



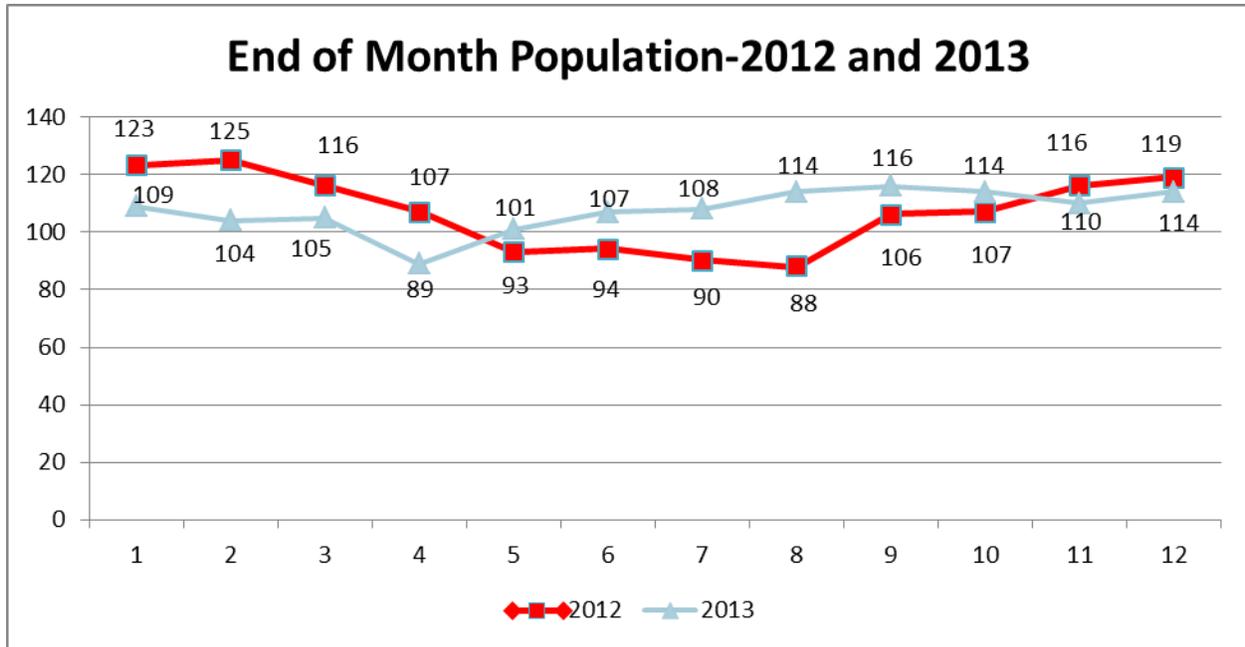
**Steuben County Sheriff's Office  
Jail Division  
2013 Annual Report**

**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, 2013 there were 116 inmates housed in the jail. On December 31, 2013 there were 110 inmates housed in the jail. **The Average Daily Population (ADP) for 2013 was 106 inmates. The Average Length of Stay (ALOS) for inmates in the Steuben County Jail in 2013 was 19 days and 11 hours.** The “End of the Month” jail counts for 2012 and 2013 comparison are highlighted in the chart below:



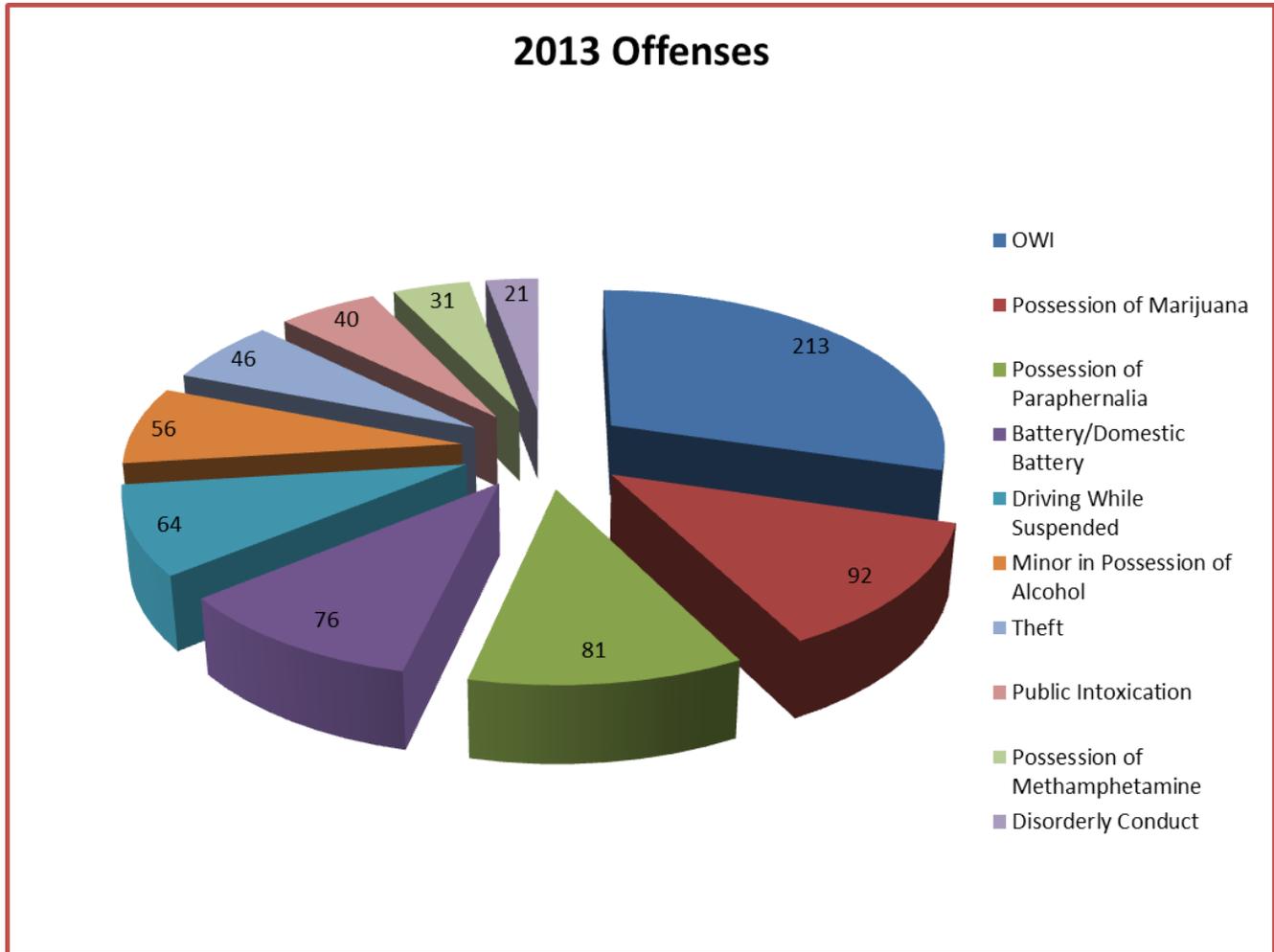
## BOOKING STATISTICS/INFORMATION

### **Offense Statistics**

The Steuben County Jail staff booked 1273 individuals into the jail in 2013. The top ten identifiable offenses were:

- 1) Operating While Intoxicated (OWI) – 213
- 2) Possession of Marijuana – 92
- 3) Possession of Paraphernalia – 81
- 4) Battery/Domestic Battery – 76
- 5) Driving While Suspended – 64
- 6) Minor in Possession of Alcohol (MIP) – 56
- 7) Theft – 46
- 8) Public Intoxication (PI) – 40
- 9) Possession of Methamphetamine – 31
- 10) Disorderly Conduct – 21

In conducting a Booking Time Analysis for 2013, the top six (6) hours of booking activity during 2013 were between 11:00 p.m. and 4:00 a.m., and between 8:00 p.m. and 9:00 p.m.



