

COMMISSION ON ACCREDITATION FOR CORRECTIONS

STANDARDS COMPLIANCE ACCREDITATION AUDIT

Department of Correction and Rehabilitation
Pre-Release and Reentry Services Division
Rockville, Maryland

April 15-16, 2013

VISITING COMMITTEE MEMBERS

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A. Introduction

The audit of the Pre-Release and Reentry Services (PRRS) of the Department of Correction and Rehabilitation was conducted on April 15-16, 2013, by the following team: Nancy Dobbs, Chairperson, and Sheryl Zenzen, Member.

B. Facility Demographics

Rated Capacity: 168

Actual Population: 164

Home Confinement Capacity: 45 (15 during audit)

Average Daily Population for the last 12 months: 128

Average Length of Stay: 99 days

Security/Custody Level: Levels I - VI

Age Range of Offenders: 18-64

Gender: Male and Female

Full-Time Staff: 58

1 Division Chief

2 Deputy Chiefs

1 Reentry Services Manager

3 Administrative Support Personnel

2 Reentry Assessment Specialists

1 Programmatic Case Manager

8 Case Managers

4 Work Release Coordinators

1 Special Assignment Maintenance and Work Crew Supervisor

1 Special Assignment Accreditation Officer

6 Residential Supervisors III

21 Resident Supervisors I and II

4 Food Service

2 Accounting

1 Medical

C. Facility Description and Program Description

PRRS, located at 11651 Nebel Street, Rockville, Maryland, offers structured community based services for residents. The programs are supported chiefly by the taxpayers of Montgomery County. Reimbursements through Federal and State contracts and programs fees by residents cover less than 20% of program costs. The Division is operated in accordance with the Work Release/Pre-Release laws of the County and State.

PRRS is a two-story brick building with approximately 55,000 square feet that was designed as the County's work release program.

It is divided into three male housing units, one female housing unit, a kitchen and dining area, home confinement offices, support services offices, and administrative office areas. The housing units have primarily 2 or 3-person rooms and a few single rooms.

A bathroom is located between every two rooms. Lounge/visiting areas, patio, table game area, and a laundry room are part of each unit. Staff offices are located in each unit. Resident Supervisors provide around-the-clock supervision of the living units. The central areas consist of group rooms and classrooms, a Career Resource Center, and space for medical services. The facility is equipped with a handicap-accessible room, wheelchair ramps, and designated handicap parking spaces. The landscaped grounds include picnic tables for visiting, a basketball court, and off-street parking for resident and staff vehicles. PRRS is centrally located in the County and is close to major thoroughfares, providing easy access to public transportation. A metro station is located one block from the Center.

The first stand-alone pre-release center was opened in 1972. In 2005 the re-entry program was consolidated with the pre-release program.

There are four groups of people who are eligible to volunteer and apply for the program:

Those who are sentenced to the Montgomery County Department of Correction and Rehabilitation for 18 months or less and who are within one year of their projected release date.

Those who are in the State Division of Correction, are established Montgomery County residents, and are generally within six months of their projected release date.

Inmates from the Federal Bureau of Prisons system who are within six months of their projected release date and are returning to live in the Washington Metropolitan area.

Federal supervised release cases whose sentence includes a term in a residential confinement center are also eligible for services.

Selected pre-trial or pre-sentence individuals (when unique circumstances merit special consideration) who are released on a third party custody agreement by the court to PRRS.

The Pre-Release and Reentry Services Level System consists of Intake and Assessment and Level 1 through Level 6. Residents receive additional privileges after each Level has successfully been completed.

The Mission of the PRRS is to provide community residential and non-residential alternatives to secure confinement for adult residents and to provide reentry services while maintaining community safety.

D. Pre-Audit Meeting

The team met on April 14, 2013, Rockville, Maryland, to discuss the information provided by the Association staff and the officials from PRRS.

The chairperson divided standards into the following groups:

Standards #4-ACRS 1A-01 through 4-ACRS 5A-26 to Nancy Dobbs, Chairperson
Standards # 4-ACRS 6A-01 through 4-ACRS 7F-10 to Sheryl Zenzen, Member

E. The Audit Process

1. Transportation

The team was escorted to the facility by Karla Rhodes, Special Assignment Accreditation Officer.

2. Entrance Interview

The audit team proceeded to the office of Stefan LoBuglio, Division Chief. The team expressed the appreciation of the Association for the opportunity to be involved with PRRS in the accreditation process. The formal entry meeting was held in the modular classroom.

The following persons were in attendance:

Stefan LoBuglio, Division Chief
Ben Stevenson, Deputy Chief of Security and Facility
Shannon Murphy, Deputy Chief of Programs and Services
Robyn McDormick, Dietary Supervisor
Karla Rhodes, Accreditation Officer
Tina Michaels, Reentry Services Administrator
Marcia Durant, Registered Nurse
Jasper Ezeigbo, Shift Supervisor
Eduardo Santana, Resident Supervisor
Kayi Somado-Hemazro, Resident Supervisor
Joanna Henriquez, Principal Administrative Aide

It was explained that the goal of the visiting team was to be as helpful and non-intrusive as possible during the conduct of the audit. The chairperson emphasized the goals of accreditation toward the efficiency and effectiveness of correctional systems throughout the United States. The audit schedule was also discussed at this time.

