



DEPARTMENT OF CORRECTION AND REHABILITATION

Isiah Leggett
County Executive

Arthur M. Wallenstein
Director

Presentation Notes for DOCR Presentation to Victim Services Advisory Board October 25, 2012

Victim Notification

1. **DOCR Records Section Notifications:** The DOCR Records section contacts victims upon the release of an individual in custody from Detention Services and Pre-Release and Reentry Services Divisions for those cases where it has received a notification form. There are two notification forms: the Domestic Violence Victim Notification form and the Crime Victim Notification Request and Demand for Rights form (see attached).
 - a. The Domestic Violence Victim Notification form is often filled out by the responding police officer to a domestic dispute who is bringing in the alleged abuser to CPU. At the scene, the police officer will take the alleged victim aside and ask if she wants to be notified if the alleged assailant is released from either CPU or, if they have been booked into the jail, from their release from detention services or PRRS.
 - b. The Crime Victim Notification Request and Demand for Rights form is often filled out by victims with the assistance of the State Attorney's Office for cases that are prosecuted (see attached). These forms can come over from the court with the commitment documents or at a later point.
 - c. Victims are notified by telephone on the day of release or one-day prior to release in the case of a holiday or weekend. If the victim does not answer, the DOCR will leave a message. The DOCR will call a second time if it cannot leave a message.
 - d. On 10/19/12, the DOCR had 100 victim notification forms on files out of a total of 1,048 in custody. These forms are kept in red folders.
2. **DOCR Pre-Trial Division Victim Notification:** Case Managers on all domestic violence cases send a letter directly to the victim after the intake interview.
 - a. The letter informs victims that the offender has been released from commitment and will be supervised by the Pre-Trial program.
 - b. The letter includes contact information for the Police, State's Attorney Office and Pre-Trial Services and instructs the victim to call those offices if the offender intimidates or poses any danger to them.
3. **Victim Information and Notification Everyday (VINE):** VINE is a national information system that provides information on the custody status of offenders and upcoming court system either by telephone or email.
 - a. Any individual can sign-up with VINE to request notification on the custody status of an individual.
 - b. The notification system operates 24 hours a day in the languages of Spanish and English. It is automated but also has 24/7 operator assistance available.

- c. Updated offender records are automatically sent to the center as often as every 15 minutes.
- d. Notification can occur through in one of two ways:
 - i. E-mail: one e-mail notification will be sent for each change in custody status
 - ii. Telephone: the listed telephone number will be called by the VINE automated notification system and the recipient will be asked to enter their PIN number to verify receipt of information. If a PIN verification is not received a message will be left on the answering service/machine (if available) and the service will continue to call at regular intervals for up to 24 hours in an attempt to get PIN verification.
- e. DOCR encourages every single agency that comes in contact with a victim to ask if the victim has registered with VINE. The Department encourages all agencies to do so as VINE is real and effective.
- f. MD website: <http://www.goccp.maryland.gov/victim/vine.php>
- g. Notification alert events
 - 2.1 Release
 - 2.2 Escape
 - 2.3 Return from escape
 - 2.4 Death
 - 2.6 Work release
 - 2.7 Home detention
 - 2.8 Transfer
 - 2.9 Transfer to Perkins state hospital
 - 2.10 Scheduled release—advanced—30dys
 - 2.11 Transfer after rebook
 - 2.12 Unsuccessful notification
 - 2.13 Agency outage
 - 2.14 Agency restored
 - 2.15 DOC release
 - 2.16 DOC escape
 - 2.17 DOC return to custody
 - 2.18 DOC death
 - 2.19 DOC unsupervised custody
 - 2.21 DOC home detention
 - 2.22 DOC schedule release advance—30dys
 - 2.23 DOC schedule release advance—3dys
 - 2.24 DOC transfer
 - 2.25 DOC transfer to Perkins state hospital
 - 2.28 Court Event Rescheduled
 - 2.29 Court Event Cancellation
 - 2.30 Court Event Notification (used for Court Trial, Plea, Sentencing and Hearing)
 - 2.31 Bench Warrant
 - 2.32 Case Forwarded to Circuit Court Notification
 - 2.33 Case Closed
 - 2.34 SO Compliance – no longer (Absconded)
 - 2.35 SO In Compliance (Returned)
 - 2.36 SO Address Change (within state of MD)
 - 2.37 SO Relocated – (out-of-state)
 - 2.38 SO End of Requirement
 - 2.39 SO Deported
 - 2.40 SO Rearrested
 - 2.41 SO Released from Custody
 - PAROLE AND PROBATION NOTIFICATIONS
 - 2.42 P&P – Release from Supervision
 - 2.44 P&P – Violation Hearing Results
 - 2.45 P&P –Change in Supervising Agent
 - 2.46 P&P – Transfer In and Out of State

Sample script for Transfer from Detention Services to PRRS

This offender was placed in pre-release status within the Department of Correction and Rehabilitation and has been transferred to the Montgomery County Pre-release Center. The offender will be participating in pre-release activities in the community and will reside at the Pre-release Center, located at 11651 Nebel Street, Rockville, Maryland, 20852. If you have any concerns about this offender, please call the Pre-release Center. The telephone number is (240) 773-4200. If you have any concerns about your immediate safety, call 911.

