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**Community  
Services  
Program  
Annual  
Report  
1988**



**William Donald Schaefer**  
Governor

**Melvin A. Steinberg**  
Lt. Governor

**Bishop L. Robinson**  
Secretary

**Dr. Donald Atkinson**  
Acting Director

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

127453

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

Administrative Office of the Courts  
Court of Appeals Building  
P. O. Box 431  
Annapolis, Maryland 21404

Information on the activities of Maryland's Community Service Programs during Fiscal Year 1988 is provided in this Ninth Annual Report. The report is a documentary presentation which is intended to satisfy the Division of Parole and Probation's legislated responsibility to submit an annual program report to the Administrative Office of the Courts. Preparation of the Ninth Annual Report was a joint effort involving administrators of local community service programs and staff of the Division of Parole and Probation. As in past years, the Division extends its appreciation to those individuals who contributed the data on program activities featured in this report.

During Fiscal Year 1988 a major development regarding the status of community service in Maryland was the passage of House Bill 924. Effective July 1, 1988, the bill clarified those types offenses which are not appropriate for community service placement (i.e. specific crimes of violence listed as 643B offenses). HB 924 also provided additional guidance as to program administration and authorized a specific role for the Juvenile Services Agency relative to juvenile offenders performing community service.

Pursuant to these changes, future community service annual reports compiled by the Division of Parole and Probation will focus on offenders adjudicated as adults.

All information contained in this report (e.g. the inclusion of juvenile as well as adult information) reflects the status of the program statewide during Fiscal Year 1988. The Division of Parole and Probation remains committed to a continued support of community service as a practical sentencing alternative for non-violent offenders in Maryland.

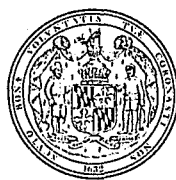
4/5/89

Date

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## MARYLAND DIVISION OF PAROLE AND PROBATION

### COMMUNITY SERVICE PROGRAMS

### NINTH ANNUAL REPORT

FISCAL YEAR 1988

127453

U.S. Department of Justice  
National Institute of Justice

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Prepared by  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DIVISION OF PAROLE AND PROBATION  
BUREAU OF FIELD OPERATIONS

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Department of Public Safety and Correctional Services  
Division of Parole and Probation  
Annual Report  
for  
Community Service Programs  
Fiscal Year 1988

I. INTRODUCTION

During Fiscal Year 1988 community service programs continued to offer a useful and appropriate sentencing alternative in Maryland. Under the authority of Article 27, Section 726A of the Annotated Code of Maryland, a total of 16,846 offenders were referred to perform 897,646 hours of community service. During the same time period, 13,025 offenders successfully completed community work assignments. A statewide total of 654,792 hours of service were provided to the community. Based on a comparable wage estimate of \$3.85 per hour, this represented a value of approximately \$2,520,950 in service to the community.

II. PURPOSE AND STRUCTURE

The purpose of the community service program is to provide the judiciary with a sentencing alternative through which offenders are placed in unpaid work assignments to serve a specified number of hours performing work within a set time limit. This program thus provides a form of social restitution which is of tangible benefit to the community.

During Fiscal Year 1988, the program was structured to provide the flexibility for direct administration by an agency of the local political subdivision or by the Division of Parole and Probation. Functions to be performed by the division include the preparation of general guidelines that allow modification to meet local conditions, the monitoring of community service programs on request of the sponsoring agency, the development of local program reporting guidelines, and submission of an annual report to the Administrative Office of the Courts on statewide community service program activity. Within these categories of administrative services the division provides technical assistance to facilitate the establishment of local initiatives; promotes interagency coordination of planning and program development; and provides clearinghouse information services in specialized areas of program administration.

In terms of the administering agency, there are two types of community service programs, (1) those administered locally by an agency of the respective jurisdiction and (2) those administered directly by the Division of Parole and Probation. The division maintains a position of advocating for the establishment and maintenance of local programs by the local political subdivisions. Toward that end, the division provides a technical assistance service upon request. In those jurisdictions which have not implemented locally administered programs, the Division of Parole and Probation runs programs as a service to the community and the courts.

### III. LOCALLY ADMINISTERED PROGRAMS

Community service programs administered by the local jurisdictions are established in Baltimore City, Anne Arundel, Baltimore, Calvert, Carroll, Charles, Frederick, Harford, Kent, Montgomery, Queen Anne's, St. Mary's, Somerset and Washington counties. The towns of Ocean City, Pocomoke City, Snow Hill and Berlin, as well as the County Maintenance Department, have each established local community service programs in Worcester County.

In Fiscal Year 1988, locally administered programs received referrals of 13,854 offenders. During that same period 10,846 offenders successfully completed community service work assignments. A total of 569,032 hours of service were provided to the community through locally administered programs during Fiscal Year 1988.

Based on a comparable wage estimate of \$3.85/hour, this represented a value of \$2,190,773.20 in services to the community. The comparable wage standard was arrived at during Fiscal Year 1986 through informal comparisons between the general types of duties performed by community service workers and similar functions in entry level state jobs (e.g. groundskeeper, painter, maintenance, etc.).

### IV. DIVISION ADMINISTERED PROGRAMS

The Division of Parole and Probation provides direct program administration for programs in eleven (11) counties: Allegany, Caroline, Cecil, Dorchester, Garrett, Howard, Montgomery, Prince George's, Queen Anne's, Talbot and Wicomico. Montgomery and Queen Anne's counties have local as well as division administered programs.

During Fiscal Year 1988, division administered programs received 2,992 offenders referred by the courts. In that same period 2,179 offenders successfully completed community service work assignments. A total of 85,760.5 hours of service were provided to the community. Based on a comparable wage standard of \$3.85/hour, this represents a value of \$330,177.92 in services to the community.

### V. NATIONAL PERSPECTIVE

During November of 1987, individuals from Maryland who are interested in the field of alternative sanctions attended the National Community Service Symposium entitled Working For Justice. Organized by the National Community Service Sentencing Association (NCSSA), the Symposium was held in Boston and drew participants from across the country. Co-sponsors included the Massachusetts Commissioner of Probation, the U. S. Department of Transportation, the California League of Alternative Service Programs, the Administrative Office of the Courts for the State of New Jersey and the American Probation and Parole Association. In his opening remarks to the general session on November 2, 1987, NCSSA President William D. Burrell noted that community service is celebrating its 21st anniversary in the United States and that on a national level "...the majority of our programs... are still figuring out where to go, how to get there;

making their choices, establishing their priorities and identifying their values." Mr. Burrell further observed that there is currently a "...groundswell of interest in alternatives to incarceration as the result of jail and prison overcrowding" that could serve to lure community service programs away from their initial goals.

Mr. Burrell and other presenters at the Symposium called for a renewed national discussion regarding what community service represents and what programs are designed to accomplish. M. Kay Harris, an Associate Professor for the Department of Criminal Justice at Temple University, served as a panelist for the November 3, 1987 session "Future Issues in Community Service." Ms. Harris had previously served as a technical consultant who participated in the Division of Parole and Probation's development of Maryland's first Community Services Program Guide (February 1980). In her presentation to this national symposium, she observed that a quick, informal survey of those in attendance regarding the most important aim of community service yielded the following list: "retribution, fairness, reparation, discipline, reduction of recidivism, reduction of imprisonment, accountability, rehabilitation, constructive participation in the community, changing attitudes, providing offenders a positive experience, personal and community empowerment, 'shalom', offenders giving of themselves back to society, punishment, and providing offenders a meaningful experience." She added that this cross section of responses indicates that community service seems to be expected to serve diverse and seemingly conflicting aims.

In her closing remarks, Ms. Harris stated that: "If the future of community service is to involve anything other than unguided, uncoordinated growth, there needs to be serious debate and reassessment of the appropriate role and uses of sentences to community service. Those attending this symposium are in a position to assume a leadership role nationally in trying to flesh out the key issues and move closer toward clarity and consensus with respect to how those issues should be resolved. It will not be easy to develop policies with respect to such issues as the place community service should hold in the array of sanctioning options available; when community service should be employed as a sole sanction versus as an add-on or part of a combination penalty; the types of offenders and offenses for which community service is an appropriate penalty; the nature and duration of community service work obligations that should be imposed; and, perhaps most importantly, the goals that community service realistically should be expected to serve and for which programs should be held accountable. But it is the need to better address such issues that constitutes the clear challenge for the future of community service."

Information in this section has been included in order to convey the tone of current national discussions. Quotations cited were taken from the Proceedings for the National Community Service Symposium "Working For Justice," pp. 1-5, November 1-4, 1987, Boston, MA.



## VI. MARYLAND PERSPECTIVE - THE ALTERNATIVE SANCTIONS NETWORK

The Alternative Sanctions Network is an organization of representatives from a variety of criminal justice agencies in Maryland and Pennsylvania. Practitioners from community service programs, state and federal parole and probation, juvenile services, work release, halfway houses, drug and alcohol programs, pre-trial release programs, community arbitration, jails, offender aid agencies and representatives of local government have all participated in the organization.

A major activity for the Network during FY'88 was participation in the legislative process through support of House Bill 924, which was sponsored by Delegate A. Wade Kach (R-10). Key aspects of this successful legislation have been presented in the cover letter at the front of this report.

The Network continues to meet regularly to review and discuss issues of concern to a variety of agencies and programs involved with alternative sanctions. The philosophy and general purpose of the Alternative Sanctions Network is stated in its bylaws as follows:

"The purpose of the Alternative Sanctions Network is to facilitate and maintain a mechanism for the exchange of programmatic philosophies, plans and practices regarding alternative sanction options. A major focus is the development and enhancement of community service programs as a viable criminal justice sanction. The Network is committed to researching, evaluating and promoting other sanctions which serve to relieve problems of institutional overcrowding.

The Network also believes that these alternatives may be less costly, better serve the needs of offenders and victims, and be appropriate sanctions for the crime. The Network is committed to the provision of technical assistance and training for a range of alternative sanctions. The Network advocates the use of these sanctions only if coupled with concern for public safety."

Reflected in this statement of purpose is the fact that the Network has dedicated itself to a leadership role in the area of alternative sanctions. This can be seen in its participation in the legislative process (e.g. creation and support of HB 906 which was defeated during the 1987 General Assembly Session and creation and support of HB 924 which was passed during the 1988 General Assembly Session). This commitment is also evidenced by the Network's strong presence at the National Community service Symposium discussed in Section V of this report. Community service experts and practitioners from Baltimore City, Anne Arundel County, Baltimore County, Carroll County, York County (Pennsylvania) and the Maryland Division of Parole and Probation participated in deliberations concerning a range of community service issues.



On May 24 and 25 of 1988, the Alternative Sanctions Network sent one of its members (Katherine Jones of the Division of Parole and Probation) as a representative to the Middle Atlantic States Correctional Association Conference at Atlantic City, New Jersey. Ms. Jones shared responsibilities with National Community Service Sentencing Association President William D. Burrell as a presenter in a workshop on community services. This particular workshop was very well received by conference participants and served the Network well in enhancing a regional reputation in the field of alternative sanctions.

The Network should be utilized and expanded to provide an appropriate forum for all individuals, groups and government entities who are interested in enhancing community service through a review and assessment of the proper structure, purpose and performance of Maryland's programs.

