditional focus to include male clients as well. Finally, the program also proposes to work with offenders who have been mandatorily released in addition to the current parolee client base and would thus incorporate the addition of "special conditions" to require participation in the treatment plan.

COMMISSIONERS

The Maryland Parole Commission consists of ten members who are appointed by the Secretary of the Department of Public Safety and Correctional Services with the approval of the Governor and the advice and consent of the Senate. A brief biography of the Commissioners is listed in Appendix VI.

Parole Commissioners, in addition to administrative duties, are responsible for hearing the following types of cases:

- Commission Cases are heard by a panel of two Commissioners and include homicides, life sentences or life with all but a fixed number of years suspended, and open parole hearings.
- Mutual Agreement Program (MAP) negotiations are initiated by DOC and identify offenders who are likely to benefit from the completion of structured correctional programming that results in parole on a specific date provided the offender successfully completes all the requirements of the MAP proposal. These hearings are conducted by a panel of two Commissioners.
- Revocation Hearings are conducted by Commissioners on those offenders who allegedly have violated the conditions of parole or mandatory supervision and are returned to DOC. The supervising agent, who initiated the retake warrant process, testifies at this hearing and is subject to cross-examination.
- Liaison Agent/Waiver I (LA/W I) hearings are conducted by Commissioners on offenders who are "technical" violators and admit fault/guilt to the stated violations. These offenders waive the presence of the agent of record in lieu of the liaison agent who testifies during the entire docket as to the facts of the case using information provided by the agent of record.
- Liaison Agent/Waiver II (LA/W II) hearings are also conducted by Commissioners under the same provisions as LA/W I, but the offender has been found guilty of a new offense(s) while under supervision.

COMMISSION UNITS

HEARING OFFICERS

The nine Commission hearing officers collectively have 200 years criminal justice experience as parole/probation agents, police officers, institutional case managers and teachers, and conduct the following types of hearings:

- **Hearing Officer Cases** are non-Commissioner cases heard by Hearing Officers who make recommendations reviewed by Commissioners. If the reviewing Commissioner agrees with the Hearing Officer's recommendation, that recommendation becomes the Commission's decision. An offender may appeal this decision to a panel of two Commissioners. In instances where the reviewing Commissioner does not adopt the Hearing Officer's recommendation, an in-house appeal results and a panel of two Commissioners make a final decision that is not appealable by the offender.
- **Administrative Reviews** are not face-to-face hearings but rather "paper" reviews of inmates' files at the Commission's headquarters office. These reviews are conducted at five-year intervals until an inmate reaches parole eligibility and ensures that all essential documents and institutional adjustment summaries necessary for a parole hearing are obtained and placed in a case file.
- **Preliminary Revocation Hearings** are held before a Hearing Officer who determines if probable cause exists with respect to the stated violations. If probable cause is found, the offender is scheduled for a revocation hearing before a Commissioner. Alleged violators may elect to have or waive a preliminary revocation hearing.

FY 05 Unit Data

Parole Hearings Conducted	8,251
Administrative Reviews Completed	477
Preliminary Hearings Conducted	197

SUPPORT SERVICES

The Support Services Unit (SSU) was reorganized in FY 2005 with the arrival of the new Support Services Administrator. Staffing currently includes the Administrator, and an Administrative Aide. The unit has the following responsibilities:

- Oversight of all financial transactions involving budget and procurement.
- Serving as the resource point and providing oversight for all personnel matters (hiring, upgrades, timekeeping and payroll, financial disclosure filings, risk management and injury reporting, training and travel).
- Inventorying and maintaining all supplies and equipment.
- Management of the agency's motor vehicle fleet.
- Computer security contact and network access coordinator.

SECRETARIAL UNIT

The Secretarial Unit consists of a unit manager, an administrative aide, three secretaries, an office services clerk and the receptionist. The unit is responsible for:

- Providing secretarial support to Commissioners, Hearing Officers, and Administrative staff.
- Processing all requests for special conditions of supervision.
- Distributing all incoming mail.
- Answering telephone calls.

