



# Seventh Community Service Programs Annual Report 1986

STATE OF MARYLAND  
PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DIVISION OF PAROLE AND PROBATION

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*Director*

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Director

## MARYLAND DIVISION OF PAROLE AND PROBATION

### COMMUNITY SERVICE PROGRAMS

### SEVENTH ANNUAL REPORT

FISCAL YEAR 1986

106171

U.S. Department of Justice  
National Institute of Justice

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Prepared by  
Bureau of Field Operations  
for  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES



## MARYLAND DIVISION OF PAROLE AND PROBATION

TO: The Governor, Members of the General Assembly, Secretary of the Department of Public Safety and Correctional Services, and the Administrative Office of the Courts.

Information on the Community Service Programs, which provide an innovative sentencing alternative sanctioned under Article 27, Section 726A of the Annotated Code of Maryland, is provided in the attached Seventh Annual Report. This documentary presentation is intended to satisfy program reporting requirements with its submission to the Administrative Office of the Courts. Preparation of the Seventh Annual Report was a joint effort involving administrators of local community service programs and staff of the Division of Parole and Probation. A special note of thanks is due those individuals who again willingly contributed, in a timely fashion, the data on program activities featured in this report.

At the end of FY'86, 14 counties and the city of Baltimore were providing administrative and/or budgetary support for local community service programs. The Division of Parole and Probation continued its role as provider of these services to the courts in ten other counties. It is important to note that as of the end of FY'86, the community service sentencing option continued to be firmly in place in all Maryland counties and in Baltimore City.

The criminal justice system in Maryland must make efficient and effective use of a wide range of sentencing alternatives. The community service programs are a viable form of criminal sanction strengthened by an increasing level of cooperation between and among state and local agencies. The program accomplishments contained in this report once again illustrate that community service programs are an important component of Maryland's criminal justice system.

April 21, 1987  
Date

William F. Blance  
Director

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Department of Public Safety and Correctional Services  
Division of Parole and Probation  
Annual Report  
for  
Community Service Programs  
Fiscal Year 1986

I. INTRODUCTION

Fiscal Year 1986 was a productive period for Maryland Community Service Programs in the seventh year of operation. Under the authority of Article 27, Section 726A, of the Annotated Code of Maryland, the community service concept is in place in all Maryland counties and in Baltimore City. Fifteen of the state's 24 political subdivisions have established locally funded programs of community service by offenders as a formalized sentencing option. According to information contributed by local administrators 13,256 offenders were assigned to perform community service work in FY'86 and 9,668 offenders successfully completed community service assignments. During the same period, 2,742 additional offenders were assigned to perform community service through programs administered by the Division of Parole and Probation and 1,691 offenders completed their community service obligations. Thus, a total of 15,998 persons were assigned to perform community service and 11,359 completed their community service. Approximately 630,913 hours of community service were completed in Maryland during FY'86 with a value to the community of over \$2,429,016.50 based upon an estimated comparable wage figure of \$3.85 per hour recommended by the State's Department of Employment and Training.

The evaluation of the fiscal benefit of community service hours completed is a significant area of change in this report as compared to previous reports. The division surveyed several community service/alternative sanctions information clearing-houses on the national level during FY'86 (e.g. the National Institute for Sentencing Alternatives at Brandeis University). NISA was particularly helpful and confirmed that there is very little written regarding methods for computing the value of community service performed.

Most jurisdictions around the country use the federal minimum wage as a benchmark to estimate the value of hours completed. This is the method previously used in Maryland. The other basic approach is to use the prevailing market rates for each category of job performed multiplied times the number of hours performed within each job category and summed across all job categories. This latter approach is more complex and time consuming, however it is more likely to produce realistic totals. The problem with using this method in Maryland now is that community service data gathering procedures are not currently capturing information in a fashion geared toward using such a computation technique.

In an effort to upgrade capability for assessing the value of community service hours completed, the division initiated contact with the Maryland Department of Employment and Training. DET recommended the use of an average estimated comparable wage figure of \$3.85/hour. This figure was derived from an informal DET survey of the base wage levels of state jobs which are comparable to the types of work generally performed by community service clients in Maryland. Thus, all estimated monetary value figures submitted by program administrators have been recalculated and included in this report at the \$3.85/hour level.

During FY'86, locally administered programs in Baltimore City and Anne Arundel, Carroll, Charles, Frederick, Harford, Queen Anne and Somerset Counties experienced increases in the number of community service clients referred to them. Division administered programs in Allegany, Montgomery and Wicomico Counties also saw increased program activity. The programs in Cecil, Howard, and Talbot Counties continued to function under the administration of Division of Parole and Probation volunteer staff.

In recent years many locally administered programs have expanded activities to include juvenile offenders. By the end of FY'86, Anne Arundel, Calvert, Carroll, Charles, Frederick, Harford, Kent, Montgomery, Queen Anne and St. Mary's Counties, and the town of Ocean City in Worcester County, had programs for juveniles.

Another development has been the growing number of locally administered programs charging an administrative fee to new clients. The programs in Anne Arundel, Baltimore, Calvert, Charles, Frederick, Harford, and Montgomery Counties as well as the Town of Ocean City in Worcester County currently charge an entrance fee which can be utilized in several ways:

- to help offset costs of program operation
- to expand areas of program activities
- to increase special services to the community
- to assist victims of crime

In FY'86 reports submitted to the Division of Parole and Probation by locally administered community service programs specified a number of issues as areas of concern. Among them were:

- the need for a manual of general guidelines for community service worksite supervisors
- the continuing need for the courts to establish definite start and completion dates for the community service to be performed by the client; and that a standard formula be developed (e.g. 10 hours/week) whereby a schedule for completion can be established
- program liability
- the need for clarification of the existing community service legislation in light of the large number of violent cases being referred to some programs despite the fact that Article 27, Section 726A of the Annotated Code of Maryland clearly states that community service clients should not have been convicted of a violent crime.

During FY'86 the Alternative Sanctions Network continued to provide a valuable forum for discussion of these and other related issues.

The area of program liability has been much discussed among local community service administrators during FY'86 and deserves further attention here. A survey of programs administered by the local counties was conducted in December, 1985. The results were as follows:

- One group of counties generally reported that they have no liability or medical insurance. Their procedure is to have clients sign a waiver. Administrators from several of these jurisdictions advised that they have been "lucky so far" and that they are concerned about the lack of insurance.
- One county reported that the local program "sort of" has insurance coverage in that when an injury occurs the client is encouraged to use their own insurance or pay medical expenses out of their own pocket. If this approach fails, the county provides some coverage through Workmen's Compensation if necessary. Another program reported a similar situation in that Workmen's Compensation is utilized through the county system if necessary.
- Two local program administrators reported that their counties are self-insured and that their programs are covered under the respective county's insurance plan.
- Two local program administrators reported that their programs have each purchased \$12,000 in medical insurance coverage but have no liability coverage. The procedure is to have clients sign a waiver. One of these programs also utilizes the county's Workmen's Compensation system if necessary.

Overall the locally administered programs (almost all in the state were consulted) reported a concern regarding the insurance situation and potential program liabilities. Contacts with other programs on a national level by the division as well as by various locally administered programs revealed that similar questions are being asked around the country. At this point there is apparently a lack of sufficient case law or legal precedent in this area to provide absolute certainty regarding liability concerns for community service programs.

In an attempt to further explore the issue, the division requested guidance from the Department of Public Safety and Correctional Services' legal staff. The response was that in programs administered by the division or by local county governments, the division has no special liability concerns since the clients are really no different from individuals under probation or parole. Clients working on local government projects in a community service program appear to be covered under the local jurisdiction's Workmen's Compensation Insurance pursuant to the provisions of Article 101, Section 21 of the Workmen's Compensation Law.

The Division of Parole and Probation continues to encourage the judiciary to utilize community service programs as an alternative to probation, not as a special condition. It is felt that many persons are suitable for community service work but do not need probation supervision, thus saving the cost of same for the taxpayers of Maryland.

This seventh annual report includes a brief review of the administration and program operations of each of the locally administered programs as well as those administered by the Division of Parole and Probation. Also included are several charts which summarize program activity in FY'86. A directory of community service programs in Maryland is included for ease in contacting any program currently operating in the State of Maryland. Finally, there is a listing of the locally administered programs which charge fees.

## II. THE DIVISION OF PAROLE AND PROBATION AND COMMUNITY SERVICE PROGRAMS

The Division of Parole and Probation is entrusted with specific functional responsibilities in Article 27, Section 726A of the Annotated Code of Maryland. The legislation requires the division to:

- . prepare general program guidelines that allow modification to meet local conditions;
- . monitor community service programs on request of the sponsoring jurisdiction
- . develop program reporting guidelines and submit an annual report to the Administrative Office of the Courts on community service programs.

In the past fiscal year a number of activities were performed in the area of (A) program advocacy, (B) data collection and reporting, and (C) program evaluation. These three specified areas relate to the before-mentioned references in the legislation. This section will address activities performed by the division to assure compliance with its legislative mandate.

### A. PROGRAM ADVOCACY

To facilitate establishment of local program initiatives, the Division of Parole and Probation has designed a technical assistance package available to jurisdictions in Maryland. The package consists of three major components integrated as part of the process of expanding the utilization of the community services sentencing option. The three components are:

- . Community Services Program Guide
- . Community Services Information Clearinghouse
- . Consultation Visitation To Local Subdivisions

In addition, the Division of Parole and Probation seeks to coordinate plans of operation with criminal justice agencies at the local level to maximize the cost effective use of community services.

- . Community Services Program Guide

The Community Services Program Guide (CSPG) was originally prepared and disseminated in February 1980 to serve as a resource document for local planners, government officials and policy makers. Further, the document was designed to provide a definitional model based upon the existing legislation for community service alternatives. The process of preparing the CSPG included the formulation of a task force composed of local program managers to review the drafts in order to ensure that the materials would be relevant and useful to local needs and experience.



The division revised the Community Services Program Guide in 1983 to include additional evaluation categories, a more detailed assessment methodology and formal illustrations for reporting local program activity and cost effectiveness information. The revised GUIDE was distributed to all county executives and administrative judges of both the district and circuit courts. The CSPG is available to local officials whenever consideration is given to implementing a local program.

. Community Services Information Clearinghouse

The clearinghouse/information sharing function administered by the division's Bureau of Field Operations consists of gathering descriptive resource material on programs within and outside of the state of Maryland. The information is shared with existing programs through established meetings and upon request.

Also important in the sharing of information about community service programs is the work of the Alternative Sanctions Network. This group is comprised of staff from a variety of agencies and programs with an interest in sentencing alternatives and meets bi-monthly to discuss and share issues of major concern. The Network devotes considerable attention to effective public relations and gaining community support to ensure viability for existing and developing programs.

It should be noted that several of the locally administered programs are also involved with information sharing activities as they respond to requests from other Maryland agencies and out of state jurisdictions. The programs in Carroll and Baltimore Counties were particularly active in this area during Fiscal Year 1986. Each of these two jurisdictions conducted training seminars for worksite supervisors during the fiscal year. In addition, Carroll County's program developed and distributed an "information kit" for all local county worksite supervisors which addressed issues of liability, insurance, safety tips, recordkeeping, legal definitions and child labor laws.

. Consultation Visitation To Local Subdivisions

The Division of Parole and Probation responds to requests for technical assistance from local subdivisions by on site visitation and by referring interested officials to program specialists in established local programs in Maryland. The division continues to offer assistance, when requested, to local subdivisions on the establishment of program guidelines and other administrative matters.

