



Department of Public Safety and Correctional Services

Maryland Commission on Correctional Standards

300 EAST JOPPA ROAD • SUITE 1000 • TOWSON, MARYLAND 21286-3020
(410) 339-6373 • FAX (410) 339-6306 • V/TTY (800) 735-2258 • www.dpccs.maryland.gov

STATE OF MARYLAND

LAWRENCE J. HOGAN, JR.
GOVERNOR

BOYD K. RUTHERFORD
LT. GOVERNOR

STEPHEN T. MOYER
SECRETARY

WILLIAM STEWART
DEPUTY SECRETARY
ADMINISTRATION

J. MICHAEL ZEIGLER
DEPUTY SECRETARY
OPERATIONS

RHEA L. HARRIS
ASSISTANT SECRETARY
PROGRAMS AND SERVICES

DAVID N. BEZANSON
ASSISTANT SECRETARY
CAPITAL PROGRAMS

ROBERT L. GREEN
CHAIRMAN

HOWARD RAY, JR.
EXECUTIVE DIRECTOR

MONTGOMERY COUNTY PRE-RELEASE AND REENTRY SERVICES

AUDIT REPORT

MARCH 29, 2018

An audit of the Montgomery County Pre-Release and Reentry Services was conducted on October 31 – November 3, 2017 by Commission staff and three Duly Authorized Inspectors. This Final Report will be reviewed by the Commission on Correctional Standards at its meeting on March 29, 2018.

SUMMARY

The Montgomery County Pre-Release and Reentry Services houses male and female residents who are classified at the pre-release level of security. Transitional Services and programs are available for residents to prepare them for reintegration into the community. The Montgomery County Pre-Release and Reentry Services come under the Administrative authority of the Montgomery County Division of Corrections Director Robert Green and is managed daily by Division Chief Angela Talley.

AUDIT RESULTS

After a thorough review of the required documentation, the Montgomery County Pre-Release and Reentry Services was found to be in total compliance with all of the standards for an Adult Community Correctional Facility at an initial MCCA audit.

AUDIT PROCESS

The administration and staff were well prepared for the audit. The pre-audit materials were submitted to MCCA prior to the audit. The majority of the documentation was located in the multipurpose room. The documentation was very well organized by the audit coordinator, which enabled the audit team to complete the audit a day ahead of the scheduled date of

completion. The staff was available to assist the auditors with questions that pertained to documentation, the facility operations and to provide escorts to specific areas where functions occur. The current manuals of standard operating procedures, emergency plans and post orders were reviewed by the auditors and found to be conducive to the needs of the staff, residents and the local community.

FACILITY TOUR

The facility was toured by 2 groups of auditors. Sanitation was observed to be exceptional for the amount of movement in and out, as a community based facility. The auditors' cited 1 minor sanitation issues which was addressed prior to the end of the audit. The staff and residents have a daily commitment to a sanitary and orderly environment.

The facility has undergone several renovations during the audit period. The administrative area and front lobby area was reconfigured to provide a new front desk and open space for staff by removing a wall and remodeling the area behind the desk. The Montgomery County Department of Correction and Rehabilitation Pre-Trial Services programs were relocated to the Pre-Release Center. The former female housing Unit I was converted into staff office space, a client waiting area, and urine collection lab. Male Housing Unit II was renovated to create a separate 13 bed female housing unit, a 33 bed male housing unit as well as a staff office space. The facility was undergoing a roof replacement construction project, during the audit, and has a completion date of November 2017. It was observed that during the renovations, staff maintained security and order, during their daily operations.

The facility will continue with several renovation projects throughout 2017 and 2018. The construction for the Pre-Release Center Dietary Kitchen Project will begin in January 2018. The renovations will include a newly designed kitchen to extend the cafeteria size, a new staff lounge and restrooms, and the purchase of new kitchen appliances and equipment. An additional modular classroom will be added to the courtyard area, for staff and resident classes, meetings, and programs. Phase III of ADA remediation upgrades will include female and male housing rooms, a new health unit and restroom, accessible ramps for Unit I female unit and Unit IV male unit, signage, as well as other Center upgrades. Lastly, the extension of the facility parking lot for staff and visitors will occur in 2018.

