

*Carroll County Sheriff's Office*  
*2014 Annual Report*



Sheriff Kenneth L. Tregoning  
1998 — 2014



Sheriff James T. DeWees  
2014 —

*A Year of Change*



# SHERIFF'S MESSAGE

**Sheriff James T. DeWees**

The year 2014 brought about significant change for the Carroll County Sheriff's Office. On December 2, 2014, I was sworn in as Carroll County's 58<sup>th</sup> Sheriff, taking the reins from outgoing Sheriff Ken Tregoning. Sheriff Tregoning served the county as its elected sheriff for sixteen years and took the office from a Monday through Friday 9-5 part-time operation, to a nationally accredited and well respected full service 24/7 operation that now serves as the primary law enforcement agency for the county.

Sheriff Tregoning's accomplishments and successes as Sheriff were directly attributed to the staff he put together, the hardworking men and women of the Sheriff's Office and the excellent support he received from the community he served. His legacy as Sheriff will live on for decades. He built the foundation of a quality law enforcement agency for succeeding sheriffs to build on; and certainly left the office in much better shape than he found it; at the end of any individual's career, that's all we can truly strive to do.

I'm proud to be this county's Sheriff and I'm honored to be chosen by the citizens to hold this prestigious position. I understand the responsibilities I have to the citizens of this county and will work my hardest to maintain their respect and support. But no organization is successful without the people that work day in and day out to support the mission.

Each day, the men and women of the Carroll County Sheriff's Office put it all on the line to serve and protect the citizens of this county. Regardless of whether you are a patrol deputy working the streets, a correctional deputy walking the tiers of the detention center, or a civilian employee that supports these operations, each member of this office plays a vital role in our success as an organization. In 2014, four members of the office were recognized for their accomplishments in supporting the mission of the office.

Master Deputy Conrad Dill was the "2014 Deputy of the Year." He is a ten year veteran of the office and is assigned to the Warrant Unit. In 2014, Master Deputy Dill served a staggering 745 warrants and 207 summonses. Master Deputy Dill is the consummate professional and is a hardworking, no-nonsense deputy that simply gets the job done.

Correctional Deputy III Crystal L. Cavanaugh was the "2014 Correctional Deputy of the Year." She is a fourteen year veteran assigned to the Classification Unit and stood out among her peers as a quiet leader. She is described by her commanders as an individual that goes above and beyond to support her peers and accomplish the mission.

Ms. Janice Dougherty was the "2014 Sheriff Services Civilian of the Year." She is a four year veteran and is assigned to the Field Service Bureau as a Police Service Assistant. Ms. Dougherty does so many things to assist the deputies assigned to patrol that it's too hard to name them all. Besides all the functions she is tasked with she is known to take on more than what most can handle without complaint.

Administrative Assistant II Bernadette T. McGee was the "2014 Detention Center Civilian of the Year." Ms. McGee is a two year veteran of the Office and is currently assigned to the Alternative Programs Bureau. Ms. McGee has been credited with identifying deficiencies and streamlining processes within the Bureau to help the Bureau run more efficiently. Ms. McGee is described as a self-initiated individual that does not hesitate to get involved in order for things to run better.

Auxiliary Patrol Officer Craig Spicer was selected as the "2014 Sheriff Services Auxiliary Officer of the Year." In 2014 he received both his 500 and his 1000 Hour Service Award and completed 32 assignments. His assistance and knowledge with the LiveScan electronic fingerprinting services to the public has proved invaluable to the Sheriff's Office.

The dedicated men and women of the Carroll County Sheriff's Office will be the reason for our success. Please never lose sight of the vital role we play in the everyday lives of the citizens we serve. As I start my first term as Sheriff, I will continue to work hard for each of you, putting you in a better position for success as an agency and individuals. Thank you for the work you do and for the support you've shown as my administration moves us to a new chapter of leadership.

*James T. DeWees, Sheriff*



# SHERIFF'S INAUGURATION

*On December 2, 2014, Sheriff James T. DeWees was sworn into office.*





# CONTENTS

Message from Sheriff DeWees .....	1	Field Services Bureau .....	20
Sheriff DeWees Inauguration .....	2	Investigative Services.....	20
About the Chief Deputy .....	4	Special Operations.....	23
Warden's Message .....	4	Patrol.....	30
Executive Secretaries.....	5	Management Services Bureau .....	34
Sheriff's Office Organizational Chart.....	6	Support Services.....	34
Vision, Mission and Value Statements .....	7	Resource Services.....	35
Administrative Services Bureau.....	8	Security Services Bureau.....	38
Support Services.....	9	Security Shifts .....	40
Food Services.....	11	Classification Unit.....	41
Central Booking.....	12	Gang Suppression Unit.....	41
Inmate Records.....	12	Detention Center Correctional Deputy of the Year.....	42
Alternative Programs Bureau.....	13	Detention Center Civilian of the Year .....	43
Offender Diversion Unit.....	14	Sheriff Services Deputy of the Year .....	44
Transportation.....	15	Sheriff Services Civilian of the Year.....	45
Work Release .....	16	Sheriff Services Auxiliary Deputy of the Year.....	46
Treatment Services Unit.....	17	Awards & Accolades.....	47
Inmate Programs.....	17	Retirement of Sheriff Ken Tregoning.....	48





# ABOUT THE CHIEF DEPUTY



**Colonel Lawrence Suther**

Eldersburg resident Larry Suther was appointed as Chief Deputy of the Carroll County Sheriff's Office. Suther is a retired major from the Baltimore County Police Department where he spent 38 years working his way through the ranks from cadet to major and retiring as commander of the Special Operations Division. Suther will hold the rank of Colonel and oversee the operations for the Office. Colonel Suther has extensive operational, tactical and investigative experience. Colonel Suther holds a Bachelor of Science Degree from the University of Baltimore and is a graduate of the FBI National Academy.

## WARDEN'S MESSAGE



**Colonel George Hardinger**

The year 2014 was a year of transition. After sixteen years as Sheriff, Kenneth L. Tregoning retired from public service. Thanks to his vision and leadership the Carroll County Sheriff's Office accomplished so much to enhance public safety and generally improve the quality of life for the citizens living or visiting the County. In large part, this report is a testimonial to the accomplishments realized during his watch. To Sheriff Tregoning, the citizens of Carroll County and the employees of the Sheriff's Office say thanks and the best of luck.

On Tuesday, December 2, 2014, James DeWees was sworn in as the 58<sup>th</sup> Sheriff of Carroll County. Sheriff DeWees has made it clear that he plans to build on the many success and accomplishments of the Office. Sheriff DeWees understands that leadership can never be about the past. He comes into the office committed to leadership that strives to promote change, is productive and beneficial for the citizens of Carroll County and all the employees of the Sheriff's Office.

As employees of the Carroll County Sheriff's Office, we are proud of our past accomplishments as outlined in this, the 2014 Annual Report. More importantly, we are looking forward to the challenges and opportunities of tomorrow. While our Mission remains the same, our commitment and dedication to public safety is renewed.

*George R. Hardinger, Warden*



# EXECUTIVE SECRETARIES



**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 34 years.

As Executive Secretary she provides administrative support to the Warden. She coordinates schedules, meetings and appointments. Darlene also handles revenue logs, I.R. 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.*



**Mrs. Sue Hohman**

Ms. Susan Hohman is the Executive Secretary to the Sheriff. Susan has been employed with the Carroll County Sheriff's Office for 24 years.

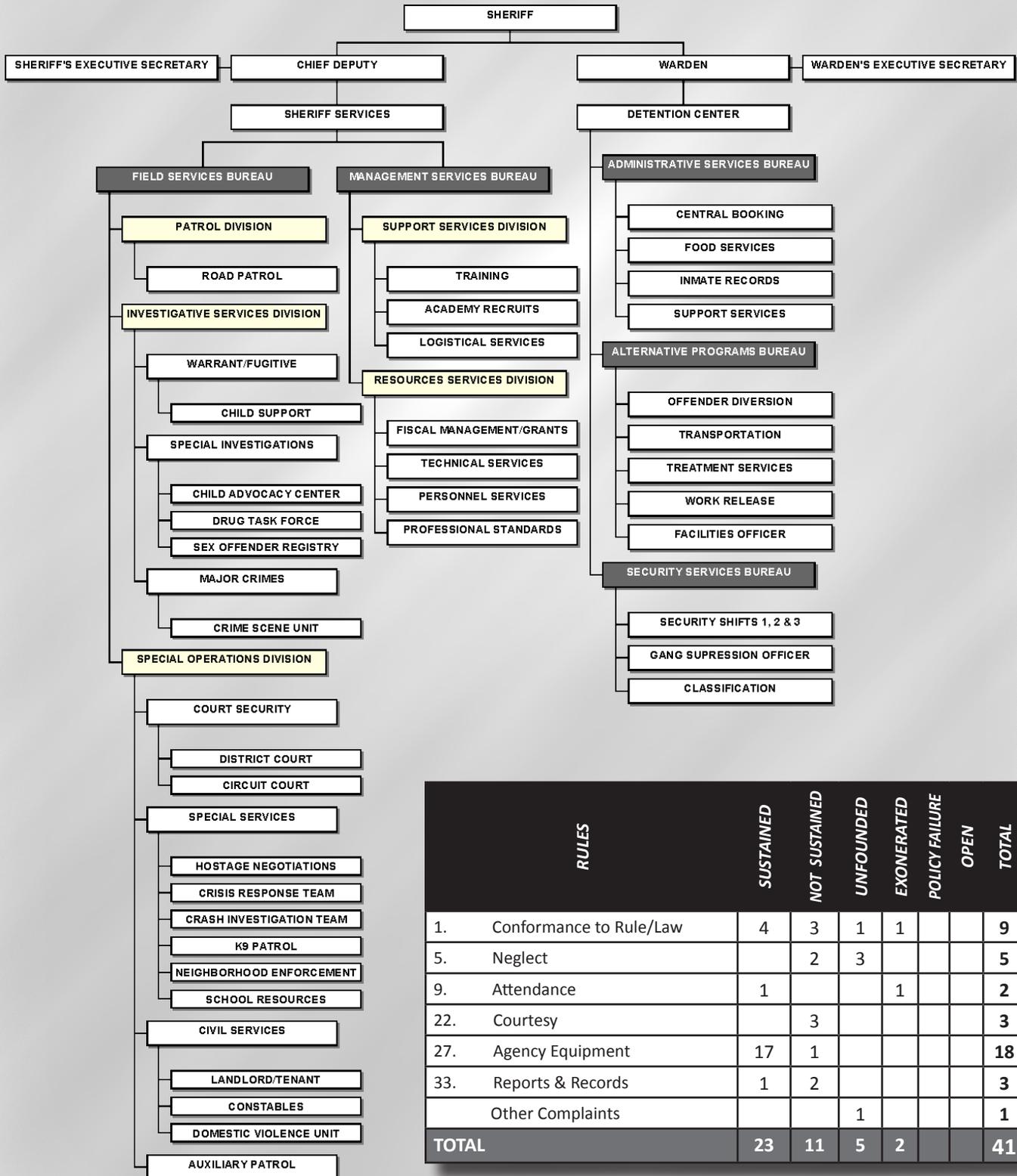
As Executive Secretary she provides administrative support to the Command Staff. She coordinates schedules, meetings and appointments, and also handles transcription of highly sensitive and confidential matters, maintains administrative files and the records retention schedule, prepares correspondence 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 and is always willing to assist others with work assignments or special projects.



