

**ANNUAL REPORT
FISCAL YEAR 2002**

MARYLAND PAROLE COMMISSION



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GOVERNOR***

***KATHLEEN KENNEDY TOWNSEND
LIEUTENANT GOVERNOR***

***STUART O. SIMMS
SECRETARY
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES***

***PATRICIA K. CUSHWA
CHAIRPERSON***

STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES



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COMMISSION MEMBERS

The Honorable Stuart O. Simms
Department of Public Safety and
Correctional Services
Towson, MD 21204

Dear Secretary Simms:

I am pleased to submit to you the Maryland Parole Commission's Annual Report for fiscal year 2002. The report chronicles the Commission's accomplishments over the past year and further broadens the base for future improvements. The Commission is looking forward to future challenges and to enhancing its commitment to address critical public safety issues through activities planned for fiscal year 2003. They include:

- **Developing the Residential Substance Abuse Treatment – Mutual Agreement Program (RSAT-MAPs) to ensure that those offenders who are in need of treatment and who are suitable for parole release receive the necessary treatment prior to and following their release to the community.**
- **Validating the Commission's risk instruments through a grant administered by the Open Society to ensure that risk-based decisions are made with community safety as its number one objective.**
- **Achieving a full staff of hearing officers to ensure prompt and timely parole grant hearings and to expedite the parole release of those offenders determined to be acceptable for community supervision.**
- **Partnering with the Division of Correction to provide a report on diminution credits to the 2003 General Assembly.**

We thank you and the Department for your guidance and support over the past year. We appreciate your assistance to the Commission in our exploration of new ways to achieve our goals and objectives and of meeting our mission and structuring mandates.

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia K. Cushwa". The signature is fluid and cursive, with the first name being the most prominent.

**Patricia K. Cushwa
Chairperson**

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A BRIEF HISTORY OF THE PAROLE COMMISSION

The Maryland Parole Commission was created by Chapter 540, Acts of 1976, to replace the Board of Parole. The Board of Parole had been established by Chapter 457, Acts of 1968, to replace the Board of Parole and Probation. The Board of Parole functioned primarily on a part-time basis, whereas the current Commission is comprised of eight full-time members.

The Commission is an agency of the Department of Public Safety and Correctional Services. The Secretary of the Department appoints the Commission's Chairperson from among the eight members of the Commission. The members of the Commission are also appointed by the Secretary of the Department of Public Safety and Correctional Services with the approval of the Governor and the advice and consent of the Senate.

Patricia K. Cushwa was appointed Chairperson of the Commission in April 1997. She was first appointed to the Commission in June 1992 and was re-appointed to a second six-year term in January 1998.

THE MARYLAND PAROLE COMMISSION'S PROGRAM

DESCRIPTION,
MISSION AND VISION

PROGRAM DESCRIPTION

Under Title 7 of the Correctional Services Article of the Annotated Code of Maryland, the Maryland Parole Commission hears cases for parole release and revocation, and is authorized to release on parole inmates sentenced under the laws of Maryland from any correctional institution except Patuxent Institution. The Commission can issue warrants for the return to custody of alleged parole violators and can suspend or revoke parole upon showing a violation of the conditions of parole. The Commission also makes recommendations to the Governor on pardons, commutations of sentences and parole of inmates sentenced to life imprisonment.

MISSION

The Maryland Parole Commission enhances public safety and promotes safe communities through sound and timely parole grant decisions and determinations regarding the revocation of parole and mandatory supervision release. The Commission encourages victim input as an integral part of the parole decision-making process.

VISION

The Maryland Parole Commission will build strong partnerships with victims, the judiciary, and other criminal justice agencies to better serve the community. We will use needs/risk assessment of offenders to enhance parole decision-making and public safety. We will parole offenders who have the potential to become law-abiding citizens.

EXECUTIVE SUMMARY

The Maryland Parole Commission has paroling authority over the vast majority of the inmate population of more than 25,000 offenders serving Maryland sentences in State, local, and foreign jurisdictions. It also has supervision and revocation authority for over 15,000 parolees and mandatory releasees under supervision in Maryland and elsewhere.

The only other paroling authorities in the State are the Board of Review of Patuxent Institution and the Governor. The Board of Review of Patuxent Institution has authority over an offender population with special mental health needs. The Governor, in addition to executive clemency powers, has paroling authority over offenders serving life sentences.

The Commission conducts approximately 12,000 hearings every year. The resulting decisions are made directly by the Parole Commissioners or in concert with the Commission's hearing officers through a review of the recommendations made by the hearing officers. The principal types of activities conducted by the Commission include:

- Parole grant hearings, which assess an offender's parole suitability,
- "Open" parole grant hearings, which victims and members of the general public may attend and observe the parole decision-making process;
- Revocation hearings, during which allegations of violations of release conditions are reviewed and appropriate action taken;
- Mutual Agreement Program (MAP) negotiations, where offender specific programming is presented for the Commission's review and possible approval for a guaranteed release date conditioned upon the offender's successful completion of the program components; and
- Appeals of the decision made at a parole grant hearing initiated by either the offender or by a reviewing Commissioner, during which a Commission appellate panel determines whether the decision made at the hearing is appropriate.

