



Howard County Department of Corrections

2015 Annual Report



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Table of Contents

A Message from the County Executive	4
A Message from the Director	5
Mission Statement	6
Historical Overview	7
Organizational Chart	8
2015 Highlights	9
Administration	
Office of the Director	10
Deputy Director	10
Security Chief	10
Audit Compliance & Inmate Grievance Office	11
Administrative Records & Budget Section	11
Records	12
Information Systems	12
Staffing	12
Central Booking Facility	12
Custody & Control	13
Training	13
Honor Guard	14
Special Emergency Response Team	14
Firearms	14
Background Investigations	14
Armory	14
Emergency Preparedness	14
Classification	15
Community Programs	16
Work Release	16
Reentry	17
Dietary	18
Medical Services	18
Collaborative & Community Programs	19
GED/Adult Education Services	19
Project LEEP	20
Resource Center	21
Religious Services	21
Addiction Services	22
Maryland Criminal Justice Treatment Program	23
Healthy Howard	24
Reentry Mediation	25
Safe Food Handling Training Certification	25
Strengthening Families	25
Thinking for a Change	25
Staff Recognition	26-30
Statistics	31-36

A Message from the County Executive

Dear Fellow Citizens of Howard County:

I am pleased to present the Howard County Department of Corrections' 2015 Annual Report. This report documents the activities and highlights new initiatives of the Department of Corrections.

The Department of Corrections is responsible for the operation of the Howard County Detention Center, the Central Booking Facility, and the Community Service Program and is charged with providing a safe and humane environment to those incarcerated. This is accomplished by good security and control of the inmates, meaningful treatment programs and assisting inmates with their reintegration back into the community.

The staff of the Department of Corrections and partnering agencies are dedicated professionals who, along with many committed volunteers, strive to make the Department one of the best correctional agencies in the State of Maryland. The Department has established a practice of implementing "best practices" in the corrections profession. Also, the Department is utilizing evidence based programming strategies in preparing offenders for return to our community.



Allan H. Kittleman
County Executive

A Letter from the Director

Dear Citizens:

The 2015 annual report is intended to show the many facets of the Department of Corrections operations. The highlight section of this report is of note because it focuses on the new efforts that were achieved in 2015.

The Howard County Detention Center and Central Booking Facility continue to be recognized as outstanding facilities due to the dedicated staff, volunteers, and other state and county agencies that augment Department services.

I wish to express my appreciation to everyone who has helped us to reach our goals of providing and maintaining a high level of security to protect the community and the inmate also at the same time, the Department also offers a variety of treatment program to assist the inmate when he or she is released back into the community.

Sincerely,



Jack Kavanagh, Director
Department of Corrections

Mission Statement

The mission of the Howard County Department of Corrections is to protect the citizens of Howard County by providing a secure facility for persons legally confined in the County. The Department provides for the safety of the inmates/detainees and staff by maintaining a humane respectful living and working environment. It is also the policy of this Department that no inmate/detainee is discriminated against with regard to programs, services, or activities on the basis of race, religion, national origin, sex, disability, sexual orientation or political beliefs. It is also the Department's policy to adhere to all Adult Detention Center standards established by the Maryland Commission on Correctional Standards.

Historical Overview

Howard County's original jail, in Ellicott City, opened in 1878. The Emory Street Jail was built to accommodate 12 inmates. In 1975, the Division of Corrections was established under former County Executive Edward Cochran. Gerald H. McClellan was appointed as the division's first Director of Corrections. Several years later, the Division of Corrections was established as a Department.

Due to overcrowding conditions and an antiquated facility, the Department of Corrections sought and received funding for the construction of a new Detention Center. The Howard County Detention Center, in Jessup, opened in 1983 with a rated capacity of 108 inmates and actually housed 63 inmates at opening; within five years, the inmate population had greatly exceeded its rated capacity. The Department of Corrections again sought and obtained funding for the expansion of the Detention Center. The expansion was completed in 1994 with a rated capacity of 361 inmates.

Construction began in 2003 to move the County's arrest and booking facility from the southern district police station to the Howard County Department of Corrections. On March 28, 2005 the Central Booking Facility opened at the Howard County Department of Corrections. The Central Booking Facility is responsible for the processing of all incoming adult arrestees and juvenile arrestees waived to adult jurisdiction in Howard County from various police agencies. Eighteen positions were added with the opening of the Central Booking Facility. Additionally, the District Court Commissioner's Office was opened on the site.

In 2009, the Department of Corrections assumed management responsibility for the Howard County Community Service Program. The Department contracted with the Serenity Center to operate the program. The program is entirely funded by a grant and service fees. This change saves the County approximately \$250,000.00 annually in operating costs.



