

Meeting Summary

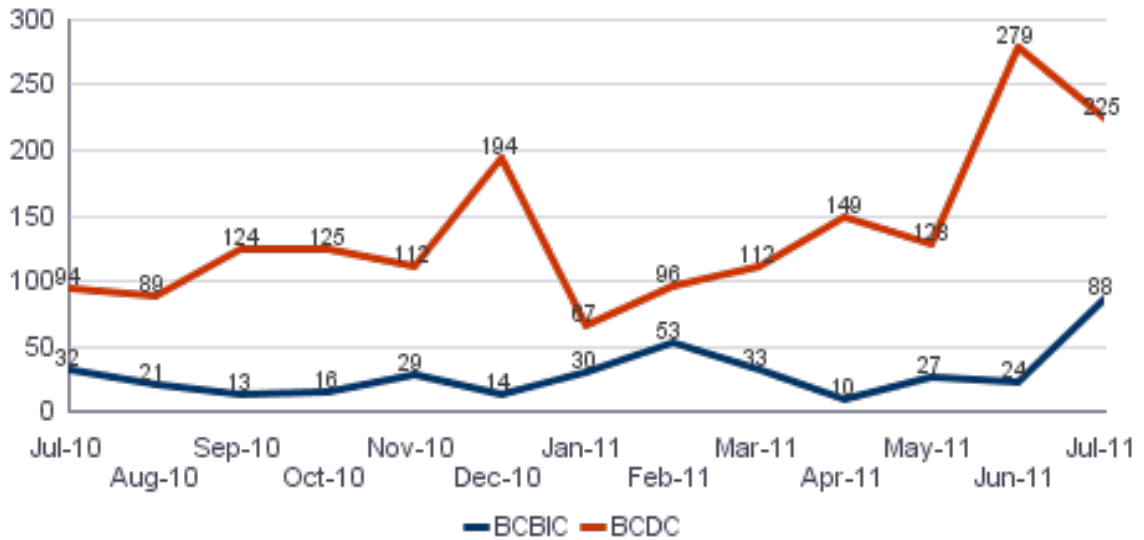
Following is a summary of issues discussed at the DPSCS—DPP Stat on September 8, 2011. Analysis is provided by StateStat and the Governor’s Delivery Unit (GDU).

- **Inmate-made pillowcases.** DPSCS received coverage from WBAL, Washington Post, MSNBC, the Associated Press, and other news media regarding its effort to make pillowcases for cancer patients at its Cumberland maximum security location. The inmates made more than 2,000 pillowcases for the ConKerr Cancer Foundation.
- **DPP agent graduation.** 47 new Probation and Parole agents graduated from the Public Safety Education and Training Center in Sykesville at the end of August.
- **Parole Commission warrant processing time.** In previous Stat sessions, the panel has discussed potential improvements to Maryland Parole Commission (MPC) warrant processing times, which lag behind MPC’s goal to complete 35 percent of warrants in three business days. In response to the processing lag, MPC is rolling out a number of policy changes. StateStat received an update on the status of the MPC initiatives, most of which have been completed. The agency expects to have completed all the initiatives by the next DPP Stat. The agency also informed StateStat that a Kaizen group will convene in early October to discuss additional improvements.
- **Warrant processing monitoring.** At the August 25th DPP Stat, the agency reported that it would have in place a method to monitor warrant processing starting by September 1. As requested, MPC provided StateStat with a copy of its tracking spreadsheet. The spreadsheet includes the following metrics:
 - Name
 - Warrant Type
 - Date Report Sent to MPC
 - Date Report Printed by MPC
 - Date Signed by MPC
 - Warrant Denied
 - Date Warrant Typed
 - Date Warrant Process
 - Date Enter into NCIC
- **Electronic signatures.** The agency has indicated that sometimes warrant processing is slowed down because the in-person, ink signatures that are currently required are sometimes difficult to get in a timely manner. In the August 25, 2011 DPP Stat, the panel and MPC discussed the role electronic signatures could play in reducing warrant processing time, as well as the potential legal and ethical issues that could arise from unauthorized use of electronic signatures. The agency updated the panel and confirmed that ITCD and MPC will work together to ensure the electronic signature option is completed around the end of September.

