

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



10th

Community
Service
Programs
Annual
Report
1989

127454

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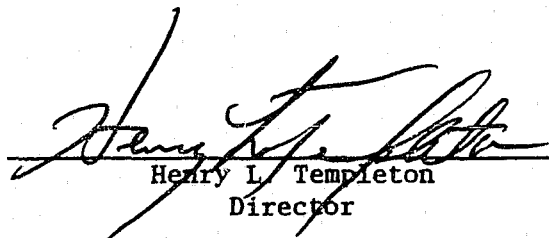
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Court of Appeals Building
P. O. Box 431
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Information on the activities of Maryland's Community Service Programs during Fiscal Year 1989 is provided in this Tenth Annual Report. This document is submitted in order to satisfy the Division of Parole and Probation's legislated responsibility to prepare an annual program report to the Administrative Office of the Courts regarding adult community service activities in Maryland. Preparation of the Tenth 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.

As we enter the 1990's, community service programs across the country face new challenges and opportunities. This is certainly true in the State of Maryland. There is an increasing need for meaningful, cost effective sentencing alternatives which hold offenders strictly accountable, provide appropriate protection to the citizens of this Great State and offer viable rehabilitative strategies. During the summer of 1989 deliberations of the Law Enforcement Committee of the Governor's Drug and Alcohol Abuse Commission, community service was considered as a potential alternative sanction for first time misdemeanor drug offenders. As of the date of this report, the State Legislature continues to review the possibilities of using community service as a part of the war on drugs.

The oldest community service program in Maryland (Prince George's County) has been in existence for over fifteen (15) years (since June 1974). It has been ten (10) full years since the enabling legislation went into effect. Programs of community service by offenders are established across the State. The Division of Parole and Probation remains committed to the concept of community service as a practical sentencing alternative for non-violent offenders in Maryland.

Aug 6, 1990
Date


Henry L. Templeton
Director



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COMMUNITY SERVICE PROGRAMS

TENTH ANNUAL REPORT

FISCAL YEAR 1989

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U.S. Department of Justice
National Institute of Justice

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DIVISION OF PAROLE AND PROBATION
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Department of Public Safety and Correctional Services
Division of Parole and Probation
Annual Report
for
Community Service Programs
Fiscal Year 1989

I. INTRODUCTION

Fiscal Year 1989 marked the close of the first decade of community service programs in Maryland under the authority of Article 27, Section 726A of the Annotated Code of Maryland. These programs have experienced a continuing growth in the number of offenders referred to them during the 1980's. This is evidenced by a review of the statewide totals for offenders referred since Fiscal Year 1984:

FY'84	14,386
FY'85	15,514
FY'86	15,998
FY'87	16,866
FY'88	16,846
FY'89	20,170

During Fiscal Year 1989, those 20,170 offenders were court ordered to perform a total of 1,022,943.5 hours of community service. During that same period, 13,552 offenders successfully completed community work assignments and a statewide total of 586,497 hours of service were provided to the community. Based on a very conservative comparable wage estimate of \$3.85 per hour, this represented a value of approximately \$2,258,014 in service to Maryland communities.

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 1989, 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, Cecil, Charles, Frederick, Harford, Kent, Montgomery, St. Mary's, Somerset and Washington counties. The towns of Ocean City and Pocomoke City, as well as the County Maintenance Department, have each established local community service programs in Worcester County.

In Fiscal Year 1989, locally administered programs received referrals of 16,487 offenders. During that same period 11,810 offenders successfully completed community service work assignments. A total of 507,312 hours of service were provided to the community through locally administered programs during Fiscal Year 1989.

Based on a comparable wage estimate of \$3.85/hour, this represented a value of \$1,953,152 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 ten (10) counties: Allegany, Caroline, Dorchester, Garrett, Howard, Montgomery, Prince George's, Queen Anne's, Talbot and Wicomico. Montgomery County has a local as well as division administered program.

During Fiscal Year 1989, division administered programs received 3,683 offenders referred by the courts. In that same period 1,742 offenders successfully completed community service work assignments. A total of 79,185 hours of service were provided to the community. Based on a comparable wage standard of \$3.85/hour, this represents a value of \$304,862 in services to the community.

V. 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.

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 presence at the various conferences at the State and regional levels. The Network also has strong linkage and a close working relationship with programs in Pennsylvania.

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 offenders assigned during previous years as well as the current fiscal year (i.e. the number of hours completed, the number of offenders completing work assignments and the number of offenders failing to complete). As shown in previous reports, some offenders begin their community service assignments during one fiscal year period (e.g. FY'88) but do not complete their hours until the following year (e.g. FY'89).

VI. THE COMMUNITY SERVICE PROGRAMS

ALLEGANY COUNTY

A. Program Administration

1. Introduction

There has been no formally established local program in Allegany District Court or Circuit Court. However, the judges in Allegany County have continued to use this program on an increasing basis each year. During Fiscal Year 1989, there have been approximately 74 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 of Parole and Probation. This 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 of Parole and Probation makes no special budgetary provision for its community service related activities in Allegany County.

4. Staffing

In Allegany County, the agents are responsible for the administration of the program.

B. Program Information

1. Participant Eligibility

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

2. Worksites

The worksite in which the offender is expected to perform work duties are assigned by the sentencing judge or agent supervising the case. The offender is assigned to different work sites in the county, depending on his/her place of residence.

3. Program Data

Statistics for fiscal year July 1, 1988 through June 30, 1989:

Number of Referrals	74
Number of Successful Completions	51
Number of Failing to Complete	17
Hours Assigned	8.980
Hours Completed	5.864
Number of Worksites	33
Monetary Value of Hours Completed (based on \$3.85 per hour)	\$22,576.40

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 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 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.

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, 1988-June 30, 1989:

	Adult
Number of Referrals	509
Number of Successful Completions	464
Number Failing to Complete	114
Number of Hours Assigned	29,091
Number of Hours Completed	18,093
Monetary Value of Hours Completed (\$3.85/hour)	\$69,658.05

BALTIMORE CITY

A. Program Administration

1. Introduction

The Baltimore City Community Services Program is locally administered and has been in operation for nine 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 perform community service work in lieu of other traditional sentencing. The number of hours to be performed is determined by the sentencing judge. After offenders 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 crimes committed. Regular work/school follow-up is done by program staff. Final reports are sent to the court upon completion or termination.

The Community Services Division now accepts Pre-Trial Diversion cases. One Community Services Investigator has been assigned as Coordinator for this project. Pre-Trial offers the Diversion Program as an alternative to traditional prosecution and is aimed at self improvement of the defendant. If the defendant agrees to diversion, follows through with completion of the program requirements, case disposition will be entered as a Nolle Prosequi, Dismissal, etcetera.

