

Jail Resource Center
Information Profile

INTAKE UNIT

as provided by the
Montgomery County Department of
Correction and Rehabilitation

This report was prepared under Grant No. AU-2 from the National Institute of Corrections, U.S. Department of Justice. The Montgomery County Department of Correction and Rehabilitation operates one of six jails funded by the Institute to provide information and technical assistance to jailers who wish to study their programs and services.

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ACKNOWLEDGMENTS

The information contained in this profile and the success of the intake unit program are indicative of the hard work and dedication of the staff at both the Montgomery County Detention Center and the Department Director's office. I would like to thank the staff for their assistance in the preparation of this document.

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MONTGOMERY COUNTY DEPARTMENT OF CORRECTION AND REHABILITATION

Prior to 1960, inmates sentenced to the jurisdiction of Montgomery County were housed in a small cell block area located on the top floor of the county courthouse. This jail, which was managed by the county general services administration, included quarters for a live-in warden. A new detention center, capable of housing 144 inmates, opened in 1961. When the county government reorganized in 1972, adopting a county council form of government, a separate department of correction and rehabilitation was created. Managed by a professional in the correctional field, this department was directly accountable to the county executive.

The department expanded rapidly. It now operates two correctional facilities and a pre-trial diversion project for juvenile and adult first offenders. The department's objectives are to:

- Protect the citizens of Montgomery County by providing effective, realistic correctional services
- Ensure the safekeeping, care, treatment, and custody of inmates who are lawfully committed to the detention center
- Provide an alternative to either probation or maximum-security incarceration by operating a highly structured, treatment-oriented, pre-release center for offenders
- Satisfy the full range of inmates' physical and psychological needs by providing medical, education, training, counseling, religious, and work-release programs
- Permit selected offenders to engage in voluntary public service employment as a means for restitution to avoid further involvement with the criminal justice system.

Situated in a middle-income, rapidly developing area of Rockville, Maryland, the Montgomery County Detention Center is one of two correctional facilities administered by the department. The other, a short-term, community-based work-release/pre-release center, moved into a new 2.3-million dollar facility in Rockville early last year. Here, selected inmates (referred to as residents) who are within six months of release or parole eligibility, participate in a program designed to ease their transition from jail back into the community. The 84-bed work release/pre-release facility encourages each resident to assume increasing responsibility for his/her own behavior. The resident accomplishes this goal by pursuing educational objectives, attending treatment programs in the community, and reestablishing contact with family members or significant others while enjoying the freedom to work and/or attend school. Both facilities are located within 10 miles of downtown Washington, D.C.

The Montgomery County Detention Center was renovated in 1977. Its detention capacity increased from 144 to 272 inmates. In addition, the Center added new administrative space, a court room, an officer training area, an inmate services area, a new men's wing, and a new women's wing. During renovation, the facility was redesigned to set up group inmate services areas -- such as medical, intake, and education -- in the center of the main building next to the administrative offices. A one-level, 24-bed women's wing adjoins this area on one side, with a six-level men's housing wing on the other. These housing areas are accessible by ramps which connect them to the main building. A three-quarter acre recreation area fronts the building alongside Seven Locks Road. (A floor plan of the facility is contained in Figure 1.)

Despite operational programs intended to reduce the inmate population, the Detention Center is overpopulated. During 1978, 3,356 individuals were incarcerated, averaging 9.5 commitments per day. However, the facility operates at only 13 percent above capacity and houses both sentenced and pre-trial individuals. Of the inmate population, about six percent are female; 45 percent are members of minority groups. Despite the proximity to Washington, D.C., about two-thirds of those incarcerated are from Montgomery County, a mostly white, middle-and upper-middle-class area with a population of 584,000.

The Detention Center is staffed by 97 full-time employees, including a director who administers the day-to-day operations from an office in the building. The staff is composed of 71 correctional officers (61 males and 10 females) and 25 administrative or specialized services treatment personnel. During a day work shift, there is a 1:9 ratio of correctional staff to inmates. However, during the night shift, the ratio is approximately 1:21. (An organizational chart of the Montgomery County Department of Correction and Rehabilitation is contained in Figure 2.)

The Montgomery County Detention Center provides a wide range of services and programs for inmates. In addition to an inmate council and education and counseling programs, the Center operates a medical unit, which includes a dental office, within the facility. The Center is unique in that many of its services are either provided or made possible through financing by community agencies. For example, a branch of the county library, staffed by a county librarian, operates in the jail on a full-time basis; a full-time chaplain, whose salary is paid by the Good News Mission, has an office in the Center. The local department of health underwrites the cost of drug counseling for inmates. In addition, the Detention Center receives assistance from many other community agencies; for example, the Literacy Council of Montgomery County provides volunteer tutoring on a one-to-one basis for inmates who need to improve their basic reading and writing skills and an Alcoholics Anonymous chapter conducts meetings in the Center once a week. Chapters of the Jaycees and Toastmasters also hold meetings at the Center for interested inmates.

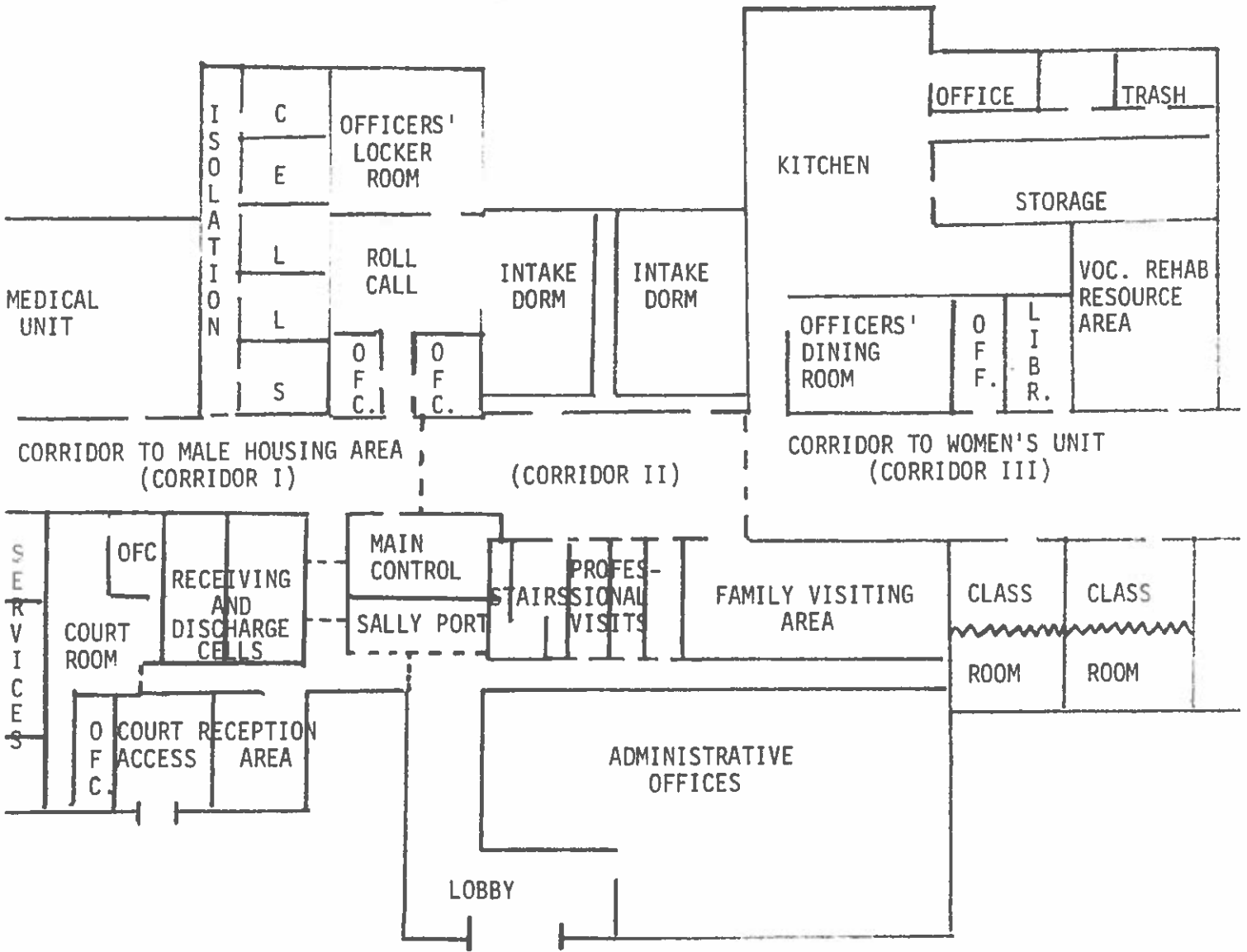


Figure 1. Floor Plan of Montgomery County Detention Center
(Main Building)

(Sheet 1 of 3)