B. DATA COLLECTION AND REPORTING

The preparation of the Fiscal Year 1986 Annual Report is part of the division's continuing effort to compile state-wide data on community services activities. The report fulfills the legislative requirement that a report be prepared by the Division of Parole and Probation for submission to the Administrative Office of the Courts, and provides these additional benefits:

- . Local programs can readily compare their own activities with those of other jurisdictions;
- . Jurisdictions with no program have a basis for program implementation planning;
- . Policy makers and citizens have documentation on what the community service sentencing option offers;
- . The judiciary can gain confidence in the acceptability and applicability of this sentencing alternative;
- . A basis for program evaluation is established.

Local programs have been encouraged to maintain monitoring records on community service to include a minimum of the following data elements for each fiscal year:

- . Program Administration
  1. Introduction
  2. Administration
  3. Operating Budget
  4. Staffing
- . Program Information
  1. Participant Eligibility
  2. Worksites
  3. Program Data
    - Number of Referrals
    - Number of Successful Completions
    - Number Failing to Complete
    - Hours Assigned
    - Hours Completed
    - Monetary Value of Hours Completed (\$3.85/hour)

The Division of Parole and Probation will continue its ongoing dialogue with local program managers to streamline and standardize the data collection and reporting methodology for future annual and periodic reports.

#### C. PROGRAM EVALUATION

If community service programs are to be perceived by decision makers and the public as worthy of support, then substantiating documentation must be developed and maintained to determine the cost benefits and public safety impact of diverting low risk and non-violent offenders from traditional probation supervision or incarceration to community services. Most local programs have utilized the effectiveness and efficiency criteria presented in the Community Services Program Guide for this purpose. When problems were encountered in collecting comparable data from programs, the division revised the Guide in January 1983 to include more precise guidelines for program evaluation. This provided program managers with a model for developing uniform administrative and evaluative data as well as more specific criteria for in-house evaluation of program effectiveness and efficiency.

The reader may require clarification regarding certain statistics. For example, one program shows 556 referrals made; 348 successful completions; and 94 failed to complete. This is due to the figures being applicable to certain time periods (fiscal years) and many figures carry over from one year to another. Thus, the 348 who successfully completed were not all necessarily part of the 556 who were referred.

III. THE COMMUNITY SERVICE PROGRAMS

## ALLEGANY COUNTY

### A. Program Administration

#### 1. Introduction

There has been no formal established program in Allegany County Maryland District Court or Circuit Court to this point. The sentencing judges in this jurisdiction have thus far made little use of this type of alternative sentencing. To date, there have been approximately 25 cases in which community service has been required by the judiciary.

#### 2. Administration

Upon finding the defendant guilty as charged and the judge ordering voluntary community service in lieu of other sentencings, an intake is completed, and the case properly classified and assigned to the appropriate supervising agent. The work hours are monitored by that agent and when completed, the sentencing judge is notified and the case is then closed.

#### 3. Operating Budget

The division makes no special budgetary provision for its community service related activities in Allegany County.

#### 4. Staffing

The program is monitored by the office supervisor and four caseload agents.

### B. Program Information

#### 1. Participant Eligibility

The criteria for participating in the program is dependent upon the sentencing judge's decision to allow the defendant to perform community service in lieu of a jail sentence.

#### 2. Worksites

Thus far, the work sites in which the client is expected to perform work duties are assigned by the sentencing judge. This has amounted to clients being assigned to three or four different work projects in the county, depending on where he/she resides.

#### 3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals	25
Number of Successful Completions	24
Number Failing to Complete	1
Hours Assigned	1,200
Hours Completed	1,180
Monetary Value of Hours Completed (\$3.85/hour)	\$4,543.00

ANNE ARUNDEL COUNTY

A. Program Administration

1. Introduction

The Anne Arundel County Alternative Sentence Program was selected in 1985 for the National Association of Counties Achievement Award. Key to the program's selection was a major reorganization that accomplished two ends: improved supervision of adult and juvenile populations while decreasing administrative overhead by 83 percent, a tax savings of nearly \$100,000 annually.

2. Administration

Two Program Supervisors now manage the Alternative Center, Winterode Building, Crownsville, a non-residential job training center for adjudicated delinquents administered by the Office of Criminal Justice.

In addition to managing the Alternative Sentence Program, the Program Supervisors also contribute to other Careers Center programs, including juvenile job placement, juvenile restitution, and an outreach GED preparation/remedial education for adult Detention Center inmates.

3. Operating Budget

The portion of the Program Supervisors' salaries for administering the Alternative Sentence Program amounts to \$21,018 per year. Travel expenses account for an additional \$264 per year and materials total \$120 annually. Total program cost is \$21,402 per year.

Offsetting program operating costs is a newly instituted participant fee of \$20. In the first three quarters of collection, fees averaged \$2,805 per quarter.

4. Staffing

Two permanent weekend supervisors associated with juvenile and adult rehabilitation programs in the Office of Criminal Justice were assigned responsibility for overseeing all details of the Alternative Sentence Program. This eliminated the need to involve the State's Attorney's Office in program administration, saving \$3,600 annually; and saved \$95,000 on public work crews overtime wages, while making possible more effective management of cases; better liaison with courts; more coordinated communication with work sites; and more direct and knowledgeable supervision.

B. Program Information

1. Participant Eligibility

Participants in the Alternative Sentence Program are sentenced adult criminal offenders and adjudicated delinquents referred by the courts.

About one third of the three hundred adult referrals are from neighboring counties. Most are serious traffic offenders or criminal misdemeanants, although some Circuit Court referrals involve felony convictions. All referrals have either received probation before judgment or have been found guilty and fined and/or had incarceration suspended.

The Program may refuse admission to any referral deemed an inappropriate security risk.

## 2. Worksites

There are ten adult program worksites:

1. Glenwood Civic Association
2. Glen Burnie Goodwill Industries
3. Millersville Landfill
4. State Police Barracks, Glen Burnie
5. Sudley Road Landfill
6. Annapolis Goodwill
7. Annapolis SPCA Kennels
8. Multi-Service Center, Glen Burnie
9. City of Annapolis Landfill/Wastewater Treatment Plant
10. Crownsville State Hospital--grounds maintenance

Juvenile community service program participants complete projects throughout the county. In FY'86 these included:

1. County agencies
2. County roads
3. Crownsville State Hospital--grounds maintenance
4. Police Training Academy--Landscaping
5. Riviera Beach VFD No. 7

## 3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Adult Referrals	307
Number of Juvenile Referrals	244
Total	<u>551</u>
Hours Sentenced, Adult	26,571
Hours Sentenced, Juvenile	8,639
Total	<u>35,210</u>
Projected Hours Completed, Adult	17,088
Projected Hours Completed, Juvenile	7,880
Total	<u>24,968</u>
Completion Rate, Adult	64%
Completion Rate, Juvenile	91%
Aggregate Completion Rate	71%



Average Number of Hours Sentenced, Adult	86.6
Average Number of Hours Sentenced, Juvenile	35.4
Mean, Adult and Juvenile Combined	63.9

Number Completing Sentence, Adult	234
Number Completing Sentence, Juvenile	222
Total	<u>456</u>

Number Failing to Complete Sentence, Adult	73
Number Failing to Complete Sentence, Juvenile	22
Total	<u>95</u>

Monetary Value of Hours Completed (\$3.85/hour)	\$96,126.80
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4. Additional Information

In Anne Arundel County, Alternative Sentence Program supervisors have ample time to manage community service clients along with related juvenile and adult offender service duties. The program has the philosophy that it is important to challenge the personal and managerial resources of those who work with offenders and that it is also important to avoid overspecialized functions that lead to tedium, underuse, and ultimately organizational entropy. Service programs in particular need to heed the imperative that finite tax dollars be put to best use. Challenging good managers brings about better management and insures the vitality of the programs for which they are accountable.

## BALTIMORE CITY

### A. Program Administration

#### 1. Introduction

The Baltimore City Community Services Program is locally administered and has been in operation for six years. Since its beginning in August, 1980, it has evolved into one of the most viable sentencing alternatives offered to the Judges of the Circuit Court for Baltimore City and the District Court of Maryland (District #1).

#### 2. Administration

The Program is structured so that adult offenders referred from District and Circuit Courts in Baltimore City are given the opportunity to provide community service work in lieu of other traditional sentencing. The number of hours to be performed is determined by the sentencing judge. After clients are screened by Program staff, their educational background, skills and interests are matched with the needs of city agencies and non-profit organizations on file. Other factors affecting placement include the nature of the crime committed and regular work/school schedule. Clients are supervised at the worksite and regular follow-up is done by Program staff. Final reports are sent to the court upon completion or termination.

The Baltimore City Community Services Program has two locations:

Circuit Court House East  
111 N. Calvert Street, Room 504  
Baltimore, Maryland 21202  
Phone: 396-1191

District Court Headquarters  
5800 Wabash Avenue, Room 104  
Baltimore, Maryland 21215  
Phone: 764-8905

#### 3. Operating Budget

The Baltimore City Community Services Program is funded by the City of Baltimore under the local Circuit Court. The total program budget for FY'86 was \$141,975.00.

#### 4. Staffing

Present program staff consists of seven full-time personnel: the program director, five investigators, and the secretary.

### B. Program Information

#### 1. Participant eligibility

All program participants are:

- adult (18 years or older), or tried as an adult.
- tried in a Baltimore City court, and sentenced to perform volunteer hours by the Judge (post trial).
- convicted of misdemeanor and felony charges.
- referred from a county community service program.

After intake, the Director reserves the right to bring any inappropriate referrals to the attention of the sentencing judge.

## 2. Worksites

Due to budget cuts and reduction of staff, many agencies are unable to provide their services without volunteer support. The Community Services Program is able to assist these agencies by providing a constant supply of volunteer workers who perform a wide range of jobs throughout the city. The program presently has an agreement with 652 city agencies and non-profit organizations, who accept clients on a regular basis. Many of these agencies offer multiple worksites. Agencies include: Bureau of Recreation and Parks, Baltimore Police Department, Baltimore City Schools, Neighborhood Assistance Program, Housing Authority, many community improvement associations, hospitals, nursing homes and numerous others.

## 3. Program Data

Clients are referred from the Circuit Court for Baltimore City and the District Court of Maryland (District #1). All cases are post trial.

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals (Total)	3,606
Circuit Court	1,612
District Court	1,922
Transfers From County Programs	72
Number of hours ordered	456,133
Number of Completions	2,827
Satisfactory Completions	1,698
Unsatisfactory Completions	1,011
Other (hours abated, death, medical)	118
Total Hours completed	198,680.40
Monetary Value of Hours Completed	\$764,919.54
(\$3.85/hour)	
Total Active Program Cases as of 6-30-86	2,184

## 4. Additional Information

In addition to regular worksite placements, the Baltimore City Program also provides special, temporary workcrews to seven community groups, and City agencies. The largest workcrew, The Community Services Unit of the Mayor's Assault on Trash Program, was started in June 1985. Approximately, sixty men meet at the War Memorial Plaza on weekends, where they are transported by bus to various areas designated by the City, which require massive clean-up. This project is coordinated by the Mayor's Council on Criminal Justice, Community Services, Department of Public Works Highways and Solid Waste Division, and the Department of Education.

5. Areas of Concern

The Baltimore City Program is becoming increasingly concerned with the large number of violent cases being referred to the Program, despite the fact that Article 27, Section 726A of the Annotated Code of Maryland, clearly states non-violent offenses only. The Program has been able to satisfactorily handle these violent cases by specialized worksite placements, but feels that legislation is necessary to address the present conditions of Community Services Programs.

## BALTIMORE COUNTY

### A. Program Administration

#### 1. Introduction

The Baltimore County Alternative Sentencing Program is locally administered and consists of six components: Juvenile TASC, Adult TASC, Pretrial Services, Domestic Violence Referral Program, Evaluation Diagnosis and Referral Unit, and the Community Service Program. The information supplied here pertains only to community service.