A recommendation as to the number of community service hours assigned per case shall be made by the Diversion Unit and included in the initial postponement request. A concept that hours may be waived or modified after established, will also be incorporated to allow for the changes in status on the part of the defendant.

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 operating budget for FY'89 was \$218,459.

4. Staffing

Present program staff consists of eight full-time personnel: the program director, five investigators, 1 coordinator of Diversion cases, and the secretary.

B. Program Information

1. Participant Eligibility

All program participants must 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.
- referred from Pre-Trial Release Diversion Unit.

Effective July 1, 1988, violent charges not acceptable were clarified by revised legislation. Any cases referred to Community Services which are deemed "violent charges" according to Article 27, Section 643B, are returned to the sentencing judge.

2. Worksites

Due to budget cuts and reduction of staff, many agencies are unable to provide their services without volunteer support. The Community Services Division 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 offenders 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). Approximately 75% of total offenders referred are also on supervised probation.

Statistics for fiscal year July 1, 1988-June 30, 1989:

Number of Referrals	2,912
Circuit Court	1,514
District Court	1,203
Pre-Trial	69
Transfer From County Programs	126
Number of Hours Ordered	309,559
Number of Completions	2,844
Satisfactory Completions	2,262
Unsatisfactory Completions	463
Other (hours abated, death, medical, FTA's)	119
Total Hours Completed	144,908
Monetary Value of Hours Completed (\$3.85/hour)	\$557,895.80
Total Active Program Cases as of 6-30-89	1,631

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

BALTIMORE COUNTY

A. Introduction

The Baltimore County Alternative Sentencing Program continued its operation during Fiscal Year 1989, placing almost 1,900 defendants at community service work sites. Over a third of these defendants were referred for theft charges, followed by serious traffic, battery, and controlled dangerous substance, both possession and intent to distribute. Representing less than 10% in each category were traffic, disorderly conduct, false statements and alcohol violations. A final 5% consisted of B & E, malicious destruction, handgun charges, trespass, and manslaughter by auto.

B. Significant Accomplishments

This spring the Alternative Sentencing Program conducted its second Job Site Seminar. All of the job sites currently utilized were invited and 85 representatives attended. There were presentations regarding the referral process and there was such a positive reaction to the seminar that it was agreed to conduct one yearly with emphasis on different concerns of the agencies.

Site visits have also been incorporated into the regular schedule of the staff, enabling the agencies to meet our staff members personally and the staff to review the physical site and procedures of the placement agencies.

C. Program Description

1. Program Administration

The Alternative Sentencing Program was incorporated into the Sheriff's Department as of July 1, 1988. This is in contrast to previous years, where the program was under the Criminal Justice Coordinator's Office. The Program is staffed by 23 persons including one Director, one Assistant Director, four clerical employees, five Pre-Trial Investigators and two Substance Abuse Evaluators. The T.A.S.C. Program, Community Service component and Pre-Trial component each have a Team Leader who is included as a Monitor, Case Manager or Investigator. The operation of the Community Service component is carried out by four Case Managers mentioned above. The Alternative Sentencing Program's main office is located at:

201 West Chesapeake Avenue
Towson, Maryland 21204

2. Program Operating Budget

The Alternative Sentencing Program is funded by the Baltimore County Government as a bureau within the Sheriff's Department. An operating budget of \$546,000 was appropriated for use during Fiscal Year 1989. Of the above, the Community Service component was allotted approximately \$101,000 for operation.

3. Participant Eligibility

Participants are eligible if they meet the following criteria:

- a. Person must be 18 years or older unless:
 1. They are 16-18 years old but waived as a juvenile to adult court; and
 2. They are under 18 years old but were sentenced to Alternative Sentencing Program by traffic court.
- b. Person tried and/or convicted of a felony and/or misdemeanor.
- c. Offender must be tried and/or convicted in Baltimore County or transferred to Baltimore County by a Community Service Program in another jurisdiction.
- d. Offender may not presently be convicted of any offenses under the revised legislation Article 27, Section 726A. 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.

4. 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, 1988 through June 30, 1989:

Number of Clients Referred	1,894
Number of Referrals Successfully Completed	1,092
Number of Hours Assigned	119,198
Average Hours Completed by Referrals	63
Number of Hours Completed by Referrals	46,290
Total Number of Completions	1,368
Total Number of Hours Completed During FY'89	54,693
Monetary Value at \$3.85 per hour	\$210,568.05
Number of Clients Failing to Complete Sentence	154

5. 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 eleven (11) 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 or (DC line) 855-1243, ext. 355

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, 1988-June 30, 1989:

Number of Referrals	860
Number of Successful Completions	770
Number in the Process of Completion	290
(includes carryover from 1987 & 1988)	
Number Failing to Complete	34
Hours Assigned	32,170
Hours Completed	17,441
Hours in the Process of Completion	14,729
Monetary Value of Hours Completed	\$ 67,147.85
(\$3.85/hour)	

The average number of hours per offender is 37.4 for the fiscal year.

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 the special condition to perform community service reports to the Division of Parole and Probation field office. A volunteer determines the appropriate worksite and, unless a specific site has been ordered by the Court, obtains Court approval. The volunteer monitors the offender'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 budgetary provisions targeted for general administration of community service in its fiscal allocation. Costs are absorbed into the existing operating budget.

4. Staffing

In Caroline County the program volunteer works an average of fifteen (15) hours per month. 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: 301-479-4611

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 FY '89, 24 local government and charitable organizations provided work projects.

3. Program Data

Statistics are for fiscal year July 1, 1988 - June 30, 1989
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:	- Post-Trial
Types of offenses:	- See below
Number of offenders referred:	- 46
Number placed at worksites:	- 46
Number of hours assigned:	- 3,953
Number of hours completed:	- 2,681
Average number of hours per offender:	- 86
Number of offenders completing:	- 28
Number of offenders failing to complete:	- 2
Monetary value of hours: (\$3.85 per hour)	- \$10,321.85

During fiscal year 1989, eleven (11) of the program participants were convicted of general motor vehicle offense and four (4) of DWI; seven (7) of possession of CDS; four (4) of theft; four (4) of bad checks and sixteen (16) who were convicted of a variety of other misdemeanor offenses.

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
Phones: 857-2673 or 876-7545

3. Operating Budget

The program's total budget expenditure for FY'89 was \$69,185.00 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 offenders 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 adjudicated juveniles.