3. Facility Tour

The team toured the entire facility from 8:15 a.m. to 10:00 a.m. The following persons accompanied the team on the tour and responded to the team's questions concerning facility operations:

Stefan LoBuglio, Division Chief
Ben Stevenson, Deputy Chief, Security and Facility

4. Conditions of Confinement/Quality of Life

During the tour, the team evaluated the conditions of confinement at the facility. The following narrative description of the relevant programs programmatic services and functional areas summarizes the findings regarding the quality of life.

Security

Residents sign out from and back into their living unit by the resident supervisor. Upon returning the residents are given a breathalyzer test and are randomly drug tested.

Visitors to PRRS must sign in and out, show proper identification and given a visitor badge to wear, and have personal belongings searched. A hand-held metal detector is also used on visitors.

An excellent key control system is in place at PRRS including a key watch box.

There are nine formal counts during the 24-hour period. There are 32 cameras strategically placed within the facility and monitored primarily in the Central Office, however, can be monitored from any computer at the facility.

All outside doors are tied to a system in the control center to alert staff of any egress from unauthorized doors. The windows in the rooms also have alarms.

Tools were inventoried and stored properly. Two generators provide backup power.

Shift briefings are held prior to the beginning of a new shift.

Environmental Conditions

Lighting, noise, and air circulation meet acceptable standards. The facility conforms to all applicable building codes.

The temperature was comfortable in all parts of the building. There is a heat pump system for both the air-conditioning and heat.

Sanitation

PRRS is very clean and is the responsibility of all residents under staff supervision. A daily clean-up assignment roster is posted on each unit's bulletin board. All clean-up assignments are inspected and rated.

Residents are expected to maintain their rooms in a clean and orderly fashion. Room inspections are made daily and are also rated.

The Washington County Suburban Sanitation Commission provides water and sewer services. Contracts are in place for trash, recycling material removal, and termite/pest management.

Cleaning products are issued to the living units from the central chemical room.

Fire Safety

There are four staff members who are fire safety certified by the Maryland Police and Correctional Training Commission and are responsible for conducting in-house fire inspections. The fire marshal of Montgomery County conducts an annual fire safety inspection.

Fire drills are conducted as required, fire extinguishers inspections were current, and evacuation routes were posted. The fire alarm system which includes smoke detectors, strobe lights, and pull stations, is a direct feed to the Rockville Fire Department and notifies them automatically when the alarm is sounded. The entire facility is sprinkled.

Flammable chemicals were stored and controlled properly. MSDS were present on all chemicals. PRRS has been a smoke free facility since 2007.

Food Service

Food service is staffed by one supervisor and three officers. Three inmates per meal are assigned to food service and they are medically screened before assignment and are given proper training to work in the kitchen.

Religious and medical diets can be approved.

Meals hours are:	Breakfast:	5:00 a.m. to 7:00 a.m. (Monday-Friday) 5:00 a.m. to 8:00 a.m. (Saturday, Sunday)
	Lunch:	12:00 p.m. to 1:30 p.m.
	Dinner:	5:00 p.m. to 7:00 p.m.

Saved meals and bag lunches are available as needed by signing a roster for these.

The audit team ate the lunch meal on the first day. The food was tasty and of ample amount.

Medical Care

The health authority is the Health Services Administrator of the Montgomery County Department of Correction and Rehabilitation. Medical staff at PRRS consists of one Registered Nurse who is on site:

Monday and Thursday: 11 a.m. - 7:00 p.m.

Tuesday and Wednesday: 1:00 p.m. - 9:00 p.m.

Friday: 8:00 a.m. - 4:00 p.m.

After hours and weekend medical concerns are handled by two local and nearby jail facilities in Montgomery County.

The nurse maintains a crash-bag. The AED is located at the lobby security desk. All staff are trained in CPR and first aid. There are contracts in place with a local ambulance service and hospital for emergency services.

Offenders may have keep on person medications. All other medications are dispensed by the Resident Supervisor and it is the resident's responsibility to advise staff persons when it is time for that medication. The contract for pharmaceuticals is with Pharmacy Services, Inc., Warrington, Pennsylvania.

Residents may be charged a fee of \$4.00 for sick call visits, unless the visit is for one of the following reasons: routine intake process, initial physical examination, routine health assessment initiated by staff, visit due to referral by staff, continuing care or follow-up, visits that result in hospital or emergency room visits, chronic care, and secondary care.

The medical doctor and mental health specialist are both on-site one day per week. There is limited vision and dental care provided at Montgomery County Correctional Facility.

Recreation

There is a dayroom on each unit with a television and tables for board games. The outdoor recreation area has a basketball court with a small track for walking and jogging. Passes can be given to residents to go to local gyms.

Residents may have a television in their room and may possess radios, iPods, and MP3 players. Strict usage of these devices must be followed. Residents may request permission from their case manager to have a pre-paid cell phone.

