

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

COMMUNITY SERVICE PROGRAMS
11th
1990
ANNUAL REPORT



William Donald Schaefer, Governor Melvin A. Steinberg, Lt. Governor
Bishop L. Robinson, Secretary Henry L. Templeton, Director

129443



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MARYLAND DIVISION OF PAROLE AND PROBATION

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COMMUNITY SERVICE PROGRAMS
ELEVENTH ANNUAL REPORT
FISCAL YEAR 1990

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U.S. Department of Justice
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Information on the activities of Maryland's Community Service Programs during Fiscal Year 1990 is provided in this Eleventh 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 Eleventh Annual Report was a joint effort involving administrators of local community service programs and staff of the Division of Parole and Probation. As in past years, the Division extends its appreciation to those individuals who contributed the data on program activities featured in this report.

During Fiscal Year 1990 fourteen counties and the City of Baltimore provided administrative and/or budgetary support for community service programs. The Division of Parole and Probation continued its role as provider of these services to the courts in the nine remaining counties. In Montgomery County there is a program administered by the local government as well as by the Division. During FY '90 the Division of Parole and Probation and the County Department of Corrections worked together to facilitate the establishment of a locally administered community service program in Wicomico County. That program became operational on July 1, 1990.

At a time when budgetary limitations are affecting available resources, community service offers a meaningful, cost effective criminal sanction for the non-violent offender. The Division remains committed to community service as a sentencing alternative that provides punishment, but that also returns something to the community at large. The program accomplishments contained in this report once again illustrate that in Maryland, community service programs continue to offer innovative, community based sentencing alternatives that are strengthened by increasing levels of cooperation among state and local agencies.

Jan 8, 1991
Date

Henry L. Templeton
Henry L. Templeton
Director

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Department of Public Safety and Correctional Services
Division of Parole and Probation
Annual Report
for
Community Service Programs
Fiscal Year 1990

I. INTRODUCTION

During Fiscal Year 1990 community service programs continued to offer a useful and appropriate sentencing alternative in Maryland. Under the authority of Article 27, Section 726A of the Annotated Code of Maryland, a total of 19,844 adult offenders were referred to perform 973,373 hours of community service. During the same time period, 13,186 offenders successfully completed community work assignments. A statewide total of 626,757 hours of service were provided to the community. Based on a comparable wage estimate of \$3.85 per hour, this represented a value of approximately \$2,413,015 in service to the community.

II. PURPOSE AND STRUCTURE

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

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, involving adult offenders. 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 1990, locally administered programs received referrals of 16,363 offenders. During that same period 10,918 offenders successfully completed community service work assignments. A total of 552,681 hours of service were provided to the community through locally administered programs during Fiscal Year 1990.

Based on a comparable wage estimate of \$3.85/hour, this represented a value of \$2,127,822 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.).

Some locally administered programs reported the continuing acceptance of persons convicted of a crime of violence as defined by Article 27, Section 643B. Effective July 1, 1988 these offenders were defined as ineligible for community service as defined by Article 27, Section 726A(B)(2)(III). All programs have been notified that offender's convicted of a crime of violence are not eligible for community service and should be returned to the sentencing Judge.

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, Talbot and Wicomico. Montgomery County has a locally administered program, as well as a division administered program.

During Fiscal Year 1990, division administered programs received 3,481 offenders referred by the courts. In that same period 2,268 offenders successfully completed community service work assignments. A total of 74,076 hours of service were provided to the community. Based on a comparable wage standard of \$3.85/hour, this represents a value of \$285,193 in services to the community.

V. 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 provides an important, ongoing forum for discussion about a number of criminal justice issues and has been active since the winter of 1980. The Network also functions as a clearinghouse for printed material and films related to community service.

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).

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'90) but do not complete their hours until the following year (e.g. FY'91).

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 1990, there have been approximately 105 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 has budgetary provisions for administration of community service in its fiscal allocation. Other costs are absorbed into the existing operating budget.

4. Staffing

In Allegany County, the agents are responsible for monitoring Community Service. Oversight responsibility is maintained by the Field Supervisor I. The office address is:

Field Supervisor I
Division of Parole and Probation
P.O. Box 801
Cumberland, MD 21501-0801
Telephone: 301-777-2140

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 worksites 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, 1989 through June 30, 1990:

| | |
|---|----------|
| Number of Referrals | 105 |
| Number of Hours Assigned | 5,695 |
| Average Number of Hours Assigned Per Offender | 54 |
| Number of Successful Completions | 86 |
| Number of Hours Completed | 4,340 |
| Number of Failures | 1 |
| Monetary value of Hours Completed (based on \$3.85 per hour) | \$16,709 |

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-fourth of the 686 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: (301) 222-3546

3. Staffing

Mr. Peter R. Saxton is director of the Alternative Sentence Program. Mr. Eric Stein is Program Coordinator. Mrs. Sandi Dahling is the 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, Housing Authority, Food Bank, Community Associations, public libraries, etc.

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, 1989-June 30, 1990:

| | |
|---|----------|
| Number of Referrals | 686 |
| Number of Hours Assigned | 32,593 |
| Average Number of Hours Assigned Per Offender | 48 |
| Number of Successful Completions | 649 |
| Number of Hours Completed | 22,066 |
| Number of Failures | 106 |
| Monetary Value of Hours Completed | \$84,954 |
| (Based on \$3.85 per hour) | |

BALTIMORE CITY

A. Program Administration

1. Introduction

The Baltimore City Community Services Program is locally administered and has been in operation for ten 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'90 was \$247,267.

4. Staffing

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

An additional investigator position remains frozen due to budget constraints.

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 or felony charges.
- referred from a county community service program.
- referred from Pre-Trial Release Diversion Unit.