### 2013 Crime Class Statistics

The average inmate crime class at booking information for 2013 bookings is as follows:

**Felony**  
 Class A Felony: 8.09%  
 Class B Felony: 10.54%  
 Class C Felony: 9.73%  
 Class D Felony: 20.39%

**Misdemeanor**  
 Class A Misdemeanor: 47.85%  
 Class B Misdemeanor: 4.04%  
 Class C Misdemeanor: 2.13%

## **MAJOR DISTURBANCES WITHIN THE JAIL**

### **Medical Disturbances**

Throughout the course of 2013, 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 sixteen (16) 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 thirteen (13) inmate transports to local doctor offices for follow-up or specialized appointments. In December 2013, the Steuben County Sheriff's Office was tasked with a medical security detail consisting of securing a pre-sentenced, high-risk inmate for 24 hours per day. This detail has continued into 2014 with multiple days of 24-hour coverage at the local hospital, an out-of-county hospital as well as at local physician's offices.

### **Security Disturbances**

In addition to medical disturbances, the Steuben County Jail staff experienced various security disturbances caused by inmates. These security threats called for routine and "emergency" shakedowns (extensive cell searches). The staff conducted eighty-five (85) shakedowns of the jail cell blocks in 2013, compared to thirty-two (32) being conducted in 2012.

Furthermore, the jail was faced with housing four (4) high-profile murder suspects who presented safety/security threats upon being booked-in to the jail. The handling of these inmates required constant additional staff to be present during movement within the jail and during court proceedings outside of the jail for a period of time. While one (1) of these suspects has been sentenced in 2013 and since transported to an IDOC facility, the remaining three (3) continue to be housed in the Steuben County Jail awaiting either trial or sentencing hearings. Of the remaining murder suspect inmates, two (2) of them have had their trial dates extended to the middle and end of the 2014 calendar year, extending the strenuous circumstances of safe-keeping of officers and other inmates in the jail.

### **ESCAPES/ATTEMPTED ESCAPES**

There were no escapes or attempted escapes from the jail in 2013.

### **IN-CUSTODY DEATHS**

There were zero (0) in-custody deaths occurring in 2013.

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

There was one (1) juvenile booked into the Steuben County Jail on waivers or direct files in 2013.

## AVAILABILITY OF SERVICES WITHIN THE JAIL

See attached report.

## JAIL STAFFING LEVELS

There were nine (9) new full-time Confinement Officers hired in 2013. All officers hired in 2013 have attended and successfully completed 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.

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

In 2013, there were **2215 hours of overtime** worked by full-time officers. There were **245.25 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. 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.

## TRANSPORT STATISTICS

During 2013, the Steuben County Sheriff's Office/Confinement Staff performed **322 adult and juvenile transports**, traveling **57,585 miles** between the Steuben County Jail and other correctional/detention/mental health facilities. As a result, **1,048 total man-hours** were exhausted in providing these transports. The following is a breakdown of the type of transports performed:

- ❖ Adult Transports = 296 for 51,545 miles and 942 man-hours
- ❖ Juvenile Transports = 26 for 6,040 miles and 106 man-hours
  
- ❖ 72-hour commitments = 48 transports
- ❖ Transport Orders = 155 transports
- ❖ Warrants = 112 transports
- ❖ Adult transports for juvenile matters = 14 transports
- ❖ Transports for Probation = 4 transports
- ❖ Transports for DCS = 21 transports

### **Previous Transport Statistics**

The 2013 statistics can be compared to the 2011 and 2012 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 rather than utilizing video court operations, and other factors.

