

*Carroll County Sheriff's Office  
&  
Detention Center*



# 2013 ANNUAL REPORT



*Kenneth L. Tregoning, Sheriff*

## MESSAGE FROM THE SHERIFF



SHERIFF KENNETH L. TREGONING

This thirteenth annual report represents the first “post transition” year for the Carroll County Sheriff’s Office as the primary law enforcement agency for Carroll County. Our personnel continue to accomplish with distinction, the workload associated with being the primary law enforcement agency. Sheriff’s Office personnel exceed expectations by aggressively responding to all traffic, criminal and general calls for service with great success and professionalism. The “team approach” adopted by Office members while performing duties has introduced and enhanced an enduring culture in the Sheriff’s Office that we treasure with great pride. As the primary law enforcement agency, we will continue to partner with all law enforcement agencies to improve public safety and the quality of life for everyone. I salute our sworn and civilian personnel in Corrections and Sheriff Services for their dedication and commitment to the law enforcement and correctional professions and our agency which is second to none.

The Carroll County Sheriff’s Office 2013 Annual Report highlights programs and activities throughout this past year and is a resource document. We are committed to a cooperative partnership with all Carroll County Law Enforcement in an endeavor to prevent crime, protect life and property; preserve the peace, enforce laws and ordinances; and safeguard the constitutional guarantees of our citizens. As a CALEA internationally accredited agency we are dedicated servants to all Carroll County citizens, and insist on a level of professionalism commensurate with the expectations of the community.

All Sheriff’s Office personnel strive to enhance the quality of life through community partnerships that promote a secure environment. The Office fosters public trust by sustaining the highest standards of performance and ethics. Service is provided in a fair and impartial manner while incorporating the highest standards of personal conduct and performance. Employees serve the public while being accountable for

the mandates of the Office, acknowledging that respect for individual rights and freedoms are essential to serving our country, state and county governments.

I am proud of the accomplishments and successes we achieved together in 2013, including our advancement in promoting interoperability supported by grant funding. Eventually, all law enforcement agencies will be able to store, share and access information in a central record management system. By procuring the necessary technological equipment, officer safety, response to calls and delivery of services will improve significantly.

During my tenure as Sheriff, I am deeply honored to have partnered with several Boards of Commissioners, federal, state, and local law enforcement agencies, criminal justice agencies and most importantly, the Carroll County Government employees that have provided support, expertise, and encouragement.

Alas, this is my last annual report as Sheriff and there are not enough words of praise to describe the dedication, commitment, hard work, and loyalty of the employees of Sheriff Services and the Detention Center. Through your leadership, decision making, personal and professional counsel, I have been able to humbly contribute to my profession and public safety in Carroll County. I will sincerely miss everyone. However, I will never forget the sense of pride and satisfaction we experienced together while transitioning from mandated Sheriff’s Office duties to a full-service and primary law enforcement agency for Carroll County.

A handwritten signature in black ink that reads "Kenneth L. Tregoning". The signature is written in a cursive, slightly slanted style.



# CONTENTS

Message from the Sheriff .....	1	Field Services Bureau .....	28
Command Staff .....	2	Patrol .....	29
Message from the Chief Deputy .....	3	Investigative Services .....	32
Sheriff's Office Organizational Chart.....	4	Special Operations .....	35
Vision, Mission and Value Statements .....	5	Management Services Bureau .....	41
Executive Secretaries .....	6	Support Services .....	41
Message from the Warden.....	7	Resource Services.....	42
Administrative Services Bureau .....	8	Sheriff Services Deputy of the Year.....	47
Alternative Programs Bureau.....	15	Sheriff Services Civilian of the Year .....	48
Security Services Bureau .....	22	Sheriff Services Volunteer of the Year .....	49
Detention Center Employee of the Year .....	26	Awards & Accolades .....	
Detention Center Correctional Officer of the Year .....	27	Sheriff Services.....	50
		Detention Center .....	51
		Employee Recognition Picnic .....	52

## ◆ Command Staff ◆



*The Carroll County Sheriff's Office Command Staff from left to right: Captain Steven Miller, Chief Danielle Schubert, Executive Secretary Susan Hohman, Captain Vincent Maas, Colonel Phillip Kasten, Captain Richard Hart, Sheriff Kenneth Tregoning, Captain Michael Green, Warden George Hardinger, Major Thomas Long, Major Stephen Reynolds, Captain Clarence Lust, Executive Secretary Darlene Smith, and Major Dennis Strine. Not pictured is Captain Dennis Harmon.*





**COLONEL PHILLIP S. KASTEN**

## MESSAGE FROM THE CHIEF DEPUTY

Carroll County is a great place to live, work and raise a family. Our quality of life is high and we enjoy many amenities, including the lowest crime in nearly thirty years. By the close of 2013, serious crime had fallen 12% since the Board of Commissioner's increased the Sheriff's policing role three years earlier. The directed enforcement and education initiatives by deputies, investigators and our public safety partners were effective in helping decrease robbery by 32% and burglary by 21% this past year, while also bringing thefts to their lowest point since 1987. Our success is not only the product of good police work, but a testament to our relationships with the community.

A cornerstone of community policing, input from our residents is actively solicited not only in identifying criminals and the problems that cause crime, but also as a means of gauging the quality of service being provided. Residents are encouraged to commend our personnel for exceptional performance and question actions that are deemed inappropriate. This feedback is invaluable, as complaints identify personnel

in need of enhanced supervisory direction, needed policy enhancements or training topics. Where contravention of policy is alleged, a fair and impartial investigation is conducted in accordance with the Law Enforcement Officers Bill of Rights and strict internal policy.

The table below reflects complaints received and the subsequent investigative outcomes for the 2013 calendar year. Complaints captured in the "Other" category include sustained complaints of neglect, discrimination/harassment, incomplete report and two failures to safeguard evidence/property. The other category also includes a non-sustained allegation of an incomplete report, and an unfounded allegation of neglect. At the time of this report, two complaints remained open for investigation.

While policing receives much of the public attention, it is only part of the Sheriff's responsibility and one element of what it takes to sustain our quality of life. In addition to providing primary police services, our staff is also responsible for the security of County courts and several hundred inmates remanded to the local detention center. Our correctional staff has done a tremendous job using sentencing alternatives to control the inmate population, but their work here has also reduced crime and recidivism. With support from the Board of County Commissioners, an additional Correctional Specialist was added to the Offender Diversion Unit during 2013 to address increasing caseloads, primarily substance abuse related. Through their efforts Court appearances by offenders under community supervision reached 93% this past year, with nearly three-fourths achieving full compliance with conditions of supervision, which also helped increase cost avoidance by 7% over traditional monitoring methods.

Keeping one offender from reoffending also means that another innocent person will not be victimized. Historically, substance abuse is the root of most serious crime and Carroll County is no exception. Our partnerships with Carroll Community College, Faith and non-profit community, Social Services and Health Departments have developed a flexible but intensive treatment program of those incarcerated, and a solid foundation for their reentry to the community. Expanding our use of alternative sentencing and community based corrections initiatives offer great hope in making further reductions in crime and the costs of crime fighting.

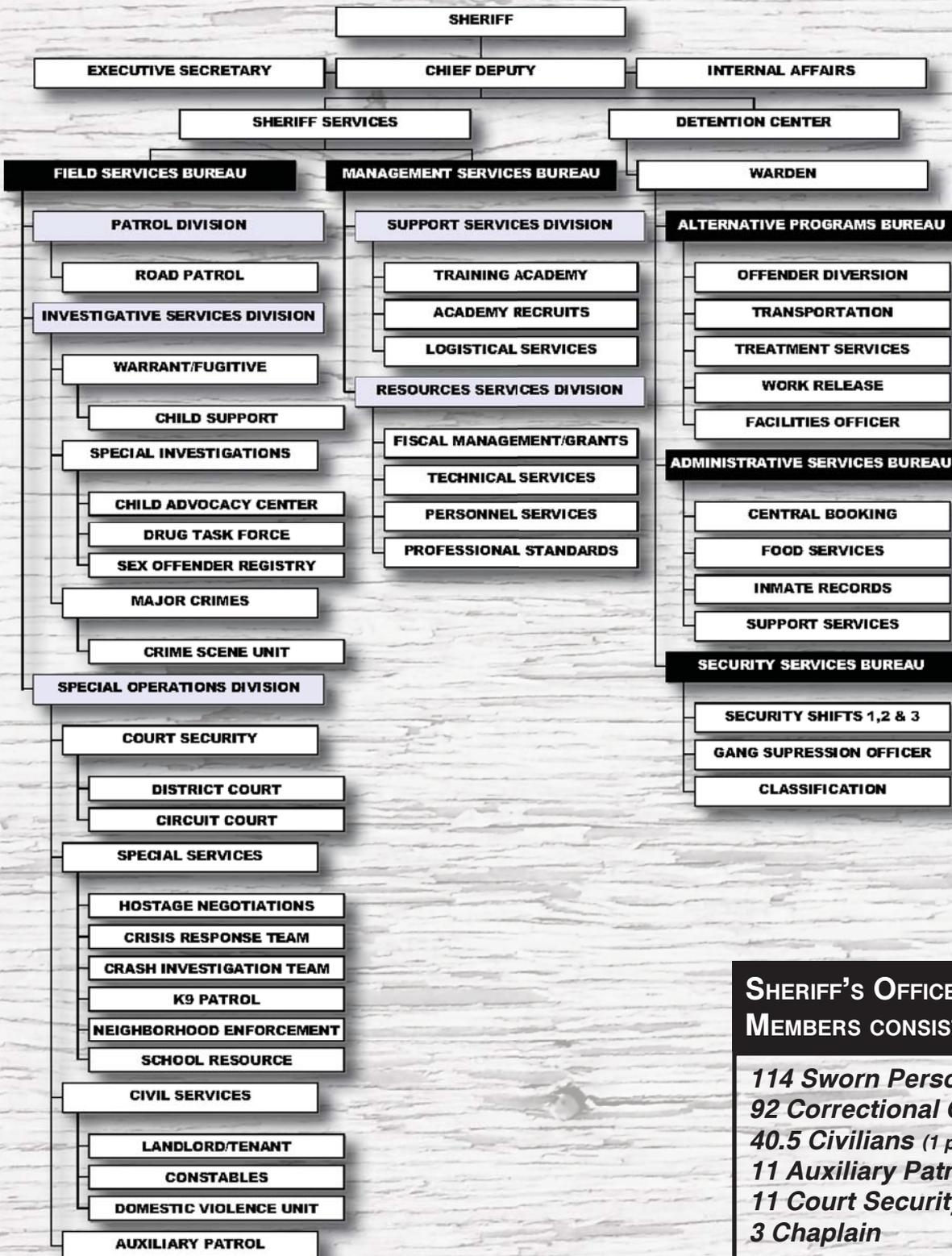
Still, preventing the next generation from a life of substance abuse and drug related crime is paramount. We are proud that Carroll County's School Resource Office Partnership was recognized by the Department of Justice for its collaborative and innovative approach to addressing student health, safety and security. A give and take, law enforcement officers work with school staff and health officials to identify local substance abuse trends and risky behaviors, and to team teach healthy and responsible behaviors. With its first school year coming to a close, we look forward to strengthening the partnership in the coming year, including making the information and instruction available to the community.

Likewise, we're in the final weeks of preparations for the grand opening of our first Community Policing Office and look forward to the positive influence this will have on public accessibility and convenience to the law enforcement staff assigned to the Freedom Area. Inasmuch, I extend my sincerest thanks to our Commissioner Board and County Staff for their support of these initiatives, and to the Sheriff's personnel for their successful implementation and tireless commitment to public safety.

RULES		SUSTAINED	NOT SUSTAINED	UNFOUNDED	EXONERATED	POLICY FAILURE	OPEN	TOTAL
1.	Conformance to Rule/Law	4	2	2	1		1	11
5.	Unbecoming Conduct/Criticism		2	2				4
9. / 15.	Attendance / Reporting	4						4
22.	Courtesy		3	1				4
27.	Agency Equipment	10	3					13
	Other Complaints	5	1	1			1	8
<b>TOTAL</b>		<b>23</b>	<b>11</b>	<b>9</b>	<b>1</b>		<b>2</b>	<b>43</b>



# ORGANIZATIONAL CHART



## SHERIFF'S OFFICE MEMBERS CONSIST OF:

114 Sworn Personnel  
 92 Correctional Officers  
 40.5 Civilians (1 part time)  
 11 Auxiliary Patrol  
 11 Court Security  
 3 Chaplain



# VISION • MISSION STATEMENTS & CORE VALUES

## VISION

The Carroll County Sheriff's Office is a model Criminal Justice Agency accountable to the Public Trust. We are committed to excellence in delivering comprehensive police services focused on preventing and reducing crime, fear and disorder. We are diligent in securing the integrity of the judicial process. We are proactive, seeking innovative correctional and rehabilitative practices that hold offenders accountable, enabling them to be productive members of society. The application and management of our resources, including the professional development of all employees, is a shared priority. Together with our community and professional partners, we will augment resources, improving the quality of life and promoting the best environment to live, learn and work.

## SHERIFF SERVICES MISSION

We dedicate ourselves to work in partnership with the citizens of Carroll County toward providing a safe environment and enhancing the quality of life consistent with the values of our community.

To accomplish this, through consistent application of Trust, Fairness and Commitment, members of the Carroll County Sheriff's Office will realize the Office Vision, promoting pride, service and public safety.

## DETENTION CENTER MISSION

To protect the citizens of Carroll County by providing a secure facility for persons legally confined.

To provide a safe and secure facility for all inmates within an environment that promotes rehabilitation by providing a variety of treatment programs and protective activities.

To provide a safe working environment for all employees and volunteers.

To plan for the future correctional needs of Carroll County.

## VALUES

### TRUST...

Carroll County Sheriff's Office members embrace responsibility for fulfilling the commitment 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.

### FAIRNESS...

Office members will treat everyone in an unbiased, dignified and respectful manner without regard to human traits, characteristics or status.

### COMMITMENT...

Carroll County Sheriff's Office members are committed to partnerships with community, professional and government associates promoting the quality of life.



*Master Deputy Noah Parker takes time out of his busy schedule to read to local Elementary School children.*



## EXECUTIVE SECRETARIES



**Mrs. SUSAN HOHMAN**

Ms. Susan Hohman is Executive Secretary to Sheriff Kenneth L. Tregoning. Susan has been employed with the Carroll County Sheriff's Office for 23 years.

As Executive Secretary she provides administrative support to the Sheriff. She coordinates schedules, meetings and appointments. Susan also handles transcription of highly sensitive and confidential matters, maintains administrative files and the records retention schedule, prepares correspondence for the Sheriff and Chief Deputy, and maintains the key control program for the Sheriff's Office.

She serves as the official reporter of minutes for the Carroll County Chiefs of Police and interacts with police executives and government officials as part of her assigned duties and responsibilities.

Susan coordinates retirement celebrations and other special events for the Sheriff's Office. She is always willing to assist others with work assignments or special projects.



*The ladies in Sheriff Services sport mustaches in support of Prostate Cancer Awareness "Brovember".*



**Ms. DARLENE SMITH**

Ms. Darlene Smith is Executive Secretary to Warden George R. Hardinger. Darlene has been employed with the Carroll County Detention Center for 33 years.

As Executive Secretary she provides administrative support to the Warden. She coordinates schedules, meetings and appointments. Darlene also handles revenue logs, Incident Report files, grievance files, staff meeting minutes, and indigent requests.

She uses the *Keystone Jail Management Accounting* software to verify and prepare deposits for inmate financial accounts and manages the Administrative Electronic Filing.

Darlene coordinates the "Pink for a Cause" every October in support of breast cancer awareness by assembling the staff, all decked out in pink for a photograph. She is always willing to give a helping hand to others.



*Each October Ms. Darlene Smith encourages the administrative support staff to wear pink to remind women to take preventative measures against this deadly disease and to remember those women whose lives have been touched by this disease. The color pink is a gentle reminder to support those who are courageously fighting this battle and to remember those brave women who have succumbed to it. This year the Warden joined the group to support this worthy cause.*





**WARDEN GEORGE HARDINGER**

## MESSAGE FROM THE WARDEN

the extent that security allows, our doors are open to the public as we reach beyond our walls to serve the public.

First adopted in 2008, our motto *Brave Enough To Care, Strong Enough To Lead* reflects a challenging commitment to be the best by doing our very best. We are guided by our five organizational values: pride, teamwork, integrity, accountability, and professionalism. Together, our motto and core values guide our pursuit of excellence as we work to accomplish our mission to enhance public safety as expressed in our Vision Statement “to be a model of correctional professionalism and excellence, where rehabilitation works, security never fails, and there are fewer victims to prove it.”

According to the available indicators, 2013 was another successful year despite the continuing fiscal constraints and the dramatic increase in the inmate average daily population. This is a testament to the professionalism and dedication of our employees, allied agencies and volunteers.

A special recognition is extended to our Employees of the Year, Correctional Officer Jack Medeiros and our Civilian Employee of the Year, Mr. Bruce Sadler, Food Services Manager. We also salute Correctional Officers Garth Mays and Michael Adkins for receiving the Maryland Correctional Administrators Association (MCAA) Community Service Award for their volunteer work in the community.

The employees of the Detention Center are pleased to provide our 2013 Annual Report. Included for review is the usual statistical data that allows for annual comparisons of the more important performance indicators. While statistical comparisons are necessary and important, numbers often fail to convey the level of commitment and professionalism of those who work to support every aspect of our operations. As a department of the Sheriff's Office, we are committed to excellence in public safety and this report highlights our accomplishments and celebrates the contributions of everyone that helped make our mission a success. Thus, to help highlight our progress and accomplishments we have endeavored to provide a wide array of information about who we are and what we do.