Religious Programming

The only on-site programming is religious counseling conducted by a volunteer. When a resident earns community passes he/she may attend the church of their choice in the community. The audit team was advised that one local church will transport residents to and from their church service.

Offender Work Programs

Resident work assignments at PRRS include grounds upkeep, janitorial, food service, and maintenance. Residents are paid \$2.00 per day for these work assignments.

Work release is the major component of this program. The Work Release Coordinators and Case Managers assist residents find and secure jobs, and engage the employer community to ensure appropriate job matches. They also provide job readiness assistance and manage a Career Resource Center that includes 23 internet capable computers.

Once employed residents are required to have 25% of their earnings go into their institutional savings account for use upon release and 20% of their gross income goes to room and board (10% of gross income if on Home Confinement). As of March 31, 89 residents were employed in the community.

Academic and Vocational Education

Digital Literacy, which meets three times per week, was the only academic program available during the audit. In January 2013, PRRS lost their GED instructor and staffs are presently working with Montgomery College to obtain another GED instructor. No vocational education is offered.

Social Services

On site-social services programs led by volunteers include AA, NA, Resume Writing, Mentorship Program, Winning Fatherhood Program, and Job Readiness.

There are many community resources available in Montgomery County to the residents for AA, NA, mental health services, housing/shelter services, and employment assistance services.

Visitation

Visiting hours are:

Monday through Friday: 2:00 p.m. - 5:00 p.m. for employed residents only

Monday through Friday: 7:00 p.m. - 9:00 p.m. for all residents

Saturday/Sunday: 2:00 p.m. - 5:00 p.m. for all residents

Saturday/Sunday: 7:00 p.m. - 9:00 p.m. for all residents

Residents and their visitors may visit outside in the court yard or inside in the cafeteria or on the units.

Library Services

There is not a library at PRRS. When a resident earns community passes he/she may go to the public library.

Laundry

Each living unit contains washers and dryers, as well as irons and ironing boards. Employed residents are responsible for purchasing their own laundry detergent. The laundry cannot be used during unit quiet hours (11:00 p.m. until 7:00 a.m.).

F. Examination of Records

Following the facility tour, the team proceeded to conference room to review the accreditation files and evaluate compliance levels of the policies and procedures. The facility has no notices of non-compliance with local, state, or federal laws or regulations.

1. Litigation

Over the last three years, the facility had no consent decrees, class action lawsuits or adverse judgments.

2. Significant Incidents/Outcome Measures

Upon review, the numbers reflected in the Significant Incident Summary are consistent with the overall mission and security level of the facility. The audit team asked about the number of substantiated grievances. Staff advised they could explain in their Commission hearing about the numbers of substantiated grievances resolved in favor of the offender.

Upon review, the numbers reflected in the Outcome Measures are consistent with the overall mission and security level of the facility. The following was explained to the audit team:

1C(14): Five incidents of inventory discrepancies during the past 12 months. Prior to the audit, staff advised there were multiple chemical storage areas that were not being controlled properly. During this audit there was one storage area for non-flammable chemicals inside the facility and one storage area for flammables located outside the facility. Both areas were inventoried and controlled properly.

2A(1): Six escapes in the past 12 months. Staff advised these incidents included the resident not reporting back to the facility in a timely manner and not being at the location they advised they were going.

2C(1): 208 incidents involving contraband. Staff advised these incidents largely involved finding cigarettes and unauthorized cell phones.

3. Departmental Visits

Team members visited the following departments to review conditions relating to departmental policy and operations:

<u>Department Visited</u>	<u>Person(s) Contacted</u>
Administrative	Stefen LoBuglio Shannon Murphy Ben Stevenson
Accreditation	Karla Rhodes
Food Service	Robyn McCormick Denise Attai Aydin Ayal
Residential Supervisors	Richard Austin Amiri Bowman Aisha Brown David Luu Chris Massad Wendy Qassis Andrew Raptakis Eduardo Santana Kayi Somado-Hemazro Xochilt Vargas
Shift Supervisors	Gary Awkard Ivan Downing Jasper Ezeigbo (also key control officer) Mark Myrick Ja Rowe Andre Stepp
Screening Specialists	Reginald Blankson Kendra Jochum
Principal Administrative Aides	Joanna Henriquez and Pat Burns
Maintenance	Danny Chamorrow
Medical	Marcia Durant
Case Managers	Doug Ingram
Accounting	Bertha Kufa

Work Release	Neelam Manocha
Reentry	Don Myers
	Tina Michaels
	Erica Nelson
Career Resource	Joyce Reimherr

4. Shifts

a. Second Shift (7:00 a.m. - 3:00 p.m.)

The team was present at the facility during this shift from 8:00 a.m. to 3:00 p.m. on the first day and from 8:00 a.m. until 11:45 a.m. on the second day. On the first day the audit team toured the facility, reviewed standards files, and attended orientation for new residents. On the second day, the audit team interviewed residents, attended a morning meeting in one of the housing units, attended work release orientation in the modular classroom, completed the standards files, reviewed information to be contained in the audit report, and conducted the exit meeting.

b. Third Shift (3:00 p.m. - 11:00 p.m.)