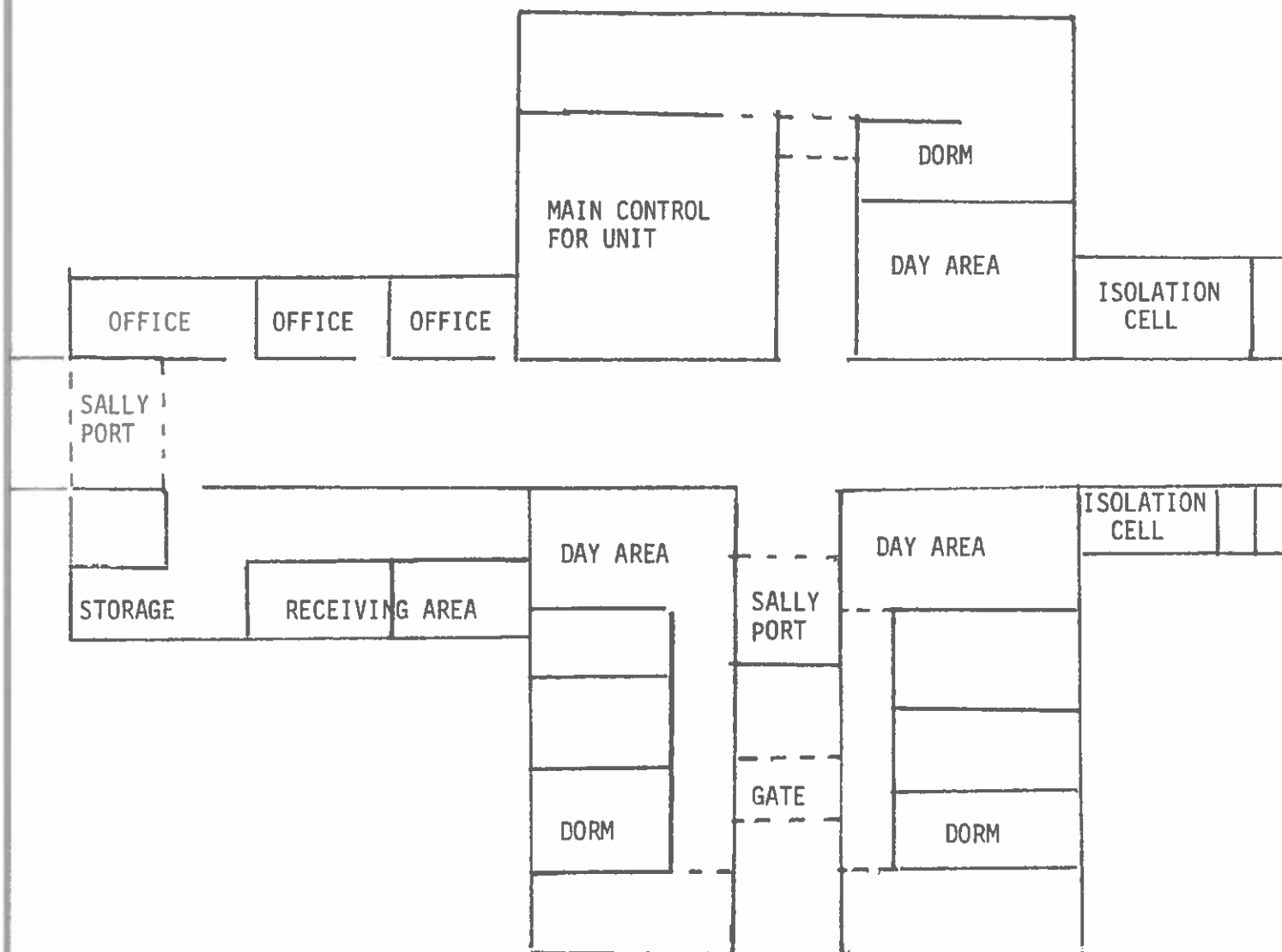


Figure 1. Floor Plan of Montgomery County Detention Center
(Women's Wing)

(Sheet 2 of 3)

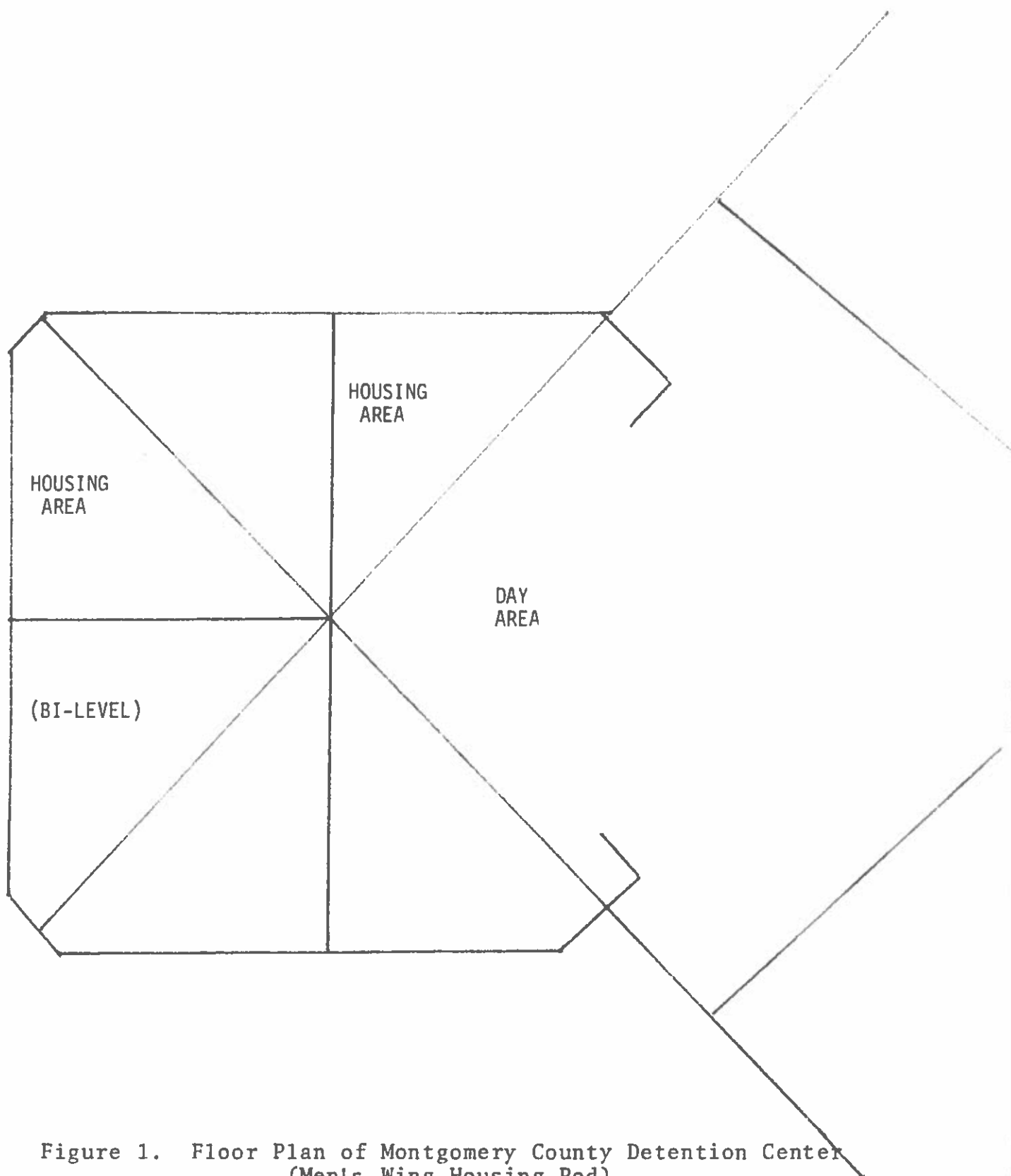
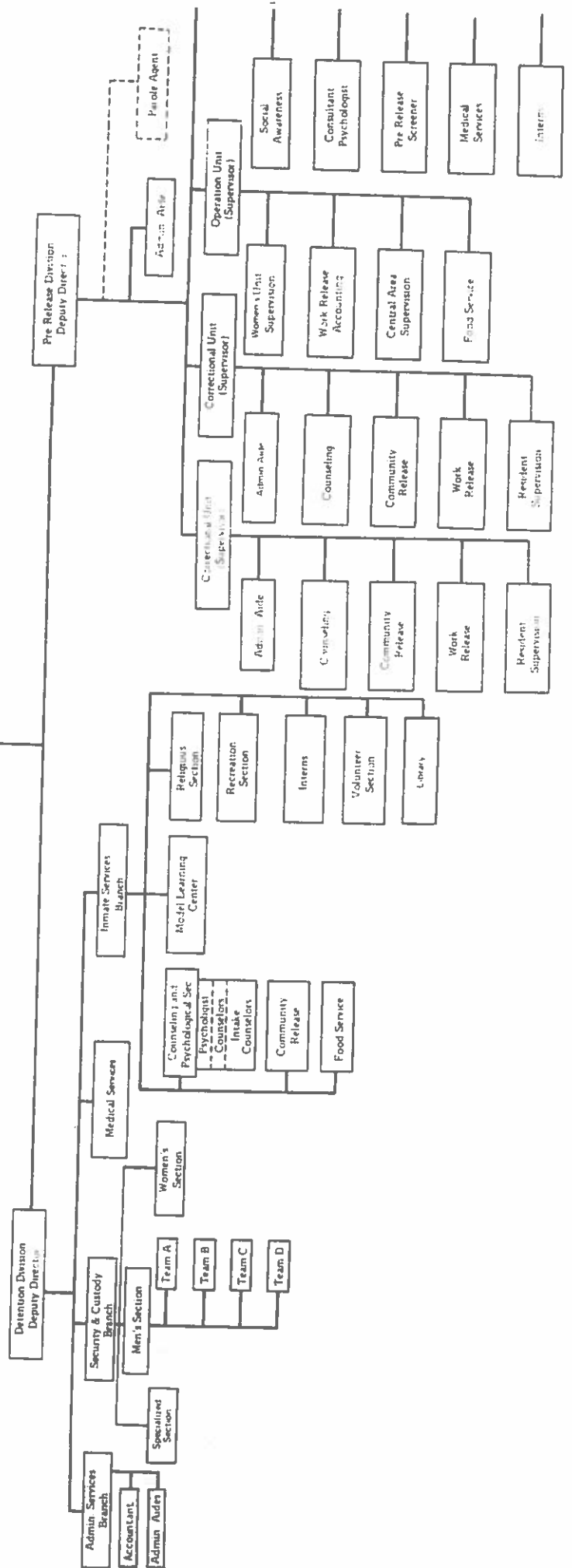
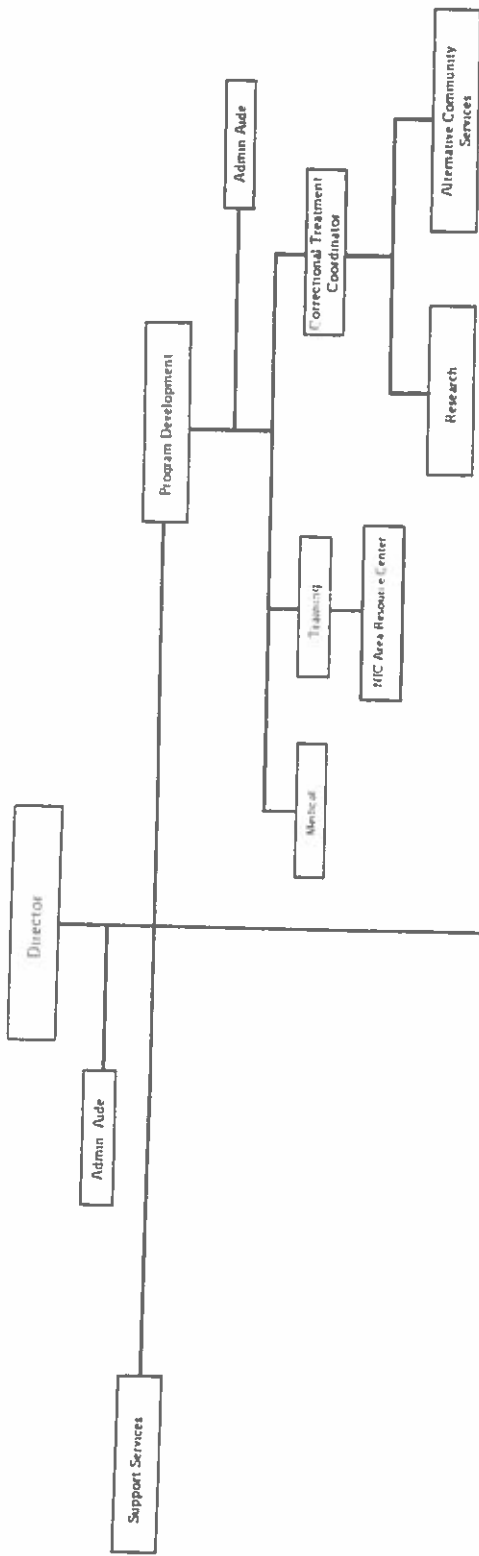