We are very proud of our accomplishments, particularly the partnerships that have been formed with numerous community groups and agencies to better serve the citizens of Carroll County. To help promote our mission of public safety we feel it is important for the public to know what we do and that we are an active participant in our community. To

### **DETENTION CENTER FACTS**

The current facility was built in 1970 and renovated in 1985 with a capacity of 109 beds. An addition was completed in 1999, which expanded the capacity to 185 beds. The expansion provided for a 60-bed work release and trustee housing unit, and 16 maximum security beds. The total footprint of the facility to date is 24,780 square feet.

Inmates are housed in “pods” which typically accommodate two inmates per cell with 8 cells per pod. In addition, some inmates are housed in overflow housing dormitory style (i.e. Unit 10 and the work release housing area).

The detention center also provides limited special housing for inmates requiring medical, mental health, and disciplinary segregation.





**MAJOR STEPHEN REYNOLDS**

## **ADMINISTRATIVE SERVICES BUREAU**

Major Stephen Reynolds acts as Assistant Warden and Commander of the Administrative Services Bureau. He brings more than forty years of law enforcement experience to the detention center, his first twenty-eight years as a member of the Maryland State Police and retired as a command officer. He was a 1999 graduate of Towson University as well as a 1993 graduate of the Northwestern University School of Police Staff and Command.

During March 2002, Major Reynolds was assigned to the Detention Center from Sheriff's Services to command the Administrative Services Bureau. He has since been appointed as Assistant Warden.

His duties include providing oversight for every aspect of the Administrative Services Bureau. In addition, he chairs the employee hiring and selection committee, to include conducting applicant background investigations, and internal investigations involving allegations of misconduct against staff.



### **BUDGET/REVENUES**

- Fiscal Year 2014 Projected Revenues - \$409,370 (covers 5% of budget)
- Fiscal Year 2014 Operating budget \$8,111,520
- Fiscal Year 2015 (Recommended) Operating budget - \$8,403,000.
- 81% Employee Salaries & Benefits, 11% Medical Care, 8% commodities & other expenditures.

### **ADMINISTRATIVE SERVICES BUREAU MISSION**

The mission of the Administrative Services Bureau is to provide vital services and oversight for much of the essential infrastructure to the Carroll County Detention Center. These functions include but are not limited to:

- Human Resources administration to include recruiting and hiring of staff,
- Oversight of the Operating and Capital Budgets,
- Development and maintenance of the Jail Management System (Keystone),
- Operation of the Central Booking Unit which provides for the booking of 3,500 prisoners annually,
- Oversight of the Food Services Unit, which provides an average of 273,750 meals to inmates and staff annually
- Development and review of Detention Center policies and procedures, and
- Maintenance of Detention Center records to ensure compliance with rigorous state standards, managing the Inmate Records System.

Our objective is to support the Security Services and Alternative Programs Bureaus. This support is critical to the success of the overall mission of the Carroll County Detention Center, and the safety and security of the offenders housed within this institution.





# ADMINISTRATIVE SERVICES BUREAU

**CAPTAIN DENNIS HARMON**

Captain Dennis M. Harmon serves as the Assistant Bureau Commander of the Administrative Services Bureau. He has been employed with the Detention Center for 16 years. His primary duties include ensuring that the Detention Center is compliant with all standards

set by the Maryland Commission on Correctional Standards. He oversees the standards audit conducted by the Maryland Commission on Correctional Standards.

His other duties consist of but are not limited to conducting Background Investigations for new hires, Internal Investigations, Custodian of Records, Liaison for ICSolutions (inmate telephone system), Liaison for the VizVox (kiosk for commissary ordering and inmate request slips), Criminal Justice Information Services

(CJIS) Coordinator, developing and revising policies and procedures, Expungement of Inmate Criminal Records, supervises the Central Booking Unit, Kitchen Staff, prepares the annual grant request for the State Criminal Alien Assistance Program (SCAAP), and is the Prison Rape Elimination Act (PREA) Coordinator.

Among these and other duties, he assumes all responsibilities for the Administrative Services Bureau in the absence of Major Reynolds, the Bureau Commander.

## ◆ Central Booking ◆

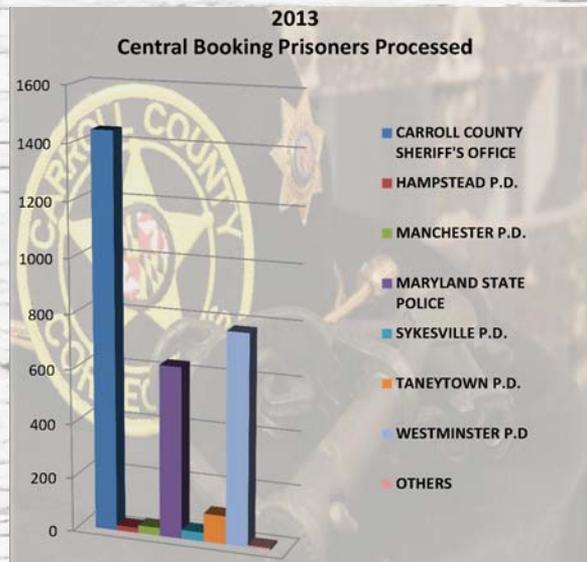
The Central Booking Unit is supervised by Corporal Kristy Cerny, with operations handled by eight additional line officers. This department is responsible for processing offenders from every law enforcement agency within Carroll County and maintaining the database for those arrests in the *Keystone Public Safety* (KOPS) software.

In utilizing modern technology, such as the *Keystone Jail Management System*, *Mugshot Imaging System*, and the *Identix Fingerprint System*, the Central Booking unit has become more efficient and effective in processing the county's offenders than in previous years. The addition of the automated *Statement of Charges* process has streamlined the arrest process for both Central Booking and Law Enforcement officers; eliminating the carbon-copy District Court Forms.

The Central Booking Unit can effectively process a prisoner in approximately thirty minutes, rather than the normal two and one-half hours using conventional processing methods. This equates to an additional 8,290 hours of annual available patrol time by police officers in Carroll County. In 2013, the Central Booking unit processed 3,051 arrest and 1,784 incarcerations.



*Central Booking staff from left: CO's Kenneth Chesgreen, R. Shorb, S. Myerly, Corporal K. Cerny, and CO J. Bowen*



# ADMINISTRATIVE SERVICES BUREAU

## ◆ Fiscal Operations ◆

Keeping track of the inmate accounts and financial operations within the Detention Center is a job that requires accuracy and attention to detail. Ms. Melissa Price is the Fiscal Specialist for the Detention Center and handles financial operations including revenues, budget, inmate accounts, and travel arrangements or training and conferences.

She oversees inmate commissary, purchases/payments, banking and handles bookkeeping and maintains the Detention Center supplies, among various other clerical duties.

In addition, Ms. Price assists Major Strine with the annual Law Enforcement Torch Run every year in overseeing merchandise sales and assisting with the picnic.

## ◆ Food Services ◆

It has been a great year for the kitchen staff which consists of 3 full time civilian cooks, one part time cook and one supervisor. Our full time staff has been here for two or more years now and their experience and expertise have enabled us to have a successful and productive year. Our full time cooks are Ms. Rhonda Renehan, Ms. Rebecca Albaugh, Ms. Ann Double, and Supervisor Mr. Bruce Sadler.

We were sad to lose the services of long-time cook Dolores Luhn, who was an invaluable asset to the kitchen, but wish her much happiness in retirement. She will be sorely missed. We since hired a new part-time cook Ms. Brenda Bellew who has been a wonderful addition to our staff.

Inmate trustees are approved to work in the kitchen and they earn five good days with the ability to earn ten more during their 30-day term.

The Food Services Unit provides three meals a day to all inmates and staff, including special diets to those who need them. These special diets include low sodium, low cholesterol, cardiac, diabetic, vegetarian, food allergies, and religious diets. All menus are reviewed and approved by the Carroll County Health Department to ensure compliance with dietary standards. In 2013 we served over 253,600 meals.



*From left: Rhonda Renehan, Dolores Luhn, Food Service Manager Bruce Sadler, Rebecca Albaugh, and Ann Double*

### INMATE AVERAGE DAILY COSTS - 2013 (Actuals)

- *Average daily food cost per inmate \$3.55 per day*
- *Average daily prescription cost per inmate \$1.20 per day*
- *Average daily medical services cost per inmate \$8.66 per day*



# ADMINISTRATIVE SERVICES BUREAU

## ◆ Inmate Records ◆

The Records Unit is supervised by Lt. Deborah Wolfe, and comprised of two administrative assistants, Ms. Jenny Miller and Ms. Dana Oehlsen, who are responsible for reviewing all inmate files and keeping them current. Quality control, calculating sentence diminution, recording all court paperwork, sex offender registration, record expungement, and preparing statistical reports for the State of Maryland are just a few of their duties.

It is the policy of the Carroll County Detention Center to establish, maintain and retain records on inmates incarcerated in the CCDC. Employees of the Detention Center are authorized access to inmate files as needed to perform their official duties. An inmate's base file may include Commitment papers, Warrants/Detainers, Court Orders, Classification Records, Diminution Records, Media Waivers, Property Sheets, Account Records, Dissemination Logs and miscellaneous papers.

Inmate Medical Files are maintained by the Medical Department and are confidential as per the HIPPA Laws. An inmate or former inmate may request to review his/her file by submitting a written request to the Warden. The request must specify the documents to be reviewed and the purpose. The inmate shall be supervised at all times while reviewing the records. The inmate cannot remove the file or any document therein. Inmates may make notes to take with him/her.

An inmate's attorney may review an inmate's base file when:

- A) The attorney provides at least 24-hour notice and the inmate completes a "Release of Information Consent Form" and signs the form
- B) The attorney provides proper identification

Information that might compromise the security of the Detention Center or the safety of any person shall not be released. Access to records will be granted pursuant to a Court Order. Any and all relevant documents shall be filed in the inmate's file. Inactive files shall be retained for 3 years, plus the current year. No active records will be destroyed unless specifically directed by a Court Order.



*From left: Ms Jenny Miller, Lt. Deb Wolfe, and Ms. Dana Oehlsen*

### **DETENTION CENTER FACTS:**

- ***Design Capacity – 185 Beds***
- ***Current Population on site – 208 Inmates (171 Males/37 Females) Inmates***
- ***Currently housed over capacity- 23***
- ***Inmates housed offsite in treatment Programs – 15***
- ***Electronic Monitoring – 9***
- ***Inmates on Work Release – 5***
- ***Pretrial Services monitoring (Active cases) – 194***



# ADMINISTRATIVE SERVICES BUREAU

## ◆ Support Services ◆

### INFORMATION TECHNOLOGY

Mrs. Barbara Schmidt is the Information Technology Specialist and System Administrator of the *Keystone Public Safety* software that is used to process offenders from every law enforcement agency in Carroll County and to manage the custody of inmates in the detention center. The Keystone software interfaces with many of the systems within the jail to automate the process of fingerprints, mug shots, inmate phone calls, commissary, to eliminate the need for officer data entry. She serves as the Project Manager on many of the IT projects, oversees them to completion and provides technical support to those systems.

Mrs. Schmidt works closely with local law enforcement agencies to provide information from our database, arrest reports and images to aid in crime prevention and to increase interoperability within the county.

Ms. Schmidt trains and offers technical support to employees, and also prepares the Annual Report, which is used for recruiting and information sharing. She designed and maintains the Detention Center website that offers the public employment information and an online application, a staff directory, and a FAQ page along with inmate services.

Serving as the Chairman of all Bid committees, she selects a committee, conducts the meetings and coordinates the score sheets, which she designed, to select a vendor.

The Carroll County Detention Center has made great strides in technological improvements during her tenure. These enhancements have enabled us to provide greater safety and security to the facility while working more efficiently. As technology continues to evolve, Barb and the staff of the Carroll County Detention Center will continue to evaluate and recommend enhancements to improve the operation.

#### **2013 Technology Highlights:**

- Electronic Inmate Status Boards
- VINE Mobile Patrol Smartphone Application

.....

#### **VINE Mobile Patrol Smartphone Application**

The mobile app was developed at no cost to the general public. The costs are absorbed by Attorneys and Bail Bonds advertisements, through a partnership with Appriss, Inc. the provider of V.I.N.E, the agency's Victim Notification system.

The **Mobile Patrol** app is another way to reach out to the community using one of the newest and widely used technologies today- smart phones. Some features of the app include:

- |  |                            |
|--|----------------------------|
| • Active Warrants                      | • Facility Location        |
| • Agency Directory                     | • Most Wanted              |
| • Detention Center- Inmate information | • News & Press Releases    |
| • Facebook Links                       | • Push Alert Notifications |



It improves public safety by giving users access to the *Most Wanted*, *Warrants* and has a *Crime Tips* feature. Crime victims can check the status of inmates in the Detention Center, receive alerts and register with V.I.N.E. using the link provided in the app.

The general public can stay in touch with the Sheriff's Office by using the Agency Directory, Facility Location and Facebook page links. **MobilePatrol** increases community awareness by providing News, Press Releases and Alert Notifications that are broadcast to all app users.

The app was developed for both Apple and Android platforms and can be downloaded by searching for **Appriss MobilePatrol**.



# ADMINISTRATIVE SERVICES BUREAU

## Electronic Inmate Status Boards

In July 2011, three members of the Carroll County Detention Center made a trip to the Frederick County Detention Center to observe their new electronic inmate housing boards and to gather information about the system, costs and feedback on its performance. This was the first facility we were aware of that had this kind of technology.

The system was comprised of 5 large LG heavy-duty LCD TV's, one placed in the Work Release unit and the remaining four in their Control Room area. The software to display the information was developed by their County IT personnel and integrated with their Jail Management System.

An idea was sparked and the Electronic Inmate Status Board Project at the Carroll County Detention Center began. Barb Schmidt, I.T. Specialist at the Detention Center was the Project Manager with help from Major Dennis Strine, Corporal Ted Hill, CSA Diana Fisher and several other officers to offer their experience to the project.

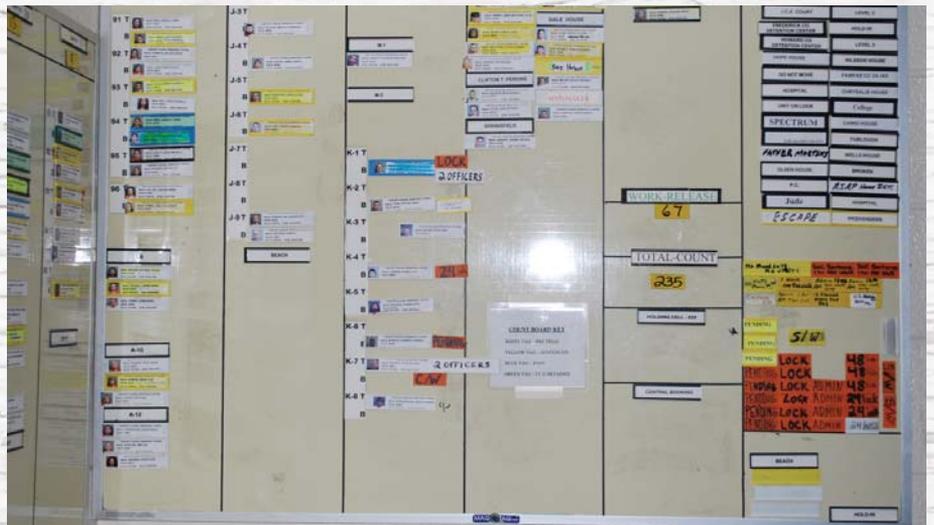
The goal was to eliminate the magnetic Inmate Housing Board in the Control Room and replace it with an electronic version that is interfaced to Keystone, our JMS system. Benefits include increased accuracy of inmate status, reducing redundancy of moving the magnetic tags and making the change in the JMS; all of which increase the safety and security in the facility with "real-time" data.

After months of preparation and coordination with Keystone Public Safety and the County IT department, the budget was approved, hardware purchased, the software interface was developed by Chuck Kania of *Keystone Public Safety*. Inmate "tags" were designed to show the picture, name, housing unit, date of birth, custody status, plus any alerts and movement locations. Key features included color coded tags to indicate sentence status, red tag borders to indicate inmate movement, blue tag borders for "holds" on Work Release inmates, and Seg/Alerts are fuchsia.

On June 4, 2013, all the hard work had come to fruition and the Electronic Inmate Status Boards were installed in the Control Room and Work Release. The implementation of this system has streamlined the tracking of inmates housed in the facility and along with the use of the biometric fingerprint readers has made the inmate movement process more efficient.



*Above is just one of the new Electronic inmate housing boards. Below is an old inmate housing board which consisted of numerous magnets and alot of manual repositioning.*



# ADMINISTRATIVE SERVICES BUREAU

## HUMAN RESOURCES

Ms. Eileen Cummings serves as an Administrative Assistant with a variety of duties in ASB's Support Services Unit. Among her many duties, Ms. Cummings assists candidates throughout the highly competitive hiring and selection process. This intensive process ensures that candidates not only meet the rigorous standards set forth by the Carroll County Detention Center, but also meets the standards maintained by the Maryland Police & Correctional Training Commissions.