Emory Street Jail

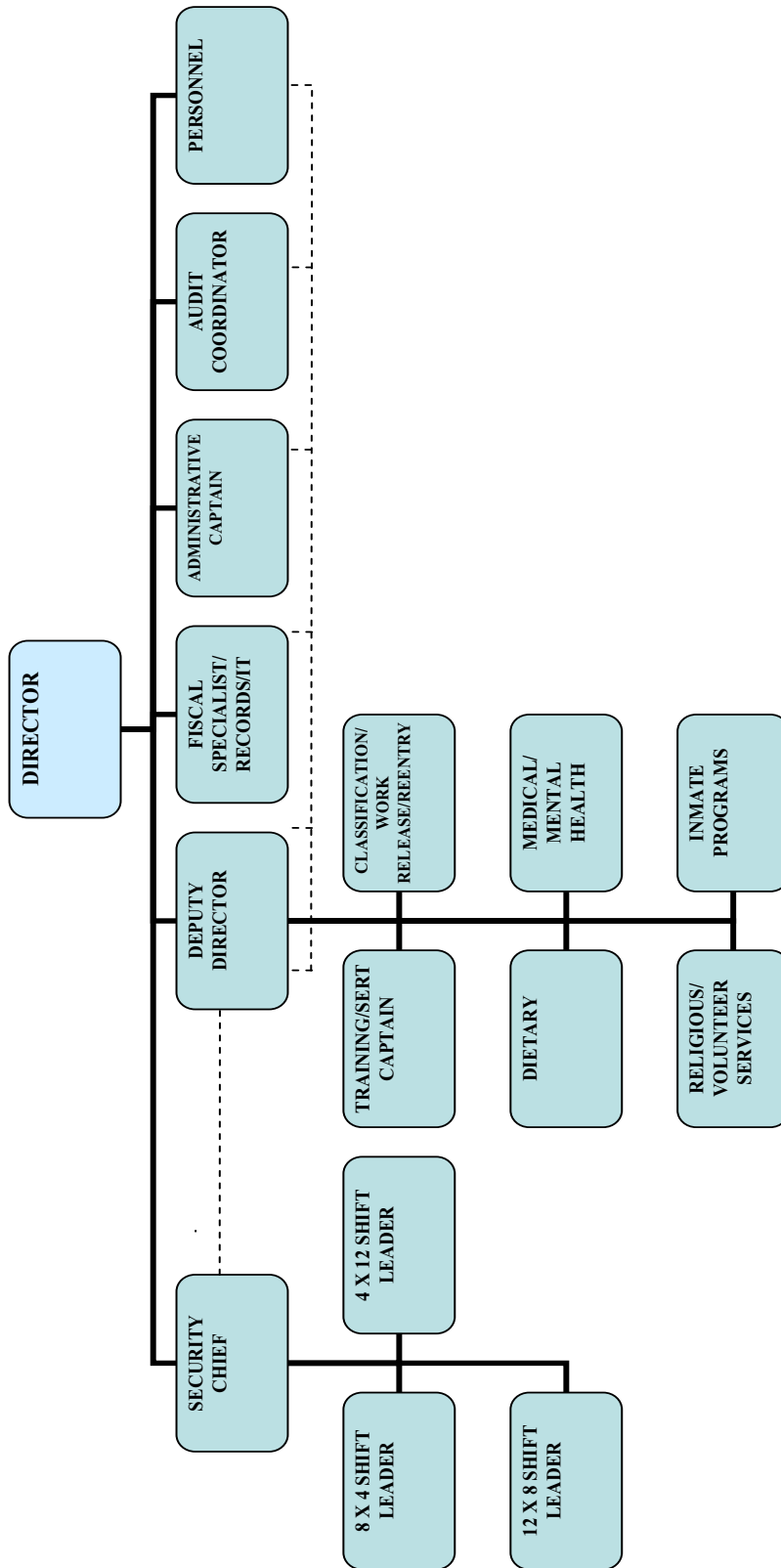


Howard County Detention Center



Central Booking Facility

Organizational Chart



2015 Highlights

SCAAP Grant

The Department of Corrections was awarded \$39,976 in grant funds from the U.S. Department of Justice for the State Criminal Alien Assistance Program (SCAAP). This program provides Federal assistance to states and localities that are incurring costs of incarcerating undocumented criminal aliens who have been convicted of a felony and as such these funds may be used for correctional purposes only.

Howard County Food Bank

The Department collected and delivered 800 pounds of donated food to the Howard County Food Bank. Staff also worked at the food bank stocking shelves and sorting food.

Audrey Robbins Awards

Our Department's reentry staff were recognized at the Audrey Robbins Awards as part of the Multi-Service Center team providing services to ex-offenders.

Governor's Victim Assistance Awards

The Department was recognized for implementing victim restitution policies that prioritize restitution collection for inmates on work release.

Electronic Medical Records

The medical department converted from hard copy medical records to electronic medical records.

PREA Audit

The Department had its' first audit for compliance with the Federal Prison Rape Elimination Act. The Department only had one deficiency with the PREA Standards. It was for our inability to house all juveniles site and sound separate from adults. This deficiency was expected as our current physical plant needs remodeling to accommodate the standard. The upcoming capital project for building renovations will address this deficiency.

MCCS Audit

The Maryland Commission on Correctional Standards completed an audit of the Department. The Department had one minor deficiency (inventory of spray paint) and has six months to correct.

ICE Audit

The Department was audited for compliance with Immigration and Customs Enforcement new performance based standards. These new standards are far more stringent requirement than previous audit standards. Currently our suicide watch cells do not meet standards and will be addressed with the upcoming capital project for building renovations.

GOCCP Grant Funds

The Governor's Office of Crime Control and Prevention awarded the Department \$49,706 in grant funds for reentry services.

Administration

Director

Jack Kavanagh joined the Department of Corrections as Deputy Director in January 2003 and was appointed Director in March 2008. Prior to his employment with Howard County, Mr. Kavanagh worked for the Maryland Division of Correction for 24 years where he served as a Deputy Commissioner, Assistant Commissioner, Assistant Warden and Warden at the Maryland Correctional Adjustment Center.



Jack Kavanagh, Director

The Director's Office is responsible for the management, supervision and operation of the Detention Center and the Central Booking Facility as well as oversight of the Community Service Program. This includes departmental budget preparation, procurement, and fiscal management, compliance with Maryland State Correctional Standards, development of Policies and Procedures, Internal Investigations, In-Service Training Programs, facility maintenance, the custody of inmates and the security of the facility. The Deputy Director and Security Chief assist the Director.

Deputy Director

Patricia Schupple joined the Department of Corrections in June 2004 as Program Supervisor and was appointed Deputy Director in March 2008. Prior to her



*Patricia Schupple,
Deputy Director*

employment with Howard County, Ms. Schupple worked for the Maryland Division of Correction where she served as a Deputy Commissioner, Assistant Commissioner, and Warden at the Maryland Correctional Institution for Women.

The Deputy Director's responsibilities include Classification, Community Programs, Dietary, Addiction Services, Medical and Mental Health Services, Educational Services, Religious, and Volunteer Programs, Policies and Procedures, Standards, Grant Writing, Training and Honor Guard.

Security Chief

Edward Scott joined the Department of Corrections in September 1994 as a correctional officer and rose to the rank of captain before being appointed Security Chief in February 2013. Prior to his employment with Howard County, Mr.



*Edward Scott,
Security Chief*

Scott worked for the Maryland Division of Correction and served 10 years in the Army.

The Security Chief is responsible for maintaining the overall security and control of the Detention Center and the Booking Facility, ensuring safe and secure facilities for inmates, staff and visitors. His areas of responsibility include security and control, conducting investigation of critical incidents, emergency preparedness and response planning, documentation and reporting gang members and serves as our liaison to law enforcement and allied correctional agency partners.

Administrative Office



Standing: Dave Metz, Niccole Branch, Dorothy McClellan, Diana Pettit, Cheryl Benfer, Beth Hull, Tina Linton Seated: Renea Somerville, Melanie Pereira, Beverly Dimler, Rachael Bender - Administration

Audit Compliance and Inmate Grievance Office

The Compliance Management Office is responsible for monitoring compliance with various required federal and state standards, as well as coordinating internal audits from time to time. The Department had four major inspections during 2015. The first was the MOSH inspection in March. In July we had our first Prison Rape Elimination Act audit. This was a three day inspection that covered all three shifts. We were prepared and the results of the audit were outstanding. In September the Maryland Commission on Correctional Standards was here, their inspections are conducted every three years. At the conclusion of the audit, the Assistant Executive Director revealed to Director Kavanagh that during her career no facility has ever not received deficiencies or recommendations on Standard .01 which is Security and Inmate Control. Having accomplished this feat was due to the great team work of our employees. In December our annual Immigration and Customs Enforcement audit was conducted by the Nakomoto Group. We have not received the final report, but we expect the results to be favorable. Policy and Procedures are also the responsibility of the Compliance Management Office. OPSTAT has added

competitiveness within the various departments, especially the Custody Department, with each shift striving to outdo the other. The Compliance Management Office is responsible for logging, investigating and answering Inmate Grievances. The Inmate Grievance program is intended for use by the inmate population to resolve problems and concerns at the lowest level possible and to ensure that the inmates have unfettered communications with mid and upper level managers and administrators. During calendar year 2015 there were 398 inmate grievances processed. The Informal Complaint process allows inmates to file and electronic complaints to the Compliance Management staff without going through the formal process. The Compliance Management Office is also responsible for Records Retention, overseeing retention and disposal of inmate records, Detention Center forms, external reports and many others.