STATISTICAL NOTE:

The reader should note that some statistical information may include data regarding clients assigned during previous as well as the current fiscal year (i.e. the number of hours completed, the number of clients completing work assignments and the number of clients failing to complete). As shown in previous reports, some clients begin their community service assignments during one fiscal year period (e.g. FY'87) but do not complete their hours until the following year (e.g. FY'88).

## ALLEGANY COUNTY

### A. Program Administration

#### 1. Introduction

Although there has never been a formally established community service program in Allegany County, judges in this jurisdiction have ordered community service special conditions on an increasing basis each year. During FY'88, there have been approximately 20 cases in which community service has been required by the judiciary.

#### 2. Administration

Upon finding the defendant guilty as charged, the judge orders voluntary community service usually as a special condition of his probation. An intake is completed by the Division. The case is then properly classified and assigned to the appropriate supervising agent. The work hours are documented by the agent and when completed, the sentencing judge is notified, and the case is closed.

#### 3. Operating Budget

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

#### 4. Staffing

In Allegany County, the case is handled by the agent assigned supervision in the case.

### B. Program Information

#### 1. Participant Eligibility

The criteria for participating in the program is at this time dependant on the sentencing judge's decision to allow the defendant to perform a community service in lieu of a jail sentence.

#### 2. Worksites

The work sites where the client is expecting to perform work duties are assigned, depending on case, by the sentencing judge or agent supervising the case. This has amounted to clients being assigned to ten (10) work sites in Allegany County area depending on their place of residence.

3. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:

Number of Referrals	20
Number of Successful Completions	12
Number of Failing to Complete	2
Hours Assigned	1,070
Hours Completed	662
Number of Work Sites	10
Monetary Value of Hours Completed (\$3.85/hour)	\$2,548.70

## ANNE ARUNDEL COUNTY

### A. Program Administration

#### 1. Introduction

The locally administered Anne Arundel County Community Services Program is administered under the county Office of Criminal Justice.

#### 2. Administration

The program is intended to aid local courts while decreasing demand on other county criminal justice resources. The adult component of the Alternative Sentence Program originally is planned for assignment of misdemeanor offenders sentenced by Anne Arundel County district and circuit judges. Adults assigned to public works projects are usually expected to work on Saturdays and Sundays of each week.

The juvenile component of the Alternative Sentence Program was initiated in 1980 as a result of a conference attended by representatives of the County Executive, the Office of Criminal Justice, the Board of Education, and juvenile court masters. The group concluded that an additional sanction beyond probation should be imposed upon many juvenile offenders in Anne Arundel County. Such a sanction would ideally provide a sufficient social stigma to participants in the program to create a "reverse peer pressure."

The adult program has undergone some changes during the past several years. For example, a variety of worksites are now available to assign participants. Approximately one-third of the 300 adults assigned to the program annually are from neighboring counties, with circuit court cases also being frequently assigned. The circuit court and neighboring jurisdiction courts have in the past few years utilized the program, depleting some of the county's program resources and somewhat modifying the purpose of the program.

The juvenile program has also been modified since its inception. Youth are now assigned to the program not only as a condition of probation, but also in cases of continuance. Also, instead of a standard 40 hours, hours are assigned in multiples of eight from a minimum of eight hours to a maximum of 1,000 hours. Juveniles are supervised as a group in completing public works by Mr. Eric Stein. This community service group completes diverse assignments benefiting Anne Arundel County such as roadside litter clean-up, work at Millersville Landfill, Anne Arundel County Fairgrounds, Crownsville Hospital and the Goodwill.

## VII. THE COMMUNITY SERVICE PROGRAMS

The program name and address is:

Alternative Sentence Program  
P. O. Box 446  
Crownsville, Maryland 21032  
Phone: 923-6803  
987-3542 (Balto.)

3. Staffing

Mr. Peter R. Saxton is director of the Alternative Sentence Program. Mr. Eric Stein is program assistant.

B. Program Information

1. Participant Eligibility

The majority of referrals to the community service program are made by the two district courts and the circuit court. Cases are also transferred to and from other jurisdictions. Most individuals have been charged with either traffic or misdemeanor offenses, although referrals from the circuit court may involve felony convictions. The Alternative Sentence Program retains the right to refuse an individual for placement. All referrals to the program have either received probation before judgement or have been found guilty with a fine and/or incarceration suspended.

2. Worksites

The Alternative Sentence Program utilizes the following worksites: Maryland State Police Barracks in Glen Burnie, Anne Arundel County Landfills, Goodwill Industries, Glenwood Civic Association, and the public library.

Adults assigned community services are directed to one of the above worksites, while juveniles work as a supervised group in completing projects around the county.

3. Finance

The Alternative Sentence Program charges a \$20.00 program fee to all participants. This money helps defray some of the administrative cost of the program.

4. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:

	Adult	Juvenile	Total
Number of Referrals	381	285	666
Number of Successful Completions	272	277	549
Number Failing to Complete	67	33	100
Number of Hours Assigned	21,275	8,049	29,324
Number of Hours Completed	12,872	7,288	20,160
Monetary Value of Hours Completed			
(\$3.85/hour)	\$49,557.20	\$28,058.80	\$77,616

## BALTIMORE CITY

### A. Program Administration

#### 1. Introduction

The Baltimore City Community Services Program is locally administered and has been in operation for eight years. Since it's 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 three 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

Eastside District Court  
1400 E. North Avenue  
Baltimore, Maryland 21213  
Phone: 396-7481

#### 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'88 was \$208,786.00.

#### 4. Staffing

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



B. Program Information

1. Participant Eligibility

All program participants meet one or more of the following criteria:

- adult (18 years or older), or tried as an adult.
- tried in 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.

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 500 local agencies and nonprofit organizations, who accept clients on a regular basis. Many of these agencies offer multiple worksites. Agencies include: Bureau of Recreation and Parks, District and Circuit Court, Baltimore Police Department, Baltimore City Schools, Neighborhood Assistance Program, A Place for Us, Our Daily Bread, many community improvement associations, hospitals, nursing homes, churches and numerous others.

In addition to regular worksite placements, the Baltimore City Program also provides special, temporary workcrews to seven community groups, and city agencies.

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. Approximately 83% of total clients referred are also on supervised probation.

Statistics for fiscal year July 1, 1987-June 30, 1988:

Number of Referrals	(Total)	1,897
Circuit Court		743
District Court		1,026
Transfer From County Programs		128
Number of Hours Ordered		209,622
Number of Completions		2,780
Satisfactory Completions		1,978
Unsatisfactory Completions		718
Other (hours abated, death, medical)		84
Total Hours Completed		215,429
Monetary Value of Hours Completed		\$829,401.65
(\$3.85/hour)		
Total Active Program Cases as of 6-30-88		1,563

1. The Baltimore City Program is now computerized. This new system allows for more efficient placement and monitoring of program clients. Standardized and customized program data reports are available in minutes. Status update reports to Parole and Probation are sent out on a monthly basis.

BALTIMORE CITY Program administered by Juvenile Services Agency

A. Program Administration

1. Introduction

The Social Responsibility Program administered by the Juvenile Services Agency, has been functioning in Baltimore City since May 1981.

2. Administration

The program handles only juvenile offenders that are referred by Intake Officers, State's Attorney's Office and the Juvenile Court. The program office is located:

Juvenile Services Agency  
2406 Greenmount Avenue  
Baltimore, Maryland 21218  
Phone: (301) 333-7515, 333-7095, 333-5126

3. Operating Budget

The Juvenile Services Agency makes no budgetary provisions for the administration of this program.

4. Staffing

The program is staffed by a full time Coordinator. Student Interns and Foster Grandparents are used to assist the Coordinator.

B. Program Information

1. Participant Eligibility

Participants are referred from the Baltimore City Juvenile Court as well as Intake staff and the State's Attorney's Office.

2. Worksites

The Social Responsibility Program has some three hundred (300) non-profit organizations and public agencies. These sites may be private or public facilities.

3. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:

Number of Referrals	622
Number of Successful Completions	279
Number Failing to Complete	213
Hours Assigned	30,165
Hours Completed	15,446.5
Monetary Value of Hours Completed (\$3.85/hour)	\$59,469.03

## BALTIMORE COUNTY

### 1. Significant Accomplishments

Baltimore County Alternative Sentencing Program continued its operation during the fiscal year 1988, placing nearly 1,900 defendants at community service work sites. Of particular interest is the designation of an employee to serve as the Community Service Program's team leader. The team leader has assumed the responsibility of supervision and the coordination of the unit's activities. It is anticipated that this reassignment of personnel will improve the Community Service component of the Baltimore County Alternative Sentencing Program.

### 2. Program Description

#### A. Program Administration

The Alternative Sentencing Program has been part of the Baltimore County Criminal Justice Coordinator's Office. The Alternative Sentencing Program is staffed by twenty-five (25) persons including one (1) Director, five (5) T.A.S.C. Monitors, four (4) Community Service Case Managers, four (4) Clerical employees, two (2) Juvenile T.A.S.C. Monitors, six (6) Pre-trial Investigators, one (1) Domestic Violence Referral Program Case Manager, and two (2) Substance Abuse Evaluators. Of this group the operation of the community service component is carried out by the four (4) Case Managers mentioned above. The Alternative Sentencing Program's main office is located at 201 West Chesapeake Avenue, Towson, Maryland 21204.

#### B. Program Operating Budget

The Alternative Sentencing Program is funded by the Baltimore County Government. Its budget was incorporated into the budget of the Criminal Justice Coordinator's Office.

#### C. Participant Eligibility

Participants are eligible if they meet the following criteria:

1. Person must be 18 years old or older unless:
  - a. They are 16-18 years old but waived as a juvenile to adult court; and
  - b. They are under 18 years old but were sentenced to Alternative Sentencing Program by the traffic court.
2. Person tried and/or convicted of a felony and/or misdemeanor.

3. Offender must be tried and/or convicted in Baltimore County or transferred to Baltimore County by a Community Service Program in another jurisdiction.
4. Offender may not presently or previously be convicted of 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.

D. Program Data

The Alternative Sentencing Program accepts post trial referrals from Baltimore County's District and Circuit Courts for participation in Community Service Programs. Occasionally, cases are accepted as a result of its placement on the STET docket.

Statistics for fiscal year July 1, 1987-June 30, 1988:

Number of Clients Referred	1,844
Number of Successful Completions	1,277
Number of Hours Assigned	120,907
Average Hours Assigned per Client	64
Number of Hours Completed	81,337
Monetary Value at \$3.85 an hour	\$313,147
Number of clients failing to complete sentence.	221

E. Worksites

The Community Service Program is actively making placements to approximately 200 governmental and private non-profit agencies.

## CALVERT COUNTY

### A. Program Administration

#### 1. Introduction

The Program has been in existence for ten (10) years. It is operated under the County's Department of Public Safety and Services in the Community Services Division.

#### 2. Administration

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

Community Services Division  
Department of Public Safety and Services  
Courthouse  
175 Main Street  
Prince Frederick, Maryland 20678  
Phone: 535-1600, 855-1243, ext. 355, or 535-1623

#### 3. Operating Budget

The Program is funded by the Calvert County Government.

#### 4. Staffing

The Program is staffed by the Community Services Coordinator in the Department of Public Safety and Services.