2. Worksites

The Volunteer Community Service Program actively worked with 200 government agencies, civic groups, non-profit organizations, and religious facilities during FY'89.

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 offenders on a pre-trial basis or informal basis.

Statistics for fiscal year July 1, 1988-June 30, 1989:

Number of Referrals	1,102
Number Placed	1,096
Number of Successful Completions	933
Number of Failing to Complete	74
Hours Assigned	43,262
Hours Completed	35,024
Average Number of Hours Sentenced	36
Monetary Value of Hours Completed (\$3.85/hour)	\$134,842.40

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 12 community service workers travels in a county government van to local work projects to clean up state parks, set-up agricultural fair, relocate furniture in Court offices, clean a community center and wrap gifts for state hospital patients.

5. Area of Concern

Insurance and liability issues continue 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 a 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 Kent 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 program's Administrator and only staff.

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. There has also been a significant increase in 1989 of motor vehicle law offenders.

The procedures and reports used in Cecil County were developed by Mr. Sparre with the approval of the court, the Division of Parole and Probation and Juvenile Services.

2. Administration

An individual assigned to complete community work, 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. Worksite supervisors are asked to advise promptly by telephone if problems develop.

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. It is not unusual to give minor offenders a second placement, if there are mitigating circumstances, but it is also not uncommon to ask for a Show Cause Hearing in extreme cases before any court imposed deadline has been reached. The courts have frequently supported that position and have rarely continued the participant in the program after the hearing.

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. Worksite supervisors are being asked to advise participants that they may be rejected by the worksite after one unexcused absence. The purpose being to make it clear that poor attendance will not be tolerated.

Policy guidelines have been established with a view towards protecting the program from the loss of valuable worksites that would surely result if participants are not required to comply with minimal standards of responsibility to the court, the community service program and the worksites. The program Administrator operates from the belief that leniency and excessive compassion lead to tacit approval of unsatisfactory performance.

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 office 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 Work 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. Referral 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 and violent crimes have not been given the opportunity to perform community service.

2. Worksites

The program utilizes approximately forty (40) government and non-profit 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, 1988 - December 31, 1988.

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.

Number of offenders referred:	-	132	adult
Number placed at worksite:	-	132	adult
Number of hours assigned:	-	7,521.5	adult
Number of hours completed:	-	6,018.7	adult
Average number of hours per offender:	-	57	adult
Number of offenders completing:	-	109	adult
Number of offenders failing completion:	-	23	adult
Monetary value of hours:	-	\$23,172	adult

4. Problem Areas

The program Administrator reports that a continuing problem is the recalcitrant participant who refuses to let court obligations interfere with or inconvenience his/her lifestyle. Warning letters have been 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.

The Administrator states that program records reveal that rarely are there any genuinely mitigating circumstances that prevent satisfactory attendance. The placement interview carefully examines the participant's personal obligations and develops a mutually agreed upon minimum hours per week that avoid conflict with earning a living, complications at home, transportation problems, physical conditions and any anticipated obstacles to prevent attendance. Personal illness is rarely, if ever, cited as an obstacle. It is disturbing to the program that those with poor attendance lack the courtesy to call the worksite for an excused absence.

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. Line)

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 and has an approximate funding level of \$50,000.

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, the Department of Juvenile Services, 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, 1988 - June 30, 1989.

Number of Referrals	2,044
Number of Successful Completions	1,171
Number Failing to Complete	33
Hours Assigned	84,400
Hours Completed (based on successful completion only. If still working hours were not counted)	25,344
Monetary Value of Hours Completed (\$3.85/hour)	\$97,574.40
Man-hour days (computed on 8 hour day)	3,168

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 Department of Juvenile Services 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 offender at a work project in the community. The agent monitors the offender'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 '89, local government and charitable organizations provided six (6) work projects.

3. Program Data

Statistics are for fiscal year July 1, 1988 - June 30, 1989
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:	- 107 Pre-trial
Types of offenses:	- misdemeanors
Number of offenders referred:	- 163
Number placed at worksites:	- 162*
Number of hours assigned:	- 4,621
Number of hours completed:	- 3,545
Average number of hours per offender:	- 28
Number of offenders completing:	- 132
Number of offenders failing to complete:	- 12
Monetary value of hours: (\$3.85 per hour)	- \$13,648.25

* (1) violent offender referral not placed at worksite.

FREDERICK COUNTY

A. Program Administration

1. Introduction

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

2. Administration

The Frederick County Alternative Sentencing Program screens, places and monitors adult offenders serving a court designated number of community service hours. Completion dates are assigned by the program to work a minimum of eight hours each week if employed full-time or a full-time student. Clients are required to work at least 20 hours per week if unemployed. The hours are to be worked on a regular predetermined schedule established between the offender and the caseworker at the Alternative Sentencing Program.

The Program is located at:

Alternative Sentencing Program
100 West Patrick Street
Frederick, Maryland 21701
Telephone: (301) 694-1928

3. Staffing

The program is staffed by one full-time Coordinator and a full-time Administrative Specialist.

4. Operating Budget

The program's total budget for Fiscal Year 1989 was \$36,199.

B. Program Information

1. Participant Eligibility

Referrals are accepted from the District, Circuit and Federal Courts. The State's Attorney's Office refers offenders on a pre-trial basis. Cases are accepted as transfers from other jurisdictions as long as the offender resides in Frederick County; and is on supervised probation under the Frederick County Office of the Division of Parole and Probation. All offenders are to be at least 18 years old.

2. Program Data

- a. District, Circuit, Federal and Office of the State's Attorney.
- b. About 10% of referrals are pre-trial and those come from the Office of the State's Attorney.
- c. Clients referred to the Frederick County Alternative Sentencing Program have been charged with simple motor vehicle charges, DWI, and all types of criminal charges from bad checks to non-violent felonies.

This program has never had a referral of a violent felony.

Number of Clients Referred to Program FY-89	1,235
Number of Clients Placed at Worksites	1,005
Number of Clients Not Placed Yet	230
Number of Hours of Community Service Ordered of Those Who Have Had Intakes	63,980
Number of Hours of Community Service Completed	53,075
Average Number of Community Service Hours Per Client	67
Number of Clients Who Completed Community Service Hours During FY-89	630
Number of Clients Who Failed to Complete the Program	166
Cost Effectiveness of Program Based on \$3.85 per hour	\$204,339

3. Worksites

The Frederick County Alternative Sentencing Program actively worked with 110 government agencies, civic groups, non-profit and religious organizations during Fiscal Year 1989.

C. Additional Information

Program's caseload has increased from Fiscal Year 1988 to Fiscal Year 1989 by 80%. This has resulted in our office having referrals for 230 people that we have not been able to schedule for intake interviews as of June 30, 1989.