In addition to these functions, there are a variety of other Commission responsibilities, which includes the review of agents' reports concerning supervision and requests for parole retake warrants/subpoenas, office appointments with victims of incarcerated offenders and members of the general public, reprimands of releasees under supervision and other duties required to meet the Commission's mandates for supervisory oversight and gubernatorial advisement.

MARYLAND PAROLE COMMISSION

HIGHLIGHTS AND ACCOMPLISHMENTS - FY 2002

- **OPEN PAROLE HEARINGS**

During the 2002 session of the General Assembly, the Commission submitted and successfully supported legislation that mandates that effective October 1, 2002, open parole hearings be conducted by a panel of two Commissioners. This change enables the Commission to issue final parole decisions at all open hearings so attendees, including victims and victims' representatives, are aware of the parole decision before leaving the correctional institution.

As a result of this legislation, victims and victim representatives must no longer wait for several weeks before the appeal process is exhausted.

- **NEW RISK ASSESSMENT INSTRUMENTS**

In October 2001, the Commission adopted its new Uniform Sex Offender Policy (USOP) that is used to assess the risk for re-offending by inmates convicted of sex crimes. USOP utilizes the STATIC-99, a brief actuarial instrument that guides decision-making and sets recommended guidelines for time to be served prior to release. This policy addresses the Commission's need to define a "sex offender" by history as well as by conviction and to anticipate public safety factors by identifying the risks of the sex offender.

- **RECORD KEEPING EXPANSION**

The Commission completed a massive file expansion effort in December 2001 by assuming "control" of all parole files previously maintained by the Division of Parole and Probation in addition to the 26,000 inmate parole files in its own Records Unit. This expansion of the record keeping system now allows the Commission to house 65,000 files – more than doubling its previous capacity. This permits all files to be readily available and enhances the Commission's Post-Release Unit's ability to expedite warrant requests submitted by field agents.

- **MENTAL HEALTH EVALUATIONS**

The Commission, in conjunction with Patuxent Institution, developed a procedure to expedite mental health evaluations for parole eligible inmates, when necessary. By using the expedited procedure, the Commission greatly reduces the time from referral to completion of the evaluation thus permitting more timely parole decisions.

HIGHLIGHTS AND ACCOMPLISHMENTS - FY 2002

- **SPECIAL CONDITIONS**

The Commission and the Division of Correction (DOC), during fiscal year 2002, initiated new procedures to ensure that “special conditions” be added to the existing conditions of mandatory release supervision prior to the offender’s release from DOC custody. As a result, this initiative requires offenders to address issues such as substance abuse, mental health, domestic violence and others that may have led to incarceration. “Special conditions” are intended to enhance supervision strategies and to decrease the risk for re-offending. During this past fiscal year, “special conditions” were added to 521 mandatory supervision cases.

JOINT COMMITTEE ON PAROLE
ISSUES/ACCOMPLISHMENTS

Department of Public Safety and Correctional Services Secretary Stuart O. Simms and Maryland Court of Appeals Chief Judge Robert M. Bell established a joint committee to examine parole issues and to meet the need to improve communication between the Parole Commission and Maryland's judges. The committee is chaired by Judge Robert J. Steinberg and includes the following members:

- Patricia K. Cushwa, Chairperson, Maryland Parole Commission
- Susan Howe Baron, Esquire, Assistant Attorney General
- Judge Alice P. Clark
- Thomas V. Miller, Commissioner, Maryland Parole Commission
- Judge J. Frederick Price
- Sally W. Rankin, Court Information Officer
- Maceo M. Williams, Commissioner, Maryland Parole Commission

The work of the Joint Committee on Parole Issues has included the publication of a newsletter titled, *The Back Bench*, and the preparation of a reference card for judges which outlines parole eligibility for offenders convicted of violent and nonviolent crimes.

The first issue of *The Back Bench* was published in April 2000. It will be published semiannually and will be sent to all trial judges in the State.

COMMISSION COMMUNITY
OUTREACH PROJECT IMPLEMENTED

The Commission members recognizing the need for better dissemination of information on parole to other members of the criminal justice community and to the general public have volunteered to specialize in and serve as resource persons for a number of criminal justice areas. The Commissioners and their chosen areas are:

- | |
|--|
| <p>Commission Chairperson Patricia K. Cushwa - Speakers Bureau;</p> <p>Commissioner Candace H. Beckett - Sex Offender Issues;</p> <p>Commissioner Michael C. Blount - Open Parole Hearings and Victims Rights Issues;</p> <p>Commissioner Thomas V. Miller, III - State's Attorneys and Public Defender's Office Liaison;</p> <p>Commissioner Nancy L. Murphy - Boot Camp Program and Offender Treatment Issues;</p> <p>Commissioner Frank G. Pappas - Parole and Probation Agent Training and Eastern Shore of Maryland Liaison. Retired September 17, 2002;</p> <p>Commissioner Perry Sfikas – Immigration Laws and Detainers. Appointed September 18, 2002;</p> <p>Commissioner Maceo M. Williams - Offender Risk Assessment and Outreach to the Judiciary; and</p> <p>Commissioner Edward V. Woods - Domestic Violence Issues.</p> |
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TABLE 1. – HEARING WORKLOAD SUMMARY

FY 2002

Number of Hearings Conducted	11,577
Parole Grant Hearings (Including MAPs)	7,838
Revocation Hearings	3,567
Preliminary Revocation Hearings	172

The hearings listed above are conducted by Commissioners or Hearing Officers in the presence of the offender at a Division of Correction (DOC) institution or a local jail facility. Taking into account the location of the hearing and the Commission's desire to maximize the use of hearing staff, 12 to 15 cases are assigned to a particular docket whenever possible.