### 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, 1987-June 30, 1988:

Number of Referrals	1,010
Number of Successful Completions	541
Number in the Process of Completion	445
Number Failing to Complete	24
Hours Assigned	23,393
Hours Completed	10,076
Hours in the Process of Completion	13,293
Monetary Value of Hours Completed	\$38,792.60
(\$3.85/hour)	

## CAROLINE COUNTY

### A. Program Administration

#### 1. Introduction

At the election of the county, community service is monitored for the local jurisdiction by the Division of Parole and Probation.

#### 2. Administration

An offender placed on probation with a special condition to perform Community Service reports to the Division of Parole and Probation field office. The agent places the client at a work project in the community. The agent monitors the client's progress through reports from the work project supervisor. Failure to complete the special condition of community service is reported to the court by the supervising agent.

#### 3. Operating Budget

The Division of Parole and Probation has no specific budgetary provisions for general administration of community service in its fiscal allocation. Other costs are absorbed into the existing operating budget.

#### 4. Staffing

Compliance with the special condition to complete community service is monitored by supervision agents. Oversight responsibility is maintained by the Field Supervisor I. The office address is:

Field Supervisor I  
Division of Parole and Probation  
Multi-Service Center, 3rd Street  
Denton, Maryland 21629  
Telephone: 479-4611

### B. Program Information

#### 1. Participant Eligibility

Eligibility is determined by the courts. Community service work is included as a special condition of supervised probation. Traditionally, the court has reserved community service as a special condition of probation for those convicted of traffic offenses and misdemeanor criminal charges.

2. Worksites

During fiscal 1988 ten (10) local government and charitable organizations provided work projects.

3. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:  
Information refers to adult offenders only.

Sources of Court Referrals - Circuit and District Courts  
in Maryland and transfers  
under the interstate  
compact.

Pre-Trial/Post-Trial	-	Information N/A
Types of Offenses	-	Misdemeanors
Number of Clients Referred	-	33
Number of placed at worksites	-	33
Number hours assigned	-	3,277
Number hours completed	-	2,166
Average number of hours per client	-	99
Number of clients completing	-	28
Number of clients failing to complete	-	7
Monetary value of hours completed (\$3.85/hour)	-	\$8,339.10

## 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 designated number of community service hours. Completion dates are generally 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  
Westminister, Maryland 21157  
Phone: 857-2673 or 876-7545

#### 3. Operating Budget

The program's total budget expenditure for FY'88 was \$68,934.38 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, misdemeanor and felony cases, pre-trial and post-trial referrals, and non-adjudicated juveniles.

2. Worksites

The Volunteer Community Service Program actively worked with 146 government agencies, civic groups, non-profit organizations, and religious facilities during FY'88.

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, 1987-June 30, 1988:

Number of Referrals	1,014
Number Placed	946
Number of Successful Completions	762
Number of Failing to Complete	60
Hours Assigned	40,580
Hours Completed	25,519
Average Number of Hours Sentenced	40
Monetary Value of Hours Completed (\$3.85/hour)	\$98,248.15

Types of offenses reflected in the community service caseload vary greatly, but include: theft, DWI, trespassing, bad checks, traffic violations, breaking and entering, telephone misuse, possession of controlled dangerous substance, sex offenses, possession of alcohol by minor, assault and battery, robbery, disorderly conduct, indecent exposure.

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 16 community service workers travels in a county government van to local work projects to clean up after firemen's carnivals, perform lawn work at county parks, scrub fire-hall kitchens, pack food for the needy.

The program has produced newsletters, "Community Service Update" which features worksite news, safety tips and liability and insurance information.

5. Area of Concern

Insurance and liability issues continued to be of prime concern.

## CECIL COUNTY

### A. Program Administration

#### 1. Introduction

Community service began in Cecil County during 1979 at the direction of the Honorable Kenneth A. Wilcox. From 1979 until September 1983, an individual who was required to complete community service was placed at a worksite by agents of the Division of Parole and Probation or Juvenile Services Administration.

During FY'84, Robert Sparre, Director of the Kent County Community Work Program agreed to coordinate the Community Service Program in Cecil County for adult offenders as a volunteer for the Division of Parole and Probation. On June 1, 1984, Mr. Sparre obtained a grant to implement a locally monitored community work program for juveniles in Cecil County.

During FY'88, the Cecil County Commissioners elected to monitor and fund the Community Service Program for juvenile and adult offenders. Mr. Sparre continues to serve as the Administrator.

This past year, there has been a significant increase in the number of cases being handled by the program. A portion of the increase can be attributed to the additional cases of unsupervised probation being transferred to the program from Harford County. These cases have not posed any special problems to date and none are anticipated so long as Cecil County maintains a part-time Administrator.

The procedures and reports used in Cecil County were developed by Mr. Sparre with the approval of the court.

#### 2. Administration

An individual assigned to complete community service reports to the Community Service Program, which is located in the Division of Parole and Probation field office. The details of the program are explained by the Administrator and a contract to complete community service is executed. A worksite placement is arranged that same day. Participant performance is monitored monthly or more frequently, if necessary.

The program Administrator also maintains frequent contact with the supervising agents, particularly in troublesome cases. Parole and Probation is sent a copy of the quarterly progress reports. The worksite supervisor reports to the program Administrator at the completion of the assigned hours, as well as any failure to complete. The worksite supervisor evaluates work performance, attitude, and attendance and has the authority to cancel the probationer's participation at that worksite. The program Administrator provides facts to support violation of

probation hearings and appears as a witness in all cases of unsupervised probation.

During 1987, program policy was modified to require that one parent accompany a juvenile at the placement interview. The parent is asked to sign a consent agreement. This procedure insures that the juvenile's parents understand the seriousness of the program requirements. This change has resulted in a marked improvement in the successful completion rate for juveniles. An additional benefit is that assignments are being completed in a reasonable amount of time instead of dragging on for weeks past the stated deadline.

The program reports good support from the courts, especially with difficult cases where the participant demonstrates refusal to comply with program attendance standards. The program rule of thumb, requires a minimum of 20 hours of work per month as a reliable guide for the courts. In 90% of the cases, the mutually agreed upon work schedule contract is designed so that the participant completes the hours well in advance of the 20 hour per week schedule. Participants who fail to comply can then be returned to the court before the court imposed deadline. The established practice allows for a second placement in some cases, when circumstances justify such action.

Policy guidelines have been established with a view towards protecting the program from the loss of valuable work sites that would surely result if participants were not required to comply with minimal standards of responsibility to the court, the Community Service Program and the work sites.

### 3. Operating Budget

The program has an annual budget of \$2,750, used for the salary of one part-time Administrator and office supplies. Office space and telephone service is provided to the program by the Division of Parole and Probation, who have made room for the program Administrator in their offices since 1984.

### 4. Staffing

The Cecil County Program is locally monitored and staffed by one part-time Administrator. The program address is:

Cecil County Community Service Program  
c/o The Division of Parole and Probation  
District Court/Multi-Service Center  
170 E. Main Street  
Elkton, Maryland 21921  
Telephone: 301-398-1828  
MARCOM: 301-392-0347



B. Program Information

1. Participant Eligibility

In Cecil County, eligibility is determined by the courts. Referrals are made to the program by the Circuit and District Courts of Cecil and adjacent counties, including New Castle County, Delaware. Referrals are also made by Juvenile Services.

Habitual offenders or those committing serious crimes are not given the opportunity to perform community service. The courts have not referred any cases that would be considered violent offenders. There have been no recorded cases of violent offenders in the program since 1984, when the maintenance of such program records began.

2. Worksites

The program utilizes approximately thirty-seven (37) government and charitable organizations located throughout the county. The program Administrator monitors worksite performance to increase their effectiveness and to maintain a positive program image in the community. It is reported that most worksites are demonstrating a businesslike and sophisticated approach to their end of the administrative work.

3. Program Data

Statistics for calendar year January 1, 1987-December 31, 1987:

Information refers to both juvenile and adult offenders.

Sources of referrals: Circuit and District Courts; Juvenile Services; transfer cases from other jurisdictions; Cecil County State's Attorney.

Pre-Trial/Post-Trial: Cases are post-trial, except for some juvenile cases and transfers from other jurisdictions.

Types of Offenses: Violation of Probation; Driving Under the Influence; Theft (under \$300); Disorderly Conduct; Possession of a Controlled Dangerous Substance; Attempted Theft; Traffic Offenses (without license, unregistered vehicle, suspended license); Bad Check; Disturbing the Peace; False Statement to Police Officer; Malicious Destruction of Property; Perjury; Welfare Fraud; Telephone Misuse; Speeding; Possession of Alcohol in Public; Battery; Fleeing/Eluding Arrest; Trespass; Resisting Arrest; Breaking/Stealing; Cruelty to Animals.

	ADULT	JUV.	TOTAL
Number of clients referred:	141	67	208
Number placed at worksites:	141	67	208
Number of hours assigned:	9,788	1,587	11,375
Number of hours completed:	7,633	1,379	9,012
Average no. of hours per client:	70	24	94
Number of clients completing:	103	59	162
No. of client failing completion:	38	8	46
Monetary value of hours:	\$29,387.05	\$5,309	\$34,696.20
(\$3.85/hour)			

#### 4. Problem Areas

The program Administrator reports that a continuing problem is the recalcitrant participant who refuses to let his court obligations interfere with or inconvenience his/her lifestyle. Warning letters have been moderately effective with these cases, but the most effective tool has been returning the participant to court before the court imposed deadline whenever they have blatantly failed to meet their obligations and where the facts justify such action. Even when the court allows a continuance in a few of these cases, there is rarely any further problem with the participant.

During 1987, there was an increase in the number of cases where unsatisfactory performance by the probationer (in all cases the attendance factor) led to discharge from the program. Records that are maintained reveal that rarely were there any mitigating circumstances that prevented satisfactory attendance. The placement interview carefully examines the participant's personal obligations and the mutually agreed upon minimum hours per week avoids conflict with earning a living, complications at home, transportation problems, physical conditions and any anticipated obstacles to perfect attendance. Personal illness is rarely, if ever, cited as an obstacle to reporting according to the pre-arranged schedule. The inference drawn is that during 1987 27% of the referrals were not willing to be inconvenienced by their obligation to the court.

The Administrator reports that the positive aspect of the increased rate of cancellations is that flagrant disinclination to discharge this court ordered obligation has been met with commendable objectivity by the courts and parole and probation. As a result, the message being transmitted to the worksites, the participants and the community is that the community service program in Cecil County combines fairness to the individual with the determination to serve the public interest and to support the worksites when they report unsatisfactory performance.

## 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. Administration

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, Charles County Government Building  
La Plata, Maryland 20646  
Phone: 645-0555 or 870-2260 (D.C./Metro)

Office hours are:

Monday through Friday from 8:00 a.m. to 4:00 p.m.

#### 3. Operating Budget

The VICS Program is self-supporting.

#### 4. Staffing

The program is staffed by a Coordinator and a Clerk-Typist

### B. Program Information

#### 1. Participant Eligibility

Participants are referred from the Circuit and District Courts and Juvenile Services Administration, other Counties, and the District of Columbia.

#### 2. Worksites

The VICS Program utilizes numerous non-profit organizations and public agencies. Assignments vary from maintenance to clerical work.

3. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:

Number of Referrals	2,015
Number of Successful Completions	1,469
Number Failing to Complete	33
Hours Assigned	52,646
Hours Completed (based on successful completion only. If still working hours were not counted)	27,387
Monetary Value of Hours Completed (\$3.85/hour)	\$105,439.95
Man-hour days (computed on 8 hour day)	3,423

4. Additional Information

Participants are assessed a fee of \$25.00 per day unless fee is waived or reduced by sentencing Judge.