- **Status of deputizing DPP officers.** The agency was asked to provide a status update for the DPP officers going through the process to be deputized. The agency reported:
 - All background investigations have been completed.
 - All polygraphs have been scheduled and will be completed by August 31.
 - Police officer selection requirements under COMAR 12.04.01.04 are on schedule and will be completed by September 1.
 - *Provisional certification:* the Police Training Commission (PTC) may grant provisional certification (valid for one year) following its review of the Applications for Certification, which includes polygraph results and a completed background investigation. Agents will have to complete 10 to 12 weeks of training within one year to receive full certification.
 - *Training waivers:* PTC conducted a preliminary review of training records for DPP agents and found that approximately 10 DPP agents may be eligible for a waiver of all or part of the PTC police officer training requirements. In order to receive a waiver, DPP must submit a request for a waiver of training and then PTC must vote to approve the waiver.
- **High levels of total contraband seizures.** In the month of July, contraband in the categories of phones, CDS, and tobacco increased substantially in both BCBIC and BCDC. The month of July saw the greatest number of confiscated cell phones in both BCDC and BCBIC since data collection began in July 2009 - the number of seized cell phones across both facilities increased 45% (from 78 to 113 phones). The level of CDS contraband found increased to its highest recorded level of 38 (from 21 in June 2011), and the quantity of contraband tobacco nearly doubled from 35 to 69.

The agency examined staffing patterns, when contraband is found, and other attributes that might be of interest in understanding what is driving the increase in contraband seizures over the last few months. DPDS conducted a preliminary study to determine the time and location of cell phone confiscations and CDS finds in BCBIC and BCDC during the period May thru July. The agency reports that, although the number of confiscations and finds increased in July, it is largely the result of increased confiscations and finds by the Contraband Interdiction Team. The agency has indicated that it will continue its study of contraband seizures and finds in September and will be able to report its findings in October.