Figure 1. Floor Plan of Montgomery County Detention Center
(Men's Wing Housing Pod)

(Sheet 3 of 3)



The Montgomery County Department of Correction and Rehabilitation operates on an annual budget of \$4,111,320; of this, the Detention Center receives \$2,544,950, and the work-release/pre-release center is given \$895,620.

Several departmental operations have received recognition from national organizations. The National Association of Counties (NACo) presented awards to the department in recognition of the Detention Center's Model Learning Center, as well as the department's intern, intake, community release, and medical services programs. The work-release/pre-release center was named an "Exemplary Project" by the Law Enforcement Assistance Administration (LEAA) in 1977 and has been the recipient of past NACo awards. In addition, the American Medical Association (AMA) granted the department two-year accreditation for compliance with its standards on medical practices.

BACKGROUND OF THE INTAKE PROCESS PROGRAM

Intake services at the Montgomery County Detention Center are provided as a separate process between booking and classification. (When the intake unit was first planned in 1975, the Detention Center had an average inmate population of 180 and a rated capacity of 144). The intake process was implemented as a result of staff concerns about overcrowding at the facility and staff awareness that many of those jailed did not necessarily pose a threat requiring incarceration. Concurrently, national standards for corrections, including intake services, were evolving and were receiving increased attention in the field.

Objectives

The intake unit was viewed as a Center function that could perform many essential services for the inmates, their families, the courts, and the community in general. It was designed to address the objectives of:

- Removing from the jail those individuals who could be better served by other community resources (e.g., hospitals and mental health clinics)
- Assisting the individual in exploring the resources available to him/her to gain release on bond
- Assisting the courts in researching the background of each individual and assessing his/her risk to the community and probability of appearing for trial
- Assisting the jailed individual in attending to unfinished personal and business matters in the community
- Providing crisis counseling.

Preliminary Work

Since the primary objective of the intake unit is to assist the court in identifying those for whom incarceration may not be necessary, a member of the department director's staff was sent to the district commissioner's office (where initial bond is set) to observe the procedures and criteria against which bond is established. It was found that an individual's bond could often be reduced or the individual released on personal bond if certain data provided the court was verified as true, or if someone (relative, friend, employer, for example) would appear in court on the defendant's behalf. There was, however, no one available on the Detention Center staff to perform the necessary coordination work required to help the detained individual obtain these services.

The intake unit was designed to occupy space in the central part of the facility; it consists of a court room in which bond hearings are held at 1 p.m. each weekday, a 20-bed housing unit separate from the general population housing, and an intake office.

The director of the Detention Center and the correctional treatment coordinator prepared the application for operational funding of the intake unit. The intake process was planned (and implemented) as an essential Center procedure, closely linked to the classification process. Organizationally, the unit is located within the inmate services branch.

Funding History

In 1975, the Montgomery County Department of Correction and Rehabilitation was awarded a \$51,906 grant from LEAA for the first year of intake unit operation. The matching share provided by the county and state was \$5,767. All federal grant monies were allocated to staffing; no funds were sought for construction or renovation of the intake unit. Matching local funds were used for equipment, travel, consumables (such as paper, pens, and postage), and "other". Now entering its fourth year, the intake unit operation is totally funded by Montgomery County.

Staffing and General Responsibilities

The intake unit is staffed by four intake counselors. The unit is staffed from 6 a.m. to 7 p.m. Monday through Friday and for eight hours on Sunday; there is no coverage on Saturday. Sunday coverage is necessary in order to process the individuals who enter the Detention Center over the weekend and to allow staff members ample time to prepare for Monday's 1 p.m. court hearings. Intake counselors are scheduled as follows:

- Counselor 1 -- 6 a.m. to 2 p.m. Monday through Thursday and eight hours on Sunday (Sunday hours are flexible)
- Counselor 2 -- 9 a.m. to 5 p.m. Monday through Friday
- Counselor 3 -- 11 a.m. to 7 p.m. Monday through Friday
- Counselor 4 -- 11 a.m. to 7 p.m. Monday through Friday.

While the work of each shift is fairly constant, each counselor is experienced in all aspects of unit operation. Record books are maintained to ease the transfer and continuation of duties from one shift to another.

The intake counselor is usually the first person with whom the inmate meets after he/she is booked by correctional staff into the facility and permitted to make three telephone calls. To

minimize the incoming inmate's trauma and anxiety, the intake staff members wear civilian clothes and deal with the inmates on a relatively informal, person-to-person basis.

The intake unit takes responsibility for all incoming prisoners. This includes booking, leading pre-trial individuals through the bond hearing, and classification, which occurs within three days of the person's admittance to the Detention Center. Among the duties of the intake counselor are:

- Coordinate all necessary intake services, such as following up on incomplete telephone calls which the inmate has made to lawyers, bondsmen, family members, and friends; and provide initial orientation to the facility for inmates
- Verify the background of the individual to assist the court in bond decisions
- Assist the inmate in understanding his/her current situation, the resources available to him/her and how to use them
- Provide crisis intervention and positive personal counseling, including referrals to social service agencies in the community
- Screen for possible psychological problems, making referrals to the psychologist if necessary, and advise correctional staff of the need to carefully observe the inmate.

PROGRAM PROCEDURES

Services for Pre-Trial Inmates

When an individual is arrested, he/she appears before a district commissioner,* who is responsible for setting initial bond, in an office at a police precinct. A paralegal-type person, the district commissioner interviews the arrestee and completes several entries on the "Initial Appearance Data Sheet" (Exhibit A), including the individual's self-reported name, alias, race, sex, date of birth, home address, place of employment, and charges. Then, according to standard criteria, the district commissioner either releases the individual on personal recognizance or sets bond at a pre-established amount. The individual often posts bond and is released immediately.

The arrested person who cannot, or does not, post bond is transported to the Detention Center by the Montgomery County Police, who bring along the "Initial Appearance Data Sheet." Prior to entering the secure part of the facility, the individual is visually screened by a member of the medical staff and a shift commander. If he/she is seriously injured, intoxicated, or in any condition requiring medical attention, the prisoner is transported to a hospital by the county police; the Detention Center does not assume custody.

If the individual does not appear to be in need of medical assistance, his/her custody is transferred from the police to the Detention Center; the "Initial Appearance Data Sheet" is among the legal papers turned over to the control officer. The booking process takes place in the receiving and discharge unit. Here the person is searched, interviewed, relieved of personal possessions, showered, issued detention center clothing, and given the opportunity to make three telephone calls.

Basic information is entered on medical forms, indicating any medical background that may require emergency treatment or special attention. These forms are later passed on to the medical section and, in accordance with county law, all inmates are given a complete physical within 24 hours of entering the facility.+

*Titles for this job function vary. In Montgomery County a district commissioner is situated at each police precinct 24-hours a day.

+The booking function is not performed by intake staff, although, when the program was first implemented, intake personnel assisted in booking. The intent of separating the duties was to identify intake as a non-custodial function, allowing a district division and statement of duties.

The inmate is then transferred to the intake unit, centrally located within the facility.

- If an intake counselor is on duty, he/she will receive the court jacket (containing the "Initial Appearance Data Sheet" on the new prisoner, and will interview the inmate as described later.
- If a male prisoner arrives during the night (after 7 p.m.) when intake counselors are off duty, he will be given a bunk in the intake housing area, which consists of two units each containing five two-bunk cells. To maintain separation from the general population, an incoming female is housed in one of four individual cells in the women's wing. Two of these cells also serve as disciplinary cells.
- At about 3 a.m., the Detention Center control officer compiles a court list for the next day, listing the newly arrived inmates, their charges, and an indication of whether the scheduled court appearance is for an initial bond hearing or a bond review. Pre-trial persons entering the Detention Center during the night are listed on this roster.
- At 6 a.m. each weekday, an intake counselor arrives and receives a copy of the court list and the court jackets containing the "Initial Appearance Data Sheets" for each individual. The inmates are provided breakfast and then are interviewed individually by an intake counselor.

