

**EMMET COUNTY CORRECTIONAL FACILITY
2008 ANNUAL REPORT**

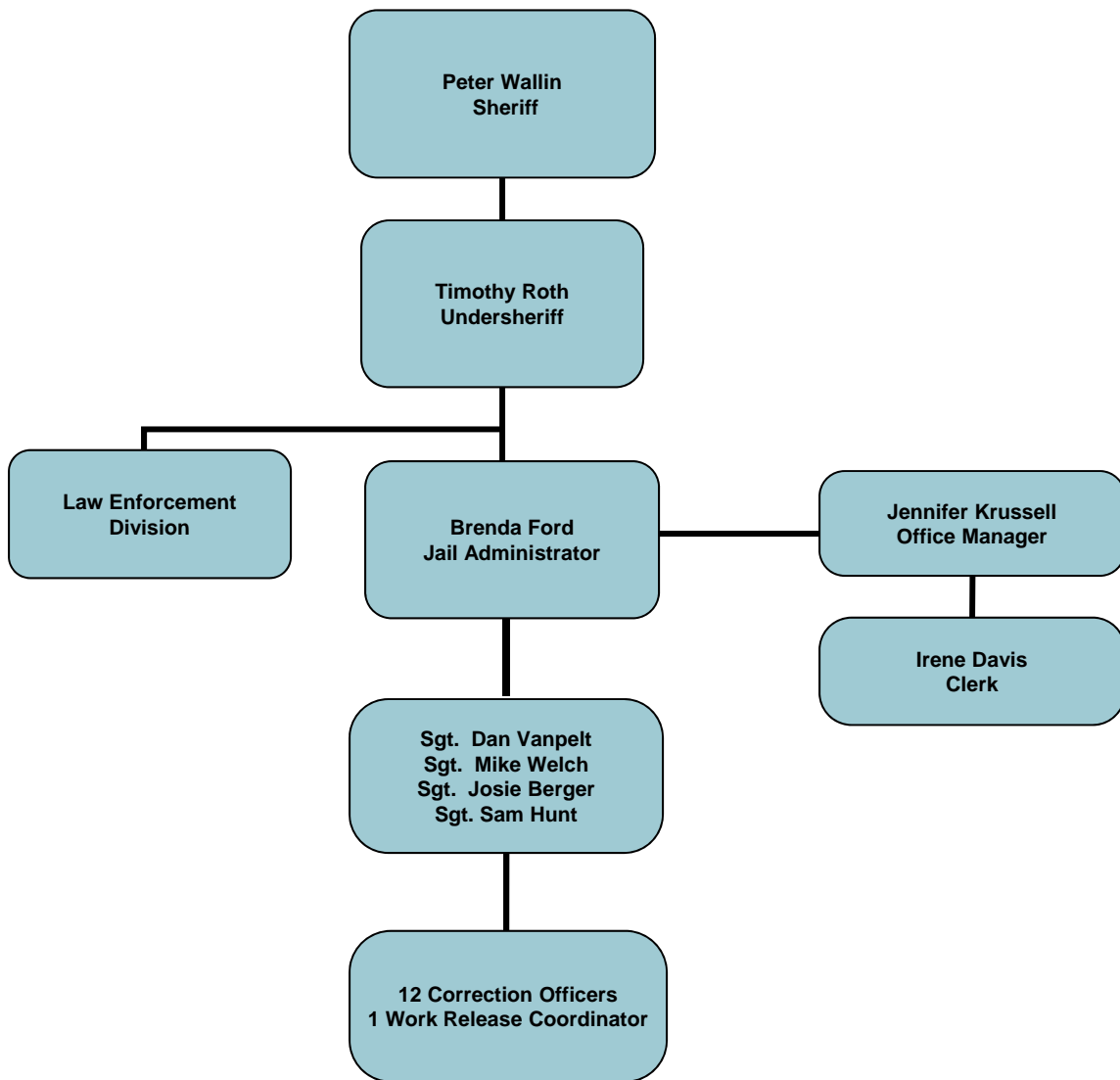




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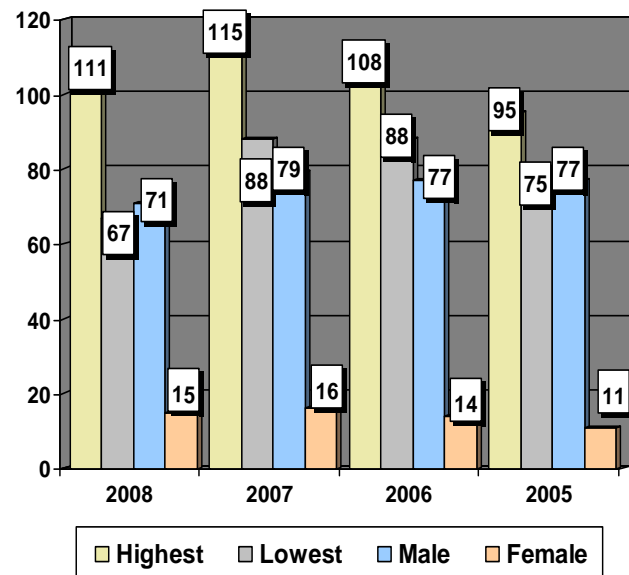
Corrections Division Organizational Chart



History & Current Assessment

- The Emmet County Correctional Facility was built in 1967. At that time the total housing capacity was 20 inmates, with an average daily population of 6 inmates.
- In 1983, the facility was expanded to house 27 inmates. The average daily population in 1984 was 15 inmates. As a result of an increase in the inmate population, double bunking was added in 1988 and 1990, which increased the housing capacity of the facility to 33 inmates.
- In 1997, in order to provide housing for inmates on work release, an additional 14 beds were added to the facility, bringing the total housing capacity to 49 inmates, with an average daily population of 38 inmates.
- Again in 1999, the facility was expanded bringing the total housing capacity to 69 inmates, with an average daily population of 52 inmates.
- To keep up with the rising inmate population, the facility again was expanded in 2006, bringing the total housing capacity of the facility to 103 inmates, with an average daily population of 82 inmates. The average daily population for 2008 was 90 inmates.