Administrative Records and Budget

Employees of the Administrative Records Section prepare the department's operating budget, monitor expenditures, procure and remit payment for all purchases necessary to operate the Department, collect revenues, maintain inmate work release accounting, collect and monitor weekender lodging fees, compute inmate release dates, maintain inactive inmate records, and administer the computer network and the automated corrections management system.

The approved fiscal year 2016 Department of Corrections operating budget is \$16,695,475. It is anticipated that the Detention Center will have generated over \$2,408,420 in revenues during fiscal year 2016 as follows:

Boarding of Federal detainees \$1,970,000

<i>HB101 - State Reimbursement for Locally Sentenced Inmates</i>\$33,300
<i>State Reimbursement for State Sentenced Inmates</i>\$60,120
<i>Work Release Fee</i>\$50,000
<i>Weekender Fee</i>\$38,000
<i>Inmate Medical Fee</i>\$2,000
<i>Commissary/Vending Commissions</i>\$125,000
<i>Telephone Commissions</i>\$130,000

• **Records**

Responsibilities in the Records area of this section include calculating the release date for all sentenced inmates ensuring that all eligible confinement and court credits are applied, maintaining in-active inmate base files, conducting court ordered expungements, and disseminating information to various law enforcement agencies, courts, attorneys, other correctional facilities, criminal justice agencies, and the general public. In 2013, the records area expanded their duties and responsibilities that include technical supervision of the department’s commitment office. This includes conducting audits of the jail management system (JMS) and base file records to ensure JMS entries are complete and accurate and that base files are in order. JMS is the official site for most inmate related information, most essentially, demographic information, court information, arrest and commitment information, case status, inmate status. Information, which is disseminated to other criminal justice agencies, the public, and The Victim Notification Systems (VINES) relies on the accuracy of data collected and entered.

• **Information Systems**

Information Systems is responsible for

maintaining, supporting and coordinating all computer related operations for the Detention Center and the Central Booking Facility as well as the national victim notification database (VINE). This includes managing the Jail Management System, systems administration for several databases being utilized by the Detention Center, maintaining and installing all software and hardware, installing and monitoring the performance of network servers located in the Department and providing staff with necessary training. The Department of Corrections is currently in the process of upgrading its current Jail Management System.

Staffing

During 2015, the Howard County Department of Corrections maintained a staffing level of 153 employees:

- 3 Administration
- 132 Uniformed Security/Dietary Staff
- 10 Administrative Support
- 8 Classification & Community Programs

Central Booking Facility

The Department opened the Central Booking Facility in March 2005. At that time, the responsibility for booking arrestees transferred from the Police Department to the Department of Corrections.

The Central Booking Facility is responsible for the processing of all incoming adult arrestees and juvenile arrestees waived to adult jurisdiction in Howard County from various police agencies to include the Howard County Police Department, The Maryland State Police, The Department of Natural Resources Police Department, the Howard County Sheriff’s Department and the Maryland Transportation Authority Police. All arrestees are searched, fingerprinted, photographed and processed

prior to being seen by a District Court Commissioner for an initial hearing.

In 2015 3,804 adult arrestees were processed in the County. All arrestees are fingerprinted using live scan technology. These images are sent electronically to the Criminal Justice Information System (CJIS), where the fingerprints are used to identify the arrestee. The arrestee's photograph is captured using digital technology and stored for identification purposes.

The Central Booking Facility is designed with a separate District Court Commissioner's Office attached. The Booking Facility has sections to separately accommodate men and women arrestees that include both cells and holding areas. There are two (2) suicide precaution cells for arrestees. Additional rooms include a control center, interview, photograph and fingerprint, biographical information, work area, property, decontamination, search, supervisor's office, bathrooms, computer server, employee break area and initial hearing rooms.

Custody and Control

It is the primary responsibility of the Howard County Department of Corrections to provide for secure confinement, supervision, safety and control of inmates, 24 hours a day, seven days a week in both the Detention Center and Booking Facility. The Department staffs three eight-hour shifts each day. A Correctional Captain supervises each shift. Members of the security staff supervise and control inmates, process the intake and release of inmates, conduct rounds, counts and searches, supervise inmate movement, monitor visits and respond to all emergencies within both facilities. The security staff works closely with medical and mental health staff to identify and refer inmates in need of health and mental health care.

Security staff also works with the community programs section conducting surveillance of work release inmates while in the community.

Total Detention Center Inmate Admissions 3,206

Total Detention Center Inmates Released 2,939

Random Urinalysis 219 out of 555 tested were positive

Newly Incarcerated/Court Ordered Urinalysis 536 out of 894 tested were positive for drug use

Training

The Training Department is responsible for a variety of functions within the Department. In addition to providing training to staff members to meet and surpass the requirements of the Maryland Police and Correctional Training Commissions (MPCTC), the Training Captain is responsible for: Background Investigations, Research & Development, Firearms Training/ Armory Security, Supervision/Coordination of Honor Guard Details, Special Emergency Response Team, and Hostage Negotiation.

In keeping with our Department's motto, "One Team, One Mission", the Training Department continued to provide creative and innovative training. 'Pre-service' as well as 'in-service' training in a variety of subjects (i.e., First Aid/CPR/AED, Security Threat Group (STG), Suicide Prevention/ Mental Health, Use of Force, Use of Restraints, Urinalysis Testing, Prison Rape Elimination Act (PREA), Blood borne Pathogens and other communicable diseases (MRSA), Firearms, Radio usage and Etiquette, and a host of other subjects) were provided to our security staff as well as our support staff. Orientation training is also provided to volunteers and outside agency staff working with the Department to expose them to the culture and climate of the Department, as well as the rules.

In order to retain certification from the Maryland Police and Correctional Training

Commissions, each certified correctional officer, dietary correctional officer, and correctional specialist receive 18 hours of in-service training. Staff received an average of 40 hours of training.

•Honor Guard

In May 2015, the Honor Guard had the repeated honor of participating in the annual Fallen Heroes Ceremony at Dulaney Valley Memorial Gardens. Members of the Honor Guard are Sergeants Michael Barnes and Phyllis Delaney, Corporals Bernard Freeman and Jeffrey Ennals and Officers Rosa Savage, Lorenzo Williams, and Hope McClellan. The Honor Guard consistently performs with diligence, precision and poise.

•Special Emergency Response Team (SERT)

The Special Emergency Response Team (SERT) is comprised of volunteer security staff members selected from each of the three shifts. They train to remain prepared to deal with a variety of emergencies (i.e., fire and smoke, medical, riot, cell extractions of unruly inmates, etc). SERT members undergo eight hours of orientation along with additional training in specialized areas including, but not limited to, defensive tactics, cell extractions, evacuations, and OC spray. The new evacuation chair was added to the training along with the restraint charis. They begin each training session with an extensive exercise regimen.