During 2013, we implemented an online Correctional Officer test which provides test results within hours. We had (96) Correctional Officer applicant test and hired (8) eight full-time Correctional Officers. The Detention Center also hired one (1) Administrative Assistant for our Records Unit and one (1) Part Time Cook for our Food Services Unit.

In addition the Offender Diversion Unit under the guidance of Mr. Colby Brewer, utilized the services of three college interns during the course of the year. They hailed from Carroll Community College, Mt. Saint Mary's University and Central Penn College. These students must apply, interview, and if selected, complete a background investigation which includes a drug screen test. The interns perform nearly all of the same duties as our Correctional Specialist and are expected to maintain the same standards as our employees. Their duties include: attending bail reviews and court cases, completing risk assessments to classify cases, organizing and preparing case files, assisting with drug and alcohol testing, and performing intake interviews with new offenders. This is a rewarding experience for both our staff and students – everybody wins.

.....

## PROMOTIONS

	FROM	TO
Mr. Colby M. Brewer	Correctional Specialist	Correctional Specialist Manager
Ms. Bernadette T. McGee	Administrative Assistant I	Administrative Assistant II
Ms. Dana M. Oehlsen	Administrative Assistant I	Administrative Assistant II
Ms. Rhonda G. Renehan	Cook I	Cook II
Ms. Penny A. Williams	Correctional Specialist I	Correctional Specialist II
Michael C. Andrews	Correctional Officer I	Correctional Officer II
Chester L. Arnott, IV	Correctional Officer I	Correctional Officer II
Gary W. Blaylock, Jr.	Correctional Officer I	Correctional Officer II
Andrew R. Spencer	Correctional Officer I	Correctional Officer II
Kris M. Buchman	Correctional Officer II	Correctional Officer III
Nicholas H. Clark	Correctional Officer II	Correctional Officer III
Craig L. Koerner	Correctional Officer II	Correctional Officer III
Tracy P. Lillehaug	Correctional Officer II	Correctional Officer III
Michael L. McCrea, Sr.	Correctional Officer II	Correctional Officer III
Brock A. Markle	Correctional Officer II	Correctional Officer III
Garth B. Mays	Correctional Officer II	Correctional Officer III
Kevin D. Schue	Correctional Officer II	Correctional Officer III
Andrew J. Sensel	Correctional Officer II	Correctional Officer III
Robin L. Shorb	Correctional Officer II	Correctional Officer III
Matthew A. Survell	Correctional Officer II	Correctional Officer III
Andrew S. Trostle	Correctional Officer II	Correctional Officer III
Amanda N. Blizzard	Correctional Officer III	Corporal
Joshua R. Boschert	Correctional Officer III	Corporal
Wesley L. Davis	Correctional Officer III	Corporal
Jeremy A. Rebert	Corporal	Sergeant





**CAPTAIN MIKE GREEN**

# ALTERNATIVE PROGRAMS BUREAU

Captain Michael D. Green brings more than 25 years of correctional experience to the Carroll County Detention Center. In 2007 Captain Green retired from The Maryland Department of Public Safety and Correctional Services Headquarters Unit as the Special Response Team Commander (Major). He is a graduate of the 2011 Foundations of Leadership Program and a graduate of the

2013 Leadership Challenge XXII Program.

Captain Green is currently assigned as the Assistant Commander of the Alternative Programs Bureau. The Bureau consists of the Offender Diversion Unit, Treatment Services Unit, Transportation Unit, Work Release Unit and Home Detention Unit. Captain Green oversees 14 uniform officers and 6 civilian staff members.

The Bureau provides the courts with various sanctions to impose in disposition of cases. The programs provide alternatives to incarceration based upon the nature and severity of offenses. The Bureau also provides varying degrees of supervision and control as determined on a case by case basis.

## ALTERNATIVE SERVICES BUREAU MISSION

The mission of the Alternative Programs Bureau is to provide a variety of structured programs that are developed to assist inmates returning to the community to be productive citizens while reducing the cost of incarceration. The bureau consists of the Offender Diversion Unit, Transportation Unit, Treatment Services, Work Release Unit, Home Detention Unit and the Training Coordinator/Quartermaster.

## ADMINISTRATIVE ASSISTANT

Ms. Bernadette McGee is the Administrative Assistant to the Alternative Programs Bureau (APB) where she provides administrative support to the Assistant Commander of the Bureau. She is responsible for processing medical inmate billing and work release, weekender, home detention and pretrial collections.

She maintains the supplies for the Satellite Office, handles bookkeeping, banking, as well as other clerical tasks. Bernadette acts as the liaison between the County Attorneys office and the Detention Center in regards to pursuing civil action for reimbursement of expenses paid and testifies in court, as needed.

Bernadette first came to the Detention Center in the spring of 2012 as an intern Mental Health Counselor while enrolled in McDaniel College's Counselor Education program. She interviewed and was selected as the APB Administrative Assistant in October 2012, when her predecessor retired.

Bernadette will graduate with her Master's degree in May of 2014 and hopes to complete the state examinations by year end to become a Licensed Graduate Professional Counselor (LGPC) in early 2015.



*In December, 2013 Pretrial Services "Ravens-Steelers Christmas" themed entry won 3rd place in the County Holiday Door Decorating contest.*



# ALTERNATIVE PROGRAMS BUREAU

## FACILITIES

Officer Albert Barnes, known as “Pete” in the Detention Center, is the Facilities Maintenance Officer. The position was created to manage facility problems and keep track of work orders sent to the County Facilities Department or outside contractors.

On a daily basis Officer Barnes checks in with Post 1, Central Booking, Work Release and each of the main units to find out if there are any maintenance problems so he can prepare the daily maintenance and sanitation and fire extinguisher reports. He is responsible for making minor repairs; changing light bulbs, adjusting water pressure and resetting circuit breakers, or sending a work order to the County. He tracks and provides supplies in the Detention Center, supplying each area with the necessary items.

Officer Barnes makes his rounds every day to check the Detention Center and its employees that all is in working order. You know he’s coming because you hear his morning greeting as he checks the air temperature in each area of the facility.

## HOME DETENTION

Corporal Celena Welty oversees the home detention process, a part of the Offender Diversion Unit. The Carroll County Sheriff’s Office Home Detention program was established in August 2004 for the purpose of relieving crowded conditions at the Carroll County Detention Center. Home Detention also provides local judges with viable sentencing alternatives. Along with increasing county revenues through client fee collection and reducing county expenses by eliminating the cost of incarcerating eligible offenders, this program enables offenders to provide financial and other support for their household. Home Detention also allows offenders to continue drug, alcohol, and mental health treatment while still serving their sentence; it is intended to effectively assimilate offenders back into the community with intensive supervision.

The unit received new equipment for the Home Detention Unit. The unit has a Sentinel Unitrak 1 piece Global Positioning Satellite device that tracks the individual 24/7. It is worn on the individual’s ankle and is charged similar to a cell phone. The unit also has a Soberlink hand held sobriety that lets us monitor sobriety, anytime and anywhere. The individuals carry the sobriety with them in a case and are required to submit a breath test whenever required by the case manager.

In September 2007, the unit started the Pretrial Electronic Monitoring Program (PEM) as an alternative to incarceration. PEM is for pre-sentenced individuals, who the courts want to closely monitor which helps to ensure individuals appear in court. In 2013, the unit started to add people who are sentenced to Drug Court to the Program, as well as, individuals who are on Work Release. In 2013 the unit placed 9 individuals on PEM, 7 individuals from

Drug Court, 5 individuals from Work Release, and 19 individuals on Home Detention. The total amount of inmate days saved was 3,433 and total amount saved in prisoner housing expenses was \$321,641.

Corporal Welty also does an assortment of other jobs as well. She is assigned the role of hearing officer for inmate disciplinary procedures, scheduling of weekenders who are committed to incarceration for the weekends, and assists the transportation unit when needed.



# ALTERNATIVE PROGRAMS BUREAU

## OFFENDER DIVERSION UNIT

The Offender Diversion Unit is comprised of Pretrial Services and Home Detention and is supervised by Colby Brewer.

The Pretrial Services program directly interacts with both the Circuit Court and District Court of Carroll County. The unit is responsible for supervising an offender's release to the community prior to trial, ensuring that all special conditions of release are met and screening defendants for use of alcohol and illicit substances. In addition, PTS monitors defendants placed by the Court under Pretrial Electronic Monitoring (PEM), and tests Drug Treatment Court (DTC) participants.

Another responsibility of PTS is to provide essential documents directly to the Maryland Division of Parole and Probation and the Parole Commission to expedite the parole hearing process for detention center inmates sentenced to a period of incarceration of six months or more.

The unit provides pertinent information on a defendant's previous criminal history aiding Judges in deciding to release or to detain an individual prior to their court date. In addition, a defendant's behavior is monitored through case management until trial. This includes interviews, drug/alcohol screening and preparing reports for court.

This year the unit underwent significant change as Raymond Smith retired and the unit was granted an additional position. Pretrial gladly welcomed the additions of John Delgado and James Kersheskey to fill the vacancies. The Offender Diversion Unit continues to explore new strategies and options to enhance all operations and give our shareholders the most comprehensive service.



Back row from left: James Kersheskey, John Delgado and Colby Brewer. Middle from left is Penny Williams, Cpl. Celena Welty and Shannon Zepp. Front is Bernadette McGee.



## TRANSPORTATION

The Transportation Unit is supervised by Corporal Ted Hill and comprised of three officers who transport inmates from the Detention Center to other County Courts throughout the State of Maryland. They pick up prisoners from other counties, take prisoners to outside medical appointments, and transfer inmates to other facilities for Court Ordered Treatment purposes.

The unit conducts Job Site Checks on inmates who are on the Work Release Program and provide supervision for inmate medical appointments and hospitalizations. The Unit has produced revenue to the County through a contract with the Maryland State Department of Juvenile Services, transporting juveniles.

CATEGORIES	YEAR TO DATE												CALENDAR YEAR
	January	February	March	April	May	June	July	August	September	October	November	December	
Adults Transported	43	62	57	47	59	53	53	51	47	53	38	40	603
Juveniles Transported	30	19	32	22	22	31	23	29	21	19	24	37	309
INS Transported	0	0	1	0	0	0	0	0	0	0	0	0	1
Totals	73	81	90	69	81	84	76	80	68	72	62	77	913
Adult Males	34	56	48	36	53	42	38	38	38	40	28	27	478
Adult Females	9	6	10	11	6	11	15	13	9	13	10	13	126
Juvenile Males	24	13	32	16	15	26	23	23	18	16	13	28	247
Juvenile Females	6	6	0	6	7	5	0	6	3	3	11	9	62
Totals	73	81	90	69	81	84	76	80	68	72	62	77	913
Adult Miles	2114	2367	3617	1908.5	3329.5	2519	2736	2820	1828	2921	1711	1955	29826
Juvenile Miles	2429	1855	1945	1946	1732	1969	1646	2209	1724	2039	2271	3262	25027
INS Miles	0	0	2	0	0	0	0	0	0	0	0	0	0
Totals	4543	4222	5564	3854.5	5061.5	4488	4382	5029	3552	4960	3982	5217	54855
Adult Hours	127	166	241	168.5	263	164	185	187	134.5	214	116	116	2082
Juvenile Hours	142	92.5	120.5	121	91	147.5	73.5	119.5	103	84.5	89.5	140	1324.5
INS Hours	0	0	1	0	0	0	0	0	0	0	0	0	1
Totals	269	258.5	362.5	289.5	354	311.5	258.5	306.5	237.5	298.5	205.5	256	3407.5



# ALTERNATIVE PROGRAMS BUREAU

## QUARTERMASTER / TRAINING

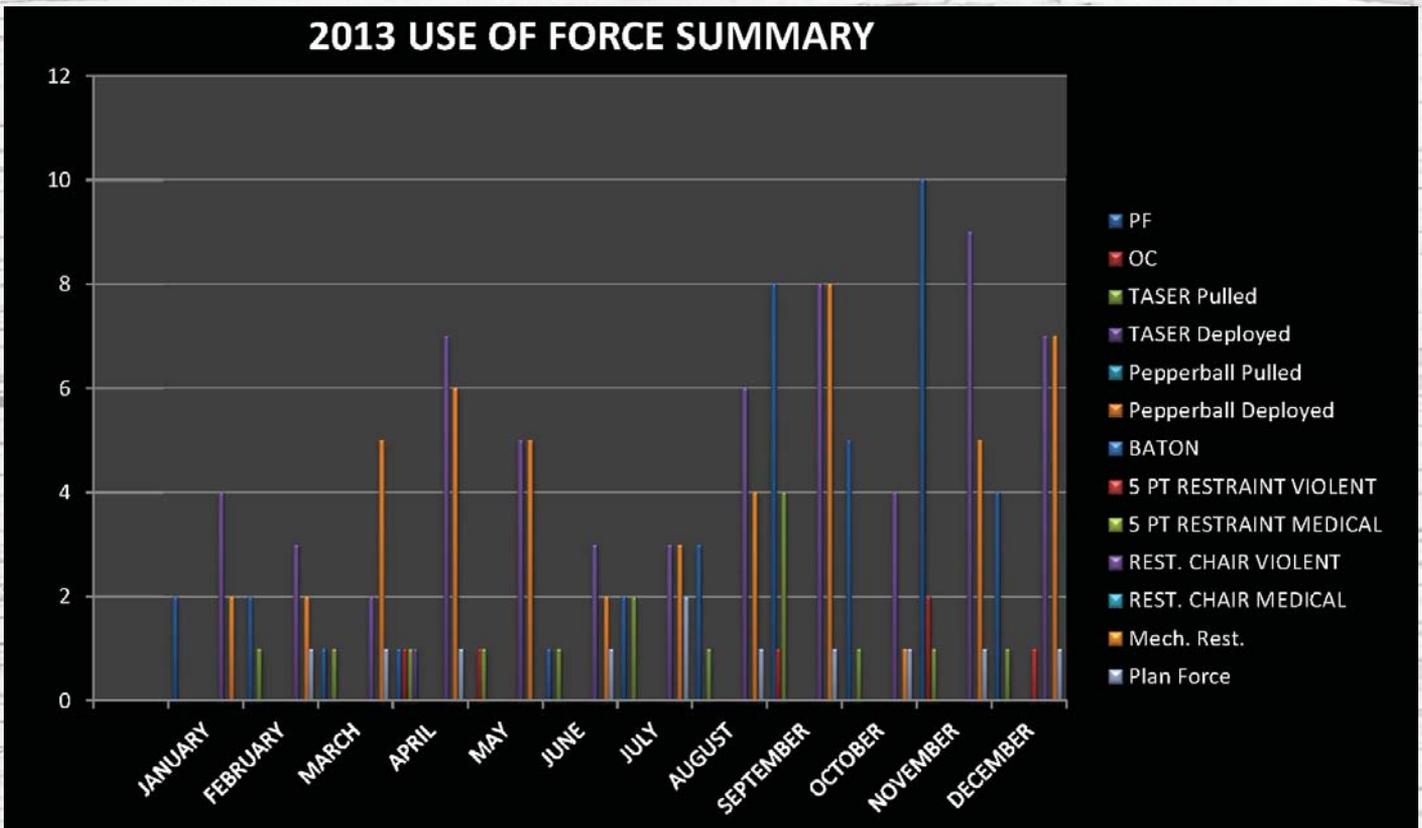
Corporal Troy Stower is the Training Coordinator & Quartermaster for the Carroll County Detention Center. He oversees all training for the Detention Center and inmate property. Corporal Stower has been with the Detention Center for 12 years and assists in the coordination of efforts with the Administrative Services Bureau.

In the capacity of Training, his duties include, proper training of new entry-level officers, assuring that they are given all of the essentials for safety to effectively move into their new profession. New Officers are required to complete an 80 hour Field Training Course. This course begins on their first day of employment. The new officers are instructed by one of our certified Field Training Officers (F.T.O) in the many functions, procedures and policies of the Detention Center. After an officer completes the FTO program, he or she will attend a Commission approved academy. Each year all of our officers attend In-Service training to maintain their certifications. This training consists of CPR, AED, First-Aid, Defensive Tactics, Firearms, Less Lethal munitions and many other extensive training courses.

Corporal Stower continues to maintain the integrity and quality of training and is always bringing new ideas to the table. He is also responsible for the maintenance of all safety and tactical equipment, and is the liaison to equipment vendors, manufacturers and suppliers for uniforms, and all tactical and emergency equipment for the Detention Center.

Every year our supervisors must be re-certified with the Taser X2 (Electronic Control Device) and our Pepper ball Launcher System to maintain proper certifications through the Maryland Police and Correctional Training Commission. This training ensures proper use and application of these less than lethal systems.

As the Property Officer, he maintains the valuables and personal effects of the inmates while incarcerated, along with the disposition of evidence and contraband. Such items are secured in a property room under strict security and control procedures.



# ALTERNATIVE PROGRAMS BUREAU

## TREATMENT SERVICES

The Treatment Services Unit is supervised by Lt. Veronica Green, Treatment Coordinator Liaison, with Officer Jeffrey Ackerman assisting. Together they coordinate and help facilitate all inmate programs to include: off-site substance abuse treatment; GED classes taught by Carroll Community College Staff and volunteers from the Literacy Council; Computer classes taught by the Carroll Community College staff; Anger Management and Substance Abuse Treatment; Parenting classes through Carroll County Health Department; Domestic Violence classes by Family and Children's Services; Yoga, and the Volunteers.