CONCLUSION

In conclusion, the administration and staff at the Montgomery County Pre-Release and Reentry Services are dedicated to the vision and mission of the Montgomery County Department of Correction and Rehabilitation Pre-Trial Services. The facility continues to focus on the needs of the Montgomery County by providing services to residents who will transition back into their community. The staff is committed to implementing the standards as an integral management strategy in their daily operations of the facility.

The Montgomery County Pre-Release and Reentry Services is recommended for the Recognition of Achievement Award for total compliance with the standards of an Adult Community Correctional Facility.

Audit Activities

1. Facility: Montgomery County Pre-Release and Reentry Services **Date(s):** October 31 – November 2, 2017

2. Audit Team Members:

Code	Name	Title/Rank	Affiliation
A	Veronica Moore	Assistant Executive Director/ATL	MCCS
B	Cheryle Moyer	Senior Correctional Program Specialist	MCCS
C	Regina Russell	Correctional Program Specialist	MCCS
D	Robert Wilhelm	Correctional Classification Specialist II	Frederick CDC
E	Angelique Lucas	Sergeant	DRCF
F	Andre McInnis	Classification Supervisor	Howard CDC

3. Assigned Standards:

C	.01	Security/Inmate Control	D, E	.05	Inmate Rights
A, B, D	.02	Inmate Safety	F	.06	Classification
A	.03	Inmate Food Services	F	.07	Hearings
E	.04	Inmate Housing/Sanitation	F	.08	Administrative Record Keeping

4. Team Arrival/Departure Times:

Date: October 31 – November 2, 2017 Team: A-F Arrival: 9:00 a.m. Departure: 4:30 p.m.

5. Entrance Interview:

Date: October 31, 2017 Time: 9:00 a.m.

Audit Team Members Present: A-F

Facility Staff Present: Director Department of Correction Rehabilitation Robert Green, Division Chief Angela Talley, Deputy Chief Security and Operations Ivan Downing (Audit Coordinator), Deputy Chief of Programs and Services Ben Stevenson, Resident Supervisor III Jasper Ezeigbo (Audit Coordinator) and other invited staff.

6. Tour: 3 Groups

Date(s): October 31, 2017 Time: 9:30 a.m. – 11:00 a.m.

Audit Team Members: A, D-F

Escorts: Deputy Chief Security and Operations Ivan Downing, Deputy Chief of Programs and Services Ben Stevenson and Resident Supervisor III Jasper Ezeigbo.

7. Inmate Interviews:

Date: October 31, 2017 Time: 10:20 a.m. – 10:45 a.m. (M) Audit
10:15 a.m. – 11:00 a.m. (F)

Team Member(s): D and E

Characteristics: Males: 9 Females: 5 Location: GED Classroom (M)
Chief Administrative Office (F)

8. Staff Interviews:

Characteristics: Males: 6 Females: 4 Security: 4
Admin: 2 Medical: 2 Support: 2 Other: 0

9. Exit Interview:

Date: November 2, 2017 Time: 11:30 a.m.

Audit Team Members Present: A-F

Facility Staff Present: Division Chief Angela Talley, Deputy Chief Security and Operations Ivan Downing (Audit Coordinator), Deputy Chief of Programs and Services Ben Stevenson, Resident Supervisor III Jasper Ezeigbo (Audit Coordinator) and other invited staff.

10. Comments: The audit team was able to conduct the audit in 3 days instead of the allotted 4 days, thanks to the organization and responsiveness of the audit coordinator team concerning the audit's review and inquiries.

Descriptive Outline

- A. FACILITY: Montgomery County Pre-Release & Reentry Services
- B. CATEGORY: Adult Community Correctional Facility
- C. ADMINISTRATIVE AUTHORITY: Director Robert L. Green
- D. MANAGING OFFICIAL: Division Chief Angela Talley
- E. AUDIT COORDINATORS: Jasper Ezeigbo and Ivan Downing
- F. STAFFING PATTERNS (as of this date): for contractual; PT for part-time