Persons convicted of a crime of violence as defined by Article 27, Section 643B are no longer accepted for Community Service Programs in accordance with Article 27, Section 726A(B)(2)(III). Any such cases referred to Community Service Programs 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

Statistics for fiscal year July 1, 1989-June 30, 1990:

| | |
|---|-----------|
| Number of Referrals | 2,163 |
| Number of Hours Assigned | 262,442 |
| Average Number of Hours Assigned Per Offender | 121 |
| Number of Successful Completions | 1,312 |
| Number of Hours Completed | 149,198 |
| Number of Failure | 1,244 |
| Monetary Value of Hours Completed (Based on \$3.85 per hour) | \$574,412 |

4. Additional Information

Offenders are referred from the Circuit Court for Baltimore City and the District Court of Maryland (District #1). Cases are both post-trial and pre-trial. Approximately 69% of total offenders referred are also on supervised probation.

BALTIMORE COUNTY

A. Program Administration

1. Introduction

The Baltimore County Alternative Sentencing Program continued its operation during Fiscal Year 1990, placing 3,000 defendants at community service work sites. Statistically, there has been a shift in the types of crimes referred to the program. In past years, theft constituted over one third of referrals; during the past year, theft was only 28% of referrals. Serious traffic offenses at 26% and minor traffic at 15% combined to constitute 40% of the referrals. Controlled Dangerous Substances and Batteries were the next largest group of referrals at 8% and 7% respectively. Property crimes only consisted of 3% of referrals (destruction of property, trespass, breaking & entering, burglary). The remaining referrals were alcohol violations, fraud, disorderly conduct, resisting arrest, hindering, violations of probation and a few miscellaneous infractions. Serious crimes of manslaughter, child abuse, and sex offenses were less than half a percent of referrals.

As of November 1, 1989, the Community Service Component of Alternative Sentencing began handling referrals to the new Baltimore County J.O.I.N.T. Program. Although this program has been in existence for juveniles, a new adult program - Justice Offenders in Need of Treatment - was started with the help of the Circuit Court and the Baltimore County Police Department Youth Division. The program focuses on youthful offenders, 17 to 25 years, who have committed their first serious adult crime and are, therefore, jail bound. The program consists of a one-day visit to M.C.I. - Jessup for an inmate run program on the realities of incarceration. Alternative Sentencing interviews referrals, screens them and sets up a date of participation. Compliance and non-compliance reports are then filed with the court. For Fiscal Year 1990, 42 referrals to J.O.I.N.T. have been processed.

2. Administration

The Alternative Sentencing Program is under the Baltimore County Sheriff's Department. The Program is staffed by 23 persons including four Community Service Case Managers, five T.A.S.C. Monitors, one Director, one Assistant Director, four clerical employees, five Pre-Trial Investigators and two Substance Abuse Evaluators. New this fiscal year, Community Service Case Managers and Substance Abuse Evaluators were combined under one Team Leader, who is also a care manager. The T.A.S.C. Component and Pre-Trial Component each have a Team Leader Monitor, who is included as a monitor and investigator respectively. In addition, three Assistant Team Leaders have been appointed for each component to aide in administrative tasks. The Alternative Sentencing Program's main office is located at:

201 West Chesapeake Avenue
Towson, Maryland 21204
301-887-2251

3. 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 \$610,000 was appropriated for use during Fiscal Year 1989. Of the above, the Community Service component was allotted approximately \$111,000 for operation.

B. Program Information

1. 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.
- e. 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.
- f. There is an initial one-time fee of \$20.00.

2. Worksites

Baltimore County utilizes approximately 200 worksites.

3. Program Data

Statistics for fiscal year July 1, 1989 through June 30, 1990:

| | |
|---|-----------|
| Number of Referrals | 3,015 |
| Number of Hours Assigned | 171,373 |
| Average Number of Hours Assigned Per Offender | 57 |
| Number of Successful Completions | 2,044 |
| Number of Hours Completed | 113,828 |
| Number of Failures | 281 |
| Monetary Value of Hours Completed | \$438,238 |
| (Based on \$3.85 per hour) | |

CALVERT COUNTY

A. Program Administration

1. Introduction

The Program has been in existence for twelve (12) 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 30 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 ext. 355 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.

There is an initial one-time fee of \$25.00.

2. Worksites

The Program utilizes approximately 30 different non-profit organizations and public agencies. Assignments range from maintenance to general office tasks.

3. Program Data

Statistics for fiscal year July 1, 1989-June 30, 1990:

| | |
|---|----------|
| Number of Referrals | 1,168 |
| Number of Hours Assigned | 45,444 |
| Average Number of Hours Assigned Per Offender | 39 |
| Number of Successful Completions | 892 |
| Number of Hours Completed | 20,051 |
| Number of Failures | 88 |
| Monetary Value of Hours Completed | \$77,196 |
| (Based on \$3.85 per hour) | |

C. Additional Information

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

Internally, Calvert County determines the monetary value of community work at the rate of \$5.00 per hour. That figure is based on a comparison of the average work performed to the salary scale used for county employees. Using the figure of \$5.00, the monetary value of the hours completed in FY '90 is \$100,255.

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 budgetary provisions for general administration of community service in its fiscal allocation. Other 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 '90, 18 local government and charitable organizations provided work projects.

3. Program Data

Statistics are for fiscal year July 1, 1989 - June 30, 1990
Information refers to adult offenders only.

| | |
|---|----------|
| Number of Referrals | 50 |
| Number of Hours Assigned | 4,470 |
| Average Number of Hours Assigned Per Offender | 89 |
| Number of Successful Completions | 38 |
| Number of Hours Completed | 2,879 |
| Number of Failures | 2 |
| Monetary value of hours completed (Based on \$3.85 per hour) | \$11,084 |

CARROLL COUNTY

A. Program Administration

1. Introduction

The Community Service Program of Carroll County continued to operate in Fiscal Year 89-90, the same as it has in the past with no major changes in the Program itself.