The Carroll County Detention Center entered into a partnership with Mr. Mike Misterka; Professor Simeon,

McDaniel College Internship in 2013. The Internship consists of 125 hours of General counseling which is available to our general population. The intern is clinically supervised by Mike Misterka, LCSW-C. Mr. Misterka also volunteers his services and instructs a Fathers program for the male population. All of our programs that are offered to the inmates are voluntary.

All security clearances for inmate programs support staff; volunteers, allied personnel are completed by the Treatment Service Unit prior to them having access to the Detention Center. Lt Green also represents the Sheriff's Office in community based committees to include: Circle of Care, and the Behavioral Health & Addictions Council.

## INMATE PROGRAMS

### **Health Services (ConMed)**

Syble Harmon, RN/DN, is the Health Services Administrator for the Carroll County Detention Center and has been employed by Conmed Healthcare Management Incorporated since 1999. The medical team provides comprehensive medical care twenty-four hours a day and has a variety of disciplines to provide quality healthcare. Onsite team members include: MD, PA, RN, LPN's, and administrative/records assistant.

The medical team provides a wide range of care including acute care, chronic care follow ups, wound care, diabetic care, EKG's, lab work and minor procedures. The Detention Center contracts with outside agencies to provide x-ray, pharmacy, and dental care.

The needs of the detention center patients are wide ranging, which provides an enormous challenge to the nursing staff. The nurse is challenged with handling daily routine task like medicating the population to emergency care. The work load has steadily increased over the last past five years providing even more of a challenge in completing daily tasks.

	2009	2010	2011	2012	2013
# of patients seen by Nurse	11,013	12,558	16,232	16,821	19,751
# of patients seen by PA	2,313	2,390	2,681	2,377	2,677
Emergency visits to medical	243	272	342	461	435

### **Good News Jail and Prison Ministry**

On October 1, 2013, the Reverend Bob Kimmel began his fourth year as Chaplain at the Carroll County Detention Center. He is employed by the Good News Jail and Prison Ministry, a non-profit, non-denominational evangelical Christian ministry that exists for the purpose of providing Christian Chaplains to jails and prisons both nationally and internationally.

Chaplain Kimmel provides a pastoral presence in the Facility as he ministers to both the inmates and staff members alike. He also spends time weekly in the Community communicating to local churches, businesses

and the general public about the purpose and goals of Jail Ministry work and the positive impact being made in the Community when spiritual changes occur, especially in the families of our Community.

The Chaplain is responsible for training religious volunteers, as well as, scheduling them for their annual recertification to ensure security requirements. Most of the religious services are provided by these volunteers. In addition, he coordinates and supervises the religious programs for all faith practices that are conducted at the Detention Center. Currently, there are 16 weekly religious activities and services on the master schedule.



# ALTERNATIVE PROGRAMS BUREAU

## INMATE PROGRAMS (cont.)

### **GED**

Carroll Community College facilitates GED® preparation classes at CCDC. Classes are open to male inmates and meet twice a week for 2 hours each. In 2013, 24 inmates participated in these classes. Six of the participants passed the GED® Exams and earned a Maryland high school diploma while at CCDC.

In addition to traditional paper and pencil preparation, inmates in class have access to computer-assisted learning programs. Use of this program has proven to be invaluable to inmates' progress, helping them prepare not only for the computer-based GED® exam, but also gain technology skills sought by employers.

The CCDC GED® preparation class is overseen by the Adult Education Program, facilitating transition of participants who are released before earning their diplomas to the diploma preparation classes offered at other sites.

### **YOGA**

Ms. Ginny Campbell has twenty-three years of yoga experience. She retired from teaching in Howard County three years ago, and decided to get her yoga instructor certification. She loves sharing yoga with others –not just the physical part, but also the spiritual and calming effects it has and she sees this occurring at the Carroll County Detention Center.

She teaches a class on Tuesday morning with the male inmates and they seem to enjoy it. I hope to give them a relaxing hour that lasts throughout their day. I enjoy doing it and all of the inmates that come to class seem appreciative.

Currently she only has a class of male inmates, but would love to get the women or even the Detention Center Staff involved.

### **“Dads Works” Program during 2013 at CCDC**

During 2013 the work of Responsible Fatherhood programming came under the care of the Dads Works program. The vision of Dads Works is for men to be emotionally, physically, spiritually and financially responsible for their children. Twenty men participated in the Fathers Program group work that focused on personal insight, communication skills and relationship building in the context of fulfilling responsibility for co-parenting children.

In addition, Michael Misterka, LCSW-C who is the

group facilitator also provides clinical supervision for intern counselors from the McDaniel College masters level training for professional counselors. Female and male inmates who request the service are psychiatrically screened and approved for general counseling. This is targeted at jail adjustment issues and those with family concerns. During 2013 three interns provided counseling sessions with thirty-nine individuals for a total of 223 hour long sessions at an average of about six sessions per individual. Forty-four hours of clinical supervision with the interns backed up their counseling efforts.

Men in the Work Release Unit approved for outside programs are encouraged to attend one of the two Dads Works fatherhood groups outside of the jail during each week.

### ***Guiding Good Choices: A Parent Program Designed to Keep Kids Drug Free***

Each year, over 100 men and women at the Detention Center attend Guiding Good Choices, a model, evidence-based parenting program offered at the Carroll County Detention Center. Guiding Good Choices is a five-week program that gives families the skills and knowledge to help children resist substance abuse and other risky behaviors.

Research has shown that when children are bonded to their parents, school, the community, and non-drug using peers, they are less likely to use drugs. Through interactive, skill-based sessions, video illustrations, and a family guide containing activities, exercises, and information, parents learn about the following:

- *The extent of the drug problem and how to prevent problems in their own families;*
- *How to develop clear family guidelines and expectations for behavior;*
- *Refusal skills children can use for staying out of trouble and keeping their friends;*
- *Managing family conflict in a way that maintains and strengthens family bonds;*
- *Increasing children's involvement in the teen years.*

Parents of children up to age 18 are able to attend. Participants receive a certificate following successful completion of the program.



# ALTERNATIVE PROGRAMS BUREAU

## WORK RELEASE

The Work Release Unit, supervised by Sgt. Wayne Strohm, monitors offenders sentenced to weekends, inmates granted trustee status and work release inmates. Offenders are granted weekend sentences by the courts- serving sentences typically Friday through Sunday. The Detention Center screens weekenders via a background check to determine that they are allowed to work in the community. They are utilized for work details as deemed appropriate. They have performed work assignments such as landscaping, painting, cleaning offices, snow and ice removal, recycling at the landfill and other projects as assigned. The project provides services for state, county and non-profit organizations. Participants receive a prorated reduction of time off their sentence for satisfactory job performance.

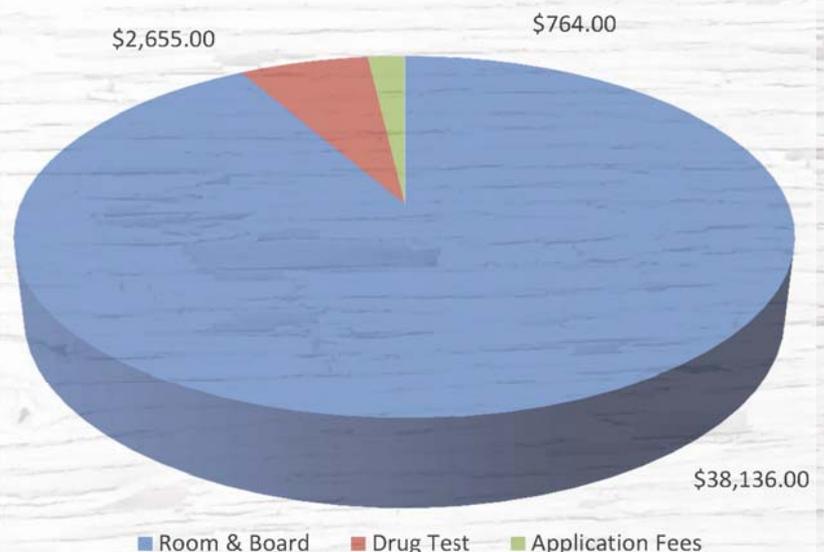
Work Release is a sentencing alternative that allows inmates to maintain employment while serving a sentence imposed by the court. Normally, these sentenced inmates are non-violent and have demonstrated the ability to function within society while remaining under supervision of correctional staff. The benefit of this program is that it allows inmates to provide for their families, receive necessary counseling and continue their employment while serving their required sentence. Inmates are held responsible for the cost of this program. They must pay for room and board costs themselves. Work release operates under the same philosophy as other housing units within the facility. While in the facility inmates are under direct supervision of correctional staff. While outside the facility work release participants are supervised randomly on their specific job sites by assigned correctional officers.

The Carroll County Detention Center provides inmate trustee labor in a cooperative effort with County Government to help defer operating costs while providing invaluable work experience for inmates preparing to return to the community. The inmate trustee program operates within a strict set of guidelines that must be followed by the inmate as well as the participating departments. Failure to follow the program rules and properly supervise inmate trustees may constitute a breach of this agreement.

The assigned supervisor is responsible for providing the proper level of supervision necessary to insure oversight of the inmate trustee. Depending upon the duty assignment, the level of supervision can range from close to limited supervision. Under limited supervision, a designated supervisor is required to maintain a record that the inmate trustee was checked on and physically accounted for at a minimum of once per hour. Close supervision is highly recommended. Correctional officers provide unannounced site visits to participating sites. The number of trustees assigned to any particular program is subject to the availability and eligibility of inmate trustees.

The Trustee program provides a savings to the county of approximately \$200,000.00 per year in manual labor costs. Many of these projects would not be completed without the use of inmate labor. The coordinator keeps a record of the service hours performed. Inmates receive a (5) day reduction of time off their sentence for each month of satisfactory job performance.

2013 Work Release Fees Collected





**MAJOR DENNIS STRINE**

# SECURITY SERVICES BUREAU

## SECURITY SERVICES BUREAU MISSION

The Mission of the Security Services Bureau is to provide a safe and secure environment for all detainees regardless of their sex, race, or religious beliefs, with dignity and respect. While providing this vital service to the community, we are committed to serving the public in a cost effective, efficient, and professional manner.

We are committed to a high standard of excellence, maximizing intense training and education while using our resources in the most effective manner. It is our professional dedication which allows the staff to provide the highest quality of service possible to our community.

Major Dennis A. Strine is a seventeen-year veteran and holds a Bachelors of Science degree in Criminal Justice and Economics from the University of Maryland and Southwest University. He is currently enrolled and working towards a Masters degree in Criminal Justice and is a 2007 graduate of Leadership Challenge.

Promoted to Chief of Security and Commander of the Bureau in July 2005, he is responsible for the daily operation which includes the supervision and mentoring of supervisors, officers and civilian staff on three security shifts to ensure

achievement of bureau goals. He has to plan, develop, implement, and evaluate bureau polices and programs to ensure compliance at state and federal levels; maintain responsibility of reviewing inmate discipline, requests, and grievances.

Duties also include reviewing all "Incident" and "Use of Force Reports" to ensure completeness and consistency with existing policies and procedures. Major Strine is also the Sheriff's Office representative for the Carroll County Law Enforcement "Torch Run" and has dedicated the past 8 years to the Maryland Special Olympics.



### Maryland Law Enforcement Torch Run

We were blessed with a beautiful day for the 28<sup>th</sup> Anniversary of the "Maryland Law Enforcement Torch Run" held on June 5, 2013, which benefits Special Olympics. This event is a favorite among local law enforcement officers and government employees who joined Special Olympic Athletes as they all ran, biked or walked the "Torch Run Trek" to support the 2013 Summer Games which were held at Towson University.

The Carroll County Sheriff's Office alone had over 32 employees take part and sold 108 T-shirts and hats, raising a total of \$1,235 for this event. All donations help support the Special Olympics' activities which include: Aquatics, Athletics (Track & Field), Cheerleading, Bocce, Softball and Equestrian events. This year approximately 1400 athletes were scheduled to participate. To learn more about the Maryland Special Olympics and how you may help to support, partner or volunteer, please visit [www.somd.org](http://www.somd.org).

This year's Carroll County event consisted of runners, bicyclists and walkers from many of the agencies in the county. Each agency is honored to have their Special Olympic athlete accompany them on their portion of the race.

The Carroll County Sheriff's Office and Detention Center staff consisted of bicycles that began their 14 mile leg from Union Bridge Fire hall, the runners left



# SECURITY SERVICES BUREAU

from New Windsor Fire Hall carrying the torch and ran 7 miles, all converging at McDaniel College, for rest, refreshments and snacks before leaving for the Longwell Municipal center where the official ceremonies were held.

The ceremony is a time of pride and excitement as the torch is guarded by the officers who participated in the Torch Run. Chief Spaulding of the Westminster Police Department is the driving force behind the success of this event. His enthusiasm is evident as he greets all the athletes and guests throughout the day and in his opening remarks. Westminster City Mayor, Kevin Utz, and several other government spokespersons gave heartwarming speeches. Afterward each athlete was called to the stage and given an award by their agency representative with smiles and cheers from the parents and attendees. The day concluded with a luncheon provided by the Westminster Fire Department and a time of fellowship.



*Participants of the 2013 Maryland Law Enforcement Torch Run*

## Special Olympics Spring Games

Westminster High School in Westminster, Maryland played host to the 2013 Special Olympics Spring Games on April 24, 2013. Special Olympics Maryland (SOMD) is a year round sports organization whose mission is: *“To provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.”*

Representatives from the Carroll County Sheriff’s Office, Westminster Police Department, Maryland State Police and our own Major Dennis A. Strine of the Carroll County Detention Center proudly participated in the Awards Ceremony; taking great pleasure in acknowledging the athletes’ accomplishments and seeing the glowing, proud faces of all of the participants.



The Opening Ceremonies began at 9:00 AM with an honor guard and a parade of the athletes. Over 30 schools within the County participated in events such as, long jump, hurdles, track and field and the softball throw. The Special Olympics Athlete Oath is: *“Let me win; but if I cannot win, let me be brave in the attempt.”*

To learn more about **SOMD**, please visit [www.somd.org](http://www.somd.org). To learn more about **Special Olympics Carroll County**, you may contact the Area Director at [socr@ccg.carr.org](mailto:socr@ccg.carr.org).





**CAPTAIN STEVE MILLER**

# SECURITY SERVICES BUREAU

Captain Steven Miller serves as the Assistant Bureau Commander of the Security Services Bureau. He has been employed with the Detention Center for twenty five years and is responsible for attendance control, supervising the Classification and Gang Suppression Unit.

Among these and other duties, he is the second line of supervision for all security officers and oversees three security shifts. In the absence of Major Strine he assumes the responsibilities of the bureau.

## SECURITY SHIFTS

Security for the Carroll County Detention Center consists of three Security shifts comprised of three Lieutenants, three Sergeants, six Corporals, and thirty-nine Correctional Officers, who are charged with the general security, custody, and control of the inmate population and the housing, recreational, and multi-purpose areas of the detention center.

During each shift's tour of duty, officers are assigned to specific fixed and roving posts throughout the secure areas of the institution, such as: Control, Segregation Unit, Escort, Direct Supervision, and other multiple posts throughout the facility. On every shift an officer is assigned to the Control Panel, which operates the automated doors in the facility and is responsible for monitoring the cameras that are placed throughout the Detention Center. Officers may respond to numerous incidents and must be prepared to handle all matters in a proficient and effective manner.

On a daily basis Correctional Officer's are responsible for serving lunches to the inmates, escorting them to recreation, the library and the medical unit. They also accompany the medical unit nurses when medications are delivered.

Correctional Officers provide for the safety and security of inmates incarcerated in the Detention Center on a 24/7 basis. The staff of the Security Services Bureau is responsible for monitoring the activity of inmates, as well as providing for their safe movement within the institution.

The Correctional Officers at the Carroll County Detention Center are dedicated, trained, motivated, and responsible individuals that meet the demands of a challenging position. The successful operation of the Security Services Bureau can be attributed to these devoted men and women.



*Security Shift 3*

## ADMINISTRATIVE ASSISTANT

Ms. Angela Conley is the Administrative Assistant for the Security Services Bureau (SSB), and has been employed with the Carroll County Detention Center since April 2008. Her duties for the Security Services Bureau include providing administrative support to both the Commander and the Assistant Commander of the Bureau.

She is responsible for attendance control throughout the Detention Center. Attendance Control consists of, but is not limited to, creating and maintaining schedules for all of the Bureaus, logging leave requests and is responsible for the accuracy of all timecards prior to them being submitted to Payroll.

Angela, along with the Assistant Commander of SSB, is the liaison between the Detention Center and the County departments, such as Payroll, Benefits and Risk Management. The liaison is responsible for making sure that all leave is accounted for accurately. In addition to these duties, Angela maintains confidential files and performs various other clerical tasks.



# SECURITY SERVICES BUREAU

## GANG SUPPRESSION

**Officer Nicholas Murphy** was assigned the position of Gang Suppression Officer for the Carroll County Detention Center in 2012. He has been with the Detention Center for seven years and as the Gang Suppression Officer, he is responsible for identifying potential gang activity.

He works closely with the Carroll County States Attorney's Office and law enforcement officials to effectively monitor gang activity within the Carroll County Detention Center and related activity outside of the facility. He is responsible to collect, collate, and analyze gang activity information.

Officer Murphy inputs the new data, and maintains a complete electronic database using the detention centers *Keystone Jail Management System* and uploads the information into the HIDTA Gangnet network. An important part of his job is to analyze intelligence information, identify gang trends, and provide recommendations for dealing with gang activity.