Operational Procedures to Safeguard Victims Rights and Safety

1. **Victim Calls:** Pre-Trial, Pre-Release and Reentry Services, and Detention Services Divisions investigate all calls received from victims stating the offender has been harassing or violating a stay away order to determine whether a violation report is warranted.
2. **Sex Offender Management:** All three divisions ensure that sex offenders are in compliance with court orders and sex offender registration requirements.
 - a. DOCR Records Section ensures that a four-page form titled “Department of Public Safety & Correctional Services Maryland Online Sex Offender Registration” is

completed for sex offenders booked into the jail (see attached the first two-pages) . The form captures demographic, offense, registration, address, employment, and vehicle information, and fully informs the offenders of their obligations to registrar within 72 hours of release. The form is forward to the Montgomery County's Police Sex Offender Registration Specialist and the Department of Public Safety and Correctional Services on the day of or before of discharge.

- b. Pre-Release and Reentry Services Division will register all sex offenders within one week of their arrival in-person at police headquarters.
- c. Pre-Trial and Pre-Release and Reentry Services Division will use electronic monitoring, person-to-person contacts including home visits, and on-site community verifications in supervising sex offenders.
 - i. All offenders at PRRS are on GPS electronic monitoring.
 - ii. Pre-Trial will place offenders on GPS with court orders requirements or through their discretionary decision-making authority.
 - iii. The GPS technology allows for agency notification when an individual has entered an exclusion zone and/or is not following his schedule of departures and arrivals from a home location.
 - iv. Staff monitors do not monitor GPS in real time but respond to alerts. PRRS has coverage to respond to alerts 24/7. Pre-Trial will respond to alerts during normal business hours.
- d. Sex offender treatment
 - i. PRRS requires all sex offenders to receive sex offender treatment. They are responsible for covering all or part of the fees if they are working; otherwise PRRS will subsidize treatment costs up and till they begin work.
 - ii. Pre-Trial will support clients continuing to see sex offender treatment. It is rarely ordered by the court although it will substitute for court –ordered mental health treatment.
- e. Case loads
 - i. Pre-Trial had 55 clients with sex offense cases on 10/19/12 all assigned to one case manager on a specialized case load. Sex offenders are visited at home twice as frequently as in other cases.
 - ii. PRRS generally maintains a daily census of between 10-15 residents with sex offense histories and they are assigned to one case manager.
- f. DOCR staff from Pre-Trial and PRRS participate in quarterly meetings with the Sex Offender Management Team (probation, parole, police, DOCR, SAO, treatment provider) held in County's offices on Calhoun Street. Police Officer Sheila Lipton chairs this meeting.

3. Domestic Violent Offender Management: All three Divisions pay keen attention to offenders accused or convicted of domestic violence offenses.

- a. Pre-Trial and Pre-Release and Reentry Services Divisions will use electronic monitoring, person-to-person contacts including home visits, and on-site community verifications in supervising offenders accused or convicted of domestic violence.
- b. Pre-Trial will enforce court-ordered treatment with the County's Abused Persons Program (APP). PRRS will refer individuals to APP programs on occasion. From 1/1/12 to 9/30/12, 29 PRRS clients had enrolled in APP.

- c. For FY12, Pre-Trial received 626 Domestic Violence referrals and supervised an average of 114 cases per month.
- d. Pre-Trial and PRRS hold their clients accountable for abiding by the protective order
- e. At PRRS, if a protective order is about to expire or has expired, or if the protective order does allow some limited contact, PRRS Case Managers will carefully contact the victim to determine her wishes. If the victim indicates that the relationship will continue and/or that there are children in custody, the Case Manager has discretion to supervise visits at PRRS and also will provide counseling and referral for mediation if that relationship is going to continue.
- f. The Department maintains strong relationships with other criminal justice stakeholders in tracking and responding to domestic violence offenses. These include the State Attorney's Office, the Courts, the Police, Public Defenders, and the Sheriff's office which supervises the Family Justice Center. Meetings include
 - i. Weekly ALERT meeting chaired by the Director of FJC.
 - ii. Quarterly meetings of the Domestic Violence Coordinating Council
 - iii. Domestic Violence Lethality Review Board chaired by State Attorney Laura Chase