



# Department of Public Safety and Correctional Services

## Office of the Secretary

300 E. JOPPA ROAD • SUITE 1000 • TOWSON, MARYLAND 21286-3020  
(410) 339-5000 • FAX (410) 339-4240 • TOLL FREE (877) 379-8636 • V/TTY (800) 735-2258 • www.dpscs.state.md.us

July 26, 2004

STATE OF MARYLAND

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MARY ANN SAAR  
SECRETARY

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MARY L. LIVERS, Ph.D.  
DEPUTY SECRETARY

DIVISION OF CORRECTION

DIVISION OF PAROLE AND  
PROBATION

DIVISION OF PRETRIAL  
DETENTION AND SERVICES

PATUXENT INSTITUTION

MARYLAND COMMISSION ON  
CORRECTIONAL STANDARDS

CORRECTIONAL TRAINING  
COMMISSION

POLICE TRAINING  
COMMISSION

MARYLAND PAROLE  
COMMISSION

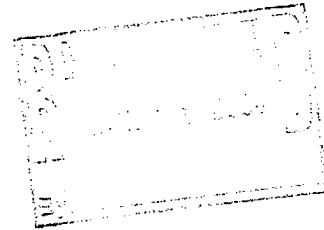
CRIMINAL INJURIES  
COMPENSATION BOARD

EMERGENCY NUMBER  
SYSTEMS BOARD

SUNDRY CLAIMS BOARD

INMATE GRIEVANCE OFFICE

The Honorable Tony Knotts  
Chairman  
Prince George's County Council  
14741 Governor Oden Bowie Drive  
Upper Marlboro, Maryland 20772



Dear Chairman Knotts:

The Division of Parole and Probation has 47 offices located throughout Maryland that accommodate nearly 1,300 employees who are involved directly or indirectly in the supervision and monitoring of 67,000 offenders. When the Division is in need of additional or new office space, it relies on the Department of General Services (DGS) to advertise the Division's space requirements and act as its agent in lease negotiations with prospective landlords.

The Division currently has an office located at 5408 Silver Hill Road in Forestville. The Division's lease will expire in April 2005. The Division is the only tenant remaining in the building, and the landlord is not maintaining the space in a suitable manner. DGS has identified a new property located at 5410 Indian Head Highway, 1<sup>st</sup> & 3<sup>rd</sup> floors, Oxon Hill, Maryland 20745, and has begun the lease negotiation process with the landlord. Approximately 26 employees, including parole and probation agents and related staff, will be assigned to this office. This office will also serve as a monitoring site for the Drinking Driver Monitor Program (DDMP). Approximately 850 offenders would be assigned to the agents based at this office, and approximately 270 offenders would report to monitors at this location.

The Division of Parole and Probation is legislatively mandated to provide supervision to offenders in the community. Agents ensure that offenders comply with the general and special conditions of supervision by seeing offenders in the office and in the community, assisting them in securing skill training and employment, and referring them to appropriate treatment providers for addictions and mental health issues. They must maintain accurate and complete records of the offenders' behavior and adjustment to supervision, including detailed case planning and risk assessment criteria. Agents prepare reports for the courts and the Maryland Parole Commission to advise them of changes to an offender's status, the need for a modification to or imposition of special conditions, and failure to comply with the conditions of supervision. In addition, agents represent the Division and present testimony at violation proceedings before the courts and the Maryland Parole Commission. Drinking driver monitors oversee the conduct of offenders through frequent in-person office visits and testing for continued substance abuse by administering breath analysis and urinalysis tests. The monitor's experience and

observations of an offender's behavior that indicate a relapse and non-compliance with conditions of probation and treatment programs are essential to achieving the goals of offender recovery and safer highways.

Effective supervision reduces recidivism and diminishes the crime-fighting demands on local law enforcement agencies. The Division uses a case management system to classify offenders based upon the risk of their continued criminal activity and need for services. The Division also offers casework, assessment of substance abuse and other problems, and makes referrals to community treatment programs.

The Division of Parole and Probation has made great efforts to change the way it does business and reinvent community supervision. We have witnessed positive changes in staff attitudes, a renewed energy, and a sense of positive direction and improved morale. The Division requires adequate resources and facilities to fully achieve its goals to make Maryland communities and highways safer. The lack of appropriate facilities is a serious impediment to the Division's ability to carry out its community supervision and drinking driver monitor duties as well as its responsibilities to the victims of crime, treatment providers, the community at large, and the Division's business partners.

✱ As a courtesy, I am notifying you of the Department of Public Safety and Correctional Services' interest in leasing this space located in Prince George's County to serve as a field office for the Division of Parole and Probation. I would welcome your assistance in ensuring that the Division of Parole and Probation has the office space essential to maintain its operations and realize its public safety goals. ✱ If you have any questions concerning this matter or if you wish to request the Department to hold a public hearing concerning the proposed use of the building, please contact Ms. Judith Sachwald, Director of Parole and Probation (410-585-3525), or me (410-339-5005).

As always, your time and interest in the Department's efforts are greatly appreciated.

Sincerely,



Mary Ann Saar  
Secretary

c: Boyd Rutherford, Secretary, DGS  
Linda McGovern, Chief, Office of Real Estate, DGS  
Mary L. Livers, Ph.D., Deputy Secretary, DPSCS  
David Bezanson, Assistant Secretary, DPSCS  
Judith Sachwald, Director of Parole and Probation  
Rhea Harris, Director, Legislative Affairs, DPSCS