The Program reached a milestone in November, 1989, when the monetary value of hours worked reached the one million dollar mark. The Program does not foresee any major changes in policy for the coming year.

2. Administration

The Carroll County Volunteer Community Service Program is a locally administered program. It is funded by the Carroll County government, under the jurisdiction of the Circuit Court.

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. Offenders 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.

3. Operating Budget

The program's total budget expenditure for FY'90 was \$73,453.00, 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. The program address is:

Carroll County Courthouse Annex
55 North Court Street, Room G-24
Westminster, Maryland 21157
Telephone: 857-2673 or 876-7545

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.

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

2. Worksites

The Volunteer Community Service Program actively worked with 200 government agencies, civic groups, non-profit organizations, and religious facilities during FY'90.

3. Program Data

Information refers to adult offenders only.

Statistics for fiscal year July 1, 1989-June 30, 1990:

| | |
|--|----------|
| Number of Referrals | 601 |
| Number of Hours Assigned | 35,703 |
| Average Number of Hours Assigned Per Offender | 44 |
| Number of Successful Completions | 542 |
| Number of Hours Completed | 25,710 |
| Number of Failures | 55 |
| Monetary Value of Hours Completed (based \$3.85 per hour) | \$98,984 |

4. Additional Information

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. During fiscal year '90, two child abuse offenders and two 2nd degree sex offenders were referred for placement.

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 an 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 a prime concern of this program's administrator.

CECIL COUNTY

A. Program Administration

1. Introduction

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

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 administered community work program for juveniles in Cecil County.

During FY '88, the Cecil County Commissioners were persuaded to fund the community service program for juvenile and adult offenders. Mr. Sparre continues to serve as the program's Administrator and only employee.

In calendar year 1989, there has been a continued programmatic increase in the number of cases being handled by the program. A small portion of the increase can be attributed to the additional cases of unsupervised probation being transferred to the program from Harford County. The types of offenses have not expanded, but the volume has increased in all categories.

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 The Department of Juvenile Services.

2. Administration

An individual assigned to complete a specific number of community work hours assigned by the Court, 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 before the participant leaves the office. Individual performance is monitored monthly or more frequently, as necessary.

Worksite supervisors have full responsibility and authority to treat participants just as they would paid employees. The worksite supervisor evaluates work performance, attitude, and attendance and has the authority to cancel the probationer's participation at that worksite. The worksite supervisor sends a report to the program administrator at the completion of the

assigned hours and whenever an offender fails to work according to their pre-arranged schedule.

The program Administrator maintains frequent contact with the probation agents, particularly in troublesome cases. Decisions regarding action in those cases are arrived at through mutual agreement. 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, but only if there are mitigating circumstances. In blatant cases of failure, it is also not uncommon to ask for a Show Cause hearing even before the Court deadline has been reached. The courts have supported the program's position and have rarely continued the offending participants in the program after the hearing.

The program reports excellent support from the courts, especially with difficult cases where the participant demonstrates refusal to comply with program attendance standards. 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 a 20 hour per month schedule. Worksite supervisors 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 acceptable standards of responsibility. The program Administrator operates from the belief that leniency and excessive compassion are interpreted as tacit approval of unsatisfactory performance.

3. Operating Budget

The program has an annual budget of \$3,950, used for the salary of one part-time Administrator and office supplies. Office space and telephone service are provided 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. Referrals are made to the program by the Circuit and District Courts of Cecil and adjacent counties.

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, 1989 - December 31, 1989.

| | |
|---|----------|
| Number of Referrals | 262 |
| Number of Hours Assigned | 20,521 |
| Average Number of Hours Assigned Per Offender | 78 |
| Number of Successful Completions | 226 |
| Number of Hours Completed | 17,648 |
| Number of Failures | 36 |
| Monetary Value of Hours Completed | \$67,945 |
| (Based on \$3.85 per Hour) | |

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 extenuating 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 still surprising 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, Department of Juvenile Services 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.

4. Staffing

The program is staffed by a Coordinator, a Secretary and back-up personnel.

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.

There is a fee of \$25.00 per day unless waived by the sentencing Judge. Referrals from other counties are assessed a one-time fee of \$25.00 regardless of the number of hours assigned. Juvenile participants are charged a one-time fee of \$10.00.

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, 1989 - June 30, 1990.

| | |
|---|----------|
| Number of Referrals | 266 |
| Number of Hours Assigned | 7,220 |
| Average Number of Hours Assigned Per Offender | 27 |
| Number of Successful Completions | 239 |
| Number of Hours Completed | 5,628 |
| Number of Failures | 22 |
| Monetary Value of Hours Completed | \$21,668 |
| (Based on \$3.85 per hour) | |

4. Additional Information

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

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 '90, local government and charitable organizations provided six (6) work projects.

3. Program Data

Statistics are for fiscal year July 1, 1989 - June 30, 1990

| | |
|---|----------|
| Number of Referrals | 147 |
| Number of Hours Assigned | 4,486 |
| Average Number of Hours Assigned Per Offender | 31 |
| Number of Successful Completions | 140 |
| Number of Hours Completed | 4,318 |
| Number of Failures | 7 |
| Monetary Value of Hours | \$16 624 |
| (Based on \$3.85 per hour) | |

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 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 the offender is employed full-time or a full-time student. Offenders 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
Office Hours Monday - Friday
8:00 a.m. - 5:00 p.m.

3. Staffing

During fiscal year 1990 the Frederick County Alternative Sentencing Program hired two Caseworkers; bring the staff to four (1 - Coordinator, 2 - Caseworkers, 1 - Administrative Specialist). The additional staff has enabled the Coordinator to distribute the 550-600 active cases among the new Caseworkers, each person now handling 175-200 cases. The Coordinator now handles the balance of cases, only those on supervised probation. This obviously resulted in closer and more frequent contact with the offender.