The team was present at the facility during this shift from 3:00 p.m. to 5:30 p.m. on the first day. The audit team continued to review standards files and attended the shift briefing at 3:00 p.m. for this shift.

c. First Shift (11:00 p.m. - 7:00 a.m.)

The team was present at the facility during this shift from 6:30 a.m. to 7:00 a.m. on the second day. The audit team visited with staff before their shift ended.

5. Status of Previously Non-compliant Standards/Plans of Action

This is an initial audit.

G. Interviews

During the course of the audit, team members met with both staff and offenders to verify observations and/or to clarify questions concerning facility operations.

1. Offender Interviews

The audit team interviewed 10 residents. All comments to the questions posed them were positive and included: “excellent food”, “staff welcoming when I arrived”, “they gave me the tools to get started”, “great medical”, “staff treat us like people”, and “I feel safe”. One resident stated more exercise equipment is needed.

2. Staff Interviews

The audit team spoke to almost all staff on duty during all three shifts. All were friendly and knowledgeable of their job duties. Several spoke of deficiencies or concerns the facility faced in the past and how improvements had now been made to correct those.

H. Exit Discussion

The exit interview was held at 11:15 a.m. in the modular classroom with 16 staff in attendance.

The chairperson explained the procedures that would follow the audit. The team discussed the compliance levels of the mandatory and non-mandatory standards and reviewed their individual findings with the group.

The chairperson expressed appreciation for the cooperation of everyone concerned and congratulated the facility team for the progress made and encouraged them to continue to strive toward even further professionalism within the correctional field.

COMMISSION ON ACCREDITATION FOR CORRECTIONS

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AMERICAN CORRECTIONAL ASSOCIATION

COMPLIANCE TALLY

Manual Type	Adult Community Residential Services, 4 th Edition	
Supplement	2010 Standards Supplement	
Facility/Program	Montgomery County Pre-Release and Reentry Services, Rockville, Maryland	
Audit Dates	April 15-16, 2013	
Auditor(s)	Nancy Dobbs, Chairperson Sheryl Zenzen, Member	
	MANDATORY	NON-MANDATORY
Number of Standards in Manual	33	218
Number Not Applicable	0	9
Number Applicable	33	209
Number Non-Compliance	0	1
Number in Compliance	33	208
Percentage (%) of Compliance	100%	99.52%
<p>! Number of Standards <i>minus</i> Number of Not Applicable <i>equals</i> Number Applicable</p> <p>! Number Applicable <i>minus</i> Number Non-Compliance <i>equals</i> Number Compliance</p> <p>! Number Compliance <i>divided by</i> Number Applicable <i>equals</i> Percentage of Compliance</p>		

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Department of Correction and Rehabilitation
Pre-Release and Reentry Services Division
Rockville, Maryland

April 15-16, 2013

Visiting Committee Findings

Non-Mandatory Standards

Non-Compliance

Standard #4-ACRS-7B-06

THERE IS AN ANNUAL WRITTEN PERFORMANCE REVIEW OF EACH EMPLOYEE BASED ON DEFINED CRITERIA. THE RESULTS ARE DISCUSSED WITH THE EMPLOYEE, AND THE REVIEW IS SIGNED BY THE EMPLOYEE AND THE EVALUATOR.

FINDING

Some of the facility written performance review samples provided did not have accurate annual review or had a review for a two year period. In addition, the agency's policy is to develop a performance plan and expectations at the beginning of the review period, however, this was not provided with the five random samples reviewed.

Although some of the samples were for a two year period, the administration is demonstrating a notable effort to bring the annual review process into compliance.

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Visiting Committee Findings

Non-Mandatory Standards

Not Applicable

Standard #4-ACRS-4C-14-1 ADDED JANUARY 2003.

WHERE NURSING INFANTS ARE ALLOWED TO REMAIN WITH THEIR MOTHERS, PROVISIONS ARE MADE FOR A NURSERY, STAFFED BY QUALIFIED PERSONS, WHERE THE INFANTS ARE PLACED WHEN THEY ARE NOT IN THE CARE OF THEIR MOTHERS.

FINDING

This facility does not allow infants to remain with their mothers after their birth.

Standard #4-ACRS-4C-17

IF TREATMENT IS PROVIDED BY HEALTH-CARE PERSONNEL OTHER THAN A PHYSICIAN, DENTIST, PSYCHOLOGIST, OPTOMETRIST, PODIATRIST, OR OTHER INDEPENDENT PROVIDER SUCH TREATMENT IS PERFORMED PURSUANT TO WRITTEN STANDING OR DIRECT ORDERS BY PERSONNEL AUTHORIZED BY LAW TO GIVE SUCH ORDERS.

FINDING

All treatment at this facility is provided by a physician, psychologist, optometrist, podiatrist, or other independent providers.

