

# Sheriff's Office Summary

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	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Recomm Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Detention Center	\$6,238,085	\$6,525,000	\$6,519,140	\$6,599,790	1.15%	1.24%
Sheriff's Services	4,562,931	5,112,350	5,058,740	5,049,310	-1.23%	-0.19%
<b>Total Sheriff's Services</b>	<b>\$10,801,016</b>	<b>\$11,637,350</b>	<b>\$11,577,880</b>	<b>\$11,649,100</b>	<b>0.10%</b>	<b>0.62%</b>

## Mission and Goals

The Sheriff's Office is committed to safeguarding constitutional freedoms and the quality of life. The office will sustain public trust by holding members accountable to the highest standards of honesty, ethics, and integrity. Members will treat everyone in an unbiased, dignified and respectful manner without regard to human traits, characteristics, or status. Members are committed to partnerships with community, professional, and government associates promoting the quality of life. The Detention Center administration and staff are dedicated to providing correctional programs meeting all applicable County, State, and Federal standards.

### Goals include:

- Promoting professional development and wellness
- Implementing new technologies that enhance public safety communications and information sharing
- Promoting service excellence through continued maintenance of CALEA standards
- Increasing outreach efforts
- Reduce the number of inactive pretrial inmates in custody thereby freeing up jail beds for those inmates that need incarceration.
- Increase the number of inactive pretrial inmates placed on Home Detention by ten inmates per year.
- Determine the number of gang members housed at the Detention Center and the implications of gang activity within the facility.
- Identify and receive additional revenue from vendors to reduce the cost of services to the citizens of Carroll County.
- Assist county planners with a proposed off-site work release housing unit.

## Budget Changes

- The 1.15% increase in Detention Center budget in FY 10 is primarily due to increased costs for food and medical services.

## Highlights, Changes and Useful information

- In 2008, the Carroll County Detention Center was recognized for achieving 100% compliance with the State Correctional Standards Commission. The Commission reviews hundreds of standards within each facility and a score of 100% compliance is a rare achievement.
- In 2008, staff aided in the development of a Memorandum of Understanding between the County and local law enforcement agencies to deal with potential walk-off's from the Carroll County Long Term Treatment Program.
- In 2009, Central Booking expanded DNA collection.
- The Carroll County Crisis Response Team conducted a week long training exercise and included a tactical response to a HAZMAT incident.
- The patrol rifle program was implemented thereby making the patrol deputies more prepared to handle major incidents.
- An Administrative Services Bureau was created to oversee organizational performance management, public affairs, administrative investigations, research, planning, and accreditation.

# Detention Center

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Recomm Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$4,778,177	\$5,125,080	\$5,119,220	\$5,119,220	-0.11%	0.00%
Operating	1,453,613	1,362,720	1,362,720	1,449,190	6.35%	6.35%
Capital Outlay	6,296	37,200	37,200	31,380	-15.65%	-15.65%
<b>Total</b>	<b>\$6,238,085</b>	<b>\$6,525,000</b>	<b>\$6,519,140</b>	<b>\$6,599,790</b>	<b>1.15%</b>	<b>1.24%</b>
Employees FTE	109.50	109.50	109.50	109.50	-----	-----

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**  
**Deborah Effingham, Management and Budget Project**  
**Coordinator (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:

- Reduce the number of inactive pretrial inmates in custody thereby freeing up jail beds for those inmates that need incarceration.
- Increase the number of inactive pretrial inmates placed on Home Detention by ten inmates per year.
- Determine the number of gang members housed at the Detention Center and the implications of gang activity within the facility.
- Identify and receive additional revenue from vendors to reduce the cost of services to the citizens of Carroll County.
- Assist county planners with a proposed off-site work release housing unit.

## 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

- In 2008, the Carroll County Detention Center was recognized for achieving 100% compliance with the State Correctional Standards Commission. The Commission reviews hundreds of standards within each facility and a score of 100% compliance is rarely achieved.
- In 2008, staff aided in the development of a Memorandum of Understanding between the County and local law enforcement agencies to deal with potential walk-off's from the Carroll County Long Term Treatment Program.
- In 2009, Central Booking expanded DNA collection.

## Budget Changes

- There are no salary increases in FY 10.
- The 6.35% increase in operating in FY 10 is primarily due to increased costs for food and medical services.