The Coordinator position, as of July 1, 1990, has been reclassified to Director.

4. Operating Budget

The program's total budget for Fiscal Year 1990 was \$98,007.

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. All offenders must be at least 18 years old. There is an initial one-time fee of \$20.00.

2. Worksites

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

3. Program Data

Statisticals for fiscal year July 1, 1989 through June 30, 1990:

| | |
|---|-----------|
| Number of Referrals | 1,265, |
| Number of Hours Assigned | 72,192 |
| Average Number of Hours Assigned Per Offender | 57 |
| Number of Successful Completions | 1,019 |
| Number of Hours Completed | 61,616 |
| Number of Failures | 121 |
| Monetary Value of Hours Completed (Based on \$3.85 per hour) | \$237,222 |

C. Additional Information

About 10% of referrals are pre-trial and those come from the Office of the State's Attorney.

Offenders referred to the Frederick County Alternative Sentencing Program during FY '90 were charged with the following offenses:

- 709 - DWI or DUI
- 69 - Misc. Criminal charges
- 97 - Misc. Motor Vehicle charges
- 132 - Theft
- 45 - Assault & Battery
- 19 - Destruction of Property
- 91 - Possession of CDS
- 16 - Possession of CDS with intent to distribute
- 6 - 2, 3, 4 Sex Offenses
- 29 - Bad checks
- 11 - Breaking & Entering
- 1 - Vehicular Manslaughter
- 1 - Robbery
- 4 - Child Abuse

With the addition of much needed staff the Frederick County Alternative Sentencing Program can now do intakes as soon as offenders leave court; thus getting them into worksites sooner so they can complete hours immediately. This has eliminated backlog of offenders waiting to get into worksites.

Almost one-half of the referrals to the Frederick County Alternative Sentencing Program during FY '90 were sentenced to jail but the jail time was suspended on the condition that the defendant complete their community service hours.

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

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 is 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, 1989 to June 30, 1990:

| | |
|---|-------|
| Number of Referrals | 3 |
| Number of Hours Assigned | 247 |
| Average Number of Hours Assigned Per Offender | 82 |
| Number of Successful Completions | 3 |
| Number of Hours Completed | 247 |
| Number of Failures | 0 |
| Monetary Value of Hours Completed (based on \$3.85 per hour) | \$951 |

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 Department of Juvenile Services. 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. Operating Budget

The Community Work Service Program is funded by the Circuit Court for Harford County. The operating budget of the program for Fiscal 1990 was \$107,031.

4. Staffing

The program is administered and staffed by five persons:

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

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.

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 Information

1. Participant Information

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's criminal supervision and Drinking/Driver Monitor Programs or the Department of Juvenile Service, after which they are sent to the Harford County Community Work Services 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.

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.

2. 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.

3. Program Data

Statistics for fiscal year July 1, 1989 through June 30, 1990:

| | |
|---|-----------|
| Number of Referrals | 1,361 |
| Number of Hours Assigned | 67,515 |
| Average number of hours assigned per offender | 50 |
| Number of Successful Completions | 938 |
| Number of Hours Completed | 44,819 |
| Number of Failures | 106 |
| Monetary Value of Hours Completed (based on \$3.85 per hour) | \$172,553 |

4. Additional Information

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 |
| Disorderly Conduct | Resisting Arrest |
| 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 |

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 the program has 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 Service 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. During September 1989 an Agent Senior was assigned to administer the program.

2. Administration

Program administration is overseen by a Field Supervisor II located in the Ellicott City Office of the Division of Parole and Probation. Offenders are processed at intake and if possible placements are made at the work sites. The progress of the offender is monitored on a monthly basis and reports of their progress are made to the supervising agent. Any failures to complete the program are reported to the Courts 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.

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. Pre-trial cases are accepted in transfer from other jurisdictions, occasionally a participant is referred who has had their case placed on the Stet docket.

To date, there have been two occasions when individuals have been denied participation, due to a conviction for a violent offense. The program strictly adheres to the provisions of 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, 1989-June 30, 1990:

| | |
|---|----------|
| Number of referrals | 691 |
| Number of Hours Assigned | 32,120 |
| Average Number of Hours Assigned Per Offender | 46 |
| Number of Successful Completions | 188 |
| Number of Hours Completed | 7,772 |
| Number of Failures | 40 |
| Monetary Value of Hours Completed | \$29,922 |
| (Based on \$3.85 per hour) | |

4. Area of Concern

There is a need for a standardized court referral for community service to be used by the Howard County Courts.

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 from 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. 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 the evaluation of the participant's attendance, attitude and quality of 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 \$4,050 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: 301-778-7476

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 when they involve Kent County residents.

2. Worksites

Community work is tailored to high visibility and usefulness of the task to the community. Work is performed as near the probationer's home as possible, and is directed by local government or non-profit organizations. There are currently more than thirty (30) participating worksites. During FY '90 a modest 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, 1989 - December 31, 1989:

Information refers to adult offenders.

| | |
|---|----------|
| Number of Referrals | 92 |
| Number of Hours Assigned | 5,377 |
| Average Number of Hours Assigned Per Offender | 58 |
| Number of Successful Completions | 81 |
| Number of Hours Completed | 4,731 |
| Number of Failures | 11 |
| Monetary value of hours completed (based on \$3.85 per hour) | \$18,214 |

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 offenders have blatantly failed to meet their obligations and where the facts justify such action.

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, which automatically defines the deadline and specifies a specific agreement from the participant that the schedule can and will be honored except in an excused emergency. 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 Administration

1. Introduction

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

2. Administration

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

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

It is the correctional specialist's responsibility to arrange specific work dates and times. The correctional specialist also sets the offender's performance and makes periodic on-site visitations to work placement sites.