# ORGANIZATIONAL CHART



RULES		SUSTAINED	NOT SUSTAINED	UNFOUNDED	EXONERATED	POLICY FAILURE	OPEN	TOTAL
1.	Conformance to Rule/Law	4	3	1	1			9
5.	Neglect		2	3				5
9.	Attendance	1			1			2
22.	Courtesy		3					3
27.	Agency Equipment	17	1					18
33.	Reports & Records	1	2					3
	Other Complaints			1				1
<b>TOTAL</b>		<b>23</b>	<b>11</b>	<b>5</b>	<b>2</b>			<b>41</b>



# 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.



**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.

## *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.



**Captain Michael Green**

Captain Michael D. Green Sr. 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 where he was assigned as the Special Response Team Commander (Major) for the State of Maryland. In 2011 he graduated from The Foundations of Leadership Program and in 2013 he graduated from The Leadership Challenge XXII Program. Capt. Green is currently enrolled in college working on his degree in Criminal Justice.

Captain Green is assigned as the Assistant Commander of Administrative Services Bureau. His primary duty is to ensure the Detention Center is compliant with applicable laws established by the Maryland Commission on Correctional Standards.

The Maryland Commission on Correctional Standards conduct formal audits of state, local and private adult places of correctional confinement to determine compliance with applicable laws/regulations promulgated by the Secretary of the Department of Public Safety and Correctional Services. The Carroll County Detention Center received 100 compliance in 2014.

Captain Green duties also include, but are not limited to serving as the Detention Centers Custodian of Records, Liaison for IC Solutions (inmate telephone services), Central Booking, Dietary Services, Criminal Justice Information Services Coordinator, Revising Policy and Procedures, Immigration Standards, Criminal Alien Assistance Program, Expungements, Court Ordered Fingerprinting and PREA (Prison Rape Elimination Act).



## ADMINISTRATIVE SERVICES BUREAU (CONT.)

### SUPPORT SERVICES



**Ms. Melissa Price**

#### 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.



**Sgt. Troy Stower**

#### Training / Quartermaster

Sergeant 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 13 years and assists in the coordination of efforts to 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 consist of CPR, AED, First-Aid, Defensive Tactics, Firearms, Less Lethal munitions & many other extensive training courses.

Sergeant Stower is also responsible for veteran officer annual in-service training, as well as, the coordination of training and compliance with the Maryland Police and Correctional Training Commission. Sergeant Stower continues to maintain the integrity and quality of training as he is always bringing new ideas to the table. He is also responsible for the maintenance of all safety & 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.

# ADMINISTRATIVE SERVICES BUREAU (CONT.)

## SUPPORT SERVICES



**Ms. Eileen Cummings**

### Human Resources

Ms. Eileen Cummings serves as a Personnel Services Specialist 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 2014, we had (68) sixty-eight Correctional Officer applicants test and hired six full-time Correctional Officers. In addition the Offender Diversion Unit under the guidance of Mr. Colby Brewer, utilized the services of an intern from McDaniel College. The interns 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.

2014 Promotions	
Name	Promoted to
Dana Oehlsen	Administrative Assistant II
Rebecca Albaugh	Cook II
Melissa Price	Fiscal Coordinator II
Eileen Cummings	Personnel Service Specialist II
Cheyenne Lee	Correctional Officer II
Gary Blaylock Jr	Correctional Officer II
Andrew Spencer	Correctional Officer III
Wade Bolner	Correctional Officer II
Michael Andrews	Correctional Officer III
Gregory Solomon	Correctional Officer II
Albert McGhee	Correctional Officer II
Chester Arnott, IV	Correctional Officer III
Jeffrey Ackerman	Correctional Corporal
Larry Naill Jr	Correctional Sergeant
Troy Stower	Correctional Sergeant



**Ms. Barb Schmidt**

### Information Technology

The Carroll County Detention Center has made great strides in technological improvements over the past ten years. Practically every function within the jail has been automated. These enhancements have enabled us to provide greater safety and security to the facility while working more efficiently.

Mrs. Barb 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. Offender photos are taken in Central Booking, electronically interfaced to Keystone and stored in their record. Fingerprints are automatically transmitted to the FBI repository. The custody of inmates, from accounting, property, court cases, visitation, medical and cell assignment is managed in Keystone.

In May 2014 VizVox kiosks were installed in all the units. Inmate phone calls, commissary orders and requests are processed via phone or kiosk. Commissary orders are transmitted electronically to **Keefe**, our Commissary vendor, once a week. Requests slips are sent from the kiosk directly to specific staff for a response, which can be viewed by the inmate via the kiosk.

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

Ms. Schmidt trains and offers technical support to employees. She oversees many of the IT projects to completion and provides technical support to those systems. Serving as the Chairman of all Bid committees, she conducts the meetings and coordinates the score sheets to select a vendor.

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.

As technology continues to evolve, the staff of the Carroll County Detention Center will continue to evaluate and recommend enhancements to improve the operation.



## ADMINISTRATIVE SERVICES BUREAU (CONT.)

### FOOD SERVICES

The Food Services Unit works tirelessly serving three meals per day/ seven days per week/365 days per year for inmates and staff. In 2014, the kitchen served over 255,000 meals. In addition the kitchen also provides breakfast for the officers and staff once a month on turn-around day. These breakfasts are a great time for the officers and staff to connect and enjoy some fellowship.

Mr. Bruce Sadler is the Food Services Manager and has been here since 2011. The staff consists of Ms. Rhonda Renehan, Ms. Rebecca Albaugh, Ms. Ann Double and Ms. Brenda Bellew. They are an incredible group of dedicated employees. Their job consists of cooking, prepping, serving, directing the inmate kitchen trustees, maintaining the equipment and cleanliness of the kitchen, facilitating many special diets, receiving deliveries, and many other behind the scenes responsibilities. You would be hard pressed to find a cleaner kitchen anywhere in Maryland. The impeccable standards that they hold and maintain are truly commendable and most appreciated.

The kitchen staff is assisted by six or seven inmate kitchen trustees per shift, who can earn five good days, with the ability to earn ten more during their 30 day term. The civilian kitchen staff teaches and directs the trustees on how to work in a food service facility and maintain the health, safety, and cleanliness standards required.

All menu selections are reviewed and approved by the Carroll County Health Department for nutritional quality and compliance with dietary standards. In addition to the regular meals prepared, we also accommodate a number of special diet needs, including diabetic, low sodium, low cholesterol, religious, and food allergies.



*The Detention Center kitchen staff from left: Rebecca Albaugh, Rhonda Renehan, Bruce Sadler, Brenda Bellew, Ann Double*



*Kitchen Manager Bruce Sadler was right on hand to assist with the annual Detention Center picnic held behind the old Historic Jail on May 7, 2014.*



## ADMINISTRATIVE SERVICES BUREAU (CONT.)

### CENTRAL BOOKING

The Central Booking 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.

As we embark into the next decade of the 21<sup>st</sup> century, Central Booking and the personnel in charge of the practices within the unit will be well equipped to handle the daily operations and challenges that this department demands.



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

### 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 the duties this unit is responsible for.

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 their 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*



# ALTERNATIVE PROGRAMS BUREAU



**Captain Steve Miller**

Captain Steven Miller has been employed with the Carroll County Detention Center for twenty six years and is the Commander of the Alternative Programs Bureau. The APB consists of the Offender Diversion Unit, Transportation Unit, Treatment Services, Work Release, Home Detention and the Facilities Officer.

The Offender Diversion Unit within the bureau has helped to alleviate overcrowding and provide cost avoidance to the citizens of Carroll County. The bureau provides the courts with various sanctions to impose in the disposition of cases. These programs provide alternatives to incarceration based upon the nature and severity of offenses.

The bureau provides varying degrees of supervision and control as determined on a case by case basis. Captain Miller is responsible for overseeing bureau operations, 15 uniform staff and 6 civilian, formulating the Detention Center security budget and various special projects.

## **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.



**Ms. Bernadette McGee**

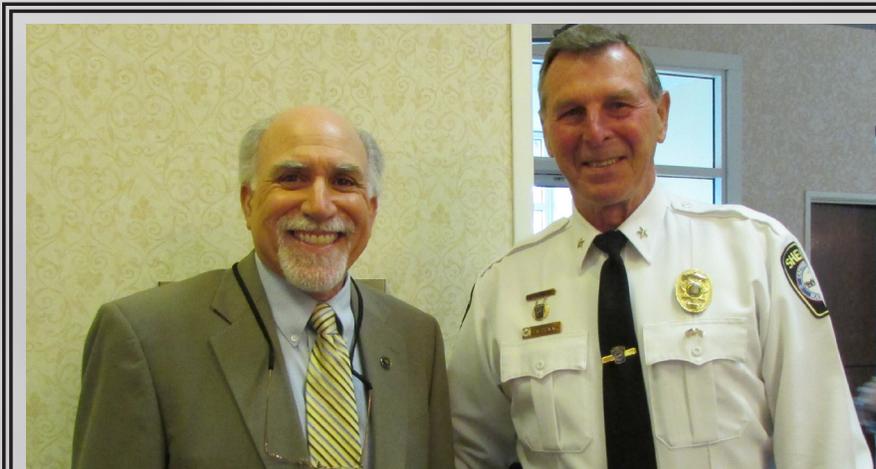
## **Administrative Assistant**

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. As an administrative assistant for APB she processes inmate billing for medical, work release, weekender, home detention and pretrial collections.

She maintains the supplies for the Satellite Office, handles bookkeeping, banking, as well as other various 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 graduated with her Master's Degree in May of 2014 and completed the state examinations to become a Licensed Graduate Professional Counselor (LGPC) in early 2015.



*Reverend Bob Kimmel with former Sheriff Ken Tregoning at the annual Prayer Breakfast Meeting in May, 2014.*



## ALTERNATE PROGRAMS BUREAU (CONT.)

### OFFENDER DIVERSION UNIT

The Offender Diversion Unit is comprised of Pretrial Services and Home Detention. 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 disseminates pertinent information to the Judges to aid in their decision to release to detain an individual prior to their court date. In addition, some defendants are monitored through intensive case management until trial. This includes interviews, drug/alcohol screening and preparing reports for court as well as requesting warrants for non-compliance.

In 2014, the Offender Diversion Unit handled more cases than ever before. This appears to be a continued growth trend. Despite this continued trend the ODU will be seeking additional ways to expand services in 2015.



*Offender Diversion Unit*

### 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.

We have 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. We also have 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.

We monitor participants on Pretrial as an alternative to incarceration. Pretrial Electronic Monitoring (PEM) is for pre-sentenced individuals, who the courts want to closely monitor, and helps to ensure individuals appear in court. We also monitor participants who are sentenced to Drug Court on the Program, as well as, participants who are on the Work Release Program. In 2014 we placed 21 participants on Home Detention, 16 participants on PEM, 9 participants from Drug Court, 5 participants from Work Release. The total amount of inmate days saved was 1,925 and total amount saved in prisoner housing expenses was \$116,558.75.

Corporal Welty also does an array of other jobs as well. She is assigned the scheduling of weekenders who are committed to incarceration for the weekends, assists the transportation unit and Pretrial, and conducts inmate disciplinary hearings when needed. She also is the Maryland Electronic Telecommunications Enforcement Resource System (METERS) instructor for the Detention Center.



## ALTERNATE PROGRAMS BUREAU (CONT.)

### TRANSPORTATION UNIT



**Corporal Ted Hill**

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.

They conduct 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.

