



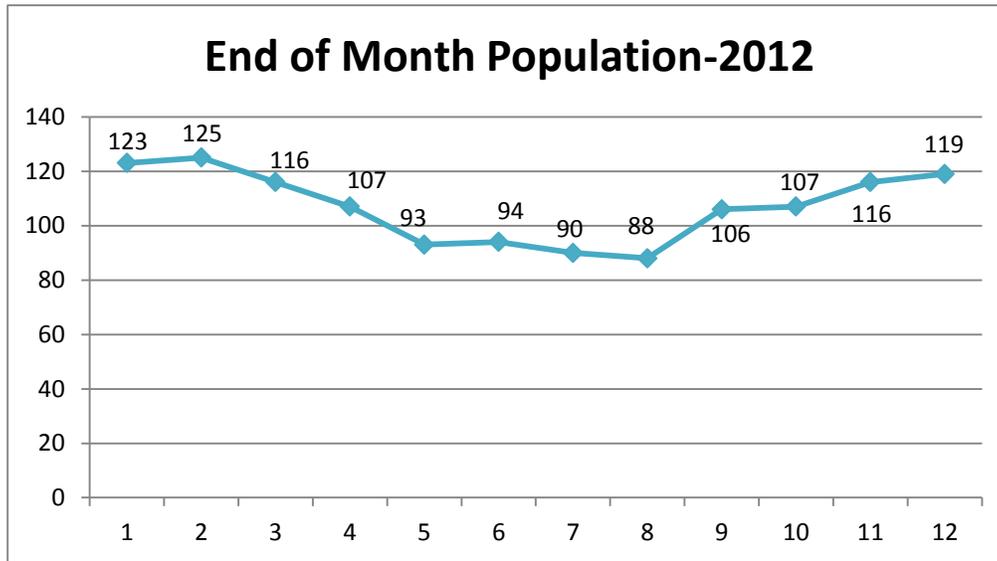
**Steuben County Sheriff's Office  
Jail Division  
2012 Annual Report**

**Tim R. Troyer, Sheriff**

**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, 2012 there were 115 inmates housed in the jail. On December 31, 2012 there were 119 inmates housed in the jail. **The average daily population for 2012 was 116 inmates.**