FY 05 Unit Data

Special Conditions Processed	707
Telephone Calls Answered & Directed	32,466
Pieces of Mail Received & Distributed	59,320

PAROLE SERVICES UNIT

The Parole Services unit manager leads an office supervisor who oversees a staff of four office clerical positions. This unit's primary responsibilities include:

- Scheduling and docketing all parole grant hearings.
- Preparing the weekly schedule for Commissioners and Hearing Officers.
- Coordinating all hearings with DOC and local detention facilities.

FY 05 Unit Data

Parole Grant Hearings Opened & Scheduled	7,574
Parole Grant Hearings Docketed	10,097

POST RELEASE

By far, the Commission's largest operations unit, the manager and office supervisor oversee the following sections: Records - five clerical positions; Warrant Processing - two clerical and two secretarial positions; and Revocation Scheduling - two clerical positions. This unit's duties include:

- Preparing and processing all retake warrants and subpoenas.
- Coordinating the entering and lifting of warrants on the National Crime Information Center (NCIC) computerized database.
- Scheduling and docketing preliminary revocation and revocation hearings.

FY 05 Unit Data

Revocation Hearings Scheduled & Docketed	3, 824
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RECORDS

Staff in this unit consists of an office supervisor and five clerical positions who oversee nearly 50,000 files in the supervision, housing and retention sections. Unit responsibilities include:

- Retrieving files for parole grant hearings.
- Processing reports submitted by field agents and ensuring that these reports and files are available for Commission review.

FY 05 Unit Data

Files Retrieved & Re-files (est.)	43,000
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VICTIM SERVICES

The Victim Services Coordinator who is assisted by an administrative aide and an office secretary heads this unit. Its primary duties include:

- Ensuring timely notification of: upcoming parole hearings, the issuance of retake warrants, and the results of hearings.
- Advising victims and victim representatives who have requested notification of their rights as mandated by law.
- Providing referrals to victims in need of services.
- Scheduling and coordinating all open parole hearings.

FY 05 Unit Data

Notifications for Possible Open Parole Hearings	507
"No Contact" Orders processed	133
Requests Submitted to Identify Victims	265
Notifications to State's Attorneys of Eligibility for Lifers	276

DECISION

The Commission's Decision Unit has an office supervisor and a staff of two clerks whose duties include:

- Processing and entering onto the Commission's database system all decisions from parole grant hearings, MAP negotiations, and preliminary revocation and revocation hearings.
- Directing to the appropriate unit those files for inmates whose cases were postponed and are in need of re-scheduling.

FY 05 Unit Data

Decisions Entered onto Database	12,222
Files Processed and "Tracked"	15,958

RELEASE

The manager of Release also oversees the Institutional Parole Associate (IPA) Unit. The duties of the Commission's Release Unit, that consists of two clerical positions and an office supervisor, include:

- Preparing all Commission parole release orders and coordinating the release of those offenders granted parole from DOC or local institutions.
- Confirming that all pre-release contingencies have been met by offenders prior to parole release.
- Conducting parole file reviews with inmates' attorneys.

FY 05 Unit Data

"Incoming" Release Decisions Reviewed	3,126
Release Orders Prepared	2,992
Attorney File Reviews Conducted	86

PARDONS AND EXECUTIVE CLEMENCIES

This unit consists of a unit manager and office secretary and is primarily responsible for:

- Reviewing and processing all pardon and executive clemency applications.
- Providing responses to all Governor's correspondence.
- Providing notification to State's Attorney offices on the parole status of life sentenced inmates.

FY 05 Unit Data

Pardon Applications on File	412
Responses to Governor's Correspondence	505

INSTITUTIONAL PAROLE ASSOCIATES

Throughout the State, institutional parole associates (IPA) play a pivotal role in the parole hearing process. Staff consists of ten associates and three supervisors whose duties include:

- Conducting file review with inmates prior to parole hearings.
- Providing assistance to Commissioners and Hearing Officers prior to and during parole hearings.
- Delivering parole decisions to inmates.
- Serving as liaison between the Commission and DOC institutions.