#### Carroll County Sheriff's Office

#### MONTHLY TRANSPORT SUMMARY

#### CALENDAR YEAR 2014

CATEGORIES	YEAR TO DATE												CALENDAR YEAR
	January	February	March	April	May	June	July	August	September	October	November	December	
Adults Transported	51	42	59	35	36	59	47	53	51	69	69	85	656
Juveniles Transported	23	16	33	7	16	13	24	24	29	34	29	17	265
INS Transported	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	74	58	92	42	52	72	71	77	80	103	98	102	921
Adult Males	44	30	34	23	24	44	33	38	42	36	40	47	435
Adult Females	7	12	25	12	12	15	14	15	9	33	29	38	221
Juvenile Males	21	16	19	6	15	10	21	18	22	29	21	15	213
Juvenile Females	2	0	14	1	1	3	3	6	7	5	8	2	52
Totals	74	58	92	42	52	72	71	77	80	103	98	102	921
Adult Miles	2672	1671	2156	1483	1801	2950	2300	2722	2375	3796	4955	4764	33645
Juvenile Miles	2148	1419	2800	829	1158	881	1599	2009	2747	3535	2099	1490	22714
INS Miles	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	4820	3090	4956	2312	2959	3831	3899	4731	5122	7331	7054	6254	56359
Adult Hours	164	95	124.5	107	111.5	164	141.5	159.5	145	221	228.5	233.5	1895
Juvenile Hours	104	69.5	147.5	26	60	53	83	87	116.5	139	91.5	71	1048
INS Hours	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	268	164.5	272	133	171.5	217	224.5	246.5	261.5	360	320	304.5	2943

### 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.





## ALTERNATIVE SERVICES BUREAU (CONT.)

### WORK RELEASE



**Sergeant Wayne Strohm**

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.

### Therapeutic Recreation Day



This is a very special social event for Carroll County's adults with disabilities. It is sponsored by the Therapeutic Recreation Council and Carroll County Recreation and Parks' Therapeutic Recreation.

Ms. Deborah Gemmill, the event's organizer, does a fantastic job of providing games, music, a catered lunch and other activities for approximately 400 – 550 people each year. This year Correctional Deputy Murphy and Corporal Blizzard provided a fingerprinting demonstration. The Carroll County Farm Museum is the perfect venue for TR Day and the Carroll County Detention Center has greatly enjoyed being a part of the fun each year.



## ALTERNATIVE SERVICES BUREAU (CONT.)

### TREATMENT SERVICES UNIT



**Lt. Veronica Green**

The Treatment Services Unit is supervised by Lieutenant Veronica Green, Correctional/ Treatment Liaison. In addition, Correctional Deputy Michael Adkins is also assigned to the unit.

The Mission for the Treatment Services Unit is to provide programs and services to meet the needs of inmates. The goal is to promote effective changes in the lives of inmates to help them transition back into the community as productive members of society and reduce the likelihood of recidivism.

The treatment service team facilitates and monitors those inmates transferred to court ordered treatment facilities to include; the Mountain Manor Residential Treatment Program, The Mountain Manor Residential Services Program, the Wells House, the Weber Sober Home, New Life for Girls, Gardenia, and Walden Sierra Treatment Center.

The Carroll County Health Department provides a team of substance abuse counselors within the Detention Center and is responsible for court ordered substance abuse evaluation (Health General 8505). A total of 104 inmates were sent off-site to receive substance abuse treatment in 2014.

The Treatment Services Unit provides a wide range of programs both within the jail as well as out in the community. Some of the programs offered to inmates within the Detention Center are anger management, computer classes, general education (GED), parenting classes, alcoholics anonymous, domestic violence groups, individual counseling, substance abuse treatment, and Bible study. These programs are available to all inmates that meet the criteria, participation is voluntary.

When inmates have attained outside clearance, they are evaluated by the treatment services team and scheduled to participate in programs out in the community.

These are a number of men and women from within the community who wish to mentor to the inmate population. They volunteer for religious instruction, exercise programs and educational programs. At this time, we have approximately 260 religious volunteers who mentor to our population under the direction of our resident chaplain Bob Kimmel, of the Good News Jail and Prison Ministry. Consequently, the Treatment Services Unit conducts approximately 300 back ground checks per year on each perspective volunteer.

During 2014, Lieutenant Green was formally recognized by former Sheriff Kenneth Tregoning for her dedicated service and commitment to working with the female population of the Detention Center.

### INMATE PROGRAMS

#### *Computer Training*

In a partnership with Carroll County Detention Center, Carroll County Public Library and Carroll Community College offered 9 trainings (4 sessions each) of "Word and Excel Fundamentals" basic computer skills in calendar year 2014, taught by Mr. Mike Mach.

Training was provided to thirty-eight referred inmates in 2014 to assist them with creating electronic documents and resumes as well as practicing with basic spreadsheet functions.

#### *ConMed Healthcare Management Services*

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 task.



## ALTERNATIVE SERVICES BUREAU (CONT.)

### INMATE PROGRAMS

#### Substance Abuse Treatment Services

Detention Center services are provided at both the outpatient and intensive outpatient levels of care, with gender-specific treatment at both levels. Male inmates enrolled in Level 2.1 services are housed in a separate unit at the Detention Center, holding sixteen men, where they participate in group therapy, self-help meetings, and community groups. Weekly counselor-led groups include Anger Management, Mindfulness, Recovery Skills, and Relapse Prevention. A Peer Recovery Support Specialist facilitates one weekly group, and is able to continue that relationship on an individual basis when an inmate returns to the community, providing a vital resource to inmates making that transition. Members of the self-help community bring one meeting per week to the Detention Center for the inmates in the treatment unit, as additional support for recovery and another link to the community. Additionally, clients on the treatment unit are able to participate in other activities offered by the Detention Center that will enhance their recovery efforts and their transition to the community, including GED class, Bible Study, Parenting Class, and the Fathers' Program.

Female participants in the substance use disorder treatment services are not housed on a separate unit. Level 2.1 participants are offered three counselor-led groups per week, on the topics of Anger Management, Mindfulness, and Recovery Skills. Additionally, a female Peer Recovery Support Specialist meets with the women for a weekly group and is also available to the female inmates when they transition to the community, providing much-needed support and linkages to resources. Female inmates are free to participate in any additional programs offered by the Detention Center as well, including Parenting Class, GED class, and Bible Study.

Participants in Level 2.1 services, male and female, are also seen for individual sessions by their primary counselor at least biweekly, and the Detention Center has provided dedicated office space to facilitate this process. Because counselors for the substance use disorder treatment programs are licensed social workers, they are able to provide treatment to inmates with co-occurring substance use and mental health disorders, while medical staff contracted by the Detention Center provide medication management services as needed. Outpatient services at Level 1 are also available to both male and female inmates. Participants in Level 1 treatment are seen weekly for individual sessions by their primary counselor, and may also be treated for co-occurring disorders.

Detention Center services are provided using best practices for treatment of substance use and co-occurring disorders in a correctional setting. Cognitive-behavioral and motivational enhancement techniques are employed in both individual and group work. Group handouts and curricula from multiple sources are used, including Criminal & Addictive Thinking and Relapse Prevention from the Hazelden A New Direction series, and a group Anger Management curriculum produced by the Substance Abuse and Mental Health Services Administration.

Counseling staff have received training in Stages of Change, Motivational Interviewing, and Understanding and Using the New American Society of Addiction Medicine (ASAM) Criteria. Staff also have access to additional online trainings provided by The Change Companies on topics including ASAM from Assessment to Service Planning, Cognitive-behavioral Therapy, and Criminality.

#### Re-entry Services

Re-entry services are available to all inmates who are within 30 days of being released from the Detention Center. Inmates may request re-entry services directly, or they may be referred by Detention Center Staff. The re-entry social worker meets with all eligible inmates to assess for a variety of needs, including family issues, addictions, physical health needs, employment, housing, mental health, and medication assistance. Subsequently, a written transition plan is devised in collaboration with the inmate to address the issues identified in the assessment and help prepare the inmate for a successful transition to the community after release.

Prior to release, inmates are provided with documents needed to achieve a successful transition from the Detention Center, including a transition plan, personal identification, and referrals to services, medical prescriptions, and treatment appointments. Inmates who request assistance obtaining safe stable housing will be placed in transitional housing, sober living facilities, or halfway houses, as available. For assistance with employment, inmates are linked to community partners such as Opportunity Works. The re-entry social worker also collaborates with the Department of Social Services to ensure that inmates will have food stamps and other benefits upon release, whenever possible. Additionally, inmates receive a care package of personal products upon their release.

The re-entry social worker establishes and maintains partnerships with many community agencies in order to facilitate linkages to inmates, which support their self-efficacy. A monthly Re-entry Case Management Collaborative Meeting is coordinated by the re-entry social worker and hosted by the Detention Center. At the meeting, eligible inmates have the opportunity to meet with community providers and learn about resources that may be available to them upon release. Community partners who participate in the Collaborative Meeting include the Department of Social Services, On Our Own, Human Services Program, Access Carroll, Carroll County Youth Services Bureau, Good News Jail Ministry, Potomac Case Management Services, Carroll County Mediation Center, and Community Supervision Support (Parole & Probation) and staff from the Carroll County Detention Center.



## ALTERNATIVE SERVICES BUREAU (CONT.)

### INMATE PROGRAMS

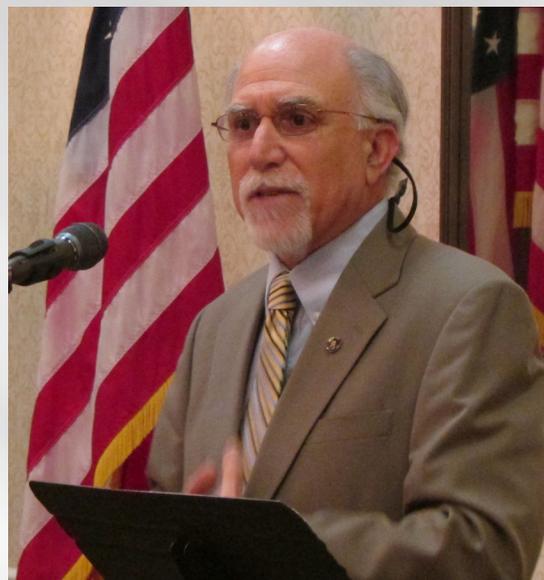
#### Good News Jail and Prison Ministry

On October 1, 2015, the Reverend Bob Kimmel began his fifth 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 close to 200 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.

Work is currently underway to birth two new programs in 2015. They are a part-time Women's Chaplain and a Faith Based Reentry Program.



#### Dads Works holds two Moms Works groups for Women Inmates in 2014

Three Masters level counselors supervised by the Dads Works Program served 54 inmate counselees from January through October 2014. Alison Walker, Katie Sirk and Kelley Turnbull worked 644 hours in service to the Carroll County Detention Center. They provided 324 hours of direct counseling services on jail adjustment and other general issues. These counselors received 59 hours of clinical supervision from Michael Misterka, LCSW-C of Dads works. Of the 54 inmates served, 23 were women and 31 were men.

The individual counselees had an average of 5 counseling sessions. Some received as many as 10 to 17 sessions. In addition, 7 women took part in two separate Moms Works CBT Groups for nine weeks. Almost 100 of women in jail have children but few ever have the opportunity to problem-solve about family issues with professional help.

Dads Works also holds a six-week fatherhood program in the detention center. In the past year, 27 men participated and 19 men received a certificate of completion. Men in Work Release are invited to attend either of the two weekly Dads Works classes at the Non-Profit Building at 255 Clifton Blvd. in Westminster. Five men in the work release program attended these meetings.

#### 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 for 15 years at the Carroll County Detention Center. Guiding Good Choices is a five-week program that provides families the tools 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 family in the teen years.