Tables 2 through 5 provide illustrations of the various types of hearings conducted by the Commission.

TABLE 1A. – INMATES RELEASED ON PAROLE

FY 2002

Inmates Released	2,244
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This represents the number of inmates released on parole by the Commission during FY 2002.

TABLE 2. – PAROLE GRANT HEARINGS

FY 2002

Number of Hearings Conducted	7,838
Number of Division of Correction (DOC) Hearings	5,807
Local Jails Parole Hearings	1,073
Mutual Agreement Program Negotiations (MAPs)	869
Open Parole Hearings	86
Parole-in-Absentia Hearings	3

Parole grant hearings involving homicides and cases involving life sentences, or life with all but a fixed number of years suspended, are Commission cases and are heard by a panel of two Commissioners who make a final decision at the conclusion of the hearing. All other cases are heard by Hearing Officers who make recommendations that are reviewed by a Commissioner. If the reviewing Commissioner agrees with the Hearing Officer's recommendation, that recommendation becomes the Commission's decision. An offender may appeal this decision to a panel of two Commissioners. In instances where the reviewing Commissioner does not adopt the Hearing Officer's recommendation, an in-house appeal results and a panel of two Commissioners makes a final decision that is not appealable by the offender.

The Mutual Agreement Program (MAP), initiated by the Division of Correction (DOC), identifies offenders who are likely to benefit from the completion of structured correctional programming that results in parole on a specific date, provided the offender successfully completes all the requirements of the MAP proposal. MAP hearings are conducted by a panel of two Commissioners who assess the offender's original history and institutional adjustment prior to the development of a "contract".

TABLE 3. – PAROLE REVOCATIONS

FY 2002

Number of Revocation Hearings Scheduled	4,007
Number of Revocation Hearings Conducted	3,567
Number of Parole/Mandatory Supervision Release Cases Revoked	1,948
Number of Cases Continued Under Supervision	815
Number of “Hold” Cases	263
Number of Cases Closed Without Revocations	541
Number of Postponed Cases	440

Revocation hearings are conducted on those offenders who allegedly violate the conditions of parole or mandatory supervision release and are returned to the Division of Correction (DOC) as a result. The parole agent who initiated the retake warrant process testifies at this hearing and is subject to cross-examination by the offender and/or the offender’s attorney.

The offender and any witnesses summoned to the hearing may testify. Following the hearing, the Commissioner must make a determination whether or not the offender has violated the terms of supervision. If the charges are substantiated an appropriate sanction is imposed by the Commissioner.

TABLE 4. – LIAISON AGENT/WAIVER (LA/W) REVOCATION HEARINGS

FY 2002

Number of LA/W Hearings Docketed	2,677
Number of LA/W Hearings Conducted	2,394
Number of Parolees Revoked	1,422
Number of Parolees Continued on Parole	432
Number of “Hold” Cases	189
Number of Cases Closed Without Revocations	351
Number of Cases Postponed	283

As a result of the revocation process, the Commission conducts Liaison Agent/Waiver I (LA/W I) hearings for alleged parole and mandatory supervision release violators charged with “technical” violations, except for new arrests/convictions. Offenders who agree to this process admit to the stated violations and waive the presence of the supervising agent of record at the disposition hearing before a Commissioner. The Division of Parole and Probation (DPP) is represented by the liaison agent for an entire docket.

The LAW I process dramatically reduces the time between the offender’s return to DOC custody and the revocation hearing. Between March and June 2002, nearly 85% of all LA/W I cases were heard within 25 days of the offender’s return. LA/W II extends this process to offenders who are convicted of new offenses while under supervision. According to DPP, 83% of the offenders who are interviewed choose the LA/W process.

TABLE 5. – PRELIMINARY PAROLE REVOCATION HEARINGS

FY 2002

Number of Preliminary Parole Revocation Hearings Conducted	172
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All offenders charged with violation of parole or mandatory release supervision may elect to have a preliminary revocation hearing before a Hearing Officer who determines if probable cause exists with respect to the stated violations. If probable cause is found, the offender is scheduled for a revocation hearing before a Commissioner.

TABLE 6. – COMMISSION ADMINISTRATIVE ACTIVITY

FY 2002

Appeals of Parole Decisions Heard Administratively	1,153
Executive Clemency Reviews	44
Office Appointments	169
Release Reprimands	2
Administrative Reviews	193

Commissioners review all recommendations made by Hearing Officers at parole grant hearings and hear administratively all appeals filed in connection with cases heard by Hearing Officers. In addition, Commissioners review case supervision reports submitted by agents of the Division of Parole and Probation and determine what action should be taken with respect to a particular case. Commissioners review requests for pardons and other forms of executive clemency and vote whether the petition is to be forwarded to the Governor. They meet with attorneys and members of the general public (including victims, victims' families, and offenders' families) to discuss specific offenders' cases when office visits have been requested.

Administrative reviews are conducted by Hearing Officers and reviewed by Commissioners in those cases where an offender is serving a term of confinement greater than twelve years for violent offenses and greater than twenty years for non-violent offenses. Such reviews are not face to face with offenders but are "paper" reviews of the offender's case file at Commission headquarters. Administrative reviews are conducted at five-year intervals until the offender reaches eligibility for a parole hearing.