FY 05 Unit Data

Decisions Delivered	6,008
Open Parole Hearings Coordinated	82
Inmate File Reviews Conducted	9,964
Inmate Correspondence Responses	5,921

AGENCY WORKLOAD MEASURES
FY 2005

TABLE 1. - HEARINGS SUMMARY

Parole Grant Hearings (Including MAPs)	9,271
Revocation Hearings	3,350
Preliminary Revocation Hearings	197
TOTAL HEARINGS CONDUCTED	12,818

TABLE 2. - COMMISSIONERS ADMINISTRATIVE ACTIVITY

Special Reports Reviewed by Commissioners	13,402
Total Appeals of Parole Decisions Heard Administratively	1,109
Office Appointments Held With Commissioners	206
Executive Clemencies Reviewed	181

TABLE 3. - HEARING OFFICERS ADMINISTRATIVE ACTIVITY

Administrative Reviews	477
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AGENCY WORKLOAD MEASURES

TABLE 4. - WARRANT/SUBPEONA ACTIVITY

Retake Warrants Issued	3,948
Warrants Recalled	849
Subpoenas Issued	424

TABLE 5. - PAROLE GRANT HEARINGS

Parole Hearings	8,667	
Mutual Agreements Program Negotiations (MAPs)	520	
Open Parole Hearings	82	
Parole-In-Absentia Hearings	2	
Total Parole Grant Hearings	9,271	
Total Parole Releases		2,992

AGENCY WORKLOAD MEASURES

TABLE 6. - PAROLE REVOCATIONS HEARINGS

Parole/Mandatory Supervision Release Cases Revoked	1,305
Cases Continued Under Supervision	1,478
Cases Closed Administratively Without Revocations	567
Total Parole Revocation Hearings	3,350

TABLE 7. - LIAISON AGENT/WAIVER (LAW) REVOCATION HEARINGS

Parolees/Mandatory Supervision Releasees Revoked	803
Parolees/Mandatory Supervision Releasees Continued Under Supervision	662
Cases Closed Without Revocations	373
Cases Postponed/Deletions	106
"Hold" Cases	12
TOTAL NUMBER OF LAW HEARINGS SCHEDULED	1,956

TABLE 8. - Victims Services Unit



Number of Direct Notifications to Victims	4,227
Other Correspondence Sent	1,433
Incoming Correspondence	2,882
TOTAL UNIT CORRESPONDENCE	8,542

APPENDIX I: PAROLE FAQs

- **PAROLE** is the discretionary and conditional release of an offender into the community by the Commission to continue serving the term of confinement under the supervision of an agent of the Division of Parole and Probation until the expiration of the full, undiminished term. If any conditions of parole are violated, the offender is subject to revocation and re-incarceration.
- **PAROLE ELIGIBILITY** is determined by sentence length and the specific crime(s) for which the offender is incarcerated.
 - Offenders serving a period of incarceration for **NON-VIOLENT CRIMES** are generally parole eligible at 25% of the sentence.
 - Offenders serving a period of incarceration for **VIOLENT CRIMES** as identified by the Annotated Code of Maryland, including **Burglary I, II and III**, are parole eligible at 50% of the sentence.
 - Offenders serving a **LIFE SENTENCE** are eligible after serving 15 years less diminution credits earned and awarded by DOC. If there had been a failed application of the death penalty, an offender becomes parole eligible after serving 25 years less diminution credits earned and awarded.
 - Offenders serving a **NON-PAROLEABLE SENTENCE** are not eligible for a hearing for that term of confinement.
- **PAROLE GRANT HEARING** is an interview with the offender conducted by a Commission panel or Hearing Officer to elicit information from and about the offender. This interview along with information contained in the parole file form the basis of the Commission's decision.
- **OPEN PAROLE HEARINGS** are essentially the same as "regular" grant parole hearings except it has been opened to the public at the request of the victim or victim's representative who is permitted to speak at this hearing. Individuals must make a request to attend these proceedings and the Commission determines who may or may not attend. Open hearings are conducted by two Commissioners.