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



**Captain Richard Hart**



# FIELD SERVICES BUREAU

## INVESTIGATIVE SERVICES DIVISION

The Carroll County Sheriff's Office Investigative Services Division is a multifaceted bureau comprised of the Major Crimes Unit, Crime Scene Unit, Sex Offender Registry Unit, Warrant/Fugitive Unit, Child Support Enforcement Unit, Crime Analysis Unit, and two multi-jurisdictional units; the Carroll County Drug Task Force and the Child Advocacy and Investigations Center. The Division's mission is to provide unparalleled investigative services to citizens and visitors of Carroll County. It is commanded by Captain Richard L. Hart with Lieutenant David P. Stem serving as the Assistant Commander. The division currently has two sergeants, two corporals, seventeen detectives, three crime scene technicians, one crime analyst, and six civilians with varying job duties.

### Major Crimes

The Major Crimes Unit is supervised by Detective/Sergeant Jesse N. DiMura and Detective/Corporal Frederick L. Timms, who oversees the operations of the unit. The unit is staffed by nine highly trained detectives responsible for the investigation of major crimes that occur within the county. Due to an increased caseload and the amount of hours it takes to investigate the majority of cases they are assigned, two additional detectives were added to the Major Crimes Unit in 2014. In FY14, Major Crimes detectives were assigned 313 cases, encompassing 7,824 investigatory hours, a 26% increase from FY13. The unit also authored, served and/or assisted in the service of 47 search and seizure warrants. The Major Crimes Unit investigates and/or assists in the investigation of a variety of crimes to include homicide; burglary; perjury; robbery; felony theft; serious assault; missing persons; death investigations; suicides; computer crimes; identity theft/frauds; and vulnerable adult cases. They perform surveillance, write and execute search and seizure warrants, execute court orders, and interview suspect, victims, and witnesses. Members of this unit routinely take a pro-active stance in combatting crime and often make cases out of developed intelligence, suspicious activity, and patrol operations.

Major Crime Unit supervisors and detectives are on duty 24 hours a day, seven days a week and maintain a night and weekend call-out schedule. In addition to the two supervisors, Master Deputy Michael Lare, Master Deputy Keith Stonesifer, Master Deputy Daniel Simmons, Deputy First Class Steven Rager, Deputy First Class Christopher Youman, Deputy First Class William Murray, Deputy First Class Stephen Hensley, Deputy First Class Richard Harbaugh, and Deputy First Class David Roys are assigned to the unit.

### Crime Analysis Unit

In spring of 2014, the Carroll County Sheriff's Office added a new position of Crime Analyst to its Investigative Services Division. The Crime Analysis Unit is responsible for the detection of crime trends; data analysis; dissemination of reports; identification of crime hotspots; pawn recordation and compliance; and the gathering and compiling of statistical data. Although still in its infancy, the unit has already paid dividends, with its ability to identify and detect trends that link crimes and those who are committing them together. The Carroll County Sheriff's Office is very fortunate to have Ms. Christine Garvin in place as their Crime Analyst. Ms. Garvin has quickly taken to her new role and has already attended and continues to take courses to expand her knowledge on the analysis of crime and criminal activity. Since taking over the responsibilities of the Crime Analyst, she has been working with experts in the field of crime analysis in order to make the unit as effective and efficient as possible.

### Drug Task Force

In conjunction with the Maryland State Police and the Westminster City Police Department, the Carroll County Sheriff's Office provides detectives and administrative staff to the Carroll County Drug Task Force. This unit, made up of numerous detectives from the above agencies is supervised by the Maryland State Police. Detectives assigned to this unit maintain a covert, undercover status and specifically target drug distributors and users within Carroll County as well as those who may be supplying illegal drugs, including prescription narcotics to Carroll County residents. In 2014, CCSO detectives assigned to the unit conducted 39 investigations which resulted in 23 arrests and the seizure of 3887 grams of illegal drugs, 1186 illegal pills, and over \$28,000 in currency. CCSO detectives conducted 43 search and seizure warrants relating to the possession, distribution, and manufacturing or illegal and prescriptions drugs. The contribution that CCSO detectives make to the Drug Task Force have undoubtedly reduced the amount of CDS related activities within Carroll County.



# FIELD SERVICES BUREAU (CONT.)

## INVESTIGATIVE SERVICES DIVISION

### Crime Scene

Supervised by Crime Scene Supervisor Jessica Bullock and staffed by CST's Brittaney Soto and Kelly Harry, the Crime Scene Unit performs multiple duties to include crime scene processing, evidence processing, and video enhancements. The Crime Scene Technicians are consummate professionals who strive to provide exceptional crime scene and evidence processing services to the sheriff's office, as well as support to surrounding agencies 24 hours a day, 7 days a week. In addition to the duties captured above, the Crime Scene Unit is directly responsible for the medication disposal collection program, instituted by the sheriff's office in 2009. In 2014, five new medication disposal bins were placed throughout the county due to the overwhelming success of the program. In FY14, the unit collected 11484 pounds of discarded medication that was placed in one of the nine bins currently available. Notwithstanding their many other duties, one of the most important and time consuming responsibilities that the Crime Scene Unit has is the managing and maintaining of property and evidence being held in the CCSO property room. In addition to the above duties, the crime scene unit oversees the ancillary crime scene technicians – patrol deputies who have received special training in crime scene processing above what a normal deputy would receive. Currently the sheriff's office has two ancillary crime scene technicians.

In FY14, the Crime Scene Unit processed 212 crime scenes, with 896% of those scenes being CCSO crime scenes and the rest being those of ancillary agencies. This represents an increase of 4% from FY13. In 2014, the Crime Scene Unit moved its evidence processing area from the property room to a vacant room within their office. This move allows for a more efficient area to process evidence. They continue to be one of the busiest yet most efficient units within the sheriff's office.

### Sex Offender Registry Unit

In FY14, the Sex Offender Registry Unit, supervised by Sergeant Brad Brown and later by Corporal Christopher McMillen was charged with monitoring and registering an average of 152 registered sex offenders. With the support of the units administrative support staff, Sergeant Brown and Corporal McMillen put forth 456 hours investigating the 86 reported violations for non-compliance with the State's registry laws. Of these 86 incidents, 48 of them were referred to the State's Attorney's Office for prosecution due to non-compliance. The Sex Offender Registry Unit, along with members of the Carroll County Sheriff's Office Field Services Bureau conducted 534 address verifications on registered offenders in 2014. Sergeant Brown and Corporal McMillen also assisted both the Major Crimes and CCAIC units with numerous criminal investigations and search warrants relating to child pornography and computer sex crimes. Sergeant Brown was assisted by Ms. Gwen Bell, who was transferred to the Personnel Services Division in November, 2014. Corporal McMillen is assisted by Ms. Dani Schubert who also doubles as the LiveScan, electronic fingerprinting coordinator for the sheriff's office LiveScan program.

### Warrant/Fugitive Unit

Under the supervision of Sergeant James Fisher, the Warrant/Fugitive Unit continues to be one of the most productive units within the Carroll County Sheriff's Office when comparing pure numbers. The 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 who are believed to be living or working within the confines of the county. In FY14, Sergeant Fisher, assisted by Master Deputy Conrad Dill served 745 warrants and 207 summons, a 80 and 82 percent respective increase over the previous year. The Warrant/Fugitive Unit also assisted the U.S. Marshalls Office and the Maryland State Police Warrant Apprehension Unit on locating and taking into custody some of Carroll County and Maryland's most dangerous offenders. When not out serving court papers, the unit stays busy by handling extraditions; a process wherein subjects wanted in Carroll County were located and arrested in other jurisdictions throughout the United States and need to be brought back to face their charges in Maryland. In FY14, the Warrant/Fugitive Unit handled 98 extraditions. In addition to its sworn personnel, the unit is also staffed by two administrative civilians, Ms. Debra Reda and Ms. Carol Amoss. These two assistants ensure the timely entering of warrants and summons, as well as stolen property and missing persons into the nationwide NCIC database. They also complete quality checks on all issued court paperwork to ensure its accuracy. In FY14, just over 2500 warrants and summons were received by the unit for review, entry, and service.

WARRANT/SUMMONS REPORT YEAR ENDING DECEMBER 31, 2014			
	TOTAL		TOTAL
<b>WARRANTS</b>		<b>SUMMONS</b>	
Warrants Received	1831	Summons Received	854
Warrants Recalled/Quashed	203	Summons Recalled/Quashed	2
Warrants Returned	99	Summons Returned	27
Warrants Served	1529	Summons Non-Est	136
On View Juveniles	60	Summons Served	657
Validations	913	Open Summons-Years End	41
Open Warrants-Years End	444		



## FIELD SERVICES BUREAU (CONT.)

### INVESTIGATIVE SERVICES DIVISION

#### Child Support Unit

The Child Support unit, staffed by Master Deputy Kent Martin is also supervised by Sergeant James Fisher. This unit 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 States Attorney's Office, and the Carroll County Circuit Court. It is responsible for the service of all child support warrants and body attachments, child support summons, and administrative actions issued by the Bureau of Support Enforcement. In FY14, the unit served 63 of the 96 warrants and 502 of the 570 summons assigned to it for service. The members of this unit maintain the "Carroll's Most Wanted"

program, an initiative where child support absconders photographs are published in local newspapers and on social media outlets in the hopes of having the public assist in locating those individuals who have been able to avoid service of child support documents. Because the Child Support Unit is grant funded, monthly and quarterly enforcement reports are required by the State of Maryland, as are annual expense reports. The units administrative assistant, Carol Amoss readily prepares and submits all required reports to ensure compliance with the annual grant. Members of the unit also facilitate 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.

CHILD SUPPORT/ ATTACHMENTS/SUMMONS REPORT YEAR ENDING DECEMBER 31, 2014			
	TOTAL		TOTAL
<b>Body Attachments</b>		<b>SUMMONS</b>	
Attachments Received	138	Summons Received	575
Attachments Recalled/Quashed	24	Summons Recalled/Quashed	0
Attachments Returned	14	Summons Returned	2
Attachments Served	100	Summons Non-Est	43
Open Attachments	58	Summons Served	523
		<b>Open Summons-Years End</b>	2

Members of the unit also facilitate 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.

#### CCAIC

The CCAIC or Child Advocacy and Investigations Center is a multi-jurisdictional investigative unit made up of detectives from the Carroll County Sheriff's Office, the Westminster City Police, and the Maryland State Police. Previously supervised by Corporal Christopher McMillen and now supervised by Sergeant Brad Brown, the CCAIC investigates all allegations of child sexual and physical abuse and adult sexual offenses. CCAIC detectives work with numerous governmental and community partners to ensure successful investigation of their cases. These agencies include, Child and Adult Protective Services, Carroll Hospital Center, Rape Crisis, the Carroll County States Attorney's Office, and Family and Children Services. During FY14, the CCAIC and its partner agencies investigated 69 cases of alleged child sexual abuse, 21 cases of alleged child physical abuse, 7 cases of alleged child criminal neglect, and 59 cases of other alleged criminal activity against children such as solicitation or pornography cases. Additionally, the CCAIC investigated 44 allegations of adult sexual rape/assault cases and 14 adult survivor cases, which are assaults that occurred when the victim was a child but reported after becoming an adult. In total, 214 cases were investigated by CCAIC with 73% of them involving victims age 17 and under and 27% involving adults age 18 and over.

In 2014, the CCAIC added a new member to its investigative staff, Deputy First Class Kelsey Ratcliffe. DFC. Ratcliffe joins Sergeant Brown, Master Deputy Jeremy Becker, and Deputy First Class Robert Trimper as the Carroll County Sheriff's Office personnel assigned to the unit. Because the crimes in which the center investigates are often sensitive in nature and must be handled with tact and poise, all investigators assigned to the unit attend hours of specialized training in order to become proficient in dealing with the fragile emotions of both traumatized victims and their parents and loved ones. The Carroll County Sheriff's Office is very fortunate to have the backing of the National Children's Alliance and is one of only a few NCA accredited CCAIC's in the State of Maryland. As a nationally recognized advocacy center, other centers often emulate the policies, procedures, and investigative practices of the Carroll County CCAIC.