D. Areas of Concern

The issue of liability continues to be a major area of concern.

GARRETT COUNTY

A. Program Administration

1. Introduction

There has never been a formal program established in Garrett County, Maryland. The sentencing judges refer individuals to perform service work to be administered by Division of Parole and Probation staff.

2. Administration

Upon finding the defendant guilty, 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 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 community service case is closed.

3. Staffing

In Garrett County, the agents are responsible for the administration of the program.

4. Operating Budget

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

B. Program Information

1. Participant Eligibility

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

2. Worksites

The worksite in which the offender is expected to perform work duties are assigned by the sentencing judge or agent supervising the case. The offender is assigned to different worksites in the county depending on their place of residence.

3. Program Data

Statistics for fiscal year July 1, 1988 to June 30, 1989:

Number of Referrals	2
Number of Successful Completions	1
Number of Clients Failing to Complete	1
Hours Assigned	190
Hours Completed	3
Monetary Value of Hours Completed (based on \$3.85 per hour)	\$11.55

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 the 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 four persons:

- 1 Full-time Coordinator
- 1 Full-time Case Worker
- 1 Full-time Secretary

Community Work Service offenders 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
Division of Parole and Probation
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 1989 is \$106,952.

C. Participant Eligibility

The Harford County Community Work Service Program impacts on juvenile and adult offenders. All offenders are referred directly from the Courts or the Department of Juvenile Service. Supervised offenders are screened by the Division of Parole and Probation, the Drinking/Driver Monitor Program or the Department of Juvenile Services and then sent to the program. Unsupervised offenders 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 offender to perform successfully. No offender 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, Community Arbitration and the Department of Juvenile Services. Some offenders are referred from other counties as well. Pre-Trial referrals represent approximately 1% and post-trial referrals 99% of the cases.

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

Arson	Homicide by Motor Vehicle
Assault and Battery	Malicious Destruction
Bad Check	Obstruction of Justice
Bawdyhouse	Possession of Alcohol
Breaking and Entering	Possession of CDS
Contempt	Possession of False/Altered License
Distribution of CDS	Tampering w/ Motor Vehicle
Driving While Intoxicated	Telephone Misuse
Driving Under the Influence	Theft
False Statement to Police	Traffic/Motor Vehicle Violations
Fleeing and Eluding	Trespassing
Forgery	Unauthorized Use of Motor Vehicle
Handgun Violation	Uttering

Statistics for fiscal year July 1, 1988 through June 30, 1989:

Number of Referrals	1,618
Numbers Placed	1,604
Hours Assigned	78,379
Hours Completed	61,494
Average Number of Hours Per Client	53
Number of Successful Completions	1,090
Number Failing to Complete	110
Monetary Value of Hours Completed	\$236,751.90

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, youth camps, 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 the March of Dimes Walk-A-Thon, Bowl-A-Thon and road crews.

F. Additional Information

The program has been most successful in placing the offenders expeditiously. Usually a offender is interviewed, has paid the fee (if required) and placed at a worksite the same week. Also in most cases either the sentencing Judge or the Coordinator will put a deadline date on the offender to have his/her hours completed. By using this system we have found 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.

In August, 1988, Robert VanWagoner our renowned volunteer who directed the Community Service Program for Parole and Probation, died suddenly. Thereafter, agents attempted to process the work but the lack of continuity as well as duplication of effort caused the program to bog down. In September, Ms. Vicki Tucker, Office Secretary II in the Ellicott City Office, volunteered to assist the program in addition to her normal duties.

Ms. Tucker's efforts have resulted in the program being the necessary vital sentencing alternative for the Courts and the community of Howard County. The Division staff extends its thanks and appreciation to her for her accomplishments in this area.

It is to be noted that an Agent Senior position has been assigned to the program effective July, 1989.

2. Administration

Program administration is overseen by a Field Supervisor II located in the Ellicott City Office of the Division of Parole and Probation. Ms. Tucker processes offenders at intake if possible and makes placements at the work sites. She monitors the progress of the offenders on a monthly basis and reports 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.

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. The majority of the probationers referred by the Courts are first time offenders who are on probation for non-violent offenses. The program strictly adheres to the revised legislation under Article 27, Section 726A.

2. Worksites

The program currently utilizes thirty-nine (39) worksites. These include: Athelas; Candlelight Concert Society, Inc., Howard County Library; Clerk's Office - District Court; Columbia Association; Columbia Swim Center; Community Action Council; Department of Public Works; Department of General Services; Developmental Workshop for Handicapped; Grass Roots; Greater Laurel-Beltsville Hospital; Howard County General Hospital; Laurel Boys & Girls Club; Linwood Childrens Center; Meals on Wheels; Neighborhood Assistance Program; Office on Aging; Our Lady's Center; Patapsco State Park; Howard County Public Schools; Reality, Inc.; Recreation & Parks - Centennial, Savage, and Cedar Lane; Red Cross; State's Attorney Office; State Police - Waterloo; Wilde Lake Village Association; YMCA; Howard County Youth Program; Rockland Arts and Crafts Center; Roger Carter Neighborhood Center; Sheriff's Office - Howard County and Miscellaneous Churches (5).

3. Program Data

Statistics for fiscal year July 1, 1988-June 30, 1989:

Number of referrals	467
Number of Successful Completions	239
Number Failing to Complete	51
Hours Assigned	22,957
Hours Completed	12,185
Monetary Value of Hours Completed (\$3.85/hour)	\$46,912.25

- Sources of Court referrals - Howard County District and Circuit Courts as well as other counties and Baltimore City.
- No referrals are pre-trial; 467 referrals were post-trial.
- Types of offenses - DWI - 128; DUI - 57; Speeding - 48; Minor Traffic - 13; CDS - 66; Theft - 59; Driving While Suspended - 11; Gambling - 12; Battery - 11; Fictitious License - 8; Bad Checks - 5; Failing to Stop at Accident - 4; Unauthorized Use - 1; Attempted Bribery - 1; Forgery - 1; Unsafe Backing - 2; Extortion - 1; Breaking & Entering Dwelling - 1; Taking Indecent Liberties - 1; Assault - 5; Destruction of Property - 4; Fourth Degree Sex Offense - 1; VOP - 1; Failing to Obey Police Officer - 1; Resisting Arrest - 1; Disorderly Conduct - 3; Indecent Exposure - 1; Interfere With Police - 3; False Statement - 2; Possession of Alcohol - 4; Littering - 1; Breaking & Entering Storehouse - 2; Unlawful Use Telephone - 2; Carry Handgun - 4; Rogue/Vagabond - 1; Credit Card - 1.