The program location is:

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

3. Operating Budget

The total budget for FY'90 was \$330,000, which includes capital item(s), salaries, operating expenses and fringe benefits. The program's budget is reflected in the county's Department of Correction and Rehabilitation budget.

4. Staffing

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

B. Program Information

1. Participant Eligibility

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

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

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

2. Worksites

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

3. Program Data

Statistics for fiscal year July 1, 1989 - June 30, 1990:

| | |
|---|-----------|
| Number of Referrals | 1,181 |
| Number of Hours Assigned | 43,590 |
| Average Number of Hours Assigned Per Offender | 30 |
| Number of Successful Completions | 1,076 |
| Number of Hours Completed | 39,282 |
| Number of Failures | 152 |
| Monetary Value of Hours Completed (based on \$3.85 per hour) | \$151,236 |

4. Additional Information

The Alternative Community Service Program has reduced the program fee for juveniles to \$25.00, in an attempt to obtain more juvenile referrals to the program. Previously, the fee was \$50.00 for juveniles. Adult offenders are charged a \$50.00 fee.

Alternative Community Services also provides fee collection services and community service placement for offenders charged with CDS violations. The program, Intervention Program for Substance Abusers, also incorporates urinalysis testing, substances abuse education and referral for treatment. The Montgomery County Alternative Community Services Program continues to take an active role in the Alternative Sanctions Network, a statewide organization of community service programs.

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 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 has budgetary provisions for general administration of community service in its fiscal allocations. Other costs are absorbed into the existing operating budget.

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, 1989 through June 30, 1990
(including Park Work Program):

| | |
|---|----------|
| Number of Referrals | 350 |
| Number of Hours Assigned | 21,399 |
| Average Number of Hours Assigned Per Offender | 61 |
| Number of Successful Completions | 198 |
| Number of Hours Completed | 10,902 |
| Monetary Value of Hours Completed (based on \$3.85 per hour) | \$41,973 |

PRINCE GEORGE'S COUNTY

A. Program Administration

1. Introduction

Established in June, 1974 the Community Service 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 has budgetary provision for general administration in its fiscal allocation. Other costs are absorbed into the existing operating budget. The estimated annual cost of operating the program is \$30,000.00.

4. Staffing

The Community Service Program is staffed by a program coordinator, a senior agent who is located at the Beltsville office of the Division of Parole and Probation.

Beltsville Industrial Center
10501 Ewing Road
Beltsville, MD 20705
Local: 301-595-5970
Baltimore: 301-792-4055/301-792-9813

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 program utilized 86 worksites during FY'90. 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, 1989-June 30, 1990:

| | |
|---|-----------|
| Number of Referrals | 1,900 |
| Number of Hours Assigned | 59,808 |
| Average Number of Hours Assigned Per Offender | 31 |
| Number of Successful Completions | 1,502 |
| Number of Hours Completed | 37,072 |
| Number of Failures | 117 |
| Monetary Value of Hours Completed (based on \$3.85 per hour) | \$142,727 |

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 '90, 6 local government and charitable organizations provided work projects.

3. Program Data

Statistics are for fiscal year July 1, 1989 - June 30, 1990.
Information refers to adult offenders only.

| | |
|---|---------|
| Number of Referrals | 35 |
| Number of Hours Assigned | 3,743 |
| Average Number of Hours Assigned Per Offender | 106 |
| Number of Successful Completions | 14 |
| Number of Hours Completed | 1,846 |
| Number of Failures | 3 |
| Monetary Value of Hours Completed (based on \$3.85 per hour) | \$7,107 |

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 the court order.

The program utilizes a formula for assigning hours to be worked by minor 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
Carter Building
Leonardtown, MD 20650
Telephone: 475-4890 or 475-4891

3. Program Staff

One full-time employee staffs the program.

4. Program Operating Budget

Funding is derived from a \$25.00 administrative fee charged to each participant prior to scheduling. This fee pays salary and materials. Other costs are absorbed through the State's Attorney's general 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, 1989-June 30, 1990:

| | |
|---|----------|
| Number of Referrals | 1,585 |
| Number of Hours Assigned | 31,166 |
| Average Number of Hours Assigned Per Offender | 20 |
| Number of Successful Completions | 1,285 |
| Number of Hours Completed | 24,332 |
| Number of Failures | 118 |
| Monetary Value of Hours Completed (based on \$3.85 per hour) | \$93,678 |

3. Worksites

Maryland State Police, Recreation and Parks, St. Mary's Nursing Home, Point Lookout State Park, St. Mary's Courthouse, St. Mary's Hospital and non-profit organizations as well as 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 sentenced to perform community service reports to the Recreation and Parks Commission, where they are processed into the program. Offenders are then assigned to county buildings to work with permanent county employees to assist them with 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 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 '90 have come from judges in Somerset, Worcester, Wicomico Counties and Baltimore City.

2. Work Projects

Offenders are assigned to work at county buildings and outdoor recreational areas to supplement the work of the building and recreational facilities permanent employees. Offenders work under the direction of county employees cleaning offices, courtrooms, gymnasiums, libraries and other areas requiring daily maintenance. During fiscal year 1990 there were twenty-six (26) county buildings and recreational areas that provided work projects.

3. Program Data

Statistics for fiscal year July 1, 1989 - June 30, 1990.
Information refers to adult offenders only.

| | |
|---|---------|
| Number of Referrals | 45 |
| Number of Hours Assigned | 3,236 |
| Average Number of Hours Assigned Per Offender | 72 |
| Number of Successful Completions | 30 |
| Number of Hours Completed | 2,393 |
| Number of Failures | 2 |
| Monetary Value of Hours Completed (based on \$3.85 per hour) | \$9,213 |

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 '90, 16 local government and charitable organizations provided work projects.