Members of the Child Advocacy and Investigations team from left are Master Deputy Robert Trimper, Officer John Emminizer, Officer ?, Administrative Assistant Kim Hilton, Sergeant Brad Brown and Master Deputy Jeremy Becker. Not pictured is Deputy First Class Kelsey Ratcliffe.



**Captain Vince Maas**

## FIELD SERVICES BUREAU (CONT.)

### SPECIAL OPERATIONS DIVISION

#### Crisis Response Team (CRT)

The Carroll County Crisis Response Team (CRT) is a multi-jurisdictional team of professionals from the Carroll County Sheriff's Office, Westminster Police Department and 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 the execution of 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 nine (9) members assigned to the CRT to include one corporal as the Team Commander while the Westminster Police Department and the Taneytown Police Department provide one operator per.



#### CRT Training 2014

The CRT is provided the opportunity to train as a collective unit sixteen (16) hours per month to include a forty (40) hour training week conducted in annually. Training is conducted at numerous locations throughout the county, dependent upon the nature of training.

CRT Training conducted 2014: 29 days / 232 hrs.

During the 2014 the CRT emphasized general and specific training in the areas of:

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

#### CRT 2014 Training Highlights

May 2014 — A forty (40) hour training week which included a two day candidate process during which eleven candidates participated in a rigorous physical fitness test, firearms proficiency test and oral interview. Of the eleven candidates, four Sheriff's Office personnel successfully completed all three events. Also, during the course of the week, operators conducted a three day training operation which ended with the successful raid of a mock meth lab.

Aug 2014 — On Aug 1st, members of the CRT in cooperation with the Board of Education trained approximately three thousand (3,000) Board of Ed employees in the area of Active Assailants and best practices.

Sep/Oct 14 — MD Brian Moore attended and successfully completed an intensive three week Sniper Training Course in Harford County, MD

Oct 2014 — Sniper Team Leader, Sgt. Steve Launchi attended and successfully completed the National Tactical Officers Association, Sniper Instructor Certification I Training in Woodbury, New Jersey.

Firearms Training: During 2014, the CRT conducted numerous training sessions in weapons proficiency to include qualifications during which all operators qualified with a 90% or above rating. These qualifications included all weapons systems utilized by team members: handguns, patrol rifles, fully automatic sub-guns, shotguns and counter-sniper requirements (4 qualifications).

#### Operations Conducted 2014

During 2014 the CRT conducted numerous real-world operations to include the following:

Total Tactical Operations:	40
Search and Seizure Warrants:	34
Carroll County Drug Task Force	14
Carroll County Sheriff's Office	10
Westminster City Police Dept.	11
Other Agency	5
Barricaded Subjects:	4
Suicidal Subjects:	4
Call-Outs:	6
Demonstrations:	15



## FIELD SERVICES BUREAU (CONT.)

### SPECIAL OPERATIONS DIVISION

#### CRT 2014 Training Highlights (cont.)

Firearms training encompassed all disciplines of shooting to include precision, team shooting, officer down drills, shoot/no shoot drills, reactionary drills, transition shooting and qualifications on all team assigned weapon systems.

Training Summary: Training during 2014 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.

#### Carroll County Canine (K9) Unit

Mission: The purpose of the K9 Unit is to provide a highly trained unit of canine handlers and their assigned police canines to respond 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 K9 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 primary reasons canines are utilized. These senses allow the canines to perform functions that a police officer just cannot do. Therefore, the Carroll County 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 and apprehension. Additionally, the canine teams often perform presentations and 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 K9 Unit with the community.

The Carroll County K9 Unit currently has four (4) teams, 1 explosive detection dog, 2 dual purpose patrol dogs and 1 single purpose narcotics detection dog. These teams include three Master Patrol Deputies and 1 Deputy First Class overseen by Special Operations Division administrative personnel.



*"Canis Fidelis" ..... "In dogs we trust"*

#### K9 Unit Training 2014

The K9 Unit teams train a minimum of two days, or sixteen hours, per month. Training on a consistent basis ensures keeping the canine team sharp and proficient at their skills. This training is conducted at Castle K9, Inc. in Mechanicsburg, Pennsylvania under the supervision of Master Trainer Bill Castle. Numerous locations within the area are utilized dependent upon the nature of training. During 2014 the K9 Unit emphasized general and specific training, as required under their certifying entity, 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      |





# FIELD SERVICES BUREAU (CONT.)

## SPECIAL OPERATIONS DIVISION

### Notable K-9 Operations 2014

#### Explosive Searches:

- 03/20 MPD Carr and K9 Zsundi conducted a scan for explosives of South Carroll High School.
- 04/8,10 assisted Adams County, PA Public Schools with explosives scans due to numerous bomb threats.

#### Notable Drug Interdictions:

- 1/16 CCSO FSK High School (School scan) - 20g of marijuana, a scale and smoking pipes were located in a student's car
- 1/24 WPD 2038 Littlestown Pike (Search Warrant) Assisted WPD with a search warrant that yielded 26.9 grams of cocaine intended for distribution
- 3/4 WPD East Main Sreet @ Colonial Ave (Traffic Stop) - Conducted a scan of a vehicle that was being monitored by WPD for PwID. \$7000 was seized
- 4/1 MPD Manchester Valley High School - Manchester Police requested assistants from K9 Buhl locate additional drugs and paraphernalia from a student who brought drugs to school to sell. K9 Buhl alerted on the vehicle and after a search of the vehicle with negative results it was decided to put K9 Buhl inside the vehicle to narrow the search. K9 Buhl was placed in the vehicle and alerted to a "Rockstar" energy bottle that was unopened. After investigation of the bottle it revealed the bottle to be a fake bottle with drugs and paraphernalia inside a hidden compartment. K9 Buhl was commended by Manchester Police Chief John Hess
- 4/9 MSP/DTF Rt 140 e/o Landfill (Traffic Stop) - Scan of a vehicle under surveillance by DTF yielded 15 grams of marijuana and \$1,628 cash
- 5/27 MSP Rt 140 @ County Boundary (Traffic Stop) - Conducted a scan of vehicle where K9 Nero gave a strong and certain alert on the trunk area of a vehicle where 40 grams of marijuana was found
- 6/5 WPD 128 Pennsylvania Avenue (Warrant / Vehicle Scan) - WPD picked up a 10-99 subject at this location where it was later discovered the suspect was on his way to conduct a buy with DTF K9 Nero conducted a scan of the vehicle the suspect was in. Several distribution packages were found in the car. A pat down of the suspect yielded \$5,173 cash. A later strip search of the suspect located 93.3 grams of Heroin.



### Operations Conducted 2014

During 2014 the K9 Unit conducted numerous operations to include narcotic scans, article searches, building searches, explosive searches, tracking, emergency call-outs and demonstrations:

Total Operations:	166
Narcotic Scans:	
Traffic - AOA	72
Traffic	53
Building/School Searches:	12
Money:	3
Article Searches:	4
Gun	2
Explosive Searches:	9
Tracking:	10
Call-outs:	4
Specialized training:	2
Demonstrations:	3



# FIELD SERVICES BUREAU (CONT.)

## SPECIAL OPERATIONS DIVISION

### Notable K-9 Operations 2014 (cont.)

7/3 WPD Union Street (Witnessed Drug deal / suspects on foot) - WPD witnessed a hand to hand buy by a group of suspects. When encountered the suspects fled. The suspects were all apprehended in the area of Union Street. A scan was conducted on 3 of the suspects book bags where 84 grams of crack and \$2,500 was discovered. Due to the number of suspects (5) and their propensity to flee, K9 Nero was used as a stand by. His presence maintained the scene. Further investigation determined the suspects were part of a drug syndicate out of New York City operating in Westminster.

09/19 CCSO Center Street @ Gist Road - K9 scan for a Deputy which revealed a hidden compartment inside the vehicle where K9 Buhl alerted. Seized Money, paraphernalia, illegal pills, and 59 grams of Marijuana.

### Notable Patrol Deployments

6/5 CCSO Manchester, Carroll County - Incident involving a vehicle accident, the driver who was intoxicated fled the scene. The driver then attempted to steal a vehicle when the owner of the vehicle intervened and the driver once again fled on foot. K9 Buhl tracked the suspect through the town of Manchester, locating him in a back yard hiding in bushes. The suspect fled again when K9 Buhl located him and he was tackled and taken into custody by Deputies on the scene.

6/15 CCSO Naugahyde Road (Track) - Conducted a track for an 18 year old suicidal male. K9 Nero tracked and located the subject in the woods where he fled

7/23 CCSO John Pickett Road (Track) - Conducted a track for a suspect who fled following a B&E and Sexual Assault. K9 Nero led us to a house where contact was unable to be made with residents. Through CCAIC's investigation it was learned that the suspect partied at this location prior to the assault. The suspect then fled back to this residence following the incident.

9/11 CCSO Streaker Road (Article Search) - Conducted an Article search for a weapon used in an armed robbery between 2 suspects. K9 Nero discovered a knife used in the assault, as well as several discarded items found to be stolen from surrounding residences. K9 Nero was also able to narrow down the immediate area where DFC. Kriete later located the gun.

### 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 staffed with five (5) collision reconstructionists and two (2) advance collision investigators; two members are certified as Level I Commercial Vehicle Inspections.

2014 Cases	Date	Time	Fatal	Location	Disposition	Total Station
14-15945	04/11/14	2114	Y	Woodbine Road	At-Fault Driver deceased	Y
14-22958	05/25/14	0811	N	Woodbine Road	Case remain w/ patrol	N
14-23025	05/25/14	1805	Y	Poole Road	At-Fault Driver deceased	Y
14-25450	06/09/14	1029	Y	Lower Beckleysville Road	At-Fault Driver deceased	Y
14-51269	08/07/14	1155	N	Hapes Mill Road	Driver not Charged	Y
14-43636	10/05/14	1459	Y	Grave Run Road	At-Fault Driver deceased	Y
14-44137	10/08/14	1750	Y	Salem Bottom Road	Driver Charged	Y
14-45125	10/15/14	0920	N	Bartholow Road	Pending Investigation	N
14-53559	12/10/14	1753	Y	Manchester Road	At-Fault Driver deceased	Y
14-54841	12/18/14	0657	Y	E. Deep Run Road	At-Fault Driver deceased	Y
14-56257	12/27/14	1348	N	Route 30, Hanover Pike	Case remain w/ patrol	N



## FIELD SERVICES BUREAU (CONT.)

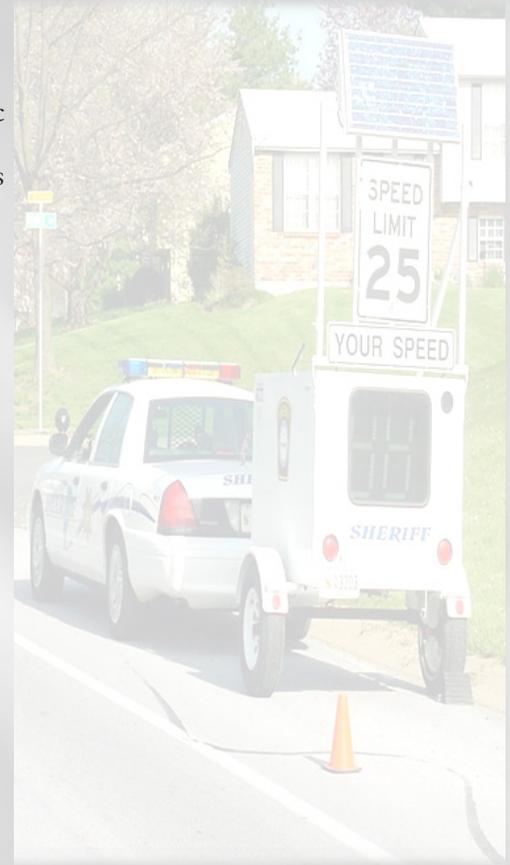
### SPECIAL OPERATIONS DIVISION

#### Neighborhood Enforcement Team

The Carroll County Sheriff's Office Neighborhood Enforcement Team (NET) was formed in August 2013 from the Sheriff's Office Selective Enforcement Team. The NET responds to citizens' complaints of speeding, aggressive driving and all other traffic violations and neighborhood safety concerns. 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 cumulative totals for 2014:

<i>Activity</i>	<i>Totals</i>
Accidents Investigated	18
Accident Citations	1
DUI	3
Suspended / Revoked	177
RADAR/LASAR	286
Other Citations	910
Total Citations	1200
SERO	36
Warnings	883
Criminal Arrests	31
Charges Preferred	27
Criminal Assists	12



The NET handled approximately 151 Traffic Complaints in 2014.