Referrals from the Juvenile Services Administration are assessed a one time fee of \$10.00, unless waived, regardless of number of hours assigned.

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

## DORCHESTER COUNTY

### A. Program Administration

#### 1. Introduction

At the election of the county, community service is monitored for the local jurisdiction by the Division of Parole and Probation.

#### 2. Administration

An offender placed on probation with the special condition to perform community service reports to the Division of Parole and Probation field office. The agent places the client at a work project in the community. The agent monitors the client's progress through reports from the work project supervisor. Failure to complete the special condition of community service is reported to the court by the supervising agent.

#### 3. Operating Budget

The Division of Parole and Probation has budgetary provisions for general administration of community service in its fiscal allocation. Other costs are absorbed into the existing operating budget.

#### 4. Staffing

Compliance with the special condition to complete community service is monitored by supervision agents. Oversight responsibility is maintained by the Field Supervisor I. The office address is:

Field Supervisor I  
Division of Parole and Probation  
300 Academy Street  
P.O. Box 482  
Cambridge, Maryland 21613  
Telephone: (301) 228-6776

### B. Program Information

#### 1. Participant Eligibility

Eligibility is determined by the courts. Community service work is included as a special condition of supervised probation. Traditionally, the court has reserved community service as a special condition of probation for those convicted of traffic offenses and misdemeanor criminal charges.

2. Worksites

During FY'88 10 local government and charitable organizations provided work projects.

3. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:  
Information refers to adult offenders only.

Sources of Court referrals - Circuit and District Courts  
in Maryland and transfers  
under the interstate compact

Pre-Trial/Post Trial - Information not captured

Number of clients referred - 83

Number placed at worksites - 4,508

Number of hours completed - 2,762

Average no. of hours per client - 61

Number of clients completing - 51

No. of clients failing to complete - 23

Monetary value of hours completed \$10,633.70

(\$3.85/hour)

## FREDERICK COUNTY

### A. Program Administration

#### 1. Program Structure

The Frederick County Alternative Sentencing Program functions as a part of the Frederick County Sheriff's Department. The program began operation in September, 1982.

The program screens, places and monitors clients assigned to work a court designated number of community service hours. Clients are required to work at least eight (8) hours per week, each week, if employed or full-time student and at least twenty (20) hours per week if not working full-time or a full-time student.

#### 2. Program Staff

The program has one full time coordinator and one part-time clerical position.

#### 3. Funding

The Frederick County Alternative Sentencing Program is fully funded by the Frederick County Government.

#### 4. Program Location

The program location is:

Alternative Sentencing Program  
100 West Patrick Street  
Frederick, Maryland 20701  
Telephone: (301) 694-1928

### B. Program Operating Budget

The budget for FY'88 was \$35,904.00.

### C. Participant Eligibility

Referrals are accepted from the District, Circuit and Federal Courts. The office of the State's Attorney also refers clients.

Cases are accepted as transfers from other jurisdictions as long as the client resides in Frederick County and is at least 18 years of age.

### D. Program Data

During FY'88 - 40% of the referrals were DWI or DUI cases (most of which were second or third offenders). Approximately 10% of the caseload was pre-trial and 25% were first offenders.

Statistics for fiscal year July 1, 1987-June 30, 1988:

Number of referrals	759
District Court	600
Circuit Court	50
Juvenile	43
Transfers	44
Federal	22
Number of hours sentenced	56,683
Number of hours completed	38,725
Average number of hours per client	74.68
Number of clients completing hours	552
Number failing to complete	102
Monetary value of hours completed (\$3.85/hour)	\$149,091
Average monthly caseload	470

E. Worksites

The Frederick County Alternative Sentencing Program currently works with 129 government agencies, civic groups, non-profit and religious organizations.

F. Additional Information

An administrative fee of \$20.00 is charged to each client entering the program.

During the past fiscal year, because of the large caseload, the program has had to stop handling juvenile referrals. This was a very difficult decision to make, but the program staff did not have the time to recruit and train juvenile worksites. Hopefully, in the future, with additional staffing, the program will once again be able to work the juvenile referrals.

Over the past year, the Frederick County Alternative Sentencing Program has seen a change in client referrals. Only 25% of the clients are first offenders and almost 45% of them have split sentences.

The Frederick County program has identified a critical need to develop a guideline manual for worksite supervisors. We are also working on developing much needed worksites in Frederick County to handle our increasing caseload.



## GARRETT COUNTY

### A. Program Administration

#### 1. Introduction

There has been no formal program established in Garrett County, Maryland. The sentencing judges, however do refer individuals to perform community service work to be administered by Division personnel.

#### 2. Administration

Division of Parole and Probation staff in the Oakland office receive referrals from District and Circuit Courts. The supervision agent selects the work site, monitors client participation and documents completion of hours to the sentencing court.

#### 3. Operating Budget

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

#### 4. Staffing

Three Oakland agents are responsible for administration of program. They are responsible for documentation of completion of community service and reporting to court.

### B. Program Information

#### 1. Participant Eligibility

The sentencing judge determines which offenders are assigned to community service.

#### 2. Worksites

During FY'88, five worksites in the Garrett County area were utilized.

#### 3. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:

Number of Referrals	4
Number of Successful Completions	1
Number Failing to Complete	1
Hours Assigned	336.5
Hours Completed	123
Monetary Value of Hours Completed	\$473.55
(\$3.85/hour)	

## 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.

#### 3. Staffing

The program is administered and staffed by 4 persons:

- 1 Full time Coordinator
- 2 Full time Case Workers
- 1 Full time Secretary

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.

#### 4. Program Funding

The Community Work Service Program is funded by the Circuit Court for Harford County.

#### 5. Program Location

The program's address is:

Harford County Community Work Service Program  
2 South Bond Street  
Bel Air, Maryland 21014  
Telephone: (301) 836-4671

### B. Program Operating Budget

The operating budget of the program for fiscal year 1988 is \$76,823.00.

C. 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 Services Administration. Supervised clients are screened by the Division of Parole and Probation or the Juvenile Services 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.

D. Program Data

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

Types of offenses for which hours were assigned are as follows:

Arson	Obstruction of Justice
Assault and Battery	Possession of Alcohol
Bad Check	Driving While Intoxicated
Breaking and Entering	Driving Under the Influence
Disorderly Conduct	Possession of CDS
False Statement to Police	Distribution of CDS
Fleeing and Eluding	Resisting Arrest
Forgery	Tampering with Motor Vehicle
Handgun Violation	Theft
Homicide by Motor Vehicle	Traffic/Motor Vehicle Violations
Malicious Destruction	Trespassing
	Unauthorized Use of Motor Vehicle

Statistics for fiscal year July 1, 1987-June 30, 1988:

Number of Referrals	1,558
Number Placed	1,537
Hours Assigned	76,367
Hours Completed	53,203
Average Number of Hours Per Client	50
Number of Successful Completions	1,300
Number Failing to Complete	100
Monetary Value of Hours Completed (\$3.85/hour)	\$204,831.55

E. Worksites

There are over 100 different worksites that accept program participants. Some of these worksites include private, non-profit organizations such as many local churches, libraries, youth centers, boys clubs, 4-H clubs, parks and recreation, hospitals, nursing homes, NMARC, etc. The program also utilizes state and county agencies such as police and fire departments, state parks, water treatment plants, drug and alcohol impact programs, senior centers, schools, public works, etc. The program also has special projects such as March of Dimes Walk-a-Thon, Bowl-a-Thon and road crews.

F. Additional Information

The program has been most successful in placing the clients expeditiously. Usually a client is interviewed, pays the fee (if required) and is 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.

## 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 program has grown and now utilizes 59 work sites compared with 12 work sites in FY 1982. The number of referrals each year since 1982 were as follows: 380 in FY 1982; 813 in FY 1983; 884 in FY 1984; 695 in FY 1985; 556 in FY 1986; 475 in FY 1987 and 406 in FY 1988.

#### 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. Any failures to complete the program are reported to the Courts by the supervising agent.

#### 3. Operating Budget

Program funding has been absorbed in the division's Ellicott City Office budget for equipment, supplies, postage and clerical support services. The agency's goal is to utilize all volunteer help to administer the program.

#### 4. Staffing

The program is currently administered by two (2) retired senior volunteers. 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-three (53) worksites. This figure includes worksites in other jurisdictions. There are actually forty-six (46) worksites used in Howard County.

3. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:

Number of referrals	406
Number of Successful Completions	218
Number Failing to Complete	75
Hours Assigned	25,669
Hours Completed	10,661
Monetary Value of Hours Completed (\$3.85/hour)	\$41,044.85

The types of offenses for which sentences were imposed were often traffic related. The majority were DWI's. Among younger clients, speeding was often the offense.

The average number of hours sentenced per client was 55.25. Many orders for community service were for 40 hours and 80 hours.

4. Additional Information

Robert Van Wagoner, who coordinated this program in Ellicott City, was nominated for the 1987 Governor's Volunteer Award due to his contribution to Howard County and the Division of Parole and Probation. Mr. Van Wagoner also recruited his personal friend, Herb Muse, who volunteered time to help run the program. Mr. Van Wagoner passed away on 8/26/88. His death was a great loss to the community service program, the Division of Parole and Probation and the citizens of Howard County.

5. Areas of Concern

The impact of DWI clients on the growth of Community Service programs.

## KENT COUNTY

### A. Program Administration

#### 1. Introduction

The Community Work Program for Kent County officially began in January 1982, when Judge Sisk and the Division of Parole and Probation coordinated a program titled "The Community Work Program". Since that time, the program has shown substantial growth with the full support of the Board of Commissioners of Kent County and the public.

On August 4, 1982 a grant was obtained to implement the Community Work Program as a locally monitored program for juveniles. The Director, Robert Sparre, agreed to perform a similar function for adult participants as a volunteer for the Division of Parole and Probation. Since FY'86 the Kent County Commissioners have funded the program for both juveniles and adults through the county budget.

The program procedures and reports were developed by Judge Sisk and Robert Sparre. It is reported that a carefully outlined separation of authority between the Division of Parole and Probation and the program Director has led to an excellent working relationship over the years.

#### 2. Administration

An offender with the condition to perform community work reports immediately to the Kent County Community Work Program located in the Kent County Courthouse. The Director processes the participant into the program and makes an appropriate placement at a county worksite. A community work authorization contract is executed and the participant is sent with a copy of that contract to the worksite the same day to finalize work instructions. The program Director monitors the client's progress, however, worksites retain ultimate responsibility for evaluation of the participant's attendance, attitude and performance. Failures to complete the program are reported to the sentencing judge and, when applicable, to the agent who is supervising the participant on probation. In cases of unsupervised probation, the Director testifies at the hearing for violation of probation.

#### 3. Operating Budget

The program has an annual budget of \$2,750 for salary of one (1) part-time director and office supplies. Office space in the courthouse has been allocated to the program.

4. Staffing

The program is staffed by a part-time director. The program address is:

Kent County Community Work Program  
Kent County Courthouse  
Chestertown, Maryland 21620  
Telephone: 301-778-4600

B. Program Information - Kent County

1. Participant Eligibility

In Kent County, eligibility is determined by the courts. The minimum age is fifteen (15). Participants may 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 or charitable organizations. There are currently thirty (30) worksites being utilized. During FY'88 a continuing trend in the number of adult participants who complete the program with a good or excellent performance rating has been noted.