#### 2. Administration

The community service component of the Alternative Sentencing Program was established in 1978 to provide a viable alternative to traditional sentencing. It permits judges to assign offenders to volunteer public service in lieu of a traditional disposition. Placements are made with public and private non-profit agencies and recreation centers. If participants fail to comply with the community service stipulation, they are returned to court for further action.

The Alternative Sentencing Program address is:

Baltimore County Alternative Sentencing Program  
Bosley Avenue and Towsontown Boulevard  
Towson, Maryland 21204  
Phone: 494-2056

#### 3. Operating Budget

Funding for the community services component is included in the overall budget for the Alternative Sentencing Program.

#### 4. Staffing

The Alternative Sentencing Program is supervised by the Criminal Justice Coordinator's Office under the Administrative Office of Baltimore County, Maryland. The Alternative Sentencing Program is staffed by 20 persons: one director, five case managers, three case supervisors, three secretaries, two juvenile case managers, two pre-trial investigators, and three members of the EDR unit. Of this group the three case supervisors and five case managers are involved with community service.

### B. Program Information

#### 1. Participant Eligibility

- a. Person must be 18 years old or older unless:
  1. they are 16-18 years old but waived as a juvenile to adult court; and
  2. they are under 18 years old but were sentenced to Alternative Sentencing Program by the traffic court.

- b. Person tried and/or convicted of a felony and/or misdemeanor.
- c. Offender must be tried and/or convicted in Baltimore County.
- d. Offender may not presently or previously be convicted of murder, attempted murder, child abuse and/or rape. Exclusion will be based on past history of chronic offenses involving violence or mental or emotional illness, unless the relationship with the offender as well as the community promises to be rehabilitative and beneficial without jeopardizing the latter. After the screening and interviewing process, the director has the option of refusing placement to anyone deemed unfit or unsuitable for the program.

The Alternative Sentencing Program accepts post-trial/post-sentence referrals from district or circuit court judges for community service participation.

2. Worksites

The Alternative Sentencing Program has made community service referrals to over 350 governmental and private non-profit agencies.

3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals	1,898
Number of Successful Completions	1,559
Hours Assigned	148,993
Hours Completed	113,802
Monetary Value of Hours Completed (\$3.85/hour)	\$438,137.70

\* Does not include those that have completed a segment of their hours.  
These figures represent hours completed from terminated cases.

4. Additional Information

The Alternative Sentencing Program charges a one-time program fee of \$20.00 to all referrals for program participation. In a 12 month period it collected \$35,441 from community service clients.

## CALVERT COUNTY

### A. Program Administration

#### 1. Introduction

The Program has been in existence for eight (8) years. It is operated under the County's Division of Emergency Management.

#### 2. Administration

The Program screens and places juvenile and adult offenders in approximately 20 work sites. The Program office location is:

Calvert County Emergency Management  
Courthouse  
Prince Frederick, Maryland 20678  
Phone: 535-1600, 855-1243, ext. 305, or 535-1623

#### 3. Operating Budget

The Program is paid by the Calvert County government as part of Emergency Management's operating budget.

#### 4. Staffing

The Program is staffed by personnel of Emergency Management.

### B. Program Information

#### 1. Participant Eligibility

Participation is limited to non-violent offenders. Most cases result from motor vehicle offenses.

#### 2. Worksites

The Program utilizes approximately 20 different non-profit organizations and public agencies. Assignments range from maintenance to general office tasks.

#### 3. Program Data

Sources of referrals include juvenile court, district court and circuit court. Clients are referred from other counties. Pre-trial referrals represent approximately 1% and post-trial about 99%.

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Clients referred/placed in worksites	413
Number of hours sentenced	8,506
Number of hours completed	6,784
Average number of hours sentenced per client	20.6
Number of clients completing sentence	349
Number of clients failing to complete sentence	8
Number of clients still in process of completing	56
Monetary value of hours completed (\$3.85/hour)	\$26,118.40

4. Additional Information

Each person coming into the Program pays an entrance fee of Ten Dollars (\$10.00).



## CAROLINE COUNTY

### A. Program Administration

#### 1. Introduction

The Community Services Program, administered by the Division of Parole and Probation, has been functioning in Caroline County since 1975. Both the Caroline County Circuit and Caroline County District Court have utilized the concept of local community service as a special condition of probation.

#### 2. Administration

The court places a special condition of community service as a part of the order for probation after a judgment of guilty is entered. This special condition requires the completion of a specified number of hours of community service at a specified worksite or at a worksite to be determined by the supervising agent. The agent verifies the completion of the community service requirement by direct contact with the worksite supervisor and notifies the court if the probationer fails to complete his/her community service obligation.

#### 3. Operating Budget

The Division of Parole and Probation makes no budgetary provision for the administration of this program.

#### 4. Staffing

The program is staffed by local supervision agents with clerical support.

### B. Program Information

#### 1. Participant Eligibility

The majority of cases are referred from the Caroline County District Court and the remainder by the Caroline County Circuit Court. The courts determine eligibility.

#### 2. Worksites

Various towns (Denton, Ridgely, Preston, Federalsburg and Greensboro) in Caroline County participate as do private non-profit organizations such as the YMCA and local churches. In addition, Martinak State Park and Tuckahoe State Park also accept placements. There are approximately 17 worksites available on a continuing basis.

3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of referrals	44
Number of Successful Completions	36
Number Failing to Complete	7
Number of Hours Assigned	3,525.5
Number of Hours Completed	2,283
Monetary Value of Hours completed (\$3.85/hour)	\$8,789.55

## CARROLL COUNTY

### A. Program Administration

#### 1. Introduction

The Carroll County Volunteer Community Service Program is a locally administered program solely funded by the Carroll County government under the jurisdiction of the circuit court.

#### 2. Administration

Program staff interviews, places and monitors juvenile and adult offenders serving a court designated number of community service hours. Completion dates are assigned based on five hours of service per week for those who are employed or full-time students. Clients are required to work a minimum of 20 hours per week if they are not employed or in school (or are on a school break). The work is contributed to government agencies, civic and religious groups, and non-profit organizations. All community service workers are evaluated in the areas of work quality, reliability and attitude.

The program location is:

Carroll County Courthouse Annex  
55 North Court Street  
Room G-24  
Westminster, Maryland 21157  
Phones: 857-4606 or 876-7545

#### 3. Operating Budget

The program's total budget for FY'86 was \$60,237 provided entirely by Carroll County.

#### 4. Staffing

The Volunteer Community Service Program has three full-time positions and one part-time. There is a coordinator, a caseworker, and a program assistant as well as a part-time "Sunday crew chief" who supervises a group of clients each weekend.

### B. Program Information

#### 1. Participant eligibility

The program has an "open door" policy accepting adults and juveniles, first-time and repeat offenders, misdemeanors and felonies, pre-trial and post-trial referrals, adjudicated and non-adjudicated juveniles.

#### 2. Worksites

The Volunteer Community Service Program actively worked with 150 government agencies, civic groups, non-profit organizations, and religious facilities during FY'86.

3. Program Data

Referrals are received from circuit, district, federal, and juvenile courts. The State's Attorney's Office and the Juvenile Services Administration refer clients on a pre-trial basis or informal basis.

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals	786
Number Placed	747
Number of Successful Completions	713
Number Failing to Complete	79
Hours Assigned	38,187
Hours Completed	29,986
Monetary Value of Hours Completed (\$3.85/hour)	\$115,446.10

4. Additional Information

The Carroll County Volunteer Community Service Program continues to operate the popular Sunday Public Works Crew, which is a manpower resource for short-term projects. The crew of up to 12 community service workers travels in a county government van to local work projects. Scheduled on an on-call basis the crew has helped to renovate the Farm Museum, clean up after carnivals, package food for the needy, and maintain grounds. Supervision is provided by a part-time staff person, the crew chief.

The program continues to host bi-monthly meetings of the Alternative Sanctions Network.

The program developed an "Information Kit" for all local community service supervisors. It addresses liability, insurance, safety tips, recordkeeping, legal definitions, and child labor laws.

5. Area of Concern

Insurance and liability issues continued to be of prime concern.

## CECIL COUNTY

### A. Program Administration

#### 1. Introduction

The Community Service Program was implemented in Cecil County, Maryland in 1979 by the Honorable Kenneth A. Wilcox and assigned for Administration to the Division of Parole and Probation. Beginning in September 1983, the program has been administered by a part-time volunteer worker who is also the Director of a similar program in Kent County, Maryland.

#### 2. Administration

One Administrator handles all initial interviews, placements with agencies, and monitors individual performance on a monthly basis or more often as necessary. Administrator is in frequent contact with probation agents, working in concert with them particularly in troublesome cases. Quarterly reports are issued. The Administrator provides facts to support violation of Probation hearings and appears as witness for Parole and Probation in all cases of unsupervised probation.

#### 3. Operating Budget

The division makes no separate budgetary provision for the administration of this program.

#### 4. Staffing

One part-time Volunteer Program Administrator.

### B. Program Information

#### 1. Participant Eligibility

Eligibility is determined by the courts and the community service work is included as part of the probation conditions. Habitual offenders or those committing serious crimes are not given the opportunity for community service work. Offenders who have been convicted of the following types of crimes are placed in the Cecil County Community Service Program: violation of probation, DWI, theft, disorderly conduct, possession of CDS, attempted theft, traffic offenses, bad check, disturbing the peace, false statement to a police officer, possession of alcohol in public, trespassing, telephone misuse, concealed deadly weapon, malicious destruction of property and battery.

#### 2. Worksites

A relatively stable group of 40 government and charitable agencies is maintained by the Administrator. Their role and performance is monitored to assure their effectiveness and to help maintain a positive image for the Program in the community.

3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals	88
Number of Successful Completions	58
Number Failing to Complete	19
Hours Assigned	4.981
Hours Completed	3,536
Monetary Value of Hours Completed (\$3.85/hour)	\$13,613.60

4. Additional Information

The local program administrator has worked with the judiciary to implement a policy whereby the order for probation includes a specific statement as follows:

"The Probationer will perform \_\_\_\_\_ hours of Community Service and abide by the letter and spirit of the Consent Agreement and the Work Referral Authorization documents which will be explained to and signed by the Probationer."

The program administrator feels that this language will give the Community Service Program in Cecil County the same importance in the Probationer's mind as his or her obligations to participate in alcohol/drug therapy.

## CHARLES COUNTY

### A. Program Administration

#### 1. Introduction

The Charles County Volunteers in Community Service (VICS) Program is implemented and operated by the Charles County Government.

#### 2. Adminitration

The Volunteers in Community Service (VICS) Program interviews, places and monitors participants assigned to the program by the Circuit and District Courts, Juvenile Services Administration and the Circuit Court sitting as a Juvenile Court.

The program office location is:

Volunteers in Community Service Program  
Box B, Courthouse  
La Plata, Maryland 20646  
Phone: 645-0555 or 870-3000, ext. 555 (D.C. Line)

#### 3. Operating Budget

The Volunteers in Community Service (VICS) Program for Charles County is self-supporting.

#### 4. Staffing

The program is staffed by a Coordinator (Part-time basis).

### B. Program Information

#### 1. Participant Eligibility

Participants are referred from the Circuit and District Courts and Juvenile Services Administration as well as other counties and the District of Columbia if they are residents of Charles County.

Referrals are offenders convicted on non-violent crimes.

#### 2. Worksites

The VICS Program utilizes numerous non-profit organizations and public agencies. Community service assignments vary from Courthouse maintenance to clerical work. If an individual proves unsatisfactory at the worksite, the supervising agency has the authority to refuse to allow the person to work.