#### Circuit and 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.

<i>2014 STATISTICS</i>	<i>District Court</i>	<i>Circuit Court</i>
Carroll County Detention Center Prisoners	512	892
Central booking Prisoners	122	
Division of Corrections Prisoners	77	165
Outside Agency Prisoners	147	85
Prisoner Received from Court	145	107
On-view Arrests	61	34
Total Prisoners	1064	1283
Released from Court	24	49



## FIELD SERVICES BUREAU (CONT.)

### SPECIAL OPERATIONS DIVISION

#### Civil Unit (Evictions & Attachments)

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 summonses 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.

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 summonses, issuing court identification badges to lawyers and answering the phones at the front desk.

#### 2014 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>3361</b>	<b>827</b>	<b>977</b>	<b>117</b>	<b>30</b>	<b>29</b>	<b>50</b>	<b>4</b>	<b>21</b>

#### Auxiliary Patrol

*Special Assignments / Details – 49 (2014 – YTD 457 details)*

*Emergency Activations - 5*

- January 11, 2014 – Storm down power lines/trees
- February 27, 2014 – assist HCPD Fatal 10-50 (county line)
- March 9, 2014 – Fatal house fire Mt. Airy; March 15, 2014 – House fire Rt 482 assist FD.
- July 8, 2014 – Severe T- Storms power lines/downed trees

*Directive Road Patrol Hours – 579 hours. (YTD 7402 hours.)*

*Total Auxiliary Service Hours – 2,886 hours. (YTD 25,514 hours.)*

Fingerprinting Services – Weekly, A/Deputy Craig Spicer and A/Cpl Jim Hiler provide fingerprinting and Live Scan services for county residents and those requiring such services.

*2014 Awards Earned:*

1 – 200 hour, 1- 500 hour, 3 – 2,000 hour, 1 – 3,000 hour. A/Deputy Craig Spicer chosen as Auxiliary Deputy of 2014.

*Training:*

Commercial Crime Prevention – January 13-14, 2014

MD Community Crime Prevention Institute – Sykesville

The Auxiliary Program welcomed three new members in 2014 - James Bonsall, Maria Vandergucht and Tyler Zimmerman.



# FIELD SERVICES BUREAU (CONT.)

## SPECIAL OPERATIONS DIVISION

### Domestic Violence Unit

#### 2014 LETHALITY SCREENS

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 Sayler 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.

	<i>Patrol</i>	<i>Domestic Violence Unit</i>	<i>Total</i>
Lethality Screens Attempted	164	257	421
Victims Screened for Higher Danger	87	169	256
Victims NOT screened for Higher Danger	66	78	144
Victims not responding to Screening	4	5	9
Victim spoke to Counselor	27	107	134

TOTAL NUMBER OF FIREARMS SEIZED — 152

Month	Interim Orders				Temporary Orders				Final 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	12	12	8	4	25	22	15	4	12	0	0	0	0	0	0	0
Feb	5	5	4	1	15	19	12	8	9	0	0	0	0	0	0	0
Mar	7	7	5	2	25	23	15	3	10	0	0	0	0	0	0	0
April	8	8	5	3	38	45	34	10	15	0	0	0	0	0	0	0
May	22	22	16	6	43	39	31	7	20	3	1	0	0	0	0	0
June	21	21	11	9	34	32	21	6	10	0	3	0	0	0	0	0
July	13	13	11	3	34	31	30	7	16	0	0	0	0	0	0	0
Aug	23	23	20	4	33	51	43	5	15	0	0	0	1	1	1	0
Sept	6	6	3	3	25	25	21	3	18	0	0	0	0	0	0	0
Oct	16	16	11	5	28	23	20	5	7	0	0	0	0	0	0	0
Nov	5	5	4	1	10	10	9	5	7	0	0	0	0	0	0	0
Dec	5	5	5	0	24	22	18	5	11	0	0	0	0	0	0	0
Total	143	143	103	41	334	342	269	68	132	3	4	0	1	1	1	0

\*\*The above are cumulative totals for both Protective Orders and Peace Orders



## FIELD SERVICES BUREAU (CONT.)

### PATROL

#### Carroll County Sheriff's Office Partners with State and Local Police for common cause

**Captain Clarence Lust** On three occasions in 2014 the Carroll County Sheriff's Office partnered with the Maryland State Police and other Carroll County Law Enforcement for the purpose to combat criminal activity on our highways running through Carroll County. The practice called traffic and criminal enforcement initiatives was coordinated by the Maryland State Police Westminster Barrack, which is a state wide effort by the Maryland State Police to reduce heroin overdoses and target those who may be driving to and from locations outside Carroll County to purchase these drugs which impact our county.

During a period of targeted enforcement, motorists are only stopped with probable cause for some kind of violation of the law. These stops ranged from speeding to expired registrations, and some stops turns into searches of vehicles and criminal arrests. During the initiatives the Carroll County State's Attorney's Office had an attorney on location to witness and provide legal advice/assistance as needed by Law Enforcement which was crucial to the initiatives and its success. Throughout these three criminal initiatives, the Carroll County Sheriff's Office was able to work closely with members from the Maryland State Police, Taneytown, Manchester, Hampstead and the Sykesville Police Departments which shows the strong bond and working relationships between the various departments.

The results of the initiatives are as follow;

- 237 Traffic Stops
- 159 Uniformed Citations Issued
- 158 Written Warnings Issued
- 54 Safety Equipment Repair Orders Issued
- 14 Traffic arrests made
- 17 Criminal arrests made for heroin, marijuana, cocaine and various paraphernalia items.



#### Click It Or Ticket

In 2014, Maryland announced an increase in the state's seat belt use rate from 90.7 percent to 92.1percent. With recent legislative changes to Maryland seat belt laws, all occupants, regardless of age, are now required to be restrained in all seating positions. Although enforcement of seat belt use in rear seating positions is a secondary violation, changes to the law fulfilled a significant strategy as Occupant protection efforts including enforcement and education projects, such as *Click it or Ticket* (CIOT), took place throughout the year. The 2014 CIOT campaign kicked-off with a press event featuring a pickup truck rollover, highlighting the lifesaving properties of proper seat belt use and garnering major media attention. The MHSO also funded a Daytime Seat Belt enforcement project, which focused on high visibility enforcement at high traffic locations with low seat belt use rates.

In 2014, Maryland spent an estimated \$200,000 for campaign development and media placement. The MHSO's Deputy Chief participated in a joint, regional press conference at MedStar Washington Hospital Center, an event which garnered significant local media coverage. Throughout the course of the campaign's four major enforcement waves, in excess of 2,000 radio spots were aired in Maryland media markets and more than 150,000 citations for aggressive driving behaviors were issued. Aggressive driving prevention is a major component of the Maryland SHSP and numerous representatives from Maryland's traffic safety community sit on the Aggressive Driving EAT. Throughout the year, members of this EAT met to discuss enforcement strategies, manage educational initiatives and oversee the *Smooth Operator* campaign. This team addresses the complex issue of preventing aggressive driving and speeding and is tasked with fulfilling strategies as set forth in the current SHSP.



Second and third from left is Lieutenant Chris Orwig and former Sheriff Ken Tregoning of the Carroll County Sheriff's Office.



## FIELD SERVICES BUREAU (CONT.)

### PATROL

#### Smooth Operator Initiative

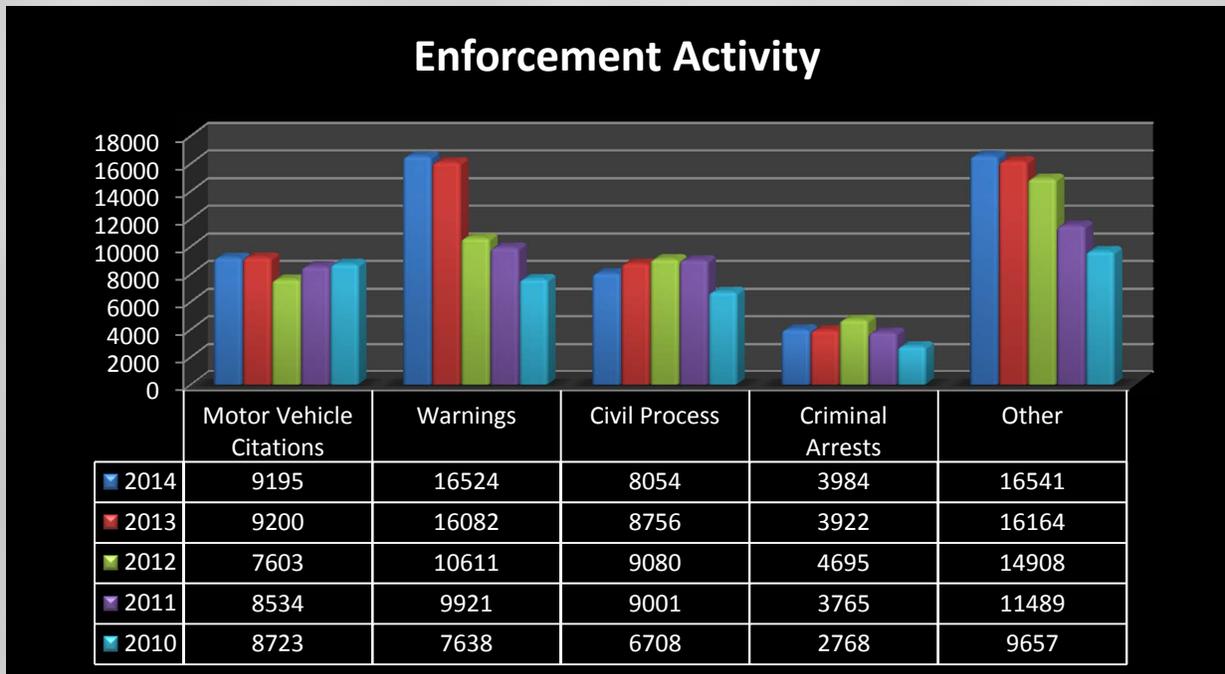
The Maryland Vehicle Administration's (MVA) Maryland Highway Safety Office is dedicated to saving lives and preventing injuries by reducing motor vehicle crashes through the administration of a comprehensive network of traffic safety programs. The MVA's Vision is "Moving Maryland Toward Zero Deaths" since death is not an acceptable consequence of driving." The Carroll County Sheriff's Office works in partnership with local agencies and the Maryland Highway Safety office to accomplish this. During 2014 several programs and initiatives were worked to include Smooth Operator, Click it or Ticket, "Don't be a Turkey Buckle up", Motorcycle Safety Enforcement, and Aggressive Driver enforcement.