APPENDIX I: PAROLE FAQS

- **CRITERIA THAT MUST BE CONSIDERED** by law when making a parole decision consists of the following:

- The circumstances surrounding the crime;
- The offender's physical, mental, and moral qualifications;
- The offender's progress during confinement, including the offender's academic progress in mandatory education programs;
- A report on a drug or alcohol evaluation that has been conducted on the inmate, including any recommendations concerning the inmate's amenability for treatment and the availability of an appropriate treatment program;
- Whether there is a reasonable probability the offender will not violate the law if paroled;
- Whether the offender's parole would be compatible with the welfare of society;
- Any original or updated victim impact statement, and/or any information presented by the victim at a meeting with a Commissioner and/or at the time of an open parole hearing; and
- Any recommendation by the sentencing judge.

In assessing these criteria, the Commission may also consider other relevant information such as:

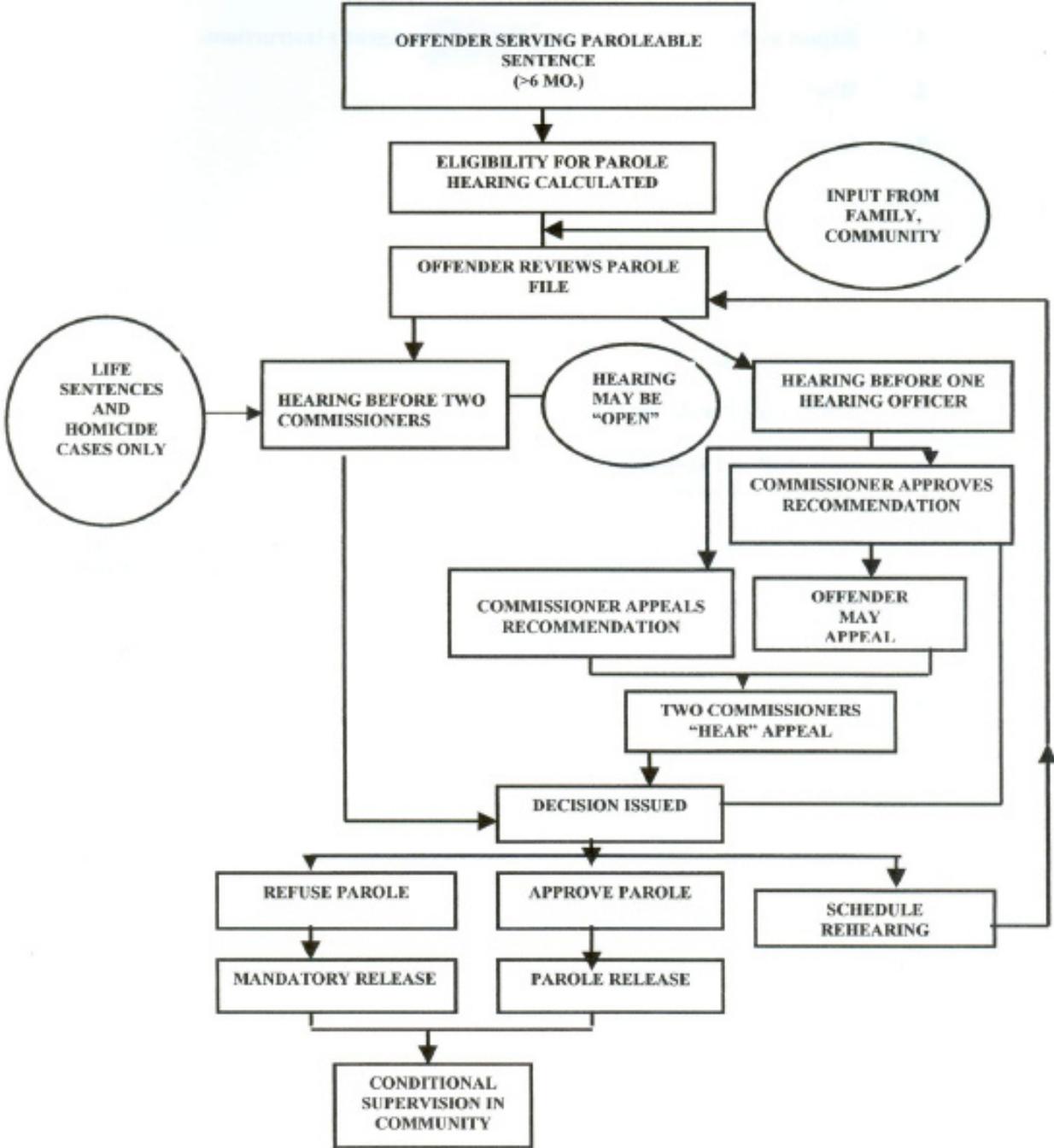
- Prior substance abuse;
- Attitude and emotional maturity; and
- Home and employment plans.