Average Daily Inmate Population

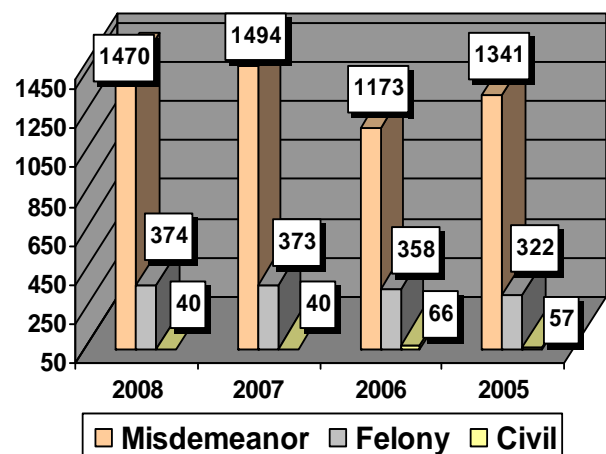


History & Current Assessment

- The Emmet County Correctional Facility currently operates twenty-four hours per day, three hundred sixty five days per year, with staffing of a Jail Administrator, four Sergeants, and twelve Correction Officers working two twelve hour shifts. One Correction Officer is assigned to supervise the inmate work release/crew programs.
- The facility is comprised of maximum, medium, and minimum security housing areas. The facility also has four temporary holding cells, which two of the cells are used for detoxification purposes.
- The population consists of both adult male and female, sentenced and non-sentenced inmates who are incarcerated for any civil, misdemeanor, or felony charges. The facility also frequently houses State prisoners that are in violation of their parole status and are awaiting return to the Michigan Department of Corrections. The County is reimbursed from the State, at the current rate of \$35.00 per day per inmate, to help defray the cost of housing expenses for State prisoners.