Standard #4-ACRS-5A-26

THE FACILITY'S LOCATION FACILITATES ACCESS TO AND THE USE OF COMMUNITY-BASED SERVICES, RESOURCES, AND PUBLIC TRANSPORTATION. [NEW CONSTRUCTION ONLY]

FINDING

This facility is not new construction.

Standard #4-ACRS-6A-04-1 ADDED JANUARY 2002.

THE ASSIGNMENT OF APPROPRIATELY TRAINED INDIVIDUALS TO ASSIST DISABLED OFFENDERS WHO CANNOT OTHERWISE PERFORM BASIC LIFE FUNCTIONS IS PROVIDED.

FINDING

Residents who cannot perform basic life functions are not housed at this facility.

Standard #4-ACRS-7A-02

A SOLE PROPRIETOR OPERATING A FACILITY IS ABLE TO DOCUMENT THAT NECESSARY LEGAL MEASURES HAVE BEEN TAKEN TO PROVIDE CONTINUITY OF SERVICE IN THE EVENT OF BANKRUPTCY, INCAPACITATION, RETIREMENT, OR DEATH.

FINDING

A sole proprietor is not operating this facility.

Standard #4-ACRS-7A-03

THE AGENCY SATISFIES PERIODIC FILING REQUIREMENTS NECESSARY TO MAINTAIN ITS LEGAL AUTHORITY TO CONTINUE OPERATIONS. (PRIVATE AGENCIES ONLY).

FINDING

This facility is a government facility not a private agency.

Standard #4-ACRS-7A-04

AT A MINIMUM, THE BYLAWS FOR THE GOVERNING AUTHORITY OF THE AGENCY INCLUDE:

- MEMBERSHIP (TYPES, QUALIFICATIONS, COMMUNITY REPRESENTATION, RIGHTS, DUTIES)
- SIZE OF GOVERNING BODY
- METHOD OF SELECTION
- TERMS OF OFFICE
- DUTIES AND RESPONSIBILITIES OF OFFICERS

- TIMES AUTHORITY WILL MEET
- COMMITTEES
- PARLIAMENTARY PROCEDURES
- RECORDING OF MINUTES
- METHOD OF AMENDING THE BYLAWS
- CONFLICT OF INTEREST PROVISIONS
- QUORUM

FINDING

This facility is a government facility not a private agency.

Standard #4-ACRS-7D-29

WHERE A COMMISSARY OR CANTEEN IS OPERATED FOR OFFENDERS, CANTEEN FUNDS ARE AUDITED INDEPENDENTLY FOLLOWING STANDARD ACCOUNTING PROCEDURES. AN ANNUAL FINANCIAL STATUS REPORT IS AVAILABLE AS A PUBLIC DOCUMENT.

FINDING

A commissary or canteen is not operated for residents at this facility.

Standard #4-ACRS-7D-30

ANY FINANCIAL TRANSACTIONS PERMITTED BETWEEN OFFENDERS, OFFENDERS AND STAFF, OR OFFENDERS AND VOLUNTEERS MUST BE APPROVED BY THE FACILITY ADMINISTRATOR.

FINDING

Financial transactions between offenders and staff, or offenders and volunteers are not allowed at this facility.

Significant Incident Summary

This summary is required to be provided to the chair of your audit team upon their arrival. The information contained on this form will also be summarized in the narrative portion of the visiting committee report and will be incorporated into the final report. It should contain data for the last 12 months; indicate those months in the boxes provided. Please type the data. If you have questions on how to complete the form, please contact your regional manager.

Facility: Montgomery County Pre-Release Reentry Services

Year: April 2012 - March 2013

Incidents		Months											
		Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Assault: Offenders/ Offenders*	Indicate types (sexual**, physical, etc.)		P		P	P	P	P		P		P	P
	# With Weapon	0	0	0	0	0	0	0	0	0	0	0	0
	# Without Weapon	0	2	0	1	2	2	2	0	2	0	1	2
Assault: Offender/ Staff	Indicate types (sexual**, physical, etc.)												
	# With Weapon	0	0	0	0	0	0	0	0	0	0	0	0
	# Without Weapon	0	0	0	0	0	0	0	0	0	0	0	0
Number of Forced Moves Used***	(Cell extraction or other forced relocation of offenders)	0	0	0	0	0	0	0	0	0	0	0	0
Disturbances****		0	0	0	0	0	0	0	0	0	0	0	0
Number of Times Chemical Agents Used		0	0	0	0	0	0	0	0	0	0	0	0
Number of Times Special Reaction Team Used		0	0	0	0	0	0	0	0	0	0	0	0
Four/Five Point Restraints	Number	0	0	0	0	0	0	0	0	0	0	0	0
	Indicate type (chair, bed, board, etc.)												
Offender Medical Referrals as a Result of Injuries Sustained	#'s should reflect incidents on this form, not rec or other source	0	0	0	0	0	0	0	0	0	0	0	0
Escapes	# Attempted	0	0	0	0	0	0	1	0	0	0	0	0
	# Actual	1	0	0	1	0	0	1	2	0	0	0	0
Substantiated Grievances (resolved in favor of offender)	Reason (medical, food, religious, etc.)	Misc	Misc	Misc	Mis	Mis	Misc	Misc	Misc	Misc	Misc		Misc
	Number	3	13	5	4	3	5	2	1	3	3	0	2
Deaths	Reason (violent, illness, suicide, natural)												
	Number	0	0	0	0	0	0	0	0	0	0	0	0