3. Program Data

Statistics are for fiscal year July 1, 1989 - June 30, 1990.
Information refers to adult offenders only.

| | |
|---|---------|
| Number of Referrals | 72 |
| Number of Hours Assigned | 2,980 |
| Average Number of Hours Assigned Per Offender | 41 |
| Number of Successful Completions | 53 |
| Number of Hours Completed | 1,070 |
| Number of Failures | 6 |
| Monetary Value of Hours Completed (based on \$3.85 per hour) | \$4,120 |

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 Department of Juvenile Services Restitution Program at intake.

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.

2. Worksites

The Adult Community Services Program has enlisted the support and cooperation of more than 80 agencies. These include government, civic, youth, religious, and other non-profit organizations whose geographical location and appropriateness are suitable. The program, in assigning participants to a worksite, always assesses ability, employment and special skills.

3. Program Data

Statistics for fiscal year July 1, 1989 - June 30, 1990:
Information refers to adult offenders only.

| | |
|---|----------|
| Number of Referrals | 321 |
| Number of Hours Assigned | 24,055 |
| Average Number of Hours Assigned Per Offender | 75 |
| Number of Successful Completions | 291 |
| Number of Hours Completed | 17,285 |
| Number of Failures | 26 |
| Monetary Value of Hours Completed | \$66,547 |
| (Based on \$3.85 per hour) | |

4. Additional Information

Type of offenses are:

| | | |
|--------------------------------|-----|-------|
| Motor Vehicle* | 153 | 48.6% |
| Alcohol* | 128 | 40.7% |
| Theft | 49 | 15.2% |
| Assault | 12 | 3.7% |
| Controlled Dangerous Substance | 20 | 6.2% |
| Bad Check | 9 | 2.8% |

*These two categories account for approximately 53% of program referrals.

The remaining cases were referred as a result of other non-violent crimes including destruction of property, disorderly conduct, trespass, breaking and entering, false reporting, and misuse of telephone. These offenses account for approximately 16% of Fiscal Year 1990's referrals.

During Fiscal Year 1990, 254 (79.1%) of the program's referrals originated in the Courts of Washington County.

Sixty-seven (20.9%) of the referrals were Washington County residents adjudicated by courts in other jurisdictions, but referred to Adult Community Services for completion of their volunteer hours.

Referring Courts:

| | | |
|----------------------------|-----|-------|
| Washington County District | 221 | 68.8% |
| Washington County Circuit | 33 | 10.3% |
| Other Jurisdictions | 67 | 20.9% |

Agencies used as worksites:

| | |
|---------------------|-------|
| Government Agencies | 45.2% |
| Social Agencies | 35.0% |
| Youth Agencies | 10.6% |
| Churches | 9.2% |

In Washington County, 48 (15.0%) 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.

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 1990 the insurance was purchased by 230 (72.5%) of the referrals. In the process \$3,553.50 was realized. There again have been no valid claims.

In 29 (9.3%) of Fiscal Year 1990's referrals, Maryland Medical Assistance was substituted for insurance due to lack of funds on the part of the individual participants.

In 4 of (1.2%) Fiscal Year 1990'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.

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.

C. Program Goals

While the primary goal of the Washington County Adult Community Service Program is accurate and timely service to the referring courts, the following additional goals are projected for Fiscal Year 1991:

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 should be preventive as opposed to 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. Effective July 1, 1990 Wicomico County will assume administration of Community Service under the County Department of Corrections.

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 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
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 '90, 16 local government and charitable organizations provided work projects.

3. Program Data

Statistics are for fiscal year July 1, 1989 - June 30, 1990.
Information refers to adult offenders only.

| | |
|---|----------|
| Number of Referrals | 128 |
| Number of Hours Assigned | 8,390 |
| Average Number of Hours Assigned Per Offender | 66 |
| Number of Successful Completions | 46 |
| Number of Hours Completed | 3,630 |
| Number of Failures | 6 |
| Monetary Value of Hours Completed (based on \$3.85 per hour) | \$13,976 |

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. The Town of Ocean City's 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 Courts, the State's Attorney's Office 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. Non-compliance with doing these hours can cause the case to be returned to the coordinator.

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

3. Operating Budget

A processing fee of \$25.00 is now 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 ensures that an 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 engineering department handling intake, placement, monitoring work and doing the paperwork. The program address is:

Alternative Service Coordinator
Town of Ocean City
301 Baltimore Avenue
P.O. Box 158
Ocean City, Maryland 21842
Telephone: 301-289-8221

B. Program Information

1. Participant Eligibility

Participant eligibility is determined by the courts.

2. Work Projects

The Public Works Department, Convention Hall, Recreation and Parks Department, Sanitation and Transportation Departments of the Town of Ocean City all accept offenders for work assignments. All of these departments are located within the Town of Ocean City.

3. Program Data

Statistics for fiscal year July 1, 1989 - June 30, 1990.

| | |
|---|----------|
| Number of Referrals | 340 |
| Number of Hours Assigned | 6,636 |
| Average Number of Hours Assigned Per Offender | 20 |
| Number of Successful Completions | 286 |
| Number of Hours Completed | 3,654 |
| Number of Failures | 9 |
| Monetary Value of Hours Completed (based on \$3.85 per hour) | \$14,068 |

4. Areas of Concern

With the increase of offenders serving for noise violations, the program has been transferred to an area where the coordinator may spend about 70% of the time handling the large number of offenders during the summer. After the busy summer season, the program time demands decrease.