Total Contraband Seizures, BCDC and BCBIC

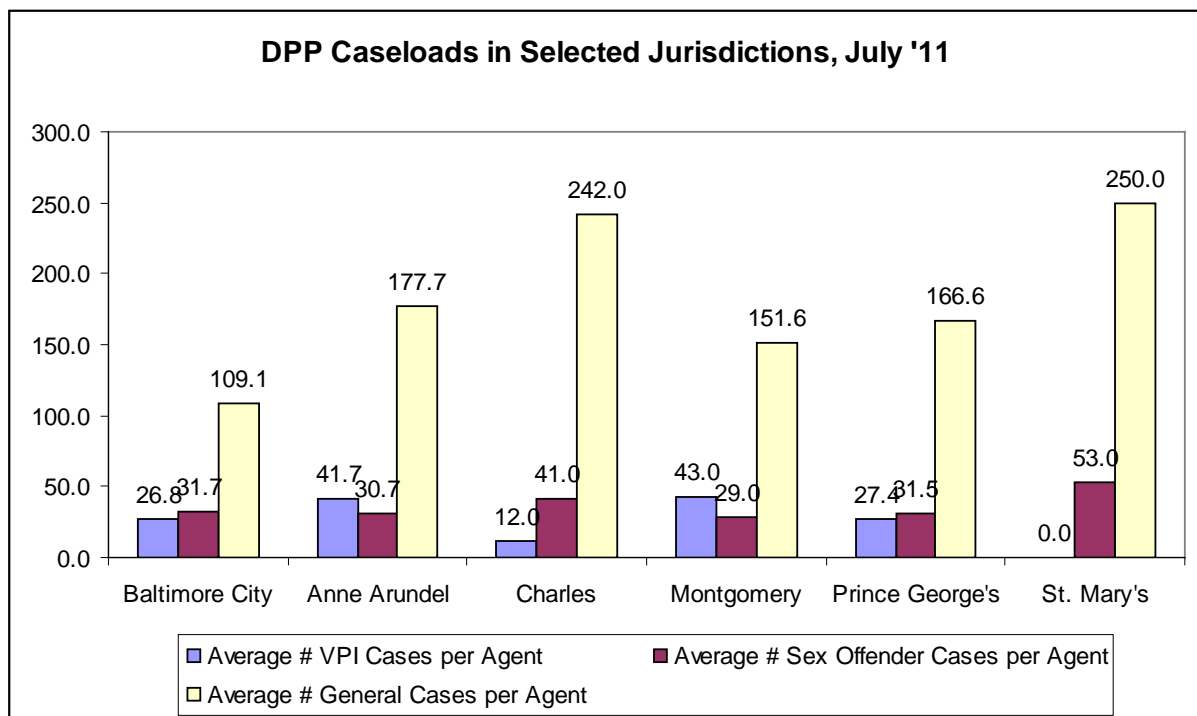


- **Failures to appear.** The agency was asked to describe its efforts to reduce correctional officer failures to appear (FTAs) in cell phone cases and the results of those efforts. In April 2011, DPDS met with the agency’s IIU to discuss how DPP could enhance its current witness notification process and implemented a series of five changes or new initiatives - these initiatives are listed below. In addition, DPDS notes that there were no FTAs for witnesses who were summoned to appear in court from July 11-17, 2011 regarding cell phones.

 1. All email witness notifications for summons will be forwarded to the DPDS’ litigation coordinator, the Security Chiefs for each facility, and the administrative Major or aide at each facility.
 2. The Security Chiefs developed and implemented a tracking system for the distribution of court summons and subpoenas, which requires the officer to document that he/she did appear in court as summonsed.
 3. All summons and subpoenas will be mailed directly to the attention of the security chiefs at the respective facilities.
 4. Departmental IIU would provide a weekly or bi-weekly report to the litigation coordinator regarding any Officer that failed to appear in court. Officers who failed to appear in court would be disciplined in accordance with the Department’s Standards of Conduct and Internal Administrative Disciplinary Process.
 5. The Acting Warden at BCBIC developed an *Information Bulletin* regarding the “Handling of Legal Mail” and the process and procedures for officers to follow to sign for summons and subpoenas.

- **VPI caseloads over 40.** In the August 25th Stat, the panel noted that the average number of VPI cases per agent exceeded 40 in Anne Arundel and Montgomery Counties. The agency was asked to