Rank/Title	#Positions	#Pending MCTA	Male	Female	Minorities	Vacancies
1. Administrative Personnel						
A. Division Chief	1			1	1	0
B. Deputy Chief	2		2	0	1	0
C. Reentry Services Mgr.	1		1		1	0
D. Fiscal Services Supervisor	1		1		1	0
2. Security Personnel						
A. Resident Supervisor III Shift Supervisor	7		7		6	0
B. Resident Supervisor I/II	19	2	10	9	17	4
3. Treatment Personnel						
A. Case Managers	8	1	2	5	5	1
B. Work Release Coordinators	3		1	1	1	1
C. Screeners	2		1	1	1	0
D. Other						

4. Support Personnel

A. Dietary Officers	4		3	1	3	0
B. Clerical	2			1	1	1
C. Accounting	1			1	1	0

5. Medical Personnel

A. Physicians	Cntrc		2		1	0
B. Nurses (R.N., L.P.N)	1			1	1	0
C. Physician's Assistants						
D. Nurse Practitioners						
E. Dentists						
F. Mental Health Therapist	1 (PT)					1

G. PROGRAM/SERVICES:

1. Self-Help Activities

	#Participants	Frequency/Schedule
A. Inmate Council	N/A	N/A
B. Substance Abuse Counseling	40	Weekly
C. Mental Health Counseling/Therapy/ Psychologist/Psychiatrist	21	Weekly
D. Alcoholics Anonymous	23	Every Other Week
E. Narcotics Anonymous	40	Weekly
F. Sex Offender Treatment	2	Weekly
G. GED class	Varies	3 times a week (<35w/o diploma.)
H. Family/Marital	7	Weekly
I. Montgomery Works	Varies	Varies
J. Digital Literacy	All	Weekly
K. Religious Services	Varies	Weekly
L. Morning Meetings	Unemployed	Daily Mon-Fri until employed
N. Job Readiness/Retention	All	3 days during first week of transfer
O. Thinking For Change	All	4 days during first week of transfer
P. Thinking For A Change Aftercare	Varies	4 days during second week of transfer
Q. Jail Addiction Services (JAS) aftercare	Varies	1 evening a week
R. Meditation Orientation	All	1 time during first week of transfer
S. Meditation Group	Varies	1 evening a week

2. General Privileges

A. Library	Varies	As requested
B. Commissary	N/A	
C. Visiting	Varies	Available daily for all residents
D. Telephone Use	Varies	Available daily for all residents
E. Mail	Varies	Available daily for all residents
F. Exercise: Outdoor		Available daily for all residents
G. Recreation:		
Games		Available daily for all residents
TV		Available daily for all residents
Radios		Available daily for all residents

3. Institutional Programs/Trusty Assignments

	#Participants	Frequency/Schedule
A. Sanitation/Maintenance Workers	9	7-day coverage/5-day work week
B. Laundry	N/A	N/A
C. Kitchen	14	7-day coverage/5-day work week
D. Commissary	N/A	N/A
E. Other		

4. Off-Site Programs/Work Crews

#Participants	Frequency/Schedule
N/A	N/A

Adult Community Correctional Facilities

H. INMATE POPULATION (as of):	October 9, 2017	Differences†
1. Operating Capacity	143	-22
2. Males	103	-47
3. Females	13	-6
4. Total	116	-53
5. Held for Other Jurisdictions	0	0
6. Out of Other Jurisdictions	0	0
7. Special Confinement	0	0
a. Disciplinary Detention	0	0
b. Administrative Segregation	0	0
c. Protective Custody	0	0
d. Medical Isolation	0	0
8. Hospital/Infirmary	0	0
9. Inmate Characteristics:		
a. Average Age:	<u>32</u>	
b. % of Minorities:	<u>75%</u>	
c. Predominant Charges/Offenses:	<u>VOP/Drug Offenses</u>	
d. Average Sentence Length:	<u>92 Days</u>	
10. Work Release	<u>116</u>	

†To be calculated by M.C.C.S.

Physical Plant

The Montgomery County Pre-Release and Reentry Services is a 143-bed community correctional facility located in Rockville, Maryland. Owned and operated by Montgomery County, the Center was built in 1978 with 104-beds. In the 1980s, it was expanded to add additional beds for female residents, and in 1991, an additional 48-bed male housing unit was built. In 2016, Housing Unit I (the female resident housing Unit) was converted into a work office environment consisting of cubicle and work office spaces, reception area, lobby waiting office and urinalysis testing lab. Twelve (12) previous resident rooms were converted to staff offices, four (4) resident rooms were converted into a client waiting room, and expanded urinalysis collection and testing lab, and the area previously established as the Pre-Release Center Support Services office was converted to a client check-in/reception area for what is now Montgomery County Department of Corrections and Rehabilitation, Pre-Trial Services programs. The Pre-Release Center occupies approximately 55,000 square feet, and is situated on almost 3.75 acres of County land. The design of the two story-building incorporates brick and glass construction. The landscaped grounds include a central courtyard with picnic tables for visiting, a basketball court, and off street parking for residents, staff and visitors.