•Firearms

Uniformed staff are required to qualify with the designated firearm on an annual basis. Firearms instructors provided numerous of hours of firearms training that included a “reduced-light” course of fire. Department security staff utilized special goggles that simulate low-light (night) conditions during

range firing. Range instructors are Captain Greene, Sergeant Willis, Corporal Freeman and Officer Coombs.

•Background Investigations

In order to select and maintain quality personnel, and adhere to MPCTC requirements thorough background investigations are conducted upon each applicant to our agency. By establishing contacts with applicants’ personal, professional, and employment references, each applicant is carefully screened, therefore providing the best qualified staff and volunteers available for the Department.

•Armory

The armory is maintained and controlled by the Training Captain and is comprised of long arms, side arms, and specialized ‘less than lethal’ weapons. Each month, the armory’s inventory and environment are inspected for accuracy and safe storage of all equipment. Additionally, ammunition and weapons are rotated between the armory and Main Control every (6) six months to ensure safety and effectiveness of all weapons.

•Emergency Preparedness

Emergency plans, presented within the Department’s policies and procedures, have been enhanced to allow for more efficient use of the Department’s Emergency Operations Center. The training department has designed training to reinforce emergency response through a variety of potential threats. By employing role play and table top exercises, staff perform essential duties during scenario driven training and experience what is required during an actual emergency.

Representatives from each shift received training that enables them to design emergency scenarios and provide constructive feedback to participants in a tabletop or mock disaster event.

In addition, the Department played a major role in a number of county emergency preparedness operations, being prepared to provide food and supply services in accordance with our emergency support role. On several occasions the Department was placed on alert for potential use of our Work Release Housing Unit (Hendricks Hall), which is designated as an emergency community shelter. The Detention Center coordinated with the Department of Citizen Services throughout the year to ensure we remain ready to support shelter services.

• Classification



*Mary Colliver, Andre McInnis,
Ciarra Lewis - Classification Staff*

Classification is comprised of one supervisor and two classification counselors. The primary responsibilities of the classification section

includes, but are not limited to: interviewing and screening newly incarcerated inmates for appropriate housing assignments; conducting inmate orientations; assigning inmates to institutional jobs; assisting inmates with special needs and or problems; and evaluating and referring inmates for special program placements as well as providing Case Management Services to an assigned population.

Classification staff contributes to the overall security of the institution by properly screening and housing inmates according to risk, determining job assignments, program assignments and addressing concerns of pre trial and sentenced inmates. Factors considered in housing and other assignments include current charges at HCDC or in other jurisdictions, violence history, escape risk, and past adjustment at the Detention Center. Classification counselors interview all newly

incarcerated inmates to determine their security level and housing assignment. They conduct a brief orientation (in addition to the orientation video reviewed by the inmate) as well as an assessment of the inmate's needs.

Classification is also responsible for a number of reviews and activities which support the safety mission of the agency. Inmates are evaluated shortly after reception to the facility and are screened for institutional jobs, evaluated and referred to specific programs. Additionally, inmates who are assigned to special management units, disciplinary or administrative segregation are reviewed periodically by the classification staff along with a mental health professional. As needed, the staff assists inmates in locating transitional programs while working in conjunction with other program staff. Classification staff assists in addressing the concerns of both inmate families and the public.

In addition to its primary responsibilities, the classification section is involved with a number of other Detention Center programs, operations, and functions. Some examples of which are as follows:

- Acting as Victim/Witness and Child Sex Offender liaisons.
- Acting as Parole Commission and Parole and Probation liaisons.
- Coordinating Inter and Intra State Detainer agreements.
- Maintaining a Homeless Referral network
- Coordinating, Scheduling and Monitoring our Case Management Review System
- Participating in our Facility Security Assessment and Emergency Preparedness Teams
- In partnership with the Howard County Health Department: referrals and placement for the Bureau of Addictions programs.

- In partnership with Howard Community College; referrals and placements into the Lifeskills and GED programs.
- In partnership with the Governor’s Office, the Police, States Attorney’s Office, and the Division of Parole and Probation; participating in Howard County “C Safe” and providing its Monthly report.

Along with working along with other agencies in the community and inside the facility, the classification department statistics change a lot in 2015 in most if not all our categories, here are just a few noted:

	<u>2014</u>	<u>2015</u>
Initial Classification of Inmates	1,932	1,368
Internal Email Communications from inmates	6,895	7,797
Disciplinary Reviews	1,051	736

Among the many accomplishments for the year was the continued process of the Transition to Jail Community (TJC) initiative. A brief screening and summary of the process is done at intake. All inmates are asked a series of questions to pre-screen offenders and to separate those inmates who pose a low risk from those who are high risk to reoffend. The remaining inmates who pose a greater risk are assessed using the Level of Service/Case Management Inventory (LS/CMI) completed by Classification staff. The tool is used in formatting and establishing a case management plan for the individual inmate. Initially, the LS/CMI is being completed on sentenced offenders with a risk score of 4 or higher. A total of 178 assessments were completed during 2015.

Community Programs

To better align with the Transition from Jail to Community (TJC) initiative, the Work Release Program and the Reentry Program are both under our Community Programs

department at the Detention Center. There is one supervisor, two work release counselors, a reentry coordinator and case manager working with offenders to prepare for their release.

•Work Release

The Work Release Program assists inmates with their transition back into the workforce in preparation for their eventual release from



Mike Hendricks, Alaina Elam, Darlene Jolly, Stacy Spivey-Graham, - Work Release Staff

confinement. An important component of this program is the responsibility placed on the participant for “paying back”. Inmates participating in the Work Release Program currently pay the county \$15.00 per day for room and board. Additionally, the Detention Center collects money from inmates participating in work release and from those who owe court ordered restitution. During 2015, approximately \$7,302.00 in restitution was collected from inmates and paid to the Department of Public Safety and Correctional Services Parole and Probation Division. The Work Release Program permits court ordered and/or approved inmates to maintain gainful employment in the community while serving their sentences. An inmate’s placement in this program may be ordered directly by the courts or may be at the recommendation of the Detention Center. Personnel in the Work Release section ensure the policies and procedures; rules and regulations of the Work Release Program are strictly adhered to. Staff members closely supervise inmates participating in this program through a series of job checks, documentation review and

surveillance, which may also be performed by custody staff. In addition, the Department utilizes GPS tracking technology to monitor selected participants in the work release program.

<i>Average daily number of inmates on work release</i>	21
<i>Number of inmates placed on Work Release</i>	99
<i>Number of inmates removed from Work Release</i>	28
<i>Reasons</i>	
<i>Walk-offs</i>	0
<i>Institutional Infractions</i>	15
<i>Drug/Alcohol Violations</i>	7
<i>Out of Bounds</i>	4
<i>Contraband</i>	2
<i>Number of documented job/employer checks</i>	1,339
<i>(These include on-site job checks surveillance, time and attendance verification through payroll, and telephone/email job checks)</i>	

• Reentry



Cheryl Rowe and Scot Pullen - Reentry Staff

The Reentry Program assists pre and post release offenders with their needs for essentials such as housing,

food, clothing, crisis management, transportation, securing identification documents and employment preparation by providing vital services and support while linking them with our numerous community partners. This collaboration with community partnerships aims to break the cycle of

recidivism by providing better outcomes for successful community integration and enhanced public safety. A reentry plan is devised for the individual when needed prior to their release to assist in a smooth transition to the community. A Community Reentry ID card, which also serves as a 60 day bus pass, is offered to the individual at the time of release.

