



HOWARD COUNTY SHERIFF'S OFFICE

ANNUAL REPORT

2017



Sheriff William J. McMahon

Sheriff Bill McMahon was appointed Sheriff by Governor Larry Hogan in 2016. Sheriff McMahon retired in 2014 from the Howard County Police Department after serving 30 years, including 8 years as Chief of Police. Sheriff McMahon has a Bachelor of Arts from the University of Maryland and a Master's degree from Johns Hopkins University. He is a graduate of the FBI National Academy and has served as president of the Maryland Chiefs of Police Association. Sheriff McMahon brings both experience and leadership to the Office.

DUTIES AND RESPONSIBILITIES

The Sheriff's Office is primarily responsible for court security and enforcement of court orders. Deputy Sheriffs retain the authority to make arrests and take all necessary law enforcement action to protect our citizens. Deputies also are empowered to issue motor vehicle citations and assist the Howard County Police Department, when needed. We work closely and collaboratively with the Howard County Government's public safety team to ensure that Howard County remains a safe place to live, visit and do business.

We are authorized for 56 sworn deputies, 19 civilian employees and one part-time employee. Our current team comes from diverse backgrounds and varied experiences who work together to provide quality service.



Major Donald Knott

Major Don Knott has over 40 years of law enforcement service including almost 20 years of command level experience. In his 15 years with the Sheriff's Office, he has lead Field Operations, Court Services, and Community Services. He has a Bachelor of Science in Technology and Management and a Master of Science in Management and Organizational Development, both obtained from the University of Maryland. As importantly, he has earned respect in the Office, but throughout Howard County Government and the greater Howard County community.



COURT SERVICES

Lieutenant Charles Gable

COURTHOUSE SECURITY

Courthouse Security performs duties directly related to the security of the Circuit Courthouse and of prisoners awaiting trial. In 2017, there were 1,639 court sessions held, 1,923 prisoners in lockup and 8,544 hours that deputies spent in court.

SUMMONS SERVICES

The Summons Services Unit operates highly visible patrol cruisers and are assigned to one of eight geographical patrol sectors in Howard County for service of criminal and civil process. They also issue traffic citations and assist the Howard County Police Department, when needed. In 2017, there were 31,121 summons and civil documents received, 24,903 of those were served.



TRANSPORT

The Transport Unit is responsible for transporting prisoners from the Howard County Detention Center to both the Circuit and District Courts. They are also responsible for the transportation of prisoners in the custody of the Howard County Detention Center to all courts within Maryland. In 2017, there was a total of 2,322 prisoners transported.



FIELD OPERATIONS

Lieutenant Matthew Ware

DOMESTIC VIOLENCE

The Domestic Violence Unit is dedicated to the enforcement of laws pertaining to family and domestic violence. In 2017, there were a total of 1,563 protective orders received; 989 of those orders were served by the HCSO within 24 hours. Additionally, there were a total of 140 protective orders received from other jurisdictions that were served by the HCSO.



WARRANTS

The Warrant Unit is responsible for apprehending and extraditing fugitives who are wanted on criminal grand jury indictments, bench warrants, and juvenile warrants from Circuit Court for Howard County. Warrant deputies are also responsible for all civil body attachments issued by the District Court. In 2017, there were 902 total warrants received by the HCSO with 715 of those served by arrest. An Extradition is the process when one state gives over an individual to another state for a criminal trial. There was a total of 40 extraditions in 2017. The Warrant Unit is also responsible for the MVA Suspension Program which allows a subject with an open warrant 31 days to turn themselves in or else their driving privilege is suspended. The Maryland Comptroller's Tax Refund Withheld Program withholds tax refunds to those with open warrants until the warrant is satisfied.





ADMINISTRATIVE SERVICES

Lieutenant Darrin Granger

LANDLORD/TENANT

The Landlord/Tenant Unit is responsible for the service of all related summonses and notices regarding the eviction process. In 2017, there were 20,915 failure to pay rent notices received; 20,255 were served. There were 5,781 warrants of restitution received; 4,751 were served. There were also 488 evictions executed.

EXPLOSIVE DETECTION K-9

Our K-9 team routinely scans the Howard County Circuit Courthouse and judicial officials' vehicles for explosive devices.



QUARTERMASTER/FLEET COORDINATOR

The Quartermaster/Fleet Coordinator is responsible for issuing and maintaining equipment to include uniforms and vehicles.



PUBLIC INFORMATION OFFICER

The Public Information Officer is responsible for keeping the community informed of any pertinent information and events involving the Howard County Sheriff's Office.

