

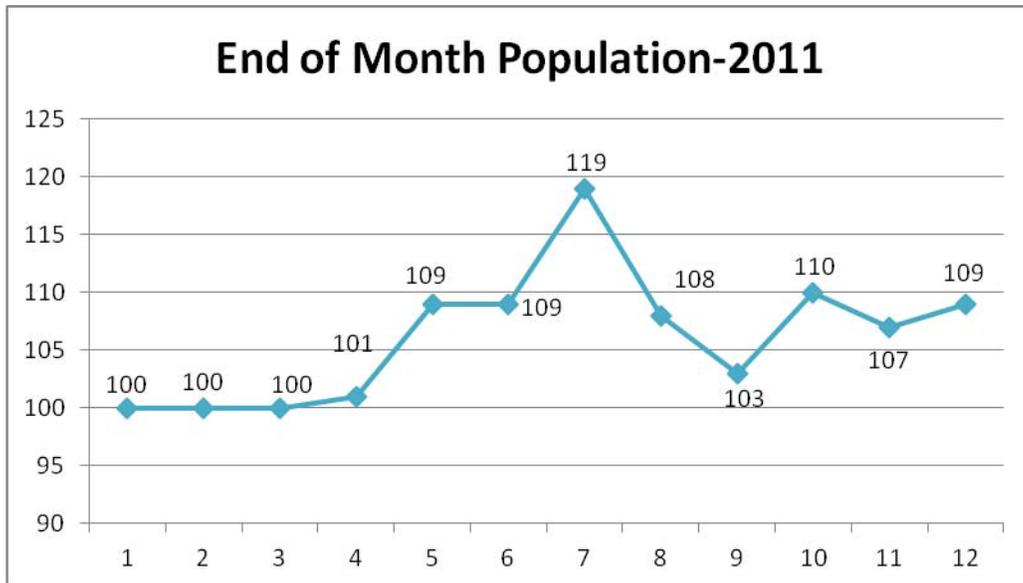


**Steuben County Sheriff's Office  
Jail Division  
2011 Annual Report**

**Prepared by Jail Commander: Captain Francisco Ortiz**

## 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, 2011 there were 102 inmates housed in the jail. On December 31, 2011 there were 115 inmates housed in the jail. **The average daily**



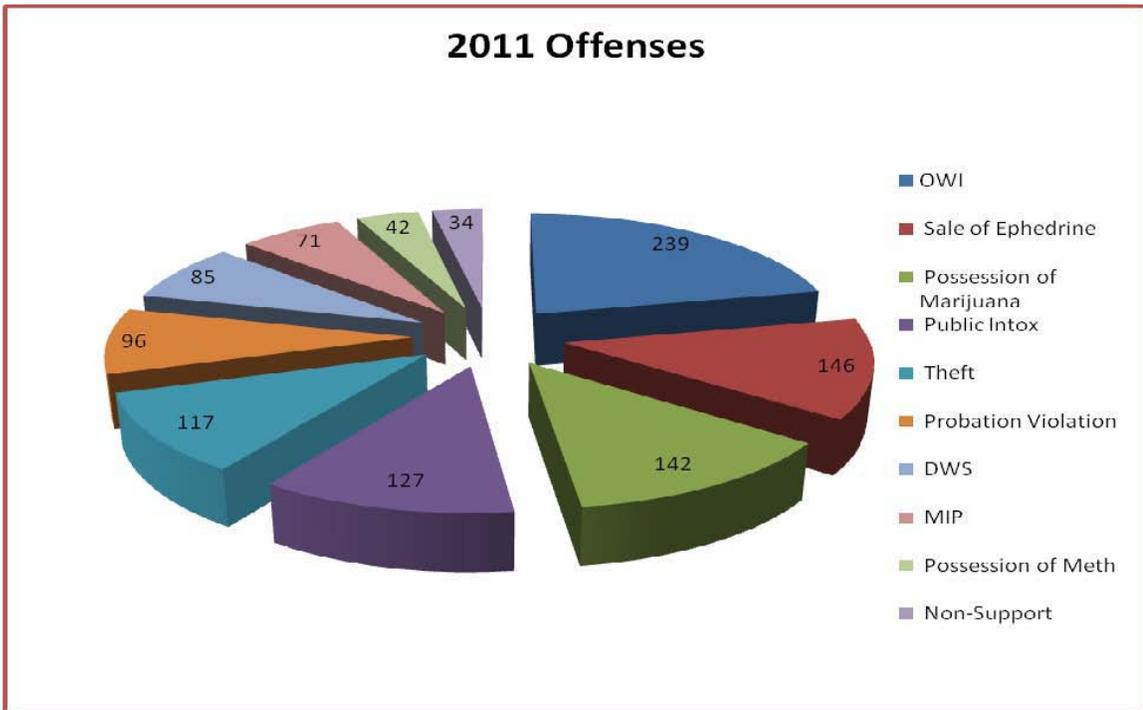
**population for 2011 was 103.4 inmates.**

## BOOKING STATISTICS/INFORMATION

### Offense Statistics

The Steuben County Jail staff booked 1,628 individuals into the jail in 2011. The top ten identifiable offenses were:

- 1) Operating While Intoxicated (OWI) – 239
- 2) Sale of Ephedrine – 146
- 3) Possession of Marijuana – 142
- 4) Public Intoxication (PI) – 127
- 5) Theft – 117
- 6) Probation Violation – 96
- 7) Driving While Suspended (DWS) – 85
- 8) Minor in Possession of Alcohol (MIP) – 71
- 9) Possession of Methamphetamine – 42
- 10) Non-Support of a Dependent – 34



### Crime Class Statistics

The average inmate crime class at booking information for 2011 bookings is as follows:

#### **Felony      Misdemeanor**

Class A Felony: 7.0%    Class A Misdemeanor: 41.8%  
 Class B Felony: 11.7%    Class B Misdemeanor: 5.6%  
 Class C Felony: 10.5%    Class C Misdemeanor: 3.3%  
 Class D Felony: 22.5%

### IN-CUSTODY DEATHS

There were zero (0) in-custody deaths occurring in 2011.

### MAJOR DISTURBANCES WITHIN THE JAIL

#### **Medical Disturbances**

Throughout the course of 2011, the Steuben County Jail 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 attempted suicides, heart problems, diabetic issues and general illnesses that needed immediate emergency treatment beyond the parameters of the jail medical department. There were a total of twenty-one (21) medical incidents that required an inmate to be transported to the local hospital, of which four (4) of them were transported to an out-of-county hospital.

## **Security Disturbances**

In addition to medical disturbances, the Steuben County Jail staff experienced security disturbances by inmates. These security threats called for routine and “emergency” shakedowns (extensive cell searches). The staff conducted thirty-one (31) shakedowns of the jail cell blocks in 2011.

In October 2011, Sheriff Tim Troyer petitioned the Steuben County Superior Court to request that an inmate be placed in the Indiana Department of Correction’s (IDOC) “Safe Keep Program” due to that inmate’s assaultive/injurious behaviors and creating an unsafe environment for other inmates and the jail staff. His self-injurious and assaultive behaviors towards others have caused multiple bills to be infringed upon this facility. The total amount of the expenses has not yet been calculated. This inmate is scheduled for multiple court hearings in our county, as well as DeKalb County, in the early part of 2012.

## **ESCAPES/ATTEMPTED ESCAPES**

There were no escapes or attempted escapes from the jail in 2011.

## **JUVENILE WAIVER/DIRECT FILE STATISTICS**

There were three (3) juveniles booked into the Steuben County Jail on waivers or direct files. One (1) of these juveniles had multiple bookings due to violations of his conditional release.

## **AVAILABILITY OF SERVICES WITHIN THE JAIL**

See attached report.

## **JAIL STAFFING LEVELS**

There were seven (7) new full-time, including the current Jail Commander, and four (4) part-time Confinement Officers hired in 2011. The Steuben County Jail had five (5) of those officers attend and successfully complete the Indiana Law Enforcement Academy (ILEA) Certified Jail Officer School, in accordance with IC 11-12-4-4. The remaining newly-hired officers will attend the Academy in 2012. Per the approved 2012 budget for the Steuben County Jail, there is one (1) Confinement position cut from the jail staff. A Staffing Analysis has been started and the assistance of the National Institute of Corrections has been requested to accurately report the adequacy of jail staffing level.

### **Overtime/Part-time Coverage**

In 2011, there were **3,936.25 hours of overtime** worked by full-time officers. There were **431.25 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.

## **TRANSPORT STATISTICS**

During 2011, the Steuben County Sheriff's Office/Confinement Staff performed **360 adult and juvenile transports**, traveling **54,305 miles** between the Steuben County Jail and other correctional/detention facilities. As a result, **991 total man-hours** were exhausted in providing these transports. The following is a breakdown of the type of transports performed:

- ❖ Adult Transports = 328 for 50,156 miles and 916 man-hours
- ❖ Juvenile Transports = 32 for 4,149 miles and 75 man-hours
  
- ❖ 72-hour commitments = 50 transports
- ❖ Transport Orders = 172 transports
- ❖ Warrants = 141 transports
- ❖ Adult transports for juvenile matters = 25 transports
- ❖ Transports for Probation = 18 transports
- ❖ Transports for DCS = 14 transports

