

**Q00C01**  
**Maryland Parole Commission**  
 Department of Public Safety and Correctional Services

***Operating Budget Data***

(\$ in Thousands)

	<u>FY 06</u> <u>Actual</u>	<u>FY 07</u> <u>Working</u>	<u>FY 08</u> <u>Allowance</u>	<u>FY 07-08</u> <u>Change</u>	<u>% Change</u> <u>Prior Year</u>
General Fund	\$4,539	\$4,871	\$5,071	\$200	4.1%
<b>Total Funds</b>	<b>\$4,539</b>	<b>\$4,871</b>	<b>\$5,071</b>	<b>\$200</b>	<b>4.1%</b>

- The 4.1% increase in the allowance is largely attributable to personnel expenses, the purchase of a replacement vehicle, office supplies, and additional equipment. Absent the one-time health insurance adjustment, the underlying budget grows by \$386,297, or 8.2%.

***Personnel Data***

	<u>FY 06</u> <u>Actual</u>	<u>FY 07</u> <u>Working</u>	<u>FY 08</u> <u>Allowance</u>	<u>FY 07-08</u> <u>Change</u>
Regular Positions	76.00	78.00	78.00	0.00
Contractual FTEs	<u>1.48</u>	<u>2.00</u>	<u>3.00</u>	<u>1.00</u>
<b>Total Personnel</b>	<b>77.48</b>	<b>80.00</b>	<b>81.00</b>	<b>1.00</b>

***Vacancy Data: Regular Positions***

Turnover, Excluding New Positions	3.12	4.00%
Positions Vacant as of 12/31/06	5.00	6.41%

- The fiscal 2008 allowance includes one new contractual full-time equivalent (FTE). The new FTE is for an additional office processing clerk to ensure the timely preparation of release orders and accurate collection of data relative to parole hearing decisions made under the Uniform Assessment Policy and Uniform Sex Offender Policy.

Note: Numbers may not sum to total due to rounding.

For further information contact: Rebecca J. Moore

Phone: (410) 946-5530

## ***Analysis in Brief***

---

### **Issues**

***New Parole Guidelines:*** The committees requested a report on new parole guidelines based on the commission’s revalidated risk assessment instrument and the completion of rehabilitative programs while incarcerated.

### **Recommended Actions**

	<b><u>Funds</u></b>
1. Increase turnover expectancy to better reflect historical trends.	\$ 41,514
2. Adopt committee narrative requesting the Department of Public Safety and Correctional Services’ report on the full implementation of new parole guidelines.	
<b>Total Reductions</b>	<b>\$ 41,514</b>

Q00C01  
**Maryland Parole Commission**  
Department of Public Safety and Correctional Services

## ***Operating Budget Analysis***

---

### **Program Description**

The Maryland Parole Commission (MPC) hears cases for parole release and revocation and is authorized to parole inmates sentenced to a term of confinement of six months or more from any correctional institution in Maryland except the Patuxent Institution. The commission is authorized to issue warrants for the return of alleged violators to custody and revoke supervision upon finding that a violation of the conditions of parole or mandatory supervision release have occurred. The commission also makes recommendations to the Governor regarding pardons, commutations of sentences, and parole of inmates sentenced to life imprisonment.