3. Program Data

Statistics for calendar year January 1, 1987-December 31, 1987:

Information refers to both adult and juvenile offenders.

Sources of referrals - Kent County Circuit and District Courts; State's Attorney's Office and Juvenile Services Administration.

Pre-Trial/Post-Trial - Information not available.

Types of offenses - Non-violent offenders.

	Adults	Juv.	
No. of clients referred	110	24	134
No. placed at worksites	110	24	134
No. of hours assigned	6,880	770	7,650
No. of hours completed	6,346.75	773	7,119.75
Average no. of hours per client	62.5	32	94.5
No. of clients completing	70	24	94
No. of clients failing to complete	11	0	11
Monetary value of hours (\$3.85/hour)	\$24,435	\$2,975	\$27,410



4. Areas of Concern

The program director reports that a continuing problem is the recalcitrant participant who refuses to let his court obligations interfere or inconvenience his/her lifestyle. Warning letters have been moderately effective with these cases, but the most effective tool has been returning the participant to court before the court imposed deadline whenever they have blatantly failed to meet their obligations and where the facts justify such action. Even when the court allows a continuance in a few of these cases, there is rarely any further problem with the participant.

## MONTGOMERY COUNTY (ACS)

### A. Program Administration

#### 1. Introduction

The locally administered Montgomery County Alternative Community Services Program (Chapter 13 of the Montgomery County Code) has been serving the county since September, 1977. Initially financial assistance was provided by both CETA and LEAA funding. The program has been totally county funded since 1980 and is administered by the Department of Correction and Rehabilitation. The program provides its services to both adult and juvenile clients from a variety of sources. Adult referrals originate from the Office of State's Attorney, the Maryland Division of Parole and Probation and as transfer cases from other jurisdictions. Juvenile referrals originate from the Police-Youth Division, Juvenile Services Administration, juvenile bench, and the "Last Chance Program" administered by the State's Attorney's Office.

#### 2. Administration

Alternative Community Services correctional specialists staff three (3) district courts. 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 availability. 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 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), monitors the client's performance and makes periodic on-site visitations to work placement sites.

The program location is:

Montgomery County Alternative  
Community Services Program  
101 Fleet Street  
Rockville, Maryland 20850  
Telephone: 301-279-1232

3. Operating Budget

The total budget for FY'88 was \$330,000, which includes capital item(s), salaries, operating expenses and fringe benefits. The program's budget is reflected in the county's Department of Correction and Rehabilitation budget.

4. Staffing

Alternative Community Services is staffed by a Director, one administrative aide, and four correctional specialists. The program is structured within the administrative services division of the Department of Correction and Rehabilitation. Alternative Community Services staff work closely with all elements of the county's criminal justice system, including the State's Attorney, Public Defender, Division of Parole and Probation, Juvenile Services Administration, local bar association and district, juvenile and circuit court judges.

B. Program Information

1. Participant Eligibility

Alternative Community Services is both a pre-trial and post-trial program affording first offender, convicted adults and selected juveniles the opportunity to perform community service in lieu of the traditional sanctions of the system at the pre-trial level while serving convicted offenders who have, as a condition of their sentence, a community service obligation to perform.

Offenses handled by the program are varied. Felony charges and serious drug offenses are excluded. Typical offenses include: shoplifting, drinking in public, disorderly conduct, destruction of property, bad checks, vandalism, trespassing, assault and battery and littering. No referrals will be accepted directly from the community or from private attorneys. Only recognized criminal justice agencies may make referrals. Referring agencies will only recommend this program to those persons deemed eligible and will provide adequate screening of clients to insure the appropriateness of referrals.

At the pre-trial level, an individual referred to the Alternative Community Services Program voluntarily waives his/her right to a speedy trial.

2. Worksites

The Alternative Community Services Program utilizes approximately 160 non-profit, charitable and public agencies in placing clients. Examples include the March of Dimes, United Way, Department of Parks and Libraries.

3. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:

Number of Referrals	1,404
Number of Successful Completions	1,302
Number Failing to Complete	98
Hours Assigned	46,100
Hours Completed	41,546
Monetary Value of Hours Completed (\$3.85/hour)	\$159,952.10

Average hours assigned	32.8
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4. Additional Information

At the close of FY'88, two (2) staff members from Alternative Community Services were transferred to a newly created pre-trial services agency. The program is currently down two staff members. As a result of staff cut-backs, coupled with a decrease in juvenile referrals, Alternative Community Services no longer provides coverage at the Police-Youth Division.

The Montgomery County Alternative Community Services Program continues to take an active role in the Alternative Sanctions Network, a statewide organization of community service program.

## 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 specific 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, 1987-June 30, 1987 (including Park Work Program):

Number of Referrals	616
Number of Successful Completions	408
Number Failing to Complete	177
Hours Assigned	51,881
Hours Completed	26,803
Monetary Value of Hours Completed (\$3.85/hour)	\$103,191.55

## 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 one of the worksites located 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 specific budgetary provision for administration of the Volunteer Work Program in its fiscal allocation, but 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 which operates out of the Beltsville office of the Division of Parole and Probation.

### 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 65 worksites during FY'88. 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, 1987-June 30, 1988:

Number of Referrals	1,475
Number of Successful Completions	1,185
Number Failing to Complete	107
Hours assigned	54,416
Hours Completed	27,392
Monetary Value of Hours Completed (\$3.85/hour)	\$105,459.20



## QUEEN ANNE'S COUNTY - Department of Recreation and Parks

### A. Program Administration

#### 1. Introduction

During 1977, the Queen Anne's County Department of Recreation and Parks, in conjunction with the Maryland Division of Parole and Probation began monitoring clients who were on supervised probation and ordered to complete community service as a special condition imposed by the court.

During June 1985, a community service coordinator was added to the staff of the Department of Recreation and Parks for the purpose of coordinating referral activities and tightening the system so that referral hours would be completed with benefit to the community as a whole as well as to the client. Previously, the parks supervisor coordinated the program. New forms for evaluating referrals were introduced along with policy changes with respect to work schedules, completion dates and work performance evaluations.

#### 2. Administration

A client who is placed on supervised probation with a special condition to complete community service is referred to the Queen Anne's County Department of Recreation and Parks following probation intake.

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

Strictly enforced is a policy of releasing in an unsatisfactory status a participant from the program for more than one unexcused absence; poor work performance or attitude; failure to complete their hours as scheduled or four months of inactivity. Past experience has shown that when a participant is given a second chance, it does not work out. As a result, the program has adopted the policy that once a referral has been discharged, they are not eligible to complete their community service with the Department of Recreation and Parks in Queen Anne's County.

#### 3. Operating Budget

Funding comes from the Recreation and Parks budget under the item, Public Landings. The program coordinator reports that they are looking for other sources of funding.

4. Staffing

The staff includes a Community Service Coordinator and clerical support from the Department of Recreation and Parks secretarial pool. The program address is:

Community Service Coordinator  
Department of Recreation and Parks of  
Queen Anne's County  
P. O. Box 37, Route 18 West  
Centreville, Maryland 21617  
Telephone: 301-758-0835 or 778-4430

B. Program Information

1. Participant Eligibility

Eligibility is determined by the courts.

2. Work Projects

All county parks, landings and other recreational facilities.

3. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:

Information refers to adult offenders only.

Sources of court referrals	- Circuit Court; District Courts
Pre-Trial/Post-Trial	- Information not available
Types of Offenses	- Vehicular homicide; possession of CDS; theft; fourth degree sex offense; breaking and entering and miscellaneous driving offenses.

Number of clients referred	13
Number placed at worksites	9
Number of hours assigned	877.25
Number of hours completed	1,071.25
Average number of hours per client	67.50
Number of clients completing	9
Number of clients failing to complete	1
Monetary value of hours (\$3.85/hour)	\$4,124.21

4. Areas of Concern

The Department of Recreation and Parks reports that their greatest concern for the community service program in Queen Anne's County is referrals who fail to keep appointments, who fail to report for work as scheduled and who fail to call the program or the worksite when they will be absent. There have been numerous instances of this during this fiscal year and in years past.

The program respectfully suggests that it be strongly emphasized to the client the importance of contacting the program office immediately after their court appearance. It is further suggested 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. As a matter of policy, the program encourages referrals to do a good job and to get their sentences behind them.

It is strongly recommended that participants on supervised probation who are discharged from the program in an unsatisfactory status be returned to court for a violation of probation hearing. It is felt that if the program is "tightened up", the following can be achieved:

1. More constructive work can be done and less time will be wasted waiting for participants to arrive.
2. Elimination of or reduction in the number of referrals being returned to court for failure to complete their community service hours.
3. More effective administration.
4. A benefit to the participant, as they will quickly complete their hours and have that portion of their sentence behind them.

## QUEEN ANNE'S COUNTY - Division of Parole and Probation

### A. Program Administration

#### 1. Introduction

The Community Service Program in Queen Anne's County is monitored by the County through the Department of Recreation and Parks. Participants who are discharged due to unsatisfactory performance are not permitted re-entry into that program.

At the direction of the court, the Division of Parole and Probation has placed some of those offenders at other non-profit worksites in the county.

#### 2. Administration

An offender placed on supervised probation with a special condition to perform Community Service is first referred to the Queen Anne's County Community Service Program. Participants who fail to comply with the program rules are discharged in an unsatisfactory status. The parole and probation agent is notified of the client's unsatisfactory performance. The agent reports the client's failure to complete community service to the sentencing judge. When directed by the judge, the supervising agent will refer the client to another non-profit worksite in the county. The agent verifies monthly the participant's progress at that location. Participants' failure to complete their required community service would again result in notification to the sentencing judge.

#### 3. Operating Budget

The Division of Parole and Probation has no specific budgetary provisions for general administration of community service in its fiscal allocation. Program costs are absorbed into the existing operating budget.

#### 4. Staffing

Compliance with the special condition to complete community service is monitored by supervision agents. Oversight responsibility is maintained by the Field Supervisor I. The office address is:

Field Supervisor I  
Division of Parole and Probation  
Multi-Service Center  
120 Broadway  
Centreville, MD 21617  
Telephone: 301-758-2745

B. Program Information

1. Participant Eligibility

In Queen Anne's County, the Circuit and District Court judges determine eligibility for community service. The Division of Parole and Probation directly monitors only those participants who have been unsatisfactorily discharged by the local program.

2. Work Projects

During FY'88 participants have been placed at work projects developed by the agent staff. The Chesterwye Center, Grasonville Fire Department and the Grasonville Community Center have all accepted placement during this past year.

3. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:

Information refers to adult offenders who are on supervised probation only.

Sources of Court referrals	- Circuit and District Court
Pre-Trial/Post-Trial	- Post Trial
Types of Offenses	- Information not captured
Number of clients referred	11
Number placed at worksites	11
Number of hours assigned	660
Number of hours completed	540
Average number of hours per client	60
Number of clients completing	11
Number of clients failing to complete	2
Monetary value of hours	\$2,079
(\$3.85/hour)	

## ST. MARY'S COUNTY

### A. Program Administration

#### 1. Introduction

The Community Service Program for St. Mary's County has been in operation since 1979. The community service program is administered by the State's Attorney's Office.