Inmates Lodged by Charge

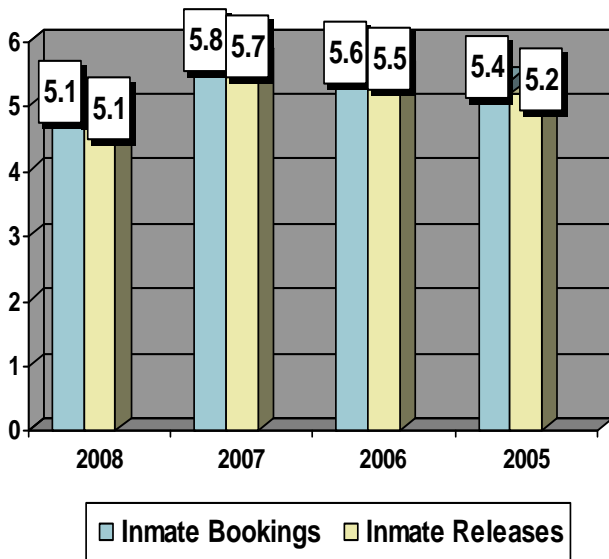


History & Current Assessment

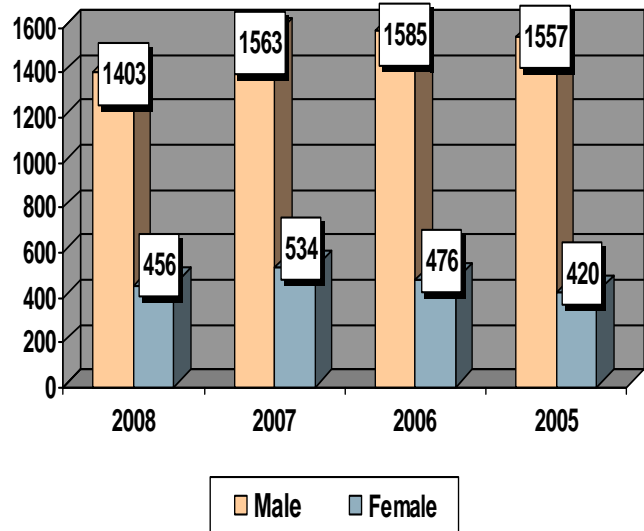
- For the first time in several years there was a noticeable decrease in the average number of new inmate bookings, releases, and total inmate admissions. For the year 2008, Corrections personnel admitted and processed 1859 inmates and 1864 inmates were released from the facility.