The Pre-Release and Reentry Services program is divided into four distinct housing units, an administration area and common areas. Each unit consists of rooms with one to three occupants. Bathrooms with porcelain toilets, showers and washbasins are located between most rooms. The main housing units are as follows: Unit 1 houses up to 13 female offenders; Unit II up to 26 male offenders; Unit III houses up to 46 male offenders; Unit IV was added to the facility in 1991 and houses up to 51 male offenders.

Each housing unit contains a large television area, visiting lounge, telephone, miscellaneous supply/storage mechanical rooms, a control center (Resident Supervisors office), and group meeting room and staff offices. Each housing unit also has an exterior patio with available bench seating. Each housing unit is equipped with laundry facilities.

The administrative area is in the front of the building behind the reception desk and houses offices of the Division Chief, the Deputy Chief of Security and Facility, and the Resident Supervisor III/Shift Supervisor work area.

The common areas include a large entrance lobby with newly installed electronic security doors that separate both the dining area and the main hallway leading to the housing units from the front entrance/lobby area, a spacious dining area, a well-equipped kitchen, two rooms and one office used to support residents in obtaining employment and to teach digital literacy skills. The Career Resource Center (CRC) was developed in 2006 and is equipped with several labs that have multiple computers allowing residents to seek employment and attend Montgomery College's Digital Literacy classes. Two classrooms adjoin an office used by the Resident Supervisor assigned to monitor the area, Work Release Coordinators who assists in supervising the Center and helping residents, as well as various volunteers who assist residents with resume writing and job searching techniques. Combined, the Career Resource Center, the cafeteria, and the Career Resource Center office provide offenders with a structured setting in which to develop resumes and apply for employment on-line while under direct staff supervision.

The common areas also include a corridor (main hallway) that connects units I/II, III, and IV, and provides access to a small administrative conference room, a moderate classroom (called the “Blue Room”), a medical office and exam room, a multi-purpose classroom, accounting office, records room, administrative staff offices, storage rooms and maintenance rooms. Along one end of the outdoor basket court is a modular classroom which was installed in 2003. The classroom provides the facility with additional space for programs, classes, training, staff meetings and the quarterly Community Advisory Board meetings.

The basement area, accessible from the exterior of the kitchen area, contains all electrical utility connections as well as the furnaces, water heaters, pumps, and water conditioning equipment. The facility is equipped with a comprehensive fire protection system including enunciator panels, smoke detectors, sprinklers, automatic door releases, fire extinguishers and evacuation plans. The system was fully upgraded in 2010/2011. In 2007, a 32-camera video surveillance system was installed at the Pre-Release Center allowing staff to monitor foot traffic and select areas of the facility and its perimeter. In June of 2016, 12 cameras and 1 Digital Video Recorder (DVR) were relocated from the previous Pre-Trial Services Facility on Ardennes Avenue in Rockville, to the Pre-Release Center. At that time, all three DVR units were upgraded, increasing the overall video storage capacity. The system digital records and stores images for approximately 120 days.

Significant Changes

A. Staffing

1. 2015- Creation of Community Corrections Division and selection of Division Chief of Community Corrections, which manages both Pre-Release and Reentry Services and Pre-Trial Services programs.
2. 2015 -Two (2) Correctional Specialist III positions were transferred from Pre-Release and Reentry Services to Pre-Trial Services.
3. 2015 - Two (2) Correctional Specialist II positions were transferred from Pre-Trial Services to Pre-Release and Reentry Services.
4. 2015 – Abolishment of one (1) Dietary Supervisor position at Pre-Release and Reentry Services and creation of one (1) Correctional Dietary Officer at Pre-Release and Reentry Services.
5. 2016 - Deputy Chief of Programs and Services position was vacated and filled.
6. 2016 – Deputy Chief of Security and Facilities was vacated and filled.
7. 2016- New Resident Supervisor III Schedules created.
8. 2017 – Abolishment of the Program Specialist II, accreditation position and the creation of one additional Resident Supervisor III position to address gaps in supervisory coverage/schedules.
9. 2017- Part-time Therapist added to Pre-Release and Reentry Services staffing complement.
10. 2017 – One (1) Correctional Specialist II position transferred to Detention Services.