TABLE 7. – VICTIM SERVICES

FY 2002

Number of Victim Notifications Made	3,669
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The Commission’s Victim Services Unit ensures that all persons who have requested victim notification are fully apprised of their legal rights. Victims receive timely notification during the parole determination process and are informed of all actions taken by the Commission with respect to the issuance of retake warrants and the revocation process after the offender is released to the community. Victim notification continues until a case has reached its legal expiration date.

HOW PAROLE WORKS IN MARYLAND

WHAT IS PAROLE?

Parole is the discretionary and conditional release of an offender into the community to continue serving the term of confinement under supervision by an agent of the Division of Parole and Probation, until the expiration of the full undiminished term. If the parolee violates any of the conditions of parole, he or she is subject to re-incarceration.

To learn more about the laws and regulations that govern the Parole Commission and parole in Maryland, consult the Annotated Code, Correctional Services Article, Title 7. and the Code of Maryland Regulations (COMAR), Title 12, Sections 08.01 and .02.

HOW IS PAROLE DIFFERENT FROM PROBATION?

Parole is a decision made by the Maryland Parole Commission. Probation is a decision made by a judge. Both decisions result in the conditional release of the offender to serve the balance of the sentence under supervision in the community.

IS THE PAROLE COMMISSION THE ONLY PAROLING AUTHORITY IN MARYLAND?

No. The Board of Review of Patuxent Institution is the paroling authority for offenders (termed “eligible persons”) accepted into its program. Only when such offenders leave the Patuxent Institution program and return to the custody of the Division of Correction does the Parole Commission regain paroling authority. In addition, the Governor has sole paroling authority over all offenders serving parolable life sentences.

WHAT IS A PAROLE HEARING?

A parole hearing is an interview of an offender conducted by a panel of Parole Commissioners, a hearing officer or a Commissioner acting as a hearing officer. The interview is intended to elicit information from (and about) the offender that, in addition to information already available to the Commission, including input from the victim, will form the basis of a decision for or against parole.

Most parole hearings are conducted by a hearing officer, who makes a recommendation to a Parole Commissioner. If the offender is serving a life sentence or has been convicted of any form of homicide, the hearing is conducted by a panel of two Commissioners. If the case is being heard in the Division of Correction, also present is the institutional case manager assigned to the offender’s case.

WHAT IS AN “OPEN” PAROLE HEARING?

Effective October 1, 1994, the victims of violent crimes were granted the right to request that the parole hearing of the offender be open to public attendance. Accordingly, the Parole Commission, in cooperation with the Division of Correction, established Regional Open Parole Hearing sites at major institutions across the state and devised a schedule of hearings to accommodate victim requests. Effective October 1, 1996, victims may also make an oral statement at the beginning of the open parole hearing. Other than the presence of attendees and the oral statement option, open parole hearings are conducted in the same manner as any other parole hearing.

WHEN ARE OFFENDERS ELIGIBLE FOR PAROLE HEARINGS?

Most initial parole hearings are conducted for offenders when they have served approximately 25% of their term of confinement. However, some offenders receive their first hearing before the 25% mark; others who have committed certain violent crimes must serve 50% before their hearing. Offenders serving life sentences become eligible for parole consideration after serving 15 or 25 years, depending upon the circumstances of the conviction. There are also a number of laws in effect that prohibit parole consideration for certain offenses.

WHAT CAN RESULT FROM A PAROLE HEARING?

One of three “conclusive” decisions can result from a parole hearing. The decisions are:

- refuse parole;
- rehear at a specified time in the future; or
- approve for parole.

Offenders who are refused parole do not receive further parole consideration unless the Commission receives new information which warrants conducting a parole hearing.

There are two types of interim decisions as well:

- hold, or defer the decision until receipt and review of additional information; or
- administratively refuse parole, until pending criminal charges are adjudicated.

WHAT DOES THE COMMISSION CONSIDER WHEN IT MAKES A DECISION FOR OR AGAINST PAROLE?

By law, the Commission must consider the following criteria when making any decision about parole:

- The circumstances surrounding the crime;
- The offender's physical, mental, and moral qualifications;
- The offender's progress during confinement; including the offender's academic progress in mandatory education programs;
- Whether there is a reasonable probability the offender will not violate the law if paroled;
- Whether the offender's parole would be compatible with the welfare of society;
- Any original or updated victim impact statement, and/or any information presented by the victim at a meeting with a Commissioner and/or at the time of an open parole hearing; and
- Any recommendation by the sentencing judge.

In assessing these criteria, the Commission may also consider other relevant information, such as:

- Prior substance abuse;
- Attitude and emotional maturity;
- Home and employment plans.

ARE ALL PAROLE DECISIONS "FINAL?"

No. A recommendation made by a hearing officer in connection with a parole hearing is subject to appeal by the inmate or by the Commissioner who reviews the recommendation. These appeals are "heard" administratively at Commission headquarters by a panel of two Commissioners who review the case "on the record." The panel's decision, which may "affirm" or "reverse" the hearing officer's recommendation, is a conclusive decision not subject to further administrative appeal.

In addition, all cases and decisions are subject to further review when new information is received or when circumstances warrant.

DO OFFENDERS WHO ARE REFUSED PAROLE SERVE THEIR ENTIRE SENTENCE IN CUSTODY?