## Positions

Title	Type	FTE
<i>Administrative Assistant</i>	Full-time	6.00
<i>Cook I</i>	Full-time	3.00
<i>Cook I</i>	Contractual	0.50
<i>Correctional Officer</i>	Full-time	92.00
<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
<i>Information Tech. Specialist</i>	Full-time	1.00
<i>Warden</i>	Full-time	1.00
<b>Total</b>		<b>109.50</b>

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.

## Total County Funding to Detention Center

Department	Estimated Cost
<i>Detention Center</i>	<i>\$6,599,790</i>
<i>Fringe Benefits</i>	<i>1,430,000</i>
<i>Payroll Taxes</i>	<i>410,000</i>
<i>Public Safety</i>	<i>3,300</i>
<i>Utilities</i>	<i>125,000</i>
<i>Building Repairs</i>	<i>59,000</i>
<i>Technology Support</i>	<i>67,500</i>
<i>Fleet</i>	<i>82,000</i>
<b>Total</b>	<b>\$8,776,590</b>

# Sheriff's Services

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Recomm Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
<b>Personnel</b>	\$4,298,380	\$4,798,150	\$4,744,540	\$4,746,020	-1.09%	0.03%
<b>Operating</b>	262,963	312,280	312,280	303,290	-2.88%	-2.88%
<b>Capital Outlay</b>	1,588	1,920	1,920	0	-100.00%	-100.00%
<b>Total</b>	\$4,562,931	\$5,112,350	\$5,058,740	\$5,049,310	-1.23%	-0.19%
<b>Employees FTE</b>	96.00	99.00	99.00	99.00	-----	-----

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

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## Mission and Goals

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### Goals include:

- Promoting professional development and wellness
- Implementing new technologies that enhance public safety communications and information sharing
- Promoting service excellence through continued maintenance of CALEA standards
- Increasing outreach efforts

## 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:

- Prevention of crime and protection of life and property
- Enforcement of laws and ordinances
- Maintaining security of courts and transporting prisoners
- Locating and arresting persons wanted in Carroll County and fugitives from other States
- Carrying out court orders by collecting judgments or taking possession of property
- Executing warrants of restitution by evicting tenants from property
- Serving emergency evaluation and domestic violence orders
- Enforcement of Maryland's traffic laws

## Program Highlights

An Administrative Services Bureau was created to oversee organizational performance management, public affairs, administrative investigations, research, planning, and accreditation.

## Budget Changes

There are no salary increases in FY 10 and operating expenses are being held near, or reduced from, the FY 09 levels. Most budgets, including this one, are either flat or experience an overall decrease.

## Positions

Title	Type	FTE
<i>Administrative Assistant</i>	Full-time	6.00
<i>Administrative Secretary</i>	Full-time	2.00
<i>Bureau Chief</i>	Full-time	1.00
<i>Captain</i>	Full-time	2.00
<i>Constable</i>	Contractual	2.00
<i>Corporal</i>	Full-time	23.00
<i>Court Security Officer</i>	Full-time	11.00
<i>Crime Scene Technician</i>	Full-time	1.00
<i>Deputy 1<sup>st</sup> Class/Probationer</i>	Full-time	25.00
<i>Executive Secretary</i>	Full-time	1.00
<i>Fiscal Coordinator</i>	Full-time	1.00
<i>Lieutenant</i>	Full-time	3.00
<i>Logistical Services Assistant</i>	Full-time	1.00
<i>Major</i>	Full-time	3.00
<i>Police Service Assistant</i>	Full-time	2.00
<i>Polygraph Examiner</i>	Full-time	1.00
<i>Sergeant</i>	Full-time	13.00
<i>Sheriff</i>	By-Law	1.00
<b>Total</b>		<b>99.00</b>

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

## Total County Funding to Sheriff Services

Department	Estimated Cost
<i>Sheriff Services</i>	<i>\$5,049,310</i>
<i>Fringe Benefits</i>	<i>1,330,000</i>
<i>Payroll Taxes</i>	<i>380,000</i>
<i>Public Safety</i>	<i>86,000</i>
<i>Utilities</i>	<i>31,000</i>
<i>Building Repairs</i>	<i>15,000</i>
<i>Technology Support</i>	<i>38,000</i>
<i>Fleet</i>	<i>584,000</i>
<i>Grant's cash match</i>	<i>37,300</i>
<b>Total</b>	<b>\$7,550,610</b>