Average Daily Inmate Booking & Releases

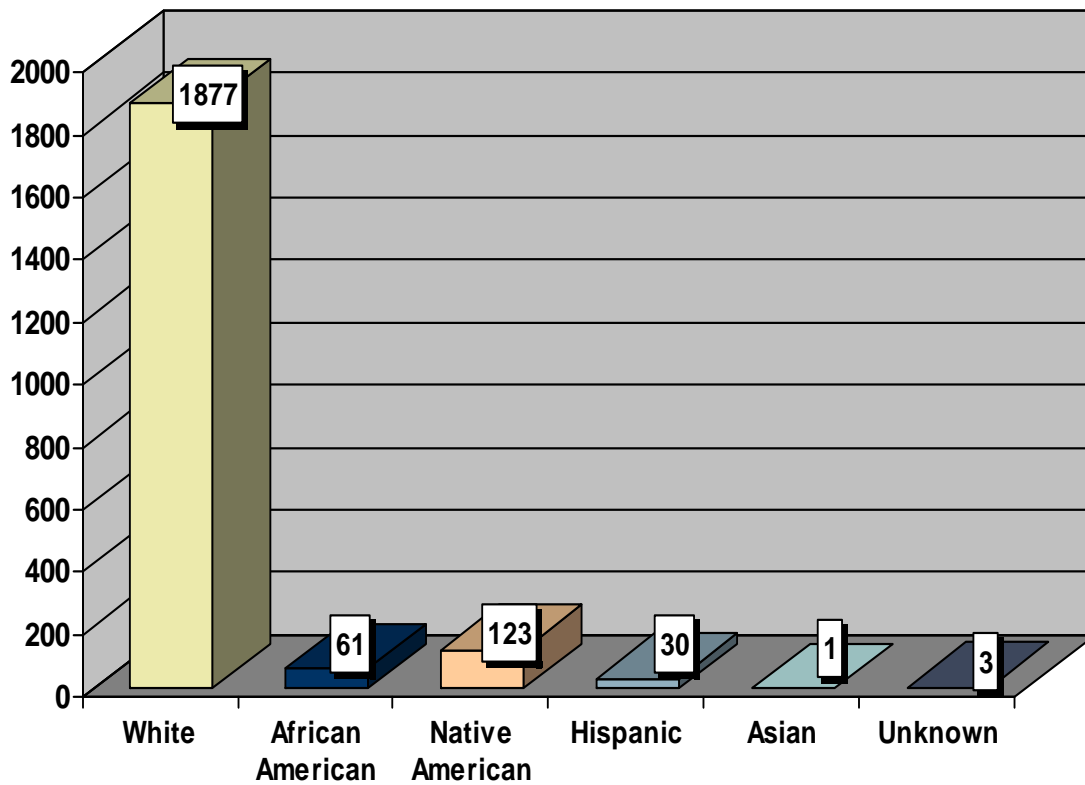


Total Inmate Admissions

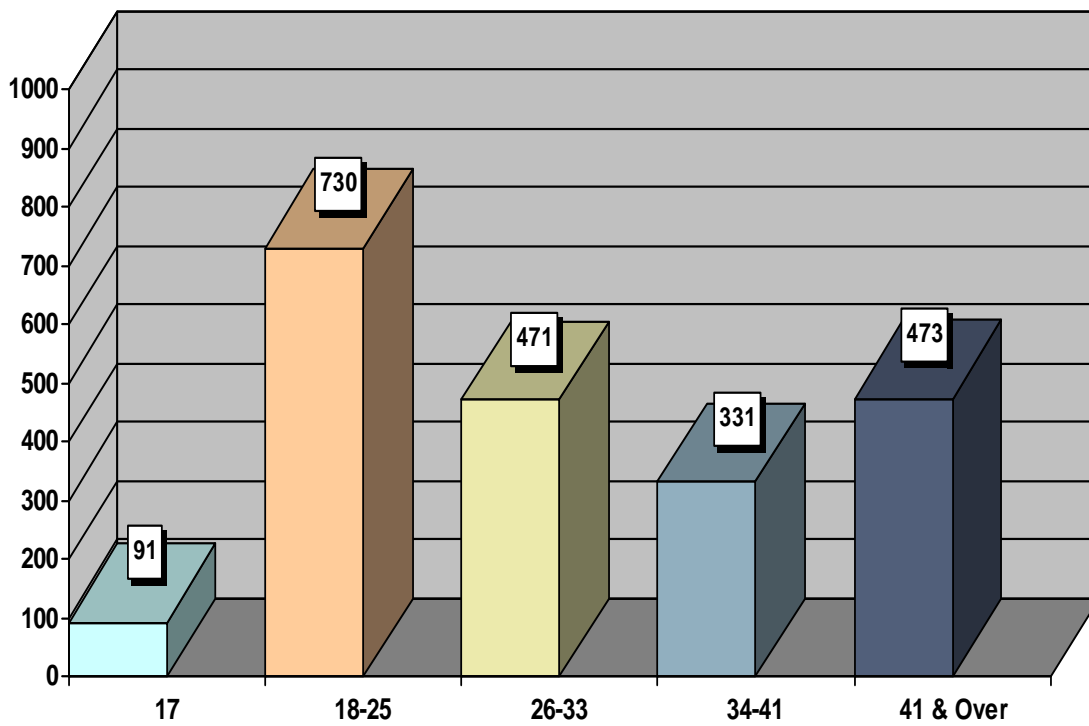


The following inmate population data is represented as the total number of inmates admitted to the facility for the year 2008.