#### 2. Administration

The Community Service Program screens, places and monitors participants assigned to the program by the Courts and as a pre-trial diversionary program for minor offenders referred through the State's Attorney's Office. Unsatisfactory performance or failure to complete the hours required are reported to the court as a violation of court order.

The Program utilizes a formula for assigning hours to be worked by minor traffic offenders. All the 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, MD 20650  
Telephone: 475-4590 or 475-4591

#### 3. Program Staff

Full-time employee whose responsibilities are for District Court case coordination staffs the program.

#### 4. Program Operating Budget

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

### B. Program Information

#### 1. Participant Eligibility

The program accepts referrals from the juvenile, 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. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:

Number of referrals	491
1. District Court	
A. Criminal	61
B. Traffic	295
2. Circuit Court	30
3. Juvenile Court	51
4. Transfers	54
Number of Successful Completions	461
Number of Failing to Complete	30
Hours Assigned	9,894
Hours Completed	9,338
Monetary Value of Hours Completed	\$35,951.30
(\$3.85/hour)	

3. Worksites

Maryland State Police, Recreation and Parks, St. Mary's Nursing Home, Point Lookout State Park, St. Mary's Courthouse, non-profit organizations as well as several churches in the community.

4. Additional Information

Citizens with clean driving records who wish an opportunity to continue to drive with no points are given the opportunity to work toward lower points through this program at the rate of 8 hours of community service for each point assessed (up to a maximum of 2). The program has been successful because it has saved usually safe drivers hundreds of dollars in insurance premiums and has supplied many worthwhile causes with good, honest and dependable free services.

After completing their assigned hours a number of clients have obtained full or part-time employment from the agency where the community service hours were performed. This is not only beneficial to the client but to the community that now has one more self-supporting citizen.

## SOMERSET COUNTY

### A. Program Administration

#### 1. Introduction

Community service in Somerset County is monitored by the Recreation and Parks Commission.

#### 2. Administration

An offender with the sentencing condition to perform community service reports to the Recreation and Parks Commission, where they are processed into the program. Clients are then assigned to county buildings to work with permanent county employees to assist them in their duties. The client's work is monitored by the work project. Any client who fails to complete the program is reported to the court or the supervising parole and probation agent.

#### 3. Operating Budget

The Recreation and Parks Commission has no budgetary provision for monitoring the community service in its fiscal allocation. However, the program is not without operating costs. Administrative costs are currently absorbed by the existing operating budget for the Commission.

#### 4. Staffing

There is a Program Coordinator who administers the program in addition to his other duties. There are sixteen (16) janitors and maintenance personnel assigned to his department. The permanent personnel assist in monitoring the client at the work project.

The program address is:

Somerset County Community Service Program  
Recreation and Parks Commission  
Somerset County Office Complex  
424 North Somerset Avenue  
Princess Anne, Maryland 21853  
Telephone: 301-651-0749

### B. Program Information

#### 1. Participant Eligibility

In Somerset County, eligibility is determined by the courts. Referrals during FY'88 have come from judges in Somerset, Worcester, Wicomico Counties and Baltimore City.



2. Work Projects

Clients are assigned to work at county buildings and outdoor recreational areas to supplement the work of the building and recreational facilities permanent employees. Clients work under the direction of county employees cleaning offices, courtrooms, gymnasiums, libraries and other areas requiring daily maintenance. During fiscal year 1988 there were sixteen (16) county buildings and recreational areas that provided work projects.

3. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:

Information refers to adult offenders only.

Sources of court referrals	- Somerset; Wicomico; Worcester County and Baltimore City Courts
Pre-Trial/Post-Trial	- Information not available
Types of Offenders	- DWI; Theft; B & E; Drug related; non-support

Number of clients referred	30
Number placed at worksite	26
Number of hours assigned	2,062
Number of hours completed	1,541
Average number of hours per client	68.73
Number of clients completing	20
Number of clients failing to complete	10
Monetary value of hours (\$3.85/hour)	\$5,932.85

4. Areas of Concern

As reported by the Program Coordinator, liability is an area of concern. Specifically, who is held responsible in case of injuries that occur during the performance of community service? It has not happened yet, but the possibility exists.

## TALBOT COUNTY

### A. Program Administration

#### 1. Introduction

At the election of the county, community service is monitored for the local jurisdiction by the Division of Parole and Probation.

#### 2. Administration

An offender placed on probation with the special condition to perform community service reports to the Division of Parole and Probation field office. A volunteer places the client at a work project in the community. The client's progress is monitored through reports from the work project supervisor. Failure to complete the special condition of community service is reported to the court by the supervising agent.

#### 3. Operating Budget

The Division of Parole and Probation has no specific budgetary provisions for general administration of community service in its fiscal allocation. Program costs are absorbed into the existing operating budget.

#### 4. Staffing

In Talbot County the program is staffed by a volunteer who averages 601 hours per fiscal year. Compliance with the special condition to complete community service is monitored by supervision agents. Oversight responsibility is maintained by the Field Supervisor I. The office address is:

Field Supervisor I  
Division of Parole and Probation  
108 North Washington Street  
Easton, Maryland 21601  
Telephone: 301-822-1580

### B. Program Information

#### 1. Participant Eligibility

Eligibility is determined by the courts. Community service work is included as a special condition of supervised probation. Traditionally, the court has reserved community service as a special condition of probation for those convicted of traffic offenses and misdemeanor criminal charges.

2     Worksites

During FY'88 14 local government and charitable organizations provided work projects.

3.    Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:

Information refers to adult offenders only.

Sources of Court referrals	- Circuit and District Courts in Maryland and transfers under the interstate compact.
Pre-Trial/Post Trial	- information not captured
Types of offenses	- Misdemeanors

Number of clients referred	82
Number placed at worksites	82
Number of hours assigned	6,739
Number of hours completed	3,638
Average number of hours per client	50
Number of clients completing	64
Number of clients failing to complete	18
Monetary value of hours (\$3.85/hour)	\$14,006.30

During fiscal year 1988, sixteen (16) of the program participants had convictions for bad checks; fifteen (15) of battery; six (6) of destruction of property and forty-five (45) for a variety of other less serious offenses. There were thirty-one (31) female and fifty-one (51) male participants. Forty (40) participants were white and forty-two (42) were black. The Talbot County Circuit Court ordered community service for six (6) defendants. The remaining seventy-six (76) referrals were received from the Talbot County District Court.

## WASHINGTON COUNTY

### A. Program Administration

#### 1. Introduction

In operation since 1981, the locally administered Adult Community Services Program is under the direction of the Washington County Sheriff's Department, Judicial Division. It is a post-sentencing alternative to the more traditional options available to the judges of the circuit and district courts of the county.

#### 2. Administration

The program provides initial screening, accident/liability insurance, appropriate worksite placement, client monitoring and a formal performance report to the referring court at completion. Additionally, the program accepts referrals from other jurisdictions involving area residents.

The program address is:

Adult Community Services  
% Sheriff's Department  
Court House Annex  
Hagerstown, Maryland 21740  
Phone: (301) 791-3199

#### 3. Operating Budget

Funding for the program continues to be provided by the county government and is incorporated into the budget for the Washington County Sheriff's Department.

#### 4. Staffing

A full-time administrator is provided and is assisted by a part-time RSVP volunteer who serves in a clerical capacity.

### B. Program Information

#### 1. Participant Eligibility

Participation in the Adult Community Services Program rests with the discretionary authority of the sentencing judge and is usually a special condition of probation. Assignment is voluntary and deals with adults only. Juvenile referrals are transferred to the local Juvenile Services Restitution Program at intake. In 1988 this was applied in 3 cases.

## 2. Worksites

The Adult Community Services Program has enlisted the support and cooperation of more than 75 agencies. These include government, civic, youth, religious and other non-profit organizations whose geographical location and appropriateness are suitable. The program, in assigning participants always assesses ability, employment and special skills.

## 3. Program Data

In addition to the assignment and management of referrals originating locally, the program cooperates with the courts of other jurisdictions, the Division of Parole and Probation and other community service agencies when appropriate.

Statistics for fiscal year July 1, 1987-June 30, 1988:

Number of Referrals	292
Number of Hours Ordered	24,227
Number of Successful Completions	239*
Number of Unsuccessful Completions	35**
Total Hours Assigned	21,365
Total Hours Completed	15,558.5
Monetary Value of Completed Hours (\$3.85/hour)	\$59,900.23

\* Includes FY'87-88 and those closed during FY'87-88 from previous fiscal periods, 2 participants deceased, and a number transferred to another jurisdiction.

At the close of FY'87-88 81 cases remain open.

\*\* During FY'87-88 35 (8.3%) of the program's total number of referrals were closed without success. The majority of these cases were remanded to their respective courts with the recommendation that some other form of sentencing be considered.

Types of offenses are:

Motor vehicle	114 (39%)
Alcohol	71 (24%)
Theft	43 (15%)
Controlled Dangerous Substances	35 (12%)
Assault and/or Battery	23 ( 8%)
Bad Check	22 ( 8%)

The remaining cases were referred as a result of other non-violent crimes including destruction of property, trespassing, hindering, violation of probation, forgery, breaking and entering, and other miscellaneous offenses.

During FY 1987-88 (82%) of referrals originated in the courts of Washington County 53; (18%) of the cases were Washington County residents adjudicated by courts in other communities, but assigned to fulfill their community service obligation in Washington County.

<u>Referring Courts</u>	<u>Agencies Used as Worksites</u>	<u>Increases Over Fiscal Year 1987</u>
District 66.7%	Government 44%	Referrals 27%
Circuit 15.2%	Social 34.4%	Completions 9%
Other Juristictions 18%	Youth 23%	Completed Hours (4.8%)
	Church 10%	

#### Additional Information

Prior to placement, participants are required to purchase accident/liability insurance. This service is provided by the Washington County Commissioners at a cost of \$15.45 per participant. The insurance was purchased by 182 (62%) of the referrals. In the process \$2,811.90 was realized. There have been no valid claims.

In 32 (11%) of the cases Maryland medical assistance was substituted because of lack of funds on the part of the participant.

19 (7%) of the participants were without funds and had no way of paying the fee. In these cases the insurance was waived after the participant signed a release of responsibility. Each of these cases seemed appropriate and only after consultation with the participating agency was the fee waived.

Program eligibility restricts offenders under the age of 18 from participation and as a result they are referred to the Juvenile Services Community Restitution Program for placement. During FY 1987-88, this has applied in three cases. Approximately 70% of the participants in the program during FY 87-88 are unemployed and possess less than 12 years of formal schooling. While a few have gained employment as a direct result of their community service, some have continued to volunteer their services to their assigned agencies and report a great deal of personal satisfaction, pride and self-confidence as a result.

## WICOMICO COUNTY

### A. Program Administration

#### 1. Introduction

At the election of the county, community service is monitored for the local jurisdiction by the Division of Parole and Probation.

#### 2. Administration

An offender placed on probation with the special condition to perform community service reports to the Division of Parole and Probation field office. The agent places the client at a work project in the community. The agent monitors the client's progress through reports from the work project supervisor. Failure to complete the special condition of community service is reported to the court by the supervising agent.

#### 3. Operating Budget

The Division of Parole and Probation has no specific budgetary provisions for general administration of community service in its fiscal allocation. Program costs are absorbed into the existing operating budget.