### **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

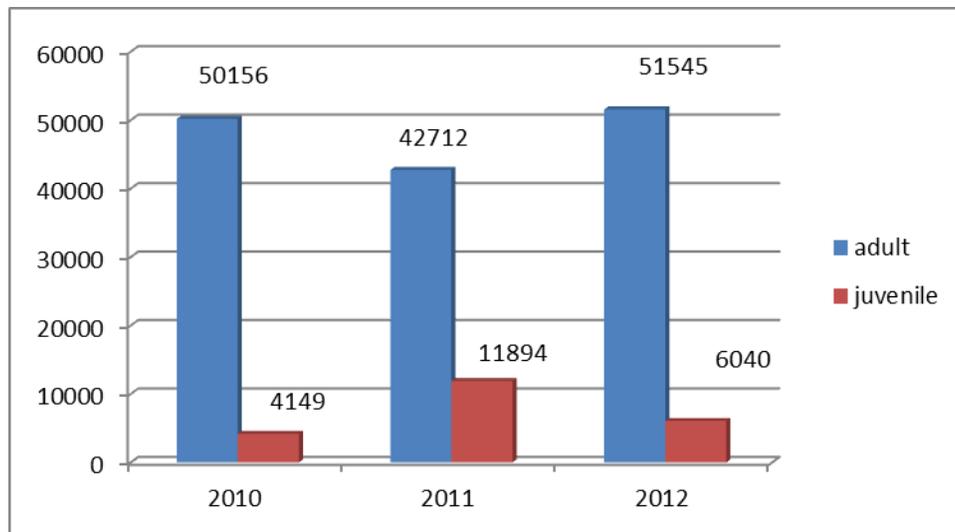
### **2012 Transport Statistics**

- ❖ 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

**Transport Miles 2011-2013**



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

The annual jail inspection was conducted by State Jail Inspector, Lee Hoard, on July 30, 2013. 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.
- ❖ New dryer installed. Epoxy paint in garage.
- ❖ Video visitation is being considered along with digital recorders.

- ❖ 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:

- ❖ Recommend removing current window tinting installed in cell block since last inspection. Safety, security concern.

During 2013, the jail intake garage received a new overhead door as a result of the previous one malfunctioning to a non-operative state. The jail intake area continued to experience issues with water overflows from the temporary housing cells and the laundry room/shower areas causing water to leak into the lower levels of the building. The water softener replacement and the outdoor lighting projects were also completed in 2013.

The minimum security housing block received some remodeling work to better accommodate the layout of the living area and provide jail staff with additional security measures. New security monitors have been purchased for replacement of the Central Control monitors and are scheduled to be replaced in early 2014.

Other maintenance/improvement projects in progress from 2013 to 2014 include 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. This work is scheduled to begin in early 2014.

**Respectfully Submitted,**

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

# **Steuben County Sheriff's Office Jail Division 2013 Annual Report**

## **Programs and Services**

### **JAIL MINISTRY**

The Steuben County Jail Ministry is coordinated by Gayle Fisher, who is a volunteer through a federally-funded program called the National Able Network, Inc. The Jail Ministry continued to be involved in 2013 with the coordination of the various services, listed below, provided to the inmate. In providing these services, there are approximately 30 volunteers who assist with jail programs, community events and other special events. 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.

### **CHURCH/WORSHIP SERVICES/ BIBLE STUDIES**

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

### **LIBRARY SERVICES**

The Jail Chaplain and volunteers coordinated the library services in 2013 throughout the weeks and provided various books to the inmates for recreational reading. In 2014, the jail staff is scheduled to take over the library operations.

### **GED PROGRAM**

The Steuben County Jail Ministry Team was able to partner with the Steuben County United Way, the Steuben County Literacy Coalition and Impact Institute to revive the GED Program in the jail. Collaboratively, these agencies assisted with funding, volunteer services and test administration. The GED coordinators made great strides by preparing fourteen (14) inmates to successfully take and pass the GED Exam in 2013. In 2012, only three (3) inmates were tested, with all successfully passing the exam. In 2011, zero (0) inmates were able to pass the GED exam. The success of this educational program is credited to the collaborative efforts of the agencies involved.

### **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 in 2012 to attend training and become certified facilitators for MRT. MRT had been provided to more than 25 different inmates, male and female, on a weekly basis. The MRT program was stalled in early 2013 due to lack of availability of certified volunteer staff.