Information and knowledge of resources are critical in helping an inmate formulate a viable plan for their return to their community. Reentry orientation sessions are held at the Detention Center in six week cycles relating important information through different topics each week. Some of the topics of these reentry sessions include the following: overcoming barriers of transitioning home, acquiring reentry identification documents, community resources, health and wellness resources, understanding the requirements of probation and parole supervision, Workforce Development Employment Services, and Reentry success stories.

Detention Center Reentry participation was as follows:

Total of 7 cycles comprised of 35 sessions:

563 Total attendees which represents 187 individuals that had attended multiple sessions

78 Participants completed the six week program sessions and were awarded certificates

108 inmates received Social Security cards

150 inmates applied for Health Insurance

21 inmates received birth certificates from the State of Maryland

There are additional office hours in the community to provide services to recently released offenders at the North Laurel Multi-Service Center and the Department of Public Safety and Correctional Services Parole and Probation office in Ellicott City. Reentry staff works closely with the courts, including

judges, Office of the Public Defender and the State’s Attorney Office. The Reentry Coordinator and Reentry Case Manager also provide cell phone coverage to the clients seven days a week. Reentry staff works along with its 115 community partners to provide coordinated services to the clients.

Community Reentry Participation was as follows:

A total of 2,594 referrals and services were provided in the community:

888 individual counseling sessions including crisis intervention and ongoing support

148 referrals to Addiction Services

41 referrals to Mental Health Services/Mental Health medications

121 referrals to Housing/Homeless Assistance

362 Employment Services provided

92 referrals to Healthy Howard for health insurance application

47 Social Security cards received

51 clients received assisted with MVA services (ID/license issues)

21 received Maryland Birth Certificates

34 referrals to Educational Services/Providers

361 referrals to Community Support Agencies

146 consultations with Probation Agents

82 referrals to medical services

129 linkages to public transportation

61 referrals to the Department of Social Services for food stamps

Dietary

Inmate food service is provided by a total of six staff, which includes one supervisor and five dietary correctional officers. The staff is responsible for preparing three meals a day for inmates and for providing one meal for staff. Ordering of food supplies, maintaining

sanitation, and preparing special diets as directed by the medical department while complying with all Health Department



*Back Row: Louise Martin, Veronica Johnson, Marshall Hall, Kim Drennon
Front Row: Ashley Gibson, Emma Anthony - Dietary Staff*

inspections are also part of the daily routine of Food Service staff. A Registered Dietician approves menus annually.

Meals Prepared FY'15336,472

Average Cost of Meals Per Day

FY '15 \$5.13

Medical Services



Ginelle Denby, Dr. Morgan, Liane West, Jim Piazza, Irene Eyamba - Medical Staff

The Detention Center provides medical, dental, and mental health care from the time of admission,

throughout the period of incarceration, until release. The medical department is managed by a professional healthcare contractor. Skilled medical staff provide on-site quality care and services including: initial intake medical screenings, physical exams, mental health screening and counseling, routine sick call, 24 hour emergency services, radiology services, dental exams, ophthalmology services, and chronic care clinics. Inmates are charged a \$4.00 co-pay fee for sick call services in accordance with Correctional Services, Section 11-203(c) of the Annotated Code of Maryland. The intent of this co-pay is not so much to generate revenue

but to deter frivolous requests for sick call. Sick call services are provided to all inmates who request service, regardless of their ability to pay. The FY2016 anticipated medical fee revenue is \$2,000.00.

<i>Clinic Visits (includes MD,PA/NP, and nurse)</i>	10,403
<i>Mental Health Visits</i>	1,707
<i>Dental Visits</i>	532

A provider network has been established in the community to provide comprehensive specialty services that the Detention Center Medical Department is unable to provide onsite. These services range from specialized testing and advanced radiological study services to specialists within the medical field.

An important component of the medical services is continuity of care. Inmates who are released or transferred to other jurisdictions receive medical information and referrals to promote continued care. In addition, inmates leaving the facility are provided a limited supply of medication. Those inmates who have psychiatric prescriptions and have been incarcerated for at least 60 days receive a 30 day supply/prescription script combination to bridge their ability to be seen by a psychiatric provider.

Collabrative & Community Programs

The Department of Corrections recognizes the importance of services provided by volunteers and its partnerships with outside agencies. With the assistance and dedication of these providers, inmates can receive many services which would not ordinarily be available. Through these programs, inmates are afforded the opportunity to leave the Detention Center better prepared to re-enter their communities as productive citizens.

•GED/Adult Education Services

For the period beginning, and ending, Howard Community College (HCC) in a partnership with Howard County Detention Center(HCDC) supplied and



Stephanie Haggard

provided funding for one Adult Basic Education instructor who provided classroom instruction for both male and female inmates who indicated that they did not have a high school diploma. Instruction was also provided for some who have diplomas but demonstrated that they would benefit from basic skills instruction. The Detention Center provided classroom space, computers, and student supplies.

The Adult Basic Education Class provided instruction for students who demonstrated a wide range of skill levels. Each student at the time of registration completed assessments approved by the Maryland State Department of Labor, Licensing, and Regulation and teacher-designed inventories to enable the instructor to plan not only teacher-directed whole class lessons but also individualized lessons corresponding to the skill levels of each student in the areas of reading, writing, and math. Student progress was monitored through periodic administration of pre- and post-tests. In addition to traditional classroom instruction, students also have access to I-pathways, an online curriculum resource.

For this reporting period, three (3) sessions were made available to inmates. In sessions one, students met for 70 hours. After the first session students met for 60 hours. The yearly total was 190 hours.

A total of 24 students were served in the Adult Basic Education Program: 13 men and 11 women. If a student remained in the

facility after completing one session, he or she was permitted to continue and was enrolled in the next session, providing the student was making reasonable progress toward his or her educational goals. Of the 24 students served, 12 attended more than one session.

Inmates qualifying to take the GED Test were transported to the Ordinance Road Correctional Center in Anne Arundel County for test administration. Three (3) HCDC students took the GED Test in the time period. One student passed three of the four tests and one student passed two of the four tests.

During this time period, I-Pathways was introduced into the classroom. I-Pathways is an online curriculum resource for students. HCDC is serving as a pilot for the program.

•Project LEEP (Lifeskills Education Employment Program)



Irene Murphy

The objective of Project LEEP (Life skills Education Employment Program) is to provide participating inmates the necessary tools to seek and gain employment upon their release from the Detention Center.