Aggressive driving prevention forms a major component of Maryland's traffic safety program. Education and outreach concerning aggressive driving behaviors, specifically speeding, continued to be a focal point in complementing enforcement as primary methods for addressing aggressive and speeding motorists. By far the largest component of the Aggressive Driving Prevention Program was the state's *Smooth Operator* campaign, a combination of enforcement and education that sought to eliminate the dangers posed by aggressive and speeding drivers. Smooth Operator enforcement for the Sheriff's Office in 2014 was broken down into 4 waves. During these waves of enforcement deputies worked directed patrols with increased enforcement for aggressive drivers. An awards ceremony was held in Greenbelt Maryland where three members of the Sheriff's Office were recognized for their participation and coordination of the Smooth Operator campaign.



Second from left is Lieutenant Chris Orwig, Deputy Doug Kriete and Master Deputy Mario DeVivio of the Carroll County Sheriff's Office

In an attempt to recognize the agencies who participated in these initiatives, the Maryland Highway Safety Office and the International Association of Chiefs of Police (IACP) organize the "Chiefs Challenge". After completing a rigorous application process, the Carroll County Sheriff's Office placed first in the state of Maryland for Sheriff's Offices of similar staffing. In September of 2014, Lieutenant Orwig attended the annual Maryland Chiefs of Police and Maryland Sheriff's Conference held in Ocean City Maryland to receive the Enforcement Challenge award on behalf of the Sheriff's Office and the deputies responsible for achieving this award.





# FIELD SERVICES BUREAU (CONT.)

## PATROL

### Deputies Receive DUI Meritorious Recognition

On September 21, 2014 Deputy First Class Thomas Vanik and Deputy First Class Douglas Kriete from the Carroll County Sheriff's Office attended the Thirteenth Annual Maryland Impaired Driving Law Enforcement Awards Luncheon held by and sponsored by the Maryland Highway Safety Office at Michael's Eighth Avenue in Glen Burnie, MD. This award recognizes officers throughout the State of Maryland, who are committed in removing drunk drivers from Maryland's roadways. Deputy First Class Vanik and Deputy First Class Kriete were nominated for their efforts and dedication for being top producers within their agency. Both of their efforts go beyond this award as they have both received several awards by outside civil and fraternal organizations throughout the year, and both are on track for another successful year in 2015.

Deputy First Class Vanik had 33 DWI/DUI arrests for 2014, as well as leading the agency with 64 CDS arrests. He also remains one of the top producers in both criminal and traffic enforcement. Deputy First Class Kriete had a total of 51 DWI/DUI arrests, as well as other traffic and criminal arrests for 2014. He too is one of the agencies top producers.

Their efforts are continuously being recognized by their supervisors, administration and peers. Both Deputy First Class Vanik and Kriete display an extreme high level of motivation and dedication in their traffic enforcement efforts and were very deserving of this award. It's their commitment to Law Enforcement that makes our roads safer for everyone.



### Toys for Tots

The November 2014 the Carroll County Sheriff's Office in partnership with the United States Marine Corps Toys for Tots campaign collected over 800 toys. Thank you Corporal Chris McMillen for another successful year and a job well done.

### National Police Week 5K Run



Participating in the annual National Police Week 5K run held in Washington D.C. on May 10, 2014 from left were deputies Brandon Holland, Justin Shriver, Mark Devilbiss and fiancée Elizabeth Bryant, Ginny Budd, CO Andrew Sensel and Deputy Bill Budd.



Corporal Rex Scott addresses the Carroll County Career & Technology Center, Health and Human Services, Homeland Security students in December, 2014 while aboard the CCSO Mobile Command bus as part of a demonstration requested by their instructors.



## FIELD SERVICES BUREAU (CONT.)

### PATROL

#### Lieutenant Chris Orwig graduates from FBI National Academy



The Carroll County Sheriff's Office is proud to announce the graduation of Lt. Christopher Orwig from Session 256 of the prestigious FBI National Academy. The FBI National Academy is internationally known for academic excellence, consisting of 10 weeks of advanced investigative, management, and fitness schooling for selected law enforcement executives from around the world. Class 256 consisted of 221 students, including international students from 23 countries including Peru, Chile and South Africa.

Instruction is provided by FBI Academy instructional staff, Special Agents, and other staff members holding advanced degrees, many of whom are recognized internationally in their fields of expertise.

Lt. Orwig is currently assigned as the 1st line administrator for Patrol Squad 1. He began working for the Carroll County Sheriff's Office in 2004, and has spent time as a patrol deputy, Union Bridge community deputy, criminal investigator, and patrol supervisor.

Prior to employment with the Carroll County Sheriff's Office, Lt. Orwig served in the U.S. Marine Corps, and worked at the Salisbury Police Department from 1999 until 2004. He has a criminal justice degree from Wilmington College, and is currently working on his Masters.

#### Pedestrian Crosswalk Awareness Initiative

The Carroll County Sheriff's Office partnered with the Maryland Highway Safety Office along with the Maryland State Police and Westminster Police Department in a joint initiative from July 1 – July 6, 2014 targeting pedestrian safety in the Maryland Route 140 corridor from Malcolm Drive through Sullivan Road. The Westminster Barrack of the Maryland State Police had experienced two pedestrian fatal accidents in the Westminster area and both appear to be the fault of the pedestrian crossing when they should not be crossing the roadway. Law Enforcement agencies were looking to educate the public's foot traffic as well as bicyclist on crossing the highways in a safe manner using the designated crosswalks. Patrol staff members were directed to be vigilant and during their routine patrols and if a pedestrian was seen crossing an area where they should not be or during a time they should not be ie; when the sign says don't walk, that the deputy or officer stop and educate the pedestrian with brochures issued by the State Highway Safety Office and issue a warning. State Highway placed arrow board signs at each end to alert motor vehicle operators to be aware of pedestrians crossing the roadways.

#### Academy Recruits Graduate

On August 28, 2014 Maryland Police & Correctional Training Commission Academy Class #27 graduated after 26 weeks of of academic and practical law enforcement training, covering Criminal and Constitutional Law, Use of Defensive Tactics and Weapons, Arrest procedures, Emergency Vehicle Operations, Community/Problem Oriented Policing, Criminal and Traffic Collision Investigations.

Following graduation, each of the Deputy Sheriff Recruits will be paired with an experienced Deputy Sheriff for twelve weeks of Field Training.

Among the graduating class are five Carroll County Deputy Sheriff Candidates: Carson Fogarty, who previously worked for the Carroll County Health Department; Michael Prushinski, who previously worked as a general manager in a small engine repair facility; Kevin Schue, who most recently was employed at the Carroll County Detention Center as a Correctional Officer; Adam Sutton, who previously owned and operated an excavating company; and Daniel Vanik, who previously worked full time in the Army National Guard.





# MANAGEMENT SERVICES BUREAU



In December, 2014 Manchester resident Vicky McDonold was appointed as Director of the Management Services Bureau by Sheriff Jim DeWees. Director McDonold comes to the Sheriff's Office from the private sector where she was a project manager for Automatic Data Processing (ADP) in Owings Mills. Director McDonold holds a Bachelor of Science Degree from Towson University in finance and a Master's Degree from University of Maryland University College in Technology Management.

## Director Vicky McDonold

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.

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

### Training

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.



### Logistical Services / Fleet Management

The Logistical Services Coordinator 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 all new deputies each year while simultaneously keeping up with the equipment replacement and maintenance needs of the current Sheriff's Office members.



## MANAGEMENT SERVICES BUREAU (CONT.)

### 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.

#### 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 remains 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.



#### Policy Research and Accreditation

Having successfully obtaining reaccreditation in 2012, 2014 was a year of rebuilding in the area of Accreditation and readying for the next reaccreditation scheduled for 2015. 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. To aid him in the Accreditation process and its continued success, Master Deputy Jason Gross has taken on the task as his Accreditation assistant.

#### 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. 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.



# MANAGEMENT SERVICES BUREAU (CONT.)

## RESOURCE SERVICES

### Personnel Services

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.

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.

The following personnel actions were accomplished in 2014:

<u>Reclass / Promotions / Transfers</u>	<u>From</u>	<u>To</u>
DS John Butts	DS	DFC
DS Justin Shriver	DS	DFC
DS John Bozzuto	DS	DFC
DS David Roys	DS	DFC
DS Amanda Bell	DS	DFC
DS Tracy Best	DS	DFC
DS Daren Metzler	DS	DFC
DS William Budd	DS	DFC
DS John Welty	DS	DFC
DS Benjamin Craft	DS	DFC
DS Matthew Calder	DS	DFC
DS Shanita Blackwell	DS	DFC
DS Samuel Winer	DS	DFC
MFC Michael Dutton	DFC	Master Deputy
DFC Jeremy Becker	DFC	Master Deputy
DFC Robert Trimper	DFC	Master Deputy
DFC Daniel Simmons	DFC	Master Deputy
MD Brandon Holland	Master Deputy	Corporal
MD Noah Parker	Master Deputy	Corporal
Gwenith Bell	Coordinator II	Specialist I
Christine Garvin	Administrative Assistant	Crime Analyst
MD Jason Gross	Patrol	Management Services
DFC Richard Harbaugh	Patrol	CID
DFC David Roys	Patrol	CID
DFC Kelsey Ratcliffe	Patrol	CCAIC
Sgt. Bradley Brown	SOR	CCAIC
Cpl. Christopher McMillen	CCAIC	SOR
Cpl. Noah Parker	Court Security	Patrol
MD Michael McMillion	Security Services	Patrol
Cpl. Noah Parker	Corporal	HNT Adjunct
Danielle Schubert	Management Services	SOR
Wayne Hollenbaugh	Auxiliary Sgt.	Auxiliary Lt.
Susan Hohman	Coordinator II	Technician II
Brittaney Soto	Crime Scene Tech I	Crime Scene Tech II



# MANAGEMENT SERVICES BUREAU (CONT.)

## RESOURCE SERVICES

### Resignations/Retirements

Michael Bunn	Retirement	2/1/2014
Robert Isennock	Retirement	3/3/2014
Nicholas LoPreato	Resignation	4/25/2014
Michael Dutton	Resignation	7/28/2014
Brian Hemler	Resignation	9/11/2014
Lindsay LiCausi	Resignation	9/27/2014
Amanda Hart	Resignation	10/1/2014
Thomas Long	Retirement	11/20/2014
Vincent Pacelli	Resignation	11/20/2014

### New Hires

Scott Black	Court Security Officer	1/30/2014
Carson Fogarty	DS Recruit	2/27/2014
Michael Prushinski	DS Recruit	2/27/2014
Kevin Schue	DS Recruit	2/27/2014
Adam Sutton	DS Recruit	2/27/2014
Daniel Vanik	DS Recruit	2/27/2014
Robert Isennock	Court Security Officer	3/3/2014
Kyle Sheeks	Court Security Officer	4/24/2014
Marleena Kight	Assistant I	7/30/2014
Russell Tourangeau	Deputy First Class	10/23/2014
Gregory Piper	DS Recruit	11/13/2014
Jacob Jersild	DS Recruit	11/13/2014



Former Sheriff Ken Tregoning presents retiree Master Deputy Michael Bunn (above) and retiree Master Deputy Robert Isennock (below) with a shadow box. Bunn retires after 22 years and Isennock after more than 23 years.