No. Almost all offenders are allowed to earn diminution of confinement credits (e.g., for good behavior and institutional assignments) that are subtracted from the time they must spend incarcerated. Consequently, most offenders who are not approved for parole by the Parole Commission will be released prior to the maximum expiration of their term of confinement. If an offender is incarcerated in the Division of Correction and has a term of confinement more than 12 months in length, he or she will be released to the community under mandatory supervision.

However, because their release is under conditions exactly like those of parole, their release may be revoked by the Parole Commission for the violation of any of the standard conditions of mandatory release or any special conditions of mandatory release established by a Commissioner.

CAN AN OFFENDER BE PAROLED THE SAME DAY AS THE PAROLE HEARING?

No. All offenders approved for parole must meet certain pre-release conditions, including a verified and approved home plan. Many offenders must also complete special programs upon which their release has been conditioned.

A large number of parole approvals call for a “delayed” release, meaning that the offender will be released in a future month/year, but only upon completion of specified pre-release requirements.

If the offender fails to meet the required pre-release conditions or breaks institutional rules, the parole approval may be suspended and another hearing conducted.

WHAT IS A MUTUAL AGREEMENT PROGRAM CONTRACT (MAP)?

Certain offenders who meet specified criteria may negotiate a MAP contract with the Division of Correction and the Parole Commission. The MAP contract outlines an individualized program whose requirements the offender must fulfill according to a detailed timetable. So long as those requirements are met, the offender is guaranteed a future parole date. If an offender fails to successfully negotiate a MAP contract or if the contract is cancelled before the release date, the offender reverts to the normal parole hearing process.

WHAT IS A PAROLE VIOLATION (REVOCATION) HEARING?

If a releasee is alleged to have violated one or more of the conditions of release, a parole violation hearing may be scheduled based on the Commission's issuance of a parole retake warrant or a subpoena. The offender has the right to be represented by legal counsel at a parole violation hearing. If the offender is found guilty of violating the conditions of release, the release may be revoked and the offender may have to serve the balance of his or her original term of confinement.

WHAT IS A PRELIMINARY PAROLE REVOCATION HEARING?

When a releasee is returned to custody for allegedly violating one or more conditions of parole and has not yet been convicted of committing a new crime while on parole, a preliminary parole revocation hearing must be conducted to determine if there is probable cause to continue to confine the offender until a parole violation hearing can be held. The offender may choose to waive the preliminary parole revocation hearing in favor of proceeding directly to the parole violation hearing. If probable cause of a parole violation is not found, the offender is released from custody and returned to supervision.

WHAT ELSE DOES THE PAROLE COMMISSION DO?

Appeals. Panels of two Commissioners review cases administratively when the inmate or another Commissioner files an appeal of a hearing officer's recommendation. Such appeals are designed to ensure the integrity and equity of the hearing process. (Appeals of revocation decisions, on the other hand, may only be filed with the Circuit Court).

Supervision Reports and Requests From the Division of Parole and Probation. Commissioners review and evaluate all requests for the issuance of warrants and subpoenas for alleged violations of release conditions as well as all special reports submitted concerning the ongoing supervision of releasees, whether they are on parole or mandatory supervision.

Reprimands and Office Appointments. Commissioners conduct reprimands of releasees at local Division of Parole and Probation field offices when lack of compliance with release conditions are not serious enough to warrant the offender's return to custody. They also conduct appointments at Commission headquarters with members of the general public who wish to discuss the parole status of individual offenders.

Commission Meetings. The Commissioners meet *en banc* twice a month to discuss individual cases, operations, and Commission policies and procedures.

WHAT ARE PARDONS AND COMMUTATIONS?

Pardons and commutations are both forms of executive clemency that may be granted only by the Governor, usually after review and recommendation by the Parole Commission.

A gubernatorial pardon absolves the grantee of guilt for his criminal act(s), and exempts him from the resulting penalties, such as loss of voting privileges. Criteria for pardon consideration are set by each Governor and normally require the passage of a substantial period of time following the end of incarceration or any form of supervision before a pardon will be entertained.