B. Programs/Services

1. 2015 – Centralized Check-Out abolished for added security on all housing units.
2. 2015 – 24 hour “After Hour” electronic monitoring of Pre-Trial defendants implemented.
3. 2016 – ACT-Raising Safe Kids™ Parenting Program was implemented.
4. 2015-2017 ServSafe™ Food Handlers Course is offered quarterly at the Pre-Release Center. Four free scholarships are awarded to PRRS Residents for hosting classes.

C. Inmate Population

1. 2015 - Reduction in PRRS bed space due to relocation of Pre-Trial Services programs to former female housing unit.
2. 2015 – Reduction in Federal Bureau of Prison (FBOP) count at Pre-Release program due to limiting FBOP residents from areas not within Washington Metropolitan area.
3. 2016 – PRRS acceptance of Comprehensive Reentry Project (CORP) program participants.
4. 2016 – PRRS acceptance of Mental Health Court program participants.

D. Physical Plant

1. 2015 - Pre-Release Center Accessibility. Phase II of multi-phase construction project to bring PRC into compliance of Americans with Disability Act was completed. Phase II remediation upgrades included two (2) accessible restrooms for staff and visitors and a new accessible front desk.
2. 2016 – Montgomery County Department of Correction and Rehabilitation Pre-Trial Services programs were relocated to the Pre-Release Center. Former female housing Unit I was converted into staff office space, client waiting area, and urine collection lab. Male Housing Unit II was renovated to create a separate 13 bed female housing unit, a 33 bed male housing unit as well as a staff office space.
3. 2016 –Front and hallway security doors installed for added security.
4. 2017- Facility Improvements- as part of the County’s Energy Saving Performance Contract. All facility bathrooms have been retrofitted with low-flow toilets and shower heads, as well as faucet aerators. 120 HVAC units have been replaced with energy efficient units. Two (2) new water boiler units, one (1) new hot water heater, and two (2) new 318-gallon water tanks have been installed in the basement. In addition, a 65-kilowatt gas turbine (CHP Plant) has been installed. New LED lighting fixtures have been installed throughout the facility, resident rooms, staff offices, as well as perimeter and parking lot lights.
5. 2017- Facility Roof Replacement construction project initiated with expected completion date of November 2017.
6. 2017- Design phase completed and permits approved for the new Pre-Release Center Dietary Kitchen Project. Construction will begin in January 2018.

E. Major Equipment Purchases

1. 2015- 2016 Passenger Vehicles for program (1) 2015 Hyundai Sonata sedan, (1) 2016 Ford Sprinter Van, and (1) 2016 Ford Explorer SUV(No expense to PRC –Replacement for dead lined vehicles).
2. 2015 – DVR camera upgrade.

3. 2015 – Resident Dormitory Lockers.
4. 2015 – Resident rip resistant mattresses.
5. 2016 – DVR camera upgrade and purchase of additional security cameras.
6. 2016 – 70” Security camera monitor.
7. 2017 – Lockers for Front Lobby.
8. 2017 – Resident Bed Frames and Ladders.
9. 2017 – Cell Sense Body Scanner.

F. Future Plans

1. 2018 - Construction for Pre-Release Center Dietary Kitchen Project will begin. Renovations will include a newly designed kitchen, extended cafeteria size, the addition of a new Staff Lounge, restrooms, as well as new kitchen appliances and equipment.
2. 2018 - An additional modular classroom will be added to the courtyard area, for staff and resident classes, meetings, and programs.
3. 2018 – Phase III of ADA remediation upgrades to include female and male housing rooms, new health unit and restroom, accessible ramps for Unit I female unit and Unit IV male unit, signage, as well as other Center upgrades will occur.
4. 2018 - Extended facility parking lot for staff and visitors.