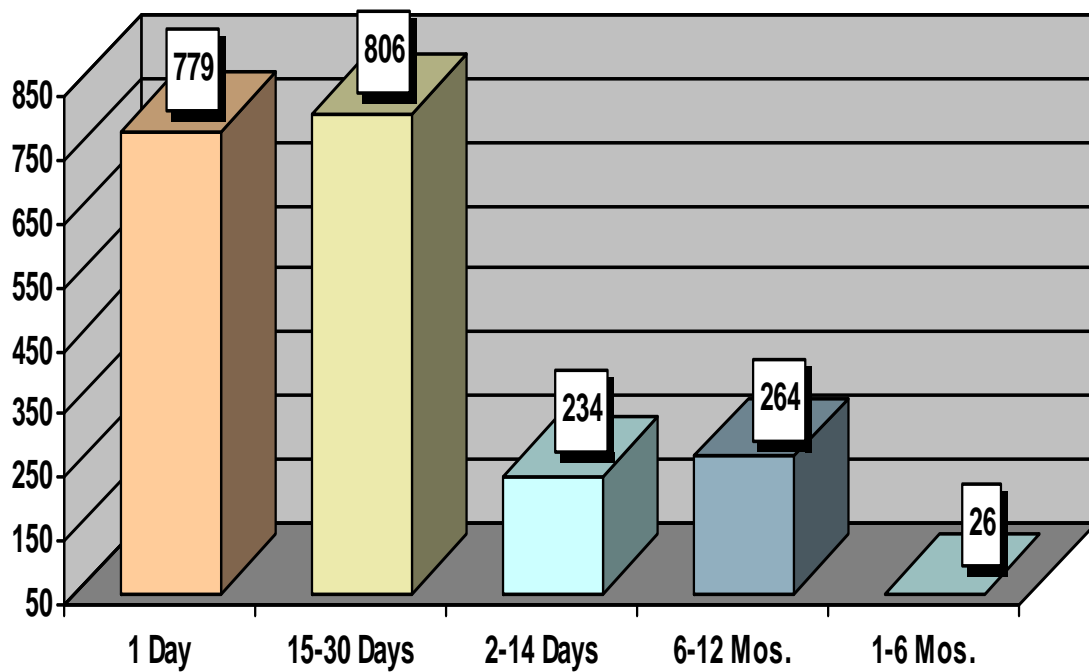
Inmates Lodged by Race



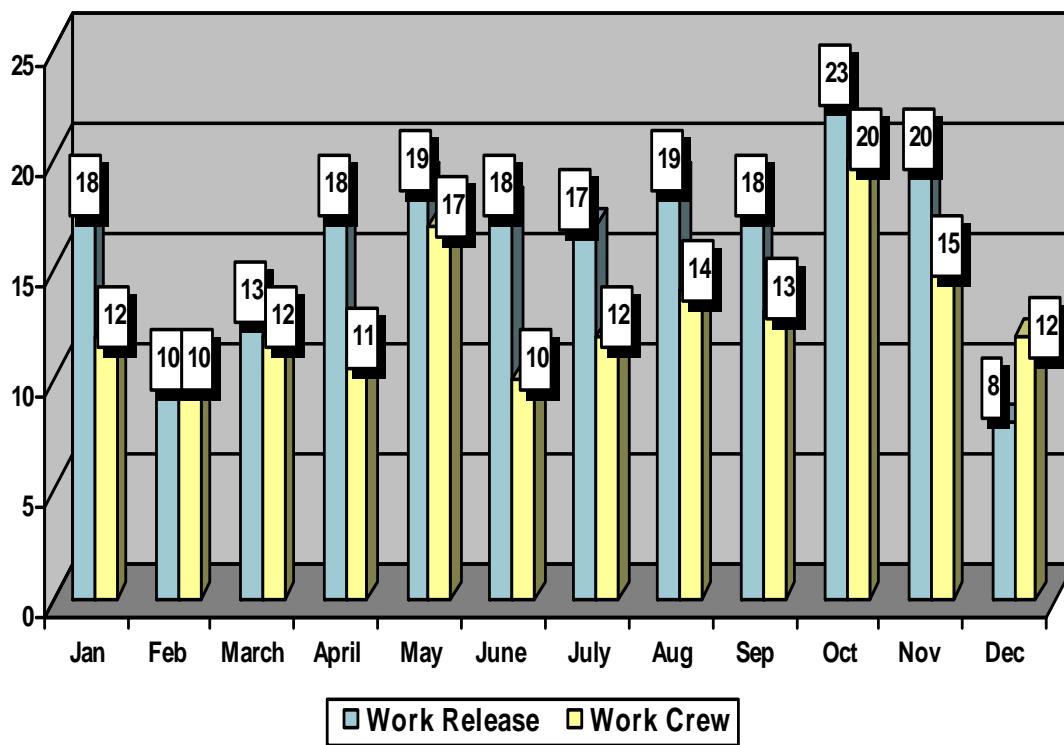
Inmates Lodged by Age



Average Length of Stay

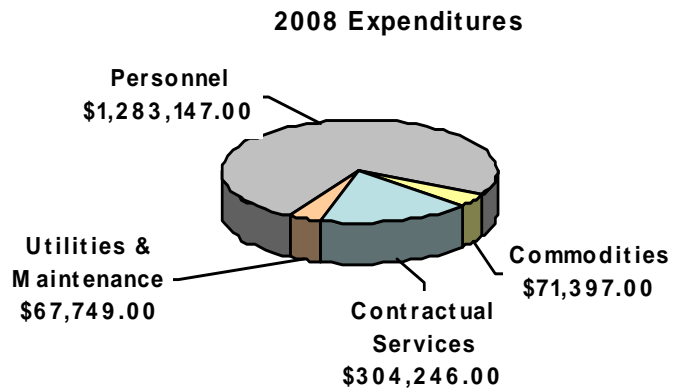


Inmates on Work Release/Crew



Corrections Division Budget

- The actual expenditures to operate the facility for fiscal year 2008 was \$1,726,539.00 with an initial budget of \$1,898,148.00.
- During the year 2008, the average daily cost to house an inmate was \$49.03 which was significantly higher than 2007. The higher cost was primarily due to an increase in inmate medical and contractual services provided.



- **2008 Fees Collected**
- In order to alleviate the entire financial burden to house inmates upon taxpayers, Michigan legislature authorizes the County to seek reimbursement from inmates for housing and medical expenses. In accordance with this legislature, Emmet County adopted a fee structure to collect housing and medical expenses from inmates. In addition to the housing and medical fees charged to inmates, the facility also receives commissions from inmate telephone services, credit card bonding services, and fingerprinting for criminal history records.