## CLASSIFICATION UNIT

### **Corporal Amanda Blizzard**

supervises the Classification Unit, which is comprised of three Classification Officers. Classification is a formal process for separating and managing inmates, administering facilities based upon agency mission, classification goals, resources and inmate custody and program needs. The process relies on trained classification staff, the use of reliable classification tools, and programs and outcome evaluation.

This unit provides a critical component to the Detention Center by facilitating eligibility screening for programs. The unit also provides an important connection to the courts for monitoring and coordinating work release and trustee positions. Because housing, privileges, programs, and release eligibility are tied directly to classification levels, this process can be used successfully to link the Detention Center to intermediate sanctions and community corrections through a system of behavior incentives.

## NATIONAL CORRECTIONAL OFFICERS WEEK PICNIC



In 1984, President Ronald Reagan signed Proclamation 5187 creating "National Correctional Officers' Week." The first full week in May has since been recognized as National Correctional Officers' Week to honor the work of correctional officers and correctional personnel nationwide.

Traditionally, a luncheon was held in our Correctional Officers honor in what is deemed our "Multi-Purpose Room". This year the Warden was divinely inspired to change the venue completely, pumping new life and providing a breath of fresh air in more ways the one to this annual event. He took it outdoors behind the Historic Jail.

Cpl. Troy Stower pumped up the volume with his music and the Command Staff cheerfully and dutifully manned the grills and served breakfast, lunch and dinner till every belly was completely satisfied with the best eats found this side of the Mississippi. It was without a doubt the most successful event to honor our personnel ever. Sheriff's Services personnel also joined us as they celebrated National Police Week. A great time was had by all.





**MR. BRUCE SADLER**

## **2013 CORRECTIONAL EMPLOYEE OF THE YEAR**

Kitchen Supervisor Bruce J. Sadler was selected as the Carroll County Detention Center Correctional Employee of the Year for 2013. Bruce has performed above and beyond the call of duty on a regular basis since his arrival at the detention center in 2011.

Mr. Sadler brought a wealth of experience to the detention center, having worked as a kitchen manager for many years in the private sector. Bruce is as comfortable working on the serving line, as he is trouble shooting mechanical problems with sophisticated commercial equipment.

Bruce has a pleasant and caring disposition, and frequently volunteers to work weekend duties as an added bonus to his kitchen staff. He is highly skilled at balancing the needs of his four kitchen employees with the needs of the inmate trustees that work the serving line and also provides clean-up duties as well. He is responsible for ensuring that 253,600 meals are served hot and on time 24/7, 365 days per year. He is also responsible for maintaining compliance with rigorous health code regulations.

Mr. Sadler is conscientious in all phases of his position and is always willing to take on additional duties and responsibilities to ensure the effective operation of the detention center.



*Above: Bruce Sadler helps out with the National Correctional Officers picnic.*

*Left: Bruce Sadler prepares a breakfast plate for a staff member.*





## 2013 CORRECTIONAL OFFICER OF THE YEAR

**CORRECTIONAL OFFICER III JACK MEDEIROS**

Correctional Officer III Jack R. Medeiros was selected as the 2013 Correctional Officer of the Year for the Carroll County Detention Center. Officer Medeiros has been employed with the Carroll County Detention Center since August 7, 2008, and is currently assigned to the Security Services Bureau.

Jack has been described by his supervisors as maintaining a level head when dealing with inmates and remains fair but firm even under the most stressful situations. Jack always displays a positive attitude, and is polite and professional to inmates, fellow employees, and the public.

Officer Medeiros arrives early to prepare for his assigned shift. He methodically reviews the activities from the previous shift prior to assuming his post assignment. He has been recognized as a leader

among his peers and is very helpful with providing direction and guidance to new officers.

Jack has been identified as a consistent performer, always willing to go beyond his regularly assigned duties to assist others. He is a pleasure to work with and brings a positive attitude into the workplace every day.



*Officer Jack Medeiros receives a congratulatory handshake from Warden George Hardinger on his nomination for 2013 Correctional Officer of the Year.*





**MAJOR THOMAS LONG**

# FIELD SERVICES BUREAU

Patrol ♦ Investigative Services ♦ Special Operations

At the forefront of the Sheriff's Office delivery of law enforcement services to Carroll's citizens is the Field Services Bureau. Consisting of the Patrol Division, the Investigative Services Division and the Special Operations Division the Field Services Bureau covers the full realm of quality police services. The 101 deputies and supervisory staff, 14 Court Security Officers, two Constables, three Crime Scene Technicians



and 11 Auxiliary Patrol members of the Field Services Bureau realize that the demands of a full service law enforcement agency, the process services of a sheriff's office and the security of our courts requires a daily commitment with a continuing evaluation of practices to include citizen input and flexibility to insure continuance of this excellent service. This commitment to a safer Carroll County is the mission of the Field Services Bureau.

The Bureau is commanded by Major Thomas Long with Captain Clarence Lust commanding the Patrol Division, Captain Richard Hart commanding the Investigative Services Division and Captain Vincent Maas commanding the Special Operations Division. This team represents 138 years of law enforcement experience covering the full realm from road patrol to detailed administrative and criminal investigations. This history of law enforcement experience assures that this command element of the Sheriff's Office has the expertise and experience to render the best response, assistance, enforcement and mitigation available to any given emergency or citizen concern.





# FIELD SERVICES BUREAU

## ◆ Patrol ◆

The apprehension of criminal suspects is an essential function of law enforcement. While the arrest of lawbreakers is vital to the safety and security of our community, the ultimate goal is the prevention of crime. By empowering local residents with the knowledge necessary to increase their awareness of crime and how to reduce their chances of becoming a victim through education has demonstrated to be very beneficial. During 2013 the sheriff's office crime analyst identified several neighborhoods as being a target for thieves. Members of the sheriff's office patrol division and Auxiliary Patrol took to the neighborhoods throughout Carroll

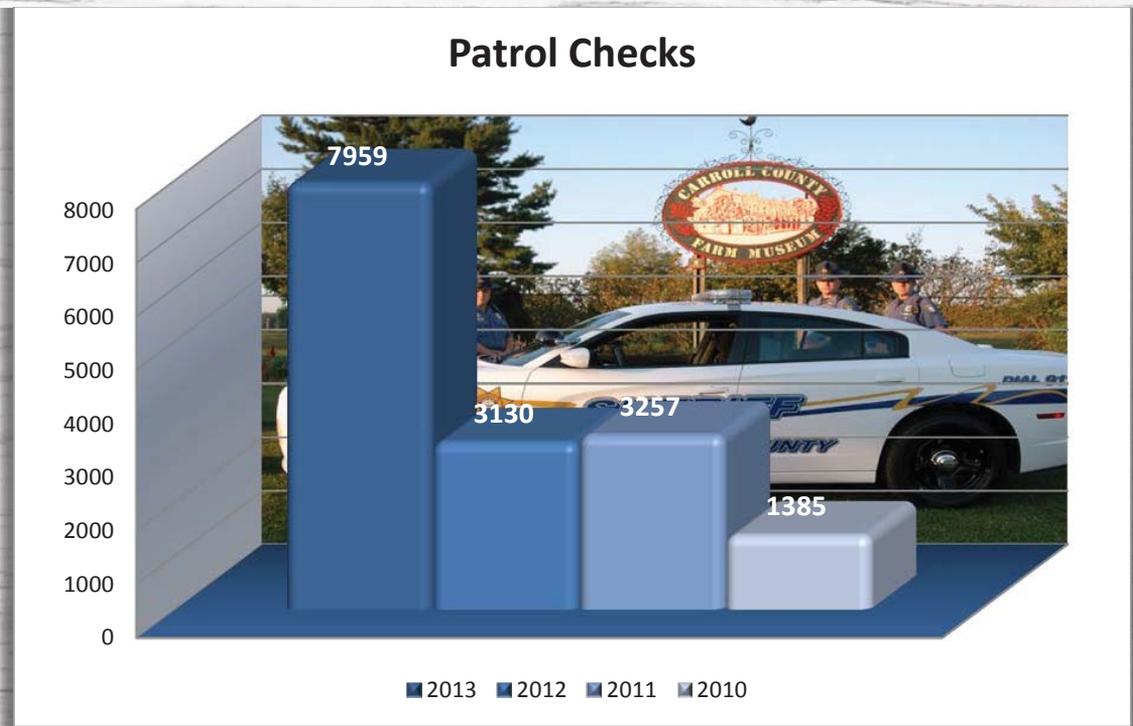


County armed with door hangers that contained information such as prevention tips and a removable agency magnet with our contact information.

encouraged to make personal contact and offer whatever advice they could to the homeowner to make them less targets for thieves and offer a home security survey. If the homeowner was not present during residential contacts, the deputy or auxiliary member was instructed to leave the door hanger, and if anything was readily identified as a risk for crime, check the appropriate box on the hanger and place it on their door as a friendly reminder.

During this project, sheriff's deputies and auxiliary officers made contact with over 800 homes in over 10 communities in an effort to educate the public on ways to keep their homes and property safe, while remaining committed in partnering with the citizens of the county by reducing crime through education.

During this project deputies were



## ◆ Patrol ◆

### ***Carroll County Sheriff's Office participates in the Holiday Crime Prevention Patrol Program***

Since 2004 the Carroll County Sheriff's Office and the Westminster Police Department have partnered during the holiday season to enhance patrols within our local shopping/commercial areas to prevent and deter any criminal activity that may take place such as; theft from autos, robberies, shopliftings and panhandling. These types of patrols have proven to be effective in past years with little to no serious or violent crimes taking place in the shopping areas. Recognizing the effectiveness of this program the patrol division expanded its efforts to the South Carroll area of the county in 2013. During the 2013 holiday season no serious crimes were reported and the agency received positive feedback from the public who felt safer while shopping because of the added patrols in the shopping districts.

.....

### ***Sheriff's patrol deputies remain committed to keeping our children safe***

The Carroll County Sheriff's Office actively participates each year in the School Bus Safety Enforcement program. This year the sheriff's office was awarded \$17,000 in grant monies from the Governor's Office of Crime Control and Prevention for enforcement purposes. The program is enforced during the school year from August until June. This grant also provides funds for a billboard reminding motorists to stop for school bus flashing lights. The grant specifically targets violations that occur when drivers fail to stop for a school bus that has its flashing red lights engaged and is either picking up or dropping off students. During this period the following enforcement actions were taken. There were 16 citations and four warnings issued for passing a school bus with flashing red lights. Twenty arrests were made for numerous types of violations. Fifty nine citations were issued for speeding violations in the areas of schools and bus stops, six citations were issued for stop sign violations. Over 315 citations were issued for other motor vehicle violations during peak hours of school bus operations.



**MASTER DEPUTY MARIO DEVIVIO**

### ***Deputy commanders graduate from leadership development training***



***From left is Captain Clarence Lust, Lieutenant Tina Ray, and Colonel Phillip Kasten.***

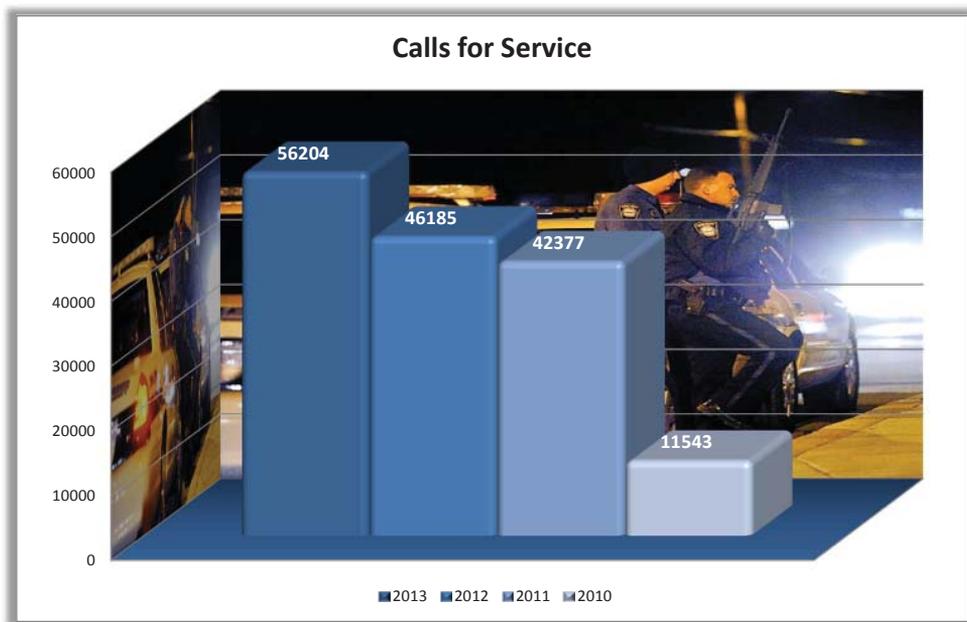
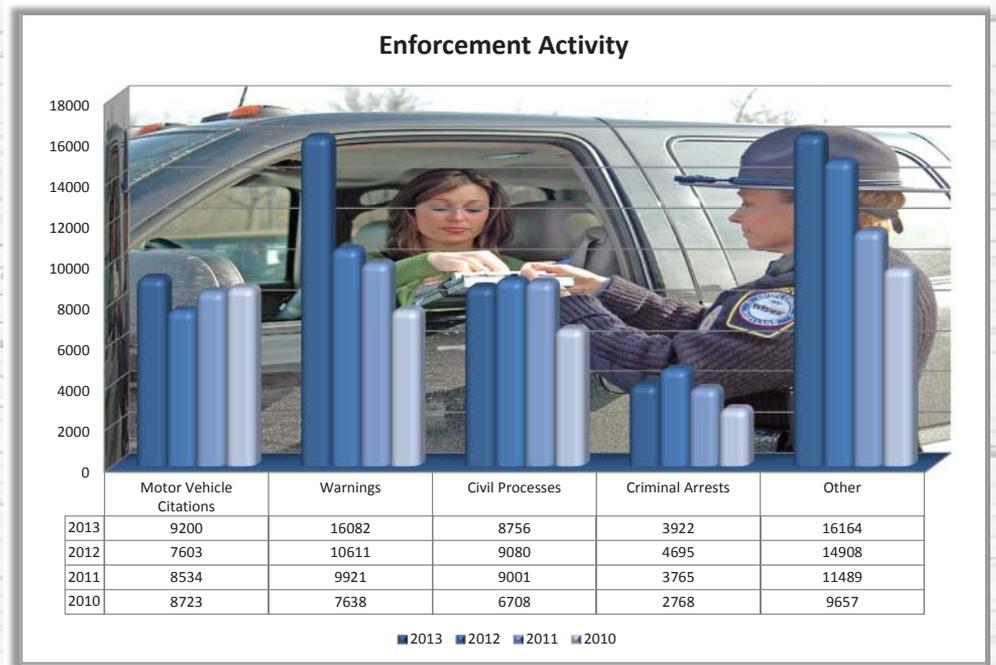
Captain Clarence Lust and Lieutenant Tina Ray graduated from the Leadership in Police Organizations (LPO) leadership development training program on November 22, 2013. Taught one week a month over three months, LPO is a three-week course based on a behavioral science approach to leading people, groups, change and organizations. The original course material was developed and taught for many years at the U.S. Military Academy at West Point. Through years of research and development, the curriculum is specifically tailored to meet the challenges and needs of the law enforcement community. Students are taught leader strategies for use in dealing with practical work place challenge of how to increase the motivation, satisfaction and performance within their organization and to support organizational change.



## ***Sheriff's Office receives much needed new impound storage facility***

Over the years, the Sheriff's Office has seen an influx of vehicles being stored at the County impound lot for investigations, abandoned vehicles on the roadway, serious accidents, forfeitures, etc. The agency quickly outgrew its original location at the county maintenance facility. The maintenance facility was not an ideal location due to it being situated right by the fuel pumps with lots of traffic coming in/out during daylight hours that made it very hard to maneuver tow equipment. When vehicles had to be released from the lot, it was hard to maneuver them.

Because the old lot didn't have any coverage from the elements, it made Crime Scene processing very difficult. The new storage lot, located on Greenwood Avenue, is much more convenient when storing vehicles. Motor vehicles can be lined up side by side and have easy access in and out, making it especially easier for tow trucks getting in and out. There is also a spot to place vehicles that were involved in accidents that may be leaking fluids and tarps for coverage. Camera's were placed around the new lot that enable the duty officer to view it directly from the Sheriff's Office front desk.





# FIELD SERVICES BUREAU

## ◆ Investigative Services ◆

The Investigative Services Division is a multi-faceted bureau composed of the Major Crimes Unit, Crime Scene Unit, Sex Offenders Registry Unit, Warrant/Fugitive Unit, Child Support Enforcement Unit, and two multi-jurisdictional units; the Carroll County Drug Task Force and Child Advocacy and Investigative Center. This Division is dedicated to providing unsurpassed professional investigative services to the citizens and visitors of Carroll County. It is commanded by Captain Richard L. Hart, Jr. with Lieutenant David P. Stem serving as the Assistant Commander. Ms. Christine Garvin serves as the Division's Administrative Assistant.

