



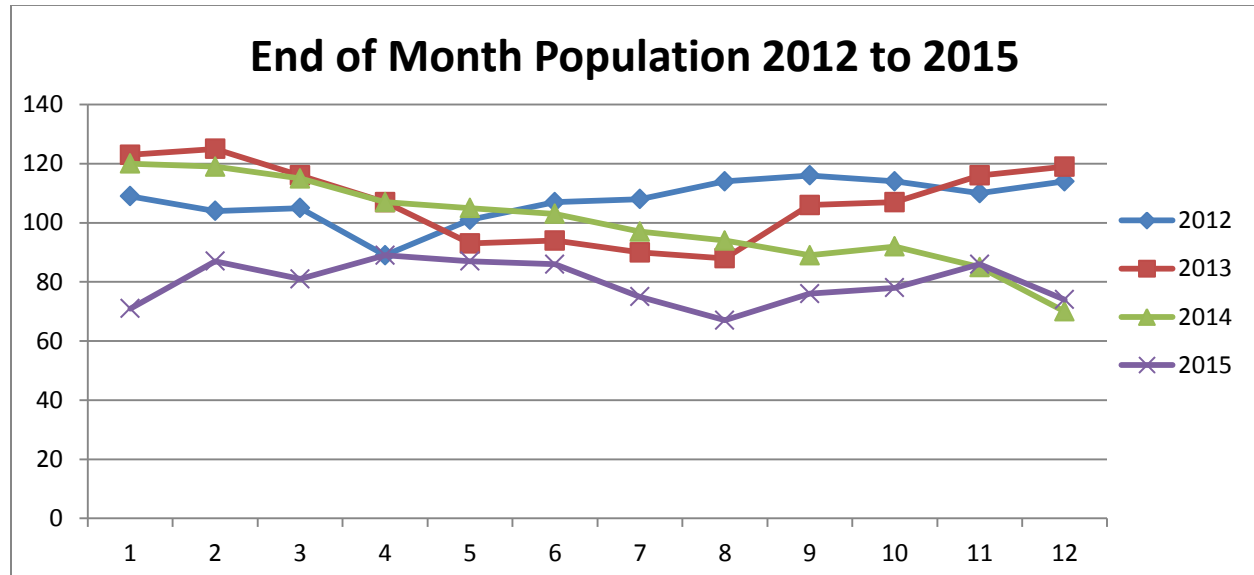
**Steuben County Sheriff's Office
Jail Division
2015 Annual Report**

Tim R. Troyer, Sheriff

Prepared by Jail Commander: Captain Jason Hufnagle

BED SPACE/POPULATION

The Steuben County Jail was built in 1992, and originally designed to house 130 inmates. It has since been renovated to accommodate new total bed space for 178 inmates. On January 1, 2015 there were 71 inmates housed in the jail. On December 31, 2015 there were 74 inmates housed in the jail. **The Average Daily Population (ADP) for 2015 was 80 inmates. The Average Length of Stay (ALOS) for inmates in the Steuben County Jail in 2015 was 18 days and 10 hours.** The “End of the Month” jail counts for 2012 through 2015 comparison are highlighted in the chart below:



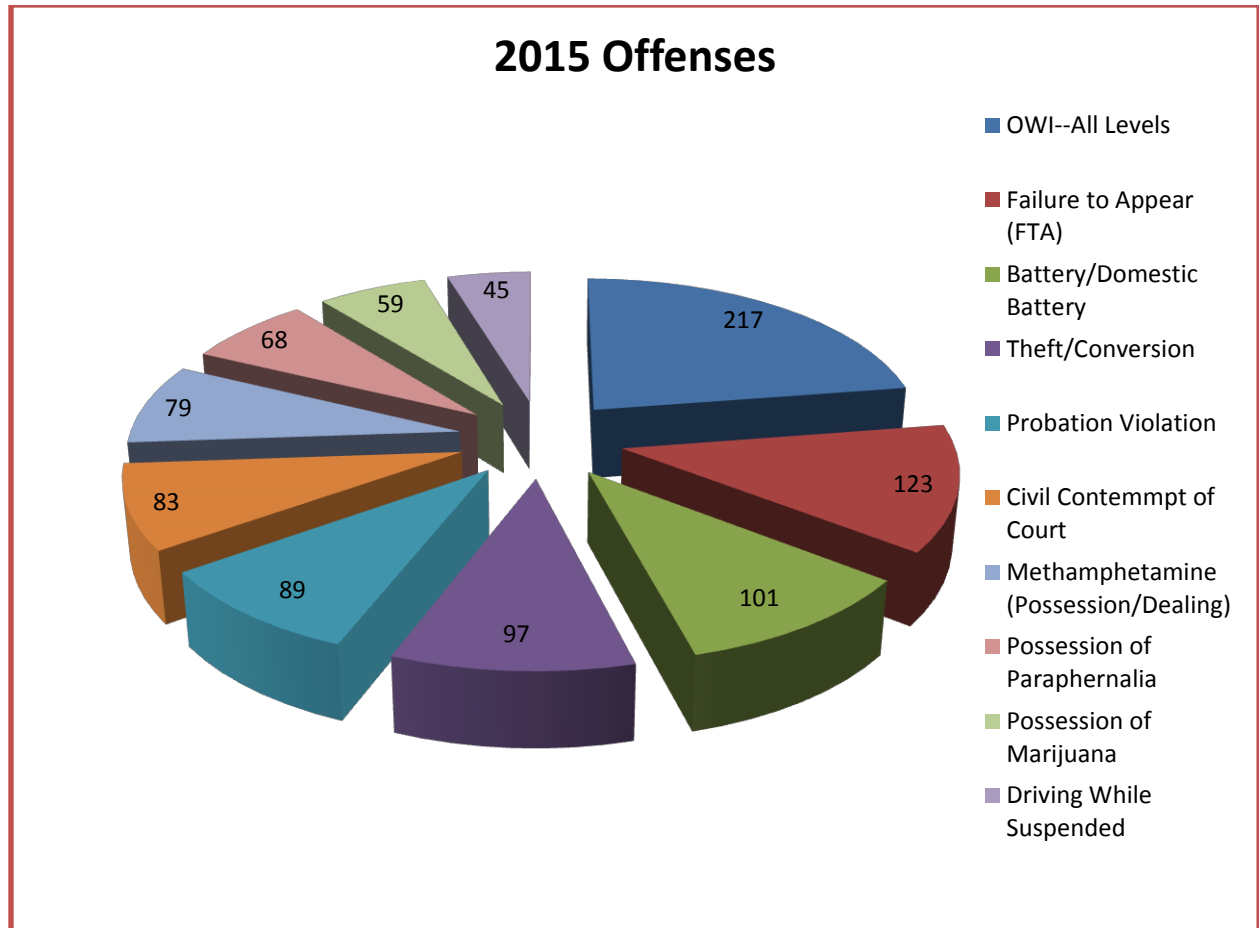
BOOKING STATISTICS/INFORMATION

Offense Statistics

The Steuben County Jail staff booked 1095 individuals into the jail in 2015. The top ten identifiable offenses were:

- 1) Operating While Intoxicated (OWI—all levels) – 217
- 2) Failure to Appear (FTA) – 123
- 3) Battery/Domestic Battery –101
- 4) Theft/Criminal Conversion- 97
- 5) Probation Violation -89
- 6) Civil Contempt of Court- 83
- 7) Methamphetamine (Possession/Dealing) – 79
- 8) Possession of Paraphernalia -68
- 9) Possession of Marijuana – 59
- 10) Driving While Suspended – 45

In conducting a Booking Time Analysis for 2015, the top five (5) hours of booking activity during 2015 were between 10:00 a.m. and 11:00 a.m., 1:00 p.m. and 2:00 p.m., and between 3:00 p.m. and 6:00 p.m.



2015 Crime Class Statistics

The average inmate crime class at booking information for 2015 bookings is as follows:

| Felony** | | Misdemeanor |
|----------------------|-----------------------|----------------------------|
| Class A Felony: 3.3% | Class B Felony: 5.2% | Class A Misdemeanor: 51.3% |
| Class C Felony: 5.2% | Class D Felony: 10.9% | Class B Misdemeanor: 3.5% |
| Level 1 Felony 0.82% | Level 2 Felony 0.89% | Class C Misdemeanor: 2.4% |
| Level 3 Felony 3.3% | Level 4 Felony 2.7% | |
| Level 5 Felony 2.3% | Level 6 Felony 4.9% | |

** On July 1, 2014, the State of Indiana converted to a "Level Felony" system of crime classes

MAJOR DISTURBANCES WITHIN THE JAIL

Medical/Mental Health Disturbances

Throughout the course of 2015, the Steuben County Jail staff was tasked with responding to jail medical issues that resulted in inmates being transported to the local hospital and/or out-of-county hospitals. In summary, these medical incidents included heart/chest problems, respiratory issues, sutures, inmate pregnancies, surgeries, diabetic issues and general illnesses that needed immediate emergency treatment beyond the parameters of the jail medical department. **There were a total of twenty (20) medical incidents that required an inmate to be transported to the local hospital**, of which two (2) of them were later transported to an out-of-county hospital. In addition, there were nine (9) inmate transports to local doctor offices for follow-up or specialized appointments.