- **PAROLE HEARING RESULTS** consists of one of the following:
 - **Refuse** parole meaning the offender will have no more hearings;
 - **Rehear** at a specific time in the future; or
 - **Approve** for parole release.
- **HOLD** is an interim decision from a parole hearing, or the deferring of a decision until receipt and review of additional information.
- **ADMINISTRATIVE REFUSAL** is an interim decision from a parole hearing until pending criminal charges are adjudicated.
- **PAROLE IN ABSENTIA** is a parole grant hearing conducted on an inmate serving a Maryland sentence in an out-of-state institution. The inmate is considered for parole by two Commissioners whose decision is not appealable.

APPENDIX I: PAROLE FAQs

- **MANDATORY SUPERVISION RELEASE** is the release of an inmate from the Division of Correction due to diminution credits earned and awarded. The offenders are supervised by parole agents “as if on parole” and are subject to the jurisdiction of the Commission after release until the maximum expiration of their sentence. Any alleged violation of mandatory release supervision conditions may result in a revocation hearing.
- **SPECIAL CONDITIONS** may be added to the standard rules of parole or mandatory supervision release. They generally include “no contact” orders with victims, substance abuse or mental health treatment, or any other condition that may positively impact the offender’s community adjustment.
- A **GUBERNATORIAL PARDON** absolves the grantee of guilt for his criminal act(s), and exempts the grantee from the resulting penalties, such as loss of voting privileges. Criteria for pardon consideration are set by the Governor and normally requires the passage of a substantial period of time following the end of incarceration or any form of supervision before a pardon will be entertained.
- A **GUBERNATORIAL COMMUTATION** orders that the grantee shall suffer a lesser penalty for the offense than imposed by the court. The commutation of an offender’s sentence is normally considered by the Parole Commission only upon demonstration of extraordinary circumstances.
- A **VICTIM** is an individual who suffers personal harm or death as a direct result of a crime. If the victim is deceased, disabled, or a minor, a designated family member or person may represent the victim.
- AN **INTERESTED PARTY** is an individual who is not a “victim” but rather an individual who has “special interest” in the status of the offender as determined by the Commission’s Victim Services Coordinator.