General Housing	\$62,453.01
Work Release/Crew	\$58,702.90
Inmate Medical	\$12,554.74
State Prisoners	\$51,881.80
PBT'S	\$10,692.70
Cost of Prosecution	\$3,105.00
GPS Credit Card Bond	\$266.82
Identix Fingerprinting	\$2,010.00
Securus (Inmate phone)	\$18,365.13
Total	\$225,682.11



Corrections Division Operations

- **Administrative**

- The Jail Administrator is responsible to plan, organize, and implement, the operations, budget, and programs in the Corrections Division. The Jail Administrator is directly accountable to the Sheriff and Undersheriff for implementation of all Sheriff's orders and direction concerning the operation of the Emmet County Correctional Facility.

- **Command Personnel**

- The Corrections Division is comprised of four Sergeants who serve as first line supervisors and oversee the operation of each shift; the Sergeant/Corporal position requires three years of related Corrections experience.

- **Corrections Personnel**

- Staffing of the facility is comprised of twelve certified Correction Officers that are assigned to various duties in the facility; one Correction Officer is assigned to supervise the inmate work release and work crew programs. The Correction Officer position requires, at a minimum, each officer to have successfully completed a 160 Hour Corrections

Academy and maintain a minimum of twenty hours of in-service training on an annual basis.

- Each officer has a vital role in the efficient operation of our facility. All personnel work together as a team to provide for the safety, security, and control of all inmates in the custody of the Sheriff. Some of the daily routine duties performed are:

- Facility Security
- Admission and Release of Inmates
- Fingerprints and Photographs
- Inmate Classification
- Inmate and Cell Searches
- Enforce the rules of the facility

- **Work Release Program Coordinator**

- One Correction Officer is assigned to supervise the operation of the work release/crew programs. Their primary responsibility is to verify the inmates have court approval to participate in the program, approve and verify employment locations, administer periodic drug testing, and perform on site checks at the inmate's work location.



Corrections Division Operations

- **Support Personnel**
 - The support personnel is comprised of one Office Manager and one Housing Reimbursement clerk. Some of the varied responsibilities of the Office Manager include:
 - Supervision of Administrative office functions and personnel
 - Issue purchase permits
 - Conduct safety inspections and register weapons for the public
 - Management of the Registered Sex Offender records held at the Sheriff's Office
 - Disburse bond money to courts
 - Entering warrants in LEIN
 - Coordinate court schedules and paper service
 - Sort and distribute mail for the inmates and Administration
 - Some of the Housing Reimbursement Clerk's responsibilities include:
 - Maintains records for inmates housed in the facility
 - Reconciliation of the Inmate Trust account
 - Balance all cash drawers and prepare deposits
 - Organize and file inmate files
 - Disburse funds for all accounts that are associated with inmate housing and medical expenses
 - Prepares monthly reports for all fees collected for the facility
- **DIVISION TRAINING**
- **In-Service Training**
 - The Michigan Sheriffs Coordinating and Training Council, under the authority of the Local Corrections Training Act- 125 of 2003, requires for each Correction Officer to receive, at a minimum, twenty hours of training in an approved Corrections related topic on an annual basis. During the year 2008, the Corrections Division personnel received a total of 717 hours of training.
 - The following are some of the training courses attended by the Correction Officers, Command staff, and Jail Administrator for 2008:
 - Report Writing
 - Suicide Prevention



Corrections Division Operations

- Female Issues in Corrections
- Cross Gender Supervision
- Fire Extinguisher
- Emergency Response
- Interviewing & Interrogation
- Inmate Classification
- P.P.C.T. Defense Tactics
- Cell Extraction Response Team (C.E.R.T.)

■ Corrections Training Officer Program

- The Corrections Training Officer program, which is supervised by the Command personnel, is responsible for ensuring that all new Correction Officers receive the necessary training to face the challenges of the Corrections environment and for producing a quality Correction Officer to represent the Sheriff's Office.
- The CTO program provides each new Correction Officer with nine weeks of extensive hands on, one on one training with an assigned Corrections Training Officer.