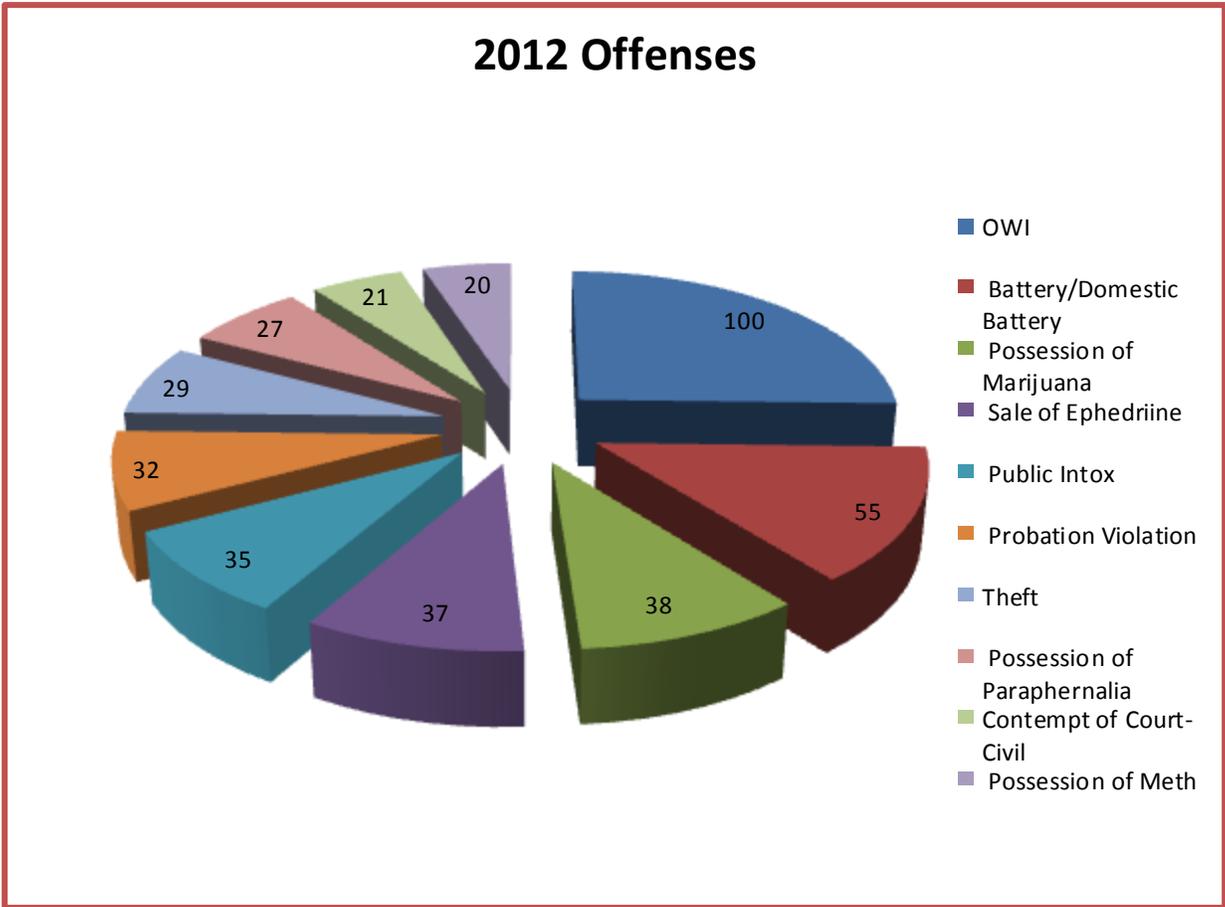
## **BOOKING STATISTICS/INFORMATION**

### **Offense Statistics**

The Steuben County Jail staff booked 1,339 individuals into the jail in 2012. The top ten identifiable offenses were:

- 1) Operating While Intoxicated (OWI) – 100
- 2) Battery/Domestic Battery – 55
- 3) Possession of Marijuana – 38
- 4) Sale of Ephedrine – 37
- 5) Public Intoxication (PI) – 35
- 6) Probation Violation – 32
- 7) Theft – 29
- 8) Possession of Paraphernalia – 27
- 9) Contempt of Court—Civil – 21
- 10) Possession of Methamphetamine – 20

**In conducting a Booking Time Analysis for 2012, the top five hours of booking activity during 2012 were between 12:00 midnight and 5:00 a.m., and between 4:00 p.m. and 5:00 p.m.**



### 2012 Crime Class Statistics

The average inmate crime class at booking information for 2012 bookings is as follows:

#### Felony

Class A Felony: 9.24%  
 Class B Felony: 17.57%  
 Class C Felony: 7.77%  
 Class D Felony: 18.46%

#### Misdemeanor

Class A Misdemeanor: 44.54%  
 Class B Misdemeanor: 4.46%  
 Class C Misdemeanor: 3.41%

### IN-CUSTODY DEATHS

There was one (1) in-custody death occurring in 2012. The Steuben County Coroner reported the cause of death as a result of “multiple drug toxicity” and the manner of death as “accidental”. The inmate had been booked into the jail hours before being found unresponsive. Jail staff responded to the unresponsive inmate in the intake area and called medical professionals. The inmate was transported to Cameron Hospital and pronounced deceased.

## **MAJOR DISTURBANCES WITHIN THE JAIL**

### **Medical Disturbances**

Throughout the course of 2012, 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, sutures, inmate pregnancies, emergency surgeries, diabetic issues and general illnesses that needed immediate emergency treatment beyond the parameters of the jail medical department. **There were a total of forty-eight (48) medical incidents that required an inmate to be transported to the local hospital**, of which two (2) of them were transported to an out-of-county hospital. In addition, there were fifteen (15) inmate transports to local doctor offices for follow-up or specialized appointments. In December 2012, the Steuben County Sheriff's Office contracted with a new medical company, Quality Correctional Care, providing nursing services forty (40) hours per week.

### **Security Disturbances**

In addition to medical disturbances, the Steuben County Jail staff experienced various security disturbances by inmates. These security threats called for routine and "emergency" shakedowns (extensive cell searches). The staff conducted thirty-two (32) shakedowns of the jail cell blocks in 2012.

Furthermore, the jail was faced with housing a high-profile murder suspect who presented safety/security threats upon being booked-in to the jail. The handling of this inmate required constant additional staff to be present during movement within the jail and during court proceedings outside of the jail.

## **ESCAPES/ATTEMPTED ESCAPES**

There were no escapes or attempted escapes from the jail in 2012.

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

There were two (2) juveniles booked into the Steuben County Jail on waivers or direct files

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

See attached report.

## **JAIL STAFFING LEVELS**

There were four (4) new full-time Confinement Officers hired in 2012. The Steuben County Jail had all of those officers attend and successfully complete the forty (40) hour Indiana Law Enforcement Academy (ILEA) Certified Jail Officer School, in accordance

with IC 11-12-4-4. According to the new Indiana Jail Standards (revised November 2012), all jails are now required to send full-time AND part-time jail officers through the ILEA Certified Jail Officer School. Steuben County Jail has been able to meet this requirement with the part-time staff.

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

In 2012, there were **4,637.25 hours of overtime** worked by full-time officers. There were **791.75 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 remained one (1) position less than that of 2011, due to a Confinement Officer position being eliminated in the 2012 budget.

