

Sheriff's Services Summary

	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Proposed Budget FY 05	% Change From Orig. FY 04	% Change From Adj. FY 04
Detention Center	\$4,664,106	\$4,520,145	\$4,675,515	\$5,002,475	10.67%	6.99%
Sheriff's Services	2,498,164	2,505,165	2,924,575	3,099,345	23.72%	5.98%
Total Sheriff's Services	\$7,162,270	\$7,025,310	\$7,600,090	\$8,101,820	15.32%	6.60%

Budget Changes

- Differences between the FY 04 Original Budget and the FY 04 Adjusted Budget in the Detention Center are due to the 3% salary increase awarded in January 2004, career ladder promotions and the transfer of one position from Sheriff Services to the Detention Center.
- Differences between the FY 04 Original Budget and the FY 04 Adjusted Budget in Sheriff Services are the result of salary changes due to a combination of employee upgrades and promotions, a legislated salary increase for the Sheriff, seven new positions, the conversion of two grant-funded positions from partially County-funded to fully County-funded, the 3% salary increase awarded in January 2004 and the associated operating expenses attributable to the new positions.
- The 6.99% increase in the Detention Center budget in FY 05 is primarily due to salary adjustments, the inclusion of three new employees and additional operating costs associated with the new employees.
- The 5.98% increase in the Sheriff Services budget in FY 05 is due to a combination of a new evidence clerk position, salary adjustments, a planned 3% operating expense increase, costs associated with the new position in FY 05 and operating impacts of three deputies that were authorized in late FY 04.

Highlights, Changes and Useful information

- Due to changes in governmental accounting procedures, an accrual for one day's payroll expense is included in FY 05 in the personnel section of the budgets. For further explanation of payroll accruals, refer to the glossary.
- In September of 2003 the Sheriff entered into a written agreement with the Superintendent of the Maryland State Police wherein each agency is recognized as possessing the capability to provide a full range of law enforcement services in the prevention and/or investigation of all criminal and traffic matters and declared an equal partnership by sharing criminal enforcement and patrol responsibilities in Carroll County.
- The FY 05 Proposed Budget includes funding for three additional deputies per year to maintain the officers per 1,000 citizens ratio at 1.3 based on projected population growth.
- In calendar year 2003, the Sheriff Services Warrants Unit processed over 1,100 warrants.
- The Drug Abuse Resistance Education (DARE) program is the only police instructed program in Carroll County for middle and high school students.
- Inmates in the Work Release program log approximately 81,000 hours annually washing County vehicles, assisting with laundry and kitchen duties, and painting.
- The Substance Abuse Treatment Outcomes Partnership (S.T.O.P.) was initiated to provide inmates with heroin addiction treatment.
- The Sheriff's Department became the first responder to calls for police at North Carroll High School as a result of the agreement between the County and the Town of Hampstead.

Detention Center

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Proposed Budget FY 05	% Change From Orig. FY 04	% Change From Adj. FY 04
Personnel	\$3,598,389	\$3,582,655	\$3,738,025	\$4,045,015	12.91%	8.21%
Operating	1,058,198	913,955	913,955	943,065	3.19%	3.19%
Capital Outlay	7,520	23,535	23,535	14,395	-38.84%	-38.84%
Total	\$4,664,106	\$4,520,145	\$4,675,515	\$5,002,475	10.67%	6.99%
Employees FTE	99.00	99.50	100.50	103.50	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

Contact

Kenneth L. Tregoning, Sheriff (410) 386-2900
Bremen Trail, Senior Budget Analyst (410) 386-2082

Mission and Goals

The Detention Center administration and staff are dedicated to providing correctional programs meeting all applicable County, State and Federal standards.

Goals Include:

- Implement a home detention program operated by the Carroll County Detention Center.
- Continue to upgrade the security systems within the Carroll County Detention Center.
- Reduce the number of inmates housed within the detention center by 20% by expanding the Pretrial Services Unit.
- Institute "fixed posts" duty assignments, which will provide increased security for the Corrections staff.
- Implement a computerized inmate visitation module.

Description

The Carroll County Detention Center is responsible for protecting the citizens of Carroll County by providing a secure holding facility for a maximum of 287 inmates legally confined within the County. The physical, emotional and psychological well being of inmates, as well as their rights and dignity, are respected and protected. Additionally, the Detention Center provides for the safety of inmates and staff by maintaining a humane living and working environment.

Program Highlights

- During FY 04 Circuit Court Video Bail Review was initiated for officer safety and to eliminate the movement of inmates between facilities.
- During FY 04 a six-day "new employee orientation" program was established.
- The Substance Abuse Treatment Outcomes Partnership (S.T.O.P.) was initiated to provide inmates with heroin addiction treatment.

Budget Changes

- The difference between the FY 04 Original Budget and the FY 04 Adjusted Budget is the result of salary changes due to position upgrades, the transfer of one position from the Sheriff's Office to the Detention Center for Court Security and the 3% salary increase that was awarded in January 2004.
- Three new positions are included for FY 05. The positions, a Correctional Officer for Home Detention, a Correctional Officer for Treatment and a Corrections Specialist for Pre-Trial are included in an effort to reduce detention center inmate population. The new positions and salary adjustments account for the 8.21% personnel growth in this budget.
- Generally, operating expenses were planned to grow 3% between FY 04 and FY 05. Most budgets, including this one, were held at or near that level.
- For FY 05, capital expenses are decreased from FY 04 due to the one-time costs associated with the replacement of the visitation phones in FY 04.