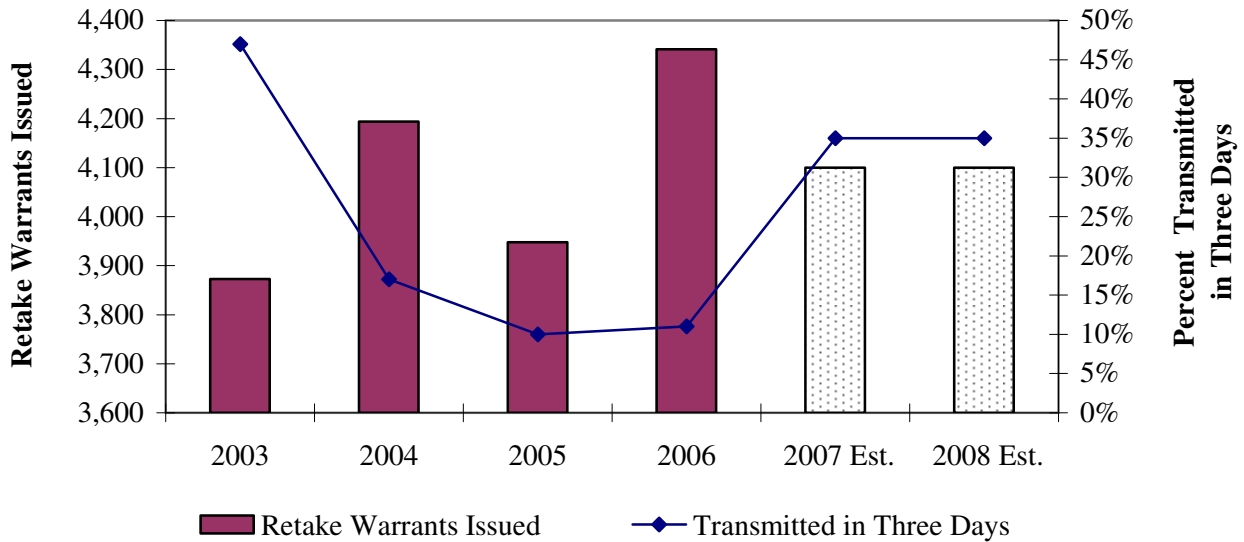
### **Performance Analysis: Managing for Results**

When a parolee violates the terms of parole, the parole and probation agent who works in the Division of Parole and Probation notifies MPC. Once notice has been received, MPC issues a warrant for the parolee's arrest, so that a determination can be made as to whether the parolee will return to the correctional institution from which the parolee was released. As one of its main objectives in achieving the goal of keeping communities safe, MPC has aimed to expedite retake warrant processing by transmitting a minimum of 35% of all retake warrants within three business days from the time of receipt. A faster process time means that offenders who should not be in the community may be apprehended for parole violations more quickly.

**Exhibit 1** shows the number of retake warrants issued and the percentage processed within three days. MPC has greatly underachieved in meeting its objective, regardless of the total number of retake warrants issued. When the number of warrants issued was at its lowest with 3,873 warrants in fiscal 2003, MPC was able to process 47% within three days. However, only 75 additional warrants were issued in fiscal 2005, yet the commission was only able to process 10% within the targeted three business days. The number of retake warrants issued increased to 4,341 in fiscal 2006, 393 more than the 2005 total, yet there was a 1% increase in the number processed within three days.

The commission cites the implementation of electronic warrants and resolution of personnel issues during fiscal 2006 as a solution to the problem and anticipates meeting this objective in fiscal 2007. **The commission should be prepared to specifically address the impact that electronic warrants has had on its ability to meet this goal and be prepared to discuss its plans for minimizing the impact of future personnel issues on the efficiency of its operations. The commission should also comment on how it determined its 35% target and compare its retake warrant processing goals to other national benchmarks.**