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, 1989 - June 30, 1990:

| | |
|---|-------|
| Number of Referrals | 3 |
| Number of Hours Assigned | 148 |
| Average Number of Hours Assigned Per Offender | 49 |
| Number of Successful Completions | 2 |
| Number of Hours Completed | 48 |
| Number of Failures | 0 |
| Monetary Value of Hours Completed (based on \$3.85 per hour) | \$185 |

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, 1989 - June 30, 1990.
Information refers to adult offenders only.

| | |
|---|---------|
| Number of Referrals | 9 |
| Number of Hours Assigned | 832 |
| Average Number of Hours Assigned Per Offender | 92 |
| Number of Successful Completions | 6 |
| Number of Hours Completed | 392 |
| Number of Failures | 2 |
| Monetary Value of Hours Completed | \$1,509 |
| (Based on \$3.85 per hour) | |

APPENDIX A

SUMMARY OF DATA FROM
COMMUNITY SERVICE PROGRAMS
ADMINISTERED BY
LOCAL SUBDIVISIONS - FY 1990

| 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 | 686 | 32,583 | 649 | 22,066 | \$ 84,954 |
| Baltimore City | 2,163 | 262,442 | 1,312 | 149,198 | 574,412 |
| Baltimore County | 3,015 | 171,373 | 2,044 | 113,828 | 438,238 |
| Calvert County | 3,168 | 45,444 | 892 | 20,051 | 77,196 |
| Carroll County | 601 | 35,703 | 542 | 25,710 | 98,984 |
| Cecil County | 262 | 20,522 | 226 | 17,648 | 67,945 |
| Charles County | 266 | 7,220 | 239 | 5,628 | 21,668 |
| Frederick County | 1,265 | 72,192 | 1,019 | 61,616 | 237,222 |
| Harford County | 1,361 | 67,515 | 938 | 44,819 | 172,553 |
| Kent County | 92 | 5,377 | 81 | 4,731 | 18,214 |
| Montgomery County | 1,181 | 43,591 | 1,076 | 39,282 | 151,236 |
| St. Mary's County | 1,585 | 31,166 | 1,285 | 24,332 | 93,678 |
| Somerset County | 45 | 3,236 | 30 | 2,393 | 9,213 |
| Washington County | 321 | 24,055 | 291 | 17,285 | 66,547 |
| Worcester County | | | | | |
| Ocean City | 340 | 6,636 | 286 | 3,654 | 14,068 |
| Pocomoke City | 3 | 148 | 2 | 48 | 185 |
| Maintenance Department | 9 | 832 | 6 | 392 | 1,509 |
| TOTALS | 16,363 | 830,035 | 10,918 | 552,681 | \$2,127,822 |

APPENDIX B

SUMMARY OF DATA FROM
COMMUNITY SERVICE PROGRAMS
ADMINISTERED BY THE
DIVISION OF PAROLE AND PROBATION - FY 1990

| 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 | 105 | 5,695 | 86 | 4,340 | \$ 16,709 |
| Caroline County | 50 | 4,470 | 38 | 2,879 | 11,084 |
| Dorchester County | 147 | 4,486 | 140 | 4,318 | 16,624 |
| Garrett County | 3 | 247 | 3 | 247 | 951 |
| Howard County | 691 | 32,120 | 188 | 7,772 | 29,922 |
| Montgomery County | 350 | 21,399 | 198 | 10,902 | 41,973 |
| Prince George's County | 1,900 | 59,808 | 1,502 | 37,072 | 142,727 |
| Queen Anne's County | 35 | 3,743 | 14 | 1,846 | 7,107 |
| Talbot County | 72 | 2,980 | 53 | 1,070 | 4,120 |
| Wicomico County | 128 | 8,390 | 46 | 3,630 | 13,976 |
| TOTALS | 3,481 | 143,338 | 2,268 | 74,076 | \$285,193 |

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 Department of Juvenile Services 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 for adults
 - initial one-time fee of \$25.00 for juveniles
8. Alternative Service Program of Ocean City (Worcester County)
 - processing fee of \$25.00
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 D

DIRECTORY OF MARYLAND COMMUNITY SERVICE PROGRAM
FISCAL YEAR 1990

| <u>COUNTY</u> | <u>PROGRAM LOCATION</u> | <u>AGENCY</u> | <u>CONTACT PERSON</u> | <u>STAFF</u> | <u>TARGET POPULATION</u> |
|---------------------------|---|--|---------------------------|--|---|
| Allegany County | P.O. Box 801 Cumberland, MD 21501-0801 Phone: 777-2140 | Division of Parole and Probation | Mr. James Evans | Parole and Probation Agents | Adults; post-trial; supervised probation |
| Anne Arundel County | P.O. Box 446 Crownsville, MD 21032 Phone: 222-3546 | Alternative Sentence Program | Mr. Peter Saxton | Director (1); Part-Time Associate (1) | Adults; juveniles; post-trial supervised probation |
| Baltimore City | Circuit Courthouse East 111 N. Calvert St. Room 504 Balto., MD 21202 Phone: 396-1191 | Community Services Program | Ms. Linda Parrott | Director (1); Investigators (6); Secretary (1) | Adults; post-trial |
| Baltimore County | 201 W. Chesapeake Avenue Towson, MD 21204 Phone: 887-2251 | Alternative Sentencing Program | Mr. Gregory Harrer | Director (1); Community Service Case Managers (4) | Adults; post-trial; district and circuit court; juveniles |
| Calvert County | Court House Prince Frederick, MD 20678 Phone: 535-1600 Ext. 355 | Community Service Program | Ms. Alice Galligan | Program Coordinator (1); Secretary (1) part-time | Adults; post-trial; supervised probation; unsupervised probation juveniles; 1% pre-trial |