### Major Crimes

Supervised by Detective Sergeant Jesse N. DiMura and Detective Corporal Frederick L. Timms, the Major Crimes Unit is comprised of nine multidimensional, highly trained detectives responsible for the investigation of the counties major criminal cases. Major Crimes Detectives are general assignment detectives who handle a variety of incidents to include burglaries, suspicious deaths, missing persons, white collar crimes, robberies, and other complex or high profile cases. In FY13, Major Crimes Detectives were assigned 312 cases, encompassing 6,219 investigative hours or approximately 691 hours per detective. In addition to the units two supervisors, Deputy First Class

Steven Rager, Deputy First Class Dan Simmons, Deputy First Class Chris Youman, Deputy First Class William Murray, Deputy First Class Stephen Hensley, Master Deputy Michael Lare, and Master Deputy Keith Stonesifer are assigned to the unit. In addition, Detective Sergeant DiMura also serves as the Pawn and Precious Metals Program Administrator. As the pawn administrator, he is responsible for ensuring that the counties twelve pawn, precious metal, and second hand shops comply with Maryland pawn laws. Successful enforcement of the pawn laws is imperative in investigations as items often stolen in thefts and burglaries are pawned for quick profit.

### Crime Scene

Supervised by CSS Jessica Bullock and staffed by CST's Brittany Cable and Kelly Harry this unit

continues to grow and evolve in an endeavor to provide exceptional Crime Scene and Evidence Processing services to the Sheriff's Office, as well as support to surrounding agencies. The CSU is tasked with processing crime scenes, enhancing surveillance videos; managing the Carroll County Medication Waste Disposal Program; and controlling the storage of property and evidence.

Currently, the property and evidence room maintains approximately 4486 items, a 163% increase in the number of items received since 2009. Recent audits performed on the property room showed zero discrepancies or omissions, a testament to the meticulous and through process each CST ensures is completed with every item submitted to the room. The number of service calls handled by the unit has also increased from 150 calls for service in 2010 to 333



*CST Brittany Cable fingerprints a young boy at one of the National Night Out Community Events.*



## ◆ Investigative Services ◆

calls in 2013. In addition to maintaining evidence and property and processing crime scenes, the unit is also responsible for video analysis. Utilizing state-of-the-art computer equipment, the technicians enhance and create still images and videos that generate functional images for the purpose of investigations. In regard to the medication disposal program, a cooperative effort with the Carroll County Government, the Westminster City, Taneytown and Sykesville Police Departments, the unit collected 1209.8 pounds of medication for disposal in Fiscal Year 2013. The unit also participated in the U.S. Department of Justice, DEA's Drug Take Back Day on October 28, 2013. These initiatives allow for an environmentally safe alternative for the disposal of unwanted/unused medications.

### Sex Offender Registry

During FY13, the Sex Offender Registry Unit was charged with monitoring and registering an average of 158 offenders. In addition, the unit, which is supervised by Sergeant Bradley Brown investigated 88 cases of alleged violations, encompassing 439 investigative hours. Forty-eight of these cases were referred to the State's Attorney's Office for prosecution due to non-compliance. Notwithstanding his extreme workload, Sergeant Brown along with the assistance of both Investigative Services and Patrol Division Deputies conducted 543 address verifications on registered offenders. In addition to his sexual offender registry duties, Sergeant Brown assisted

both the Major Crimes and CCAIC units with numerous criminal investigations relating to child pornography and computer sex crimes throughout the year. Sergeant Brown is assisted by Administrative Assistant, Mrs. Gwen Bell.

### Drug Task Force

The Carroll County Drug Task Force consists of multi-agency personnel from the Carroll County Sheriff's Office, Maryland State Police, and Westminster City Police Department. Investigators within this unit maintain a covert status and specifically target drug distributors within Carroll County and those which may be supplying drugs to Carroll County residents from beyond the county border. In 2013 Sheriff's Officer personnel assigned to the CCDTF conducted 44 investigations, resulting in 28 arrests; 18 of which were for felonies. These members also authored and served 40 search and seizure warrants relating to the possession, distribution, and manufacturing of illegal and prescription CDS, seizing just under 10,000 grams of illegal substances. The cooperative efforts of the personnel involved in this task force have undoubtedly reduced the amount of CDS related activities within Carroll County.

### Warrant/Fugitive Unit

Under the supervision of Sergeant James Fisher, the Carroll County Warrant/Fugitive Unit is more successful than it has ever been. This unit provides for the processing and service of warrants and criminal summons that are issued by the Circuit and District Courts of Carroll County for subjects living and working within the confines of the county. In FY13, Sergeant Fisher, assisted by Master Deputy Conrad Dill served 1283 warrants and 665 summons, the most of any previous year. In addition to serving court issued charging documents, the Warrant/Fugitive Unit handled 104 extraditions, wherein subjects wanted in Carroll County were located and arrested in other jurisdictions throughout the United States. The unit is staffed by two administrative civilians, Ms. Debra Reda and Ms. Carol Amoss who ensure the timely entering of warrants and summons into the nationwide NCIC database as well as complete quality checks on all issued court paperwork to ensure that they are accurately entered and up to date.

### Child Support Unit

The Child Support Unit, also supervised by Sergeant James Fisher and staffed by Master Deputy Kent Martin is a cooperative effort between the Maryland State Bureau of Support Enforcement for the Department of Social Services, the Child Support Division of the Carroll County



## ◆ Investigative Services ◆

State's Attorney's Office and the Carroll County Circuit Court. This unit's primary area of responsibility is to serve all child support warrants and body attachments, child support summons, and administrative actions issued by the Bureau of Support Enforcement. In FY13, the unit served 536 body attachments and summons. Many leads on child support absconders were developed through a program titled "Carroll's Most Wanted" wherein photographs of offenders are published in the Carroll County Times, Hanover Merchandizer, and Mount Airy Gazette newspapers. In addition to the enforcement responsibilities of the unit, monthly and quarterly enforcement reports are required by the State of Maryland. Since the unit is grant funded, the expenses of the unit must be prepared and submitted annually to the State of Maryland Cooperative Reimbursement Agreement Grant Program. Additionally, the unit facilitates Circuit Court back payment issues and exchange of monies to the fiscal unit of the Bureau of Support Enforcement. Without the Child Support Unit, parents that have failed to assume financial responsibility for their children would place an increased burden on Maryland tax payers. Due to the many duties of the Child Support Unit, Master Deputy Martin is assisted by Carol Amoss who serves as the part time administrative assistant.



*Ms. Carol Amoss works as the Administrative Assistant for the Child Support Unit.*

### ..... CCAIC

In 2013, The Carroll County Sheriff's Office assumed primary responsibility of the Child Advocacy and Investigations Center (CCAIC) from the Carroll County State's Attorney's Office. Corporal Christopher McMillen commands the CCAIC and the unit is a cooperative task force of deputies, troopers, and officers from the Carroll County Sheriff's Office, Maryland State Police, and Westminster City Police Departments. Carroll County Sheriff's Office Deputies assigned to the unit are Deputy First Class Lindsay LiCuasi, Deputy First Class Robert Trimper, Deputy First Class Jeremy Becker, and Corporal Christopher McMillen. With the assistance of Child and Adult Protective Services, the CCAIC's main areas of responsibility are to investigate allegations of child sexual and physical abuse and adult sexual offenses. These investigations are often sensitive in nature and must be handled with tact and poise. Since children often carry with them emotional trauma in regards to these cases, investigators attend hours of specialized trainings in order to become proficient in dealing with the fragile emotions of both traumatized victims and their parents and loved ones.





# FIELD SERVICES BUREAU

## ◆ Special Operations ◆

### Carroll County Crisis Response Team

The Carroll County Crisis Response Team (CRT) is a multi-jurisdictional team of professionals from law enforcement agencies consisting of the Carroll County Sheriff's Office, Westminster City Police Department and the Taneytown Police Department and is overseen by a committee of Administrative personnel made up by the represented agencies. The Crisis Response Team, generally referred to as the "SWAT Team" is designed to provide tactical support to other law enforcement agencies, assist with executing search and seizure warrants, high risk arrest warrants of dangerous subjects, barricaded suspects, building or rural searches for suspects or missing persons, hostage situations or any incident in which there is an elevated danger to the public or Law Enforcement personnel. The Carroll County Sheriff's Office currently has 12 members assigned to the CRT to include one Corporal as the Team Commander while the Westminster City Police Department and the Taneytown Police Department provide one Operator per department.

.....

### CRT Training 2013

The CRT is provided the opportunity to train as a collective unit 16 hours per month to include a 40 hour training week which was conducted in May 2013. Training is conducted at numerous locations throughout the county dependent upon the nature of training. During the course of 2013 the CRT emphasized general and specific training in the areas of:

- Tactical Command
- Administrative Responsibilities
- Operator and Operational Preparedness
- Control, Containment, Coverages, Communication
- Immediate Action Drills
- Deliberate Action Drills
- Active Shooter
- Classroom Instruction
- Night Vision/IR Proficiency
- Land Navigation
- Firearms Proficiency
- Precision Long Rifle

Training during 2013 included all Critical Skills specific to mission essential tasks or operations normally conducted by traditional SWAT Teams to include, individual and team preparedness, operational preparedness, operational and tactical planning, dynamic entry, barricade/hostage incidents, active shooter, vehicle take-downs, officer/civilian rescue, entry/breaching methods, individual/team movements, GPS/Woodland Search Techniques, Land Navigation and Weapons Proficiency.

In October 2013, CRT in conjunction with patrol, CCSO ISD, CCSO K9 and negotiators, conducted a complex training scenario in the Taylorsville area which evaluated the operational preparedness of the involved agencies and specialized units. An After Action Review was conducted in November 2013 which highlighted strengths and weaknesses of the units involved. Senior members of the Howard County SWAT Team assisted in the evaluation process and discussed in detail successes and shortcomings of the operation. The results of the scenario will be outlined in a forthcoming, formal, After Action Report in early 2014.

During 2013 the CRT conducted numerous real-world operations to include the following:

- Search and Seizure Warrants: 26
- Barricaded Subjects: 5
- Suicidal Subjects: 2
- Call-Outs: 4
- Other: 0
- Demonstrations: 4



# ◆ Special Operations ◆

## **Carroll County Canine (K9) Unit**

The purpose of the Canine (K9) Unit is to provide a highly trained unit of canine handlers and their assigned police canines to respond, aid and assist in all internal and allied agencies incidents.

The use of the canine is an effective tool in law enforcement. Possibly the greatest value of a Canine Unit lies in its mere presence on the street, the psychological effect of a Police Canine is tremendous, and their deterrent effect on crime cannot be measured. The Canine is not to replace Police Officers, but to work as a member of a canine/handler team. The Canine's remarkable olfactory and hearing senses are the main reason canines are utilized. These senses allow the canines to perform functions that the human Police Officer just cannot do. Therefore, the Carroll County Canine (K9) Unit is a highly trained unit of handlers and their assigned police canines to help the department with primary functions in narcotics detection, tracking, searches, apprehension. Additionally, the Canine Unit often performs presentations/demonstrations for local civic groups and organizations. These presentations focus on the job or a working Police Canine and its handler as a way of creating a better understanding of the Canine Unit with the community.

The Carroll County Canine (K9) Unit currently has 4 canine/handler teams, 1 explosive detection dog, 2 dual purpose patrol dogs and 1 single purpose narcotic detection dog. These teams include 3 Master Deputies and 1 Deputy First Class overseen by Administrative personnel made up of the SOD Commander Corporal Mike Zepp and Field Services Bureau Captain Vince Maas.

The Canine (K9) Unit is provided the opportunity to train 16 hours per month. Training on a consistent basis ensures keeping the canine/handler team sharp and proficient at their skills. This training is conducted at Castle K9, Inc. in Mechanicsburg, PA under Master Trainer, Bill Castle. Numerous locations within the area are utilized dependent upon the nature of training. During the course of 2013 the Canine (K9) Unit emphasized general and specific training, as required under the North American Police Work Dog Association (NAPWDA), in the areas of:

- |                          |                    |                 |
|--------------------------|--------------------|-----------------|
| Obedience                | Agility            | Gunfire         |
| Call Off                 | Escort             | Pursuit         |
| Bite Suit Work           | Vehicle Take Downs | Tracking        |
| Tactical Building Search | Article Search     | Building Search |
| Area Search              | Muzzle Work        | General Control |
| Suspect Search           | Aggression         | Social Work     |
| Handler Protection       | Vehicle Exit       | Hidden Sleeve   |
| Combat Shooting          | Narcotics Work     | Explosive Work  |
| Out after Bite           | Tracking           | Crowd Work      |

During 2013 the Canine (K9) Unit conducted numerous real-world operations to include narcotic scans, article searches, explosive searches, tracking, call-outs and demonstrations.

- Narcotic Scans: .....80
- Article Searches (Gun): .....2
- Explosive Searches: .....6
- Tracking: .....2
- Call-Outs: .....1
- Specialized Training:.....2
- Demonstrations: .....3

**Explosive Searches** --- 04/22/2013 Master Deputy Doug Carr and K9 Zsundi conducted a scan for explosives of New Windsor Volunteer Fire Department during Senator Mikulski's visit. No contraband located. CCSO, uniformed patrol, CRT Operators and K9 Unit were on scene for deterrence.

**Traffic – AOA** --- 11/23/2013 MPD Yox and K9 Garo conducted a scan which resulted in the seizure of approximately 172.5 grams of MARIJUANA which was packaged for individual sale.

**Traffic – AOA** --- 12/06/2013 MPD Yox and K9 Garo conducted a scan which resulted in the seizure of approximately 83.8 grams of powdered COCAINE.



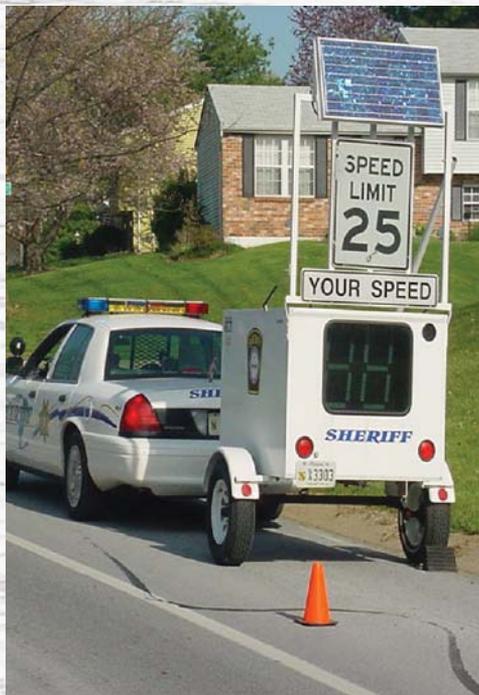
# ◆ Special Operations ◆

## Collision Reconstruction Unit

The Collision Reconstruction Unit is made up of highly skilled and trained Collision Investigators that have received advanced technical training in the investigation of serious and fatal motor vehicle collisions which require the determination of pre and post impact speeds, direction of travel, energy loss calculations and damage analysis.

The Collision Reconstruction Unit is currently staffed with five Collision Reconstructionists and two Advance Collision Investigators. Currently two members of the CRU are Commercial Vehicle certified and conduct Commercial Vehicle inspections on grant funded overtime. There was a total of eight fatal motor vehicle investigations in 2013.

CRU Investigators Corporals Mike Zepp, Fred Timms, Glenn Day and Jeff Miller attended the Pennsylvania State Police Collision Reconstruction Seminar at Penn State College. CRU Investigator Master Deputy Brittany Powell attended the Maryland State Police Total Station training.



## Neighborhood Enforcement Team

The Carroll County Sheriff's Office Neighborhood Enforcement Team (NET) was formed in August of 2013 from the Sheriff's Office Selective Enforcement Team. The NET responds to citizen's complaints of speeding, aggressive driving, and roadway violations. In addition, NET works collectively with the Sheriff's Office Criminal Investigation Division to target neighborhoods and business locations that are experiencing an upsurge in criminal activities.

The following statistics are a cumulative total of the SET and NET teams for 2013:

Accidents Investigated.....	32
Accident Citations.....	18
DUI .....	15
Suspended / Revoked .....	216
RADAR/LASAR .....	851
Other Citations.....	1895
Total Citations.....	2746
SERO .....	263
Warnings .....	2255
Criminal Arrests .....	75
Charges Preferred .....	14
Criminal Assists .....	29

The NET/SET handled approximately 145 Traffic Complaints in 2013



# ◆ Special Operations ◆

## Domestic Violence Unit

The Domestic Violence Unit is supervised by Corporal Rex Scott and he is capably assisted by a dedicated group of police and civilian professionals consisting of Master Deputy Brittany Powell, Ms. Betsy Saylor and Ms. Amanda Newman. The mission of the Unit is to ensure that the victims of domestic violence are provided the professional assistance and direction they require to safeguard their lives and assist in bringing to justice those persons who are victims of the brutal crimes associated with domestic violence. Personnel assigned to the Domestic Violence Unit conduct interviews with victims, eliciting facts, providing guidance to secure court orders or arrest warrants and the service of all related judicial documents. The Unit is assisted by a grant from the Governor's Office of Crime Control and Prevention which allows the Carroll County Sheriff's Office to enhance the safety and security of all domestic violence victims.