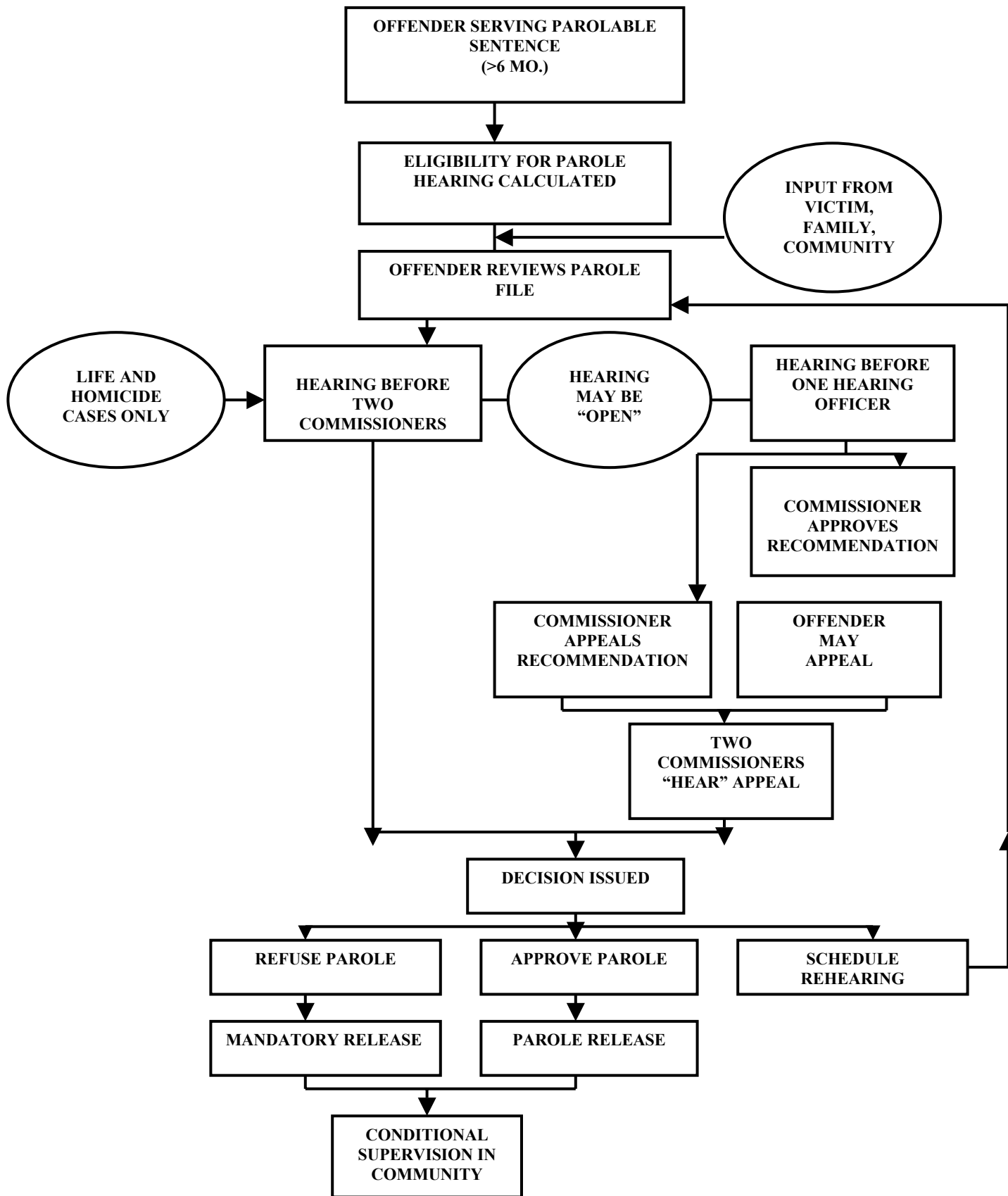
A gubernatorial commutation orders that the grantee shall suffer a lesser penalty for the offense than imposed by the court. The commutation of an offender's sentence is normally considered by the Parole Commission only upon demonstration of extraordinary circumstances.

WHO ARE THE PEOPLE AT THE PAROLE COMMISSION?

There are eight Commissioners appointed by the Secretary of Public Safety and Correctional Services, one of whom serves as the Chairperson. The Commissioners serve staggered terms of six years and may be re-appointed. The rest of the agency is comprised of ten merit-system hearing officers, two administrators, and an administrative support staff of approximately 59 merit-system employees.

The agency is organized into functional units that provide case opening, scheduling, and docketing; decision and release processing; institutional parole services for inmates and institutions; records maintenance; and general office functions. Its headquarters is located in the Reisterstown Road Plaza Office Center, and it also maintains five satellite offices for institutional parole services staff within Division of Correction institutions located in Baltimore, Hagerstown, Jessup (2), and Westover, Maryland.