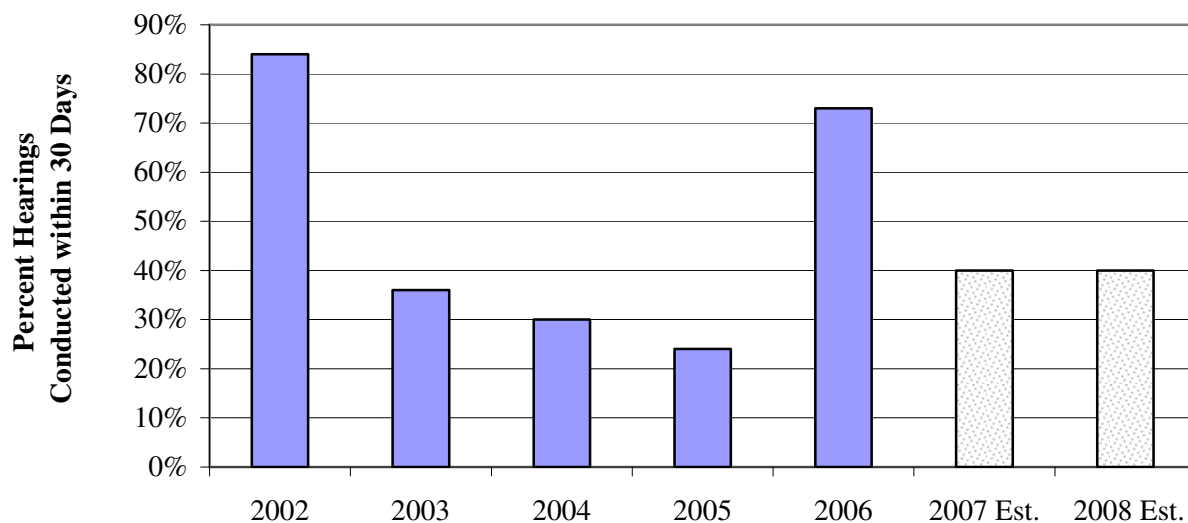
**Exhibit 1  
Retake Warrant Processing  
Maryland Parole Commission  
Fiscal 2003-2008**



Source: Department of Public Safety and Correctional Services

As part of the commission’s efforts to improve its operating efficiency, it set the objective of having at least 82% of initial parole hearings for Division of Correction (DOC) inmates scheduled and docketed on or before the inmate’s parole eligibility date starting in fiscal 2005. Because MPC has consistently surpassed its target in fiscal 2004, 2005, and 2006, the standard for fiscal 2007 has been increased. In addition, the commission has finally achieved its second objective, which is to conduct at least 40% of the revocation hearings for alleged technical rules violators within 30 days of the parolee’s or mandatory supervision releasee’s return to the custody of DOC. In fact, as shown in **Exhibit 2**, the commission almost doubled the target rate by conducting revocation hearings for 73% of alleged violators within 30 days of their return to custody.

**Exhibit 2**  
**Percentage of Revocation Hearings for Technical Violations**  
**Conducted within 30 Days of Return to Custody**  
**Maryland Parole Commission**  
**Fiscal 2002-2008**



Source: Department of Public Safety and Correctional Services

The commission cites a shift in scheduling and workload as the reasons for the significant increase in productivity. MPC established a minimum of 5 dockets per week at the Maryland Reception Diagnostic and Classification Center and increased the number of cases per docket to 14. After only one year of meeting this objective, the targeted rate remains at 40%. **However, with such a large increase in outcomes, the commission should be prepared to discuss the measures it is taking to maintain this level of productivity.**

### **Governor’s Proposed Budget**

As shown in **Exhibit 3**, the Governor’s fiscal 2008 allowance provides an increase of approximately \$200,000, or 4.1% over the fiscal 2007 working appropriation. Personnel expenses account for a net \$121,000 of the increase. Increases in employee increments, retirement, and turnover are offset by decreases in health insurance costs due to one-time savings from Section 40 of the fiscal 2007 budget bill and other fringe benefits. Additional increases are largely attributable to the addition of one contractual office processing clerk and related office expenses. This position is to assist in the collection and analyzing of data related to the new risk assessment instruments. The remaining increase is due to the purchase of one replacement vehicle and increases in insurance and communication costs.