Standard	Outcome Measure	Numerator / Denominator	Value	Calculated O.M
1A	(1)	Number of worker compensation claims filed for injuries that resulted from the physical environment in the past 12 months	1	
	divided by	Average number of Full-Time Equivalent staff positions during the past 12 months	58	0.017
	(2)	Number of illnesses requiring medical attention as a result of the physical environment of the facility in the past 12 months	0	
	divided by	Average Daily Offender Population for the past 12 months	128	0
	(3)	Number of physical injuries or emotional trauma requiring treatment as a result of the physical environment of the facility in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0
	(4)	Number of sanitation or health code violations identified by external agencies in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0
1B	(1)	Number of accidents resulting in property damage in the past 12 months	0	
	divided by	total number of miles driven in the past 12 months unless otherwise noted	36,682	0
	(2)	Number of accidents resulting in injuries requiring medical treatment for any party in the past 12 months	0	
	divided by	Total number of miles driven in the past 12 months unless otherwise noted.	36,682	0
	(3)	Amount (\$) of damage from vehicle accidents in the past 12 months.	0	
	divided by	Total number of miles driven in the past 12 months unless otherwise noted.	36,682	0
1C	(1)	Number of emergencies, caused by forces external to the facility, that result in property damage in the past 12 months.	1	
	divided by	Average Daily Offender Population for the Past 12 Months.	128	0.007
	(2)	Number of injuries, caused by forces external to the facility, requiring medical attention that results from emergencies in the past 12 months.	0	

	divided by	Average Daily Offender Population for the Past 12 Months.	128	0
	(3)	Number of times that normal facility operations were suspended due to emergencies caused by forces external to the facility in the past 12 months.	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	128	0
	(4)	Number of hours that facility operations were suspended due to emergencies caused by forces external to the facility in the past 12 months	0	
	divided by	Number of emergencies caused by forces external to the facility.	0	0
	(5)	Number of emergencies that were not caused by forces external to the facility that resulted in property damage in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	128	0
	(6)	Number of injuries requiring medical attention that result from emergencies that were not caused by forces external to the facility in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	128	0
	(7)	Number of times that normal facility operations were suspended due to emergencies that were not caused by forces external to the facility in the past 12 months.	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	128	0
	(8)	Number of hours that facility operations were suspended due to emergencies that were not caused by forces external to the facility in the past 12 months.	0	
	divided by	Number of emergencies.	2	0
	(9)	Number of injuries requiring medical treatment resulting from fires in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0
	(10)	Number of fires that resulted in property damage in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	128	0
	(11)	Amount (\$) of property damage from fire in the past 12 months	0	

	divided by	Average Daily Offender Population for the Past 12 Months.	128	0
	(12)	Number of code violations cited in the past 12 months	1	
	divided by	Average Daily Offender Population for the Past 12 Months.	128	0.007
	(13)	Number of incidents involving toxic or caustic materials in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	128	0
	(14)	Number of incidents of inventory discrepancies during the past 12 months	5	
	divided by	Average Daily Offender Population for the Past 12 Months.	128	0.039
2A	(1)	Number of incidents in the past 12 months	6 escapes	
	divided by	Average Daily Offender Population for the Past 12 Months.	128	0.046
	(2)	Number of physical injuries or emotional trauma requiring treatment as a result of the incidents in the past 12 months.	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	128	0
	(3)	Number of unauthorized offender absences from the facility in the past 12 months	6	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0.046
	(4)	Number of times facility did not report offender absence to the responsible jurisdiction within the established time.	0	
	divided by	Number of unauthorized offender absences	10	0
	(5)	Number of instances of unauthorized access to the facility in the past 12 months	1	
	divided by	Average Daily Offender Population for the Past 12 Months.	128	0.007
2B	(1)	Number of instances in which force was used in the past 12 months.	1	
	divided by	Average Daily Offender Population for the Past 12 Months.	128	0.007
	(2)	Number of times that staff uses of force was found to have been inappropriate in the past 12 months.	0	
	divided by	number of instances in which force was used	1	0