### **TRANSPORT STATISTICS**

During 2012, the Steuben County Sheriff's Office/Confinement Staff performed **339 adult and juvenile transports**, traveling **54,606 miles** between the Steuben County Jail and other correctional/detention facilities. As a result, **976 total man-hours** were exhausted in providing these transports. The following is a breakdown of the type of transports performed:

- ❖ Adult Transports = 292 for 42,712 miles and 771 man-hours
- ❖ Juvenile Transports = 47 for 11,894 miles and 205 man-hours
  
- ❖ 72-hour commitments = 48 transports
- ❖ Transport Orders = 162 transports
- ❖ Warrants = 123 transports
- ❖ Adult transports for juvenile matters = 20 transports
- ❖ Transports for Probation = 4 transports
- ❖ Transports for DCS = 43 transports

### **Previous Transport Statistics**

The 2012 statistics can be compared to the 2010 and 2011 statistics listed below. The displayed trend in reduction of total transports 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. **However, the increase in total transport miles driven is evidently related to the increase in transports for the Department of Child Services (DCS), with the number of transports more than tripling (42 in 2012 compared to 14 in 2011).**

### **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

### **2011 Transport Statistics**

- ❖ Adult Transports = 328 for 50,156 miles and 916 man-hours
- ❖ Juvenile Transports = 32 for 4,149 miles and 75 man-hours



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

The annual jail inspection was conducted by State Jail Inspector, Lee Hoard, on July 31, 2012. 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.
- ❖ Updated Jail Spillman System.
- ❖ New equipment had been installed in the Training Room.
- ❖ Roof project had been completed.
- ❖ Jail staff/officers conduct personal observation checks every thirty (30) minutes (more frequently than the recommended sixty (60) minute checks).
- ❖ There are no negative air flow cells in the jail.
- ❖ The jail needs more storage space.
- ❖ Offenders interviewed stated they felt safe, staff was fair and meals were good.

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

- ❖ The doctor's Controlled Substance Registration Certificate was expired at the time of inspection. The Jail requested a renewed copy from the provider and it was sent that same day.
- ❖ Open slot in kitchen fuse panel had been discovered. Maintenance staff fixed the issue immediately.

During 2012, the roof on the Steuben County Sheriff's Office/Jail received some "touch-up" attention, as final stages of the improvement made in 2011. The cement floor in the Jail Intake Garage received a makeover consisting of a new epoxy covering to prevent "run-off" water from leaking into lower levels of the building. At the same time, the flooring in the intake shower area also received new epoxy covering. In addition, one of the jail living quarters was completely stripped of its paint and was repainted to improve the cleanliness and conditions that had been effected by inmate "wear and tear".

A laundry dryer was replaced in the jail laundry area, after the original dryer was faced with multiple and expensive repairs. This purchase assisted the jail staff in ensuring inmate clothing could receive the required "change over" as established by State Jail Standards. In addition, the HVAC system was updated in the building, which was a project planned during 2011. In addition, final touches of the jail-intercom system and the jail security door-locking system were completed in 2012.

Other maintenance/improvement projects in progress from 2012 to 2013 include the water softener for the Steuben County Sheriff's Office/Jail, the outdoor lighting on the building, the security video monitors in Central Control and an update to the inmate telephone system. In addition, new carpet is needed in the administrative office area, the investigations office area, Conference Rooms and in the patrol squad room. Estimates are being secured.

**Respectfully Submitted,**

**Tim R. Troyer**  
**Steuben County Sheriff**

# **Steuben County Sheriff's Office**

## **Jail Division**

### **2012 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 continues to be involved with the coordination of the various services, listed below, provided to the inmates and the staff. In providing these services, there are approximately 30 volunteers who assist with jail services, community events and other special services. 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 correctional setting.

##### **ALCOHOLICS ANONYMOUS**

This program was offered to both the male and the female inmates in the facility on a weekly basis at the beginning of the reporting year. The AA program has been postponed at the time to allow some restructuring and to focus on the recovery of the GED Program.

##### **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 and volunteers coordinate the library services throughout the week and provide various books to the inmates for recreational reading.

##### **GED PROGRAM**

The Steuben County Jail Ministry Team was able to partner with the Steuben County United Way, the Steuben County Literacy Coalition and the Four County Area Vocation Cooperative to revive the GED Program in the jail. Collaboratively, these agencies assisted with funding, volunteer services and test administration. The GED coordinators have already made great strides by preparing three (3) inmates to successfully take and pass the GED Exam in early 2013.

### **MRT GROUP THERAPY**

Moral Reconciliation Therapy (MRT) is an evidence-based, cognitive-behavioral treatment program designed for the correctional setting. Volunteers with the Steuben County Jail Ministry Team obtained grant funding to attend training and become certified facilitators for MRT. MRT has been provided to more than 25 different inmates, male and female, on a weekly basis. Facilitators are in the planning stage of expanding the program on different levels.