3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals	1,421
Number of Successful Completions	1,127
Number Failing to Complete	24
Hours Assigned	24,250
Hours Completed (based on successful completions only. If still working hours were not counted)	18,634
Monetary Value of Hours Completed (\$3.85/hour)	\$71,740.90
Manhour days (computed on 8 hour day)	2,329.25

4. Additional Information

In order to participate in the Charles County VICS Program each person is assessed a fee of \$25.00 per day, unless waived or reduced by the sentencing judge.

Referrals from the Juvenile Services Administration or the Circuit Court sitting as a Juvenile Court are assessed a one time fee of \$10.00, regardless of number of hours assigned.

Referrals from other jurisdictions are assessed a one time fee of \$25.00 regardless of number of hours assigned.



## DORCHESTER COUNTY

### A. Program Administration

#### 1. Introduction

Administered by the Division of Parole and Probation, the Community Services Program in Dorchester County was established in late 1979. The court utilizes community service as a special condition of probation and entrusts the division with placing probationers at worksites and monitoring the completion of their community service obligation.

#### 2. Administration

The agent who is assigned to supervise the case is also responsible for placing the probationer at a worksite and monitoring his performance at the site. Unsatisfactory performance or failure to complete the hours required are reported to the court as a violation of probation.

#### 3. Operating Budget

The division makes no budgetary provision for the administration of this program in Dorchester County.

#### 4. Staffing

The program is staffed by local supervision agents. Clerical support is provided.

### B. Program Information

#### 1. Participant Eligibility

The courts have reserved community service as a special condition of probation for those offenders convicted of traffic offenses or less serious criminal charges.

#### 2. Worksites

The Dorchester County program refers participants to the County Roads Board, the Waste Water Treatment Plant, or the Department of Parks and Recreation. Approximately 10 other sites are utilized on a less frequent basis.

#### 3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals	63
Number of Successful Completions	41
Number Failing to Complete	7
Hours Assigned	5,064
Hours Completed	2,928
Monetary Value of Hours Completed (\$3.85/hour)	\$11,272.80

## FREDERICK COUNTY

### A. Program Administration

#### 1. Introduction

The Frederick County Alternative Sentencing Program is a locally administered program solely funded by the Frederick County government. The program is set up as a department of the Frederick County Sheriff's Office. The program began operation in September 1982.

#### 2. Administration

The Frederick County Alternative Sentencing Program screens, places, and monitors juvenile and adult offenders serving a court designated number of community service hours. Completion dates are assigned by the program staff unless the court specifies a schedule. Completion dates set by the coordinator are based on at least 5 hours work per week if the client is employed full-time or a full-time student. Clients are required to work at least 20 hours per week if they are unemployed.

The program location is:

Alternative Sentencing Program  
100 West Patrick Street  
Frederick, Maryland 21701  
Phone: 694-1928

#### 3. Operating Budget

The program's total budget for FY'86 was \$21,627, but with the expectation of collecting \$3,600 from administrative fees the Frederick County government budgeted \$18,027 for the program.

#### 4. Staffing

The program is staffed by one full-time coordinator.

### B. Program Information

#### 1. Participant Eligibility

Referrals are accepted from the district, circuit, federal and juvenile courts. The State's Attorney's Office and Juvenile Services Administration refer clients on a pre-trial basis. Cases are accepted as transfers from other jurisdictions as long as the clients reside in Frederick County; and if on supervised probation are under the jurisdiction of the Frederick County office of the Division of Parole and Probation. No clients under the age of 14 are accepted.

#### 2. Worksites

The Alternative Sentencing Program actively worked with 110 government agencies, civic groups, non-profit and religious organizations during FY'86.

### 3. Program Data

During FY'86, 15% of the caseload were clients charged with a traffic offense which includes DWI or DUI charges.

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of referrals (Total)		502
District Court	349	
Circuit Court	49	
Juvenile	64	
Transfers	37	
Number of successful completions		363
Number failing to complete		47
Hours assigned this fiscal year		36,513
Hours completed this fiscal year		17,791
Monetary Value of Hours completed (\$3.85/hour)		\$68,495.35

Almost 1/2 of these hours were worked at Frederick County agencies.

### 4. Additional Information

A \$15 administrative fee is charged to each client entering the program.

This year the program has joined the Frederick County Highway Department in setting up a Saturday crew of six men to help pick up litter along Frederick County roads. This project was suggested by a Litter Task Force set up by the Board of County Commissioners to study causes and affects of litter in Frederick County and to make recommendations on how to solve the County's litter problems.

The program continues to work with the State Highway Administration by providing men to work a Sunday road crew.

A crew of men provided the labor to a little league organization so that new dugouts could be built.

Another factor that must be considered is the savings to the county by the courts assigning clients to the Alternative Sentencing Program instead of incarcerating them.

## GARRETT COUNTY

### A. Program Administration

#### 1. Introduction

During FY'86 the Division of Parole and Probation's Oakland office received an increase in the amount of community service referrals from the local courts, out-of-county and state courts. The Garrett County Commissioners declined to fund the implementation and operation of a local program, and as such, it is being administered by divisional staff.

#### 2. Administration

Upon referral by District and Circuit Courts, the agent assigned supervision of a probationer selects the worksite, monitors client participation and documents completion of the community service obligation to the sentencing Court.

#### 3. Operating Budget

The division makes no budgetary provision for the administration of this program in Garrett County.

#### 4. Staffing

The two Oakland agents are responsible for administration. Clerical support is provided by the Oakland Office Secretary.

### B. Program Information

#### 1. Participant Eligibility

The sentencing judge determines which probationers to assign to the Community Service Program.

#### 2. Worksites

Clients have been placed in non-profit organizations within Garrett County, Maryland.

#### 3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals	5
Number of Successful Completions	4
Number Failing to Complete	1
Hours Assigned	647
Hours Completed	234
Monetary Value of Hours Completed	\$900.90

## HARFORD COUNTY

### A. Program Administration

#### 1. Introduction

The Harford County Community Work Service Program is locally administered and has been operational since November 22, 1982.

#### 2. Administration

The program is run by the Harford County Circuit Court. Work Service is a form of alternative sentencing imposed upon offenders by the Courts of Harford County or Juvenile Services Administration. At the discretion of the Judge, non-violent offenders are being assigned to work service in lieu of other sanctions. Placements are made with county and state departments and private non-profit organizations.

The program's address is:

Harford County Community Work Service Program  
Division of Parole and Probation  
2 South Bond Street  
Bel Air, Maryland 21014  
Phone: 836-4671

#### 3. Operating Budget

The Community Work Service Program is funded by the Circuit Court for Harford County and receives \$21,344 in federal funds.

#### 4. Staffing

The program is administered and staffed by 4 persons:

- 1 Full time Coordinator
- 1 Full time Juvenile Work Experience Counselor
- 1 Full time secretary
- 1 Part-time Juvenile Intake Worker

Community Work Service clients and student interns are used in the office for clerical and telephone work and to decrease the number of backlogged cases.

### B. Program Information

#### 1. Participant Eligibility

The Harford County Community Work Service Program impacts on juvenile and adult offenders. All clients are referred directly from the Courts or Juvenile Service Administration. Supervised clients are screened by the Division of Parole and Probation or the Juvenile Service Administration and then sent to the program. Unsupervised clients are screened by the coordinator of the program. Several factors are weighed before work service is assigned, such as severity of the crime, previous offenses and motivation of the client to perform successfully. No client

is accepted if there is a history of violent crime or a serious felony conviction. Work service is monitored and provides feedback to the referring agency. The coordinator reserves the right to bring any inappropriate referrals to the attention of the sentencing judge. A one-time \$20.00 participation fee is required.

## 2. Worksites

There are over 100 different worksites that accepts program participants. Some of these worksites include state and county agencies, local churches, parks and recreation, water treatment plants, state parks, police departments, libraries, hospitals and nursing homes. The program also has special projects such as March of Dimes Walk-a-Thon, Bowl-a-Thon, Hands Across America, Live Free and road crews for juveniles.

## 3. Program Data

Sources of referrals include Circuit and District Court, Juvenile Master and Juvenile Service Administration. Some clients are referred from other counties as well: Pre-trial referrals represent approximately 1% and post-trial referrals 99% of the cases.

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals	1052
Number Placed	1040
Number of Successful Completions	690
Number Failing to Complete	26
Hours Assigned	52,204
Hours Completed	43,765
Number of Clients Transferred	70
Average Number of Hours Per Client	40
Monetary Value of Hours Completed (\$3.85/hour)	\$168,495.25

## 4. Additional Information

The program has been most successful in placing the clients expeditiously. Usually a client is interviewed, paid fee (if required) and placed at a worksite the same day. Also in most cases either the sentencing Judge or the Coordinator will put a deadline date on the client to have his/her hours completed by. By using this system we have found that the number of unsuccessful completions are kept to a minimum.

Several of our participants have found full time employment through the program at their assigned worksites. Some worksite supervisors have expressed that if some of the clients were not already employed they would like to hire them. Even after work service has been completed, some stay on and continue to volunteer.

## HOWARD COUNTY

### A. Program Administration

#### 1. Introduction

In February, 1982, the administration of the Community Services Program was transferred from the Howard County Department of Correction to the Maryland Division of Parole and Probation. Judges of both the Howard County District Court and the Howard County Circuit Court use the program as a special condition of probation. The growth of the program is evidenced by the fact that 58 work sites are currently utilized compared with 12 work sites in FY 1982. The number of referrals are as follows: 380 in FY 1982; 813 in FY 1983; 884 in FY 1984; 695 in FY 1985 and 556 in FY1986.

#### 2. Administration

Program administration is overseen by a Field Supervisor II located in the Ellicott City Office of the Division of Parole and Probation. Volunteers are used to process clients at intake and make placements at the work sites. The volunteers monitor the progress of the clients on a monthly basis and report their progress to the supervising agent. The majority of the work has been processed by one volunteer this year. Any failures to complete the program are reported to the Courts by the supervising agent.

#### 3. Operating Budget

The Division of Parole and Probation makes no budgetary provision for administration of the program in its fiscal allocation. The agency's goal is to utilize all volunteer help to administer the program.

#### 4. Staffing

The program is currently administered by one retired senior volunteer. He presently gives two full days per week (an average of 71 hours per month). Oversight responsibility is maintained by a Field Supervisor II at the Ellicott City Office.

### B. Program Information

#### 1. Participant Eligibility

Probationers with community service requirements are referred to the program by the Judges of the Howard County District and Circuit Courts who impose community service hours as a special condition of probation. Most of the probationers referred by the Courts are first time offenders who are on probation for non-violent offenses.

2. Worksites

The program currently has fifty-eight (58) work sites.

3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of referrals	556
Number of Successful Completion	348
Number Failing to Complete	94
Hours Assigned	30,738
Hours Completed	13,586.50
Monetary Value of Hours Completed (\$3.85/hour)	\$52,308.02



## KENT COUNTY

### A. Program Administration

#### 1. Introduction

On August 16, 1982, a grant was received from the Governor's Commission on Law Enforcement and the Administration of Justice to establish the locally administered Kent County Community Work Program.

#### 2. Administration

Guidelines are issued by the director to the supervising agencies, but the agencies retain the responsibility for evaluation of probationer's attitude and performance.

The program address is:

Community Work Program  
Kent County Courthouse  
Chestertown, Maryland 21620  
Phone: 778-4600

#### 3. Operating Budget

Kent County juveniles are administered through funds provided by the County Commissioners (\$2,000/year).

The adult program is administered on a voluntary basis by the program director on two mornings of each week. The county provides stenographic assistance and office space.