**Exhibit 3**  
**Governor’s Proposed Budget**  
**Maryland Parole Commission**  
**(\$ in Thousands)**

<b>How Much It Grows:</b>	<b>General Fund</b>	<b>Total</b>
2007 Working Appropriation	\$4,871	\$4,871
2008 Governor’s Allowance	<u>5,071</u>	<u>5,071</u>
Amount Change	\$200	\$200
Percent Change	4.1%	4.1%
 <b>Where It Goes:</b>		
<b>Personnel Expenses</b>		
Increments .....		\$61
Retirement.....		63
Health insurance costs decline due to one-time savings .....		-116
Turnover adjustments.....		99
Workers’ compensation .....		9
Other fringe benefit adjustments.....		6
 <b>Other Changes</b>		
Contractual office clerk for offender risk assessment processing.....		27
Purchase of motor vehicle, maintenance, and repair.....		15
Office supplies .....		11
Insurance coverage.....		6
Video-conference parole hearings and telephone use.....		17
Other contractual services.....		2
 <b>Total</b>		 <b>\$200</b>

Note: Numbers may not sum to total due to rounding.

---

## *Issues*

---

### **1. New Parole Guidelines**

In the 2006 *Joint Chairmen's Report*, the budget committees requested that the Department of Public Safety and Correctional Services submit a report on the new parole guidelines based on the commission's revalidated risk assessment instrument and the completion of rehabilitative programs while incarcerated. The new system has been in place since June 5, 2006, but there is insufficient information to be able to accurately evaluate potential effects of the new instrument on the correctional population.

The commission's new system resembles the prior Uniform Assessment Policy in place since 2000, with the major changes being the components of the actual risk assessment instrument and revisions to the ranges of time recommended to be served according to the identified risk level for re-offending and the actual sentence length. The new instrument captures criminal history through five *Static Risk Factors* and adds four new *Dynamic Risk Factors*. The *Dynamic Risk Factors* are subject to change over time and allow flexibility in the guidelines.

The *Static Risk Factors* are:

- age at current offense;
- probation/parole/confinement or escape status; number of property arrests;
- history of drug/alcohol abuse; and prior convictions/adjudications.

The *Dynamic Risk Factors* include:

- current age;
- Security Threat Group membership;
- participation in rehabilitative programming while incarcerated; and
- current custody level.

The commission was able to provide data for the first two months of implementation, but because of a number of operational glitches, the data is not very reliable. The commission cites problems with its current database system as a major factor in not being able to compile complete information for all parole hearings held and not being able to compare the data from the new system to historical data collected prior to implementation of the new guidelines. Also, according to the commission, two months is not a long enough period of time to provide proper assessment for comparison since almost 30% of the hearings held will not be finalized for three to eight months due

*Q00C01 – DPSCS – Maryland Parole Commission*

to pending charges or requests for more information. The department anticipates having accurate data for assessment by the end of September 2007. **The Department of Legislative Services recommends the Maryland Parole Commission conduct and report the findings of a comparative assessment of the new parole guidelines after one full year of implementation. The report should include the fiscal and operational impact of conducting risk assessments and provide comparison of paroles and parolee return rates for fiscal 2005 and 2007.**

## ***Recommended Actions***

---

- |   | <b><u>Amount<br/>Reduction</u></b> |
|---|------------------------------------|
| 1. Increase turnover expectancy to better reflect historical trends. This increases the turnover rate from 4 to 5%. | \$ 41,514 GF                       |
| 2. Adopt the following narrative:   |                                    |

**Parole Guideline Assessment:** The committees direct the Maryland Parole Commission to conduct and report the findings of a comparative assessment of the new parole guidelines after one full year of implementation. The report should include the fiscal and operational impact of conducting new risk assessments and provide comparison of paroles and parolee return rates for fiscal 2005 and 2007. The report should also discuss the applicability of the current risk assessment tool to the sexual offender population. The study should be submitted no later than November 1, 2007.