APPENDIX I: PAROLE HEARING FLOW CHART



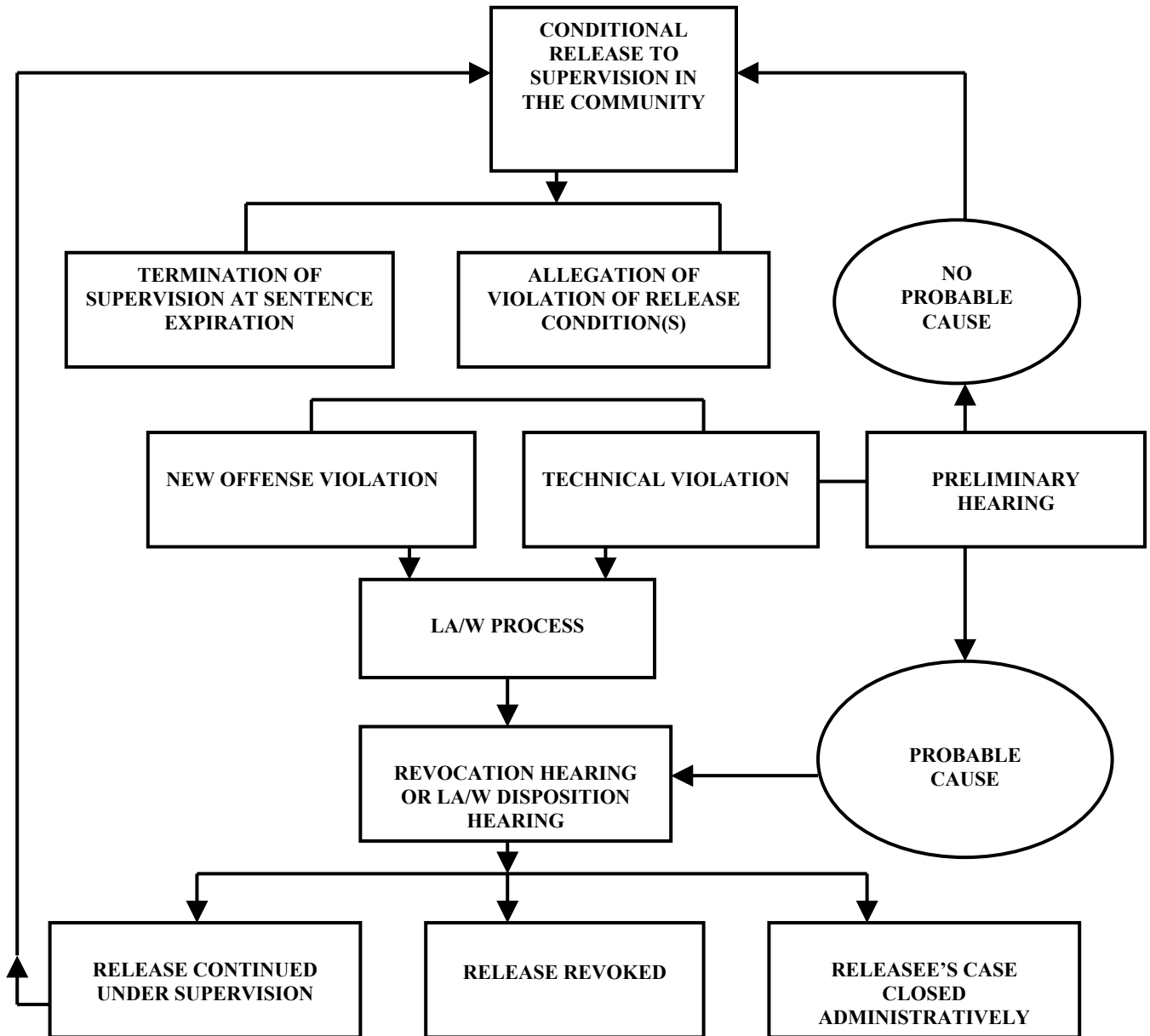
APPENDIX II: CONDITIONS OF PAROLE

- 1. Report as directed to and follow your Parole Agent's instructions.**
- 2. Work regularly.**
- 3. Get permission before:**
 - a. Changing your home;**
 - b. Changing your job; or**
 - c. Leaving the State of Maryland**
- 4. Obey all laws.**
- 5. Notify your Parole Agent immediately if you are arrested.**
- 6. You shall not illegally possess, use, or sell any narcotic drug, "controlled dangerous substance," or related paraphernalia.**
- 7. You shall not own, possess, use, sell, or have under your control any dangerous weapon or firearms of any description without approval of the Parole Commission.**
- 8. You shall so conduct yourself as not to present a danger to yourself or others.**
- 9. Special conditions: See page 1 of this agreement.**

NOTE: Conditions 10 and 11 apply to parolees whose term of confinement resulted from a crime or crimes committed on or after May 1, 1991.

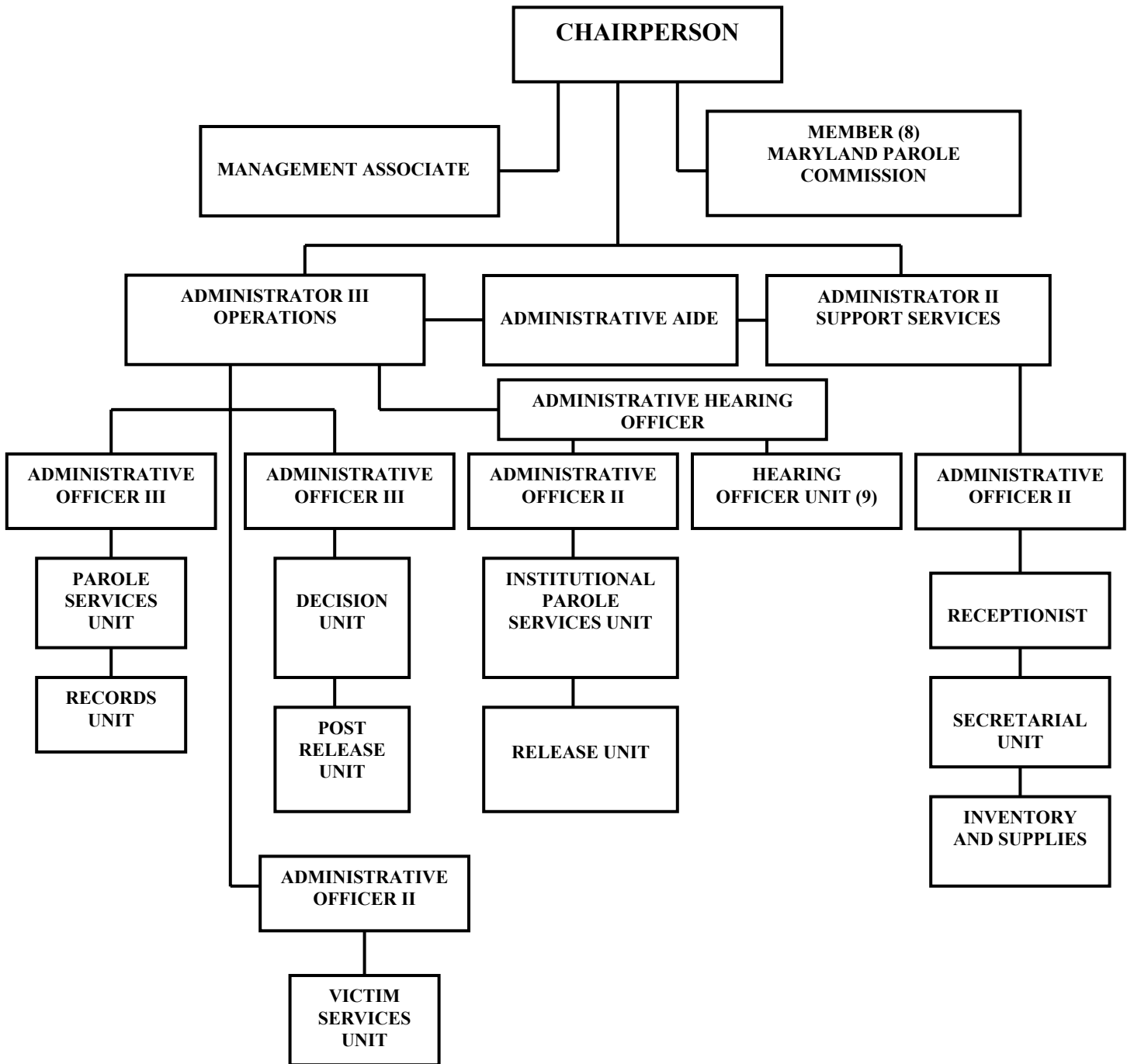
- 10. You must pay a monthly supervision fee as required by law unless the Parole Commission exempts you wholly or partly from payment of the fee.**
- 11. If ordered by the Parole Commission to undergo drug or alcohol abuse testing, you must pay for the testing if required to do so by the Division of Parole and Probation.**