#### 4. Staffing

The program is staffed by a director and stenographic assistance.

### B. Program Information

#### 1. Participant Eligibility

Adults are referred by the courts or by the State's Attorney. The minimum age is 15 years. Participants can be on supervised or unsupervised probation.

#### 2. Worksites

Community work is tailored to high visibility and usefulness of the task to the community. Work is performed near the probationer's home, if possible, and is directed by local government of charitable agencies. Work is performed at locations throughout the county.

### 3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals	141
Number of Successful Completions	127
Number Failing to Complete	10
Hours Assigned	7,058
Hours Completed	6,353
Monetary Value of Hours Completed (\$3.85/hour)	\$24,459.05

### 4. Additional Information

The Kent County Community Work Program continues to receive the full support of the courts, elected officials, supervising agencies, and the general public.

The program continues to include the provision for discretionary granting of eight hours of work credit for an accepted pint of blood voluntarily donated to the Kent and Queen Anne's Hospital. The concept has been approved by the courts, the State's Attorney, and the county Board of Commissioners. A collateral benefit from this voluntary donation procedure occurred when a young man was screened at the Blood Bank and found to have an irregular heartbeat. He had no previous indication of physical problems and was referred to his physician with the new information.

### 5. Areas of Concern

The program director recommends that all parties involved in the local community service process require clients to adhere to the work schedule agreed upon in order for the clients to maintain a satisfactory performance rating. Realistic deadlines for completion of the work service are calculated generally on a minimum of 20 hours/month.

MONTGOMERY COUNTY (ACS)

A. Program Administration

1. Introduction

The locally administered Montgomery County Alternative Community Services Program has been serving the county since 1977. Initially financial assistance was provided by both CETA and LEAA funding, however, the program has been totally county funded since 1980. The program provides its services to both adult and juvenile clients from a variety of sources. Referrals for the Adult Component comes directly from the State's Attorney's Office. Juvenile referrals originate from the Montgomery County Police-Youth Division, Juvenile Services Administration, judges, and the "Last Chance" Program administered by the State's Attorney's Office.

2. Administration

Alternative Community Services Correctional Specialists staff the three (3) district courts and the Police-Youth Division. The correctional specialist interviews the client to determine his/her further eligibility for the program. The design and goal of the interview is to determine the client's health, skills, interests, degree of involvement in the offense, attitude, work and/or school schedule and transportation capabilities. All these factors are taken into consideration for placement. A determination is then made by the correctional specialist as to which agency or organization would be most appropriate and beneficial for the client. A specific number of hours are assigned by the correctional specialist. The correctional specialist then arranges placement with a public or non-profit agency.

The correctional specialist has the client execute a number of forms, including a program contract which stipulates the number of hours to be worked and the general responsibilities of the client. In addition to the contract a referral form, processing fee, medical history and waiver and release forms are required.

It is the correctional specialist's responsibility to arrange specific work dates and times. The correctional specialist also sets the client's continuance date (adult court) and provides periodic on-site review of the client's work.

The program location is:

Montgomery County Alternative Community Services Program  
101 Fleet Street  
Rockville, Maryland 20850  
Phone: 279-1232

3. Operating Budget

The total operating budget for Fiscal Year 1986 was \$285,000 and is part of the county Department of Correction and Rehabilitation budget.

#### 4. Staffing

Alternative Community Services is staffed by a Director, one administrative aide, three adult component correctional specialists and three juvenile component correctional specialists. The program is structured within the county Department of Correction and Rehabilitation under the administrative services branch of the Office of the Director. Program staff work closely with the State's Attorney's Office at the adult level and the Police-Youth Division, Juvenile Bench and Juvenile Services Administration at the juvenile level. All staff handle DWI/DUI cases that are referred by the Drinking Driver Monitor Program (DDMP).

#### B. Program Information

##### 1. Participant Eligibility

Alternative Community Services (ACS) is a pre-trial diversion program affording first offender adult and selected juveniles the opportunity to perform community services in lieu of the traditional sanctions of the criminal justice system, including probation, fines and incarceration.

The Montgomery County ACS Program receives adult referrals from the district court. Juvenile referrals come from the following sources: Police-Youth Division, Juvenile Services Administration Intake Division and the Juvenile Bench. Offenses handled by the Montgomery County ACS Program are varied. Drug and felony charges are excluded. Typical offenses include: shoplifting, drinking in public, disorderly conduct, destruction of property, bad check, vandalism, trespassing, assault and battery and littering.

Participants may be adults or juveniles and are referred to the program by the State's Attorney; Police-Youth Division, Juvenile Services Administration (Intake); and the Juvenile Bench. No referrals will be accepted directly from the community or from private attorneys, except through one of the above agencies. Referring agencies will only recommend this program to those persons deemed eligible and will provide adequate screening of clients to insure the appropriateness of the referrals.

When a determination is made that the client is eligible and would benefit from Alternative Community Services, a referral form is filled out by the referring agency, co-signed by the client (and parent or guardian in the case of juveniles) and sent to the Alternative Community Services correctional specialist. In signing the form, the applicant voluntarily waives his/her right to a speedy trial.

##### 2. Worksites

The ACS Program utilizes approximately 175 non-profit, charitable, and county worksites in placing its' clients.

### 3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals	1,562
Number of Successful Completions	1,457
Number Failing to Complete	129
Hours Assigned	47,117
Hours Completed	42,644
Monetary Value of Hours Completed (\$3.85/hour)	\$164,179.40

### 4. Additional Information

The program imposes a mandatory \$50.00 administration fee. The fee may be waived if the client meets certain requirements. To date, over \$170,000 has been collected. This money will be used to assist the victims of crimes in recovering losses. A commission will be formed to disperse the funds.

ACS has implemented an early-referral procedure with the State's Attorney's Office. The State's Attorney's Office will pre-screen potential clients before their first court date. If they meet ACS requirements, clients will be interviewed, placed and may complete their assigned work before the initial court date, and thus only one court date is necessary for the complete disposition of the case.

Since December 1983, the program has been operating from its location at 101 Fleet Street in Rockville, Maryland. This location is beneficial to the program for a number of reasons including close proximity to courts. By January 1, 1987, the District Court will begin consolidating all courts (3 locations) in Rockville.

During the past year ACS was cited for outstanding community services contributions from the National Kidney Foundation and the March of Dimes.

Also during the previous year, the ACS Program began accepting convicted D.W.I./D.U.I. cases for community service. Referral volume has been approximately 15 cases per month from both district and circuit benches.

In 1986, recent legislation officially incorporated the program into the county code for Montgomery County by amending Sections 13-24 and 13-26 of the Code, Chapter 13.

## MONTGOMERY COUNTY (DPP)

### A. Program Administration

#### 1. Introduction

In 1980 the District and Circuit Courts of Montgomery County began imposing community service requirements as a special condition of probation. A percentage of these offenders did not meet the acceptance criteria established by that county's Volunteer Bureau and Alternative Community Services Program. Therefore, the division assumed responsibility for developing worksites for those not accepted, placing the offenders at the worksites and monitoring their compliance with court imposed community service requirements.

While undertaking this responsibility, the division has also continued its role in the Park Work Program--a pre-trial diversion program for youthful offenders. The Park Work Program began in Montgomery County during the fall of 1965. It is a cooperative effort between the Parks Department of National Capital Park and Planning, the county Peoples Court Bench, and the Montgomery County Council. The program concept was originally designed for adult male non-felons who appeared before the county Peoples Court Bench.

#### 2. Administration

An offender placed on probation with a special condition of performing community service reports to the Division of Parole and Probation's Silver Spring or Gaithersburg office. The agent assigned to supervise the probationer places the offender at an appropriate worksite and monitors compliance with his/her community service obligation.

The agent designated as Park Work coordinator assigns youthful offenders to any of four county parks and with the cooperation of the park managers monitors the completion of assigned duties.

#### 3. Operating Budget

The Division of Parole and Probation makes no budgetary provision for administration of the program in its fiscal allocation.

#### 4. Staffing

The program is staffed by local supervision agents with requisite clerical support. One agent has been designated as the Park Work coordinator and has been assigned oversight responsibility for this program component.

### B. Program Information

#### 1. Participant Eligibility

With post-trial cases, referrals are received from district and circuit courts. The court determines the probationer's suitability for the program. Most offenders referred to the program have been convicted of less serious criminal charges.

The pre-trial diversion program for youthful offenders, (Park Work Program) accepts non-felonious offenders voluntarily agreeing to participate and having a conducive attitude toward rehabilitation. The park managers reserve the right to refuse or send back any individual who is unqualified or unsuitable.

2. Worksites

Approximately 100-125 worksites are utilized by the supervising agents in Montgomery County. These include churches, libraries, nursing homes, etc.

The Park Work Program utilizes four county parks.

3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986 (including Park Work Program):

Number of Referrals	399
Number of Successful Completions	187
Number Failing to Complete	82
Hours Assigned	36,826
Hours Completed	17,148.5
Monetary Value of Hours Completed (\$3.85/hour)	\$66,021.73

## PRINCE GEORGE'S COUNTY

### A. Program Administration

#### 1. Introduction

Established in June, 1974 the Prince George's County Volunteer Work Program is administered by the Division of Parole and Probation.

#### 2. Administration

Upon finding the defendant guilty, the Judge offers the option of volunteer service in lieu of other traditional sanctions. The offender is referred by the Court to the volunteer work program for placement at the worksite throughout the county as well as neighboring jurisdictions. The work hours completed are documented by the agency utilizing the program and are forwarded to the coordinator.

#### 3. Operating Budget

The Division of Parole and Probation makes no budgetary provision for administration of the Volunteer Work Program in its fiscal allocation; although, since it is entrusted to administer the program it does provide staff and necessary support. The estimated annual cost of operating the program is approximately \$30,000.00.

#### 4. Staffing

The volunteer work program is staffed by a volunteer work program coordinator, a senior agent position within the local office of the Division of Parole and Probation. The program operates out of the Beltsville Parole and Probation office.

### B. Program Information

#### 1. Participant Eligibility

The Judge determines the clients suitability for the program. Referrals are received from District and Circuit Courts and surrounding counties. Virtually all participants are brought before the court for traffic or less serious criminal charges.

#### 2. Worksites

The Prince George's County volunteer work program utilized 60 worksites during FY'86. The majority of worksites were public agencies while a few were assigned to non-profit organizations. Participants were commonly assigned to maintenance and general office work. Worksites have the option of refusing to accept placements they deem unsuitable.



3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals	1,136
Number of Successful Completions	897
Number Failing to Complete	120
Hours Assigned	52,832
Hours Completed	41,672
Monetary Value of Hours Completed (\$3.85/hour)	\$1,604,187.20

## QUEEN ANNE'S COUNTY

### A. Program Administration

#### 1. Introduction

The referrals under the Community Service Program have been used in various tasks that are needed to be done in order to keep the park areas neat and clean. Among the tasks performed are cleaning public landings, removing accumulated trash to county landfills, cutting and trimming of lawns and park areas, relocating offices, cleaning windows, sorting flyers for distribution, washing vehicles, snow removal, painting, pruning, mulching and watering of trees, removal of stones and marking of ball diamonds, removal of old shingles and scraping paint off buildings, cleaning buildings and other miscellaneous tasks.

#### 2. Administration

Structure: The referral is sent to the Community Service Program by the Parole and Probation Office after sentencing. That office has the referral fill out a consent and release form prior to the referral's reporting to the Community Service Office for a scheduled orientation period and setting up of a work schedule.

At the time of orientation the referral has explained to him the rules under which he will work and a work schedule is established for which hours are kept.