4. Areas of Concern

1. A standard must be established immediately with regard to referral and completion figures between programs. It must be determined who claims which figures when a case opens one place and is transferred to another in order to avoid duplicative incorrect figures.
2. Each program must be responsible to its respective Judges regarding ineligible offenders under Article 27, Section 726A. It must be an absolute agreement not to transfer an ineligible offender to other programs.
3. Insurance coverage for community service offenders should be considered with the possibility of charging a nominal fee to cover the cost.
4. Word Processors should be in place for all 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 cooperated in developing 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 State grant was obtained to implement the Community Work Program as a locally monitored program for juveniles. The program 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 at a token salary for the part-time Director.

The program's initial 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. Several improvements have been made in the monitoring and recording of events.

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 the original of that contract to the worksite the same day to finalize work instructions. The program Director monitors the offender's progress, but, worksites retain ultimate responsibility for evaluation of the participant's attendance, attitude and performance. Failures to complete the program result in show cause hearings. In cases of unsupervised probation, the Director testifies at the hearing.

3. Operating Budget

The program has an annual budget of \$2,850 for salary of one (1) part-time Director, an office and office supplies.

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, extension 76

B. Program Information

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. Cases may also originate in adjacent counties.

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 non-profit organizations. There are currently thirty (30) worksites being utilized. During FY '89 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, 1988 - December 31, 1989:

Information refers to both adult and juvenile offenders.

Sources of referrals:

- Kent County Circuit
and District Courts;
State's Attorney's
Office

Pre-trial/Post-trial:

- Information not
available

Types of offenses:

- Non-violent offenders

Number of offenders referred:

- 104

Number placed at worksites:

- 104

Number of hours assigned:

- 5,323

Number of hours completed:

- 4,312

Average number of hours per offender:

- 51

Number of offenders completing:

- 84

Number of offenders failing to complete:

- 20

Monetary value of hours: (\$3.85 per hour)

- \$16,601.20

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 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.

The program Director states that it is essential to the success of the program that the work contract specifies a minimum of eight (8) hours of scheduled work each week, irrespective of the court imposed deadline. He believes that there should be no reluctance to ask for a show cause hearing in obviously uncooperative cases, even though the court specified a later deadline.

MONTGOMERY COUNTY - Alternative Community Services Program - (ACS)

A. Program Activities/Developments

Fiscal Year 1989 marked a re-organization of the ACS Program. As a result of a departmental restructuring, ACS is now part of the Community Corrections Division of the Montgomery County Department of Correction and Rehabilitation. Another significant development in the program occurred in the last quarter of the fiscal year as a result of the dramatic increase in drug-related arrests in the county. The county's Criminal Justice Co-ordinating Commission earmarked ACS a program for first-time drug purchasers. Elements of the new program will include: 1) a \$95 fee; 2) urinalysis testing a minimum of two times per week; 3) 48 hours of community service; and 4) four sessions of drug abuse education. This new initiative has a commencement date of 8/1/89.

One full-time Correctional Specialist II; one part-time Correctional Specialist II and four Interns will be hired to administer the program.

B. Program Administration

ACS is staffed by one Program Director; two Administrative Aides and four Correctional Specialists which provide district court staff coverage at the Gaithersburg and Rockville District Courts. The program has offices at these Court locations. Program funding is provided by through the Department of Corrections and Rehabilitation.

The Program is located at:

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

1. Operating Budget

The operating budget for the ACS Program, including fringe benefits was \$326,000 for Fiscal Year 1989.

C. Program Information

1. Participant Eligibility

The Program also accepts post-trial offenders, primarily as a condition of probation or as a direct referrals from the district or circuit benches. Office appointments are made for this population after the referral has been received from the Division of Parole and Probation. ACS also arranges community service for offenders who have been transferred from other jurisdictions and have community service obligations to fulfill.

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

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

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

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

2. Worksites

The ACS Program uses over 125 public and non-profit philanthropic agency worksites.

3. Program Data

Source of Court Referrals

Juvenile: Juvenile Services Administration Intake Division;
Montgomery County Police Youth-Division; Juvenile
Bench

Adults: State's Attorney's Office; Division of Parole and
Probation; District & Circuit Court Benches; Transfer
cases from other jurisdictions.

Pre-Trial percentage - 65%

Post Trial percentage - 35%

Statistics for fiscal year July 1, 1988 through June 30, 1989:

Number of Referrals	2,401
Number of Successful Completions	1,515
Number Failing to Complete	126
Hours Assigned	78,328
Hours Completed	59,226
Monetary Value of Hours Completed (based on \$3.85 per hour)	\$228,020.10

D. Additional Information

The Program has availed itself of two programs offering additional personnel resources: 1) the Senior Aide Program, under Title V of the Older American Act and 2) the Developmental Disability Hiring Program of the Montgomery County Department of Personnel. Both Programs provide clerical assistance in the form of one part-time staff person, respectively, for 20-hour work weeks.

E. Area of Concern

A growing area of concern is the proliferation of drug arrests in Montgomery County and the use of community service as a correctional sanctions for these offenders. In particular, problems of placement arise for these types of offenders, as agency personnel are reluctant to accept drug offenders.

MONTGOMERY COUNTY (Division of Parole and Probation)

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.

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.

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.

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.

2. Worksites

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

3. Program Data

Statistics for fiscal year July 1, 1988 through June 30, 1989
(including Park Work Program):

Number of Referrals	997
Number of Successful Completions	213
Number Failing to Complete	
Hours Assigned	32,228
Hours Completed	19,894
Monetary Value of Hours Completed (based on \$3.85 per hour)	\$76,592

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 offenders 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 75 worksites during FY'89. 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, 1988-June 30, 1989:

Number of Referrals	1,713
Number of Successful Completions	971
Number Failing to Complete	134
Hours assigned	46,119
Hours Completed	26,295
Monetary Value of Hours Completed (\$3.85/hour)	\$101,235.75

QUEEN ANNE'S 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 supervised probation with a special condition to perform community service reports to the Division of Parole and Probation field office. The agent determines an appropriate worksite and, unless a specific site has been ordered by the court, obtains court approval. The agent monitors the offender'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 allocations. 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, 120 Broadway
Centreville, MD 21617
Telephone: 301-758-2745

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 '89 12 local government and charitable organizations provided work projects.

3. Program Data

Statistics are for fiscal year July 1, 1988 - June 30, 1989. Information refers to adult offenders only.