During each six week course, inmates learn to identify what skills and qualifications they already possess, organize personal information and references, complete a job application, use a computer to complete a resume and cover letter, and practice interviewing techniques. Many hours are spent with our "Job Coach," practicing "mock" interviews, during which inmates learn how to explain reasons for their convictions in an honest but least damaging way. Most inmates express that this provides them with a realistic way to address their situation openly and honestly, perhaps for the

first time in their lives. It gives them the confidence they need to seek and obtain legal employment as well as useful tools to explain their criminal records. Various studies indicate that a client who is released from incarceration with a job already in place has a 50% reduction in recidivism. Most are eligible for work release if they successfully comply with institutional rules and course curriculum content.

During each session, students participate in activities to identify what skills (life and work related) and qualifications they already possess. Each student completes employability assessment testing. With the assistance of two job coaches, much time is spent in helping students verbalize honestly and in a non-damaging way why they had been incarcerated and why they would be an asset to any employer upon their release. Students also work on math, reading, proper grammar and writing as is required by many employers in the workforce.

All students who complete a LEEP six-week course receive certificates of completion, congratulations from the Director and staff, and a packet of referral materials to aid them with their job search and/or continuing education. With the use of two computers that are securely connected to the internet, the students in the LEEP program are able to login in, and create a password in the Maryland Workforce Exchange, so that when they are ready to be released for good, or for the Work Release Program, they will have immediate access to search for job openings and apply for them electronically.

In 2015, LEEP classes met for five half days each week for six-week sessions, offering 70 hours of instruction each session. There were 4 LEEP sessions in 2015. A total of 47 students enrolled. Of those enrolled, one (1) was transferred to another correctional facility, nine (9) were removed due to disciplinary reasons, seven (7) were released into the community before graduation from the program, four (4) quit the program, and

26 successfully completed the six-week program.

Besides the students who graduated from the LEEP Program, many students, though leaving before that graduation day, still completed a professional resume and attained various degrees of interviewing and computer skills. They also were able to brush up on math skills, practice their writing to specific job related questions and practice speaking in a more grammatically acceptable way which would be required in any work environment.

The LEEP Program, which began in September 1998 under the Federal DOJ Byrne Grant, has been so successful, that when the grant concluded in October 2001, the program received continued funding from Howard County Government. The LEEP Program continues to enjoy a successful partnership between Howard County Detention Center and Howard Community College. July of 2015 began our 18th year of the LEEP PROGRAM.

Resource Center



Library

The Howard County Library provides books, magazines and legal materials.

The Department of Corrections this year had to provide library staff to operate the library. Previously this was staffed by a Howard County Library staff member and a contingent employee. Inmates are encouraged to avail themselves of the wide variety of materials offered, such as legal and other reference materials, books, newspapers, magazines and other periodicals. In 2015 the Resource Center circulated 8,322 items. Inmates generally have the

opportunity to visit the Resource Center two times per week. The library procedure was changed to reduce the numbers in each group, thus providing more one on one service for each inmate. An extra hour of law library per week was established in December 2013 for those needing extra time to prepare for their cases.

Religious Services

Religious services for inmates are provided through volunteers and volunteer faith-based organizations.



Gerard Washington, Chaplain

Christian Jail Ministry (CJM), a non-profit religious organization, has provided spiritual and pastoral services for inmates at HCDC and their families since July 1979 as volunteers to the Detention Center. CJM programs at the Detention Center include various worship services, counter-addiction programs based upon the Celebrate Recovery model, religious education (Bible classes in English and Spanish, Christian videos, etc.) and Bible correspondence courses, pastoral counseling, individual discipleship training, personal help, and Christian literature (in English and Spanish). A board composed of local pastors, correctional officials, CJM volunteers, and local business leaders oversees CJM's ministry. Articles in the American Correctional Association's professional publication, *Corrections Today*, and the publication of the American Jail Association, *American Jails*, have described CJM's ministry as "a model jail program." The United Way and Howard County Volunteer Association previously honored CJM as the Volunteer Group of the Year. Financial and volunteer support for CJM comes from local churches, individuals, and businesses. CJM provides one full-time chaplain and a part-

time chaplain in its ministry at the Detention Center. It also utilizes the services of two local pastors, who serve as associate chaplains on a volunteer basis to minister at the Detention Center mainly in pastoral counseling and leading worship services.

Approximately 240 volunteers from several dozen area churches participated in Christian religious activities at the Detention Center during 2015 and another several dozen volunteers were involved in supportive activities (such as grading inmate Bible correspondence course lessons) outside the Detention Center. A total of 2,904 Bible Correspondence Courses lessons were completed by inmates and graded by CJM volunteers. The number of unit completion certificates for those lessons awarded to inmates during the year was 400.

Muslim faith education and Juma Services are offered at the Detention Center through the volunteer services of the Dar Al-Taqwa congregation in Howard County. A consistent number of inmates have participated in the services as well as weekly education classes. The congregation also provides religious material and Qu'rans for the inmates.

Catholic services are offered weekly for the inmate population at the Detention Center, coordinated by volunteer Deacon Services operating under the auspices of St. Lawrence Parish in Jessup and involving volunteers from several area churches. In addition an outreach program from St. Matthews Church in Baltimore provides services to immigration detainees.

The following is a recapitulation of the religious activities carried on at the Howard County Detention Center during 2015:

- The total count of inmates attending the various religious activities was 11,691.
- Total hours contributed by religious chaplains and volunteers to the Detention Center was 5,894 hours.
- 41 individuals attended Detention Center

Orientations and Training Courses required of all volunteers.

- In addition, through CJM Christmas cards with matching envelopes were distributed to inmates for their use during the holiday season (2 cards were offered to each inmate.)
- Ramadan observance was made possible through an altered meal delivery for participants and special prayer observance. Prayer service was coordinated through the Dar Al-Taqwa congregation.
- A non-denominational leadership program for men was offered in 2014 through the Islamic Leadership.

Addictions Services Program

The Howard County Health Department offers a variety of treatment and education programs, targeting the needs of the inmate



Joseph Wakhanaala, Judith Campbell, Christopher Collins - Addictions Staff

population of the Howard County Detention Center. The Substance Abuse Services Program has two funding sources; state and county. In order to be supervised under this program, the judges of the Howard County District and Circuit Court sentence offenders to the program. The program also accepts voluntary participants who demonstrate a need and have also been recommended by administrative staff at the Howard County Detention Center. The Health Department also conducts court ordered evaluations (ex. 8-505), In-Depth Drug/Alcohol Evaluations per court order, and provides recommendations for treatment for the Howard County Circuit/District Courts and Drug Court participants who are sanctioned to the Howard County Detention Center to

receive treatment services based on their need.

The Substance Abuse Services program has two phases. In Phase I, clients participate in intensive treatment services that last for a minimum of three months. The clients receive individual and group counseling and attend drug/alcohol education classes each week. Participants also attend institutional self-help meetings weekly. In Phase II, the emphasis is on relapse prevention, work release (if eligible) and continuation of care planning that can last an additional three months at minimum. Prior to release from the Howard County Detention Center, the inmates are referred to community providers for continued treatment based upon the level of care needed.

