



# Howard County Department of Corrections

## 2018 Annual Report



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# A Message from the County Executive

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Dear Fellow Residents of Howard County:

I am pleased to present the Howard County Department of Corrections' 2018 Annual Report. This report documents the activities of the agency and highlights new and expanded 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 management of the inmates, meaningful treatment programs and, by assisting inmates with their reintegration back into the community.

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. Utilizing best practices and an evidence-based approach, the staff of the Department of Corrections and partnering agencies are dedicated professionals who, along with many committed volunteers and partners, strive to make the Department the best correctional agency in the State of Maryland.

Sincerely,

A handwritten signature in blue ink, appearing to read "Calvin Ball".

Calvin Ball  
Howard County Executive

# A Letter from the Director

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The 2018 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 and expanded efforts that were achieved in 2018.

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 inmates housed in our custody. The Department also offers a variety of treatment programs to assist the inmates when they are released back into the community.

Sincerely

A handwritten signature in black ink that reads "Jack Kavanagh". The signature is written in a cursive style with a large, sweeping initial "J".

Jack Kavanagh, Director  
Department of Corrections

# Mission Statement

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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

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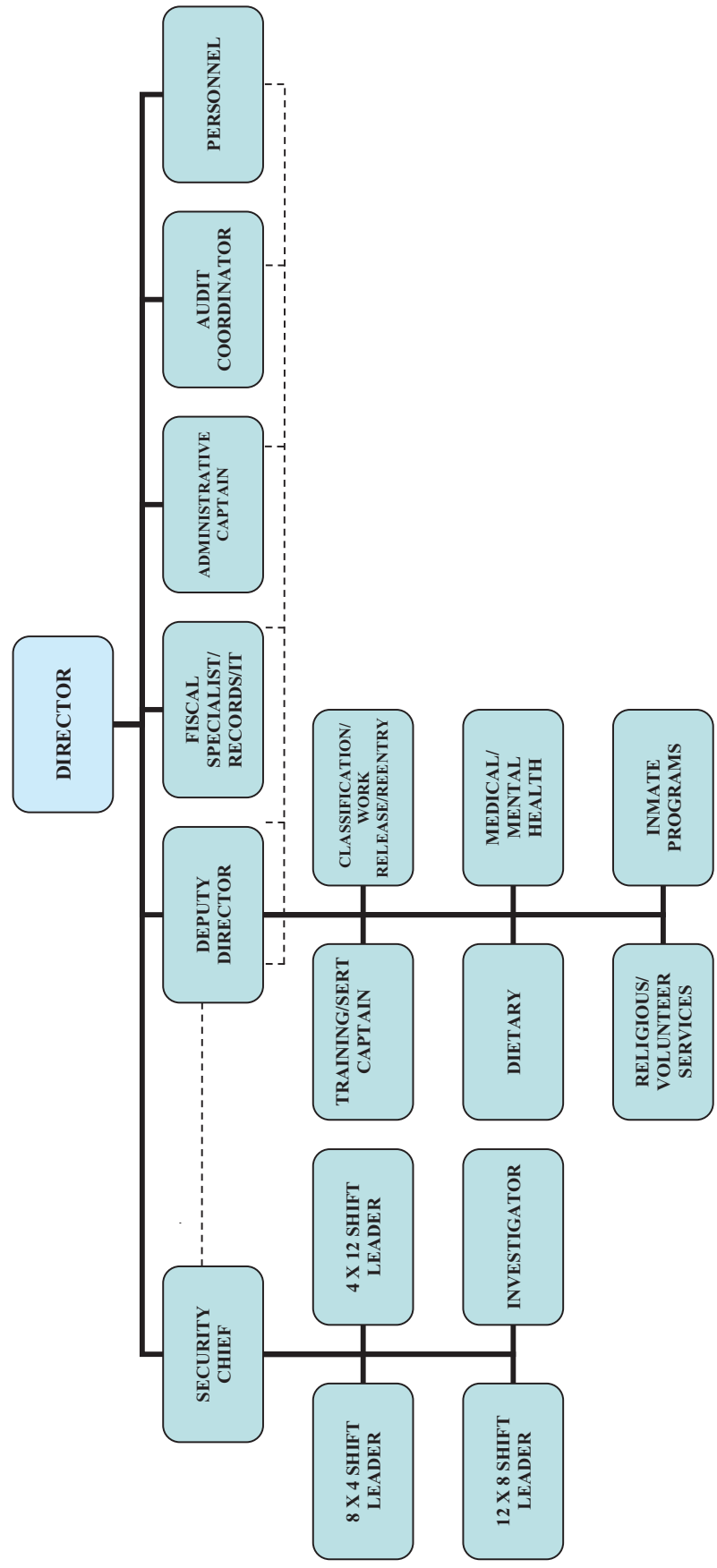
Howard County's original jail, in Ellicott City, opened in 1878. The Emory Street Jail was built to accommodate 12 inmates. In 1975, the Division of Corrections was established under former County Executive Edward Cochran. Gerald H. McClellan was appointed as the division's first Director of Corrections. 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. Approximately **500** individuals participate in community service each year.

# Organizational Chart



# 2018 Highlights

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## **New Jail Management System**

The Department will transition to a new jail management system (Black Creek Sallyport) in 2019. Over the past six (6) months Corrections staff have worked with the vendor to develop the system to ensure it helps the Department streamline processes and operate more efficiently. The system will initially reduce paper records by 50%.

## **New ICE Per Diem Rate**

Effective January 1, 2019 the per diem rate for housing federal detainees increased from \$90 to \$110. It is anticipated that annual federal housing revenue will increase by approximately \$500,000.

## **Mental Health and Suicide Awareness Training**

In FY2019 all staff received eight hours of mental health and suicide awareness training. Also, planning is underway to expand mental health training for staff to 32 hours starting in June 2019.

## **Pre-Trial Services Program**

In October 2018, the Department received a grant from the Governor's Office of Crime Control and Prevention in the amount of \$165,000 to develop a comprehensive pre-trial services program for Howard County. The grant funds will be used to identify "best practices" in pre-trial supervision and then implement a pilot program to test the benefits. The goal will be to utilize a validated risk assessment tool to assist in properly identifying suitable candidates for pre-trial release and supervision. A team comprised of Judges from Circuit and District Court and a representative from the Public Defender's Office, State's Attorney's Office and Corrections will guide the process.



# 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.

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.

## 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

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



Elhart Flurry joined the Department of Corrections on June 11, 2018. He previously worked for the Maryland Division of Correction for 18 years. Chief

Flurry has received numerous Governor and Commissioner citations during his career in State corrections while assigned to five (5) different facilities.

Mr. Flurry is a military veteran serving as a member of the US Army Special Forces. Mr. Flurry also attended Morgan State University.

Mr. Flurry is a Howard County resident and a graduate of Howard High School. He is also an active member of Unity Baptist Church in Elkridge.

# Administrative Office

## Audit Compliance and Inmate Grievance Office

The Compliance Management Office is responsible for monitoring compliance with various required federal and state standards, coordinating internal audits and conducting random in-house spot audits.

### Audits & Inspections:

DHS – Office of Detention Oversight – Final report not yet received

Maryland Commission on Correctional Standards – One issue under appeal

Immigration Customs & Enforcement Annual Review – Final report not yet received

The Inmate Grievance Program is intended for use by the inmate/detainee population to resolve problems and concerns at the lowest level possible and to ensure that the inmates/detainees have unfettered communication to mid and upper level managers and administrators.

### Inmate Grievances:

*389 filed, processed and resolved  
Only 91 found to be meritorious*

The Compliance Management Office is also responsible for Policy & Procedures, Operation Statistics (Ops Stat), and Records Retention.

Ops Stat is the Department’s system for documenting shift/unit compliance with submission of records as well as documenting exemplary or unsatisfactory job performance.

## Administrative Records and Budget

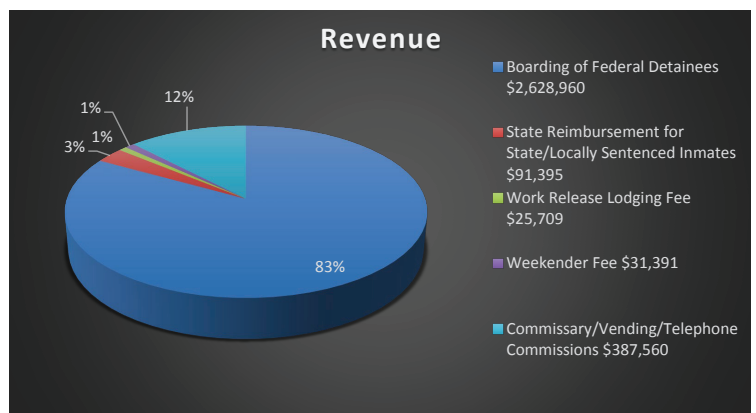
The Administrative Records Section provides a wide range of services. Included responsibilities of this section are Budgetary/Fiscal, Records, Inmate Sentence Calculations and Information Systems. Mental Health and Suicide Awareness Training

### • Budgetary/Fiscal

This section prepares the department’s operating budget, monitors expenditures, procures and remits payment for all purchases necessary to operate the Detention Center and the Central Booking Center, administers and monitors grant funds, collects revenues, maintains inmate work release accounting, and collects and monitors weekender lodging fees.

*FY18 Operating Budget: \$18,034,089*

*Anticipated FY18 Revenues: \$3,165,015*



### • 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 inactive inmate base files, conducting court ordered

expungements, inspecting inmate mail for contraband, and disseminating information to various law enforcement agencies, courts, attorneys, other correctional facilities, criminal justice agencies, and the general public. The records section also provides technical supervision of the department's commitment office. This includes conducting audits of the Computerized 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, etc. information, which is disseminated to other criminal justice agencies, the public, 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 central booking facility. 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, installs and monitors the performance of network servers located in Corrections, and provides staff with necessary training. The Department of Corrections is currently in the process of upgrading its current Jail Management System. In the upcoming year, it is anticipated that a contract will be signed with Hexagon Safety & Infrastructure for the Black Creek SallyPort Jail Management System and system design and testing will be conducted. Complete implementation is projected in 2019.

**Central Booking Facility**



The Central Booking Facility (CBF) is responsible for the processing of all incoming adult arrestees and juvenile arrestees

**(attachment 1)** 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.

*Detainees processed at CBF 2,842*

**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. 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.

<i>Total Detention Center</i>	
<i>Inmate Admissions</i>	<i>2,754</i>
<i>Total Detention Center Inmates</i>	
<i>Released</i>	<i>2,752</i>

## Drug and Alcohol Testing

The Department continued to conduct extensive testing of the inmate population for drug and alcohol use. Testing is important for security reasons as well as for identifying those in need of medical detoxification services and follow-up treatment. In 2018, 402 inmates went through detoxification treatment at HCDC. The increase in opiate overdose issues resulted in the Department shortening its' time frame for testing new intakes. Testing now occurs on the night of intake rather than after bail review. Marijuana was the drug with the most positive test results followed by cocaine, benzodiazepines, and opiates. The Department also added fentanyl to its test panels in October 2017, noting its use and increase risks for overdose. Audits & Inspections:

## Training

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 is provided in a variety of subjects to include Suicide Prevention/ Mental Health, Use of Force, Emergency / Disaster Plan, Use of Restraints, Prison Rape Elimination Act [PREA], Blood borne Pathogens (MRSA), Firearms, Stun Cuff, and Restraint Chairs. 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.

*All correctional officers, dietary correctional officers, and correctional support staff are required to receive 18 hours of in-service training annually to*

*retain certification from the Maryland Police and Correctional Training Commissions. Staff received an average of 25-30 hours of training.*

In addition, the Training Captain is also responsible for Background Investigations, Firearms Qualifications, Armory Security, Supervision/Coordination of Honor Guard Details and the Special Emergency Response Team (SERT), and policy & procedure updates. Our Instructor of the Year for 2017 was Corporal Jain Mathew.

### • Honor Guard



Members of the Honor Guard are Sgt. Michael Barnes, Sgt. Phyllis Delaney Corporal. Jeffery Ennals, Corporal Bernard Freeman, Officer Rosa Savage and Officer Lorenzo Williams. The Honor Guard consistently performs with diligence, precision and poise, so we say, "Thank You" to them for a job well done. Custody and Control

### • Special Emergency Response Team (SERT)



The Special Emergency Response Team (SERT)

is comprised of volunteer 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.) Training for SERT members includes eight hours of orientation, as well as additional training in specialized areas including, but not limited to, defensive tactics, cell extractions, evacuations, etc. Thank you to the TEAM for All of your hard work and dedication.

- **Firearms**

Members are required to qualify on an annual basis. Firearms instructors provided firearms training that included a “reduced-light” course of fire. Department security staff utilized special goggles that simulate low-light (night) conditions during range practice.

- **Armory**

The armory is maintained and controlled by the Training Captain, and is comprised of long arms and side arms, 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 (bi-annually) to ensure safety and effectiveness of all weapons.

- **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 proficiently screened, therefore providing the best qualified staff and volunteers available for the Department.

*16 background investigations were completed and 9 were hired for 2018*

## **Classification**

The Classification Department responsibilities consist of interviewing and screening newly incarcerated inmates for appropriate housing assignments, conducting inmate orientation, assigning inmates to institutional jobs, conducting inmate disciplinary hearings, assisting inmates with special needs and/or problems, and evaluating and referring inmates for special program placements as well as providing Case Management Services.

The Classification Department has expanded in new areas such as on-site state certification of GED testing. Ms. Lewis has completed the certification to be a tester for the GED test, and gracefully took over the implication and scheduling of the GED testing system for the detention center. One counselor facilitates Thinking For a Change class which is a cognitive behavior class that helps the inmate to possibly make better choices before making the decision that would get him/her in trouble with the law. The number of inmates coming from other jurisdictions has increased. Classification counselors determine their housing units and make sure the inmates obtain writs from the court for transportation to their original jurisdiction.

Classification staff is a major contributor to the overall security of the institution by properly screening and housing newly incarcerated inmates according to risk, determining job assignments, program assignments and addressing concerns of pretrial and sentenced inmates. Factors considered in housing and other assignments include current charges at HCDC or in other jurisdictions, escape risk, mental and physical

limitations and past adjustment at the Detention Center.

Inmates are also evaluated for substance abuse disorder. Additionally, inmates who are assigned to special management units, disciplinary or administrative segregation are reviewed periodically by a classification counselor along with a mental health professional. As needed, staff assist inmates in locating transitional programs while working in conjunction with other program staff.

In addition to the above, the classification section is involved with a number of other Detention Center programs, operations, and functions to include:

- 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
- Coordinating, Scheduling and Monitoring our Case Management Review System
- In partnership with the Howard County Health Department for referrals and placement for the Bureau of Addictions programs.
- In partnership with the Howard County Community College; referral and placements into the LEEP and GED programs, and Orientation therein.
- Maintaining a homeless Referral network.
- Providing Custodian of Records functions for our Circuit and District

	Initial Classifications	Email Communications	Adjustment Hearings	CMR	LSIR's
First Quarter 2018	352	1,798	201	53	34
Second Quarter 2018	321	1,357	185	60	39
Third Quarter 2018	436	1,282	204	49	30
Fourth Quarter 2018	397	918	150	24	30
<b>2018 Totals</b>	<b>1,506</b>	<b>4,755</b>	<b>740</b>	<b>186</b>	<b>128</b>
2017 Totals	1,527	7,467	808	234	172
Rate of Change	1.3 % decrease	36% decrease	8% decrease	20% decrease	25% decrease

## Community Programs

The Work Release Program and the Reentry Program are both under our Community Programs department at the Detention Center.

### • Work Release

The Work Release Program assists sentenced inmates with their transition back into the workforce and community by allowing them to gain employment while still incarcerated. Work release participants are closely monitored by staff to include frequent on-site job checks and GPS monitoring on selected participants.

*85 inmates were placed on the work release program*

*On average, 11 inmates per month were employed on the work release program*

*\$24,940 was paid to victims for restitution*

*There were no escapes or walk-offs in 2018.*

*On average, 16 inmates per month were assisting the County with various off-site work details to include: landfill, cleaning the County bus stops, and working with the Department of Recreation and Parks.*

## • Reentry

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 goals. The Reentry department provides vital services and support while linking clients with our 120+ community partners. This collaboration with community partnerships aims to break the cycle of recidivism by providing a better outcome for successful community reintegration. A reentry plan is devised with each individual when needed prior to their release, to assist in a smooth transition back into society. A community Reentry ID card, which also serves as a 60-day bus pass is offered to the individual at the time of release. There are additional office hours in the community to provide services to released offenders at The Multiservice Center in Laurel.

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 needs, understanding the requirements of parole and probation supervision, and Workforce Development Employment Services. In 2017, we added information on the expungement process and resources to assist clients meet this need.

### ***Detention Center Reentry participation was as follows:***

*Total of 7 cycles comprised of 46 sessions  
129 individuals that had attended sessions*

*54 Participants completed the six-week program sessions and were awarded certificates*

### ***Community Reentry Participation was as follows:***

*A total of 3,639 referrals and services were provided in the community:*

*1,872 individual counseling sessions including crisis intervention and ongoing support  
255 referrals to Addiction Services*

*78 referrals to Mental Health services/  
Mental Health medications*

*190 referrals to Housing/Homeless Assistance*

*347 Employment Services provided*

*50 clients applied for Health Insurance*

*29 clients received Social Security Cards*

*23 clients received birth certificates*

*50 clients were assisted with MVA services (ID/license issues)*

*264 referrals to Community Support Agencies*

*313 consultations with Probation Agents*

*36 referrals to medical services*

*132 linkages to transportation alternatives*

## **Dietary**

Inmate food service is provided by a total of six correctional dietary officers, 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 Service staff. A Registered Dietician approves menus annually.

*Total Meals Served in FY18-360,742*  
*\$5.67 per day in meal costs*

## Medical Services

The Detention Center provides medical, dental, and mental health care from the time of admission, throughout the period of incarceration, until release (**attachment 2**). 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.

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.**

## Collaborative and Community Inmate 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

Howard Community College (HCC) in a partnership with the Howard County Department of Corrections (HCDC) 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. Secure tablets preloaded with GED materials are used by students in their housing units to follow up on the lesson studied in class.

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 is 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. HCDC is an approved GED testing site.

*51 inmates were enrolled in GED*

*40 inmates took the GED test or part of it and 8 received their GED*

#### • Literacy Tutoring Program

The Literacy One-on-one Tutoring Program is designed to assist intermediate and low-level students in reading and math. More than 60 percent of all prison inmates are functionally illiterate. Illiteracy and crime are closely related. The Department of Justice states, “The link between academic failure and delinquency, violence, and crime is welded to reading failure.”

Education has repeatedly been shown to be one of the most effective ways to decrease both crime and the financial and societal costs of incarceration. Researchers at UCLA’s Department of Policy Studies found that while \$1 million spent on corrections prevents 350 crimes, the same amount spent on education in prisons prevents 600 crimes. A recent study by the RAND Corporation determined that those who participated in correctional education programs were 43% less likely to return to prison than those who did not. Beyond reducing recidivism, education also positions people to successfully re-enter society and make positive impacts on their families and

communities. (Petey Greene Program).

Howard County Detention Center has taken a proactive role in providing an educational platform that addresses the issue of illiteracy among the persons in our custody.

Teaching methods used are: Essay Writing, Sentence Structure, Phonics/Neurological Impress Method (NIM), Subject Verb Agreement, and Vocabulary Work Bank.

The purpose of the Petey Green Program is to recruit, train and coordinate volunteers, typically undergraduates and graduate students, to tutor at the educational programs located within prisons and jails. The tutors volunteer their time approximately 2 to 3 months which is equivalent to a semester and each semester new tutors volunteer. On the intermediate level, Howard County tutors provide individualized assistance and model helpful study habits. When these techniques are integrated into existing programs, this supplement service significantly improve learning outcomes.

*During the year of 2018, twelve (12) volunteer tutors participated in Howard County Detention Center’s Intermediate Tutoring Program. As a result, eight (8) students that began on third and fifth grade reading and math levels could increase their comprehension levels up to fifth and seventh grades levels – an increase of two full grade levels.*

HCDC participants also included those working in the Literacy Program, those in the GED class who received supplemental tutoring, and those who were not in GED and needed one-on-one tutoring.

*15 inmate students were served through the program*

## • Project LEEP (Life Skills Education Employment Program)

Project LEEP (Life skills Education Employment Program) provides participating inmates the necessary tools to seek and gain employment upon their release. 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.

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.

All students who complete this six-week LEEP course, receive certificates of completion from Howard Community College and a packet of referral materials to aid them with their job search and/or continuing education.

*Five (5) LEEP classes were convened during the year. Each class meets daily for 3 hours from Monday through Thursday afternoon for six weeks, offering 74 hours of instruction each session. A total of 59 students enrolled. Of those enrolled, nine (9) were removed due to disciplinary reasons, three(3) were transferred to other institutions, seven (7) were released into the community before graduation from the program, seven (7) left the program for various reasons, and 33 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.

## • Resource Center

Inmates are encouraged to avail themselves of the wide variety of legal and other reference materials, books, newspapers, magazines and other periodicals. Inmates have weekly access to the library. Library materials and books are furnished by the Howard County Library.

## •Religious Services

Religious services (**attachment 3**) for inmates are provided through volunteers and volunteer faith- based organizations.

Christian Jail Ministry (CJM), a non-profit religious organization, has provided spiritual and pastoral services for inmates at HCDC 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). 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." 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 2017.

Muslim faith education and Jumar Services are offered at the Detention Center through the volunteer services of the Dar Al-Taqwa congregation in Howard County.

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

#### • **Addiction Services Program**

The Howard County Health Department offers a variety of treatment and education programs, targeting the needs of the inmate 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 that have been screened by HCDC staff. 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/DUI 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. Participants also attend institutional self-help meetings

(Alcoholics Anonymous) weekly and bi-weekly (Narcotics Anonymous). 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. The substance abuse services team is in the process of updating our program requirements.

*A total of 175 inmates participated in the substance abuse services program, which is an increase of 15 clients from the previous year. 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 curriculum content.*

In addition to these formal programs, referrals are provided to other inpatient drug treatment facilities when instructed by the Courts to do so. Resources and handouts on substance abuse services are available to all inmates in the Howard County Detention Center, and Acupuncture continues to be funded by the Howard County Detention Center and offered as one of our weekly therapeutic groups through the Maryland University of Integrative Health.

Continued in 2018 was offering Opioid Overdose Response Trainings within the Detention Center for inmates and staff. At these trainings, participants are trained to Naloxone. Naloxone is used to revive someone who is currently overdosing. Upon their release from the Detention Center, clients are given a kit with 2 doses of

Naloxone (an \$85.00 value), which is placed in their property and given to them upon release. By placing the Naloxone in the inmate's property, this removed the barrier of having them go to the pharmacy to pick it up. This training is in response to a dramatic increase in opiate overdose deaths in the State of Maryland and Howard County. In addition to this training, the Bureau of Substance Abuse Services utilized the services of Ms. Claudia Saloman, Howard County State Care Coordinator.

*Two Opioid Overdose Response Trainings were conducted in the Howard County Detention Center, with a total of 40 participants*

In addition, 2018 saw the continuation of the Vivitrol program within the Howard County Detention Center. Vivitrol is a once a month injection used to treat opioid and alcohol use disorders. Eligible inmates receive the injection prior to their release, then continue with treatment in the community.

*To date, 50 inmates have received injections prior to their release, which triples the number of individuals receiving Vivitrol last year*

New in 2018 was the Health Department's funding of suboxone for individuals who are either not medically eligible for Vivitrol, or would like to be started on a different medication-assisted treatment. Research shows that individuals who are placed on medication-assisted treatment (ie: Vivitrol, suboxone, or methadone) have higher rates of treatment success. In addition, the Health Department has helped start the SBIRT (Screening, Brief Intervention, Intervention, and Referral to Treatment) program within the Howard County Detention Center

with the use of our peer recovery support specialists. This program is designed to help individuals who may not get into treatment while in the detention center, but will need treatment in community once released.

*To date, we have helped place 20 individuals on suboxone prior to release or work release*

Goals for 2019 include continuing to offer Opioid Overdose Response Trainings to staff and inmates, implementing SBIRT jail-wide, expanding medication-assisted treatment to more individuals, developing better continuation of care options in the community, and evaluating how best to serve all inmates (sentenced and pre-trial) at the Howard County Detention Center.

#### **• 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 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 include crisis intervention to inmates and working closely with all staff and other 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 suicide awareness 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.

*Mental Health first aid training was introduced to the correctional staff this year as well. Approximately three hundred and fifty (350) correctional, police, and public safety staff received the training this year. The clinician also participates as an instructor and facilitator in the CIT training program for Howard County Police Department.*

*Two Hundred and nineteen (219) individuals with a primary diagnosis of a Serious and Persistent Mental Illness were served through the MCCJTP. Six hundred hours (600) of case management services were provided, six hundred hours (600) hours of group facilitation, along with one-hundred sixty hours (160) of individual therapy.*

The 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. 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.

- **Reentry Mediation**

The Department partnered with the Mediation and Conflict Resolution Center (MCRC) at Howard Community College to conduct reentry mediation. 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.**

*8 Intake sessions, offered mediation to one hundred and twenty-two (122) individuals, and held 23 mediation sessions*

- **Safe Food Handling Training Certification**

In partnership with Howard Community College “ServeSafe” food handling safety program is recognized nationally and thus provides the inmates with a strong tool for job hunting in the food-related industry. All inmates who successfully complete the program receive certification from The National Restaurant Association.

- **Strengthening Families**

The Strengthening Families Program (SFP) is a nationally and internationally recognized family and parenting program that assists families with building lasting family ties. The program can be catered to any family, but seeks to target high risk families. The children

of incarcerated parents are at a higher risk for falling into the cycle of generational incarceration. SFP is an evidence-based family skills training program found to significantly improve behavior as well as reduce delinquency, alcohol and drug abuse in children. The 12-week program has also been found to improve social competencies and school performance. The program meets once a week and builds upon concepts with each class.

The program focuses on concepts such as successful communication, holding family meetings, rewarding your child and setting limits. All the models guide parents and caregivers into developing a parenting style that works best for their family.

*One session with 17 participants and 12 completed the program*

- **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.

*69 inmates participated the program with 32 completing the program*

- **Getting Ahead**

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.

*25 participated and 14 completed the program*

- **Landscapes for Life**

The Detention Center in partnership with Howard EcoWorks held a sustainable gardening training for inmates that consisted of 5 days of classroom training and 1 day of a hands-on practical. This program used the Landscapes for Life curriculum which provided basic education on successful soil, water, and plant practices. They also learned about design strategies, soil texture, water, and plants within the context of sustainable gardening.

*16 inmates received certificates of completion from Howard EcoWorks*

- **Your Job & Your Money**

The Detention Center held a 4-day financial literacy and job preparation class. This course was taught by two volunteers from MakingChange Financial Wellness Programs. Inmates learned the importance of setting short and long term realistic goals and how to strategize and be prepared for future employment, the importance of budgeting and saving money for the future,

understanding credit scores, establishing credit and how to repair bad credit.

*28 inmates received certificates of completion from MakingChange.*

- **SBIRT (Screening Brief Intervention Referral to Treatment)**

SBIRT (Screening Brief Intervention and Referral to Treatment) program is grant funded program through DHMH and fills a gap in providing treatment to pretrial and short sentenced inmates. The grant pays the salary for a peer counselor who conducts interventions and treatment referrals.

*2,613 screenings were completed with 686 brief interventions, and 117 referrals to treatment*

# Staff Recognition

## Correctional Employee of the Year



Corporal McInnis has been employed with the Howard County Department of Corrections since September 18, 2000. During her employment with the

Department she has been employee of the month five times.

Corporal McInnis is the Department's primary commitment officer. She works closely on a daily basis with personnel from the Circuit and District Courts as well as law enforcement and other correctional agencies. She receives positive feedback from these agencies for her responsiveness and outstanding customer service. Corporal McInnis who is assigned to the 8 x 4 shift also trains all commitment officers on the other shifts. During the past year Corporal McInnis also assisted in updating the department's commitment operating manual.

As the 8 x 4 shift commitment officer, she coordinates all court trips, releases, transfers and bail review hearings. She is an exceptional multi-tasker and a perfectionist, which are a rare combination. Additionally, she is the primary operator for the agency's body scanner. She ensures new intakes are body scanned as part of their intake processing. She has helped detect items of contraband hidden in body cavities while operating the body scanner.

In addition to her duties as commitment

officer Corporal McInnis is capable of working any post in the facility. She is also willing to assist her fellow officers with any task and is often one of the first responding officers when a code is called.

Lastly, Corporal McInnis has assisted in developing the schematic design of the planned new Howard County Detention Center. Her experience in processing new commitments was quite valuable in designing an efficient work flow for the new facility.

Due to all the aforementioned contributions as well as Corporal McInnis' high degree of commitment and professionalism I am pleased to select her as Correctional Officer of the Year.

## Civilian Employee of the Year



Tina Linton began her employment with the Department on November 5, 2012. Prior to her employment with Howard County, Ms. Linton worked for the

State of Maryland Division of Correction, retiring as a Lieutenant in July 2012.

As the Administrative Assistant to the Deputy Director and the Chief of Security, you would think that was enough of a challenge. Not for Ms. Linton. Ms. Linton uses her wealth of experience and education (including 20+ years of correctional officer experience and her baccalaureate degree) to do so much more than manage the office. Ms. Linton continually steps out of her admin role to



assist and manage many different functions. Some examples include working diligently with the development of the Detention Center becoming a PearsonVue GED testing site, becoming a certified GED test administrator, managing the updating and completion of the Detention Center's HACCP (Hazard Analysis, Critical Control Point) Plan, required for our dietary operation. Learning the volunteer orientation process and conducting the application, background and orientation of new volunteers and allied agency staff; managing the update of two cycles of our COOP (Continuity of Operations Plan); ensuring that visiting speakers; instructors; etc. are properly vetted and that they are greeted and escorted to their program area; and whatever it takes to get and keep things rolling smoothly.

More recently Ms. Linton has used her administrative and organizational skills to take on the administrative work related to a new grant-funded program start up--- SBIRT (Screening, Brief Intervention and Referral to Treatment). It is through Ms. Linton's work that our program is moving forward with the required recordkeeping. Ms. Linton continually assists with all grants and is eager to learn more of the grants administration work.

It is because of her efforts and dedication that it gives me great pleasure to select Tina Linton as the Civilian Employee of the Year.

## Correctional Employee of the Month

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### January

Tina Linton, Jay Pham and Ciarra Lewis



### February

Terence Stokes



### March

Felecia McInnis

April - None selected



### May

Rosa Savage, Melanie Avery, Ciarra Lewis, Darlene Jolly, Alaina Elam, Louise Martin, Kim Drennon

**June** - None selected



**July**

Diana Pettit



**August**

Martina  
Greenwood,  
Jarod Ingram

**September** - None selected



**October**

Gail Sessoms

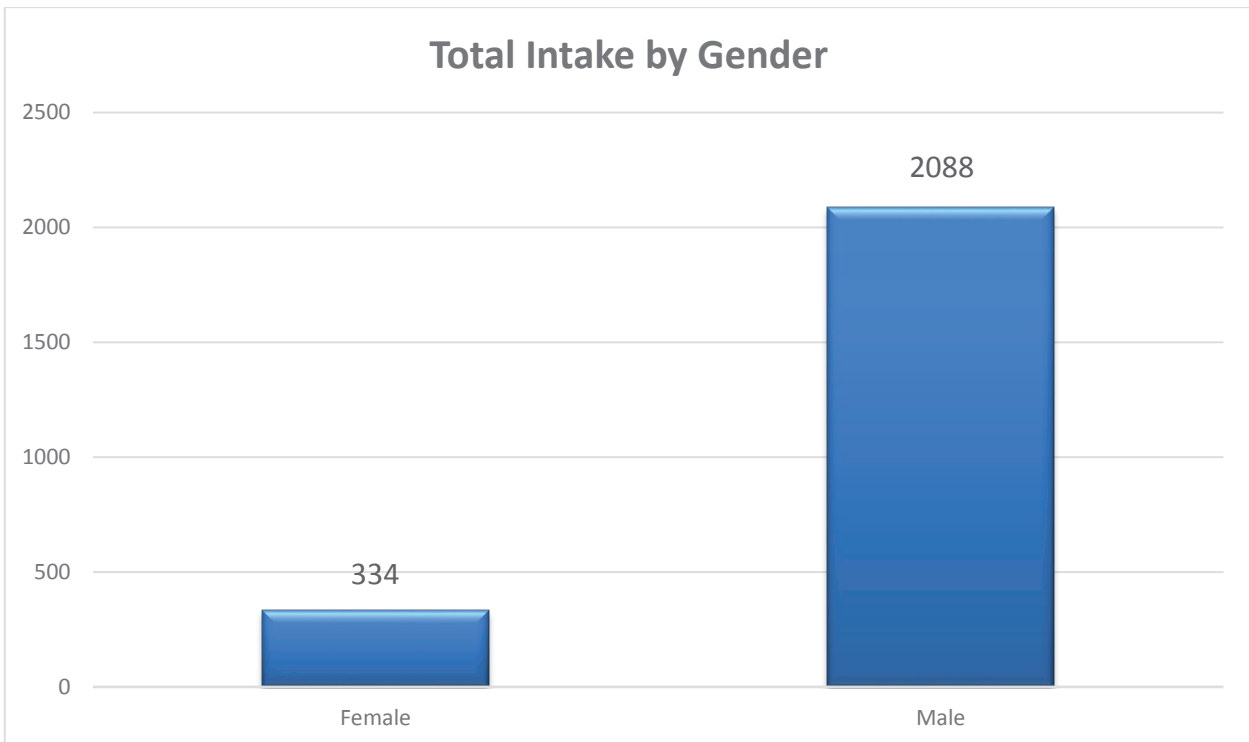
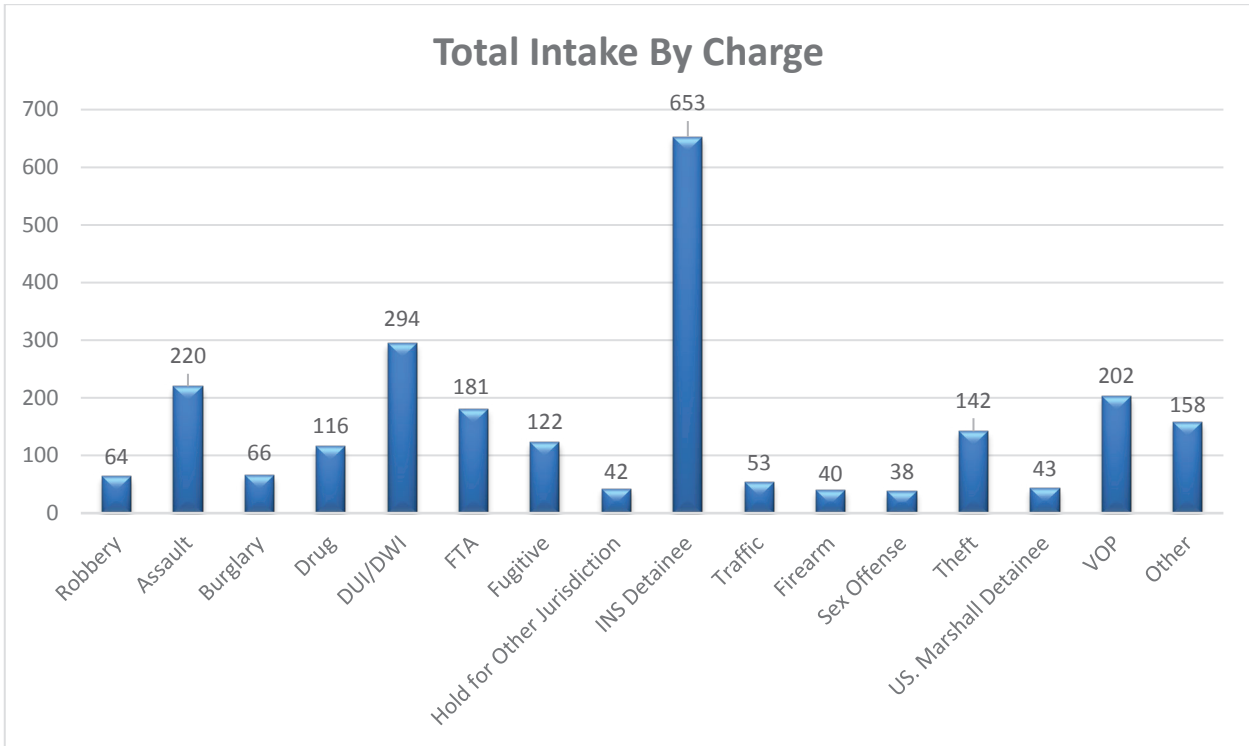
**November** - None selected

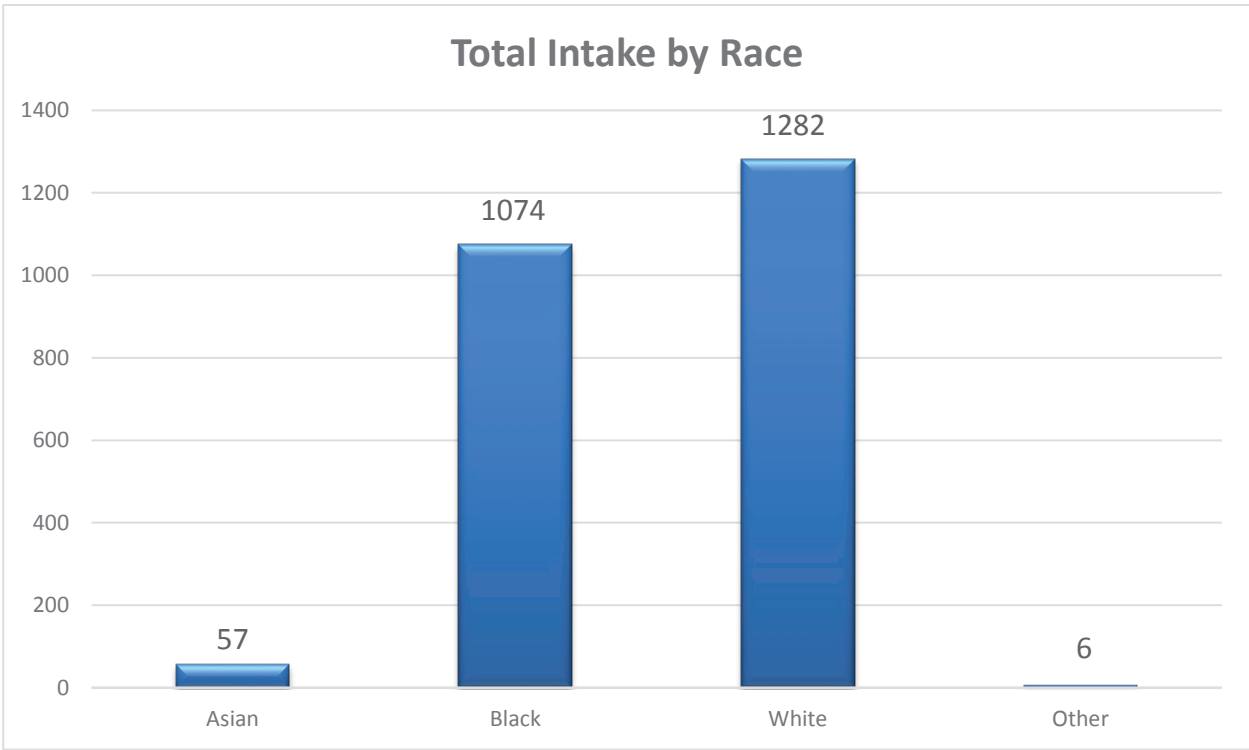
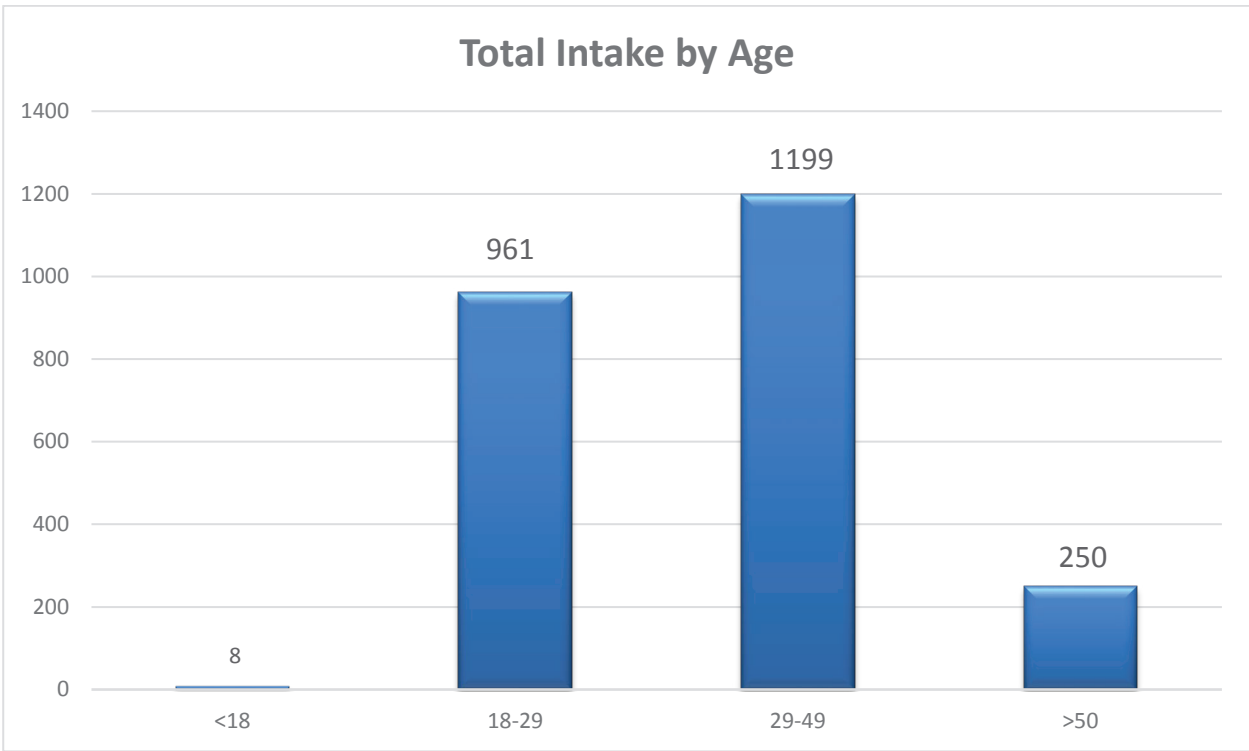
**December** - None selected

**Staff Community Service**

Throughout 2019, Department staff volunteered their time and efforts participating in several charitable events.

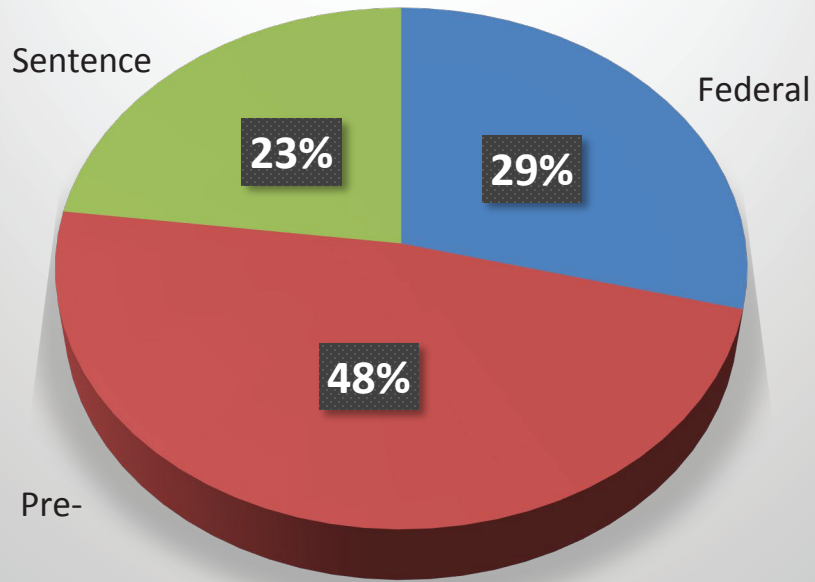
- Law Enforcement Torch Run to benefit Special Olympics
- United Way of Central Maryland
- American Cancer Society's Relay for Life



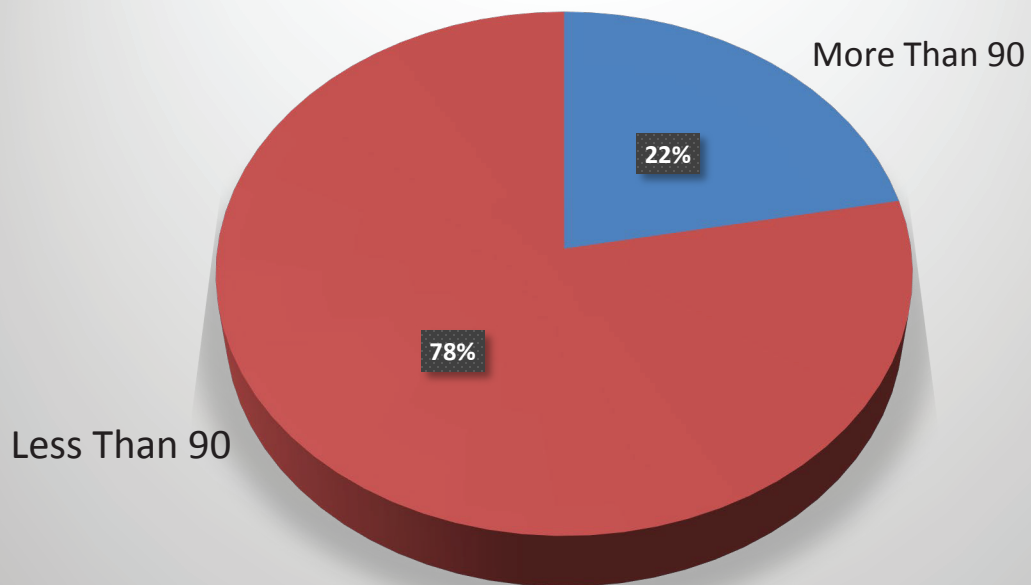


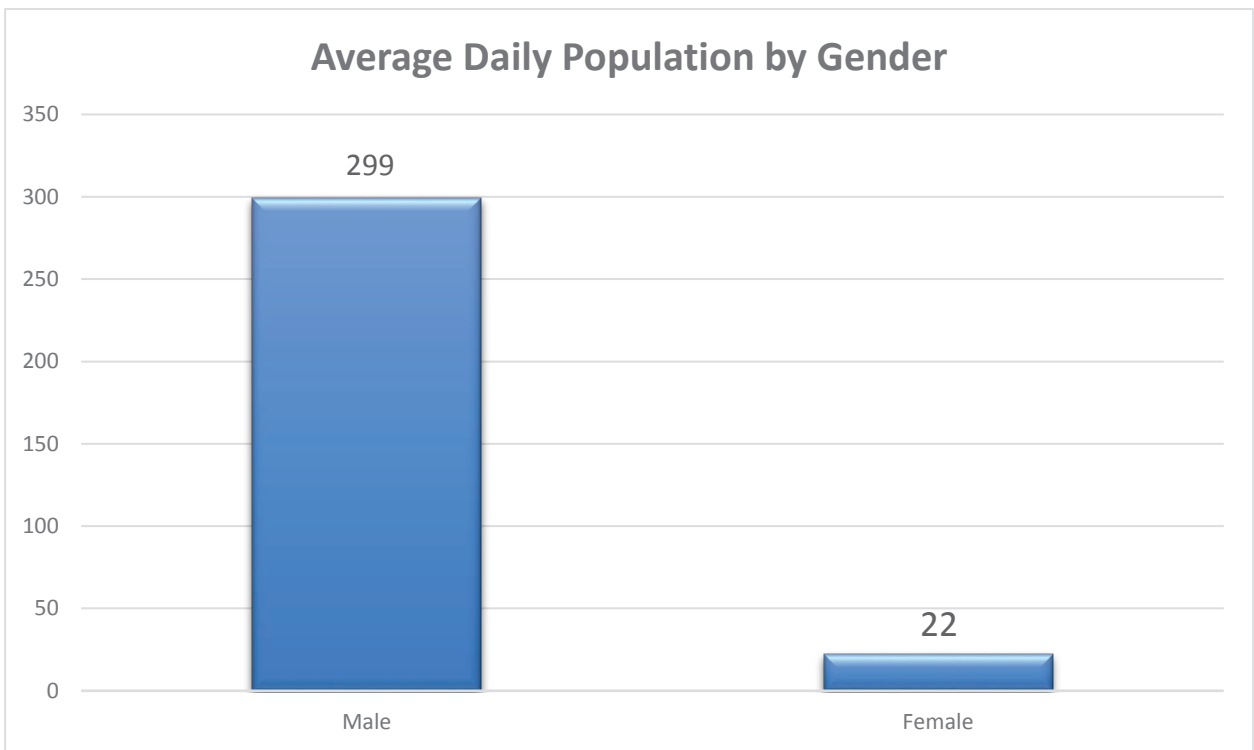
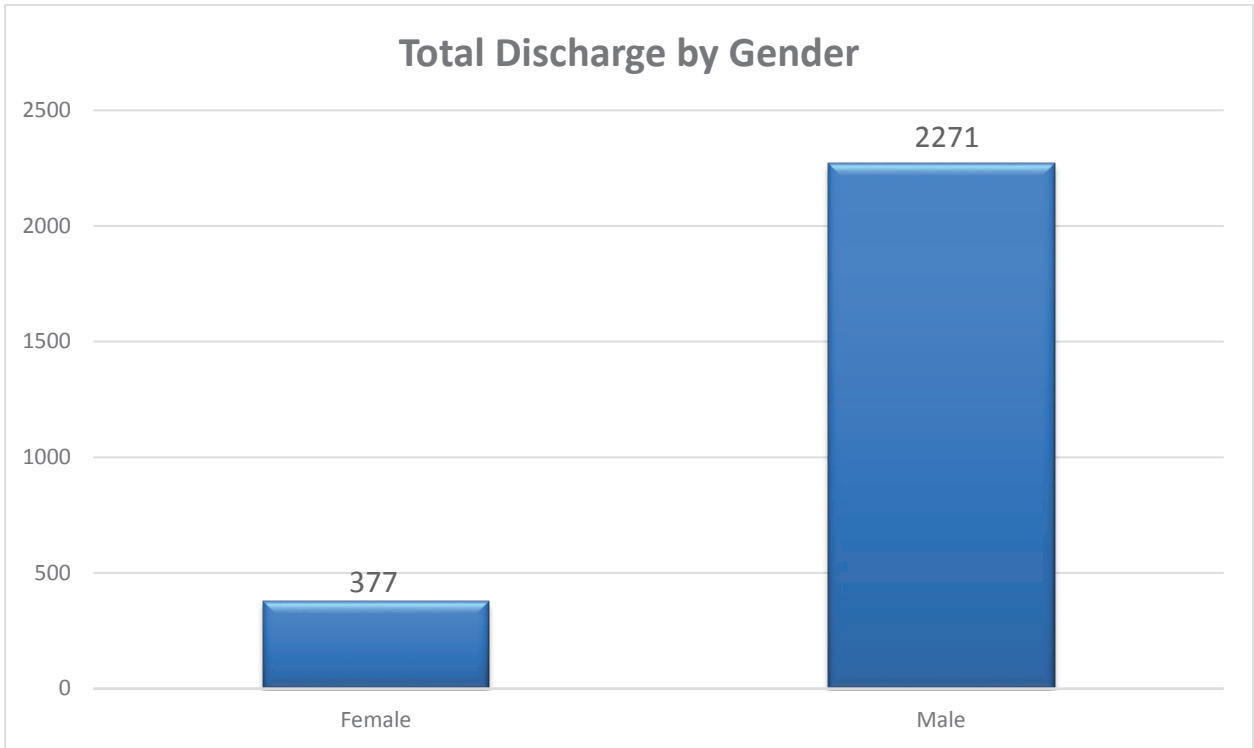
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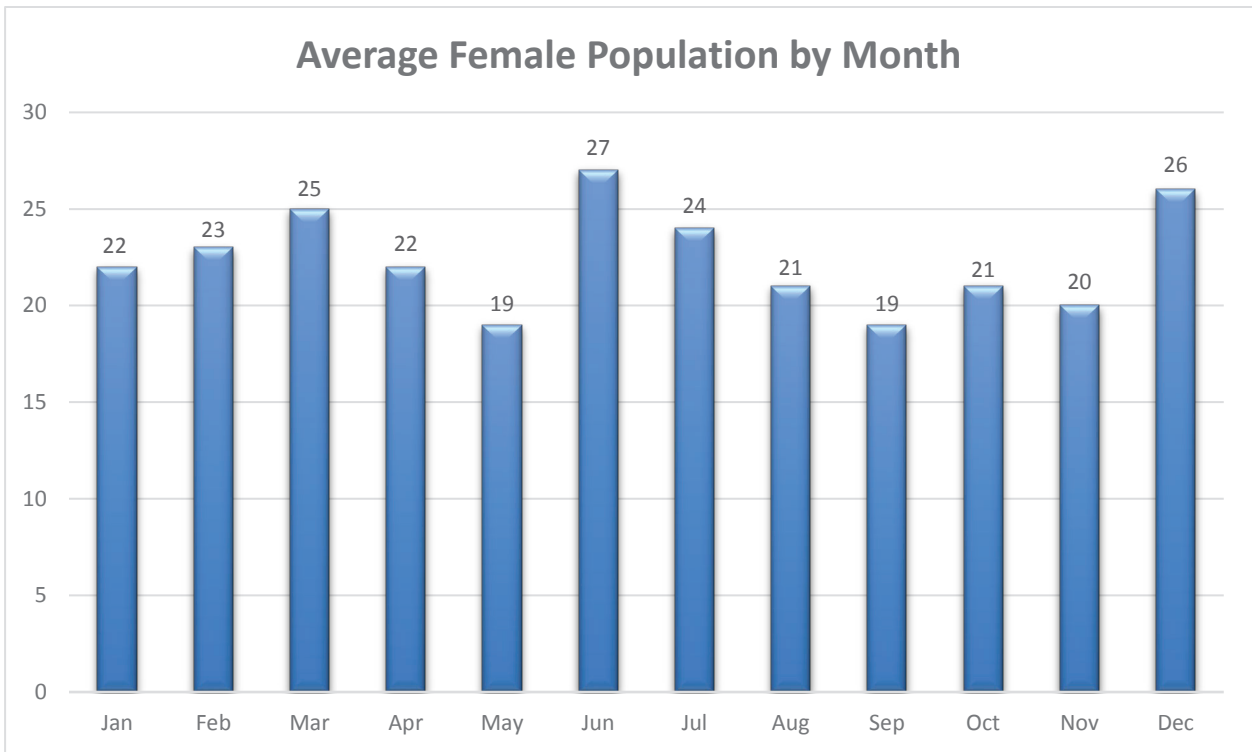
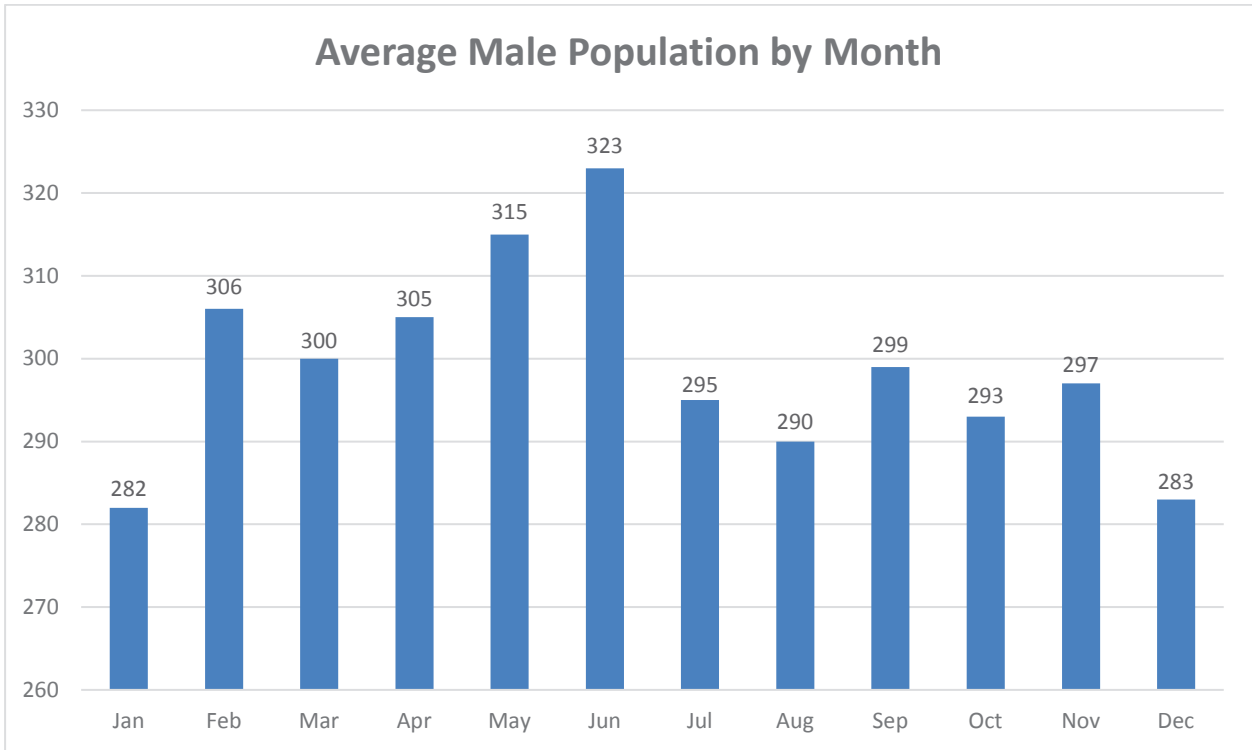
### Intake by Status

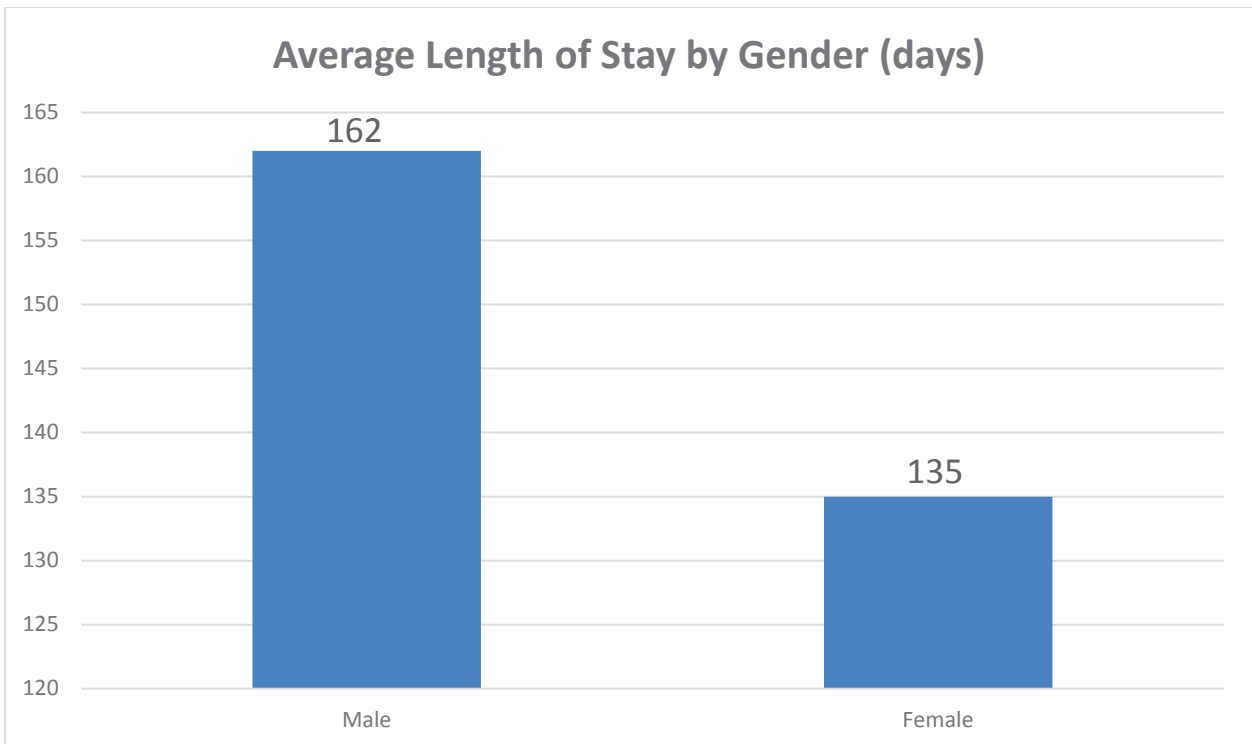
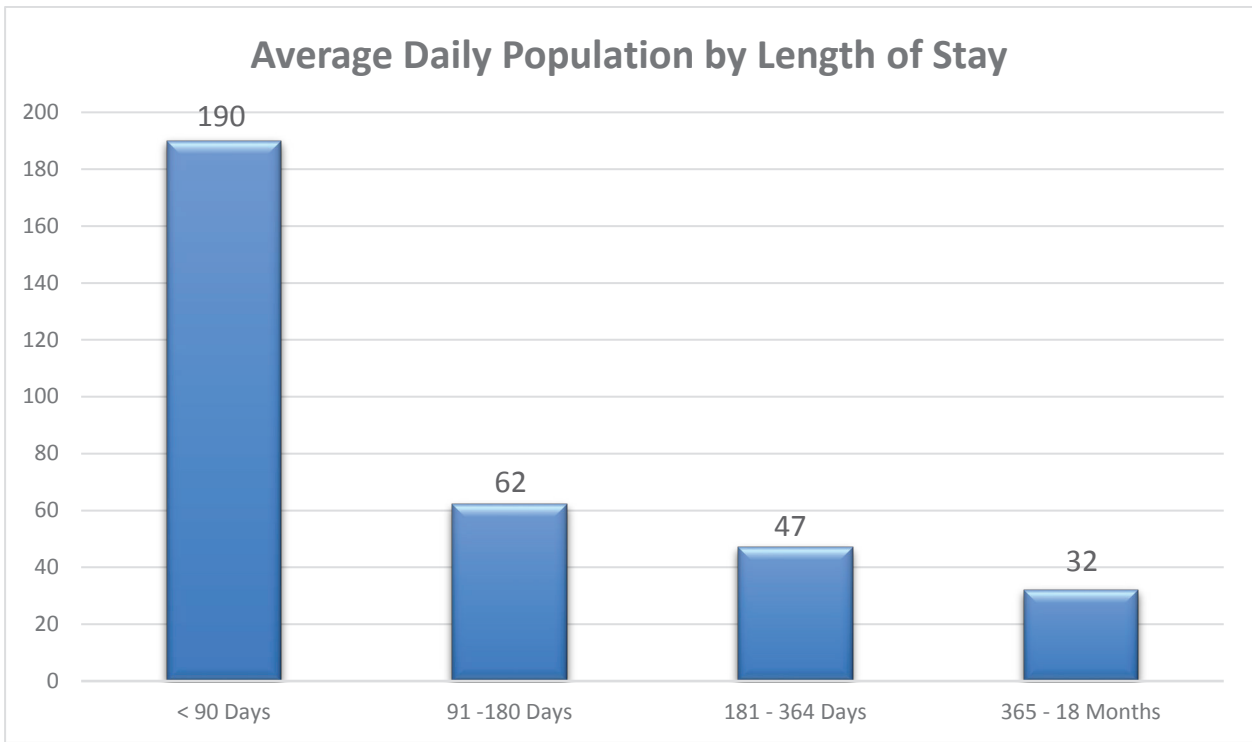


### Average Length of Stay for Pre-Trial



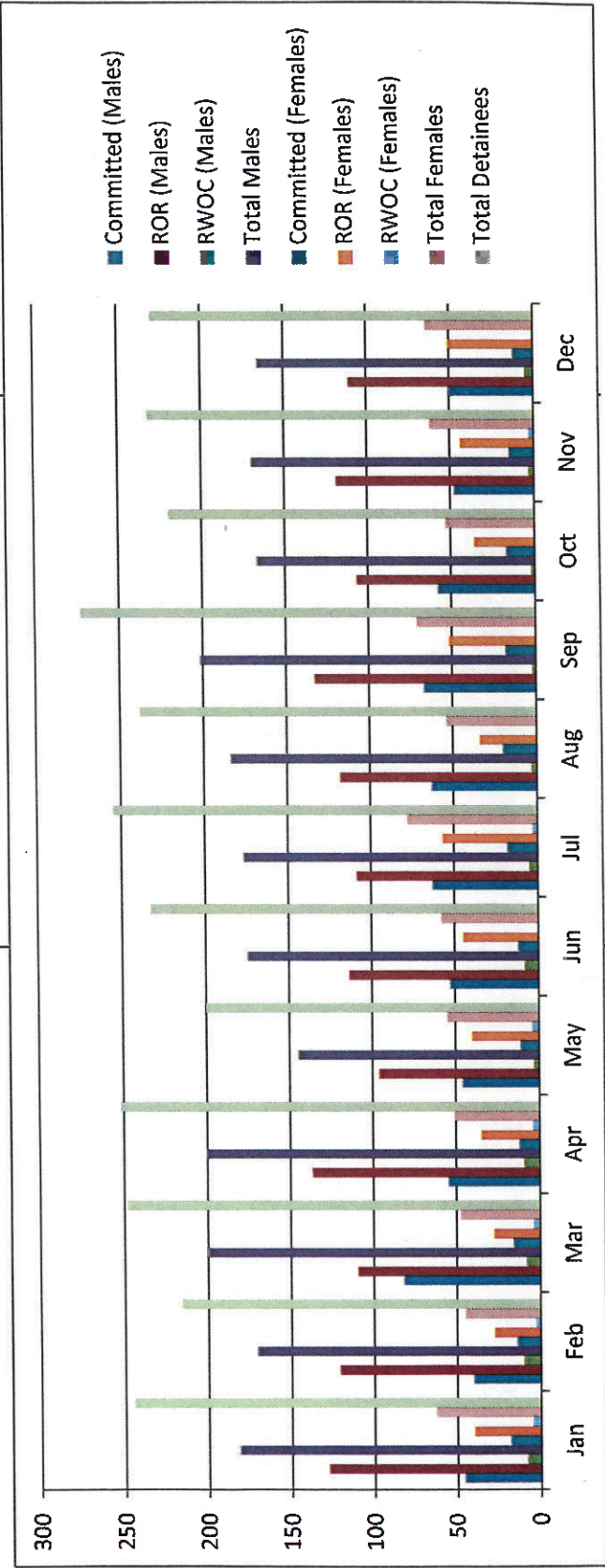








	Males				Females				Total Detainees
	Committed	ROR'ed	RWOC	Total Males	Committed	ROR'ed	RWOC	Total Females	
Jan	46	128	8	182	18	40	5	63	245
Feb	40	121	10	171	14	28	3	45	216
Mar	82	110	8	200	16	28	4	48	248
Apr	55	137	9	201	12	35	4	51	252
May	46	96	3	145	11	40	4	55	200
Jun	53	114	8	175	12	45	1	58	233
Jul	63	109	5	177	18	57	3	78	255
Aug	63	118	3	184	20	34	0	54	238
Sep	67	133	2	202	18	52	1	71	273
Oct	58	107	2	167	17	36	0	53	220
Nov	48	119	3	170	15	44	3	62	232
Dec	50	111	5	166	12	51	1	64	230
<b>Totals</b>	<b>671</b>	<b>1403</b>	<b>66</b>	<b>2140</b>	<b>183</b>	<b>490</b>	<b>29</b>	<b>702</b>	<b>2842</b>



Howard County Detention Center - Health Services Report 2018

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	AVG	2017 avg
ADP	304	329	325	328	334	350	319	311	318	314	317	309	3858	321.5	304.08
AVERAGE MALE POP.	282	306	300	305	315	323	295	290	299	293	297	283	3588	299	277.33
AVERAGE FEMALE POP.	22	23	25	22	19	27	24	21	19	21	20	26	269	22.4167	28.25
RECEIVED	268	267	242	228	232	226	218	209	228	218	226	184	2746	228.833	281.17
RELEASED	256	247	254	233	202	228	247	226	202	231	206	221	2753	229.417	283.92
# OF DEATHS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.16
# OF SUICIDES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.08
# OF HIV +	10	7	10	11	16	15	9	8	11	9	12	16	134	11.1667	12.75
# OF INMATES WITH AIDS	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0
# PREGNANT	0	1	0	0	0	0	0	1	0	0	1	0	0	0.25	1.42
CLINICAL VISITS															
MD CLINICAL VISITS	48	30	39	31	54	52	54	59	58	61	43	52	581	48.4167	44.17
CLINICIAN CHART REVIEW	2	3	2	0	0	0	0	0	2	0	0	3	12	1	1.5
PA/NP	238	247	271	281	272	250	256	254	204	209	188	207	2877	239.75	229.75
NURSE	978	967	1070	1210	1317	1064	1080	1159	1042	989	949	924	12749	1062.42	956.92
DENTAL	76	52	46	63	60	67	62	57	61	58	110	112	824	68.6667	61.17
PHYSICALS	113	101	95	86	103	86	78	79	85	95	73	82	1076	89.6667	100.83
ANNUAL	3	5	7	10	4	2	2	3	4	3	5	1	49	4.08333	3.08
PHARMACY															
# ON PRESCRIPTION MEDS	152	154	172	156	188	196	169	181	171	162	163	152	2016	168	164.08
% ON PRESCRIPTION MEDS	50.00%	46.80%	52.92%	47.56%	56.28%	56.00%	52.98%	58.19%	53.77%	51.59%	51.91%	49.19%	627.19%	52.27%	54.00%
# ON PSYCHOTROPIC MEDS	128	132	158	152	173	182	145	156	177	183	169	174	1929	160.75	154.33
% ON PSYCHOTROPIC MEDS	42.10%	40.12%	48.61%	46.34%	51.79%	52.00%	45.45%	50.16%	55.66%	58.28%	53.85%	56.31%	600.67%	50.06%	50.78%
MEDICAL HOUSING															
# OF MEDICAL BEDS	2	2	2	2	2	2	2	2	2	2	2	2	24	2	2
# INMATES ADMITTED TO MED	7	9	6	7	5	12	18	16	8	5	10	11	114	9.5	6.83
# OF AMBO TRANSPORTS	49	23	13	14	13	19	26	22	12	10	26	36	263	21.9167	30.17
# OF ER VISITS	2	4	0	1	1	1	0	2	1	1	0	2	15	1.25	1.42
# OF INMATES ADMITTED	4	4	0	2	1	4	4	5	1	1	1	5	32	2.66667	2.25
# OF HOSP. ADM. DAYS	1	3	0	1	0	1	0	3	0	0	2	0	11	0.91667	1.33
# OF INMATES OBS	4	7	0	1	0	5	0	8	0	0	9	0	34	2.83333	7
# OF DAYS OBS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.08
# txf for medical/MH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAT															
Vivitol Doses	4	4	1	1	2	0	0	0	0	0	1	1	14	1.16667	1.82
# on Subutex	2	5	4	6	6	5	4	3	3	3	2	4	47	3.91667	NR
# on methadone	1	1	0	0	0	0	0	0	0	0	1	1	4	0.33333	NR
MISCELLANEOUS															
# + MRSA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRIEVANCES	5	5	4	5	6	5	3	2	1	2	4	5	47	3.91667	4.27
SUBSTANTIATED GRIEVANCES	0	0	0	1	0	0	0	0	0	0	0	0	1	0.08333	0.36
# INMATES ON MEDICAL DIET	23	32	29	29	26	24	24	26	24	22	19	22	300	25	25.41
# I/M TX ONSITE FOR INJURIES	21	16	30	21	16	18	18	5	17	14	18	21	215	17.9167	7.41



TO: Howard County Detention Center (HCDC) Leadership  
Director, Deputy Director, and Chief of Security  
CJM Board of Directors

FROM: Christian Jail Ministry (CJM) Chaplain Gerard Washington

SUBJECT: Report of HCDC Religious Programs for December 2018

DATE: January 18, 2019

**Christian Jail Ministry, Inc.** P. O. Box 6037, Columbia, MD 21045-6037 (410) 997-0253

**Congratulations to...**

Michael Alston, O'Meale Bailey, Joel Barahona, Marquise Brown, Charles Dawson, Omar B. Gertman, Jalien Hall, Thomas Kilby, Jimmy Humberto Nunez, Anthony Russell, Stephen Stein, Ajaye Smith, Timothy Winn, Jeanna McLaughlin and Jordan Reeves received their First Phase certificate for completing 6 weeks of Celebrate Recovery classes.

ACTIVITY		SESSIONS	VOLUNTEER VISITS	INMATES	PRIOR MO. INMATES	YTD INMATES
Sunday	Men: AM Service Chapel	5	18	90	68	732
	Men: PM Service Chapel	5	9	140	96	1088
	Women: Service Library	5	14	40	28	273
	Men: Evening Bible Class	5	7	113	95	840
	Women: Dom. Violence/SHAPE	3	6	15	22	159
Monday:	Men: Celebrate Recovery	2	0	85	116	1104
	Women: Celebrate Recovery	3	3	20	22	237
	Men & Women: Spanish Bible Class	3	5	179	194	1987
	St. Matthews INS service	0	0	0	2	55
	SMU Prayer	3	2	12	19	97
Tuesday	SMU Bible Class	2	4	11	27	292
	Men & Women Spoken Word	1	4	73	72	659
	Men: Discipleship Class	0	0	0	129	1053
	Women: poetry <i>new</i>	0	0	0	18	18
Wednesday	Women: Bible Class	2	3	4	18	193
Thursday	Men: Bible Class	3	3	83	81	694
	Spanish Worship Service	3	11	147	111	1522
Saturday	Men: Catholic Service	4	21	103	66	742
	Women: Catholic Service	4	21	20	13	192
	Men & Women: Catholic Mass	1	7	47	58	419
	Literacy Program	0	0	0	0	2
One-on-ones	By Volunteers	9	9	9	9	97
	By Visiting Pastors/Ministers	1	1	1	1	37
	By CJM Chaplains	10	0	10	8	99
Other Activities	Re-Entry Program	0	0	0	16	84
	Special Programs	2	4	98	0	139
	O & T	0	0	0	0	0
<b>Totals:</b>		76	152	1300	1289	12814
<b>Bible Correspondence Course</b>	<b>Volunteers</b>	<b>Lessons Graded</b>	<b>Certificates Awarded</b>			
	22	197	26			
<b>Total Level of Effort (person-hours): 315.75</b>						