Sources of Court Referrals:	Circuit and District Courts
	17 15

Pre-Trial/Post-Trial:	Post-Trial
Types of Offenses:	See below
Number of offenders referred:	32
Number placed at worksites:	32
Number of hours assigned:	2,280
Number of hours completed:	1,307
Average number of hours per offender:	71
Number of offenders completing:	14
Number of offenders failing to complete:	3
Monetary value of hours:	\$5,032
(\$3.85 per hour)	

During fiscal year 1989, eleven (11) of the program participants were convicted of theft; eleven (11) of breaking and entering; six (6) of DWI; four (4) of Possession of CDS; three (3) of battery; two (2) of bad check; one (1) welfare fraud and one (1) manslaughter by auto.

ST. MARY'S COUNTY

A. Program Administration

1. Introduction

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

2. Administration

The program screens, places and monitors participants assigned directly by the Courts and also functions 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 offenders 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
Leonardtwn, MD 20650
Telephone: 475-4590 or 475-4591

3. Program Staff

A 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 Department of Juvenile Services. 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, 1988-June 30, 1989:

Number of Referrals	1,121
Number of Successful Completions	977
Number of Failing to Complete	144
Hours Assigned	6,726
Hours Completed	5,745
Monetary Value of Hours Completed (\$3.85/hour)	\$22,118.25

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 points). 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 offenders have obtained full or part-time employment from the agency where the community service hours were performed. This is not only beneficial to the offender 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 sentence 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 offender's work is monitored by the work project. Any offender 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 offender 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 '89 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 1989 there were twenty-six (26) county buildings and recreational areas that provided work projects.

3. Program Data

Statistics for fiscal year July 1, 1988 - June 30, 1989.
Information refers to adult offenders only.

Sources of court referrals:

- Somerset, Wicomico, Worcester County and Baltimore City Pre-Trial/Post-Trial:
- Information not available

Types of Offenses:

- DWI; Theft; B & E; Drug related; non-support; driving on suspended

Number of offenders referred:	-	50
Number placed at worksites:	-	50
Number of hours assigned:	-	3,124
Number of hours completed:	-	1,929
Average number of hours per offender:	-	62.48
Number of offenders completing:	-	30
Number of offenders failing to complete:	-	1
Monetary value of hours: (\$3.85 per hour)	-	\$7,426.65

4. Areas of Concern

As reported by the Coordinator, there is a lack of understanding of the time element for completion of community service by the offender.

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 determines an appropriate worksite and, unless a specific site has been ordered by the court, obtains court approval. The offender'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 budgetary provisions for general administration of community service in its fiscal allocation. Other costs are absorbed into the existing operating budget.

4. Staffing

In Talbot County, the volunteer works an average of 50 hours per month. 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 '89, 11 local government and charitable organizations provided work projects.

3. Program Data

Statistics are for fiscal year July 1, 1988 - June 30, 1989.
Information refers to adult offenders only.

Sources of Court referrals:	- 5 Circuit Court 57 District Court
Pre-Trial/Post-Trial:	- Post Trial
Types of offenses:	- Theft (28); Battery (5); Bad Checks (3); Destruction of Property (2); Others (24)
Number of offenders referred:	- 62
Number placed at worksites:	- 62
Number of hours assigned:	- 4,216
Number of hours completed:	- 3,101
Average number of hours per offender:	- 68
Number of offenders completing:	- 44
Number of offenders failing to complete:	- 5
Monetary value of hours: (\$3.85 per hour)	- \$11,938.85

During fiscal year 1989, there were twenty-seven (27) female and thirty-five (35) male participants. Thirty-two (32) participants were white and thirty (30) were black.

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 judge's of the Circuit and District Courts of the county.

2. Administration

The program provides initial screening, accident/liability insurance, appropriate worksite placement, offender 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
c/o Sheriff's Department
Court House Annex
Hagerstown, Maryland 21740
Telephone: (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. During Fiscal Year 1989, this was applied in four 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 always assesses ability, employment and special skills when assigning participants.

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, 1988 - June 30, 1989:

Number of Referrals	274
Number of Hours Ordered	21,099
Number of Successful Completions (1)	216
Number of Unsuccessful Completions (2)	30
Number of Total Hours Assigned	19,924
Number of Total Hours Completed (3)	15,163.5
Monetary Value of Hours Completed (based on \$3.85 per hour)	\$58,379.48

- (1) Includes Fiscal Year 1989 and cases closed from previous fiscal periods.
- (2) During Fiscal Year 1989 30 (9.1%) of the program's referrals were closed unsuccessfully. Included were those cases remanded to their respective courts with the recommendation that some other sentence be considered.
- (3) At the close of Fiscal Year 1989, 108 cases remain open. Hours completed to date vary with each case.

b. Type of offenses are:

Motor Vehicle*	116	42.3%
Alcohol*	101	36.8%
Theft	44	16.0%
Assault	24	8.7%
Controlled Dangerous Substance	18	6.5%
Bad Check	23	8.3%

- * These two categories account for approximately 50% of program referrals.

The remaining cases were referred as a result of other non-violent crimes including destruction of property, trespassing, breaking and entering, false reporting, misuse of telephone. They account for approximately 10% of Fiscal Year 1989 referrals.

During Fiscal Year 1989, 212 (77.4%) of the program's referrals originated in the Courts of Washington County.

Sixty-two (22.6%) of the referrals were Washington County residents adjudicated by the courts in other jurisdictions, but referred to adult Community Services for completion of their volunteer hours.

Referring Courts:

Washington County District	180	65.7%
Washington County Circuit	32	11.7%
Other Jurisdictions	62	22.6%

Agencies used as worksites:

Government Agencies	34.0%
Social Agencies	52.8%
Youth Agencies	11.6%
Churches	1.6%

In Washington County, 49 (17.8%) of court referrals are currently under the supervision of the Maryland Division of Parole and Probation. In these cases Adult Community Services serves as an extension of that agency.

C. Additional Information

Prior to placement, program 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. During Fiscal Year 1989 the insurance was purchased by 200 (75%) of the referrals. In the process \$3,090.00 was realized. There have been no valid claims against the insurance.

In 35 (12.8%) of Fiscal Year 1989's referrals, Maryland Medical Assistance was substituted for insurance due to lack of funds on the part of the individual participants.

In 7 of (2.5%) of Fiscal Year 1989's referrals, the participants were without funds. In these cases the insurance fee was waived after participants signed a release of responsibility. Each of these waivers 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 these referrals were placed with the Washington County Juvenile Community Restitution Program. During Fiscal Year 1989, 4 participants were referred to that agency.