#### 4. Staffing

Compliance with the special condition to complete community service is monitored by supervision agents. Oversight responsibility is maintained by the Field Supervisor I. The office address is:

Field Supervisor I  
Division of Parole and Probation  
Route 50 and Cypress Street  
Salisbury, Maryland 21801  
Telephone: 301-543-6605

### B. Program Information

#### 1. Participant Eligibility

Eligibility is determined by the courts. Community service work is included as a special condition of supervised probation. Traditionally, the court has reserved community service as a special condition of probation for those convicted of traffic offenses and misdemeanor criminal charges.

2. Worksites

During FY'88 10 local government and charitable organizations provided work projects.

3. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:

Information refers to adult offenders only.

Sources of Court referrals	- Circuit and District Courts in Maryland and transfers under the interstate compact.
Pre-Trial/Post Trial	- Information not captured
Types of offenses	- Misdemeanors

Number of clients referred	54
Number placed at worksites	54
Number of hours assigned	4,129
Number of hours completed	2,001.50
Average number of hours per client	76
Number of clients completing	39
Number of clients failing to complete	5
Monetary value of hours (\$3.85/hour)	\$7,705.77



WORCESTER COUNTY - Town of Berlin

A. Program Administration

1. Introduction

The Town of Berlin monitors a Community Service Program in Worcester County.

2. Administration

The Town of Berlin is a small municipality operating with a small staff. An offender with the sentencing condition to perform community service reports to the Town Office following the probation intake. The participant reports with a copy of the Order for Probation and the Order for Alternative Community Service containing the date, time and place to report.

Individuals assigned to the Town of Berlin are assimilated into the regular work force during their assigned tour of duty. Upon completion, the probation agent is notified as to how the hours were completed and an evaluation of satisfactory or unsatisfactory work performance. All failures to complete the program are reported to the sentencing judge by the probation agent.

3. Operating Budget

There is no budget allocation for this program. Administrative costs are absorbed by the existing budget for the Town of Berlin.

4. Staffing

The town staff monitor the program. The program address is:

Alternative Community Service Program  
Town of Berlin  
Bay and Williams Street  
Berlin, Maryland 21811  
Telephone: 301-641-2770

B. Program Information

1. Participant Eligibility

Individuals who are sentenced by the court to complete community service are referred to the Town of Berlin with the Order for Probation, the Order for Alternative Community Service and the Consent for Participation. Most participants are received from the Worcester County courts, however, transfer cases are accepted from other counties.

2. Work Projects

Participants are assigned to a work project within the Town of Berlin municipal offices where their work is monitored by permanent employees.

3. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:  
(Information refers to adult offenders only)

Sources of court referrals	- Worcester County Courts
Pre-Trial/Post-Trial	- Information unavailable
Types of offenses	- Information unavailable
Number of clients referred	- 4
Number placed at worksites	- 3
Number of hours assigned	- Information unavailable
Number of hours completed	- Information unavailable
Average number of hours per client	- Information unavailable
Number of clients completing	- 1
Number of clients failing to complete	- 1
Monetary value of hours completed (\$3.85/hour)	- Information unavailable

## WORCESTER COUNTY - Town of Ocean City

### A. Program Administration

#### 1. Introduction

The Town of Ocean City monitors an Alternative Community Service Program in Worcester County. During 1988 the Mayor and City Council for the Town of Ocean City passed an ordinance instituting alternative service for noise offenders. The passage of the noise ordinance has had a mild impact through June 1988. It is anticipated that the number of offenders referred for alternative service will increase significantly during FY'89.

#### 2. Administration

Participants are received from the Worcester County Circuit and District Courts. Referrals are made by the State's Attorney for Worcester County and the Maryland Division of Parole and Probation.

Offenders report to the Alternative Service Coordinator and are assigned a worksite. Efforts are made to provide the offender with a workable schedule based on his needs at the time of intake. Each worker is required to work a minimum of eight (8) hours per week. A minimum number of hours per week was implemented in response to complaints from work site supervisors. In the event of non-compliance, supervisors are advised to return the case to the coordinator. The client is advised at intake that he or she will be given only one opportunity to complete the assignment. This method of accountability has reduced supervisor complaints.

During this year's program, a new procedure has been instituted to meet the needs of increased referrals during the summer months. Whenever possible, groups of approximately fifteen (15) offenders are scheduled to report on the same day for a specific task. With a small number of departments and supervisors available maximum advantage can be taken of one supervisor. Projects such as cleaning gymnasiums or large areas, clearing parkland, etc., lend themselves to these large placements.

Upon completion of their service the participant is evaluated and graded with a satisfactory or unsatisfactory performance. If the participant fails to report, the court is notified.

#### 3. Operating Budget

A processing fee of \$15.00 is required from each client. The collection of this fee is designed to offset the cost of administering the program. A cooperative effort between Ocean City and other jurisdictions insures that a client will not be required to pay a processing fee at both the original point of registration and the transfer location. Program costs not covered by the processing fee are absorbed by the existing budget of the department.

4. Staffing

The Alternative Service Program is sanctioned by the Town of Ocean City's Mayor and Council. The Alternative Service Coordinator administers the program in addition to her other assigned duties with the Recreation and Parks Department. The coordinator handles intake, placement, monitoring of the work placement and program correspondence. The program address is:

Alternative Service Coordinator  
Town of Ocean City  
Northside Park  
125th Street and the Bay  
Ocean City, Maryland 21842  
Telephone: 301-289-8221

B. Program Information

1. Participant Eligibility

Participant eligibility is determined by the courts.

2. Work Projects

The Public Works Department, Convention Hall, Recreation and Parks Department, Fire Department and Sanitation Department of the Town of Ocean City, all accept clients for work assignments. All of these departments are located within the Town of Ocean City. In addition, civic associations have cooperated in accepting clients.

3. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:  
Information refers to both juvenile and adult offenders.

Sources of court referrals	- Worcester County Courts; State's Attorney; Maryland Div. of Parole and Probation; and transfers from other jurisdictions.
Pre-Trial/Post-Trial Types of Offenses	- 13 pre-trial; 70 post-trial. - 60% drug & alcohol related: 38% misdemeanors; 2% violent crimes.
Number of clients referred	- 83
Number placed at worksites	- 83
Number of hours assigned	- 5,010.5
Number of hours completed	- 4,865
Average number of hours per client	- 60
Number of clients completing	- Information not available
No. of clients failing to complete	- 1
Monetary value of hours (\$3.85/hour)	- \$18,730.25

4. Areas of Concern

The Program Coordinator is concerned that with the passage of the Noise Ordinance the number of clients could grow beyond the capabilities of one person on a part-time basis. Should the increased numbers become a reality, this program may require a full time person, or another part-time person. In addition, juveniles placed on this program are often a problem due to the increased supervision needed, and the limitations with regard to placement worksites, machinery operations, etc.

## WORCESTER COUNTY - Pocomoke City

### A. Program Administration

#### 1. Introduction

Pocomoke City monitors an alternative community service program in Worcester County. Pocomoke City has had a program since February, 1982 when the Mayor and Council adopted resolution #123 implementing the Alternative Community Service Program. The first referral was accepted during April, 1982.

#### 2. Administration

The Pocomoke City Clerk's Office monitors the Alternative Community Service Program. The participant reports in person to the A.C.S. Coordinator as instructed by the court. The participant is assigned to a work project. Upon completion, the A.C.S. Coordinator files a report with the Maryland Division of Parole and Probation.

#### 3. Operating Budget

There is no budget allocation for this program. Administrative costs are absorbed by the existing budget for the Pocomoke City Clerk's Office.

#### 4. Staffing

The staff consists of a Program Coordinator. The program address is:

Alternative Community Service Program  
Pocomoke City Clerk  
City Hall, P.O. Box 29  
Pocomoke City, Maryland 21851  
Telephone: 301-957-1333

### B. Program Information

#### 1. Participant Eligibility

Eligibility is determined by the courts.

#### 2. Work Projects

Until this year, all assignments have been to the Public Works Department, where work includes such assignments as janitorial work, painting, grass cutting and weed control. This year, one assignee was placed at City Hall to do general office and data entry work.

3. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:  
(Information refers to juvenile and adult offenders)

Sources of referrals	- Maryland Circuit or District Courts.
Pre-Trial/Post-Trial	- Information not available
Types of Offenses	- Theft; bad check; malicious destruction and harrassment.
Number of clients referred	10
Number of clients placed at worksite	9
Number of hours assigned	644
Number of hours completed	462
Average number of hours per client	64.4
Number of clients completing	7
Number of clients failing to complete	2
Monetary value of hours completed (\$3.85/hour)	\$1,778.70

WORCESTER COUNTY - Town of Snow Hill

A. Program Administration

1. Introduction

The Town of Snow Hill monitors a community service program in Worcester County.

2. Administration

The Town of Snow Hill has agreed on several occasions to assist with alternative community service. The process is simple; a person is assigned to the Town; either the Town Manager or a staff member set up a series of projects. Clients perform work projects in the Town Municipal Building, fire house, parks and public works area.

3. Operating Budget

There is no budget allocation for this program. Administrative costs are absorbed by the existing budget for the Town of Snow Hill.

4. Staffing

The Town Manager and the town staff monitor the program. The program address is:

Alternative Community Service Program  
Town of Snow Hill  
Mayor and Council of Snow Hill  
Municipal Building, P.O. Box 348  
Snow Hill, Maryland 21863  
Telephone: 301-632-2080

B. Program Information

1. Participant Eligibility

Eligibility is determined by the courts. Referrals are received from the Division of Parole and Probation.

2. Work Projects

Clients are assigned to work projects at the Town Municipal Building, fire house, parks and public works areas. Clients work under the supervision of town employees.



3. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:  
Information refers to adult offenders only.

Sources of court referrals	- Worcester County Courts
Pre-Trial/Post-Trial	- Information not available
Types of offenses	- Information not available
Number of clients referred	- 1
Number placed at worksites	- 0
Number of hours assigned	- Information not available
Number of hours completed	- 0
Average number of hours per client	- Information not available
Number of clients completing	- 0
No. of clients failing to complete	- 1
Monetary value of hours	- 0
(\$3.85/hour)	

## WORCESTER COUNTY - Maintenance Department

### A. Program Administration

#### 1. Introduction

The Worcester County Maintenance Department monitors an alternative community service program in Worcester County.

On July 1, 1980 the County Commissioners of Worcester County passed a resolution establishing a Community Service Program to be supervised by such county departments as the County Commissioners designate. The department so designated was responsible for establishing procedures and guidelines that would be coordinated with the Division of Parole and Probation. Unless specifically authorized by the County Commissioners all projects are to be under the supervision of county personnel and upon county property. All participants sign an acknowledgement that they are not eligible for Workman's Compensation and a waiver of liability of the County.

#### 2. Administration

This program is located within the Worcester County Maintenance Program. The maintenance supervisor's office is contacted by the Division of Parole and Probation when a participant is directed by a District Court judge to fulfill a required amount of time doing community service work. The number of clients at any given time is dependant on the courts. Most of the participants fulfill their required hours doing either general labor, custodial or groundskeeping work.

#### 3. Operating Budget

There is no budget allocation for this program. Administrative costs are absorbed by the existing budget for Worcester County Maintenance.