The intake counselor explains that his/her purpose is to assist the prisoner in understanding and utilizing the resources necessary to be released on bond. He/she explains the bond hearing process, if necessary, and that the criteria on which judges most frequently decide bond issues is stability in the community (such as family, employment, and residence).

During the initial interview, the intake counselor completes those portions of the "Initial Appearance Data Sheet" that have not been completed by the district commissioner. By talking to the inmate, the intake counselor might determine that the individual should be phased out of the Detention Center immediately; for example, the counselor might find out that the person is a juvenile whose age was not determined earlier, in which case he/she would be transferred to juvenile court jurisdiction. Or perhaps the individual has in his/her possession a payroll check for a sum sufficient to post bond; the district commissioner will accept cash only, but the Detention Center will accept a check and, through transfer of funds, assist the individual in posting bond.

The intake counselor explains that he/she wants to assist the inmate in obtaining release on bond but, to do so, he/she must verify for the court that the information on the "Initial Appearance Data Sheet" is true. The permission of the inmate must be obtained by signature on the "Initial Appearance Data Sheet" before the intake counselor can begin to verify the information.

If the inmate refuses the services of the intake counselor, which occurs only about two percent of the time, his/her immediate needs and concerns are addressed and he/she is moved back to the intake housing unit. Data on each inmate is also recorded on an internal work sheet (Exhibit B). If the inmate refuses the services of the intake counselor, "REFUSED" is written both on his "Initial Appearance Data Sheet" and across the portion of the internal work sheet containing information about the inmate.*

The intake counselor, prior to beginning verification of information the inmate has provided, counsels the inmate as needed, explains the charges and court process, and makes certain that the inmate's urgent concerns (such as necessary telephone calls) are addressed.

In seeking verifications, the intake counselor is aware of, and sensitive to, the concerns of the inmate. If, for example, the inmate is afraid to have his employer learn he/she is in jail, the counselor might try to obtain the necessary verification without revealing his/her own identity. For instance, the counselor might place a call to the inmate's stated place of employment and ask to speak to him/her. If the operator responds, "He/she isn't in yet," or acknowledges the name of the person in a similarly affirmative manner, his/her employment there is verified. While the length-of-time element is not verified through this method, the employment is.

As the counselor proceeds to make telephone contacts,+ he/she completes the appropriate blocked areas on the "Initial Appearance Data Sheet." "Unable to verify" is entered if the counselor is able to make contact with the appropriate persons, but unable to verify the information supplied by the inmate; "no contact" is entered if contact attempts are unsuccessful; and "wrong number" is entered when counselors are unable to locate a correct number. Blocks on the internal work sheet (Exhibit B) are checked appropriately above the "verified" statement.

*Intake counselors report that the two elements that inmates are most hesitant to have verified are those related to family and employment; often, they do not want family or employers to know they are in jail. However, counselors report that these are the two most important contacts, the ones that most frequently result in someone posting bond or appearing at the bond hearing on the defendant's behalf. It is often necessary for the counselor to explain this to the inmate.

+Counselors have found that the 6 a.m. to 2 p.m. shift is best for making telephone contacts. This early start enables the counselors to contact people before they leave for work. It is also necessary to call early in order to have the verification process completed by the 1 p.m. bond hearing.

After the information on the "Initial Appearance Data Sheet" and internal worksheet has been verified or not verified, the "Initial Appearance Data Sheets" on all inmates appearing that day for bond hearings are sent to the presiding judge. Intake counselors provide additional information to the judge prior to the bond hearing if significant information on a certain individual has been determined or if there are personal circumstances that warrant advising the court.

Persons with whom intake counselors have made contact often agree to attend court on behalf of the inmate. If the inmate is not a resident of Montgomery County, counselors impress upon contacts the importance of someone appearing on his/her behalf. Usually, when the family or employer of the inmate agrees to appear in court, arrangements are made for them to arrive early to meet with intake counselors for a briefing on court procedures. Counselors advise them about possible questions they will be asked and court formalities.

An intake counselor attends the daily 1 p.m. court hearings, which are held in a court room located within the jail near the intake office. The court room was designed primarily for bond hearings. (Original plans called for use of the court in high-security cases as well.) After interviewing the defendant and considering the "Initial Appearance Data Sheet" and statements of any persons who may appear on his/her behalf (often through the contacts made by intake personnel), the judge will continue, decrease, or increase the bond previously set by the district commissioner, or grant the defendant personal bond. The intake counselor often is called upon to verbally relate verification or non-verification of information for the court. When recognized by the court, he/she may interject any additional facts he/she feels are pertinent.

The intake counselor attending court records the bond decision for each individual on the internal work sheet (Exhibit B). Information from these internal work sheets is tallied daily on the "Intake Daily Tally Sheet" (Exhibit C) for statistical purposes. The following procedures are then followed:

- If bond has been lowered to within the means of the inmate, or the inmate has been granted release on personal bond, he/she is moved to the receiving and discharging unit, and intake counselors coordinate his/her release.
- If bond has been continued, increased, or lowered, but is still beyond his/her means, the inmate is moved back to the intake unit, where he/she is permitted additional telephone calls to report the results of the hearing. The counselor now explains the implications of the hearing, if necessary, and explores with the inmate any other contacts who might post bond. The bondsman process is explained and those bondsmen who are permitted to operate in Montgomery County are identified. The counselor makes any additional contact:

necessary to assist the inmate in gaining release. If these attempts are successful, the inmate remains in the intake unit until intake personnel are officially notified by the court authorities responsible for bond collection that bond has been posted. The inmate is then moved to the receiving and discharge unit, and intake personnel coordinate the release.

- If conditional requirements have been placed on the inmate's release, such as providing positive identification or a bond co-signer, a counselor will pursue fulfillment of these requirements. The inmate remains in intake until the requirements are fulfilled and verification is received from court authorities responsible for bond collection. The inmate is then moved to receiving and discharge, and intake personnel coordinate the release.

If attempts to bond the inmate out fail, it is now clear for the first time that the inmate's release is not imminent and that he/she will remain in the Detention Center for at least several days (or weeks). At this point, the inmate has yet to enter the general population or any area of the facility beyond the intake unit. In fact, he/she will not be moved into a general housing area until the initial classification process is completed (usually within 24 hours, but not more than 72 hours).

Intake personnel now provide an orientation to the Detention Center to acquaint the inmate with its services, functions, and procedures. This presentation, which includes a slide show, is always made within 24 hours of the inmate's entry into the facility. Usually the orientation is presented to all inmates within the intake housing area at the same time. During the orientation, inmate guidebooks are distributed and information is provided on all aspects of residing in the Detention Center, including:

- Institutional rules and regulations (such as not interfering with counts)
- Use of request slips, canteen slips, and personal property release forms
- Mailing address of the facility
- Availability of work assignments and process by which to apply
- Clothing and laundry detail
- Emergency procedures
- Sick call and other necessary services
- Detention Center programs, such as education, the inmate council, and the library service.

In providing the orientation, counselors emphasize that the inmate has now been processed through intake and holds diminished priority on their (the counselors') time; others have entered intake who must be served. Intake personnel initiate the classification form (Exhibit D), and the inmate remains in the intake unit usually for another day until the initial classification process is complete, at which time he/she will join the general population. A flow chart of the intake process is contained in Figure 3. Closely related to intake is the classification process, the next step as the individual enters the Montgomery County Detention Center.* (See the separate profile on classification.)

Services for Sentenced Inmates

While the majority of intake unit services are directed to the pre-trial arrestee, those sentenced to the Detention Center or entering the Center to await transfer to another facility are also processed through intake.

Sentenced offenders are provided counseling and an orientation to the Detention Center within 72 hours, prior to their classification and relocation among the general population. Intake counselors report that sentenced offenders usually are in greater need of counseling due to depression and anxiety, which are associated with being sentenced to serve time.

In addition to assisting the sentenced inmate in adjusting to the secure environment, intake personnel initiate the "Classification Form" (Exhibit D).

Services for Female Inmates

Intake services provided for female inmates are identical to those provided for men, with the exception of housing. As previously mentioned, women are housed in separate cells in the women's wing. There is necessarily less contact with intake counselors since the women are housed outside of the intake unit. Problems related to the processing of females through intake are discussed later.

*Counselors report that many inmates develop an affinity for the intake unit due to the informal, person-to-person contact, attention, and assistance. Consequently, the unit has been furnished to motivate the inmate to anticipate moving to the general population housing area. For example, there is no television or radio available to inmates in the intake unit and inmates are not permitted to participate in programs.