Former Sheriff Ken Tregoning presents retiree Major Tom Long with a shadow box upon his retirement from the Carroll County Sheriff's Office in November, 2014. Long has served over 40 years in public service including federal, state and local government. He has been with the Carroll County Sheriff's Office since 2001.





# SECURITY SERVICES BUREAU



**Major Dennis Strine**

Major Dennis A. Strine is an eighteen-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.

## 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.

## Maryland Law Enforcement Torch Run

The "Maryland Law Enforcement Torch Run" held on June 4, 2014 that benefits Special Olympics, is a favorite among local law enforcement officers and government employees who joined Special Olympic Athletes.

This year's Carroll County event consisted of runners, bicyclists and walkers from many of the agencies in the county who ran, biked or walked the "Torch Run Trek" to support the 2014 Summer Games, which are held at Towson University. Each agency is honored to have their Special Olympic athlete accompany them on their portion of the race.

The Carroll County Sheriff's Office alone had over 34 employees take part and sold 109 T-shirts and hats, raising a total of \$1,300 for this event. Those employees, who participate on their day off, consisted of bicyclists that began their 14-mile leg from Union Bridge Fire hall, the runners left 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.

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 <http://www.somd.org>.





## SECURITY SERVICES BUREAU (CONT.)

### Special Olympics

The sky may have been gray but spirits were sunny as Westminster High School in Westminster, Maryland played host to the 2014 Carroll County Special Olympics Spring Games on April 30, 2014, a qualifier for the Special Olympics Maryland Summer Games in June at Towson University. Special Olympics Maryland (SOMD) is a year round sports organization that is offered free to the athletes, age 8 and older. The Special Olympics Athlete Oath is: "Let me win; but if I cannot win, let me be brave in the attempt."

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 stands were filled with family and friends cheering them on.

Representatives from the Carroll County Sheriff's Office, Westminster Police Department, Maryland State Police and our own Major Dennis A. Strine, Cpl. Amanda Blizzard, and CO Crystal Cavanaugh 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.

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).





## SECURITY SERVICES BUREAU (CONT.)



**Captain Dennis Harmon**

Captain Dennis M. Harmon is a 17-year veteran of the Carroll County Detention Center and was promoted to Captain in 2007. He currently serves as the Assistant Commander of the Security Services Bureau.

As the Assistant Commander he is responsible for attendance control for the entire Detention Center and the Classification Unit, which consists of three officers and the Intelligence Officer. He also oversees and supervises three security shifts comprised of fifty-six Correctional Deputy's.

On November 21, 2014 he completed "Leadership in Police Organizations" training sponsored by the International Chiefs of Police Association. In Major Strine's absence Captain Harmon assumes responsibility of the bureau.

### 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 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 SERVICES BUREAU (CONT.)

### CLASSIFICATION UNIT



**Corporal Amanda Blizzard**

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.

### GANG SUPPRESSION OFFICER



**Officer Nicholas Murphy**

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.

*The show "The Bachelor" has nothing on the Carroll County Detention Center. We have not one, but six Bachelors; Bachelors of Science, that is. Congratulations to Lt. Joe Sauble, Sgt. Jeremy Rebert, and Correctional Deputies Mike Boyd, Derrick Goss, Cory Pickett, Andrew Sensel and Matt Survell, who all earned their Bachelor's degree in Criminal Justice from Ashford University in 2014. We are proud of these officers for the time and dedication it takes to earn their degrees while at the same time working their regular shift.*





## 2014 CORRECTIONAL DEPUTY OF THE YEAR

### Crystal L. Cavanaugh



We are proud to announce that Correctional Deputy III Crystal L. Cavanaugh has been selected as the 2014 Correctional Deputy of the Year for the Carroll County Detention Center. Deputy Cavanaugh has been employed with the Carroll County Detention Center since January 12, 2006, and is currently assigned to the Classification Unit within the Security Services Bureau.

Crystal has been described by her supervisor as performing an outstanding job of classifying an increasingly and more challenging population. Crystal always displays a positive attitude, and constantly thinks ahead when considering inmate's needs within the detention center.

Deputy Cavanaugh is very thorough and methodically reviews past criminal histories thus enabling our review board to make critical decisions on inmate placements. She is recognized as a leader among her peers and is very helpful with providing direction and guidance to new officers.

Crystal is a top performer, always willing to go beyond her regularly assigned duties to assist others. She is a pleasure to work with and brings a positive attitude into the workplace every day.





## 2014 CORRECTIONAL CIVILIAN OF THE YEAR

### Bernadette T. McGee



We are proud to announce that administrative Assistant II Bernadette T. McGee has been selected as the 2014 Civilian Employee of the Year for the Carroll County Detention Center. Bernadette has been employed with the Carroll County Detention Center since October 25, 2012 and is currently assigned to the Alternative Programs Bureau.

Bernadette has taken the initiative to develop and organize spreadsheets to monitor monetary collections from inmates. She has been instrumental in streamlining the collections process which consists of inmate medical expenses, work release fees, room and board fees for inmates which are incurred during the inmate's incarceration. She is also responsible for monitoring participants entering and exiting the pretrial services lobby.

Bernadette exceeds expectations in every performance category. She's extremely personable and is a positive role model for her co-workers to emulate.





## 2014 DEPUTY OF THE YEAR

### Conrad Dill



From the moment Master Deputy Conrad Dill was transferred to the Warrant Unit in August of 2013 he immediately began investigating outstanding warrants. As the results of his investigation we were able to clear several warrants either by arrest or exceptional clearance by the States Attorney's Office. In 2014 M/D Dill served 745 warrants and 207 summonses, an 80 and 82 percent respective increase over the previous year.

M/D Dill has also assisted the U.S Marshalls Office and the Maryland State Police Warrant Apprehension Unit in locating and taking into custody some of Carroll County and Maryland's most dangerous offenders. M/D Dill takes great pride in his work and does an excellent job in serving warrants and dealing with the Courts and the States Attorney's office. It was through his effort that the Carroll County Sheriff's Office will be assigning a Deputy with the US Marshalls Office.

M/D Dill makes every effort to complete each task and does so in a professional manor. There has been nothing but praise from the Courts, States Attorney's Office and allied agencies.





## 2014 SHERIFF SERVICES CIVILIAN OF THE YEAR

### Janice Dougherty



Janice performs so many different tasks while sitting at the front desk, it's almost impossible to list them all. She is responsible for processing and entering all the landlord tenant court documents as well as all civil process paperwork that is forwarded from the court and disperses them to Sergeant Reda and the two Constables. This assignment is always performed without a blemish.

Janice also answers all the calls that come in to the front desk when the Duty Officer is busy or away from the area. She greets citizens at the front window and if she doesn't have an answer to the multitude of questions she is asked, she will work diligently to find someone that does. She is extremely patient with both citizens and CCSO staff and always has a pleasant word for everyone. Several times throughout her day, she goes out to the lobby and assists citizens with FOIA requests, questions, and even with directions.

When there is a newer deputy assigned to the front desk, Janice has become the unofficial "Field Training Officer" for the desk duties. The deputies depend on her guidance and expertise on everything from transferring a phone call to answering a question about a civil paper. Janice also processes all requests from attorneys who need issuance of identification cards, as well as assisting the local military recruiting staff with background investigations.

Janice always knows what person to call for county government information as well as being the go-to person to spearhead maintenance problems.

In conclusion, Janice never loses sight that our mission is to serve the public with respect and courtesy. She is extremely caring and is always willing to help.





## 2014 AUXILIARY OFFICER OF THE YEAR

### Craig Spicer



Auxiliary Officer Craig Spicer has been dedicated to providing service to the Sheriff's Office and the citizens of Carroll County over the last year. He has completed an impressive 670 hours of service and 32 special assignments. AO Spicer has consistently provided LiveScan electronic fingerprinting services to the public each week during the last year.

AO Spicer qualified for the 500 hour service award in May and is about to qualify for the 1000 hour service award within the next month or so.

AO Spicer is professional in the performance of his duties, adhering to the core values of the Carroll County Sheriff's Office. He is a valued member of the auxiliary unit as well as an asset to the Sheriff's Office.

AO Spicer's contribution provides an improved quality of life and promotes the best environment to live, learn and work for the citizens of Carroll County.





# AWARDS & ACCOLADES

## 2014 SHERIFF SERVICES AWARDS

### Certificate of Appreciation

Kaitlyn Walter (CCSO Intern)  
Tom Rio (County)

### Sheriff Salute

Sgt. John Carhart (MSP)  
Amanda Hart (Civilian)  
Diana Fisher (County)  
Gary Cofflin (SAO)  
Sue Hohman (Civilian)  
Jerry Barnes (SAO)  
Colonel Phil Kasten (CCSO)  
Major Thomas Long (CCSO)  
Linda Lyons (Civilian)  
Larry Leitch (County)  
Robert Windsor (SAO)  
Dani Schubert (Civilian)  
M/D Michael Bunn (CCSO)  
M/D Robert Isenock (CCSO)  
Captain Clarence Lust (CCSO)  
Andy Mays (SAO)  
Marie Oestereicher (SAO)  
MSP Apprehension Team:  
    Cpl. Eric Workman (MSP)  
    Sr. Trooper Frank Fornoff (MSP)  
    TFC Joseph Ekani (MSP)

### Sheriff Commendation

M/D Conrad Dill (CCSO)  
M/D Sean Buenger (CCSO)

### Sheriff Recognition

Jim Hiler (Auxiliary)  
Kyle Martin (Auxiliary)  
Craig Spicer (Auxiliary)  
Timothy Stamper (Auxiliary)

### Unit Citation

Carroll County Crisis Response Team (CCCRT):  
    Major Thomas Long (CCSO)  
    Captain Vince Maas (CCSO)  
    Captain Nancy Yeager (WCPD)  
    Lt. Brian Costello (Taneytown PD)  
    Sgt. Phil Lawrence (CCSO)  
    Sgt. Mark DeBord (CCSO)  
    Sgt. Walter Dayton (CCSO)  
    Sgt. Stephen Launchi (WCPD)  
    Cpl. Gunnar Burdt (CCSO)  
    M/D Greg Bonn (CCSO)  
    M/D Clint Cromwell (CCSO)  
    M/D Brian Moore (CCSO)  
    M/D Pete Trageser (CCSO)  
    M/D Jason Gross (CCSO)  
    Cpl. Mike Zepp (CCSO)

Carroll County Hostage Negotiation Team (CCHNT):  
    Captain Misti Buszinski (WCPD)  
    Lt. Pat Fisher (CCSO)  
    Lt. Bruce Vanleuvan (CCSO)  
    Lt. Tony Ott (WCPD)  
    M/D Jason Ehrhart (CCSO)  
    M/D Kent Martin (CCSO)

### DC Employee of the Month Honorees

<i>Month</i>	<i>Name</i>	<i>Rank</i>
January	Nicholas A. Murphy	Correctional Officer III
March	Brock A. Markle	Correctional Officer III
April	Andrew J. Sensel	Correctional Officer III
July	Craig L. Koerner	Correctional Officer III
August	Brian K. Abell	Correctional Officer III
September	Andrew R. Spencer	Correctional Officer II
October	John W. Foreman	Corporal
November	Bernadette T. McGee	Administrative Assistant II
December	Michael D. Adkins, Jr.	Correctional Officer III

*\*There were no nominees in February, May or June*

## 2014 DETENTION CENTER AWARDS

### Certificate of Appreciation

Corporal John LeBrun



# SHERIFF'S RETIREMENT

On December 1, 2014 Sheriff Ken Tregoning retired after 16 years with the CCSO





*Nationally Accredited  
Since 2006*