Referrals are assigned various tasks at the Department of Recreation and Parks under the supervision of the Community Service Coordinator or one of the section chiefs supervising their work crews.

At the completion of the required hours, or if a referral is turned back for any reason, an evaluation form is sent to the Parole and Probation Office concerning performance and attitude of the referral.

As a matter of strict policy, if a referral has more than one unexcused absence, their performance or attitude is poor, they do not complete their hours within the scheduled time, or they have been inactive for four months, they are turned back to the Parole and Probation Office and released by the program from Recreation and Parks projects.

Past experience has shown that when a turned back referral is given a second chance, it does not work out and the program has adopted the policy of once a referral is returned to Parole and Probation, they are not eligible to participate in the program again.

#### 3. Operating Budget

Funding is from the Queen Anne's County budget approved by the Queen Anne's County Commissioners. Because of a minimum amount of money allocated for tools and supplies, the program is looking for sources of increased funding.

#### 4. Staffing

Presently the staff includes a Community Service Coordinator. Typing is done from a secretarial pool.

The program's location is in the Recreation and Parks Office on Rt. 18 west of Centreville and can be reached at 758-0835.

### B. Program Information

#### 1. Participant Eligibility

Participant eligibility at the present includes those individuals who are returned by the court system for minor or first offenses, and deemed by the court system to be of a non-violent nature.

#### 2. Worksites

1. Route 18 Park - park grounds, office and maintenance shop.
2. Old Love Point Park
3. Blue Heron Golf Course
4. Mowbray Park
5. Romancoke Pier
6. Grasonville Park
7. Crumpton Park
8. Pinkney Park
9. Roundtop Park
10. Queen Anne's County Courthouse
11. Terrapin Park
12. Approximately 17 Public Landings

#### 3. Program Data

1. Source of Court Referrals - Circuit and District Courts.
2. Pre-trial and post trial category breakdown - information not available.
3. Types of offenses for which sentences were imposed:
  - a. Assault and Battery
  - b. Theft
  - c. Possession of a controlled dangerous substance
  - d. Driving while intoxicated or under the influence
  - e. Speeding
  - f. Driving while license is suspended
  - g. Sexual abuse of a minor - second degree
  - h. Fourth degree sex offense
  - i. Breaking and Entering
  - j. Resisting arrest

4. Number of clients referred: 27 (does not include 1 transferred)
5. Number of clients placed on worksites: 17 (does not include 3 from FY'86)
6. Number of hours sentenced: 2,697
7. Number of hours completed: 879
8. Average hours sentenced per client: 99.89
9. Number of clients completing sentence: 9
10. Number of clients failing to complete sentence: 10  
(2 unexcused absences, 4 months inactive, etc). Remaining clients are active at this time.

Cost effectiveness of the program  
879 hours x \$3.85/hour = \$3,384.15

#### 4. Additional Information

The Juvenile Delinquency Prevention Program (JDPP) is now active on every fourth weekend of the month and the cost effectiveness for the year is 98.50 hours x \$3.85/hour = \$379.23.

This office is also sponsoring two other programs with the Queen Anne's County Sheriff's Department and the Eastern Pre-Release Unit (E.P.R.U.) at Church Hill.

The programs with the Sheriff's Department entails the use of prisoners sentenced to weekends at the Queen Anne's County Jail for the same projects that referrals are being used. This has worked exceedingly well and much has been accomplished with a cost effectiveness of 1,111.79 hours x \$3.85/hour = \$4,280.39. With the completion of the new jail, it is planned to expand this program, at present, prisoners are only held for weekend sentences.

The program with the E.P.R.U. was started in December and is presently utilizing eight inmates on the average (per day) for a five day week. The program has been tremendously successful, resulting in a cost effectiveness of 5,765.50 hours x \$3.85/hour = \$22,197.18 since December.

#### 5. Areas of Concern

The greatest concern for the Community Service Program in Queen Anne's County is the referrals not showing up for appointments, for work, etc. and not calling in if they have to be absent. There have been numerous instances of this the past year.

The program respectfully suggests that all referring agencies strongly emphasize to the client the importance of contacting the program office immediately after the intake interview with Parole and Probation and setting up a work schedule. It is further recommended that the importance of notifying the program of a schedule change be stressed to the referral. If notified, the program will make schedule changes and has done so in the past.

It is strongly recommended if a referral is returned by the program for reasons of absence, attitude, non-performance, etc., they be violated.

As a matter of policy, the program encourages referrals to do a good job and get their sentence behind them.

It is felt if this aspect of the program is "tightened up", the following can be achieved:

1. More constructive work can be done and less time wasted waiting for referrals to show up.
2. Eliminations or reductions of referrals being turned back and violated for not performing their sentences.
3. More effective administration.
4. A benefit to the referral, as they have the time behind them.

## ST. MARY'S COUNTY

### A. Program Administration

#### 1. Introduction

The St. Mary's County Community Service Program is locally administered under the State's Attorney's Office.

#### 2. Administration

The program utilizes a formula for assigning hours to be worked by minor traffic offenders. All clients are matched to worksites by ability and talent as well as by the amount of supervision they will require.

The program address is:

St. Mary's County Community Service Program  
State's Attorney's Office  
County Courthouse  
P. O. Box 328  
Leonardtown, Maryland 20650  
Phone: 475-5621

#### 3. Operating Budget

There is no specific funding for this program. Costs are absorbed through the State's Attorney's regular operating budget.

#### 4. Staffing

The coordinator of the program is a full-time employee who coordinates the district court docket and coordinates the State's Attorney's Victim Witness Unit. The community service coordination tasks represent about 15% of that person's job function.

### B. Program Information

#### 1. Participant Eligibility

The program accepts referrals from the circuit and district courts as well as from the Juvenile Services Administration. Participants are eligible providing they have never been arrested for a charge involving serious violence. Offenders with minor offenses alleging violence are placed with the Maryland State Police for the performance of their community service. There are no other eligibility requirements.

#### 2. Worksites

In FY'86 the program utilized a number of local government agencies and non-profit organizations for worksites.

3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals	1,009
Number of Successful Completions	858
Number Failing to Complete	151
Hours Assigned	20,080
Hours Completed	17,060
Monetary Value of Hours Completed (\$3.85/hour)	\$65,681.00

## SOMERSET COUNTY

### A. Program Administration

#### 1. Introduction

The Somerset County Community Service Program is locally administered.

#### 2. Administration

The program location is:

Somerset County Community Service Program  
Somerset County Office Building  
Princess Anne, Maryland 21853

#### 3. Operating Budget

There are no county funds targeted specifically for the program.

#### 4. Staffing

One county staff person administers the program.

### B. Program Information

#### 1. Participant Eligibility

The Somerset County Community Service Program receives referrals from the courts in Somerset and Wicomico Counties.

#### 2. Worksites

The program utilizes county buildings and recreational areas as worksites.

#### 3. Program Data

The types of offenses for which community service was assigned in FY'86 were theft, breaking and entering and DWI.

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals	10
Number of Successful Completions	10
Number Failing to Complete	0
Hours Assigned	1,663.25
Hours Completed	1,663.25
Monetary Value of Hours Completed (\$3.85/hour)	\$6,403.51



## TALBOT COUNTY

### A. Program Administration

#### 1. Introduction

Administered by the Division of Parole and Probation, the Community Service Program in Talbot County began in late 1975. For the most part, the district court has utilized this program as a special condition of probation with only occasional referrals received from the circuit court.

#### 2. Administration

An offender placed on probation with a special condition of performing community service reports to the division's Easton office. The community service coordinator then completes the necessary paperwork, places the probationer at a worksite, monitors the work performed and reports to the agent instances of unsatisfactory performance or failure to complete the number of hours required by the court.

#### 3. Operating Budget

The division makes no budgetary provisions for the administration of this program in Talbot County.

#### 4. Staffing

The program is staffed by a division volunteer who interviews and places clients at worksites, monitors worksite performance, and completes all reports and forwards them monthly to the courts. The division provides the necessary clerical support.

### B. Program Information

#### 1. Participant Eligibility

Traditionally the district court has reserved community service as a special condition of probation for those offenders convicted of traffic offenses and less serious criminal charges.

#### 2. Worksites

The program used 18 local agencies and non-profit organizations for worksites.

#### 3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals	365
Number of Successful Completions	53
Number Failing to Complete	21
Hours Assigned	6,317
Hours Completed	1,918
Monetary Value of Hours Completed (\$3.85/hour)	\$7,384.30

## WASHINGTON COUNTY

### A. Program Administration

#### 1. Introduction

Administered and funded by the Washington County Government, the Adult Community Service Program, has been in operation since June 1, 1981. Utilized by the District and Circuit Courts as a post-sentence alternative or supplement to a traditional sentence the Program oversees offenders ordered to perform volunteer community service work.

#### 2. Administration

The decision to sentence an offender to perform a designated number of community service hours rest with the discretionary authority of the sentencing judge. In cases where the Courts deem community service appropriate, offenders are afforded the opportunity to engage in service to the community by contributing various skills and/or talents.

The Adult Community Service Program is responsible for conducting in-person interviews, arranging worksite placements, and monitoring offenders serving community service sentences. In addition, the Program advises the Courts of successful or unsuccessful compliance.

#### 3. Operating Budget

Funding for the Program is supplied by the County Government and incorporated into the budget for the Washington County Sheriff's Department.

#### 4. Staffing

The Program is staffed by one position, Program Administrator.

### B. Program Information

#### 1. Program Eligibility

The Adult Community Service Program accepts all referrals made from the local District and Circuit Courts as well as transfers from other county jurisdictions and other states.

#### 2. Worksites

The Adult Community Service Program has enlisted cooperation and support from roughly fifty area agencies. The Program is heavily reliant on some agencies more so than others due to such factors as manpower that can be utilized at any one given time and availability as to when work can be performed. Offenders have rendered service in the areas of health, welfare, recreation and education.

3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals (Total)	127
District Court	98
Circuit Court	14
Transfers from County Programs or Out-of-State	15
Number of Hours Assigned (Total)	15,903
District Court	8,318
Circuit Court	6,675
Transfers from County Programs or Out-of-State	910
Number of Successful Completions	124
Number of Unsuccessful Completions	30
Number of Hours Completed	10,394.25
Monetary Value of Hours Completed (\$3.85/hour)	\$40,017.86

## WICOMICO COUNTY

### A. Program Administration

#### 1. Introduction

Administered by the Division of Parole and Probation, the Community Services Program in Wicomico County was established in 1981. The district and circuit courts utilize the program as a special condition of probation.

#### 2. Administration

Offenders are referred by the court to the Division of Parole and Probation where they are assigned to an agent who makes an appropriate community service referral.

#### 3. Operating Budget

The division makes no special budgetary provision for the administration of the program in Wicomico County.

#### 4. Staffing

The program is staffed by local supervision agents and clerical workers.

### B. Program Information

#### 1. Participant Eligibility

Circuit and district court judges determine participant eligibility.

#### 2. Worksites

Approximately eight public and private non-profit worksites were utilized during FY'86.

#### 3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals	61
Number of Successful Completions	43
Number Failing to Complete	2
Hours Assigned	2,805
Hours Completed	1,636
Monetary Value of Hours Completed	\$6,298.60
(\$3.85/hour)	

WORCESTER COUNTY - Town of Ocean City

A. Program Administration

1. Introduction

The Alternative Service Program, locally administered in Ocean City, has been very successful in terms of completed man hours. Out of the 136 cases accepted by Ocean City, only 11 were returned for non-compliance.