### **Previous Transport Statistics**

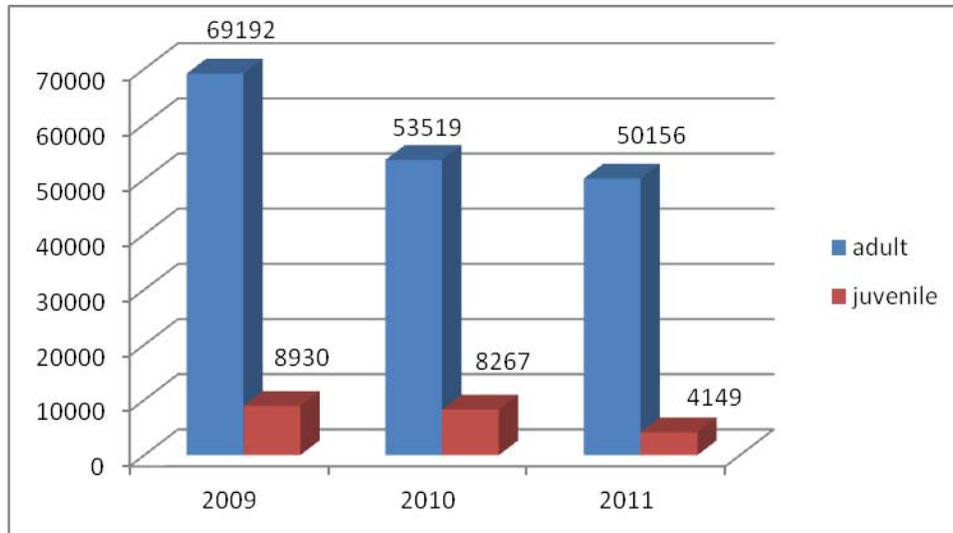
The 2011 statistics can be compared to the 2009 and 2010 statistics listed below. The displayed trend in reduction of total transports, miles driven and man hours for transports can be credited to an array of factors: changes in juvenile placements, transport officers performing multiple transports in one trip, use of video court for various hearings and other factors.

#### **2009 Transport Statistics**

- ❖ Adult Transports = 405 for 69,192 miles and 1,269 man-hours
- ❖ Juvenile Transports = 94 for 8,930 miles and 155 man-hours

#### **2010 Transport Statistics**

- ❖ Adult Transports = 332 for 53,519 miles and 951 man-hours
- ❖ Juvenile Transports = 87 for 8,267 miles and 149 man-hours



**Transport Miles 2009-2011**

## **MAINTENANCE AND UPKEEP OF THE JAIL**

The annual jail inspection was conducted by the State Jail Inspector, Lee Hoard, on June 16, 2011. 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.
- ❖ A new intercom had been installed since previous inspection had been conducted.
- ❖ Jail staff/officers conduct personal observation checks every thirty (30) minutes (more frequently than the recommended sixty (60) minute checks).
- ❖ The County Health Officer had not been to the jail to perform their annual health inspection prior to the state jail inspector's visit; however, they were scheduled and did perform the health inspection in less than a month of the state jail inspection.
- ❖ There are no negative air flow cells in the jail.
- ❖ The jail needs more storage space.

The state jail inspector provided the following recommendations in his report:

- ❖ Recommend funds be allocated for the repair/replacement of the jail roof.
- ❖ Recommend replacing expired eye wash solution (this was replaced within a week after the inspection date).

Despite the constant leaks within the building, the maintenance department performed adequate levels of maintenance and upkeep of the facility. The Sheriff's Office roof was completely repaired with a "white" spray-on/roll-on membrane. Currently, the entire roof is sealed with no further leaks reported. It is anticipated that, with the new roof membrane, there will be an energy-cost reduction over the previous "black" surfaced roof.

The Administrative Office lobby phones were updated to provide more private conversations between citizens/customers and staff members. In addition, various improvement projects were completed in the lobby of the Sheriff's Office/Jail to create a more safe and improved display of lobby items: new flags were installed and draped from the lobby ceiling; the benches and planter boxes in the lobby were refinished and repaired.

Other maintenance/improvement projects in progress from 2011 to 2012 include the HVAC system, the jail phone/intercom system and the jail door security-lock system.

**Respectfully Submitted,**

*Tim R. Troyer*

**Tim R. Troyer  
Steuben County Sheriff**

# **Steuben County Sheriff's Office Jail Division 2011 Annual Report**

## **Programs and Services**

### **JAIL MINISTRY**

The Steuben County Jail Ministry is directed by Gayle Fisher, who is a volunteer through a federally-funded program called the National Able Network, Inc. The Jail Ministry is tasked with the coordination of the various services provided to the inmates and the staff. In providing these services, there are approximately 35 volunteers who coordinate jail services, community events and other special services.

### **ALCOHOLICS ANONYMOUS**

This program is offered to both the male and the female inmates in the facility on a weekly basis.

### **CHURCH/WORSHIP SERVICES**

These services are offered to both male and female inmates every week. Volunteers are approved by the Jail Chaplain and are made aware of the rules and policies of service providers.

### **BIBLE STUDIES**

Bible Study is offered to male and female inmates throughout the weekly schedule.

### **LIBRARY SERVICES**

The Jail Chaplain coordinates the library services throughout the week and provides various books to the inmates for recreational reading.

### **G.E.D. PROGRAM**

The Steuben County Jail GED program ceased its operation in September 2011 due to lack of funding. The Steuben County Sheriff's Office sought a grant for funding, in the amount of \$7,500.00, but the grant application was denied due to the low success rate of inmates passing the GED exam. Prior to it coming to a halt, the GED program operated two (2) days per week, serving male and female inmates through the use of an instructor from the Steuben County Literacy Coalition. During the course of the 2010-2011 school year, the program served forty-nine (49) male inmates and twelve (12) female inmates in the Steuben County Jail. During that period, three (3) inmates were able to obtain their GED from this program.