Security Disturbances

In addition to medical disturbances, the Steuben County Jail staff experienced various security disturbances caused by inmates. These security threats called for both routine and “emergency” extensive cell searches. The staff conducted seventy-four (74) extensive cell searches of the jail cell blocks in 2015, compared to eighty-three (83) conducted in 2014 and eighty-five (85) being conducted in 2013.

ESCAPES/ATTEMPTED ESCAPES

There were no escapes or attempted escapes from the jail in 2015.

IN-CUSTODY DEATHS

There were zero (0) in-custody deaths occurring in 2015.

JUVENILE WAIVER/DIRECT FILE STATISTICS

There were zero (0) juveniles booked into the Steuben County Jail on waivers or direct files in 2015.

AVAILABILITY OF SERVICES WITHIN THE JAIL

See attached report.

JAIL STAFFING LEVELS

There were eight (8) new (replacements NOT additional) full-time Confinement Officers hired in 2015. All officers hired in 2015 will be attending the forty (40) hour Indiana Law Enforcement Academy (ILEA) Certified Jail Officer School, in accordance with IC 11-12-4-4. According to

the revised Indiana Jail Standards, all county jails are required to send full-time AND part-time jail officers through the ILEA Certified Jail Officer School.

Over time/Part-time Coverage

In 2015, there were **2047 hours of overtime** worked by full-time officers. There were **138 hours of coverage performed by part-time officers**. Part-time and overtime coverage become necessary to coverage shift vacancies caused by vacations, sick days, FMLA, training days, court loads, visitation schedules and other events that challenge the minimum staffing levels. The jail staffing level continues to remain one (1) position less than that of 2011 and earlier years due to a Confinement Officer position being eliminated from the 2012 budget.

Jail Officer Training

The Indiana Jail Standards require certified Jail Officers to receive sixteen (16) hours of annual training and Jail Commanders to receive twenty-four (24) hours of training each year. The Indiana Sheriff's Association implemented an Advanced Jail Officer Training (AJOT) series of training events across the State of Indiana to assist Sheriff Offices in meeting this requirement. In 2015, approximately five hundred (500) Confinement Officers and supervisors state-wide attended the sessions and each received nine (9) hours of advanced training to be credited towards the required hours of mandatory annual training. Steuben County Jail had eight (8) officers, supervisors and command staff attend (and provide instruction) at 5 different AJOT sessions. The advanced training sessions provide supervision/leadership skills, information regarding medical/mental health issues, risk management, the skills involved with managing inmate behaviors and updates on case law relevant to jail operations.

TRANSPORT STATISTICS

During 2015, the Steuben County Sheriff's Office/Confinement Staff performed **434 adult and juvenile transports**, traveling **92,398 miles** between the Steuben County Jail and other correctional/detention/mental health facilities. As a result, **1,515 total man-hours** were exhausted in providing these transports. The following is a breakdown of the type of transports performed:

- ❖ Adult Transports = 409 for 84,810 miles and 1,405 man-hours
- ❖ Juvenile Transports = 25 for 6,002 miles and 110 man-hours

- ❖ 72-hour commitments = 66 transports
- ❖ Transport Orders = 231 transports
- ❖ Warrants = 123 transports
- ❖ Adult transports for juvenile matters = 14 transports
- ❖ Transports for Probation = 11 transport
- ❖ Transports for DCS = 14 transports

Previous Transport Statistics

The 2015 statistics can be compared to the 2012 through 2014 statistics listed below. The displayed trend in **increase** of total transport mileage and man hours for transports can be credited to an array of factors: multiple transports for the same inmates for court proceedings; transports conducted to and from facilities at a great distance from Steuben County; inmates returning to Steuben County for judicial proceedings that do not fall under video court guidelines, inmates being returned for eligibility interviews for Community Corrections; and other factors.

2012 Transport Statistics

- ❖ Adult Transports = 292 for 42,712 miles and 771 man-hours
- ❖ Juvenile Transports = 47 for 11,894 miles and 205 man-hours

2013 Transport Statistics

- ❖ Adult Transports = 296 for 51,545 miles and 942 man-hours
- ❖ Juvenile Transports = 26 for 6,040 miles and 106 man-hours