APPENDIX II: PAROLE HEARING FLOW CHART

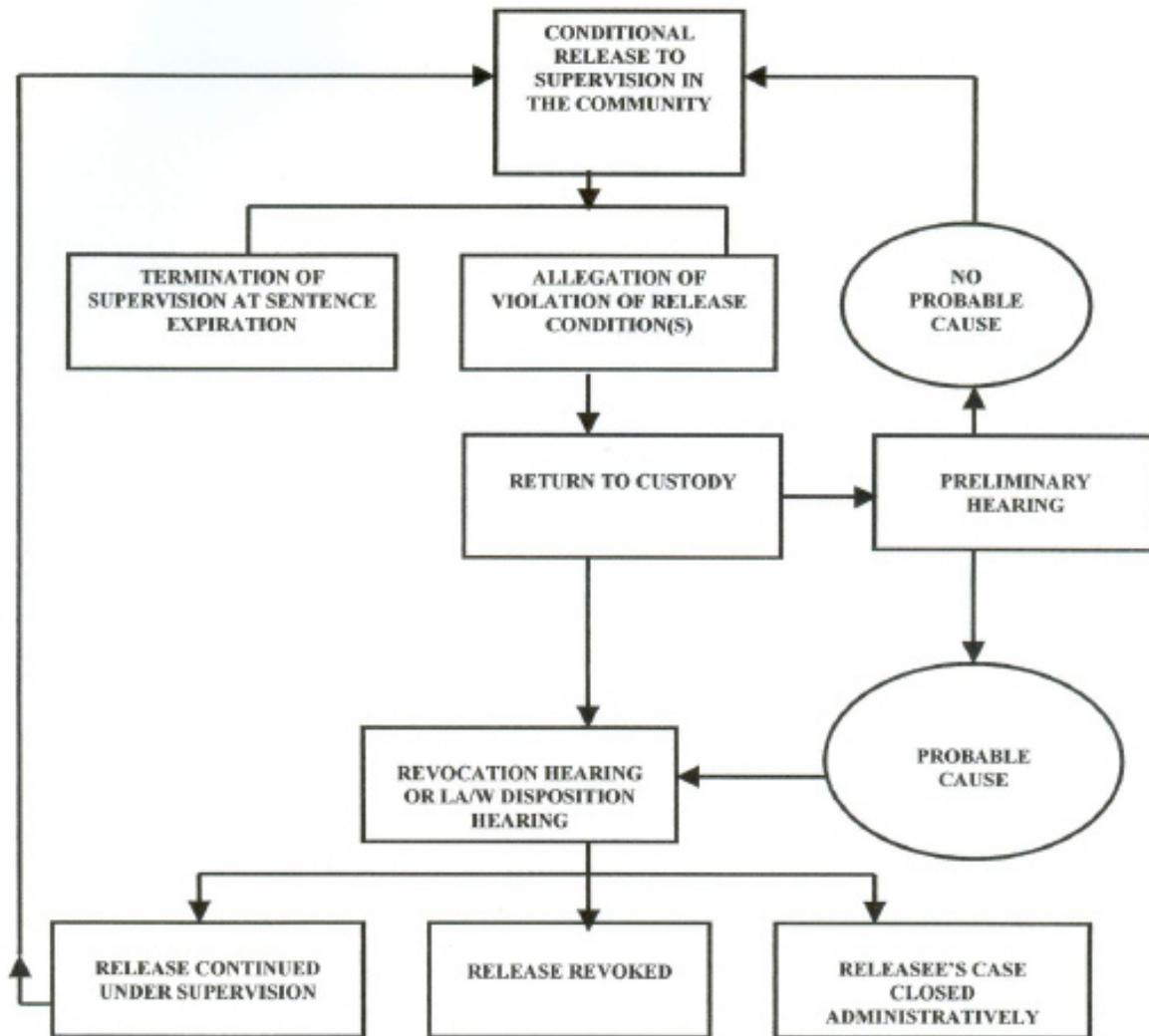


APPENDIX III: CONDITIONS OF PAROLE

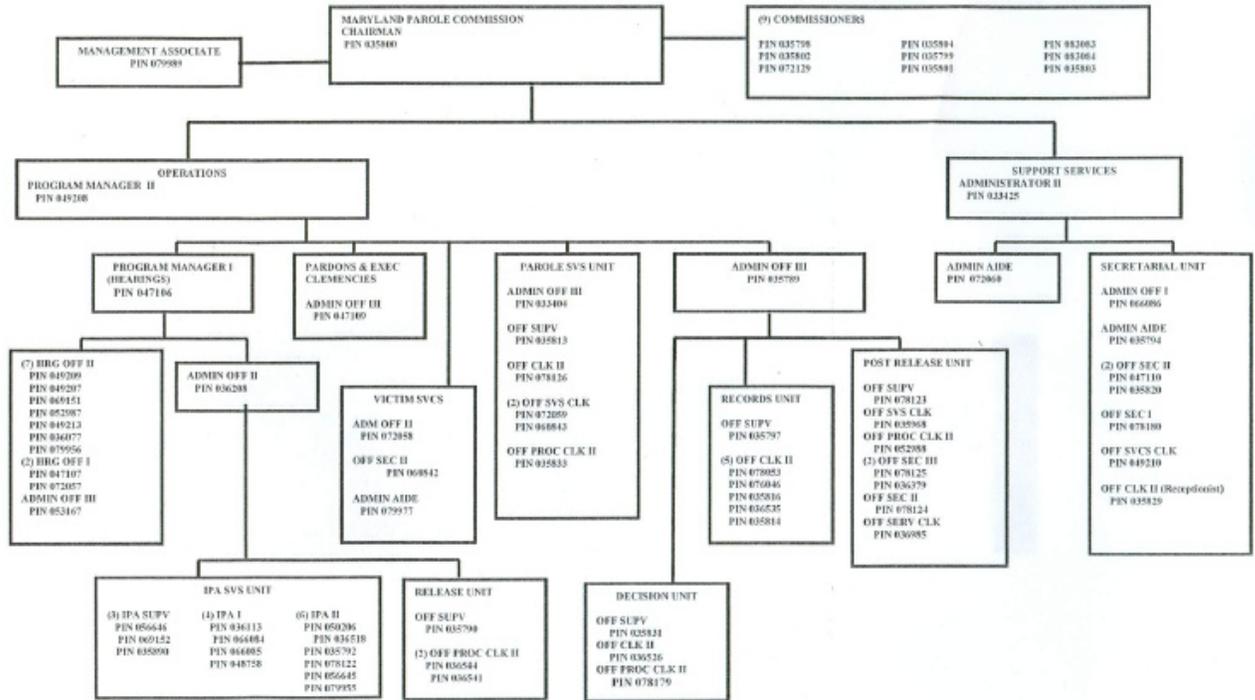
1. Report as directed to and follow your Parole Agent's instructions.
2. Work regularly.
3. Get permission before:
 - a. Changing your home;
 - b. Changing your job; or
 - c. Leaving the State of Maryland
4. Obey all laws.
5. Notify your Parole Agent immediately if you are arrested.
6. You shall not illegally possess, use, or sell any narcotic drug, "controlled dangerous substance", or related paraphernalia.
7. You shall not own, possess, use, sell, or have under your control any dangerous weapon or firearms of any description without approval of the Parole Commission.
8. You shall so conduct yourself as not to present a danger to yourself or others.
9. Special conditions: See page 1 of this agreement.

NOTE: Conditions 10 and 11 apply to parolees whose term of confinement resulted from a crime or crimes committed on or after May 1, 1991.
10. You must pay a monthly supervision fee as required by law unless the Parole Commission exempts you wholly or partly from payment of the fee.
11. If ordered by the Parole Commission to undergo drug or alcohol abuse testing, you must pay for the testing if required to do so by the Division of Parole and Probation.

**APPENDIX IV: PAROLE AND MANDATORY SUPERVISION
PROCESS FLOW CHART**



APPENDIX IV: PAROLE AND MANDATORY SUPERVISION



APPENDIX VI: COMMISSIONERS