Approximately 60% of program participants were unemployed and possessed less than 12 years of formal education. A limited number have gained employment as a direct result of their community service and others have continued to volunteer their services to their assigned agencies. A great deal of pride, personal satisfaction, and increased self-confidence is reported as a result.

During Fiscal Year 1989 the average number of community service hours assigned was 68.7.

D. Goals

While the primary goal of the Washington County Adult Community Service Program continues to be accurate and timely service to the referring courts, the following additional goals are projected for Fiscal Year 1990:

1. The increased use of the program where appropriate as an alternative to appearing in Court (e.g. pre-sentence diversion). This course should be considered in certain types of cases and is viewed by the program as preventive rather than punitive.
2. The formal orientation of participating agencies to include practical procedures, supervision, guidelines, and the systematic development of new worksites.
3. The development of a physical base for the program that is accessible to the public and less isolated than its present quarters.

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 offender at work projects in the community. The agent monitors the offender'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 budgetary provisions targeted for general administration of community service in its fiscal allocation. 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, MD 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 '89, 13 local government and charitable organizations provided work projects.

3. Program Data

Statistics are for fiscal year July 1, 1988 - June 30, 1989.
Information refers to adult offenders only.

Sources of Court referrals:	- 6 Circuit Court and 121 District Court
Pre-Trial/Post-Trial:	- Post-Trial
Types of offenses:	- misdemeanors
Number of offenders referred:	- 127
Number placed at worksites:	- 127
Number of hours assigned:	- 10,073
Number of hours completed:	- 4,310
Average number of hours per offender:	- 200
Number of offenders completing:	- 49
Number of offenders failing to complete:	- 0
Monetary value of hours: (\$3.85 per hour)	- \$16,593.50

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 major impact on the number of cases referred to this program.

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 worksite schedule based on his needs at the time of intake. Each worker is required to work a minimum number of hours per week. This was implemented in response to complaints from work site supervisors. In the events of non-compliance, supervisors are advised to return the case to the coordinator. The offender 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.

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 park-land, etc., lend themselves to these large placements.

Upon completion of their service, the participant is evaluated as to work performance and attitude and completion papers are returned to the originator.

3. Operating Budget

A processing fee of \$15.00 is required from each offender. 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 offender 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 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: 301-723-1025

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 offenders for work assignments. All of these departments are located within the Town of Ocean City. In addition, civic associations have cooperated in accepting offenders.

3. Program Data

Statistics for fiscal year July 1, 1988 - June 30, 1989.
Information refers to both juvenile and adult offenders.

Sources of court referrals:

- Worcester County
Courts; State's
Attorney; Md. Div.
of Parole and
Probation; and
transfers from
other jurisdictions.

Pre-Trial/Post-Trial:

- 123 Pre-trial; 91
post-trial

Types of Offenses:

- 39% drug & alcohol
related; 57% noise
misdemeanors; 1%
violent crimes; 3%
theft.

Number of offenders referred:	-	213
Number placed at worksites:	-	198
Number of hours assigned:	-	4,882
Number of hours completed:	-	4,525
Average number of hours per offender:	-	25
Number of offenders completing:	-	183
Number of offenders failing to complete:	-	15
Monetary value of hours: (\$3.85 per hour)	-	\$17,421.25

4. Areas of Concern

The Program Coordinator is concerned that with the passage of the Noise Ordinance, the number of offenders could grow beyond the capabilities of one person on a part-time basis. Should the increased numbers become even larger, this program will require a full time person. Juveniles placed on this program are a continual 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

Assignments have been to the Public Works Department, where work includes such assignments as janitorial work, painting, grass cutting and weed control.

3. Program Data

Statistics for fiscal year July 1, 1988 - June 30, 1989:

Number of Referrals	12
Number of Successful Completions	4
Number of Hours Completed	137
Monetary Value of Hours Completed (\$3.85/hour)	\$527.45

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 offenders 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, MD 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, 1988 - June 30, 1989.
Information refers to adult offenders only.

Sources of court referrals:	- Worcester and Wicomico County District Court
Types of offenses:	- Information not available
Number of offenders referred:	- 6
Number placed at worksites:	- 2
Number of hours assigned:	- 284
Number of hours completed:	- 184
Average number of hours per offender:	- 48
Number of offenders completing:	- 4
Number of offenders failing to complete:	- 0
Monetary value of hours: (\$3.85 per hour)	- \$708.40

APPENDIX A

SUMMARY OF DATA FROM
COMMUNITY SERVICE PROGRAMS
ADMINISTERED BY
LOCAL SUBDIVISIONS - FY 1989

JURISDICTION	NUMBER OF REFERRALS	NUMBER OF HOURS ASSIGNED	NUMBER OF SUCCESSFUL COMPLETIONS	NUMBER OF HOURS COMPLETED	MONETARY VALUE HRS. COMPLETED (\$3.85/hour)
Anne Arundel County	509	29,091	464	18,093	\$ 69,658.05
Baltimore City	2,912	309,559	2,262	144,908	557,895.80
Baltimore County	1,894	119,198	1,368	54,693	210,568.05
Calvert County	860	32,170	770	17,441	67,147.85
Carroll County	1,102	43,262	933	35,024	134,842.40
Cecil County	132	7,521.5	109	6,018.7	23,172.00
Charles County	2,044	84,400	1,171	25,344	97,574.40
Frederick County	1,235	63,980	630	53,075	204,339.00
Harford County	1,618	78,379	1,090	61,494	236,751.90
Kent County	104	5,323	84	4,312	16,601.20
Montgomery County	2,401	78,328	1,515	59,226	228,020.10
St. Mary's County	1,121	6,726	977	5,745	22,118.25
Somerset County	50	3,124	30	1,929	7,426.65
Washington County	274	21,099	216	15,163.5	58,379.48
Worcester County					
Ocean City	213	4,882	183	4,525	17,421.25
Pocomoke City	12	*	4	137	527.45
Maintenance Department	6	284	4	184	708.40
TOTALS	16,487	887,326.5	11,810	507,312.2	\$1,953,151.95

* Information not supplied.