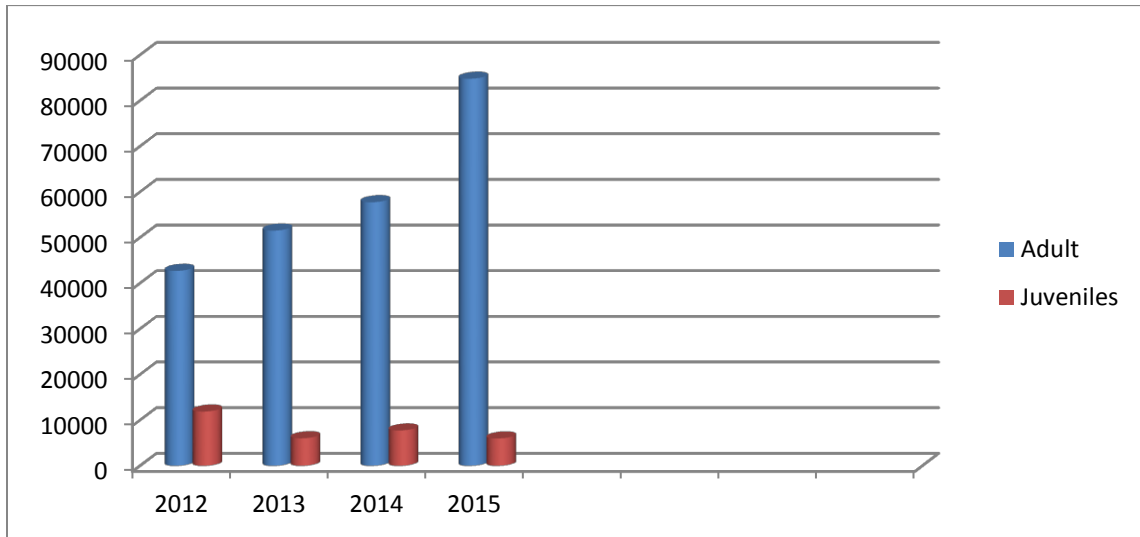
2014 Transport Statistics

- ❖ Adult Transports = 342 for 54,753 miles and 955 man-hours
- ❖ Juvenile Transports = 17 for 7,752 miles and 141 man-hours

2015 Transport Statistics

- ❖ Adult Transports = 409 for 84,810 miles and 1,405 man-hours
- ❖ Juvenile Transports = 25 for 6,002 miles and 110 man-hours

Transport Miles 2012-2015



PROGRAMS AND SERVICES

Jail Ministry Volunteers

The Steuben County Jail Ministry Volunteers are coordinated by the Jail Commander. The volunteers are scheduled to provide Bible Study, church services and individual religious support throughout the week and weekend. Visiting clergy are also provided opportunities to visit with members of their congregation during allotted times during the week. Volunteers are required to apply for clearance to volunteer in the jail through an application and background check process. These volunteers are required to complete a training program focusing on the safety/security of jail operations, the court system and providing services in a correction setting.

High School Equivalency (HSE) Program

Formerly known as the GED Program, the HSE has been adopted by the State of Indiana to take place of the former GED Exam. The Steuben County United Way and the Steuben County Literacy Coalition continue to partner with the Steuben County Jail to provide preparatory instruction to inmates wanting to take and pass the HSE Exam. With the transition from GED to HSE, the program continued to prepare inmates in the academic fields needed in order to be prepared to successfully pass the exam when it became available. The Impact Institute provides the test administrator for the exam to be given at the Steuben County Jail.

The jail had 4 inmates that took and passed the HSE Exam in 2015

Substance Abuse Program

The Steuben County Jail has partnered with the Four County Transitional Living and the Jail Ministry Volunteers and started a 12 step based program in the jail. This program is based on the 12 steps of recovery, covering alcohol and drug abuse. The volunteers meet with the inmates one (1) time a week in a group setting for approximately one (1) hour.

MAINTENANCE AND UPKEEP OF THE JAIL

The annual jail inspection was conducted by State Jail Inspector, Lee Hoard, on July 8, 2015. There were zero (0) significant deficiencies noted in the report and the inspector commented on the following areas:

- ❖ The jail was clean and the staff was professional and receptive to suggestions/recommendations.
- ❖ Eye wash stations expired, with new ones received and installed during inspection
- ❖ Building integrity being compromised by lack of repairs
- ❖ Two (2) additional cameras installed to enhance security/safety

- ❖ Monthly inspection-records for manual inspection shall be maintained on an annual maintenance tag attached to the fire extinguisher or in an inspection checklist maintained on file or by an electronic method.
- ❖ Male/Female offenders interviewed stated they felt safe, staff was fair and meals were good.
- ❖ Ground plug missing from floor buffer.
- ❖ The state jail inspector provided no additional recommendations in his report.

UNFUNDED NEEDS AND PROJECTS

Other maintenance/improvement projects in progress in 2015 and into 2016 include the upgraded jail security video monitoring/recording system. In December of 2015 the jail received the approval to upgrade the video monitoring/recording system to a system that holds up to 180 days of recording time. This new system was installed and up and running in January of 2016.

Respectfully Submitted,

Tim R. Troyer

**Tim R. Troyer
Steuben County Sheriff**