A total of 110 inmates participated in the substance abuse services program despite the program being without a full-time position for over 4 months.

In addition to these formal programs, referrals are provided to other inpatient drug rehabs when instructed by the Courts to do so. Any inmate can be seen per counselor request in order to discuss current status and be given recommendations for possible treatment. Resources and handouts on substance abuse services are available to all inmates in the Howard County Detention Center, and Acupuncture continues to be funded and offered as one of our weekly therapeutic groups through the Maryland University of Integrative Health.

Bureau of Substance Abuse Services also offers a parenting skills group for substance abusers that consist of five sessions (two hours each session) called, "Guiding Good Choices". This group helps parents re-engage with their children, helps parents learn how to discuss their substance use with their children and also learn other appropriate parenting skills. A total of 30 men and women participated in the parenting skills group in 2014.

• Maryland Community Criminal Justice Treatment Program

The mission of MCCJTP is to reduce the recidivism rate of mentally ill inmates to detention and mental health institutions through improving linkages to community resources, supports and health services. The



Mika Singer

MCCJTP mental health clinician establishes a therapeutic relationship with the inmate assessing their needs with special attention to the psychiatric issues contributing to their incarceration. As the inmate nears their release date, the mental health clinician develops a community reintegration plan that includes developing a support system of resources and services designed to enhance successful return to the community. Finally the mental health clinician partners with the ex-offender through their transition back to the community ensuring linkage to the designated supports while addressing any issues that could interfere with successful reintegration.

Other services the MCCJTP mental health clinician provides are; crisis intervention to inmates in the detention center, and working closely with medical staff, correctional officers, classification officers, the Health Department, detention center administration, CJM pastoral staff and other in-house treatment providers to ensure proper care of clients who engage in high risk behaviors. In addition, this program offers the correctional officers annual training on safe practices for identifying and understanding the mentally ill population. Another featured topic of the training is teaching correctional officers the signs and symptoms of suicidal ideation and mental illness and managing these specific crisis and conditions for people

recently incarcerated. Approximately three hundred and seven correctional and public safety staff received the training this year. The clinician also participates in the CIT training program for Howard County Police Department.

One-hundred and eighty five (185) individuals with a primary diagnosis of a Serious and Persistent Mental Illness were served through the MCCJTP this past year. One-Thousand one hundred and ninety five hours of case management services were provided, thirty-five hours of group facilitation, along with two-hundred hours of individual therapy.

The continued greatest challenge for the MCCJTP mental health clinician is finding treatment and housing for individuals suffering from a mental illness and a co-occurring substance abuse problem. This dual diagnosis group, within the mentally ill population, uses illicit substances to cope and mask symptoms of mental illness; therefore, compounding their problems. These challenges complicate the community transition plan with fewer service providers able to provide assistance. Some programs that claim to serve persons with co-occurring disorders reject certain mental health diagnoses particularly ones that include psychosis. This dually diagnosed population has a higher frequency of re-offending resulting in a return admission to the Detention Center. The MCCJTP mental health clinician works closely with the Howard County Health Department Bureau of Addictions to properly serve each individual presenting with mental health and addictions concerns.

Despite the obstacles that are faced while serving this challenging population, the Maryland Community Criminal Justice Program, with the collaboration of the Howard County Detention Center Administration, Correctional staff and other programs such as Howard County Bureau of

Behavioral Health, and the Mental Health Authority is addressing the needs of the mental health population and improving each inmate's outcome of remaining psychiatrically stable upon return to the community.

•Healthy Howard

Healthy Howard, Inc. is a non-profit organization based in Columbia, MD, that works to make access to quality health care and healthy lifestyle choices possible for everyone. The mission of Healthy



Stacy Hull

Howard is to serve as an innovative leader impacting quality of life in the community through the delivery of effective health programs, services, and resources. Our vision is to be part of a vibrant community where all residents have access to quality health coverage and care, and individuals are empowered to make healthy lifestyle choices.

Beginning in October of 2012, Healthy Howard began assisting inmates with signing up for health insurance while incarcerated. Since the program began, Healthy Howard has assisted a total of 818 inmates, including 304 that were assisted in 2015.

Inmates are assisted prior to release, as well as after release in the community at the Multiservice Center in Laurel, MD. The goals of the program are to provide health insurance to inmates and to provide education on how to take advantage of the benefits offered. Having health insurance upon release allows for inmates being released to seek admission to substance abuse treatment programs, regular doctor visits, and access to prescription medications. Having access to care has been shown to

decrease the rate of recidivism and contribute to a healthier community.

• **Reentry Mediation**

The Department partnered with the Mediation and Conflict Resolution Center (MCRC) at Howard Community College to conduct reentry mediation. During 2015, MCRC volunteers and staff conducted 10 regular monthly orientation sessions and had over 150 inmates in these sessions. These included inmates who were within four months of release. There were 59 inmates who accepted the offer to mediate and 118 outside participants who were invited to participate. There were 8 mediation sessions completed during the year. These mediation sessions allowed the inmate and the outside participant to discuss family and or other reentry issues in a neutral setting. Some of the follow-up mediation sessions extended into the next year. The reentry mediation program is an important component to successful reintegration into the community. A 2014 study completed regarding state returning offenders showed that those completing mediation were 13% less likely to re-offend. In 2015 the MCRC was nominated for the County's Volunteer Non-profit Organization of the Year Award, in part due to their work at the Detention Center.

• **Safe Food Handling Training Certification**

Through use of grant funds and in partnership with Howard Community College "Serve Safe" food handling safety program was again presented. The inmates received 16 hours of classroom training on safe food handling techniques. In 2015 the program was offered twice. Eighteen individuals completed the class and 11 of these passed the certification test and received their certification from the National

Restaurant Association. This certification is recognized nationally and thus provides the inmates with a strong tool for job hunting in the food-related industry. The passing rate for 2014 was about 52%. To improve the passing levels, it was determined that additional effort was necessary in screening participants. Also, a change in the format for the classes was made to extend the class time for study and review. This transition was effective and we look forward to further improving the overall success of the students.

• **Strengthening Families**

The Strengthening Families Program (SFP) is a nationally and internationally recognized parenting and family strengthening program for high-risk and regular families. SFP is an evidence-based family skills training program found to significantly reduce problem behaviors, delinquency, and alcohol and drug abuse in children and to improve social competencies and school performance. During 2015 funding was obtained through the Governor's Office of Crime Control and Prevention and plans were made to implement the program in 2016.

• **Thinking for a Change**

Thinking for a Change (T4C) is an integrated, cognitive behavioral change program for offenders that include cognitive restructuring, social skills development, and development of problem solving skills. Thinking for a Change has been determined to be an evidence based program. The Department targets individuals who are at medium to high risk to re-offend and requires that these individuals complete the T4C program as part of their progress to minimum security. For 2015 there were a total of 6 cycles of T4C with a total of 72 group sessions held. There were 47 inmates who graduated T4C in 2015.