	(3)	Number of offender grievances filed alleging inappropriate use of force in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	128	0
	(4)	Number of grievances alleging inappropriate use of force decided in favor of offender in the past 12 months.	0	
	divided by	number of grievances alleging inappropriate use of force filed	1	0
	(5)	Number of injuries requiring medical treatment resulting from staff use of force in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months.	128	0
2C	(1)	Number of incidents involving contraband in the past 12 months	208	
	divided by	Average Daily Offender Population for the Past 12 Months.	128	1.625
	(2)	Number of weapons found in the facility in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0
	(3)	Number of controlled substances found in the facility in the past 12 months	9	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0.07
2D	(1)	Number of incidents involving keys in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0
	(2)	Number of incidents involving tools in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0
3A	(1)	Number of rule violations in the past 12 months	1,571	
	divided by	Average Daily Offender Population for the Past 12 Months	128	12.27
	(2)	Number of offenders terminated from the facility due to rule violations in the past 12 months	61	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0.476
4A	(1)	Number of documented offender illnesses attributed food service operations in the past 12 months	0	

	divided by	Average Daily Offender Population for the Past 12 Months	128	0
	(2)	Number of offender grievances about food service decided in favor of the offender the past 12 months	0	
	divided by	Number of offender grievances about food service in the past 12 months.	0	0
	(3)	Number of violations cited by independent authorities for food service sanitation in the past 12 months	0	
4B	(1)	Offender grievances regarding offender access to personal hygiene decided in favor of the offender in the past 12 months	0	
	divided by	Number of offender grievances about access to personal hygiene in the past 12 months	0	0
4C	(1)	Number of suicide attempts in the past 12 months	1	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0.007
	(2)	Number of offender suicides in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0
	(3)	Number of offender grievances regarding access to health care in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0
	(4)	Number of offender health care access complaints that are found to have merit in the past 12 months	0	
	divided by	Number of offender grievances regarding access to health care in the past 12 months	2	0
	(5)	Number of court suits filed against the facility challenging access to health care in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0
	(6)	Number of health care access court cases decided against the facility in the past 12 months	0	
	divided by	Number of court suits filed against the facility challenging access to health care in the past 12 months	0	0
5A	(1)	Number of offenders who are employed upon release in the past 12 months	252	
	divided by	Number of offenders released in the past 12 months	463	0.54
	(2)	Number of offenders who move into permanent housing upon release in the past 12 months	395	

	divided by	Number of offenders released in the 12 months	463	0.85
	(3)	Number of offender substance abuse tests for which the results were positive in the past 12 mos.	27	
	divided by	Number of tests administered in the past 12 months	15,652	0.0017
	(4)	Total number of offenders who successfully completed the program in the past 12 months	378	
	divided by	Number of offenders who left the program in the past 12 months	463	0.816
	(5)	Number of offenders who showed improvement as measured by the objective assessment instrument prior to release in the past 12 months	555	
	divided by	Number of offenders released in the past 12 months	463	1.19
	(6)	Number of offenders who were arrested while in residence in the past 12 months	3	
	divided by	Daily Offender Population for the Past 12 Months	128	0.023
6A	(1)	Total number of offender grievances in the past 12 months, regarding: (a) access to court; (b) mail or correspondence; (c) sexual harassment; (d) discipline; (e) discrimination; (f) protection from harm	0	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0
	(2)	Number of offender grievance (see a through e above) decided in favor of offenders in the past 12 months	0	
	divided by	Total number of grievances filed in the past 12 months	127	0
	(3)	Total number of offender court suits alleging violation of offender rights filed against the facility in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0
	(4)	Number of offender court suits alleging violation of offender rights decided in favor of offenders in the past 12 months	0	
	divided by	Total number of offender suits filed in the past 12 months	0	0
6B	(1)	Number of offender grievances regarding discrimination in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0

	(2)	Number of offender grievances regarding discrimination resolved in favor of offenders in the past 12 months	0	
	divided by	Total number of offender grievances filed regarding discrimination in the past 12 months	0	0
	(3)	Number of grievances resolved in favor of offenders in the past 12 months	44	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0.343
	(4)	Number of grievances resolved in favor of offenders in the past 12 months	44	
	divided by	Total number of grievances filed in the past 12 months	126	0.349
6C	(1)	Number of disciplinary incidents resolved informally in the past 12 months	1,274	
	divided by	Average Daily Offender Population for the Past 12 Months	128	9.95
	(2)	Number of formal offender disciplinary decisions that were are appealed in the past 12 months	62	
	divided by	Total number of disciplinary decisions made in the past 12 months	1,737	0.035
	(3)	Number of appealed disciplinary decisions decided in favor of the offender in the past 12 months	8	
	divided by	Total number of disciplinary decisions made in the past 12 months	1,737	0.004
	(4)	Number grievances filed by offenders challenging disciplinary procedures in the past 12 months	62	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0.48
	(5)	Number of disciplinary-related grievances resolved in favor of the offender in the past 12 months	8	
	divided by	Total number of disciplinary-related grievances filed in the past 12 months	62	0.129
	(6)	Number of court suits filed against the facility regarding discipline in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0
	(7)	Number of court cases regarding discipline decided against the facility in the past 12 months	0	
	divided by	Total number of court decisions regarding discipline decided in the past 12 months	0	0