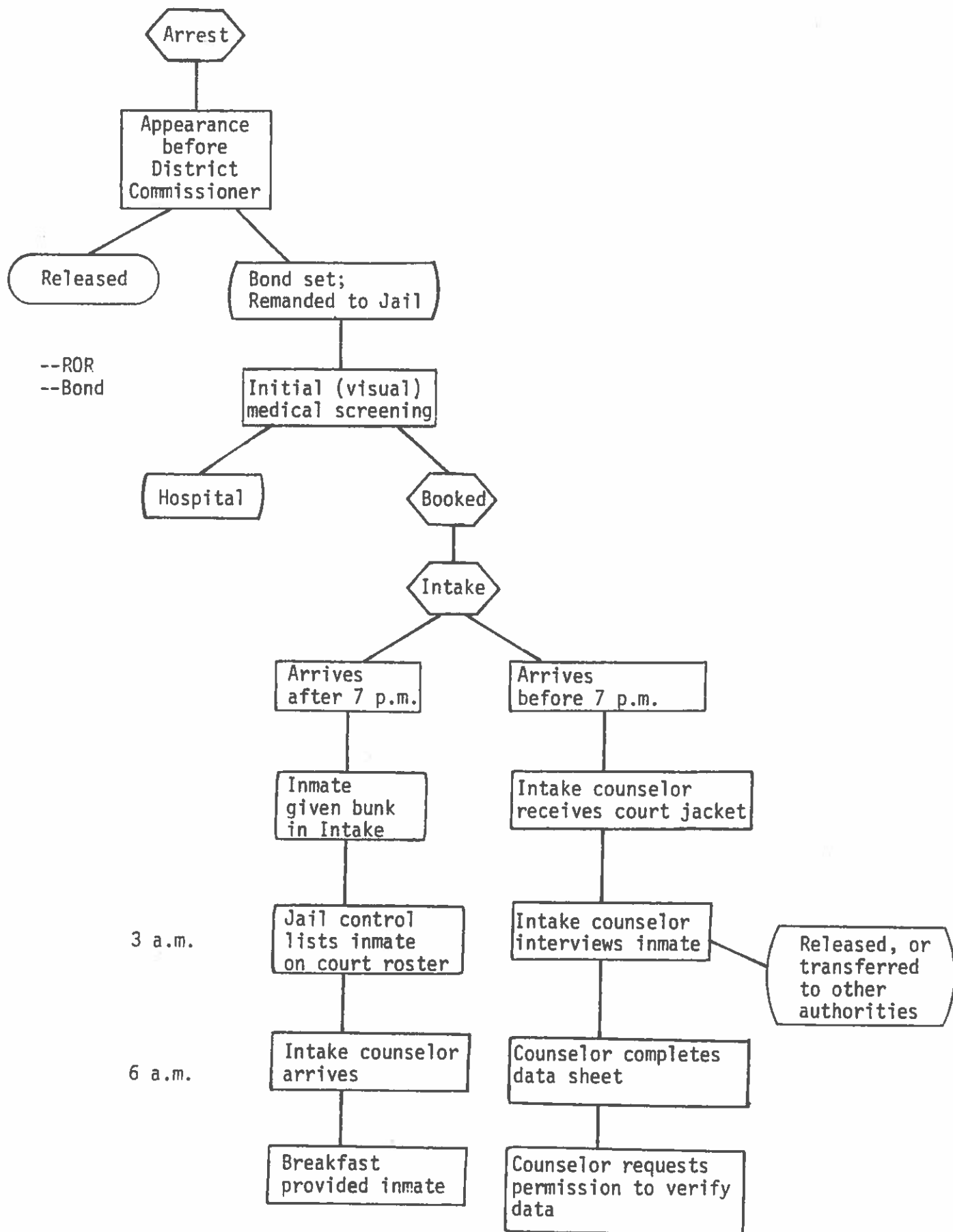


Figure 3. Intake Process (Pre-Trial) Sheet 1 of 2

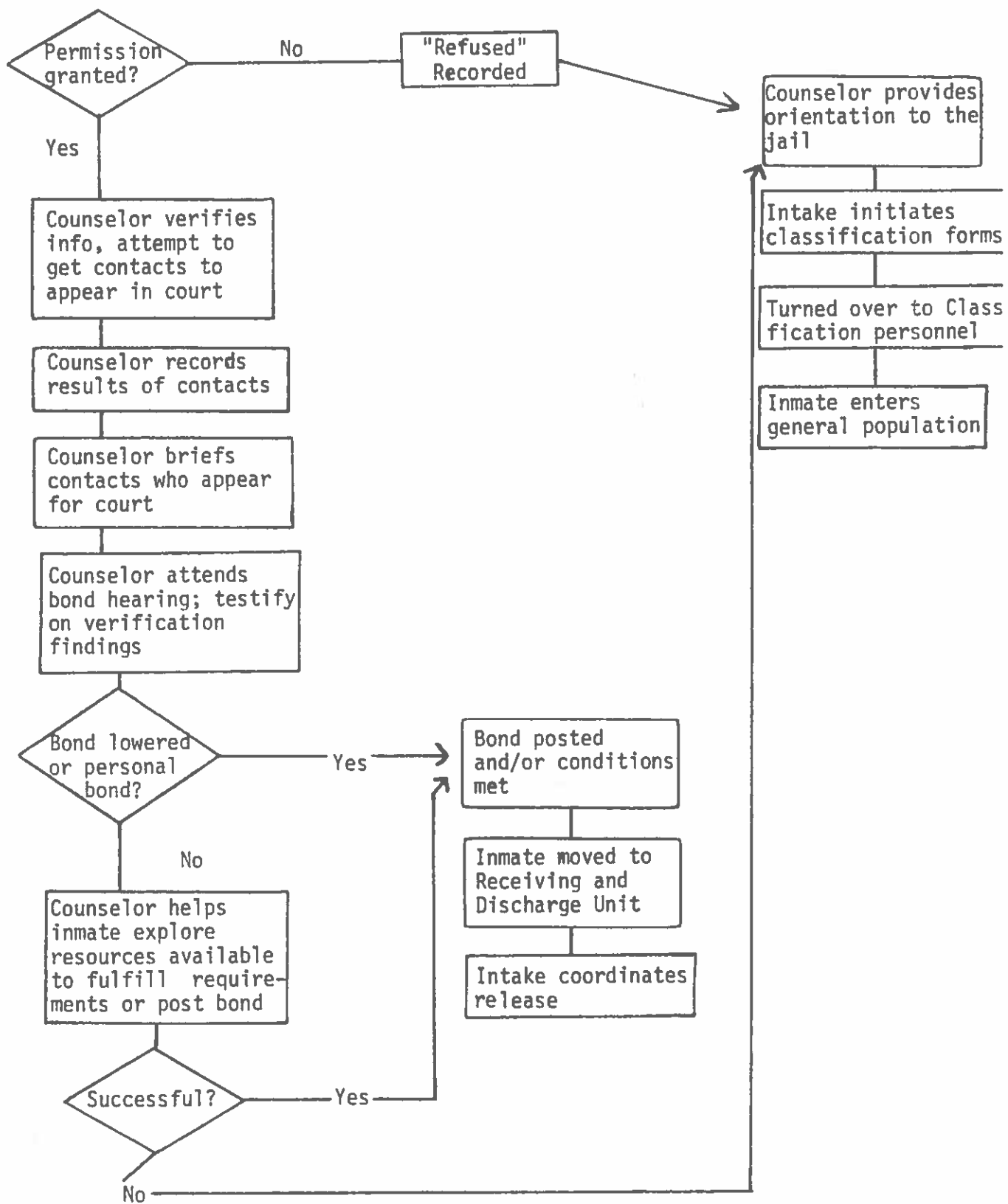


Figure 3. Intake Process (Pre-Trial) Sheet 2 of 2

PROGRAM ASSESSMENT AND ACCOMPLISHMENTS

After each of the three years of federal funding, the intake program was evaluated by the Governor's Commission on Law Enforcement and Criminal Justice -- Maryland's state planning agency. The three objectives against which the program was evaluated were to:

- Reduce the number of inappropriate persons incarcerated
- Provide information to assist the court in decisionmaking at the initial appearance (bond hearing)
- Provide crisis intervention counseling and orientation.

The Governor's Commission found that the program experienced difficulty in meeting the first stated goal -- that of reducing the number of persons inappropriately incarcerated. Representative data from the period January 1977 to June 1977 showed that the total number of inmates had increased in comparison to the same period the year before, despite the fact that the intake unit had assisted in having 374 persons discharged during that period. The decline in the pre-trial population occurred as a result of the efforts of the intake counselors, coupled with the liberal bond guidelines used by the district commissioners.

However, the impact of the 374 releases was negated by the steadily increasing number of sentenced inmates at the Detention Center. This was caused, in part, by the lack of bed space in state institutions, which forced the Detention Center to house inmates awaiting transfer to state facilities.

The second objective, to provide information to assist the court in decisionmaking at bond hearings, was achieved. The fact that counselors have verified the information on the "Initial Appearance Data Sheet" is considered during the court proceedings. The chief judge sent a letter supporting the intake services unit to the Department of Correction and Rehabilitation. (Data on the number of verifications made and types of information reported to the court during fiscal year 1977 can be found in the appendix in Exhibit E, along with information on the impact on the judges' decisions.)

The third objective, to provide crisis intervention services and orientation to inmates, also has been achieved. Crisis intervention includes such services as legal and personal telephone calls, referrals to institutional and community services, and personal counseling of the inmate and his family. Orientation services include a slide show introduction and an explanation of Detention Center rules, procedures, and resources (such as health care and canteen). (Exhibit F in the appendix lists the referrals and services provided.)

In general, the Commission found that the program appeared to be meeting the objectives set (excerpts from the Commission report are contained in Exhibit G). However, due to the rapidly increasing number of sentenced offenders at the facility, the program has not had as much impact on reducing the population as was originally projected. The intake unit has, however, been instrumental in screening out persons who should not be detained through its referral program and knowledge and use of community resources. The Commission also found that the program has the support of the judiciary as well as the Montgomery County Public Defender's Office.

Areas for Improvement

Documented policies and procedures have not been formalized for the intake process. This lack of documentation could cause problems in procedural knowledge, continuity, and consistency if there is a rapid staff turnover.

Staff members are aware of the need to improve intake processing of female inmates. The Detention Center averages a daily female intake of 0.8. New women inmates are housed in the receiving and discharge area of the women's wing, which is located adjacent to the administration building. These cells in the women's unit also are used for disciplinary or medical isolation as needed, which can cause a shortage of space for intake housing, thus occasionally forcing new inmates into the general population prior to screening and orientation.

In addition to these problems, the intake staff has recognized the need to conduct a separate orientation slide show for women, since they are segregated from the men and follow different time schedules for activities such as recreation and visitation; some different procedures also are followed. These problems, as yet unresolved, are currently being addressed by the intake staff, and attempts are being made to provide equal services to both male and female inmates.

Cost Savings

The intake unit is the first of its kind in a local detention facility in the State of Maryland. It enjoys a reputation for providing humane services to inmates and their families.

As part of the department's request for full funding of the intake unit by the county, estimates of the cost effectiveness for FY 77 were presented. Data available from the first year and the first quarter of the 2nd year of the program were used (refer to Exhibit F). The formula below was computed, based on the assumption that each inmate's stay was reduced by one day as a result of the intake counselors' efforts.