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| <u>COUNTY</u> | <u>PROGRAM LOCATION</u> | <u>AGENCY</u> | <u>CONTACT PERSON</u> | <u>STAFF</u> | <u>TARGET POPULATION</u> |
|----------------------|--|---|----------------------------|---|--|
| Caroline County | District Court/Multi- Service Center Third Street Denton. MD 21629 Phone: 479-4611 | Division of Parole and Probation | Mr. Robert Hanson | Parole and Probation Agents | Adults: post-trial; supervised probation |
| Carroll County | 55 N. Court Street Room G-24 Westminster, MD 21157 Phone: 857-2673 (Balto.) 876-7545 | Volunteer Community Services Program | Mr. Ken Huff | Coordinator(1) Caseworker (1) Program Asst. | Adults: 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 Sparre | Community Service Program Administrator | Adults: post-trial; supervised probation |
| Charles County | County Attorney's Office Charles County Government Bldg. Box B La Plata, MD 20646 Phone: 645-0555 or 870-2260 (D.C. Line) | Volunteers in Community Service Program | Ms. Avonelle Holland | Coordinator(1) Clerk-Typist-1 | Adults: post-trial; district and circuit court; juveniles |
| Dorchester County | 300 Academy Street P.O. Box 482 Cambridge, MD 21613 Phone: 228-6776 | Division of Parole and Probation | Mr. George Enders | Parole and Probation Agents | Adults: post-trial; supervised probation |
| Frederick County | Sheriff's Office 100 W. Patrick St. Frederick, MD 21701 Phone: 694-1928 | Alternative Sentencing Program | Ms. Donna Tisdale | Program Coordinator(1) | Adults: post-trial (1); district and circuit court; juvenile |

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| <u>COUNTY</u> | <u>PROGRAM LOCATION</u> | <u>AGENCY</u> | <u>CONTACT PERSON</u> | <u>STAFF</u> | <u>TARGET POPULATION</u> |
|----------------------|---|--|---------------------------|--|---|
| Garrett County | Courthouse Alder Street and Third Street P.O. Box 284 Oakland, MD 21550 Phone: 334-1996 | Division of Parole and Probation | Mr. James Evans | Parole and Probation Agents | Adults; post-trial; supervised probation |
| Harford County | 2 South Bond St. Bel Air, MD 21014 Phone: 836-4671 | Community Work Service Program | Ms. Donna E. Walinski | Coordinator(1) Case Workers-2 Secretary (1) | Adults; post-trial; supervised probation; juveniles |
| Howard County | District Court/Multi- Service Center 3451 Courthouse Dr. Ellicott City, MD 21043 Phone: 461-0420 | Division of Parole and Probation | Ms. Alane Fiekin | DPP Volunteer | Adults; post-trial |
| Kent County | Courthouse Chestertown, MD 21620 Phone: 778-7476 | Community Work Program | Mr. Robert Sparre | Program Director (1) Stenographic Assistant (1) | Adults; juveniles; post- trial; district and circuit courts |
| Montgomery County | 101 Fleet Street Rockville, MD 20850 Phone: 279-1232 | Alternative Community Services | Mr. Maurice Ward | ASP Director-1 Admin. Aide -1 Corr. Spec. -6 | Adults; juveniles; post- trial; supervised and unsupervised probation |
| | 600 S. Frederick Ave. Gaithersburg, MD 20877 Phone: 948-7910 | Division of Parole and Probation | Ms. Diana Harner | Parole and Probation Agent | Youthful, non-felonious criminal or motor vehicle offenders |

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|------------------------------|---|--|---------------------------|--|--|
| | 51 Monroe Street Rockville, MD 20850 Phone: 424-2214 | Division of Parole and Probation | Office Manager | Parole and Probation Agents | Adults; post-trial; supervised probation |
| | 7961 Eastern Avenue Suite 302 Silver Spring, MD 20910 Phone: 588-8240 | Division of Parole and Probation | Office Manager | Parole and Probation Agents | Adults; post-trial; supervised probation |
| Prince George's County | Community Service Prog. Beltsville Industrial Center 10501 Ewing Road Beltsville, MD 20705 Phone: 595-5983 | Division of Parole and Probation | Ms. Bertie Jones | Program Coordinator(1) Secretary (1) | Adults; post-trial; supervised probation; unsupervised probation |
| Queen Anne's County | District Court/Multi- Service Center 120 Broadway Centreville, MD 21617 Phone: 758-2745 | Division of Parole and Probation | Mr. John Wilson | Parole and Probation Agents | Adults; post-trial; supervised probation |
| St. Mary's County | County Courthouse P.O. Box 328 Leonardtown, MD 20650 Phone: 475-5621 | State' Attorney's Office | Ms. Cathy Conlon | Program Coordinator | Adults;post-trial; pre-trial; district and circuit court |

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|----------------------|---|---|---------------------------|---|---|
| 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 | Office Manager | Parole and Probation Agents | 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 | 201 Baptist St. Salisbury, MD 21801 Phone: 543-6605 | Division of Parole and Probation | Mr. Paul Hull | Parole and Probation Agents | Adults; post-trial; supervised probation |
| | Effective 7/1/90: Pre-trial & Community Services P.O. Box 974 Salisbury, MD 21801 Phone: 548-4818/4819 | Wicomico Co. Dept. of Corrections | Michael A. Hammond | Program Director (1) Part-Time Associate | Adults; post-trial; supervised probation |

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| <u>COUNTY</u> | <u>PROGRAM LOCATION</u> | <u>AGENCY</u> | <u>CONTACT PERSON</u> | <u>STAFF</u> | <u>TARGET POPULATION</u> |
|------------------|--|--|-------------------------|------------------|--|
| Worcester County | Town of Ocean City 301 Baltimore Ave. P.O. Box 158 Ocena City, MD 21842 Phone: 289-8221 | Alternative Community Service | Robert E. Mason, Jr. | Program Coor. | 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 Coor. | 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 | Theresa Wilson | Program Coor. | Adults; juveniles; post-trial; supervised probation; district court |

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

Katherine M. Jones, Office of Program and Policy Development
Division of Parole and Probation
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Easton, Maryland 21601
Phone: (301) 822-5050

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