■ FACILITY INSPECTION

■ Michigan Department of Corrections

The facility is inspected by personnel from the Michigan Department of Corrections County Jail Services Unit. The purpose of this inspection is to conduct an in depth evaluation in all aspects of the operation of the facility. Some of the key requirements that must meet the Michigan Department of Corrections standards are:

- The facility maintains a written policy and procedure that meet the mandatory requirements of each Administrative Rule
- Training of Corrections personnel in emergency response and the use of chemical agents
- Adequate staffing of the facility
- Fire inspections and testing of related fire prevention equipment
- Evacuation plans are documented and drills are conducted quarterly with all Corrections personnel
- Monthly sanitation inspections of the entire facility
- Inmate Health Care services



Corrections Division Support Services

■ Medical Services

- The jail physician and nurse provide medical services to include dental and mental health related referrals for inmates incarcerated in the facility. These services must meet the Michigan Department of Corrections standards and are inspected periodically for continued compliance. Medical services provided may include, but not limited to:
 - Inmate Health appraisals
 - Inmate sick call
 - Preventative care
 - Infectious disease and control
 - Tuberculin testing
 - Medical clearance for work detail

■ Mental Health Services

- Mental Health services is available to the inmates by staff from North Country Community Mental Health. The services provided may include twenty-four hour emergency mental health evaluations, referrals for treatment or hospitalization, non-emergent mental health assessments, individual therapy, case management, and consultative services.

■ Inmate Meal Services

- Staff from Canteen Services of Northern Michigan is responsible for providing inmates three nutritional meals per day. The kitchen staff consists of one full time Food Service manager, and two part time cooks. Inmate trustees also help in the kitchen to wash dishes, clean kitchen area, and serve meals to the inmate population. For the year 2008, a total of 76,525 meals were served at an average cost of \$2.00 per meal.

■ INMATE PROGRAMS

■ Program Goals

- The primary goal of the Corrections Division is to obtain the most effective inmate programs at a minimal cost, if any, which may provide for an inmate a more productive and positive transition back into the community. The following is a brief summary of each individual program provided to the inmates.



Corrections Division Support Services

Work Release

- The work release program allows an inmate the opportunity to keep their current employment, maintain an income to pay for court/probation fees, victim restitution, child support, or to maintain personal assets.

- Inmates that participate in the work release program are charged a \$20.00 daily housing fee. Since the inception of the work release program in the late 1990's, it has proven to be a valuable asset due to the significant revenue that is generated which helps defray costs associated with inmate housing and medical expenses.

Work Crew

- The work crew program allows an inmate to work for a non profit approved organization within the community performing a variety of duties such as mowing lawns, washing dishes, and cleaning.

PA 511 Community Corrections

- The purpose of this program is to provide an alternative punishment

- such as community service work, electronic monitoring, or substance abuse treatment programs for offenders who would otherwise be incarcerated in jail. Offenders must meet the programs assessment/screening criteria and be approved the court to be eligible to participate.

Substance Abuse Education

- The goal of these services is to provide the inmates with information on substance abuse dependency, to help assist them with making a self assessment, and to develop a plan of action to make positive life changes, both while incarcerated and upon release. This service is provided to the inmates a minimum of once per week by staff from Harbor Hall.

Alcoholics Anonymous

- Volunteers from the community help support this program for the inmates. This program is intended to lend an inmate fellowship and support for alcohol dependency.



Corrections Division Support Services

- **Moral Reconciliation Therapy (MRT)**
- The focus of the MRT program is to challenge the beliefs of an inmate and to educate them in making more positive decisions. This program is provided once per week by staff from Harbor Hall.

- **GED**
- Volunteers from the community provide an inmate seeking to obtain their GED certificate with educational assistance and helps them prepare for GED testing. A certified teacher from an area high school conducts the GED testing once per week at the facility.

- **Church Services/Bible Study**
- Inmates incarcerated in the facility are free to practice their faith provided the security and operation of the facility are not compromised. The Jail Chaplain or volunteers from within the community provide the inmates non denominational religious services, spiritual counseling, and bible study at the facility at a minimum of once per week. The Jail Chaplain will provide an inmate, whose faith is not represented by volunteers, assistance in identifying a person that represents their faith.

- **Inmate Commissary**
- The Swanson Services Corporation provides commissary services to the inmates on a weekly basis. Various items such as chips, candy, writing materials, hygiene and clothing products that are not provided by the facility to inmates are available to purchase through their inmate commissary account. Any profits generated from the inmate commissary benefits the inmate population and may be used to purchase the following items:
 - Supplies for Inmate programs
 - Books and games
 - Recreational equipment

- The total for inmate commissary sales for the year 2008 was \$48,616.51.