APPENDIX III: PAROLE AND MANDATORY SUPERVISION PROCESS
FLOW CHART



APPENDIX IV

TABLE OF ORGANIZATION



APPENDIX V: COMMISSIONERS

Patricia K. Cushwa, Chairperson - appointed June 1992; appointed Chairperson April 1997; re-appointed January 1998; term will expire January 2004. Ms. Cushwa is a former Maryland State Senator, and is cofounder of CASA, the Washington County agency for victims of spousal abuse.

Candace H. Beckett, Commissioner - appointed August 1998; term will expire January 2003. Ms. Beckett is admitted to the Maryland State Bar and she was engaged in the private practice of law prior to her appointment to the Commission. She worked in corrections and as a special agent for the federal government before entering the practice of law.

Michael C. Blount, Commissioner - appointed May 1990; re-appointed in 1995 and 2001; term will expire January 2007. Mr. Blount is a former Baltimore City Police Officer and Court Commissioner for the Baltimore City District Court.

Thomas V. Miller III, Commissioner - appointed in 1996; term will expire January 2002. Mr. Miller is admitted to the Maryland State Bar and the Federal District Court, and is a former Assistant Public Defender in Prince George's County.

Nancy L. Murphy, Commissioner - appointed October 1997; re-appointed in January 2001; term will expire January 2007. Ms. Murphy is a former Maryland State Senator, a former Staff Specialist for the Maryland Higher Education Commission, and served as Attendance Officer for the Baltimore County Board of Education.

Frank G. Pappas, Commissioner - appointed July 1988; re-appointed in 1994; term expired January 2000. Mr. Pappas is a former Regional Administrator with the Federal Drug Enforcement Agency and was previously Chief of Police in Ocean City, Maryland. He retired in September 2002.

Perry Sfikas, Commissioner - appointed September 2002. Term will expire January 2006. Mr. Sfikas is a retired Maryland State Senator. He graduated from George Washington University and received his law degree from the University of Baltimore Law School. He is admitted to the Pennsylvania and District of Columbia Bars. A lifelong resident of Baltimore City, Mr. Sfikas has been active in multiple community task forces and associations, as well as the American Hellenic Education Progressive Association.

Maceo M. Williams, Commissioner - appointed in 1983; re-appointed in 1989, 1994 and 2000; term will expire January 2006. The Reverend Williams holds a Doctorate of Divinity from Howard University, and was formerly the Statewide Coordinator of Special Programs for the Maryland Division of Parole and Probation.

Edward V. Woods, Commissioner - appointed February 1997; re-appointed March 1999; term will expire January 2005. Mr. Woods is a former Commissioner of the Baltimore City Police Department.

APPENDIX VI

BUDGET APPROPRIATION – FISCAL YEAR 2002

SALARIES, WAGES AND FRINGE BENEFITS	3,326,920
TECHNICAL AND SPECIAL FEES	16,229
COMMUNICATIONS	49,030
TRAVEL	15,342
MOTOR VEHICLE OPERATION AND MAINTENANCE	1,295
CONTRACTUAL SERVICES	44,871
MATERIAL AND SUPPLIES	24,933
EQUIPMENT, REPLACEMENT	1,553
EQUIPMENT, ADDITIONAL	3,879
FIXED CHARGES	<u>187,360</u>
TOTAL APPROPRIATION	<u>3,671,412</u>