2. Administration

A placement system working with several City Departments was established in FY'84. An effort is originally made to set a schedule convenient for the client. A schedule is developed, with the client advising of available work hours. The client is advised that he/she will be given only one opportunity to complete the work assignments and keep their chosen schedule. This process places the responsibility for completing the work assignment directly on the client. The worksite supervisor is advised to return all paperwork immediately, should a client fail to show, or prove unsatisfactory. By taking the burden of follow-up off of the Department Head, the "more trouble than it is worth" attitude, is eliminated. A minimum of eight (8) hours work per week is required of all clients.

The program address is:

Alternative Service Program of Ocean City  
Department of Recreation & Parks  
125th Street & Bay (Northside Park)  
Ocean City, Maryland 21842  
Phone: 723-1025

3. Operating Budget

A \$15.00 processing fee is required from each client in an effort to offset the man hours required to administer this program. A cooperative effort between Ocean City and Baltimore, to assure a transfer client does not pay a processing fee at both the original point of registration and the transfer work location, has been instituted.

B. Program Information

1. Participant Eligibility

All cases referred from Worcester and Wicomico County are accepted. In addition, cases have been accepted from Delaware, Virginia, New Jersey, Pennsylvania, and other areas, where just cause has been shown.

## 2. Worksites

During FY'86, seven (7) separate Ocean City departments accepted community service clients.

## 3. Program Data

The Division of Parole and Probation or other community service coordinators refer most cases. However, occasionally juvenile or unusual cases are referred directly from a judge or an attorney.

Charges have included sex offenses and theft. However a noticeable increase in DWI and possession of illegal substances was evident in FY'86.

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals	136
Number of Successful Completions	125
Number Failing to Complete	11
Hours Assigned	12,700
Hours Completed	11,304
Monetary Value of Hours Completed (\$3.85/hour)	\$43,520.40

## 4. Additional Information

Four other jurisdictions within and outside of Maryland accepted transfers from the program during FY'86. Prior to the transfer of any case out of the sentence jurisdiction, the presiding judge is contacted for approval.

A continual area of concern seems to be the time lapse which often occurs between client checks from the various parole and probation offices, and the lack of uniformity among the numerous community service program coordinators.

WORCESTER COUNTY - Pocomoke City

A. Program Administration

1. Introduction

Resolution #123 was adopted by the Mayor and Council of Pocomoke City to implement the locally administered Alternative Community Service Program in February, 1982. The first referral was accepted in April, 1982. During FY'86, the program accepted its first states attorney contract for community service.

2. Administration

All defendants report in person to the ACS coordinator as instructed by the court. The ACS coordinator assigns defendants to worksites and files completion reports with the Snow Hill office of the Division of Parole and Probation when the assignment is completed.

3. Operating Budget

No separate funds are allocated for the program.

4. Staffing

The program is administered by the Alternative Community Service Coordinator.

B. Program Information

1. Participant Eligibility

All clients must be referred by the district or circuit court, or by the Office of the States Attorney.

2. Worksites

All placements have been in the Public Works Department where assignments include painting, grass cutting, weed control, and janitorial work.

3. Program Data

Statistics for fiscal year July 1, 1985-June 30, 1986:

Number of Referrals	4
Number Placed on Worksite	4
Number of Successful Completions	3
Number Failing to Complete	1
Hours Assigned	103
Hours Completed	83.5
Monetary Value of Hours Completed	\$321.48
(\$3.85/hour)	

ALTERNATIVE SANCTIONS NETWORK

The Alternative Sanctions Network is an organization of representatives from a variety of criminal justice agencies in Maryland and Pennsylvania. Criminal justice practitioners from community service programs, state and federal parole and probation, juvenile services, work release, halfway houses, drug and alcohol programs, community arbitration, jails and offender aid agencies participate in the organization.

The Network provides an important forum for discussion about a number of criminal justice issues and has been active since the winter of 1980.

During FY'86, presentations were made at Alternative Sanctions Network meetings in several key areas:

- Justice Fellowship (David Coolidge)
- Worksite Guidelines
- Legislative Issues

A major accomplishment for the organization during FY'86 was the Alternative Sanctions Network Conference titled "Mental Health Issues in Criminal Justice". Held at the Pikesville Hilton on December 6, 1985, the conference attracted approximately 130 participants.

The agenda for the conference was as follows:

- Welcoming Remarks  
The Honorable Joseph F. Murphy, Jr., Circuit Court for Baltimore County
- Keynote Address  
"The Impact of Criminal Justice System Clients on Mental Health Services Delivery System", Dr. Stuart Silver, Director, Clifton T. Perkins Hospital
- Workshops
  1. Sexual Offenders - Patrick McGee, Substance Abuse Coordinator, Adjunct Trainer, Division of Parole and Probation
  2. Delayed Stress Syndrome: Vietnam Vets - Dr. Anthony Swetz, Chief Psychologist, Roxbury Correctional Institution
  3. The Psychology of the Chronic Shoplifter - Dr. Frederick Oeltjen, Clinical Psychologist, Community Counseling, Frederick
- Luncheon Address  
"Patuxent: A Treatment Correctional Institution"  
Dr. Norma Gluckstern, Director, Patuxent Institution



- Workshops

1. Intervention Techniques with the Mentally Ill -  
Martin Katzenstein, Director of Treatment Services,  
Baltimore City Jail
  2. De-Institutionalization and Its Effects on the Criminal  
Justice System - Dr. Anthony Swetz, Chief Psychologist,  
Roxbury Correctional Institution
  3. The Criminal Justice System's Response to Domestic Violence:  
A Panel Discussion - Panelists Karen Ford, Detective,  
Spousal Abuse Unit, Baltimore County Police Department;  
Tracey Brown, Esquire, Domestic Violence Unit, Baltimore  
City State's Attorney's Office; Marla Hollingsworth, Esquire,  
House of Ruth; Bonnie Ariano, Director Sexual Assault and  
Domestic Violence Center
- Overview of Sentencing Issues Related to the Mentally Ill -  
The Honorable Robert F. Sweeney, Chief Judge,  
District Court of Maryland

Closing Remarks

Maurice Ward, Director  
Montgomery County Alternative Community Service Program

The Alternative Sanctions Network meets bi-monthly (on the third  
Wednesday, 10 a.m. until noon). Contact person for the Network is  
Ms. Linda Parrott 396-1191.

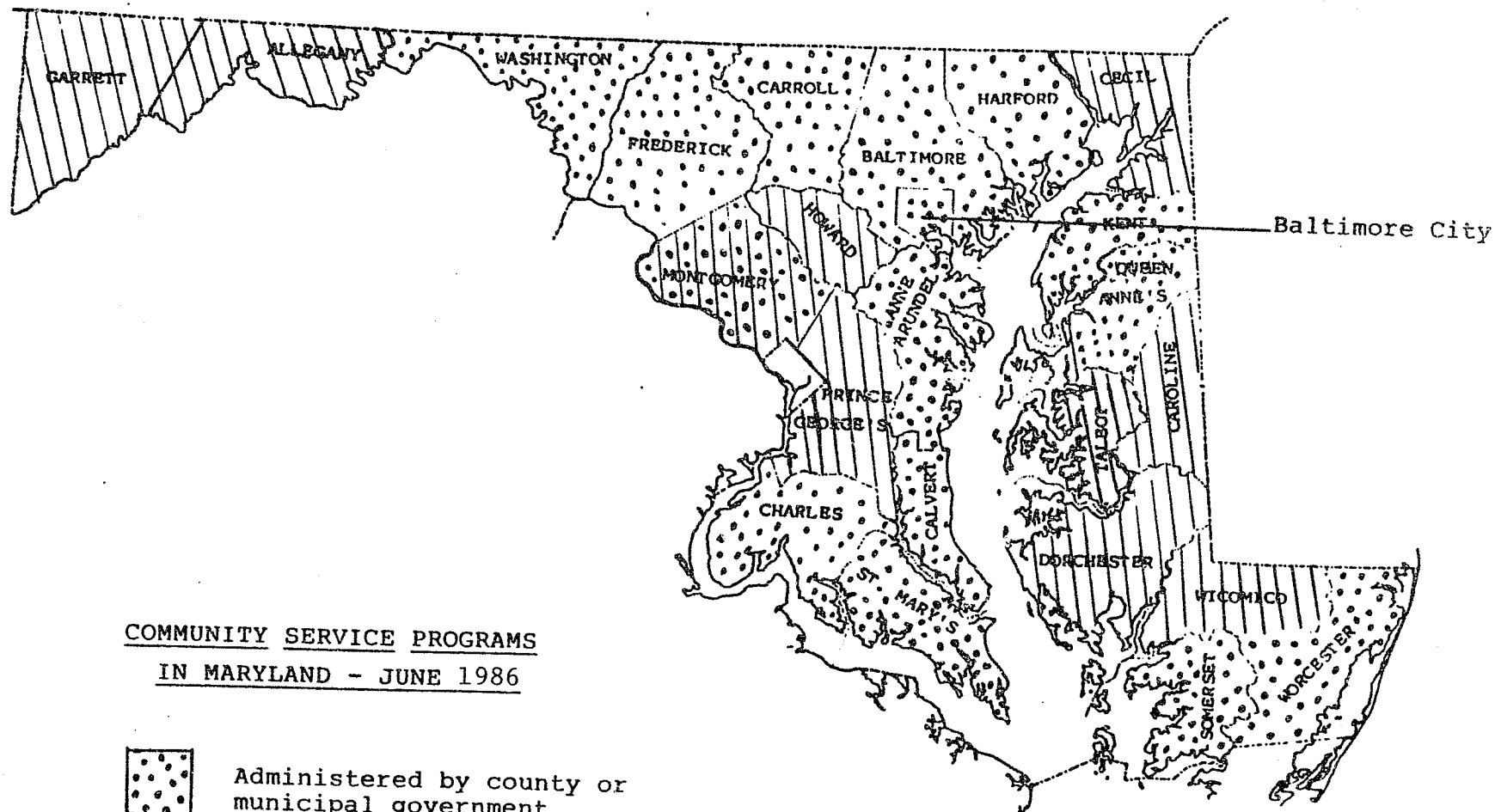
SUMMARY OF COMMUNITY SERVICE PROGRAMS ADMINISTERED BY LOCAL SUBDIVISIONS - FY 1986

County	Number of Referrals	Number of Hours Assigned	Number of Successful Completions	Number of Hours Completed	Monetary Value (\$3.85/hour)
Anne Arundel County *	551	35,210	456	24,968	\$96,126.80
Baltimore City	3,606	456,133	1,698	198,680.40	\$764,919.54
Baltimore County	1,898	148,993	1,559	113,802	\$438,137.70
Calvert County *	413	8,506	349	6,784	\$26,118.40
Carroll County *	786	38,187	713	29,986	\$115,446.10
Charles County *	1,421	24,250	1,127	18,634	\$71,740.90
Frederick County *	502	36,513	363	17,791	\$68,495.35
Harford County *	1,052	52,204	690	43,765	\$168,495.25
Kent County *	141	7,058	127	6,353	\$24,459.05
Montgomery County *	1,562	47,117	1,457	42,644	\$164,179.40
Queen Anne's County	27	2,697	9	879	\$3,384.15
St. Mary's County *	1,009	20,080	858	17,060	\$65,681.00