APPENDIX B

SUMMARY OF DATA FROM
COMMUNITY SERVICE PROGRAMS
ADMINISTERED BY THE
DIVISION OF PAROLE AND PROBATION - FY 1989

JURISDICTION	NUMBER OF REFERRALS	NUMBER OF HOURS ASSIGNED	NUMBER OF SUCCESSFUL COMPLETIONS	NUMBER OF HOURS COMPLETED	MONETARY VALUE HRS. COMPLETED (\$3.85/hour)
Allegany County	74	8,980	51	5,864	\$ 22,576.40
Caroline County	46	3,953	28	2,681	10,321.85
Dorchester County	163	4,621	132	3,545	13,648.25
Garrett County	2	190	1	3	11.55
Howard County	467	22,957	239	12,185	46,912.25
Montgomery County	997	32,228	213	19,894	76,592.00
Prince George's County	1,713	46,119	971	26,295	101,235.75
Queen Anne's County	32	2,280	14	1,307	5,032.00
Talbot County	62	4,216	44	3,101	11,938.85
Wicomico County	127	10,073	49	4,310	16,593.50
TOTALS	3,683	135,617	1,742	79,185	\$304,862.40

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

APPENDIX C

DIRECTORY OF MARYLAND COMMUNITY SERVICE PROGRAM
FISCAL YEAR 1989

<u>COUNTY</u>	<u>PROGRAM LOCATION</u>	<u>AGENCY</u>	<u>CONTACT</u>		<u>TARGET</u>
			<u>PERSON</u>	<u>STAFF</u>	<u>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 Adults; post-trial; probation supervised Agents	
Anne Arundel County	P.O. Box 446 Crownsville, MD 21032 Phone: 923-6803 (Balto.) 987-3542	Alternative Sentence Program	Mr. Peter Saxton	Director (1); Adults; juveniles; Part-time post-trial supervised Associate (1) 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); Adults; post-trial Investigators (6); Secretary (1)	
Baltimore County	201 W. Chesapeake Avenue Towson, MD 21204 Phone: 887-2056	Alternative Sentencing Program	Mr. Gregory Harrer	Director (1); Adults; post-trial; Community district and circuit Service court; juveniles Case Manager Managers (4)	
Calvert County	Court House Prince Frederick, MD 20678 Phone: 535-1600 Ext. 355	Community Service Program	Ms. Alice Galligan	Program Co- Adults; post-trial; ordinator (1); supervised probation; Secretary (1) unsupervised proba- part-time tion; juveniles; 1% pre-trial	PROGRAM CONTACT TARGET

<u>COUNTY</u>	<u>LOCATION</u>	<u>AGENCY</u>	<u>PERSON</u> <u>STAFF</u> <u>POPULATION</u>
Caroline County	District Court/Multi-Service Center Third Street Denton, MD 21629 Phone: 479-4611	Division of Parole and Probation	Mr. Robert Parole and Adults; post-trial; Hanson Probation supervised probation Agents
Carroll County	55 N. Court Street Room G-24 Westminster, MD 21157 Phone: 857-4606 (Balto.) 876-7545	Volunteer Community Services Program	Mr. Ken Huff Coordinator(1) Adults; juveniles; Caseworker (1) post-trial supervised and unsupervised probation
Cecil County	District Court/Multi-Service Center-3rd fl. Third Street Elkton, MD 21921 Phone: 398-1828	Cecil County Community Work Program	Mr. Robert Community Adults; post-trial; Sparre Service supervised probation Program Administrator
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 Coordinator(1) Adults; post-trial; Duerson Clerk-Typist-1 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 Parole and Adults; post-trial Enders Probation supervised probation Agents
Frederick County	Sheriff's Office 100 W. Patrick St. Frederick, MD 21701 Phone: 694-1928	Alternative Sentencing Program	Ms. Donna Program Adults; post-trial (1); Tisdale Coordinator(1) district and circuit court; juvenile

<u>COUNTY</u>	<u>PROGRAM LOCATION</u>	<u>AGENCY</u>	<u>CONTACT</u>	<u>TARGET</u>
			<u>PERSON</u>	<u>STAFF</u> <u>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 Adults; post-trial; supervised probation Agents
Harford County	2 South Bond St. Bel Air, MD 21014 Phone: 836-4671	Community Work Service Program	Ms. Donna E. Walinski	Coordinator(1) Adults; post-trial; Case Workers-2 supervised probation; Secretary (1) 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 Budrecki	DPP Volunteer Adults; post-trial
Kent County	Courthouse Chestertown, MD 21620 Phone: 778-4600	Community Work Program	Mr. Robert Sparre	Program Adults; juveniles; Director (1) post-trial; district Stenographic and circuit courts Assistant (1)
Montgomery County	101 Fleet Street Rockville, MD 20850 Phone: 279-1232	Alternative Community Services	Mr. Maurice Ward	ASP Director-1 Adults; juveniles; Admin. Aide -1 post-trial; pre- Corr. Spec. -6 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 Youthful, non-felonious criminal or motor Agent vehicle offenders

<u>COUNTY</u>	<u>PROGRAM LOCATION</u>	<u>AGENCY</u>	<u>CONTACT PERSON</u>	<u>TARGET STAFF</u>	<u>POPULATION</u>
	51 Monroe Street Rockville, MD 20850 Phone: 424-2214	Division of Parole and Probation	Office Manager	Parole and Adults; post-trial; supervised probation Agents	
	7961 Eastern Avenue Suite 302 Silver Spring, MD 20910 Phone: 588-8240	Division of Parole and Probation	Mr. Richard Silverman	Parole and Adults; post-trial; supervised probation Agents	
Prince George's County	Volunteer Work Program 5030 Herzel Place Beltsville, MD 20705 Phone: 595-5983	Division of Parole and Probation	Ms. Bertie Jone	Program Adults; post-trial; Coordinator(1) supervised probation Secretary (1) unsupervised probation	
Queen Anne's County	District Court/Multi- Service Center 120 Broadway Centreville, MD 21617 Phone: 758-2745	Division of Parole and Probation	Mr. John Wilson	Parole and Adults; post-trial; supervised probation Agents	
St. Mary's County	County Courthouse P.O. Box 328 Leonardtown, MD 20650 Phone: 475-5621	State's Attorney's Office	Ms. Kathy Conlon	Program Adults;post-trial Coordinator pre-trial; district and circuit court	

<u>COUNTY</u>	<u>PROGRAM LOCATION</u>	<u>AGENCY</u>	<u>CONTACT PERSON</u>	<u>TARGET STAFF</u>	<u>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

<u>COUNTY</u>	<u>PROGRAM LOCATION</u>	<u>AGENCY</u>	<u>CONTACT PERSON</u>	<u>TARGET STAFF</u>	<u>POPULATION</u>
Worcester County	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
	Maintenance Department Worcester County 100 Belt Street Snow Hill, MD 21863 Phone: 632-3766	Alternative Community Service Program	Mr. Ernest Powell	Maintenance Supervisor (1)	Adults; juveniles; post-trial; Secretary (1) 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
- Ninth Community Service Programs Annual Report, 1988

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