Staff Recognition

•Getting Ahead

During 2015 the Department continued to develop the Getting Ahead program by identifying and training staff to be lead investigators in a new Getting Ahead program geared specifically to incarcerated persons, Getting Ahead While Getting Out (GAWGO). Groups in Howard County are an outgrowth of the Bridges out of Poverty initiative of the Board to Promote Self-Sufficiency. The initiative is a two part model that can change the culture of poverty in a community. Bridges out of Poverty provides a framework for service providers to examine how they view and treat those in poverty, while Getting Ahead groups enable people in poverty to investigate the effects of poverty on their personal resources and what it takes to improve those resources. The GAWGO program was expected to be offered in 2016.

Correctional Employee of the Year

Lt. Howard Perkins is currently assigned as the Howard County Department of Corrections investigative lieutenant. He has been with Howard County Department of Corrections since January 31, 2005. Prior



Lt. Howard Perkins

to his employment with Howard County, Lt. Perkins was employed with the Maryland Division of Correction, retiring as a Captain in 2005. Lt. Perkins also has a Bachelor of Science degree from the University of Maryland.

In addition to his duties as investigative lieutenant, Lt. Perkins is the Howard County Department of Corrections emergency management coordinator. He ensures the Department's emergency operations center is kept up to date with information and is always fully functional. This readiness was put to the test during the January 2016 record snow fall.

Also, during the past year, Lt. Perkins spent approximately three months as a shift lieutenant filling in due to a supervisor being on extended leave. Lt. Perkins did an excellent job during this assignment, managing all operational challenges and keeping overtime use at a minimum.

During the past year Lt. Perkins was the Department's lead staff person in a project to convert all medical records from a paper to electronic format. The project was successful in large part because of his problem solving skills and determination.

Lt. Perkins is an experienced correctional professional who works with a high degree of ethics and integrity; qualities that are essential for an investigator who handles highly confidential matters. Lt. Perkins is a certified dully authorized inspector for the Maryland Commission on Correctional Standards and a

Staff Recognition

member of the Mid Atlantic Great Lakes Organized Crime Enforcement Network.

It is because of his vast experience and abilities that it gives me great pleasure to select Lt. Howard Perkins as the Howard County Department of Correctional Employee of the Year.

Civilian Employee of the Year

Cheryl Rowe has worked with the homeless community in Howard County for over ten years as a volunteer working through church organizations and on her own. Cheryl began working as a volunteer with the Department of Corrections' population who were returning to the community and then in October 2013 was hired to assist in the county's new reentry initiative. She works tirelessly at all hours of the day to assist returning inmates in getting connected to services as well as making all attempts to get them into housing with the goal of stable housing. Inmates returning to the community pose a public safety risk if there are not sufficient planning using in-jail resources as well as reentry resources. Many times these individuals have no family support. These individuals are the ones we must target, if we are to make a difference in the recidivism rate and the community's safety.

When it comes to resources, Cheryl knows where to go, who to call and how to get them. Cheryl has had to learn to navigate many different systems to include Social Services, Housing, Workforce Development, etc. Cheryl knows how to garner support for her mission and her clients and she is able to work very well with other county agencies in this effort. It should be noted that Cheryl is always



Cheryl Rowe

professional in her interactions; yet she can be fiercely persistent when seeking services for clients.

She is highly regarded among the corrections arena, her colleagues, our community agencies, the faith-based community and elsewhere. Corrections has received accolades for her work with the homeless, her work in acquiring reentry housing grant funds, and her participation in the committee work that goes on to support the fight against homeless in our county.

To sum up the kind of person Cheryl is—she sees what needs to be done and does it, no matter what. Cheryl is now the corrections voice at the table where the solutions to homelessness or reentry are discussed for individuals. She can also be found at the edge of the woods of the homeless encampment bringing some needed supplies or setting someone up for a housing interview to shopping for food and coats for those leaving jail.

It is because of her efforts and dedication that it gives me great pleasure to select Cheryl Rowe as the Department's Civilian Employee of the Year.

Correctional Employee of the Month



January

Renea Somerville



May

Lieutenant
Howard Perkins



February

Lieutenant
Hayhurst,
Sergeant Perry
Young and
Officers Alton
Barr, James
Hinneh, and
Walter Dukes



June

Officer Sameer
Khan



March

Stacy Spivey-
Graham



July

Sergeant Phyllis
Delaney



April

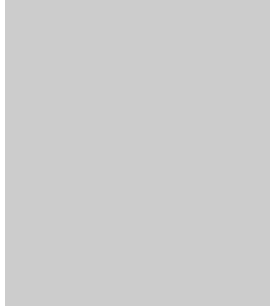
Mika Singer



August

Mary Colliver

Correctional Employee of the Month



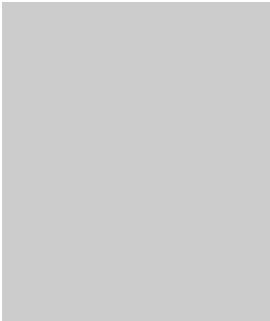
September

None Selected



October

Officers
Tonica Moore
and Stephen
Durojaiye



November

None Selected



December

Cheryl Rowe

Staff Community Service

Throughout 2015, Department staff volunteered their time and efforts participating in several charitable events.

- Polar Bear Plunge to benefit Special Olympics
- Law Enforcement Torch Run to benefit Special Olympics
- United Way of Central Maryland
- American Cancer Society's Relay for Life

Service Awards

The County's Awards Program was held on October 2, 2015 in the Ten Oaks Ballroom. The following employees received service awards:

Paul Coombs	10 years
Jeffrey Ennals	10 years
Katherine Joyner	10 years
Hope McClellan	10 years
Johnson Momo	10 years
Melanie Munford	10 years
Donal Okagbue	10 years
Howard Perkins	10 years
Lakia Pope	10 years
Willard Roy	10 years
Terence Stokes	10 years
Sherena Tyler	10 years
Richard Wilson	10 years
Prince Asempa	15 years
Niccole Branch	15 years
Phyllis Delaney	15 years
Crystalyn Gaddy	15 years
Trina Georgie	15 years
Freddy Glover	15 years
Elizabeth Jenkins	15 years
Annette Jernigan	15 years
Jacob Ketner	15 years

Felecia McInnis	15 years
Sandra Scott	15 years
Agnes Greene	25 years
James Locke	25 years

Perfect Attendance

Geannine Brown	Kevin Brown
James Burrows	Paul Coombs
Raymond Dale	LaJuan Deadwyler
Kim Drennon	Jeffrey Ennals
Crystalyn Gaddy	Ashley Gibson
Agnes Green	George Iordanou
Katherine Joyner	Jack Kavanagh
Sameer Khan	Andre McInnis
David Metz	James Murphy
Rosa Savage	Patricia Schupple
Gail Sessoms	Kenyeta Small
Drake Watkins	Lorenzo Williams
Kim Wilson	

Retirements

- Lieutenant Martin Kimball
- Corporal Gary Lutz
- Officer Hensel Crosier