POSSIBLE
COST
SAVINGS

Cost of inmate per day (\$33) X 908 reduced bonds

Cost of inmate per day (\$33) X 549 direct releases

Cost of inmate per day (\$33) X 163 transfers

The total is an estimated \$53,460 savings in FY 77 (refer to Exhibit E).

CONSIDERATIONS IN PROGRAM PLANNING AND IMPLEMENTATION

When it first became operational in April 1976, the intake unit was housed in the old facility, which was just beginning to undergo extensive renovation and new construction. The renovation, which included the addition of a court room, a separate intake unit, and a receiving and discharge area, was designed with the approval of those who would be affected, such as the judges.

The court room was included as part of the facility to eliminate the need for transporting inmates daily from the Detention Center to the district court (about four miles away); thus, several security problems, such as escape attempts and the smuggling of contraband into or out of the Detention Center, were also eliminated. The increased protection afforded to both the court personnel and the inmates was another area of consideration. By permitting only limited access to the court room for the general public and the media, the Detention Center staff is protecting the privacy and the constitutional rights of the accused individual, without denying him/her the right to have witnesses appear on his/her behalf.

With the completion of the renovation and construction in late 1977, the intake unit became operational, functioning separately from the rest of the Center. The unit consists of the two intake dorms described earlier and an office, which contains three desks and chairs for the counselors, two additional chairs for inmates who are being interviewed, and two telephones. The office is somewhat crowded and occasionally is unavailable to the counselors because staff members allow the investigative personnel from the Public Defender's Office, health department counselors, and other community resource persons to use the office to interview clients who are housed in the intake unit dorm.

Gaining Community Support

Prior to submitting their grant request, Department of Correction and Rehabilitation personnel worked to gain support for the planned intake unit program from other criminal justice agencies. The department's correctional treatment coordinator, with the support of the department director, met with the lower court judges and clerks and described the proposed program to them. The members of the lower court bench were generally supportive and, by way of the chief judge, wrote a letter of support for the program plan to the department. The same response came from the district court clerk's office. The chief clerk, who supervises the district commissioners, briefed his staff, and indicated their willingness to revise their forms (the "Initial Appearance Data Sheet") to accommodate the intake program.

Prior to commencement of the unit's operation, the correctional treatment coordinator met with the lower court judges again and briefed them about the tentative plans for the unit. The new intake unit staff members, with backing from the judiciary, began a public

relations campaign to introduce themselves and their unit to the other criminal justice agencies with whom they would be working.

One of their first and most supportive contacts was the Public Defender's Office. The Public Defender's Office supported the unit because the verified information obtained by the intake counselors about new inmates aided public defenders in their indigency screening process. This information also helps the Public Defender's Office assess their client's needs, ability to meet bond criteria, and the risk involved to the community if he/she is released on bond or personal recognizance.

One of the first stumbling blocks encountered was the State's Attorney, who questioned the need for this type of intervention. The problem was resolved with the continued support of the judges and the actual illustration of the unit's usefulness to the State's Attorney when pertinent, verified information presented to the court indicated that the defendant was a greater risk than he/she was originally believed to be.

Initial Staffing

In 1975, the Department of Correction and Rehabilitation requested that the county personnel office study its request for the creation of four new positions (intake counselors). In its request, the department submitted a proposal for grade and classification, a job description, and a brief program description, as well as a summary of the grant funding. (A complete job description for the intake counselor is contained in Exhibit H.)

Approval of the positions was granted by the Personnel Board. Advertising for applicants was conducted using normal county procedures (job bulletins, local newspapers, and correctional journals); this process was completed two months later. After a series of interviews with qualified applicants, four persons were hired to begin employment after completing the physical examinations required by county personnel regulations.

Two of the new counselors were former correctional officers at the Detention Center who had been trained previously. The other two counselors were "outside" employees and had to attend six weeks of training at the Maryland Correctional Training Academy, as mandated by state law for correctional personnel. The development of general procedures was initiated and the unit became operational on April 1, 1976.

As indicated earlier, monies for staff salaries were originally provided by federal funds, with the majority of the money needed to equip the office provided by the county and state. The four intake counselors are now, however, totally funded by the county and have been included in the department's budget.

The Detention Center currently averages about 9.5 intakes per day -- the majority of these occur between 4 p.m. and midnight. The present staff of four counselors and the scheduled hours of operation (see the procedure section) meet the needs of the institution and the inmates served. A larger institution with a greater volume of daily intake may find 24 hour staffing necessary, which would necessitate hiring a fifth counselor.

Starting An Intake Unit

Screening and classifying new inmates is a function performed daily in most institutions, and is a process which is receiving more and more attention from the courts. Every institution has some type of intake process, ranging from a simple booking procedure to one as comprehensive as the Montgomery County intake unit.

This final section will serve as a guide for departments desiring to upgrade or expand their intake procedures.

Initially, a comprehensive review of current intake data and procedures should be undertaken by a task force composed of a representative from the director's staff, the security staff, and the treatment staff. Areas requiring improvement or expansion should be identified and the need for additional services noted. These listed items should be ranked in terms of usefulness and feasibility.*

The items listed should be studied individually and strategies for implementation or program design should be formulated by the task force members and available outside consultants.

Strategies developed should include justifying the need for the unit, based upon daily intake data and the impact which an intake unit could have upon the institution. In Montgomery County, for example, the staff found that many persons were incarcerated in a pre-trial status not because they posed a threat to the community but because they did not have the adequate knowledge and resources necessary to meet the bond criteria. In addition to adding to the jail population, this unnecessary incarceration often caused undue hardships for the families of those being detained.

When developing justification strategies, the task force should examine the problems thoroughly and attempt to ensure that services to be provided by the proposed intake unit are not already available in the county.

*Representatives from the local criminal justice planning committee and other agencies could be included if intake services effect their operations.

The physical placement of the program in the institution should be carefully considered. Ideally, intake services should be located near the booking area where security personnel are available. The intake area must be secure in order to effectively monitor the behavior of new inmates, who are sometimes depressed, suicidal, or experiencing other adjustment problems. Plans for any necessary renovation should include adequate space (including cells, interview rooms, and offices) for the intake unit to expand, based on projections made from available data.

The program should be designed to serve the court, public defenders, attorneys, and prosecutors as well as the inmates and the institution. These various agencies should be contacted and their needs assessed. Such contacts emphasize that the intake unit is multi-purposed and also help to gain outside support for the project. Policy and procedure statements should be drafted, ensuring a rational basis for the program operations. A job description for the intake counselor position should be developed and staff members hired. The number of counselors needed will depend on the intake data gathered. Counselors should be scheduled so that they are available during periods of heavy activity. Depending upon the intake flow of the particular institution, it may be necessary to staff the unit on a 24-hour basis.

Ideally, personnel selected for the counselor positions should be familiar with the security requirements of the institution. They should also have experience in interviewing and crisis counseling. In Montgomery County, for example, two intake counselors were former correctional officers and were familiar with the institution's rules and procedures. All correctional staff members, including intake counselors, should receive at least six weeks of correctional training prior to being placed on the job.

Departments needing intake services but which are unable to finance this project should explore the possibility of obtaining a federal or local grant, gaining assistance from local agencies (such as obtaining part-time counselors through the health department), or utilizing volunteers or student interns to help correctional staff members interview inmates and verify information needed for the bond hearing.

Once personnel selection has been completed and the unit is ready to become operational, a public relations campaign should be undertaken at all levels of the criminal justice system. Representatives of the department should address judges, prosecutors, and attorneys in order to familiarize them with the unit's procedures, emphasizing the benefits that their particular agency will receive. Lines of communication should remain open to encourage feedback on the unit's effectiveness. Finally, a timetable for periodic assessment of the program should be established so that program modifications can be accomplished effectively.

MCDC# _____

DCA-48

INITIAL APPEARANCE - DATA SHEET

*CASE NUMBERS: _____ *DATE: _____

*CHARGES: _____

*NAME: _____ *ALIAS: _____

RACE: _____ SEX: _____ NATIONALITY: _____ LITERATE: _____

RELIGIOUS AFFILIATION: _____ *HIGHEST LEVEL OF EDUCATION: _____

*DOB: _____ *SOC. SEC. #: _____ *FBI #: _____

ATTORNEY: _____ PHONE: _____

*RESIDENTIAL ADDRESS: _____ *HOME PHONE: _____

*LIVING WITH: _____ *TIME: _____

() RENTED () OWNED

VERIFIED BY WHOM: _____ DATE: _____ HOW VERIFIED: _____

*PRIOR ADDRESSES: _____ TIME: _____

_____ TIME: _____

_____ TIME: _____

*RES. IN MONTGOMERY COUNTY _____ IN MD. _____ IN METRO AREA _____

LIVING HABITS, OCCUPATION OF TIME, ASSOCIATES

WHO TO CONTACT TO VERIFY LIFE STYLE: _____ PHONE: _____

VERIFIED BY WHOM: _____ DATE: _____ HOW VERIFIED: _____

EMPLOYMENT
*IF EMPLOYED,
EMPLOYER

POSITION

LENGTH OF TIME

HRS/WK

*CURRENT EMPLOYER (SUPERVISOR): _____ PHONE: _____

EMPLOYER (SUPERVISOR): _____ PHONE: _____

EMPLOYMENT RECORD: _____

VERIFIED BY WHOM: _____ DATE: _____ HOW VERIFIED: _____

FAMILY AND FINANCIAL

*ASSETS: _____ OWN HOUSE, PROPERTY: _____

*CURRENT SALARY OR WAGE LEVEL: _____

*DEBTS: _____

IF NOT EMPLOYED, WHAT SOCIAL ASSISTANCE:
AGENCY HOW MUCH

*MARITAL STATUS: _____ *SPOUSE: _____ HEAD OF HOUSEHOLD: _____

*PHONE: _____ *NO. OF DEPENDENTS AND AGES: _____

*RELATIVES IN AREA: _____

VERIFIED BY WHOM: _____ DATE: _____ HOW VERIFIED: _____

MEDICAL

*STATEMENT OF HEALTH TO COURT COMMISSIONER: _____

*DRUG ABUSE: _____ WHAT TYPE: _____ HOW LONG: _____ SOURCE: _____

*ALCOHOL ABUSE: _____ HOW LONG: _____ SOURCE: _____

SUICIDAL: _____ SOURCE: _____

MENTAL HEALTH PROBLEMS: _____
_____ SOURCE: _____

PREVIOUS MENTAL COMMITMENTS: _____

ESCAPE RISK: _____ SOURCE: _____

PHYSICAL HEALTH PROBLEMS, DISABILITIES: _____
_____ SOURCE: _____

BOND SET BY COMMISSIONER: _____

*PRIOR CRIMINAL RECORD

*NOW ON PAROLE OR PROBATION: _____

CURRENT CHARGE AND STAGE IN SYSTEM: _____

*BENCH WARRANTS/FAILURE TO APPEAR: _____

DETAINERS: _____ SOURCE: _____

I agree to allow the intake counselors at MCDC to make verification calls to the parties or phone numbers listed above, except:

Inmate's Signature

COMMENTS BY COURT COMMISSIONER:

Exhibit B
INTERNAL WORKSHEET

Inmate's Name: _____ MCDC# _____

Address: _____ How Long _____

Charge(s) ¹ _____ ² _____

Case #: ¹ _____ ² _____

Trial Date: _____

Bond (Per Commissioner) _____

Bond (Per Arraignment/Hearing) _____

Inmate's Occupation: _____ How Long: _____

Address: _____

Employer's Name: _____ Phone #: _____

Name of person who can verify address: _____

Relationship: _____ Phone #: _____

Inmate's Name: _____ MCDC# _____

Address: _____ How Long _____

Charge(s) ¹ _____ ² _____

Case #: ¹ _____ ² _____

Trial Date: _____

Bond (Per Commissioner) _____

Bond (Per Arraignment/Hearing) _____

Inmate's Occupation: _____ How Long: _____

Address: _____

Employer's Name: _____ Phone #: _____

Name of person who can verify address: _____

Relationship: _____ Phone #: _____

DAILY TALLY SHEET

IMPACT AT DETENTION CENTER _____

NAME OF COMMUNITY AGENCIES _____

IMPACT OF UNIT IN COURT

Department of Correction and Rehabilitation
Montgomery County, Maryland

DCA-34

INITIAL CLASSIFICATION - PLACEMENT

rior Arrests: ☐ 0-2 ☐ 3-6 ☐ 7 or more Verified _____

rior Convictions: ☐ 0-1 ☐ 2-4 ☐ 5 or more Verified _____

rior Commitments: ☐ 0-1 ☐ 2-4 ☐ 5 or more Verified _____

ge at first commitment: _____ years

ducation: _____ years

ilitary Service: ☐ yes ☐ no 7. Dates of Service: ____/____/____ to ____/____/____
mo. yr. mo. yr.

ranch: ☐ Army ☐ Navy ☐ Air Force ☐ Marines ☐ Coast Guard

ype of Discharge: _____

mployed: ☐ Yes ☐ No

ccupation: ☐ professional ☐ skilled ☐ semi-skilled ☐ unskilled

ow long on present job: _____ months

ongest time held one job _____ months

resent weekly salary (gross) \$ _____

esident of Montgomery County ☐ yes ☐ no _____ years

at of county resident ☐ yes ☐ no where _____

iving arrangements: ☐ alone ☐ spouse ☐ parents ☐ relatives
☐ friend

umber of dependents (other than self): ☐ 0 ☐ 1 ☐ 2 ☐ 3-4 ☐ 5 or more

elationship with family: ☐ good ☐ fair ☐ poor (specify) _____

rug abuse: ☐ yes ☐ no how long: _____ months Type: _____

cohol abuse: ☐ yes ☐ no how long: _____ months

ntal hospital: ☐ yes ☐ no when: _____ where: _____

23. Interviewers Assessment of Immediate Needs:

- a) Medical (specify) _____
- b) Alcohol Treatment Program _____
- c) Drug Treatment Program _____
- d) Academic Education _____
- e) Vocational Education _____
- f) Work Release Program _____
- g) Psychiatric Evaluation _____
- h) Legal Services _____
- i) Driver's Education/License _____
- j) Other(s) _____
- k) Religious _____
- l) Psychological Counseling _____
- m) Family Contact _____
- n) Family/Marital Counseling _____
- o) Employment Counseling _____
- p) Housing _____

24. Possible Agency Referrals:

- a) Vocational Rehabilitation _____
- b) Public Defender _____
- c) Motor Vehicle Administration _____
- d) Office of Drug Control _____
- e) State Employment Office _____
- f) Department of Mental Health _____
- g) Veteran's Administration _____
- h) County School System _____
- i) Dept. of Social Services _____
- j) Other(s) _____

25. Interviewer's Attitudinal Evaluation (circle appropriate number - higher number the greater the degree).

- | | | |
|-----------------------------|--------------------------|-------------------------|
| a) cocky - 0 1 2 3 | f) friendly - 0 1 2 3 | k) frightened - 0 |
| b) nervous - 0 1 2 3 | g) indifferent - 0 1 2 3 | l) cooperative - 0 |
| c) hostile - 0 1 2 3 | h) abusive - 0 1 2 3 | m) straight-forward - 0 |
| d) self-confident - 0 1 2 3 | i) calm - 0 1 2 3 | 0 1 2 3 |
| e) withdrawn - 0 1 2 3 | j) depressed - 0 1 2 3 | n) mature - 0 1 2 |
| | | o) timid - 0 1 2 3 |
| | | p) other(s) _____ |

Interviewer's Attitudinal Evaluation (cont'd.):

REMARKS _____

Test Results:

a)	Date _____	Test _____	Score _____
b)	Date _____	Test _____	Score _____
c)	Date _____	Test _____	Score _____
d)	Date _____	Test _____	Score _____

Interpretation _____

Institutional Assignment _____

Recommended Program

a) _____	d) _____
b) _____	e) _____
c) _____	f) _____

Classification Committee

Chairman

Date day / month / year

Summary of Intake Services

MEMORANDUM

October 27, 1977

TO: Gary Blake, Deputy Director, Detention

FROM: Neil Dorsey, Correctional Treatment Coordinator
Department of Correction and Rehabilitation

SUBJECT: Intake Unit Activities, FY 77

The following represents selective activities of the Intake Unit from July 1, 1976 - June 30, 1977:

- A. Total Lockups = 3,356; 9.5 per day
 - White/Males = 1,779
 - White/Females = 115
 - Minority/Females = 196
 - Minority/Males = 1,226
- B. Residency
 - Montgomery County = 1,992
 - Prince George's = 229
 - Washington, D.C. = 750
 - Other Maryland = 105
 - Other = 280
- C. Services provided, each represents a direct contact.
 - Legal = 704
 - Work Release = 123
 - Medical = 121
 - Education = 116
 - Psychologist = 48
 - Religious = 110
 - Community Agency = 156
 - Drug = 70
 - Alcohol = 70
 - Parole & Probation = 48
 - Family Assistance = 500
 - Bond = 290
 - Counselors = 311
- D. The Unit made 523 phone calls to lawyers for inmates, and 3,883 personal phone calls for inmates. These calls assisted in earlier release or reduction of tensions by keeping all concerned parties informed.

E. 1,024 Data sheets were verified for the District Court ju
884 Places of residency verified.
494 Employment status verified.
887 Family or personal reference.

F. Bond Charge
1,194 stayed same
98 higher
908 reduced - potential earlier release

G. Releases due to Intake Unit were 549 that can be directly related to Unit activities.

The Unit assisted on 163 transfers to a community organization or state hospital.

Summary

One may estimate a cost savings of the activities of the Unit in material cost, and in non-material cost to the people involved in the "system".

Possible	$\left\langle$	Cost of inmate per day X 908 reduced bonds.
Cost		Cost of inmate per day X 549 direct releases.
Savings		Cost of inmate per day X 163 transfers.

The non-material activities would be such items as the services provided to assist the inmate, thereby reducing tensions.

ND:eh

Exhibit F

Quarters (as 1st of month)
April 1, 1976 - June 30, 1977

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4*</u>	<u>5*</u>	<u>Total</u>	<u>%</u>
Lockups	733	834	838	807	877	4,089	
W/M	433	465	421	432	461	2,212	54%
W/F	12	8	39	30	38	127	3.1%
M/F	22	15	68	50	63	218	5.3%
M/M	266	346	310	295	315	1,532	37.5%
12-8	198	163	228	200	240	1,029	25%
8-4	300	246	321	272	271	1,410	34.5%
4-12	235	425	289	335	366	1,650	40.4%
Sent	42	94	100	118	104	458	11.2%
Unsent	691	740	738	689	773	3,631	88.8%
Mont.	444	511	490	484	507	2,436	59.6%
P.G.	37	32	71	53	73	266	6.5%
Wash.	135	237	175	164	174	885	21.6%
Other Md.	38	19	24	30	32	143	3.5%
Other	79	35	78	76	91	359	8.8%
Phone Legal	48	84	152	136	103	523	
Personal	488	1,447	803	667	478	3,883	
Booked by Intake				161	422	583	
Services/Legal	3	296	69	190	149	707	
W/R	3	52	27	41	3	126	
Medical	NR	7	37	46	31	121	
Education	NR	33	33	43	7	116	
Psychologist	NR	5	4	32	7	48	
Religious	NR	13	38	48	11	110	

1 - April-June 76
2 - July-Sept 76
3 - Oct-Dec 76

*4 - Jan-March 77
*5 - April-July 77

2nd year of grant.