\* Includes Juveniles

SUMMARY OF COMMUNITY SERVICE PROGRAMS ADMINISTERED BY THE DIVISION OF PAROLE AND PROBATION - FY 1986

Jurisdiction	Number of Referrals	Number of Hours Assigned	Number of Successful Completions	Number of Hours Completed	Monetary Value (\$3.85/hour)
Allegany County	25	1,200	24	1,180	\$4,543.00
Caroline County	44	3,525.5	36	2,283	\$8,789.55
Cecil County	88	4,981	58	3,536	\$13,613.60
Dorchester County	63	5,064	41	2,928	\$11,272.80
Garrett County	5	647	4	234	\$900.90
Howard County	556	30,738	348	13,586.50	\$52,308.02
Montgomery County	399	36,826	187	17,148.5	\$66,021.73
Prince George's County	1,136	52,832	897	41,672	\$1,604,187.20
Talbot County	365	6,317	53	1,918	\$7,384.30
Wicomico County	61	2,805	43	1,636	\$6,298.60
TOTALS	2,742	144,935.5	1,691	86,122	\$1,775,319.70



COMMUNITY SERVICE PROGRAMS  
IN MARYLAND - JUNE 1986



Administered by county or  
municipal government



Administered by the Division  
of Parole and Probation

DIRECTORY OF MARYLAND COMMUNITY SERVICE PROGRAMS  
FISCAL YEAR 1986

<u>County</u>	<u>Program Location</u>	<u>Agency</u>	<u>Contact Person</u>	<u>Staff</u>	<u>Target Population</u>
Allegany County	3 Pershing Street P.O. Box 801 Cumberland, Md. 21501-0801 Phone: 777-2140	Division of Parole and Probation	Mr. James MacFarlane, Jr.	Parole and Probation Agents	Adults; post-trial; supervised probation
Anne Arundel County	P.O. Box 446 Crownsville, Md. 21032 Phone: 923-6803 (Balto.) 987-3542	Alternative Sentence Program	Mr. Peter Saxton	Program Coordinators (3); Supervisor (1); Secretary (1)	Adults; juveniles; post-trial supervised probation
Baltimore City	Circuit Courthouse East 111 N. Calvert St. Room 326 Baltimore, Md. 21201 Phone: 396-1191	Community Services Program	Ms. Linda Parrott	Coordinator (1); Investigators (2); Secretary (1)	Adults; post-trial
Baltimore County	Bosley Avenue & Towsontown Blvd. Baltimore, Md. 21204 Phone: 494-2056	Alternative Sentencing Program	Mr. Gregory Harrer	Director (1); Coordinators (3); Case Managers (5); Secretary (1)	Adults; post-trial; district & circuit court; juveniles
Calvert County	Court House Prince Frederick Maryland 20678 Phone: 535-1600 Ext. 305	Community Service Program	Ms. Terry Farman	Program Coordinator (1); Secretary (1)- part-time	Adults; post-trial; supervised probation; unsupervised probation; juveniles
Caroline County	District Court/Multi- Service Center 3rd Street P.O. Box 218 Denton, Md. 21629 Phone: 479-4611	Division of Parole and Probation	Mr. John Wilson	Parole and Probation Agents	Adults; post-trial; supervised probation

E-1

Appendix E

<u>County</u>	<u>Program Location</u>	<u>Agency</u>	<u>Contact Person</u>	<u>Staff</u>	<u>Target Population</u>
Carroll County	55 N. Court Street Room G-24 Westminster, Md. 21157 Phone: 857-4606 (Balto) 876-7545	Volunteer Community Services Program	Mrs. Patti Bair Price	VCSP Coordinator (1); VCSP Assistant (1)	Adults; juveniles; post-trial supervised and unsupervised probation
Charles County	County Commissioners Office Box B Courthouse La Plata, Md. 20646 Phone: 645-0555 or 870-3000, Ext. 555 (D.C. line)	Volunteers in Community Service Program	Ms. Jean Duerson	Coordinator (part-time)	Adults; post-trial; district and circuit court; juveniles
Cecil County	District Court/Multi-Service Center 170 E. Main Street Elkton, Md. 21921 Phone: 398-1828	Division of Parole and Probation	Mr. Charles Benner	DPP Volunteer	Adults; post-trial; supervised probation
Dorchester County	300 Academy Street P.O. Box 482 Cambridge, Md. 21613 Phone: 228-6776	Division of Parole and Probation	Ms. Cindy Quimby	Parole and Probation Agents	Adults; post-trial; supervised probation
Frederick County	Sheriff's Office 100 W. Patrick St. Frederick, Md. 21701 Phone: 694-1928	Alternative Sentencing Program	Ms. Donna Tisdale	Program Coordinator (1)	Adults; post-trial; district and circuit court; juveniles
Garrett County	Courthouse Alder Street & 3rd Street P.O. Box 284 Oakland, Md. 21550 Phone: 334-9332	Division of Parole and Probation	Mr. James MacFarlane, Jr.	Parole and Probation Agents	Adults; post-trial; supervised probation

<u>County</u>	<u>Program Location</u>	<u>Agency</u>	<u>Contact Person</u>	<u>Staff</u>	<u>Target Population</u>
Harford County	2 Bond Street Bel Air, Md. 21014 Phone: 836-4671	Community Work Service Program	Ms. Donna E. Walinski	Program Coordinator (1); Part-time Assistants (2)	Adults; post-trial; supervised probation; juveniles
Howard County	District Court/Multi-Service Center 3451 Courthouse Drive Ellicott City, Md. 21043 Phone: 455-8697	Division of Parole and Probation	Ms. Diane Fielding	DPP Volunteer	Adults; post-trial
Kent County	Courthouse Chestertown, Md. 21620 Phone: 778-4600	Community Work Program	Mr. Robert H. Sparre	Program Director (1)	Adults; juveniles; post-trial; district and circuit courts
Montgomery County	101 Fleet Street Rockville, Md. 20850 Phone: 279-1232	Alternative Community Services Program	Mr. Maurice Ward	ASP Director (1); Admin. Aide (1); Correc. Spec. (6)	Adults; juveniles; post-trial; pre-trial; supervised and unsupervised probation
	Park Work Program 600 S. Frederick Ave. 1st Floor Gaithersburg, Md. 20877 Phone: 948-7910	Division of Parole and Probation	Ms. Argo Nalls	Agent/Division of Parole and Probation	Youthful, non-felonious criminal or motor vehicle offenders
	GBS Building-4th Fl. 51 Monroe Street Rockville, Md. 20850 Phone: 424-2214	Division of Parole and Probation	Mr. N. Wayne Elgin	Parole and Probation Agents	Adults; post-trial; supervised probation
	7961 Eastern Avenue Suite 302 Silver Spring, Md. 20910 Phone: 588-8240	Division of Parole and Probation	Mr. Richard Silverman	Parole and Probation Agents	Adults; post-trial; supervised probation

<u>County</u>	<u>Program Location</u>	<u>Agency</u>	<u>Contact Person</u>	<u>Staff</u>	<u>Target Population</u>
Prince George's County	Volunteer Work Program 5030 Herzel Place Beltsville, Md. 20870 Phone: 595-5983	Division of Parole and Probation	Ms. Bertie Jones	Program Coordinator (1); Secretary (1)	Adults; post-trial; supervised probation; unsupervised probation
Queen Anne's County	P.O. Box 37-Route 18 West Centreville, Md. 21617 Phone: 758-0835	Department of Recreation and Parks	Mr. Steve Walls	Program Coordinator	Adults; post-trial; supervised probation
	District Court/Multi- Service Center 120 Broadway P.O. Box 327 Centreville, Md. 21617 Phone: 758-2745	Division of Parole and Probation	Mr. John Wilson	Parole and Probation Agents	Adults; post-trial; supervised probation
St. Mary's County	County Courthouse P.O. Box 328 Leonardtown, Md. 20650 Phone: 475-5621	State's Attorney's Office	Ms. Florence Ballengee	Program Coordinator	Adults; post-trial; district and circuit court
Somerset County	Somerset County Office Bldg. Princess Anne, Md. 21853 Phone: 651-0749	Community Service Program	Mr. Robert Purnell	Program Coordinator	Adults; post-trial; district and circuit court
Talbot County	108 N. Washington Street Professional Bldg. 2nd Floor P.O. Box 833 Easton, Md. 21601 Phone: 822-1580	Division of Parole and Probation	Ms. Cindy Quimby	DPP Volunteer	Adults; post-trial; supervised probation



<u>County</u>	<u>Program Location</u>	<u>Agency</u>	<u>Contact Person</u>	<u>Staff</u>	<u>Target Population</u>
Washington County	Adult Community Service Program Court House Annex Hagerstown, Md. 21740 Phone: 791-3025	Sheriff's Department	Mr. Alan Shane	Program Coordinator	Adults; post-trial; supervised probation
Wicomico County	Route 50 & Cypress Street Salisbury, Md. 21801 Phone: 543-6605	Division of Parole and Probation	Mr. Paul Hull	Parole and Probation Agents	Adults; post-trial; supervised probation
Worcester County	Alternative Service Program Northside Park/O.C. Recreation Complex 125th Street and Bay Ocean City, Md. 21842 Phone: 723-1025	Department of Recreation and Parks	Ms. Carol A. Everhart	Program Coordinator	Adults; post-trial; unsupervised probation, supervised probation; juveniles
	City Hall P.O. Box 29 Pocomoke City, Md. 21851 Phone: 957-1333	Alternative Community Service Program	Mrs. Janet Stewart	Program Coordinator	Adults; post-trial; district and circuit court; State's Attorney's Office

Questions, comments, and corrections regarding this report should be addressed to:

Stephen A. Bocian, Manager for Special Field Services  
Division of Parole and Probation  
6706 Reisterstown Road, Suite 305  
Baltimore, Maryland 21215-2344  
(301) 764-4307

PROGRAMS CHARGING FEES

The following locally administered community service programs charge administrative fees as indicated:

- 1) Anne Arundel County Alternative Service Program  
- initial one-time fee of \$20.00
- 2) Baltimore County Alternative Sentencing Program  
- initial one-time fee of \$20.00
- 3) Calvert County Community Service Program  
- initial one-time fee of \$10.00
- 4) Charles County Volunteers in Community Service Program  
- fee of \$25.00/day unless waived by sentencing judge  
-or-  
- initial one-time fee of \$10.00 for referrals from the Juvenile Services Administration or juvenile courts  
- initial one-time fee of \$25.00 for referrals from other counties regardless of the number of hours assigned
- 5) Frederick County Alternative Sentencing Program  
- initial one-time fee of \$15.00
- 6) Harford County Community Work Service Program  
- initial one-time fee of \$20.00
- 7) Montgomery County Alternative Community Services Program  
- initial one-time fee of \$50.00
- 8) Alternative Service Program of Ocean City (Worcester County)  
- processing fee of \$15.00

# MARYLAND DIVISION OF PAROLE AND PROBATION

## PUBLICATION LIST

- Opinion of the Attorney General on Selected Issues in Administration of Parole and Probation in Maryland, August 1978
- Maryland's Differentiated Caseload Management System: Report to the General Assembly, August 1979
- Evaluation and Research Plan for Community Supervision Program, March 1980
- Evaluation Report in Criminal Investigation Program, March 1980
- 1980 Annual Report, Maryland Division of Parole and Probation
- Community Services Program Guide, 1983
- 1981 Annual Report, Maryland Division of Parole and Probation
- 1982 Annual Report, Maryland Division of Parole and Probation
- Third Community Services Program Annual Report, 1982
- Guide to Maryland Case Management System for Adult Probation and Parole Services, 1983
- Maryland Probation System. Facts, History and Service, 1982
- Volunteerism in the Division of Parole and Probation, 1983
- Fourth Community Service Programs Annual Report, 1983
- 1983 Annual Report, Maryland Division of Parole and Probation
- Fifth Community Service Programs Annual Report, 1984
- 1984 Annual Report, Maryland Division of Parole and Probation
- Sixth Community Service Programs Annual Report, 1985

Single copies of the listed publications are available at no charge from Division of Parole and Probation, 6776 Reisterstown Road, Suite 305, Baltimore, Md. 21215-2344

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