*Ms. Amanda Newman (left) and Ms. Betsy Saylor enter court orders into the computer.*

Month	Interim Peace Orders				Temporary Peace Orders				Final Peace Orders				Show Cause Orders			
	# of Orders Rcvd This Month	# of Services to be Made This Month	# of Services Made this Month	# of Services Non-Est this Month	# of Orders Rcvd This Month	# of Services to be Made This Month	# of Services Made this Month	# of Services Non-Est this Month	# of Orders Rcvd This Month	# of Services to be Made This Month	# of Services Made this Month	# of Services Non-Est this Month	# of Orders Rcvd This Month	# of Services to be Made This Month	# of Services Made this Month	# of Services Non-Est this Month
Jan 13	18	18	8	12	37	36	30	6	25	0	0	0	0	0	0	0
Feb 13	9	9	6	2	27	28	23	9	12	0	0	0	0	0	0	0
Mar 13	7	7	4	3	24	28	22	7	14	0	0	0	1	1	1	0
April 13	9	9	8	1	29	27	22	4	7	0	0	0	0	0	0	0
May 13	19	19	12	7	41	36	23	10	17	0	0	0	0	0	0	0
June 13	20	20	8	13	31	27	27	3	19	4	4	0	0	0	0	0
July 13	24	24	17	7	45	41	34	6	19	0	0	0	0	0	0	0
Aug 13	18	18	14	6	31	27	21	4	17	0	0	0	0	0	0	0
Sept 13	12	12	8	2	26	19	19	3	14	0	0	0	0	0	0	0
Oct 13	14	14	6	7	23	21	20	1	9	0	0	0	0	0	0	0
Nov 13	8	8	6	0	26	20	20	1	17	0	0	0	0	0	0	0
Dec 13	6	6	5	1	25	32	24	7	8	0	0	0	0	0	0	0
<b>Total</b>	<b>164</b>	<b>164</b>	<b>104</b>	<b>61</b>	<b>365</b>	<b>342</b>	<b>285</b>	<b>61</b>	<b>178</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>

Month	Interim Protective Orders				Temporary Protective Orders				Final Protective Orders				Show Cause Orders			
	# of Orders Rcvd This Month	# of Services to be Made This Month	# of Services Made this Month	# of Services Non-Est this Month	# of Orders Rcvd This Month	# of Services to be Made This Month	# of Services Made this Month	# of Services Non-Est this Month	# of Orders Rcvd This Month	# of Services to be Made This Month	# of Services Made this Month	# of Services Non-Est this Month	# of Orders Rcvd This Month	# of Services to be Made This Month	# of Services Made this Month	# of Services Non-Est this Month
Jan 13	24	24	19	5	39	73	68	7	21	34	32	0	3	4	4	1
Feb 13	20	20	16	4	33	59	53	4	18	37	29	0	2	2	1	0
Mar 13	31	31	24	6	42	54	50	6	20	19	19	0	2	3	2	2
Apr 13	20	20	16	2	49	71	63	3	23	46	44	0	0	0	0	0
May 13	23	23	16	2	47	97	88	7	26	47	47	0	1	1	1	0
June 13	20	20	12	8	47	107	101	6	17	53	50	0	0	0	0	0
July 13	24	24	23	1	44	63	59	5	31	32	30	3	0	0	1	0
Aug 13	13	13	13	0	37	56	58	8	17	47	47	0	1	1	1	0
Sept 13	28	28	22	7	48	85	80	3	21	21	18	0	1	1	1	0
Oct 13	21	21	16	4	28	68	67	3	15	41	41	0	1	1	0	1
Nov 13	28	28	23	4	27	42	40	2	13	15	15	0	0	0	0	0
Dec 13	18	18	16	3	36	71	60	5	14	4	4	0	0	0	0	0
<b>Total</b>	<b>296</b>	<b>270</b>	<b>216</b>	<b>46</b>	<b>477</b>	<b>846</b>	<b>787</b>	<b>59</b>	<b>236</b>	<b>396</b>	<b>376</b>	<b>3</b>	<b>11</b>	<b>13</b>	<b>11</b>	<b>4</b>



## ◆ Special Operations ◆

### Circuit / District Court Security

The Court Security Unit is responsible for providing security in the Carroll County Circuit Court facilities as well as maintaining custody and supervision of prisoners attending all judicial proceedings. This Maryland constitutional mandate is fulfilled through the efforts of the 15 deputies and court security officers assigned to the Court Security Unit. The Unit also administers the court holding facility in the District Court. Included in the overall responsibilities for the Unit is maintaining the integrity of court proceedings and ensuring the security of judges, jurors and other individuals participating in the judicial process. The Unit is supervised by Sergeant Thomas Hoffa. All personnel assigned to the Court Security Unit receive specialized training in every aspect of their assignment, to include operation of the prisoner holding facilities, handcuffing procedures, handling prisoners and unruly persons, searches and court proceedings.

	<u>DISTRICT COURT</u>	<u>CIRCUIT COURT</u>
Carroll County Detention Center Prisoners .....	483	858
Central booking Prisoners .....	258	0
Division of Corrections Prisoners .....	70	211
Outside Agency Prisoners .....	126	88
Prisoner Received from Court .....	117	136
On-view Arrests .....	45	42
Total Prisoners .....	1099	1335
Released .....	30	65

### Civil Services

When residents are unable to pay the rent and have exhausted all other means to satisfy their landlord, the eviction officer of the Sheriff's Office receives orders from the Court to assist in evicting the delinquent offender. Though this is one of the more unsavory mandated responsibilities of the Sheriff's Office, it must be performed and completed in a thorough and professional manner. Sergeant Fran Reda is assigned to carry out this daunting task as he keeps pace with an ever increasing workload.

Constables John Stultz and Steve Zimmerman are charged with carrying out court mandated evictions as well as serving writs and summonses issued by the court. They are responsible for the service of the thousands of summons received by the Sheriff's Office on an annual basis. The Constable Unit is an invaluable tool for keeping deputies on patrol that would normally be charged with this responsibility.

Our Police Services Assistant Janice Dougherty is responsible for processing all the Civil papers from the Court. Along with Civil Process, Ms. Dougherty is also responsible for logging in the Deputy court summons, issuing court identification badges to lawyers and answering the phones at the front desk.



*PSA Janice Dougherty*

### **2013 Eviction / Attachment Section Statistics**

<i>Failure to pay rent</i>	<i>Final Notice of Eviction</i>	<i>Evictions</i>	<i>Writ of Possessions</i>	<i>Tenant Holding Over</i>	<i>Breach of Lease</i>	<i>Complaint / Wrongful Detainer or Grantor in Possession</i>	<i>Writ of Replevin</i>	<i>Writ of Execution</i>
<b>4446</b>	<b>883</b>	<b>1145</b>	<b>61</b>	<b>48</b>	<b>18</b>	<b>52</b>	<b>3</b>	<b>48</b>



## ◆ Special Operations ◆

### Auxiliary Patrol

The Auxiliary Patrol program was created in January, 2006 to assist our deputies and other law enforcement agencies with traffic control at accidents and special events, road closings, business, school and residential checks and have logged in 22,628 hours of service since its inception.

The Auxiliary Patrol Volunteers committed a total of 2,431 hours of service to the Sheriff's Office and the residents of Carroll County in 2013. They handled 83 special event assignments, and three emergency activations.

Auxiliary Patrol Volunteers received the following promotions and service awards in 2013: Service awards: AOfc Barry Andrews promoted to Auxiliary Officer 1st Class while also receiving his 500 hours of service certificate; AOfc Mike Kozak promoted to Auxiliary Corporal while also receiving his 1000 hours of service certificate. ACpl. Kozak was also selected as the 2013 Auxiliary Patrol Officer of the Year. Auxiliary Officer Craig Spicer received his 200 hours of service certificate.



*Auxiliary Officer Corporal Mike Kozak receives a congratulatory handshake from Sheriff Tregoning upon his promotion to Corporal.*





# MANAGEMENT SERVICES BUREAU

Support Services



Resource Services

**CHIEF DANIELLE SCHUBERT**

Bureau Chief Danielle Schubert has spent 11 years at the Sheriff's Office managing multiple facets of the administrative process. She came into the position with extensive human resource and risk management experience and has adapted quickly to the law enforcement culture, unique processes of Carroll County Government, and enthusiastically accepted each new responsibility and challenge given to MSB.

The Management Services Bureau (MSB) consists of two Divisions: the Support Services Division that works to provide the best training opportunities possible to all Deputies including entry level, in-service and specialty training and the Resource Services Division which encompasses everything from recruiting, hiring and retention, fiscal responsibility, technology, professional standards, supplies and equipment, and fleet maintenance.

During 2013, MSB continued to direct its focus towards ensuring the smooth transition to the Carroll County Sheriff's Office as the primary law enforcement agency. This included fulfilling increased equipment and fleet needs, increased budget and grant management, more computers and software, and many more employees and new hires.

The end of the transition will not mean the members of MSB can take a breather though. The team has mastered doing more with less and will continue to oversee and manage their areas of expertise despite a 40% increase in workload. As the "behind-the-scenes" employees, their diligent work and actions as a resource to every employee, ensures the day-to-day job can be accomplished by the CCSO. Each member brings unique skills and knowledge that is vital to the organization.

## ◆ Support Services ◆

The Sheriff's Office Training Division is charged with providing both in-service training and advanced and specialized training in all areas of law enforcement. The division works closely with the Maryland Police Corrections and Training Commission (MPCTC), allied state and county agencies, and partners with local organizations in Carroll County to provide deputies with the latest crime-fighting procedures, and training to become familiar with new laws and departmental policies. Instructors from the Sheriff's Office also work with the MPCTC to teach courses such as entry-level police training, firearms, emergency vehicle operations (EVOC), and RADAR/LIDAR operator training.

In-service courses are presented to personnel in order to maintain officer's certification requirements. Many of these requirements are set by the state of Maryland and other regulatory bodies. These courses include instruction in firearms, blood borne pathogens, hazardous materials, defensive tactics, chemical weapons, use of force, legal updates, impact weapons, "Verbal Judo" (tactical communications), first response to medical emergencies, domestic violence, juvenile and sex crimes, suicide prevention, and drug and alcohol recognition. Support courses provided to all personnel in the Sheriff's Office include cardiopulmonary resuscitation (CPR), personal safety / self-awareness, and critical incident stress management (CISM)



The division maintains all employee training records, and provides required documentation for the State of Maryland for auditing purposes.



## ◆ Resource Services ◆

Resource Services Division, a branch in the Management Services Bureau, is responsible for much of the behind-the-scenes operation of the Carroll County Sheriff's Office. 2013 saw a reorganization of several parts of the Sheriff's Office, with most of the former Administrative Services Bureau being absorbed by the Management Services Bureau. Encompassing Personnel Services, Information Services, Fiscal Management, Logistical Services, and Policy Research and Accreditation, RSD employees provide support for all other operations within the agency.

### ◆ Personnel Services ◆

2013 marks the completion of Carroll County's Law Enforcement transition, designating the Carroll County Sheriff's Office as the primary Law Enforcement Agency policing the county. This transition denoted the beginning of a critical transformation for members of the Carroll County Sheriff's Office compelling Management Services Bureau to direct its focus on recruitment, selection, and retention in order to support the transitional needs. In addition to continuing to recruit high quality candidates, Management Services Bureau focused on identifying internal supervisory functions and needs to enhance retention and offer a recruitment and retention package that fosters professional development and career mobility. Since the agency is still limited by budget constraints and sub-par compensation, the increased workload demanded innovative outreach and promotional opportunities, which were in large part successful. These initiatives encourage employees to identify an area of expertise, and subsequently compensate them for contributing that expertise to the agency. Given the size of our agency, and

limited personnel, this accommodates the more specialized needs of the agency, (Reconstructionist, ATV driver, patrol rifle operator, etc.) to ensure that all avenues of policing are covered within the agency without adding more personnel for the short term. Additionally, we were able to reiterate the importance of reinstating the non-competitive reclassifications for all ranks, both civilian and sworn. Simultaneously, we are preparing a compensation analysis plan that will alleviate some of our salary and benefits issues.

Simultaneously, the supervisory restructure resulted in a shift of responsibility that designated the rank of Corporal as a first line supervisor responsible for direct oversight of subordinates, Sergeant as second line supervisors, responsible for the administrative and operational functions of their assignments, and Lieutenants were designated as First Line Administrators, responsible for assessing and implementing agency initiatives and developing their personnel. Each rank was reclassified

### ◆ NEW HIRES ◆

Richard Harbaugh	Deputy First Class	2/28/13	Baltimore City Police
Brian Hemler	Deputy First Class	2/28/13	Baltimore City Police
Shanita Blackwell	DS Recruit	5/23/13	Special Education Teacher
Cory Vandegrift	DS Recruit	5/23/13	Social Worker
Paul Cox	Deputy First Class	8/1/13	MdTA
Amanda Newman	DV Administrative Sec.	7/5/13	Circuit Court
Michael Hugel	Deputy First Class	8/1/13	MdTA
Darryl Osborne	Deputy First Class	8/1/13	Baltimore City Police
Nate Shawver	Deputy First Class	8/1/13	Taneytown Police
Kimberly Hilton	CCAIC	9/12/13	State's Attorney's Office
Kelly Harry	Crime Scene Tech	10/3/13	Veterinary Technician
Matthew Calder	Deputy Sheriff	12/5/13	Baltimore City Police
Benjamin Craft	Deputy Sheriff	12/5/13	MTA
Vernon Dorsey	Deputy First Class	12/5/13	Baltimore City School Police

### ◆ RESIGNATIONS / RETIREMENTS ◆

Major Nicholas Plazio	Resignation	1/2/13
Sgt. Brian Geiman	Retirement	6/28/13
Cpl. Mark Gonder	Retirement	6/28/13
Sgt. David Valentine	Retirement	6/28/13
MD John Iannone	Resignation	9/19/13



## ◆ Resource Services ◆

to the next pay grade in accordance with this shift of responsibility.

2013 recognized the second year with the new promotional process in place. The promotional test was separated into 5 relevant categories. It tested in areas pertaining to Administrative Policy, Supervisory Policy, Operational Policy, Criminal Law, and Traffic Law. The test score was computed and included with the additional promotional criteria as specified with each rank. For all ranks, points were given for Education and Military experience, Law Enforcement experience, Supervisory Skills, and Specialized Training or skills. The Sergeants process also included an oral interview, scored by outside agency representatives. The Lieutenant's process included an oral interview, timecard assessment, and report checking evaluation in order to obtain an overall score. This year, a Captains test was added, and that process encompassed an assessment in addition to the process. It has been a goal of Management Services Bureau, to continue to adjust, and increase the level of difficulty of this process in order to foster employee development.

In addition to the overhauled promotional process, we were able to meet with the individuals who tested for promotion to discuss their performance throughout the process. By breaking the test into sections, we were able to identify strengths and weaknesses, and offered feedback and suggestions in reference to the oral interview. Each candidate was provided with a breakdown of their performance for future reference. Additionally, this

assessment presented an opportunity to obtain feedback regarding the promotional process and agency issues or training. From these career development conferences, the Personnel Division requested training funds for the next fiscal year specifically geared towards professional development and management. Provided the budget is approved, all the employees who tested for the promotional exam will be offered career development training, separate from any police skills training.

In 2013, the CCSO hired 14 people to fill new positions and vacancies. We had 2 sworn deputies leave the agency, and 3 sworn deputies retire. Most of the new positions account for growth associated with the transition.

The Carroll County Sheriff's Office prides itself on hiring and retaining high quality employees who conduct themselves with the highest caliber of professionalism and skills. While the economic downturn has been a heavy burden for our employees and the agency as a whole, the Management Services Bureau has attempted to alleviate that burden by keeping compensation and benefits as a primary concern. We continue to advocate for improved employee compensation with county government and brainstorm ways to help our employees in this area. In addition, several new positions offered an opportunity for several employees to assess their career track and professional development. The following transfers, reclassifications, and promotions were accomplished in 2013:

### RECLASS / PROMOTIONS / TRANSFERS

	<b>FROM</b>	<b>TO</b>
Capt. Clarence Lust	CID Commander	Patrol Commander
Capt. Vince Maas	Patrol Commander	SOD Commander
DS Lisa Snedden	DS	Deputy First Class
Major Phillip Kasten	MSB Major	Chief Deputy
DFC Jeremy Becker	Patrol	CCAIC
DFC Michael Lare	Patrol	CID
MD Brandon Holland	Patrol	Training Academy
Sgt. David Valentine	Training Sergeant	Domestic Violence Sergeant
Sgt. Mark DeBord	Patrol Sergeant	Training Sergeant
Cpl. Phillip Lawrence	Patrol	Patrol Sergeant
MD. Christopher McMillen	Patrol	Patrol Corporal
Lt. Richard Hart	CID Lt.	CID Commander (Captain)
Lt. David Stem	Patrol Lt.	CID Lt.
Sgt. Christopher Orwig	Patrol	Patrol Lt.
Cpl. Brian Dayton	Corporal	Patrol Sergeant
MD. Michael FitzGerald	Master Deputy	Patrol Corporal
Cpl. Michael McMillion	Patrol Corporal	CID Corporal
DFC Robert Trimper	Patrol	CCAIC



## ◆ Resource Services ◆

### RECLASS / PROMOTIONS / TRANSFERS (cont.)

	<b>FROM</b>	<b>TO</b>
MD Keith Stonesifer	Patrol	CID
MD Corey Hensley	Patrol	CID
DFC Lisa Snedden	Patrol	K9
Sgt. Tina Ray	Patrol Sgt.	Patrol Lt.
MD Rex Scot	Warrants	DV Corporal
MD Mark Tausen	Resident Deputy	Corporal
MD Michael Zepp	Patrol	SOD Corporal
MD Conrad Dill	Patrol	Warrants
MD Mario DeVivio	Patrol	NET Team
DFC Timothy Chrismer	Patrol	NET Team
DS John Buenger	DS	DFC
DS Reuben Gill	DS	DFC
DS Christopher Green	DS	DFC
DS Matthew Koslosky	DS	DFC
DS Kyle Merson	DS	DFC
DS Thomas Vanik	DS	DFC
DS Douglas Kriete	DS	DFC
DS Ashley Owens	DS	DFC
DFC Jesse Lawrence	DFC	School Resource Adjunct
MD Jason Gross	MD	School Resource Adjunct
DFC Kelsey Ratcliffe	DFC	School Resource Adjunct
DFC Bryan Poff	DFC	School Resource Adjunct
Cpl. Michael FitzGerald	CPL	School Resource Adjunct
MD Noah Parker	MD	School Resource Adjunct
MD Dustin Boone	MD	School Resource Adjunct
DFC John Butts	DFC	School Resource Adjunct
MD Jeremy Holland	Patrol	SOD – FT School Resource
AA Deborah Reda	Administrative Assistant	Administrative Secretary
ISS Linda Lyons	Specialist I	Specialist II
PSS Amanda Hart	Specialist I	Specialist II
CST Jessica Bullock	Crime Scene Technician	Crime Scene Specialist
Mr. Terry Brown	Logistical Assistant	Logistical Coordinator
MD Michael McMillion	CID	CCIAIC Supervisor
AA Kimberly Hilton	State's Attorney	Sheriff's Services CCAIC
DS Tracy Best	Patrol	CST Adjunct
MD Robert Isenock	Domestic Violence	Patrol
MD Brittany Powell	Patrol	Domestic Violence
MD Michael McMillion	CCAIC	Security Services
DFC Michael Bonn	DFC	Master Deputy
CPL Christopher McMillen	Patrol	CCAIC

The Personnel Division of the Management Services Bureau also participated in numerous community outreach and recruiting events in order to promote the agency.