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>Total</u>	<u>%</u>
Community Agency	108	26		48	42	224	
Drug	1		9	35	26	71	
Alcohol	NR		10	41	28	79	
P&P	4	17	6	6	19	52	
Family Assistance	NR	120	130	76	174	500	
District Court	NR		319	226	NR	545	
Security	NR	8	22	102	4	136	
Counselors	NR		89	104	18	311	
Bond	NR	NR	NR	102	188	290	
Data Sheet Verified	190	212	290	275	247	1,214	
14 - 17	11	6	13		6	36	.88%
18 - 21	258	291	256	257	284	1,356	33.1%
22 - 25	151	221	228	211	203	1,014	24.9%
26 - 30	114	115	173	149	176	727	17.8%
31 - 40	118	97	100	102	129	546	13.4%
41 - 50	49	99	46	52	58	304	7.4%
51+	36	5	18	26	21	106	2.6%
Verified-Residency	NR	202	229	276	177	884	
Employment		98	143	144	109	494	
Family or Reference		212	210	214	251	887	
Life Style			134	227	251	612	
Bond Same		609	199	175	211	1,194	
Bond Reduced		201	187	246	274	908	
Bond Higher		24	20	16	29	98	
Rel. to Family		120	55	45	60	280	

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>Total</u>	<u>%</u>
Transfer Springfield		38	29	18	22	107	
Transfer Perkins		4	8	5	4	21	
Transfer C.O.		9	7	4	14	34	
Impact Court			131	169	237	537	
Impact MCDC			38	28	89	155	
Initiate Discharge or Referral		209	93	183	64	549	
Processed by Intake				807	877	1,684	
<u>Bond</u>							
\$25 - 249	35	38	62	97	95	328	
\$250	100	121	53	45	251	570	
10%	7	57	34	9	10	153	
\$251 - 500	81	187	139	103	128	638	
10%	11	31	22	16	29	109	
\$501 - 1,000	30	76	73	59	99	337	
10%	15	36	43	24	22	140	
\$1,001 - 10,000	185	166	124	101	125	701	
10%	115	23	30	31	13	212	
\$10,000 + over	9	5	22	16	15	67	
Post Appearance Orientation				225	52	277	

Exhibit G

TABLE IV

PROJECT OBJECTIVES

1. Reduce number of inappropriate people incarcerated.
2. Provide information to assist the Court in decision making at initial appearance.
3. Crisis intervention and orientation.

The first stated goal was to reduce the number of inappropriate people incarcerated at the Detention Center. While the total numbers of inmates have increased during the second grant year, the unit initiated plans to remove 374 people from the Center between January and June, 1977. These discharges were a result of the unit's action in working with the court, inmate's family or a third party.

Table V summarizes data relating to the achievement of this objective.

TABLE V

RELEASED CLIENTS
January - June, 1977

<u>Method of Release</u>	<u># Clients</u>	<u>Percent of Total</u>
Released to Family*	60	16%
Released to Community Agency*	14	4%
Released to Springfield Hospital	22	6%
Released to Perkins Hospital	4	1%
Released on Reduced Bond**	<u>274</u>	<u>73%</u>
Total	374	100%

*NOTE: Most inmates in this category were released on personal recognizance.

**NOTE: This category includes inmates released as a result of reduced money bonds or money bonds reduced to personal bonds.

According to the grantee, these 374 persons left the Center as a direct result of the efforts of the Adult Intake Unit during the two week period immediately following admittance to the Center. These persons would probably have remained incarcerated if the Unit did not exist, according to the grantee.

Though 374 people were released because of the Adult Intake Unit, the average population at the facility has increased. During 1975, the average daily population at the Detention Center was about 130 persons. This increased to about 150 persons during 1975, and for 1976, the figure computes to be 239. The trend for the first eight months of 1977 shows a continued increase of an average of 295 for the period January-September 1977. The average monthly population figures for the facility between January 1, 1976, and September 30, 1977, are shown in Table VI.

TABLE VI
MONTHLY POPULATION DATA
January 1976-July 1977

<u>MONTH</u>	<u>LOCAL</u>	<u>STATE</u>	<u>TOTAL</u>	<u>PERCENT* CHANGE</u>
January, 1976	186	20	206	Base
February	189	15	204	- 1%
March	191	19	220	+ 6%
April	191	17	218	+ 5%
May	204	25	229	+11%
June	205	30	235	+14%
July	208	40	248	+20%
August	219	37	256	+24%
September	219	39	258	+25%
October	223	33	256	+24%
November	240	43	283	+37%
December	230	35	265	+29%
January, 1977	219	37	256	+24%
February	240	51	291	+41%
March	235	44	279	+35%
April	218	35	253	+23%
May	218	35	253	+23%
June	231	22	253	+23%
July	230	28	258	+25%
August	236	21	257	+25%
September	239	24	263	+28%

*NOTE: These figures are computed utilizing January, 1976 as the base number because the base figure for each month thereafter fluctuates.

The impact of the 374 persons released on the population at the Detention Center has been negated by the steadily increasing population at the jail caused by in part, the lack of bed space in the State institutional system. As a result, the sentenced offenders who would normally be transferred (there are currently 43) to the custody of the Division of Correction have had to remain incarcerated in the local Detention Center.

The second objective, to provide information to assist the court in decision-making at the defendant's initial appearance, has been achieved. Decisions made at the initial court appearance are primarily reductions or increases in money bonds, and release of the defendant on personal recognition. An Initial Appearance Data Sheet is completed on all incoming detainees at the Detention Center. The information is comprehensive, and designed to be especially useful to the courts. According to the applicant, the judges had indicated that the reports are both used and helpful in their decision-making process. A letter from the Chief Judge to this effect has been submitted. Additionally, some data is available (Table VII) which shows specific data verified by the Unit for the court. Also, results of judicial decisions regarding bond disposition is available.

TABLE VII

VERIFIED DATA AND BOND DISPOSITION DATA

*Verified by Unit to Court (January - June, 1977)

Residency	453
Employment	253
Family or references	465

Judge's Decision at Appearance (January - June, 1977)

Bond remain same	386
Bond reduced	520
Bond increased	45

*NOTE: Information on the Initial Intake Data Sheet is verified on all persons.

Attachment A to this report is a copy of the Initial Appearance Data Sheet used.

The third objective, to provide crisis intervention services and orientation to inmates, also appears to have been achieved. These services are provided by the Intake Unit to all incoming detainees. Crisis intervention services include, according to the grantee, legal and personal telephone calls placed by the Unit for detainees, and referrals to institutional and community-based resources as appropriate. Orientation services include introduction to the Detention Center's resources, rules, and regulations.

Table VII summarizes grant activity relating to this objective for the period January 1 through June 30, 1977.

TABLE VIII
REFERRALS AND SERVICES
JANUARY - JUNE, 1977

Phone Calls

Legal	239
Personal	1,145

Initial Data Sheets Completed - 1,684

Referrals

Legal	339	Community Agencies	90
Medical	77	Probation and Parole	25
Work Release	44	Security	106
Education	50	Springfield	22
Psychologist	39	Perkins	4
Religious	59		

Family Assistance

Contact is made with the families to aid them in understanding and working within the criminal justice system; major assistance has been to aid families in getting relatives released from the Detention Center. Without this contact, these people would have been detained for a longer period of time.

Court

An Intake Counselor has been present at over 90% of court dates during this period.

Impact on Commission First and/or Five Year Objectives

This project is consistent with the Commission's first and five year objectives to develop a comprehensive system for pre-trial information gathering, screening, diagnosis and classification capabilities for adult offenders as outlined in the Commission's 1976 Comprehensive Plan. Prior to this project almost no intake services were provided to detainees for the first two weeks after admittance to the Center. This project is aimed at the specific period immediately following admittance when only limited services were previously available.

CORRECTIONAL INTAKE COUNSELOR - Grade 16

This is professional correctional work in handling all aspects of the intake and discharge procedure in a correctional setting.

An employee in this class is responsible for the receiving and discharge of inmates, coordinating the required security, medical and legal aspects of intake, and providing information to the court to facilitate decision making. Work involves the processing of incoming inmates, investigation of inmates, counseling inmates, orientation to the department, preparing reports for Courts, supervision of the visiting, inmate orientation and duties as outlined in Departmental Standard Operating Procedures. Supervision is received through conferences with supervisor, review of reports and evaluations.

Examples of Duties:

1. Initial Intake Process (occurs when inmate enters)
 - a. Photograph for Detention Center records
 - b. Complete appropriate Detention Center forms: DCA-1, DCA-2, DCA-14 and Initial Interview Form
 - c. Coordinates all required activities such as:
 - (1) Commitment review
 - (2) Phone calls to bondsman, lawyer, family/friend
 - (3) Initial orientation (guidebook) explains all rules and regulations; and
2. Crisis intervention. At intake the counselor will handle immediate problems including emergency family needs, orientation to a new situation, and would be responsible for all inmates in the orientation dorm prior to their team classification.
3. Screen for possible psychological problems, referral to counselor or psychologist.

4. Verification of socio-economic background for court to be used at next court appearance.
5. Prepare reports to be used if inmate returns to Detention Center for use by Community Release Coordinator for possible diversion or referral to a community resource.
6. Detailed orientation to institution.
7. Visitors - Family and Professional - Money intake and release - Explain procedures of bonding.
8. Supervision of visiting and contraband control.
9. Weapon Security - Would insure police, etc. Place weapons in secure gundrop, prior to entering secure area of institution.
10. Follow-up on bond calls.
11. Read and explain court papers to inmates - subpoenas, writs, detainers, assist inmate in requests for speedy disposition (interstate agreement on detainers).
12. Notify inmates of court dates.
13. Follow-up on Public Defender to insure inmate has proper legal representation.
14. Participates in regular conferences with supervisors and in staff meetings.
15. Performs related duties as required.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with an associate or a degree or 60 credit hours preferably in criminology, counseling, sociology, psychology or related area. One year's experience in counseling, corrections or related field. Knowledge in interview techniques, counseling and corrections.

Knowledge of, or the ability to rapidly acquire a considerable knowledge of State and County laws, rules and regulations relating to the Department of Corrections and Rehabilitation.

Ability to make social and family investigations.

Ability to evaluate investigations and studies.

Ability to supervise and counsel families and individuals.

Ability to interpret laws, rules and regulations.

Ability to deal tactfully, effectively and equitably with people.

License:

When the position dictates, a valid driver's license is required.

Medical Group:

To be determined by classification.