COMMUNITY OUTREACH

It is important for the HCSO to establish a solid relationship with the community by building trust between both the Office and the community. The Office has made steps to increase our community involvement through various activities as well as through social media outlets.



Initiatives for HopeWorks of Howard County



T.R.I.A.D.



Special Olympics' Polar Bear Plunge



Special Olympics' Bowling Tournament



Miller Branch Library's Community Safety Day



Howard County Government's Diversity Day



Police Pace



Senior 50+ Expo

Additional Community Outreach Activities:

HCPS Simulated Congressional Hearings

Police Week Memorial Ride

Honor Guard details

Annual Conference for the Maryland

Consortium of Criminal Justice Educators

National Night Out

HIGHLIGHTS

Development and implementation of a multi-year plan.

Our multi-year plan has given us a road map for the next several years. We have used it to prioritize our activities during the past year and plan for the future.

Involved in planning for new courthouse.

The Sheriff's Office is actively involved in the planning and design needs for a new Circuit Courthouse, which will serve the County for the next several decades. Our input on safety and security, as well as efficient Court operations, are critical. Part of this planning includes identifying temporary Office space for employees and functions currently located at the Dorsey Building.

Researched and decided on replacing older firearms.

The Office's current firearms are in need of replacement. Firearms instructors researched and tested multiple duty weapons and concluded that the Sig Sauer P-320 9mm would be our weapon in the future.

Trained additional staff on Crisis Intervention Training.

Crisis Intervention Training is hosted by the Howard County Police Department. This course was developed to address the special challenges to law enforcement posed by persons with mental illness and to better serve the community.

Narcan Training and implementation.

In response to the Opioid Crisis, all deputies and security officers have been trained in and issued Naloxone. This newly implemented program has already been credited with saving a life at the Courthouse.

Updated/developed HCSO social media outlets (website, Facebook, Twitter).

In order to better inform our community, we have updated our website to include HCSO policies. We have also increased Facebook posts and created a HCSO twitter account.

Revised policies and software to ensure accountability on Property Room.

Updated policies and procedures for handling property we take possession of, the majority of which are firearms. Purchased and implemented electronic scanner and computer database for property room inventory.

Revising personnel performance appraisal policy and forms.

Composing an updated annual evaluation system for all employees.

Created HCSO informational pamphlet and recruitment flyer.

This tool has assisted us in recruiting qualified candidates.

Ongoing review of policies.

Having policies that reflect current professional thinking on law enforcement operations is critical. We have updated over ten (10) General Orders and began review of over eleven (11) other General Orders.

LOOKING AHEAD – 2018

Actions being guided by multi-year plan.

Many of our 2017 objectives were guided by our multi-year plan to include procurement of weapons, establishing a community resource officer, and updating policy and procedures. In 2018, we will continue our efforts to implement the multi-year plan.

Continued planning for new courthouse.

The HCSO is actively involved in the design of the courthouse to include video, security, and lock-up facilities.

Temporary relocation of staff at the Dorsey Building.

We are actively reviewing suitable office locations for our temporary move. This is a challenge due to the unique requirements of our office i.e. Canine, property room, and quartermaster.

Continued review of policies, training, and equipment to support our employees.

We are currently reviewing all General Orders for updates and implementing new policies and procedures i.e. Special Police Officers

Implementation of employee appraisal system.

Composing an updated annual evaluation of all employees. This is in the development stage with implementation projected for 2018.

Procurement of and training on new firearms.

We have completed an evaluation of a new service weapon. We are in the process of ordering the weapons and training will be completed in the Summer/Fall of 2018.

Continued involvement in Community programs.

With a newly appointed community outreach deputy, we are renewing our community relationships (i.e. T.R.I.A.D., Special Olympics, HopeWorks.)

AWARDS & RECOGNITION

ANNUAL AWARDS 2016

Deputy of the Year:

Deputy Ella Greene

SUPERVISOR OF THE YEAR:

Sergeant Brian Baer

SECURITY OFFICER OF THE YEAR:

Kenneth Dirton Sr.

CIVILIAN OF THE YEAR:

Mike Helfrich

UNSUNG HERO:

Deputy David Manning

NOMINEES RECOGNIZED:

Deputy Mychael Thompson

Deputy Ryan Baer

Melanie Oberholzer

PTSC NON-ACADEMY INSTRUCTOR OF THE YEAR:

Deputy Steve Anderson

MISSION STATEMENT

The Mission of the Office of the Sheriff is to provide judicial enforcement and physical security for the Circuit Court, to provide a variety of quality services for citizens, and to assist other law enforcement agencies in maintaining law and order in Howard County.



PROFESSIONALISM – INTEGRITY - SERVICE

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