#### 4. Staffing

The Alternative Community Service Program is sanctioned by Worcester County. There are two (2) program staff members, the Maintenance Supervisor and the supervisor's secretary. The program address is:

Alternative Community Service Program  
Maintenance Department Worcester County  
100 Belt Street  
Snow Hill, Maryland 21863  
Telephone: 301-632-3766

B. Program Information

1. Participant Eligibility

In Worcester County, eligibility is determined by the courts.

2. Work Projects

Participants are assigned to work projects within the Maintenance Department.

3. Program Data

Statistics for fiscal year July 1, 1987-June 30, 1988:  
(Information refers to adult offenders only.)

Sources of court referrals	- Worcester County District Court.
Types of Offenses	- Information not available
Number of clients referred	- 7
Number placed at worksites	- 3
Number of hours assigned	- 296
Number of hours completed	- 248
Average number of hours per client	- 43
Number of clients completing	- 6
No. of clients failing to complete	- 0
Monetary value of hours	- \$954.80
(\$3.85/hour)	

SUMMARY OF DATA FROM  
COMMUNITY SERVICE PROGRAMS  
ADMINISTERED BY  
LOCAL SUBDIVISIONS - FY 1988

Jurisdiction	Number of Referrals	Number of Hours Assigned	Number of Successful Completions	Number of Hours Completed	Monetary Value (\$3.85/hour)
Anne Arundel County	666	29,324	549	20,160	\$ 77,616.00
Baltimore City	1,897	209,622	1,978	215,429	829,401.65
Baltimore City - Juvenile	622	30,165	279	15,446.5	59,469.03
Baltimore County	1,844	120,907	1,277	81,337	313,147.45
Calvert County	1,010	23,393	541	10,076	38,792.60
Carroll County	1,014	40,580	762	25,519	98,248.15
Charles County	2,015	52,646	1,469	27,387	105,439.95
Frederick County	759	56,683	552	38,725	149,091.25
Harford County	1,558	76,367	1,300	53,203	204,831.55
Kent County	134	7,650	94	7,119.75	27,411.00
Montgomery County	1,404	46,100	1,302	41,546	159,952.10
Queen Anne's County	13	877.25	9	1,071.25	4,124.31
St. Mary's County	491	9,894	461	9,338	35,951.30
Somerset County	30	2,062	20	1,541	5,932.85
Washington County	292	21,365	239	15,558.5	59,900.23
Worcester County					
Berlin	4	N/A	1	N/A	N/A
Ocean City	83	5,010.5	N/A	4,865	18,730.25
Pocomoke City	10	644	7	462	1,778.70
Snow Hill	1	N/A	0	0	0
Maintenance Department	7	296	6	248	954.80
TOTALS	13,854	733,585.75	10,846	569,032	\$2,190,773.20

SUMMARY OF DATA FROM  
COMMUNITY SERVICE PROGRAMS  
ADMINISTERED BY THE  
DIVISION OF PAROLE AND PROBATION - FY 1988

Jurisdiction	Number of Referrals	Number of Hours Assigned	Number of Successful Completions	Number of Hours Completed	Monetary Value (\$3.85/hour)
Allegany County	20	1,070	12	662	\$ 2,548.70
Caroline County	33	3,277	28	2,166	8,339.10
Cecil County	208	11,375	162	9,012	34,696.20
Dorchester County	83	4,508	51	2,762	10,633.70
Garrett County	4	336.5	1	123	473.55
Howard County	406	25,669	218	10,661	41,044.85
Montgomery County	616	51,881	408	26,803	103,191.55
Prince George's County	1,475	54,416	1,185	27,392	105,459.20
Queen Anne's County	11	660	11	540	2,079.00
Talbot County	82	6,739	64	3,638	14,006.30
Wicomico County	54	4,129	39	2,001.5	7,705.77
TOTALS	2,992	164,060.5	2,179	85,760.5	\$330,177.92

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 \$25.00
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 \$20.00
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
9. Washington County Adult Community Services Program
  - insurance fee of \$15.45 (to be paid prior to work assignment)
  - see "Additional Information" under Washington County narrative for further clarification of fees

DIRECTORY OF MARYLAND COMMUNITY SERVICE PROGRAM  
FISCAL YEAR 1988

<u>COUNTY</u>	<u>PROGRAM LOCATION</u>	<u>AGENCY</u>	<u>CONTACT PERSON</u>	<u>STAFF</u>	<u>TARGET POPULATION</u>
Allegany County	P.O. Box 801 Cumberland, MD 21501-0801 Phone: 777-2140	Division of Parole and Probation	Mr. James Evans	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	Director (1); Part-time Associate (1)	Adults; juveniles; post-trial supervised probation
Baltimore City	Circuit Courthouse East 111 N. Calvert St. Room 504 Balto., MD 21202 Phone: 396-1191	Community Services Program	Ms. Linda Parrott	Director (1); Investigators (6); Secretary (1)	Adults; post-trial
	Juvenile Services Agency 2406 Greenmount Ave. Balto., MD 21218 Phone: 333-7515	Juvenile Services Administration	Mr. Barry Weiss	Coordinator(1)	Juveniles
Baltimore County	201 W. Chesapeake Avenue Towson, MD 21204 Phone: 887-2056	Alternative Sentencing Program	Mr. Gregory Harrer	Director (1); Community Service Case Manager Managers (4)	Adults; post-trial; district and circuit court; juveniles
Calvert County	Court House Prince Frederick, MD 20678 Phone: 535-1600 Ext. 355	Community Service Program	Ms. Alice Galligan	Program Co- ordinator (1); Secretary (1) part-time	Adults; post-trial; supervised probation; unsupervised proba- tion; juveniles; 1% pre-trial

<u>COUNTY</u>	<u>PROGRAM LOCATION</u>	<u>AGENCY</u>	<u>CONTACT PERSON</u>	<u>STAFF</u>	<u>TARGET POPULATION</u>
Caroline County	District Court/Multi- Service Center Third Street Denton, MD 21629 Phone: 479-4611	Division of Parole and Probation	Mr. Robert Hanson	Parole and Probation Agents	Adults: post-trial; supervised probation
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	Coordinator(1) Caseworker (1) Program Asst.	Adults; juveniles; post-trial super- vised and unsuper- vised probation
Cecil County	District Court/Multi- Service Center Third Street Elkton, MD 21921 Phone: 398-1828	Division of Parole and Probation	Mr. Robert Sparre	Community Service Program Administrator	Adults; post-trial; supervised probation
Charles County	County Attorney's Office Charles County Government Bldg. Box B La Plata, MD 20646 Phone: 645-0555 or 870-2260 (D.C. Line)	Volunteers in Community Service Program	Ms. Jean Duerson	Coordinator(1) Clerk-Typist-1	Adults; post-trial; district and circuit court; juveniles
Dorchester County	300 Academy Street P.O. Box 482 Cambridge, MD 21613 Phone: 228-6776	Division of Parole and Probation	Mr. George Enders	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 (1); district and circuit court; juvenile



<u>COUNTY</u>	<u>PROGRAM LOCATION</u>	<u>AGENCY</u>	<u>CONTACT PERSON</u>	<u>STAFF</u>	<u>TARGET POPULATION</u>
Garrett County	Courthouse Alder Street and Third Street P.O. Box 284 Oakland, MD 21550 Phone: 334-1996	Division of Parole and Probation	Mr. James Evans	Parole and Probation Agents	Adults; post-trial; supervised probation
Harford County	2 South Bond St. Bel Air, MD 21014 Phone: 836-4671	Community Work Service Program	Ms. Donna E. Walinski	Coordinator(1) Case Workers-2 Secretary (1)	Adults; post-trial; supervised probation; juveniles
Howard County	District Court/Multi- Service Center 3451 Courthouse Dr. Ellicott City, MD 21043 Phone: 461-0420	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 Sparre	Program Director (1) Stenographic Assistant (1)	Adults; juveniles; post-trial; district and circuit courts
Montgomery County	101 Fleet Street Rockville, MD 20850 Phone: 279-1232	Alternative Community Services	Mr. Maurice Ward	ASP Director-1 Admin. Aide -1 Corr. Spec. -6	Adults; juveniles; post-trial; pre- trial; supervised and unsupervised probation
	600 S. Frederick Ave. Gaithersburg, MD 20877 Phone: 948-7910	Division of Parole and Probation	Ms. Diana Harner	Parole and Probation Agent	Youthful, non-felonious criminal or motor vehicle offenders

<u>COUNTY</u>	<u>PROGRAM LOCATION</u>	<u>AGENCY</u>	<u>CONTACT PERSON</u>	<u>STAFF</u>	<u>TARGET POPULATION</u>
	51 Monroe Street Rockville, MD 20850 Phone: 424-2214	Division of Parole and Probation	Office Manager	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
Prince George's County	Volunteer Work Program 5030 Herzel Place Beltsville, MD 20705 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. Barton Van Ness III	Program Coordinator	Adults; post-trial; supervised probation
	District Court/Multi- Service Center 120 Broadway 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. Nancy Borgschulte	Program Coordinator	Adults; post-trial; pre-trial; district and circuit court

<u>COUNTY</u>	<u>PROGRAM LOCATION</u>	<u>AGENCY</u>	<u>CONTACT PERSON</u>	<u>STAFF</u>	<u>TARGET POPULATION</u>
Somerset County	Somerset County Office Complex 424 N. Somerset Ave. 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 St. Easton, MD 21601 Phone: 822-1580	Division of Parole and Probation	Ms. Mary Ritch	DPP Volunteer	Adults; post-trial; supervised probation
Washington County	Adult Community Service Program Washington County Sheriff's Department Courthouse Annex Hagerstown, MD 21740 Phone: 791-3199	Sheriff's Department	Mr. Allan R. 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	Town of Berlin Bay & Williams Street Berlin, MD 21811 Phone: 641-2778	Alternative Community Service Program	Mr. Donald Giancoli	Community Services Coordinator	Juvenile; adults; post-trial; super- vised probation

<u>COUNTY</u>	<u>PROGRAM LOCATION</u>	<u>AGENCY</u>	<u>CONTACT PERSON</u>	<u>STAFF</u>	<u>TARGET POPULATION</u>
	Town of Ocean City Northside Park 125th Street and the 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
	Town of Snow Hill Mayor and Council of Snow Hill Municipal Building P.O. Box 348 Snow Hill, MD 21863 Phone: 632-2080	Alternative Community Service Program	Mr. Frank Hersman	Town Manager	Adults; juveniles; post-trial; supervised probation; district court
	Maintenance Department Worcester County 100 Belt Street Snow Hill, MD 21863 Phone: 632-3766	Alternative Community Service Program	Mr. Ernest Powell	Maintenance Supervisor (1) Secretary (1)	Adults; juveniles; post-trial; supervised probation; district court

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

Stephen A. Bocian, Manager for Special Field Services  
Division of Parole and Probation  
6776 Reisterstown Road, Suite 305  
Baltimore, Maryland 21215-2344  
Phone: (301) 764-4307

# MARYLAND DIVISION OF PAROLE AND PROBATION

## PUBLICATION LIST

- Community Services Program Guide, 1983
- Volunteerism in the Division of Parole and Probation, 1983
- Fourth Community Services 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
- Monograph on Legal Issues in Probation and Parole Field Services, 1985
- 1985-86 Annual Report, Maryland Division of Parole and Probation
- Seventh Community Service Programs Annual Report, 1986
- Eighth Community Service Programs Annual Report, 1987
- 1987-88 Annual Report, Maryland Division of Parole and Probation

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