David R. Blumberg, Chairman - appointed October 2003; appointed Chairman in July 2004; term will expire in January 2010. Mr. Blumberg received a B.A. Degree in Political Science and a Masters in Library Science from Loyola College. For twenty-five years, he was the Director of the Baltimore City Detention Center Enoch Pratt Library. He is active in the Roland Park Civic League, Kiwanis and Santa Claus Anonymous.

Carmen Amedori, Commissioner – appointed July 2004; term will expire in January 2010. Ms. Amedori was a member of the House of Delegates for six years and was a ranking member of the Juvenile Law Subcommittee. She is a 1977 graduate of Villa Julie College and has extensive experience in family and criminal law.

Candace H. Beckett, Commissioner - appointed in August 1998; reappointed in 2003; term will expire January 2009. Ms. Beckett is admitted to the Maryland State Bar and she was engaged in the private practice of law prior to her appointment to the Commission. She worked in corrections and as a special agent for the federal government before entering the practice of law.

Michael C. Blount, Commissioner - appointed May 1990; re-appointed in 1995 and 2001; term will expire January 2007. Mr. Blount is a former Baltimore City Police Officer and Court Commissioner for the Baltimore City District Court. He received a B.A. in Political Science from Morgan State University.

Patricia K. Cushwa, former Chairperson – appointed June 1992; appointed Chairperson April 1997; re-appointed January 1998. Ms. Cushwa is a former Maryland State Senator and is co-founder of CASA, the Washington County agency for victims of spousal abuse. Her term expired in December 2003 and she left the Commission in July 2004.