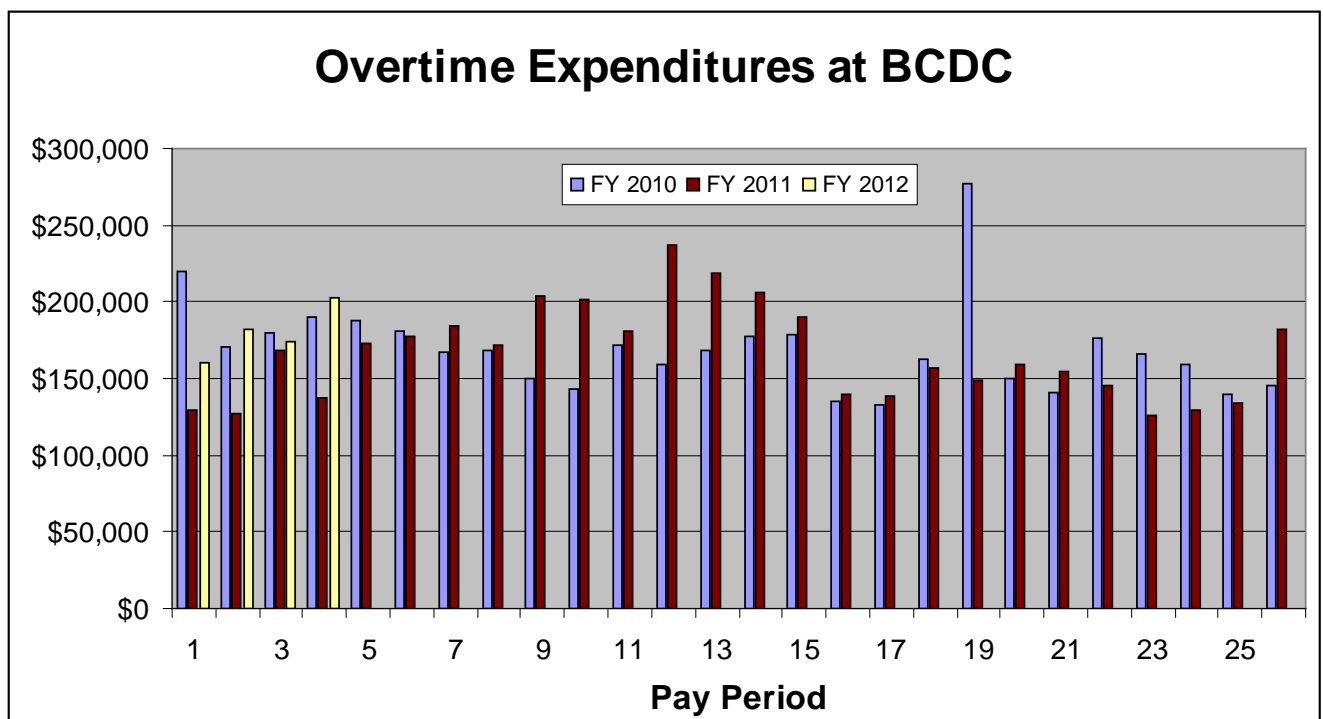
look into this increase. It found that, in Montgomery County, the template listed one VPI agent and 43 cases when in fact there is one VPI agent in Rockville with 24 cases and one agent in Silver Spring with 18 VPI cases. The Silver Spring agent was not counted because s/he supervises both non-VPI and VPI cases. In Anne Arundel County, the increase in VPI cases per agent is accurate as observed (41.7 in July 2011). The increase in caseload occurred because one agent is on extended leave, which reduced the number of Anne Arundel agents from four to three. The agent is expected to return to work in September.



- Probation kiosks.** In July 2011, the department unveiled a computer kiosk system that will allow low-risk offenders to occasionally check in with their probation agents without a face-to-face meeting. The department has touted the system, installed at DPP's 44 field offices across the state, as a way to allow probation agents to focus more on high-risk offenders. Offenders place their hands on a handprint reader to confirm their identities, then respond to a series of questions. If an offender is caught entering a false answer, he could be punished by a judge. DPP mentioned that it is currently pursuing a pilot with the District of Columbia in Montgomery County to test cross-border collaboration with kiosk supervision.
- FROI to IWIF lag and seasonality.** In the August 25th DPP Stat, it was also noted that there was a relatively high number of IWIF reports in July 2010 and July 2011. That agency was asked to examine the data to determine if it is just a coincidence that the number of incidences peaked in the month of July in both years. The agency reported that it was not a coincidence, and the illnesses reported were directly related to the excessive temperatures during this period. Indeed, according to weather.com, July is the hottest month of the year in Baltimore with a monthly average high of 91 degrees. The agency indicated that it takes action to try and prevent temperature-related incidences, but that it is limited by the lack of air conditioning in most of its facilities.

Overtime

- **Overtime expenditures at BCDC and CBIF.** Overtime expenditures at both BCDC and CBIF are significantly greater in FY 2012 compared to their FY 2011 or FY 2010 levels. At BCDC, overtime expenditure in FY 2012 has been increasing on a monthly basis. In the most recently recorded pay period (08/09/11), overtime at BCDC exceeded \$200,000 up from \$174,539 in the previous pay period. The panel should note that overtime expenditure at CBIF has significantly decreased from the FY 2011 high of \$228,263 in the final pay period of the last fiscal year - the facility recorded \$174,761 in overtime costs for the 08/09/11 pay period. Overtime at CBIF is still significantly high that in FY 2010 and FY 2011, and does not appear to be trending downward. DPSCS was asked to examine the data and follow-up with an analysis of the drivers of overtime expenditure at the next DPP Stat.



Overtime Expenditures at CBIF