Management Services Bureau facilitates four different recruitment and selection processes for all applicants. Personnel Services coordinates the process for Civilian positions, Courthouse Security Officers, Deputy Sheriff Recruit Candidates, and Certified applicants. Each process is specifically geared toward the job description and has various levels of qualifications. The largest component of the pre-employment process is the Physical Fitness and Written Exams for recruit candidates. Recruit Candidates are required to successfully complete both tests in order to begin the selection process.



## ◆ Resource Services ◆

### Background Investigations

In order to hire good candidates, thorough pre-employment background investigations must be conducted. Spending numerous hours researching each potential candidate, Mrs. Tonya Day looks for any potential disqualifying history of drug use, criminal behavior, and other inconsistencies that may indicate the lack of the good moral character necessary to become a Sheriff's deputy. In addition to the background investigations themselves, Mrs. Day also serves as the polygraph operator for the Office, allowing her to catch any inconsistencies in an applicant's statement when compared to their history. In 2013, Mrs. Day conducted 32 Polygraph examinations for Sheriff's Deputy candidates, and 20 candidates went through to the background investigation. It is this stringent polygraph and background process that allows the Sheriff's Office to be confident the employees hired are among the best qualified for the job.

### Wellness

During 2013, Management Services Bureau's Personnel Division continued to direct its focus on the overall wellness of current employees. Law Enforcement Officers are exposed to death, trauma, and stressful situations on a daily basis, and are expected to adapt to and overcome such difficult working conditions. As a result, MSB decided to concentrate its efforts on cultivating the emotional, physical, and professional health and wellbeing of the deputies. The Chaplain program has expanded, and has subsequently served internal members, as well as residents of the County, that are dealing with the aftermath of traumatic situations. This year our Chaplains logged in thousands of hours of volunteer service. They are available to law enforcement officers and county residents 24/7.



*On February 4, 2014 Senior Chaplain Patricia Geyer, the Carroll County Sheriff's Office Crisis Interventionist Specialist, presented the Invocation for the 34<sup>th</sup> Annual Governor's Crime Prevention Awards Ceremony for the year 2013. The Governor's Awards Ceremony was held at Michaels Eighth Avenue in Glen Burnie, Maryland. Approximately 160 people were in attendance, including various dignitaries, the 44 award recipients and their guest, chiefs, sheriffs, etc. The recipients were honored by the Governor's Office because of their commitment and dedication to the state of Maryland in the area of Crime Prevention. For Chaplain Geyer it was an honor to represent the Sheriff's Office and answer her calling to serve her state and community as an ordained Chaplain.*

### Policy Research and Accreditation

Having successfully obtained reaccreditation in the previous year, 2013 was a year of rebuilding in the area of Accreditation. Most of the focus has been working to update the manual to account for the reorganization of the office. This was made easier with the continued use of PowerDMS, a document management software that allows all Sheriff's Office members to access the most up to date manual at any time. This year, Accreditation Management also began connecting these policies to the CALEA Standards, where Sheriff's Office policies and proofs of compliance are matched up with internationally recognized best practices in law enforcement.

While maintaining the primary role of Accreditation Manager, Cpl Jon Light also assists with other Resource Services functions, especially in the day to day maintenance of the computerized Records Management System.

### Logistical Services

Logistical Services Coordinator Terry Brown is responsible for the day to day equipment needs of the Carroll County Sheriff's Office. This responsibility includes acting as agency liaison with other County Government partners such as Fleet Management, as well as outside uniform and equipment vendors that keep the agency running in a profession manner. This has been important during the last few years, as Logistical Services was responsible for the uniforms and equipment for 14 new deputies each year of the transition to the primary law enforcement agency in the County, while simultaneously keeping up with the equipment replacement and maintenance needs of the current Sheriff's Office members.



## ◆ Resource Services ◆

### Information Services

Information Services Specialist Linda Lyons is responsible for the implementation and maintenance of all forms of technology within the office from mobile computers, in-house computers, Etix scanner/printers, mobile phones, etc. She also handles the design, implementation and maintenance of the Sheriff's Office website, completes the Annual Report, various brochures, forms and all other graphic design functions within the Sheriff's Office. She acts as administrator to various computer programs such as CapWIN, PowerDMS, DeltaPlus (Etix), PSSI record management system and is the Sheriff Services liaison to the County Department of Technology.

In May, 2013, together with the Detention Center Information Technology Specialist, we were able to secure and implement "MobilePatrol, a free smartphone app that was developed for the general public. The costs are absorbed by Attorneys and Bail Bonds advertisements, through a partnership with Appriss, Inc. the provider of V.I.N.E, the agency's Victim Notification system. The Mobile Patrol app is another way to reach out to the community using one of the newest and widely used technologies today — smart phones. It enables anyone to view Most Wanted, Active Warrants, Detention Center inmates, and Agency contact and location information. It also allows us to send out "push notifications" in case of an event citizens need to be notified of. Appriss MobilePatrol is available on both Apple and Android platforms.



In late 2013, the office was advised by the county Department of Technology that due to Microsoft's impending discontinuation of the Windows XP Operating System, all mobile computers still running Windows XP would need to be updated to Windows 7. This update effected 67 of our 111 mobile data computers. Information Services developed a schedule and expects to have the updates completed prior to the April 2014 deadline.

Another high priority project within the Information Services section is the computerized Records Management System. Sheriff's Deputies, with ongoing technical support from Information Services, have been successfully entering all criminal, non-criminal, and traffic collision reports into the database for the past two years. For her diligent efforts with the Computerized Records Management System, Mrs. Lyons was recognized by the Maryland Sheriff's Association for Contribution to Profession.

### Fiscal Management

The Fiscal Management section is run by Mr. Doug Abbott, and is responsible for management of Grants, as well as all accounting associated with monetary income from Sheriff's Office programs such as LiveScan fingerprinting and civil paperwork.

Although it was once commonplace for law enforcement agencies to offer fingerprinting services to the public, the switch from rolled-ink cards to electronic submission of fingerprints through LiveScan has significantly reduced the number of agencies that can offer this service. A large part of the success of the LiveScan program at the Carroll County Sheriff's Office is the Fiscal Management section's skill at billing resolution and accounting.

Grant funding has become an important tool in enforcing specific problem areas within the County. For example, the Carroll County Sheriff's Office participates in a School Bus Enforcement Grant, which provides funding for additional patrols to specifically monitor school bus routes and take enforcement actions against those who violate the laws surrounding school buses. In addition to the School Bus Enforcement Grant, the Sheriff's Office also participates in grants for Sex Offender Monitoring and Compliance, New / Replacement Body Armor, Domestic Violence Unit Program, Domestic Violence Against Women Act, and Child Support Enforcement.



*Mr. Doug Abbott is the Fiscal Coordinator for the Carroll County Sheriff's Office.*



## 2013 DEPUTY OF THE YEAR



**DEPUTY FIRST CLASS THOMAS VANIK**

During 2013, Deputy First Class Thomas Vanik consistently performed as one of the highest producers in the Sheriff's Office for traffic enforcement and is often emulated for his expertise in affecting arrests for Driving Under the Influence. DFC Vanik led all patrol deputies in 2013 for controlled dangerous substance arrests with 32 netting over 374 grams of Marijuana, 133 illegally possessed prescription pills, 2.9 grams of cocaine, 4 cases involving heroin and 39 hypodermic needles. As a result of intelligence gathered from these arrests, the Carroll County Drug Task Force conducted follow up investigations which led to the arrest of major distributors.

During 2013, DFC Vanik received numerous Favorable Job Observations from his supervisors and acknowledgements from command staff for his traffic enforcement efforts. His enforcement totals were; 926 traffic citations, 692 traffic warnings, 67 criminal arrests including 4 juvenile arrests.

During the appraisal period for 2013, DFC Vanik was promoted from Deputy Sheriff to Deputy First Class. He continues to function as an informal leader by providing direction and guidance to junior personnel. Dfc. Vanik leads by example and has set performance standards for everyone to emulate.

On April 21, 2013 DFC Vanik responded to a call for service involving a two year old child that was trapped under a tractor in a small stream on the family property. With DFC Vanik's quick response and actions, the child was able to be pulled from the stream and CPR was administered until EMS Personnel arrived. DFC Vanik was credited by EMS personnel for reviving the child who survived the incident. For his outstanding performance, DFC Vanik was awarded the Sheriff's Office Merit Award.

As a matter of routine, DFC Vanik goes above and beyond the call of duty and exemplifies all of the qualities necessary for a successful career in law enforcement. He is a clear and unquestionable choice for the sworn Deputy of the Year Award for 2013.



*DFC Thomas Vanik is presented his Deputy of the Year award. From left is Captain Vince Maas, Lieutenant Tina Ray, DFC Thomas Vanik, Captain Clarence Lust, Major Thomas Long and Sheriff Ken Tregoning.*

### OTHER DEPUTY NOMINEES INCLUDE:

*DFC Sean Buenger  
M/D Doug Carr  
M/D Mario Devivio  
M/D Jason Ehrhart  
Cpl Brandon Holland  
DFC Doug Kriete  
M/D Sean O'Meara*



## 2013 CIVILIAN OF THE YEAR



**MRS. SUE HOHMAN**

Mrs. Hohman is an integral and vital component of the Sheriff's Office who is always accommodating, friendly, and willing to exceed her job responsibilities. In addition to her daily tasks, Mrs. Hohman has spearheaded and planned every social function including, retirements, holiday celebrations and special occasions for the Sheriff's Office and its personnel. When the Sheriff or command staff issues directives or plans a major project, Mrs. Hohman always takes the initiative to set things in motion by applying skill sets, knowledge, and organizational networking to accomplish the mission effectively and efficiently.

Mrs. Hohman is without question a secure and trusted guardian of confidential and personal information related to operations and administrative procedures. Mrs. Hohman has a vast knowledge of the Office of Sheriff that transcends and promotes interoperability with the criminal justice partners, federal, state, and local governments, and the private sector. Mrs. Hohman is a critical and important civilian employee to the Office because of her expertise, work ethic, sense of cooperation and leadership qualities.

### OTHER CIVILIAN NOMINEES INCLUDE:

*Mrs. Deb Reda*



*Mrs. Sue Hohman is presented her Civilian of the Year Award by Chief Deputy Phil Kasten and Sheriff Ken Tregoning.*



## 2013 VOLUNTEER OF THE YEAR



**AUXILIARY OFFICER CPL. MICHAEL KOZAK**

Aux. Cpl. Kozak has demonstrated a sincere dedication to the Volunteer Program by completing an exceptional number of Special Events (25) during 2013. He was able to accomplish this feat in spite of experiencing numerous challenges in his personal life. Mike also qualified for the 1,000 Hour Service Award and was promoted to Corporal in December of 2013. Mike is a seven year member of the Volunteer Program and sets the example for others to follow.

Mikes performance statistics for the past seven years are; 1,033 total hours of service, 785 hours of Special Assignments, 248 Road Patrol hours and completion of 93 special assignments. Mike is certified in the following specialties: ATV Operator, EVOC, Neighborhood Watch, OC Spray and Residential Crime Survey. Mike is a retired Baltimore City Police Officer and retired Campus Police Officer, University of Baltimore County Campus. By example and performance standards, Aux. Cpl. Kozak deserves the 2013 Volunteer of the Year Award.



*Auxiliary Officer  
Corporal Mike Kozak  
receives his Auxiliary  
Patrol Officer of the  
year award from  
Captain Vince Maas,  
Special Operations  
Division.*

**OTHER VOLUNTEER  
NOMINEES INCLUDE:**

***Mr. Scott Hamlin***



# AWARDS & ACCOLADES

## ◆ 2013 Sheriff Services Awards ◆

### CERTIFICATE OF APPRECIATION

William Bates (County)  
Thomas Battaglia (County)  
Chuck England (County)  
Marleena Kight (County)  
Greg Baughman (County)  
Mike Cashman (County)  
Heather Penn (County)  
Adam Harris (County)  
Maria Vandergucht (Civilian)  
Kaleb Lyons (Civilian)  
Julie Miller (Civilian)  
John Bozzuto (Sworn)  
Richard Hart (Sworn)  
Stephen Hensley (Sworn)  
Vince Maas (Sworn)  
Dan Simmons (Sworn)  
Thomas Vanik (Sworn)  
Chris Youman (Sworn)



*Above: the Certificate of Merit is awarded to Corporal William Burdt and Howard Co. Officer Craig Reams.*

### CERTIFICATE OF MERIT

Doug Kriete (Sworn)  
Thomas Vanik (Sworn)

### MEDAL OF VALOR

Craig Reams (Howard Co PD)  
William Burdt (Sworn)

### SHERIFF COMMENDATION

Phil Kasten (Sworn)

### SHERIFF SALUTES

Chris McMillen (Sworn)  
Mark Gonder (Sworn)  
Terry Brown (Civilian)  
Carlos Bustos (Sworn)  
Brian Geiman (Sworn)  
Christopher Green (Sworn)  
Sue Hohman (Civilian)  
Jon Light (Sworn)  
Linda Lyons (Civilian)  
Vince Maas (Sworn)  
David Valentine (Sworn)  
James Durner (MPCTC)  
Edward Coyne (SAO)  
Allan Culver (SAO)



*Deputy John Bozzuto (right) receives a Certificate of Appreciation from Colonel Phil Kasten.*



*Volunteer Scott Hamlin (center) receives a Certificate of Nomination for Volunteer of the Year.*



# AWARDS & ACCOLADES

## ◆ 2013 Detention Center Awards ◆

### DETENTION CENTER SHERIFF SALUTES

<b>Name</b>	<b>Rank/Title</b>
Dennis P. Groft	Correctional Officer III
Ted Hill	Correctional Corporal
Lauren Keppel	Librarian
Pam Lindsay	Office of Human Resources, Carroll Co. Government
Brock Markle	Correctional Officer III
Judy McGee	Administrative Assistant
Paula Monroe-Davidson	GED & College Prep Instructor
Kathryn Sirk	Intern
Allen Skierski	GED & College Prep Instructor
Raymond Smith	Correctional Specialist Manager
Robert Smith	Correctional Officer III



### EMPLOYEE OF THE MONTH HONOREES

<b>Month</b>	<b>Name/Rank</b>
January	Nicholas Murphy, CO III
February	Nicholas Clark, CO II
April	Brock Markle, CO III
May	Andrew Sensel, CO II
July	Craig Koerner, CO III
August	Brian Abell, CO III
September	Andrew Spencer, CO II
October	John Foreman, Corporal
November	Jack Medeiros, CO III
December	Bernadette McGee, Adm. Assist. II

*On May 15, 2013 Cheyenne Lee and Albert McGhee completed a Correctional Officer entry-level Training Program from the Frederick County Detention Center. In addition, CO Lee received recognition for Academic Achievement and CO McGhee received an award for Physical Fitness.*



# 2013 EMPLOYEE RECOGNITION PICNIC



On May 8, 2013 Carroll County Government held its Employee Recognition Program at the Carroll County Farm Museum to honor 149 employees who marked special anniversaries through June 30, 2013.

*Sheriff's Office 2013 recipients from front row left: CO Michael Boyd, Lt. Steve McCoy, Ms. Deb Braman, Mrs. Amanda Hart, and Warden George Hardinger. Second row: Sheriff Ken Tregoning, Major Stephen Reynolds, Cpl. John Welty, Lt. Victor Grays, and M/D Mike Fitzgerald. Third row: Capt. Richard Hart, Capt. Michael Green, Cpl. John Foreman, Major Dennis Strine, Ms. Angie Conley, and Capt. Dennis Harmon.*



*Sheriff Ken Tregoning presents Ms. Deb Braman (left) with her 15 year award as Mrs. Amanda Hart looks on.*



*Cpl. John Foreman (left) and Capt. Dennis Harman each received their 15 year award.*



*Members of the Detention Center staff take time to enjoy the lunch provided by the County Government.*



*Warden George Hardinger presents their five-year award to CO Michael Boyd and Ms. Angie Conley*



A mind is like a parachute.  
It doesn't work if it is not open.

— Frank Zappa