Positions

Title	Type	FTE
<i>Administrative Assistant</i>	Full-time	3.00
<i>Case Load Manager</i>	Full-time	1.00
<i>Colonel</i>	Full-time	1.00
<i>Cook I</i>	Full-time	3.00
<i>Cook I</i>	Contractual	0.50
<i>Correctional Officer</i>	Full-time	89.00
<i>Correctional Specialist</i>	Full-time	4.00
<i>Executive Secretary</i>	Full-time	1.00
<i>Food Services Director</i>	Full-time	1.00
Total		103.50

Under State law the County provides funding for the Sheriff's operations but the Sheriff and his employees are not employees of the County Commissioners.

Sheriff's Services

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Proposed Budget FY 05	% Change From Orig. FY 04	% Change From Adj. FY 04
Personnel	\$2,368,864	\$2,350,485	\$2,742,350	\$2,893,705	23.11%	5.52%
Operating	121,979	154,680	182,225	205,640	32.95%	12.85%
Capital Outlay	7,321	0	0	0	0.00%	0.00%
Total	\$2,498,164	\$2,505,165	\$2,924,575	\$3,099,345	23.72%	5.98%
Employees FTE	59.66	59.66	68.00	69.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

Contact

Kenneth L. Tregoning, Sheriff (410) 386-2900
Bremen Trail, Senior Budget Analyst (410) 386-2082

Mission and Goals

The Sheriff's Office is committed to crime prevention, protecting life and property, preserving the peace, enforcing laws and ordinances and safeguarding constitutional guarantees. The Carroll County Sheriff's Office is dedicated to developing its members by providing a work environment that enhances performance through mutual respect, fairness, equality, training, education and leadership.

Goals Include:

- Share law enforcement responsibilities with the Maryland State Police by participating in a "Patrol Sharing Program".
- Renew the Resident Deputy contract with Union Bridge and consider and cooperate with any municipality interested in the Resident Deputy Program.
- Pursue accreditation from the Commission on Accreditation for Law Enforcement (CALEA).

Description

The Sheriff's Office is responsible for providing a full range of law enforcement services to the citizens by supplementing all law enforcement in Carroll County. These services include:

- Locating and arresting persons wanted in Carroll County and fugitives from other states.
- Appearing in court to testify, carrying out collection of court ordered judgments or taking possession of property and enforcing Maryland's traffic laws.
- Serving emergency evaluation and domestic violence orders and handling civil disturbances.
- Providing staff to instruct the Drug Abuse Resistance Education (DARE) program for middle and high school students.
- Preventing crime and protecting life and property.

Program Highlights

- Worked with the State Police to attack underage drinking and the sale of alcohol to minors.
- Became the primary first responders to calls for police at North Carroll High School in Hampstead.
- Began utilizing Constables to serve court process documents, freeing up road patrol deputies.

Budget Changes

- Differences between the FY 04 Original Budget and the FY 04 Adjusted Budget are the result of salary changes due to employee upgrades, promotions, a legislated salary increase for the Sheriff, a 3% salary increase awarded in January 2004, the addition of five deputies and two Constables and a portion of the associated operating costs with those positions. Two grant-funded positions were converted to full-time County-funded Sheriff staff due to a reduction in State funding for those positions. The Sheriff transferred one deputy position to the Detention Center for Court Security and transferred in one position from the State's Attorney's Office staff (at the State's Attorney's request) for the Child Abuse Sexual Assault Unit.
- The 5.52% increase in personnel costs in FY 05 is due to a combination of a new evidence clerk position, and salary adjustments.
- The 12.85% increase in operating expenses in FY 05 is primarily due to costs associated with the new position in FY 05 and operating impacts of three deputies that were authorized in late FY 04.

Positions

Title	Type	FTE
<i>2nd Lieutenant</i>	Full-time	2.00
<i>Administrative Assistant</i>	Full-time	4.00
<i>Captain</i>	Full-time	1.00
<i>Colonel</i>	Full-time	1.00
<i>Constable</i>	Contractual	2.00
<i>Corporal</i>	Full-time	16.33
<i>Deputy 1st Class/Probationer</i>	Full-time	24.00
<i>Director of Support Services</i>	Full-time	1.00
<i>Evidence Room Clerk</i>	Full-time	1.00
<i>Executive Secretary</i>	Full-time	3.67
<i>Major</i>	Full-time	2.00
<i>Police Service Assistant</i>	Full-time	2.00
<i>Sergeant</i>	Full-time	7.00
<i>Sheriff</i>	By-Law	1.00
<i>Tech. Support Serv. Specialist</i>	Full-time	1.00
Total		69.00

Under State law the County provides the funding for the Sheriffs operations but the Sheriff and his employees are not employees of the County Commissioners.