	(8)	Number of rule violations in the past 12 months	1,571	
	divided by	Average Daily Offender Population for the Past 12 Months	128	12.27
	(9)	Number of offenders terminated from the facility due to rule violations in the past 12 months	61	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0.476
6D	(1)	Number of offenders released in the past 12 months who made regular payments toward their restitution obligations	62	
	divided by	Number of offenders who had restitution obligations in the past 12 months	64	0.986
	(2)	Number of offenders who satisfy their court cost/fines obligations in the past 12 months	1	
	divided by	Number of offenders who had court cost/fine obligations in the past 12 months	28	0.035
	(3)	Total amount of restitution paid by offenders in the past 12 months	\$1,440	
	divided by	Average Daily Offender Population for the Past 12 Months	128	\$11.25
	(4)	Total number of hours of community service donated by offenders in the past 12 months	1,636	
	divided by	Average Daily Offender Population for the Past 12 Months	128	12.78
	(5)	Total number of offenders who participated in restitution in the past 12 months	64	
	divided by	Total number of offenders housed in the past 12 months	579	0.11
	(6)	Total number of offenders who participated in community service work in the past 12 months	409	
	divided by	Total number of offenders housed in the past 12 months	579	0.706
	(7)	Total number of offenders who participated in victim awareness programs in the past 12 months	80	
	divided by	Total number of offenders housed in the past 12 months	579	0.138
	(8)	Total amount of restitution paid by offenders in the past 12 months	\$1,440	
	divided by	Total number of offenders housed in the past 12 months	579	\$2.48
	(9)	Total number of hours delivered by offenders who participated in community service work in the past 12 months	1,636	

	divided by	Total number of offenders housed in the past 12 months	579	2.82
		None	-----	
7B	(1)	Total number of years of staff members' education as of the end of the last calendar year	533	
	divided by	Number of staff at the end of the last calendar year	53	10.056
	(2)	Number of staff who left employment for any reason in the past 12 months	3	
	divided by	Number of fulltime equivalent staff positions in the past 12 months	58	0.051
	(3)	Total number of credit hours in course relevant to their facility responsibilities earned by staff participating in higher education in the past 12 months	58	
	divided by	Number of fulltime equivalent staff positions in the past 12 months	58	1
	(4)	Number of professional development events attended by staff in the past 12 months	55	
	divided by	Number of fulltime equivalent staff positions in the past 12 months	58	0.948
7C	(1)	Number of incidents in which staff were found to have acted in violation of facility policy in the past 12 months	2	
	divided by	Number of fulltime equivalent staff positions in the past 12 months	58	0.038
	(2)	Number of staff terminated for conduct violations in the past 12 months	0	
	divided by	Number of fulltime equivalent staff positions in the past 12 months	58	0
	(3)	Number of offender grievances attributed to improper staff conduct which were upheld in the past 12 months	2	
	divided by	Number of offenders grievances alleging improper staff conduct filed in the past 12 months	50	0.04
	(4)	Number of offender grievances attributed to improper staff conduct which were upheld in the past 12 months	2	
	divided by	Average Daily Population for the past 12 months	128	0.015
	(5)	Where staff are tested, the number of staff substance abuse tests failed in the past 12 months	0	
	divided by	Number of staff substance abuse tests administered in the past 12 months	0	0

7D	(1)	Net amount of budget shortfalls or surplus at the end of the last fiscal year (budget less expenditures)	0	
	divided by	Budget for the past 12 months	\$6,498,803	0
	(2)	Number of material audit findings by an independent financial auditor at the conclusion of the last audit	0	
	(3)	Number of grievances filed by offenders regarding their records or property in the past 12 months	1	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0.007
	(4)	Number of offender grievances (records/property) decided in favor of offenders in the past 12 months	6	
	divided by	Total number of offender grievances (records/property) in the past 12 months	12	0.5
	(5)	Number of objectives achieved in the past 12 months	15	
	divided by	Number of objectives for the past 12 months	20	0.75
	(6)	Number of program changes made in the past 12 months	10	
	divided by	Number of program changes recommended in the past 12 months	10	1
7E	(1)	Number of grievances filed by staff in the past 12 months	3	
	divided by	Number of fulltime equivalent staff positions in the past 12 months.	58	0.05
	(2)	Number of staff grievances decided in favor of staff in the past 12 months	0	
	divided by	Total number of staff grievances in the past 12 months	3	0
	(3)	Total number of years of staff members' experience in the field as of the end of the last calendar year	588	
	divided by	Number of staff at the end of the last calendar year (e.g. Average number of years experience)	53	11.09
	(4)	Number of staff termination or demotion hearings in which the facility decision was upheld in the past 12 months	0	
	divided by	Number of staff termination or demotion hearings requested in the past 12 months	0	0
7F	(1)	Total number of hours of volunteer service delivered by members of the community in the past 12 months	2,205	

	divided by	Average Daily Offender Population for the Past 12 Months	128	17.22
	(2)	Total number of individual community members who provided voluntary service in the past 12 months	49	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0.38
	(3)	Total number of complaints filed by media regarding access to information in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0
	(4)	Total number of positive statements made by media regarding the facility in the past 12 months	2	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0.015
	(5)	Total number of complaints from the community in the past 12 months	0	
	divided by	Average Daily Offender Population for the Past 12 Months	128	0
	(6)	Total number of hours of community service work delivered by offenders in the past 12 months	1,636	
	divided by	Average Daily Offender Population for the Past 12 Months	128	12.78