Jasper R. Clay, Commissioner – appointed March 2005; term will expire in January 2011. He possesses a Bachelor's Degree in Psychology from Morgan State University. Mr. Clay is a former Correctional Officer, Parole and Probation Agent and Area Administrator; he was a member of the Maryland Board of Parole and its successor, the Maryland Parole Commission, from 1969 until his (first) retirement in 1984. Thereafter, he was appointed to the U.S. Parole Commission in 1984, serving as its Vice Chairman from 1992 until his retirement in 1996. Mr. Clay then served on the District of Columbia Parole Board from 1999 until 2002, was the Senior Advisor to the District of Columbia Correctional Trustee from 1997 through 2002, and was a member of the Patuxent Institution's Board of Review in 2004 and 2005.

Martha S. Klima, Commissioner – appointed October 2003; term will expire in January 2010. Ms. Klima was a member of the Maryland House of Delegates for twenty years, serving on the Joint Committee on Pensions and the Spending Affordability Committee. She was named honorary member of the Maryland Law Enforcement Officers and served as a board member for many community organizations including the Maryland Special Olympics, Greater Baltimore Medical Center and the Center for the Prevention of Child Abuse.

APPENDIX VI: COMMISSIONERS



Thomas V. Miller III, Commissioner - appointed in 1996; reappointed in 2002; term will expire January 2008. Mr. Miller is admitted to the Maryland State Bar and the Federal District Court, and is a former Assistant Public Defender in Prince George's County.

Nancy L. Murphy, Commissioner - appointed October 1997; re-appointed in January 2001; term will expire January 2007. Ms. Murphy is a former Maryland State Senator, a former Staff Specialist for the Maryland Higher Education Commission, and served as Attendance Officer for the Baltimore County Board of Education.

Perry Sfikas, Commissioner - appointed September 2002; term will expire January 2006. Mr. Sfikas is a retired Maryland State Senator. He graduated from George Washington University and received his law degree from the University of Baltimore Law School. He is admitted to the Pennsylvania and District of Columbia Bars. A lifelong resident of Baltimore City, Mr. Sfikas has been active in multiple community task forces and associations, as well as the American Hellenic Education Progressive Association.

Maceo M. Williams, Commissioner - appointed in 1983; re-appointed in 1989, 1994 and 2000; term will expire January 2006. The Reverend Williams holds a Doctorate of Divinity from Howard University, and was formerly the Statewide Coordinator of Special Programs for the Maryland Division of Parole and Probation. (Retired June 2005).

Edward V. Woods, Commissioner - appointed February 1997; re-appointed March 1999; term will expire January 2005. Mr. Woods is a former Commissioner of the Baltimore City Police Department and served with that department for thirty years. He received a B.S. Degree in Criminal Justice and a Masters Degree from Coppin State College. (Retired March 2005).

**APPENDIX VII:
BUDGET EXPENDITURES – FISCAL YEAR 2005**

CATEGORY	EXPENDITURES	% of Exp.
COMMUNICATIONS	37,196	0.9%
CONTRACTUAL SERVICES	32,372	0.7%
FLEET OPERATION & MAINTENANCE	6,733	0.2%
LEASE (FIXED CHARGES)	211,957	4.9%
NEW EQUIPMENT	6,616	0.2%
REPLACEMENT EQUIPMENT	9,490	0.2%
SALARIES, WAGES AND FRINGE BENEFITS	3,937,650	90.4%
SUPPLIES & MATERIALS	38,491	0.9%
TECHNICAL AND SPECIAL FEES	25,933	0.6%
TRAVEL	47,232	1.1%
	<u>4,353,670</u>	

Salaries along with the associated technical and special fees account for 91% of expenditures.

Total Expenditures:	4,353,670
Less Salaries/Fees:	<u>3,963,583</u>
	390,087
Less Lease (Fixed Charges):	<u>211,957</u>
Controllable Expenditures:	178,130
% of Expenditures:	4.09%

The remaining 4.09% of the expenditures is depicted below:

