

EXECUTIVE SUMMARY

The Maryland Commission on Correctional Standards is an agency within the Department of Public Safety and Correctional Services with legal authority referenced in Annotated Code of Maryland, Correctional Services Article, Sections 8-101 et seq. The Commission is empowered to develop and enforce mandatory and approved standards for all adult places of correctional confinement and home detention. In addition, the Commission provides technical assistance to these facilities and companies. A number of accomplishments and noteworthy events occurred during Fiscal Years 1999 - 2000.

- The Commission continued the use and development of the “Duly Authorized Inspector” (DAI) concept. Approximately one hundred fifteen DAI’s were recertified in December 1998 and an additional seventy-two volunteers from state, local and private correctional facilities and agencies were recruited and trained during Fiscal Year 1999 to participate as inspectors under the guidance of Commission staff. Additional training sessions are planned for the near future.
- Standards for the state’s home detention program were finalized and approved by the Commission at its September 1998 meeting. The final draft was submitted to the Secretary for review and was approved in June 1999 for submission to the Administrative, Executive and Legislative Review Committee.
- The Commission began the process of developing licensing procedures and regulations for private home detention monitoring agencies, in response to Senate Bill 633 which mandated the Secretary of Public Safety and Correctional Services with that responsibility. The Secretary delegated this responsibility to the Commission at the end of Fiscal Year 1998. The Assistant Executive Director has been the lead administrator in this endeavor. Annesley Schmidt, Community Corrections Specialist, Federal Bureau of Prisons, an expert in the field of home detention, worked with the Commission as a consultant and attended several meetings during the fiscal year at various locations with MCCA staff and the monitoring agencies. Chairperson Marie Henderson and Ms. Schmidt also visited each agency location on several occasions. The Chairperson convened the Advisory Boards and Technical Assistance Committee in January 1999 to begin laying the framework for these regulations. The Advisory Board for Adult Community Correctional Facilities was convened in February 1999 to finalize issues before they were presented to Commission members. The Secretary approved the regulations in June 1999 for submission to COMAR, and they were approved by the Administrative, Executive and Legislative Review Committee. They were published in the *Maryland Register* in May 2000. Subsequently, licenses were issued to private home detention monitoring companies. The staff focused on enforcement of the procedures and regulations through the audit process. Additional meetings were held to provide technical assistance to the licensees.
- Several facilities received the prestigious Recognition of Achievement award. They include twelve Adult Detention Centers, six Adult Correctional Institutions and three Adult Community Correctional Facilities.

- The Commission and staff continued to network and promote partnerships with other regulatory and criminal justice agencies. Traditionally, the Commission has been an instrument of effective change by working in partnership with other agencies and correctional professionals. The Executive Director participated as a member of the Correctional Services Article Review Committee and the Arrest Booking Systems Users Group. The Executive Director also participated as an instructor for the Police and Correctional Training Commissions Executive Officers Program and Mid-Level Management Program. The very first meeting of Jail Inspectors from across the nation was sponsored by the National Institute of Corrections and held in Longmont, Colorado. The Executive Director attended this two-day working session. The Assistant Executive Director met with representatives from the Waterloo State Police, Licensing and Regulation Division and the Federal Bureau of Prisons. The Assistant Director also attended a three-day training seminar in Washington, D.C. on auditing computerized records. The Senior Correctional Program Specialist attended the Mid-Level Management Program. The staff attended meetings and conferences of both the Maryland Correctional Administrators Association and the Maryland Criminal Justice Association, of which the Executive Director is a member of the executive boards.
- The process of using the personal computer to document all audit information continued. This process has enhanced office operations by reducing the length of time required to produce a formal report and the amount of paper maintained.
- The Commission hired an office secretary during Fiscal Year 1999. This individual is assigned to work primarily with the private home detention monitoring program. Two contractual auditor/investigators were hired in Fiscal Year 2000 to assist with enforcing the regulation for private home detention monitoring companies

MANAGING FOR RESULTS

Mission: The Mission of the Maryland Commission on Correctional Standards is to provide the citizens of Maryland with an efficient correctional system with an emphasis on public safety, staff well-being, and inmate welfare by encouraging the application of sound correctional management principles and procedures.

Vision: Developing and promoting standards for excellence

Key Goals, Objectives and Performance Measures

Offender Security

Secure defendants and offenders confined under Department supervision. By fiscal year 2003, increase the number of compliance findings with relevant MCCS standards for inmate safety by 10% from the 2000 level.

Offender Well-Being

Ensure incarcerated defendants and offenders are confined in humane conditions and receive appropriate treatment services (medical, mental health, social work, addictions) consistent with correctional health care and treatment practices and standards.

By fiscal year 2003, increase the number of “compliance” findings with relevant MCCS standards for inmate housing and sanitation by 15% from the 2000 level.

By fiscal year 2003, increase the number of “compliance findings with relevant MCCS standards for inmate medical, dental and mental health by 8% from the 2000 level.

Good Management

Ensures that the Department operates efficiently. By fiscal year 2003, MCCS will ensure that 100% of all 59 adult places of confinement are audited within the mandated three-year cycle.

Strategies

The Executive Director will collect and evaluate institutional audit data in order to develop strategies to reduce the number of non-compliance ratings in Adult Correctional Institutions, specifically in the area of inmate safety. A quarterly report will be prepared and submitted to the Office of the Secretary (DPSCS), tracking the non-compliance ratings and the steps taken to achieve this goal and objective.

The Executive Director will collect and evaluate institutional audit data in order to develop strategies to reduce the number of non-compliance ratings. Data will be collected on a quarterly basis and forwarded to the Office of the Secretary relative to this goal and objective.

The Executive Director will collect and evaluate institutional audit compliance data, establish a strategy to reduce the number on “non-compliance” ratings to comport with this goal and objective, and develop an action plan to bring MCCS back to its mandated three year cycle.

AUDIT RESULTS

The primary function of the Maryland Commission on Correctional Standards is to enforce, through regular on-site audits, the regulations for all adult places of confinement to determine levels of compliance. The seventh audit cycle of inspections, which began in December 1997, continued. This is the third cycle in which Duly Authorized Inspectors (DAI's) participated with Commission staff. During the seventh audit cycle, many correctional facilities achieved total compliance as a result of a commitment to view the inspection process as a management tool. The improved networking and communication between the Commission and local, state and private correctional administrators contributed to an increased level of standards compliance. The eighth audit cycle promises to be just as successful. In FY 1999, sixteen complete audits were performed (9 detention centers, 2 prisons and 5 community-based facilities) and fifteen follow-up visits conducted. In FY 2000, sixteen complete audits were performed (8 detention centers, 3 prisons, and 5 community-based facilities) and twenty-nine follow-up visits.

The major concerns of life, health, safety and constitutional issues continued to be aggressively addressed. The level of cooperation and participation from managing officials increased. The facilities that attained full compliance with the applicable standards during this period received the Commission's Recognition of Achievement award. While the Commission has no accrediting or licensing authority, it recognizes the need to acknowledge the positive efforts of these facilities. Where deficiencies are noted during formal inspections, compliance plans are developed in partnership with facility officials. The plan is then presented to the Commission for approval. Upon approval, Commission staff regularly monitors these plans until total compliance is realized. Facilities must meet the plan within one year from the date the Commission approves the final report. If the compliance plan's requirements are met within the time frame, the Commission votes on whether an award will be presented to the facility. In many cases, favorable media attention and positive feedback resulted from the award presentation. We find that the Recognition of Achievement award has become a symbol of excellence in the workplace. It is the premiere award recognizing achievement in Maryland's correctional arena. The following adult places of correctional confinement received the Recognition of Achievement award at ceremonies planned by the respective administrations.

Maryland House of Correction and Annex – Thomas R. Corcoran, Warden – September 24, 1998
Montgomery County Pre-Release Center – Susan Wiant, Administrator – December 2, 1998
Frederick County Detention Center – Robert Green, Chief – January 26, 1999
Baltimore Central Booking and Intake Center – Alfred Murphy, Warden – March 25, 1999
Baltimore Pre-Release Unit for Women – Patricia Allen, Facility Administrator – May 5, 1999
Central Home Detention Unit – Richard Sullivan, Executive Director – May 5, 1999
Charles County Detention Center – Captain Dwight Miller – May 10, 1999
Anne Arundel County Detention Center – Richard Baker, Superintendent – May 24, 1999
Maryland Correctional Adjustment Center – Thomas R. Corcoran, Warden – October 20, 1999
Western Correctional Institution – Jon Galley, Warden – December 1, 1999
Howard County Detention Center – Melanie Pereira, Director – December 14, 1999
Brockbridge Correctional Facility – Charles H. Smith, Assistant Warden – February 24, 2000
Baltimore County Department of Corrections – Dorothy Williams, Administrator – February 29, 2000
Allegany County Detention Center – David Goad, Sheriff – March 8, 2000
Caroline County Detention Center – Charles Andrew, Superintendent – March 14, 2000
Maryland Correctional Institution for Women – Marsha Maloff, Warden – March 30, 2000
Harford County Detention Center – Howard Walter, Warden – April 18, 2000
Baltimore Pre-Release Unit for Women – Patricia Allen, Facility Administrator – May 5, 2000
Central Home Detention Unit – Richard Sullivan, Director – May 5, 2000
Montgomery County Detention Center – William L. Smith, Chief – May 11, 2000
Wicomico County Detention Center – John W. Welch, Director – June 1, 2000
Herman L. Toulson Correctional Boot Camp – Robert McWhorter, Commander – June 22, 2000

MEETINGS OF THE COMMISSION

The Commission meets on a regular basis in locations throughout the state. The meetings usually are held at correctional facilities so that a tour can be provided for members. All meetings are open to the public and are announced in the *Maryland Register*. Attendance by administrators of facilities whose audit reports are being considered is encouraged. Members maintain detailed meeting minutes on file after formal approval. Over the past 20 years the Commission has met a total of 175 times. During this reporting period the Commission held meetings on eight occasions at the following locations:

163 rd Meeting	July 23, 1998	Maryland House of Correction Annex Jessup, Maryland
164 th Meeting	September 24, 1998	Maryland House of Correction Annex Jessup, Maryland
165 th Meeting	November 5, 1999	Baltimore Pre-Release Unit for Women Baltimore, Maryland
166 th Meeting	December 2, 1999	Montgomery County Pre-Release Center Rockville, Maryland
167 th Meeting	January 28, 1999	Brockbridge Correctional Facility Jessup, Maryland
168 th Meeting	February 24, 1999	Baltimore Pre-Release Unit for Women Baltimore, Maryland
169 th Meeting	March 25, 1999	Baltimore Central Booking & Intake Center Baltimore, Maryland
170 th Meeting	June 10, 1999	Patuxent Institution Jessup, Maryland
171 st Meeting	November 9, 1999	H.L. Toulson Correctional Boot Camp Jessup, Maryland
172 nd Meeting	January 27, 2000	Brockbridge Correctional Facility Jessup, Maryland
173 rd Meeting	March 30, 2000	Maryland Correctional Institution – Women Jessup, Maryland
174 th Meeting	June 1, 2000	Wicomico County Dept. of Corrections Salisbury, Maryland
175 th Meeting	June 22, 2000	H. L. Toulson Correctional Boot Camp Jessup, Maryland

TECHNICAL ASSISTANCE

The Commission provides technical assistance to agencies to aid them in attaining compliance with the standards. Technical assistance has taken many forms, including formal staff training, referrals to other agencies, and advice from staff, Commission members, or other correctional professionals. In addition, specific recommendations to enhance compliance are offered during and after each audit. The Chairperson established a Technical Assistance Committee as a part of the advisory board process in an effort to work with other regulatory agencies and those agencies that have an impact on Commission business.

The *Standards Manual* remains the foremost effort at providing a systematic approach to technical assistance. Every administrator subject to audit has been given a copy of the manual to use as a reference guide. The manual contains the standards, compliance criteria and explanations, as well as other pertinent information to assist the reader in understanding the Commission's regulatory mandate. In the spring of 1995, the *Standards Manual* was revised to be more practical, functional, and reader-friendly. In June 1995, orientation sessions were conducted discussing the modifications made to the *Standards Manual* to coincide with the revisions to the standards. This technical assistance was provided to representatives of all agencies affected by the revisions. The Commission and staff continue to view technical assistance as an important element of its mandate. Providing this service has proved to be beneficial to all concerned.

A manual for private home detention monitoring agencies is being developed to assist licensees in complying with the new regulations. In addition, several meetings have been held to enable the licensees to discuss issues of mutual concern.

During this reporting period, at the request of the Chairperson, some members provided technical assistance to a local jurisdiction in the way of a staffing analysis and an overall security assessment. This special project resulted in the local detention center receiving additional staff and funds to enhance security. It also enhanced the partnership the Commission has developed with this and other jurisdictions.

The Executive Director is a member of the Executive Boards of the Maryland Correctional Administrators Association (MCAA) and the Maryland Criminal Justice Association. The Assistant Executive Director and Senior Correctional Program Specialist are voting members of both organizations. The meetings are opportunities for the staff to provide insight and updates about standards and audit preparation.

ADVISORY BOARDS

The Standards Act mandates that the Commission establish advisory boards to assist in the development of regulations. These boards also provide information and advice regarding various issues presented to them by the Commission. A Commission member chairs each board. Advisory board members are volunteers appointed by the board's chairperson, with the approval of the Commission. In May 1981, the following boards were instituted:

*ADULT DETENTION CENTERS;
ADULT CORRECTIONAL INSTITUTIONS;
ADULT COMMUNITY CORRECTIONAL FACILITIES.*

Technical assistance is, also, mandated by the Standards Act. The Commission Chairperson appointed a Technical Assistance Committee, which is co-chaired by her and the Executive Director. This Committee assists the boards with issues such as fire safety, health, life safety and training, and also serves as a continuing resource to the staff.

Board and committee memberships include citizens, state and local correctional administrators, regulatory officials, legal authorities, academicians, government officials and others. Each January the Commission reviews the memberships.

In September 1993, the Chairperson appointed a Committee on Correctional Facility Safety. This committee was formed to network further with other regulatory agencies. A Committee on the Duly Authorized Inspector (DAI) Program was formed in August 1992 to assess the efficiency and effectiveness of this unique approach to auditing. These committees are comprised of Commission members and have met on several occasions.

In Fiscal Year 1999, the Chairperson appointed an Ad Hoc Committee on Computerized Records. John W. Welch, Vice Chairperson, leads the Committee comprised of members. The Assistant Executive Director staffs the Committee.

During this reporting period, the Board and Committee members were instrumental in the initial discussions about, and development of, standards for private home detention monitoring agencies and the State's Central Home Detention Unit.

The advisory boards and committees have played an integral role in shaping the direction of the Commission and will continue to assist in meeting its mandate.

DULY AUTHORIZED INSPECTOR CONCEPT

Fiscal restraints and a statutory requirement necessitated an innovative alternative to meet the legislative mandate. A concept of using trained volunteers from local, state, and private correctional facilities to augment Commission staff was broached by the Chairperson of the Commission, Marie C. Henderson, several times during its formative years. The concept, Duly Authorized Inspectors (DAI's) did not fully come to fruition until 1991 with the authorization of the Secretary of the Department of Public Safety and Correctional Services.

In 1991, the Secretary charged the Commission staff with the task of pursuing this concept. The Commission Chairperson met with the members and staff to outline a program responsive to the needs of all concerned. The DAI Program was determined to be a feasible and viable alternative. The Commission staff proceeded to contact every adult correctional facility in the state to introduce the new concept. The response from the managing officials of these facilities was extremely positive. Correctional officials acknowledged the benefit in having their staff trained as inspectors and wanted them to be included in the process. Over 100 individuals were nominated by their respective wardens, directors, and administrators to participate in this innovative program. These administrators had the foresight to view this opportunity as an instrument to enhance their facilities. The nominees came with varied backgrounds, to include correctional officers, wardens, classification counselors, case managers, correctional psychologists, DPSCS headquarters personnel and facility administrators. This group proved to be an interested and viable resource.

The Commission Chairperson met with the members and staff to develop criteria and procedures to implement the recruitment process. During June and July 1991 the Commission in conjunction developed a curriculum with the Maryland Police and Correctional Training Commissions. In September 1991, the curriculum was approved for in-service training credit. At that time, an ad hoc committee comprised of the Commission Chairperson, members, and staff was developed to oversee the DAI Program. Two-day training sessions were conducted throughout Maryland. They began in October 1991 at the Maryland Police and Correctional Training Commissions' Academy located in Woodstock. Additional sessions were held in Hagerstown and Salisbury. Training was conducted in 1992 in LaPlata and again in Woodstock. One hundred six volunteers took the course.

The initial use of DAI's began in December 1991. Each audit has two or more volunteers under the supervision of a Commission staff member designated the Audit Team Leader. In addition, the administrator of each facility audited and the DAI's critique the process and forward their written comments to the Executive Director. The ad hoc committee then reviews these evaluations. This committee has met on several occasions since the inception of the DAI Program to monitor its progress.

In May 1992, as a result of the evaluations and critiques, a training update was developed. This training update was disseminated to all DAI's to assist them in their efforts and enhance their performance. In addition, the ad hoc committee's meetings resulted in the finalization of a select list of DAI's. The selection of this core group was based on their motivation, interest, knowledge, and availability.

In spring 1995, the Commission requested that the staff improve and expand the DAI Program. In response the staff recruited statewide for nominees to attend new training sessions. Approximately 100 nominations were received from local, state, and private correctional administrators, doubling the size of the pool of volunteers available to assist the staff in meeting the Commission's mandate. The training course was reduced from two days to one to limit the cost impact to correctional administrators. To offset the reduction in course hours, the training curriculum was made more task-oriented. A new testing instrument was developed to improve the nominees' understanding of the standards and audit process. Training seminars were held at the Calvert County Treatment Facility on September 1, 1995, Howard County Detention Center on September 29, 1995, Wicomico County Detention Center on October 15, 1995, Washington County Detention Center on October 30, 1995 and the Herman L. Toulson Correctional Boot Camp on December 15, 1995.

In December 1998, Commission staff began a new series of training programs. In addition, a home-study course was sent to each seasoned DAI as a refresher to sharpen their auditing skills and for recertification as DAIs. Training sessions were held on December 15, 1998 at the Herman L. Toulson Correctional Boot Camp, on March 30, 1999 at the Baltimore Pre-Release Unit for Women, on June 23, 1999 at the Washington County Detention Center, and on January 14, 2000 at the Eastern Pre-Release Unit. These training sessions have resulted in a larger number of inspectors assisting staff during audits. With additional training sessions planned for the near future, the number of DAIs will increase to over 200. During the past fiscal year, we have noticed a decrease in the amount of time in conducting audits. It is expected that the DAIs will assist with shortening the interval between audits as well.

This innovative idea has proved to be the most unique process of "peer review" inspection in the nation. The Commission staff has been contacted by representatives from other states and agencies within Maryland for information about this program.

HISTORY OF STANDARDS DEVELOPMENT

In 1980, the Maryland General Assembly acknowledged the critical need for professional correctional standards. The then Minimum Jail and Lockup Standards did not address the needs of the 1980's. The General Assembly's newly created Commission on Correctional Standards centered their original initiatives on civil litigations concerning facility conditions and management practices. These initiatives were to establish the core requirements addressing basic life, health, and safety of the public, staff, and inmates. They addressed management and operational issues, as opposed to facility design or programmatic functions.

Given the scope of their mission, the Commission staff was then entrusted with the agenda of discovering and documenting all applicable core concepts. The culmination of these efforts was the result of extensive existing case law research, accepted national standards, local and state codes and various standards from several other states. The intent of this careful study was to guarantee adherence to court decisions, thereby, formulating acceptable correctional management principles.

In April 1981, the staff presented to the Commission a list of the core concepts from which the original standards were eventually developed. The Commission then determined that there were three distinct categories of correctional institutions. Minimum Standards had evolved and were applied to each distinct category. Though they differed in magnitude, the standards remained true to the concept. After review by the advisory boards, the Commission and the Secretary, these standards were approved and proposed for official publication in the *Maryland Register*. On April 26, 1982, COMAR 12.14.03, Minimum Standards for Adult Detention Centers; COMAR 12.14.04, Minimum Standards for Adult Correctional Institutions; and COMAR 12.14.05, Minimum Standards for Community Correctional Facilities became effective. The former Minimum Jail and Lockup Standards were rescinded.

On-site audits of facilities increased correctional practitioners' and the Commission staff's awareness of the intent and real requirements of the standards. In May 1983 the staff recognized the need for standards revisions as well as the need for new regulations. These suggested revisions and new standards were proposed in November 1983 as departmental regulations. The revisions and new standards became effective on February 27, 1984.

On February 15, 1984 over sixty agencies and public interest groups were invited to attend the Commission's Public Hearing on Future Directions. The hearing was an outreach to those organizations and agencies interested in correctional policy. The purpose was to assist the Commission in the identification of future directions, to guide the Commission in the development of standards and to revise the audit process. The main objective of this mission was to ensure consistency in format, structure, or organization, and eliminate ambiguities, redundancies, and problems with interpretation. Following the usual process of research and development by staff, the suggested concepts were presented to the Commission in May 1984. After approval by the Commission, advisory boards, and promulgation by the Secretary, they were adopted on July 29, 1985 and February 10, 1986.

The revisions to the Minimum Standards for Adult Detention Centers, approved by the Commission in December 1990 and the modifications to the Administrative Procedures, approved by the Commission in April 1991, were reviewed and approved by the Attorney General's Office and the Secretary of Public Safety and Correctional Services in August 1991. The proposed regulations were discussed before the Administrative, Executive and Legislative Review Committee of the General Assembly in September 1991. In October 1991, public comments were received, discussed with the affected parties and appropriate recommendations were made prior to submission in the *Maryland Register* for final action. The revisions to COMAR 12.14.01 and 12.14.03 became effective on November 25, 1991.

The revised standards for correctional institutions and community correctional facilities were approved by the Commission, but were withheld pending the study of additional standards development. The standards remained on hold until May 1994 when Secretary Bishop L. Robinson directed the Commission and staff to revisit these issues. Copies of the draft proposed revisions from 1991 were sent to all correctional administrators in Maryland for review and comment. Those responses were then reported in July 1994 to the Commission members who instructed the staff to schedule advisory boards meetings. The advisory boards for Adult Detention Centers, Adult Community Correctional Facilities, Adult Correctional Institutions and the Technical Assistance Committee were convened in December 1994 and January 1995. Following the meetings, the suggestions from all advisory boards and the Technical Assistance Committee were compiled and forwarded to the Commission for consideration and inclusion in the draft document. The revisions were submitted to the Department's regulation coordinator and were forwarded to the Assistant Attorney General to review for legal sufficiency. The Secretary received the finalized versions in June 1995. After his review, the regulations were signed, thereby initiating the promulgation process. The revised standards became effective in December 1995. The Commission Chairperson and staff conducted orientation sessions on June 14, 1995 at the Division of Correction Headquarters and June 15, 1995 at Brockbridge Correctional Facility. Additional orientation sessions were conducted to ensure a smooth transition for all affected by the revisions. In addition, the training provided to Duly Authorized Inspectors in 1995 focused on the revised standards. Therefore, the majority of correctional facilities had at least one staff person familiar with the revisions.

In the latter part of 1998, the Secretary of Public Safety and Correctional Services delegated the responsibility of licensing and regulating private home detention agencies as a result of a legislative mandate. These regulations were finalized in July 2000. The Commission has also developed standards for the State's Central Home Detention Unit. These standards are expected to be published in the *Maryland Register* in the near future.

ESTABLISHMENT OF THE COMMISSION

The Maryland Commission on Correctional Standards was created to improve the manner in which standards for correctional facilities are established and to ensure compliance with those standards, and to better protect the health, safety and welfare of Maryland's citizens, correctional staff and the inmate population.

The Commission's origin was at a state and local correctional administrators' conference in May 1979. The conference participants agreed that a need existed to revise the jail inspection program and to develop a mechanism to audit state facilities. The fact that several administrators were involved in civil lawsuits brought by inmates or special interest groups on their behalf, alleging unconstitutional facility conditions and/or management practices, hastened the need.

The state correctional system was engaged in a voluntary national accreditation process at that time. Some concerns, however, were raised by the Maryland General Assembly that this involvement required a sizeable expenditure of public funds prior to achieving accreditation. It was concluded that Maryland should develop regulations reflecting this state's correctional climate to meet professional standards.

The 1980 Session of the General Assembly passed an act establishing the Commission on Correctional Standards, which is located in Article 41, Section 4-401, of the Annotated Code of Maryland. Its salient provisions are to:

- Advise the Secretary of Public Safety and Correctional Services regarding regulations which he is authorized to promulgate for state and local correctional facilities;
- Periodically inspect facilities to determine compliance with standards and prepare reports of same;
- Determine schedules for remedial action when jurisdictions are in noncompliance with certain standards;
- Review and act on appeals of staff inspection reports;
- Provide technical assistance to jurisdictions to aid in their efforts to meet standards;
- Hold public hearings in regard to the possible closure of a correctional facility or cessation of one of its elements/functions for failure to meet standards determined to be life-threatening or health-endangering;
- Consult and coordinate with national bodies promulgating correctional standards to ensure a reasonable compatibility between state regulations and nationally established standards; and
- Consult and cooperate with other state agencies and local jurisdictions concerning standards development and enforcement.

COMMISSION MEMBERSHIP

The eleven members Commission includes eight persons appointed by the Governor with the advice and consent of the Senate. They serve terms of three years. The statute requires members to be appointed as follows: two citizens; two state correctional officials; two local correctional officials; an elected official from a local governing body and an official of a national standards-setting and accrediting body. There are also three ex-officio members, including the Attorney General, the Secretary of the Department of General Services, and the Secretary of the Department of Budget and Management. Effective July 1, 1982, the General Assembly authorized ex-officio members to designate representatives. On July 1, 1989, the Secretary of the Department of State Planning was replaced with the Secretary, Department of Budget and Fiscal Planning. In 1996, that agency was renamed the Department of Budget and Management. Each November, the Commission elects a Chairperson and Vice-Chairperson.

The following were the members of the Commission during the reporting period.

CITIZEN MEMBERS

Marie C. Henderson, Chairperson (7/79)

- * The mandate requires that Commission members elect a Chairperson each year. The members since the inception of the Commission have consistently elected Ms. Henderson, a founding member, Chairperson.

Walter B. Ridley (4/99)

Frank J. Ward, III (10/95 – 3/99)

STATE CORRECTIONAL OFFICIALS

Archie C. Gee (7/96 – 7/99)

Warden, Patuxent Institution

Jack Kavanagh (7/99)

Assistant Commissioner, Division of Correction

William W. Sondervan, Ed.D. (11/97 – 6/99)

Commissioner, Division of Correction

LOCAL CORRECTIONAL OFFICIALS

John A. Bone (5/97 – 8/99)

Administrator, Allegany County Detention Center

John W. Welch, Jr., Vice-Chairperson (4/93)

Director, Wicomico County Detention Center

LOCAL ELECTED OFFICIAL

Clarence A. Hawkins (7/97 – 11/98)
President, Kent County Commission

NATIONAL STANDARDS REPRESENTATIVE

Christine Powers (7/98)
Administrator, American Correctional Association

EX-OFFICIO MEMBERS

J. Joseph Curran, Jr., Attorney General, State of Maryland
(Represented by Alan Eason, Scott Oakley, Michael Doyle, and Susan Howe-Baron)

Peta Richkus, Secretary, Department of General Services
(Represented by Robert Taylor)

T. Eloise Foster, Secretary, Department of Budget and Management
(Represented by Richard Andrews)

AGENCY STAFF

Donald Jones, Executive Director

Thomas G. Fitzgerald, Assistant Executive Director

Ernestine C. DeVance, Correctional Program Specialist

Judy Geiger, Correctional Program Specialist

Damond Thorington, Auditor/Investigator

Charles Morrison, Auditor/Investigator

Valerie J. Johnson, Management Associate

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The Executive Director is an appointed position selected by the Commission with the approval of the Secretary. The Assistant Executive Director position and the remaining agency positions are in the merit system.

The Commission staff continued to improve their skills and expertise through a number of career development and professional enhancement activities. These included, but were not limited to: participation at correctional professional organization conferences; membership in national, state and local correctional organizations; attendance at specialized training opportunities; and subscriptions to professional journals, newsletters, research briefs, law bulletins and other literature in an effort to stay abreast of the most current informational materials related to the regulatory nature of the Commission. The staff complement has increased to include two auditor/investigators and an office secretary.

BUDGET REPORT

FISCAL YEAR 1999

BUDGET APPROPRIATION AND ACTUAL EXPENDITURES

	<u>1999 APPROPRIATION</u>	<u>1999 EXPENDITURES</u>
.01 Salaries and Wages	255,725	266,674
.02 Technical & Special	0	0
.03 Communication	3,270	8,182
.04 Travel	7,898	5,610
.07 Motor Vehicle Operational/Maintenance	200	72
.08 Contractual Services	2,264	3,239
.09 Supplies/Materials	1,465	694
.10 Equipment Replacement	0	0
.11 Equipment Additional	1,000	4,210
.13 Fixed Charges	12,799	13,455
TOTAL	284,621	304,862

The increase in total expenditures is attributed to the hiring of a contractual office secretary for the private home detention program and the purchase of additional office equipment for the new employee.

BUDGET REPORT

FISCAL YEAR 2000

BUDGET APPROPRIATION AND ACTUAL EXPENDITURES

	<u>2000 APPROPRIATION</u>	<u>2000 EXPENDITURES</u>
.01 Salaries and Wages	290,077	310,664
.02 Technical & Special	70,174	36,385
.03 Communication	8,875	1,076
.04 Travel	7,725	16,098
.07 Motor Vehicle Operational/Maintenance	250	248
.08 Contractual Services	5,065	3,072
.09 Supplies/Materials	2,120	1,052
.10 Equipment Replacement	0	1,470
.11 Equipment Additional	10,275	3,130
.13 Fixed Charges	13,455	19,027
TOTAL	408,016	392,222

The increase in total expenditures is attributed to the hiring of employees specifically for the private home detention program, the purchase of additional office equipment for the new employees, and travel related expenses.

ADVISORY BOARDS AND COMMITTEE MEMBERSHIPS

TECHNICAL ASSISTANCE COMMITTEE

Marie C. Henderson, Chairperson
Marie Henderson Enterprises, Inc.
Randallstown, Maryland 21133

Donald Jones, Co-Chairperson
Maryland Commission on Correctional Standards
Baltimore, Maryland 21215

MEMBERS

John F. Bender
Chief Fire Protection Engineer
Office of the State Fire Marshal
Towson, MD 21286

Donald G. Hopkins, Executive Director
Maryland Police and Correctional
Training Commissions
Woodstock, MD 21163

Alan Taylor, Chief
Division of Food Control
Department of Health and
Mental Hygiene
Baltimore, MD 21201

Theodore E. Shea, III
Administrative Assistant
Wicomico Board
Of County Commissioners
Salisbury, MD 21803

Raymond C. Love, Pharmacy Director
Mental Health Programs
University of Maryland at Baltimore
Baltimore, MD 21201

Jeffrey D. Senese, Chairperson
Division of Criminology, Criminal Justice and
Social Policy, University of Baltimore
Baltimore, MD 21201

MOSHA Administrator
Maryland Occupational Safety and
Health Administration
Baltimore, MD 21202

David McMillion, Director
Emergency Management and
Civil Defense Agency
Pikesville, MD 21208

Richard Sullivan, Director
Central Home Detention Unit
Baltimore, MD 21218

Barbara Newman, RM, M.S.
Maryland Board of Nursing
Baltimore, MD 21215

**ADVISORY BOARD FOR
ADULT CORRECTIONAL INSTITUTIONS**

Archie Gee, Chairperson
Patuxent Institution
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Division of Correction
Baltimore, MD 21215

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Baltimore, MD 21202

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Institution-Hagerstown
Hagerstown, MD 21740

Patricia Schupple, Warden
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Institution for Women
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Pocomoke City, Maryland 21851

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Washington County Health Department
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Jessup, MD 20794

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Department of Corrections
Hyattsville, MD 20781

Charles Muskauski, Executive Director
Dismas House, Inc.
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Deborah Richardson
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Baltimore, MD 21201

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Baltimore, MD 21223

Richard Sullivan, Executive Director
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Queen Anne's County Detention Center
Centreville, MD 21617

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Baltimore, MD 21202

John W. Welch, Jr.
Director of Corrections
Wicomico County Detention Center
Salisbury, MD 21801

FORMER COMMISSION MEMBERS

The positions noted are those held by the Members at their time of service to the Commission.

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County Commissioner
Frederick County

*Robert H. Fosen, Ph.D.
Executive Director
Commission on Accreditation
For Corrections (ACA)

Paul J. Davis, Warden
Baltimore City Jail

Elmanus Herndon, Deputy Commissioner
Division of Correction

*David M. Doxzen
Frederick County Jail Administrator

*Sarah Ada Koonce, Chairperson
Prince George's County Council

*J. Brown Hardy
Deputy Secretary
Department of Public Safety
And Correctional Services

*Constance Lieder, Secretary
Department of State Planning

Frank Mazzone, Assistant Commissioner
Division of Correction

*Louis Hyatt, Citizen

Mark A. Levine, Undersheriff
Baltimore County

John W. O'Rourke, Councilperson
Baltimore County Council

*Calvin A. Lightfoot, Warden
Baltimore City Jail

*Patricia L. Quan, Superintendent
Maryland Reception, Diagnostic and
Classification Center

J. Max Millstone, Secretary
Department of General Services

Michael Ruggio, Citizen

Ralph Packard, Superintendent
Patuxent Institution

Earl F. Seboda, Secretary
Department of General Services

W. Hardy Rauch, Director
Correctional Standards
American Correctional Association

John F. Seboda, Secretary
Department of General Services

*Stephen H. Sachs, Attorney General
State of Maryland

John Stotler, County Commissioner
Allegany County

Richard Singleton, Warden
Maryland House of Correction

Kenneth E. Taylor, Sr., Warden
Eastern Correctional Institution and
Citizen Member

Jack F. DeWitt, Sheriff
Cecil County

John Brown, Warden
Maryland Correctional Institution –
Hagerstown

FORMER COMMISSION MEMBERS (cont'd)

William L. Smith, Warden
Maryland House of Correction and
Administrator, American Correctional Association

Jeffrey Washington, Administrator
American Correctional Association

Melanie C. Pereira, Deputy Commissioner
Division of Correction

Charles McDevitt, Director
Charles County Detention Center

William Sondervan, Ed.D., Commissioner
Division of Correction

John A. Bone, Administrator
Allegany County Jail

Frank Ward, III
Citizen Member

Clarence Hawkins, President
Kent County Commissioners