Emergency Preparedness

- The Corrections Division is prepared for all types of emergencies, with written plans of action for:
 - Fires
 - Evacuation
 - Escapes
 - Severe weather
 - Riots and disturbances
 - Hostage situations
 - Inmate injury, illness or death
 - Suicide attempts
 - Hunger strikes

Cell Extraction Response Team

- In 2003, a Corrections specific tactical team was formed to handle emergency situations involving inmates within the facility. This is the only county level team established and trained in northern Michigan. The C.E.R.T. is comprised of a team leader, four team members and a video camera operator, and can only be activated by a Corporal or above. The C.E.R.T. members are trained in a permissible use of force to control an individual inmate or to restore order to a disruptive group of inmates. The team members train quarterly, at a minimum, with emphasis on disturbance control, cell extraction techniques and methods, and hands on scenarios.

- The C.E.R.T. was activated on two occasions in 2008. The first deployment was for a male inmate creating a disturbance by threatening Correction officers, other inmates, and trying to cause injury to himself. The second deployment was for a male inmate refusing to cooperate with a court ordered mental evaluation. Both situations were resolved quickly without injury to team members or the inmate.





Corrections Division Awards & Recognition

- **Awards**
 - **Correction Officer Amber Gladu received the 2008 Correction Officer of the Year Award**

- **Recognition**
 - **Correction Officer Laura Crumpler- 5 years of service**
 - **Housing Reimbursement Clerk Irene Davis- 5 years of service**
 - **Correction Officer Sandy Spagnoulo- Retired with 28 years of service**
 - **Correction Officer Joseph Lentz- Retired with 28 years of service**
 - **Correction Officers Ben Warner and Joseph Tath graduated the 160 Hour Corrections Academy**



Corrections Division Accomplishments

- **The Corrections Division continually searches for ideas or programs to improve the day to day operations of the facility. The usual statistics documenting some of their accomplishments are included in this Annual report, but the statistics do not tell the whole story of their dedication. Below is a review of some of their efforts that are not readily revealed in a spreadsheet.**

- **Highlights for 2008**
 - **Corporal Josie Berger and Corporal Sam Hunt were promoted to Sergeant status.**

 - **Two new Correction Officers were hired to take the place of the two officers that retired in 2008.**

 - **A laser color printer to enhance the inmate photos was purchased for the booking room.**

 - **Several new books, puzzles, and board games were purchased using funds from the inmate trust account and placed in the facilities library.**

 - **An inspection of the facility to determine compliance with local Fire and Health safety codes was performed and the facility was in full compliance with all applicable codes.**

 - **The inmate work crew program provided support to the Friendship Center, Health Department, the County maintenance department, Camp Petosega, Fairgrounds, and the McGulpin lighthouse. Inmates performed a variety of duties such as washing dishes, mowing lawns, painting, and grounds maintenance projects.**



Goals and Objectives

- **It is the mission of the Emmet County Correctional Facility to provide a safe, secure, functional and humane environment for every person we have contact with. We are committed to providing correctional services that are fair, impartial, effective, and in compliance with the laws and standards of the State of Michigan, while managing the public's resources in the most efficient manner possible.**
- **We will be responsible for our conduct, both professionally and personally. We will be honest, fair, and treat others with respect. We hold ourselves accountable to each other as well as to the public which the Correctional Facility serves.**
- **Our goals for the year 2009 are to continue meeting the mission and value statements listed above, provide inmates the best medical and mental health care available, provide programs to assist inmates in the reintegration into the community, ensure we plan for future correctional needs by developing well trained professional Correction Officers and a facility that adheres to established standards of the Michigan Department of Corrections .**
- **The mechanisms we believe that will enable us to fulfill these are to utilize funds generated from the state booking fee to give Corrections personnel optimal training opportunities, to provide an in-depth analysis of all inmate programs offered to inmates, including health care services, with results being compared to other Correctional Facilities, for the Administration and Corrections Division personnel working together to maintain a facility that is in compliance with established standards of the Michigan Department of Corrections.**
- **The expected results of meeting our primary goals will impact the Corrections Division personnel by inducing pride and respect for the professional management of the Emmet County Correctional Facility.**



Summary

- **The primary purpose of this Annual Report is to serve as a goal orientated planning tool for the future and to inform the citizens of Emmet County or other interested persons of the current status of the Emmet County Correctional Facility.**
- **This report is not intended to be an in depth explanation of the day to day operation but rather was intended to provide a general insight about the facility. The data was presented in both a qualitative and quantitative manner in efforts to better disseminate the information presented.**
- **The primary function of the facility is to provide detention services for all Law Enforcement agencies within Emmet County while administering the facility according to the statutes and standards of the State of Michigan.**
- **This report reflects the ongoing efforts of the twenty Corrections Division personnel at the Emmet County Correctional Facility.**