<b>Information Request</b>	<b>Author</b>	<b>Due Date</b>
Comparative assessment of new parole guidelines	Department of Public Safety and Correctional Services	November 1, 2007
<b>Total General Fund Reductions</b>		<b>\$ 41,514</b>

## *Current and Prior Year Budgets*

---

### Current and Prior Year Budgets Maryland Parole Commission (\$ in Thousands)

	<u>General Fund</u>	<u>Special Fund</u>	<u>Federal Fund</u>	<u>Reimb. Fund</u>	<u>Total</u>
<b>Fiscal 2006</b>					
Legislative Appropriation	\$4,666	\$0	\$0	\$0	\$4,666
Deficiency Appropriation	0	0	0	0	0
Budget Amendments	-126	0	0	0	-126
Reversions and Cancellations	0	0	0	0	0
<b>Actual Expenditures</b>	<b>\$4,540</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,540</b>
<b>Fiscal 2007</b>					
Legislative Appropriation	\$4,716	\$0	\$0	\$0	\$4,716
Budget Amendments	155	0	0	0	155
<b>Working Appropriation</b>	<b>\$4,871</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,871</b>

Note: Numbers may not sum to total due to rounding.

---

## **Fiscal 2006**

General fund spending for fiscal 2006 was approximately \$4.5 million.

- Budget amendments reduced the appropriation by approximately \$126,000. This is comprised of an increase of approximately \$55,000 from the cost-of-living adjustment, a \$140,000 decrease from the realignment of the general fund appropriation among all agencies within the department for employee and retiree health care, and a \$41,000 decrease as a part of a departmentwide amendment that realigned funds in accordance with actual expenditures. These funds were available for realignment because the agency had a large surplus in employee and retiree healthcare since the actual rate per employee was lower than what was budgeted.

## **Fiscal 2007**

The fiscal 2007 working appropriation is approximately \$4.8 million, including a \$155,000 increase from the cost-of-living adjustment and annual salary review.

**Object/Fund Difference Report  
DPSCS Maryland Parole Commission**

<u>Object/Fund</u>	<u>FY06 Actual</u>	<u>FY07 Working Appropriation</u>	<u>FY08 Allowance</u>	<u>FY07-FY08 Amount Change</u>	<u>Percent Change</u>
<b>Positions</b>					
01 Regular	76.00	78.00	78.00	0	0%
02 Contractual	1.48	2.00	3.00	1.00	50.0%
<b>Total Positions</b>	<b>77.48</b>	<b>80.00</b>	<b>81.00</b>	<b>1.00</b>	<b>1.3%</b>
<b>Objects</b>					
01 Salaries and Wages	\$ 4,134,355	\$ 4,495,603	\$ 4,616,832	\$ 121,229	2.7%
02 Technical and Spec Fees	35,164	40,283	55,499	15,216	37.8%
03 Communication	54,597	38,302	55,980	17,678	46.2%
04 Travel	19,198	34,350	31,550	-2,800	-8.2%
07 Motor Vehicles	24,182	8,047	23,841	15,794	196.3%
08 Contractual Services	23,986	16,950	25,500	8,550	50.4%
09 Supplies and Materials	39,191	28,750	39,650	10,900	37.9%
10 Equip – Replacement	2,378	3,304	2,866	-438	-13.3%
11 Equip – Additional	1,683	0	4,130	4,130	N/A
13 Fixed Charges	204,396	205,220	215,039	9,819	4.8%
<b>Total Objects</b>	<b>\$ 4,539,130</b>	<b>\$ 4,870,809</b>	<b>\$ 5,070,887</b>	<b>\$ 200,078</b>	<b>4.1%</b>
<b>Funds</b>					
01 General Fund	\$ 4,539,130	\$ 4,870,809	\$ 5,070,887	\$ 200,078	4.1%
<b>Total Funds</b>	<b>\$ 4,539,130</b>	<b>\$ 4,870,809</b>	<b>\$ 5,070,887</b>	<b>\$ 200,078</b>	<b>4.1%</b>

Note: The fiscal 2007 appropriation does not include deficiencies, and the fiscal 2008 allowance does not reflect contingent reductions.