



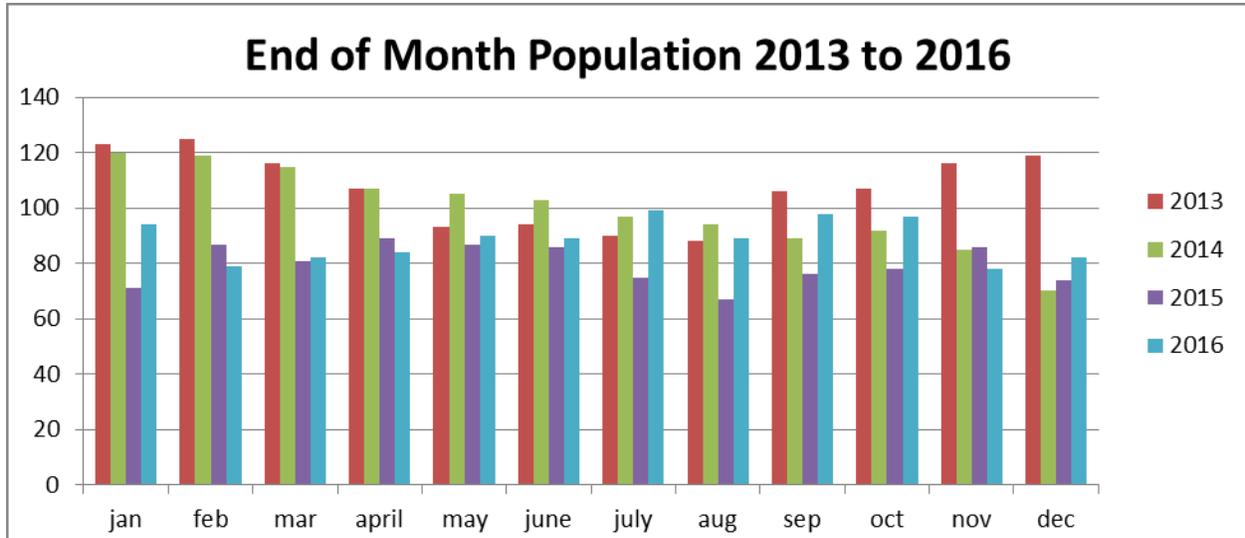
**Steuben County Sheriff's Office
Jail Division
2016 Annual Report**

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, 2016 there were 82 inmates housed in the jail. On December 31, 2016 there were 82 inmates housed in the jail. **The Average Daily Population (ADP) for 2016 was 84 inmates. The Average Length of Stay (ALOS) for inmates in the Steuben County Jail in 2016 was 18 days and 11 hours.** The “End of the Month” jail counts for 2013 through 2016 comparison are highlighted in the chart below:



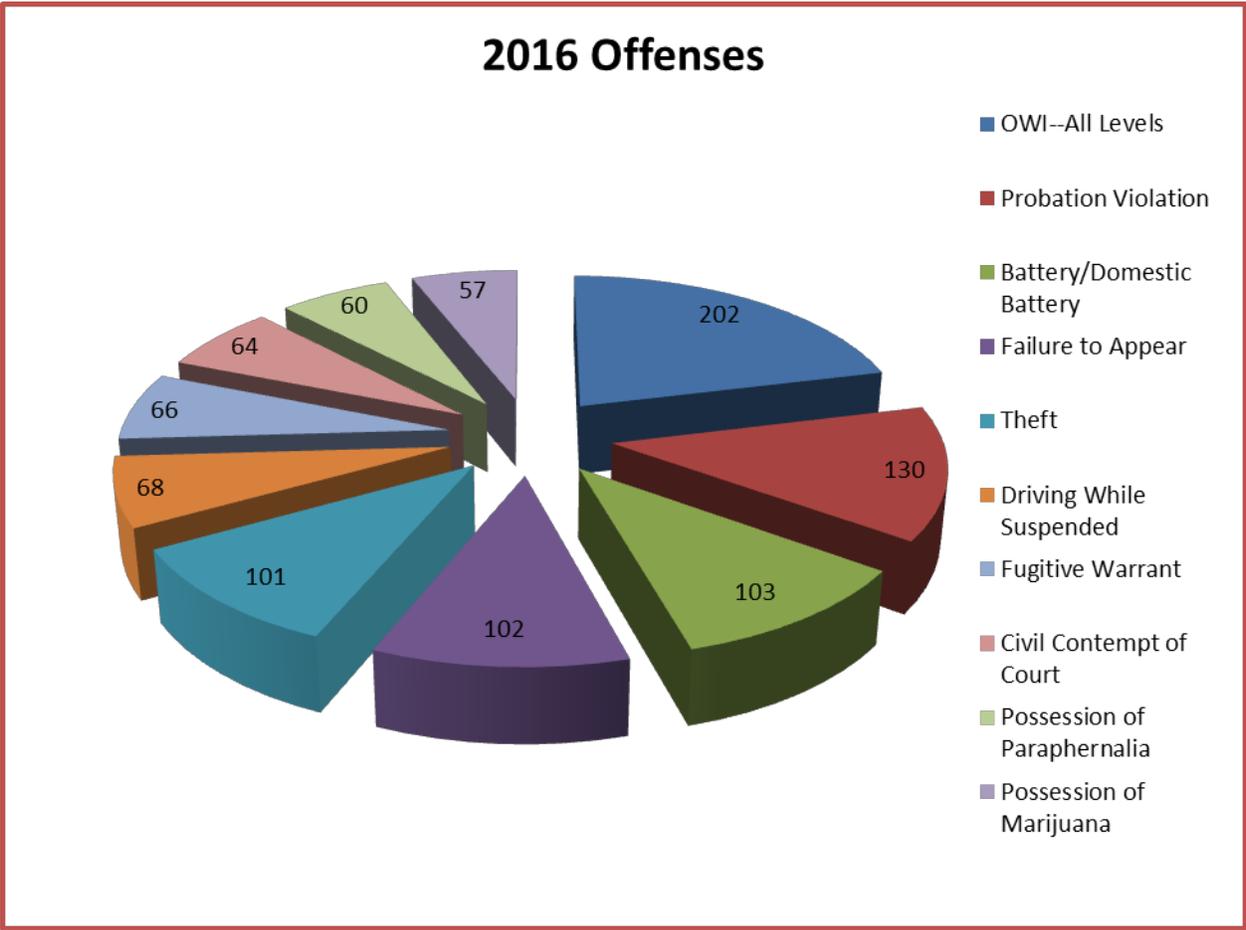
BOOKING STATISTICS/INFORMATION

Offense Statistics

The Steuben County Jail staff booked 1095 individuals into the jail in 2016. The top ten identifiable offenses were:

- 1) Operating While Intoxicated (OWI—all levels) – 202
- 2) Probation Violation – 130
- 3) Battery/Domestic Battery – 103
- 4) Failure to Appear – 102
- 5) Theft—101
- 6) Driving While Suspended –68
- 7) Fugitive Warrant – 66
- 8) Civil Contempt of Court – 64
- 9) Possession of Paraphernalia – 60
- 10) Possession of Marijuana – 57

In conducting a Booking Time Analysis for 2016, the top six (6) hours of booking activity during 2016 were between 1:00 p.m. and 6:00 p.m., 3:00 p.m. and 7:00 p.m., and between 11:00 a.m. and 12:00 p.m.



2016 Crime Class Statistics

The average inmate crime class at booking information for 2016 bookings is as follows:

Felony**		Misdemeanor
Class A Felony: 1.6%	Class B Felony: 3.4%	Class A Misdemeanor: 54.7%
Class C Felony: 3.4%	Class D Felony: 7.4 %	Class B Misdemeanor: 2.0%
Level 1 Felony 0.9%	Level 2 Felony 0.05%	Class C Misdemeanor: 4.6%
Level 3 Felony 1.1%	Level 4 Felony 2.9%	
Level 5 Felony 2.8%	Level 6 Felony 10.2%	

** 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 2016, 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-three (23) medical incidents that required an inmate to be transported to the local hospital,** there were fifteen (15) inmate transports to local doctor offices for follow-up or specialized appointments.

In addition, jail staff was tasked with the housing of a severely mentally disturbed individual who had been ordered into the custody of a mental health facility. While no mental health facility had availability for nearly two (2) months, jail staff had to maintain special housing for this individual. This inmate was eventually accepted into and transported to a state hospital.

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 eighty-six (86) extensive cell searches of the jail cell blocks in 2016, compared to seventy-four (74) conducted in 2015 and eighty-three (86) being conducted in 2014.

ESCAPES/ATTEMPTED ESCAPES

There were no escapes or attempted escapes from the jail in 2016.

IN-CUSTODY DEATHS

There were zero (0) in-custody deaths occurring in 2016.

JUVENILE WAIVER/DIRECT FILE STATISTICS

There were two (2) juveniles booked into the Steuben County Jail on waivers or direct files in 2016.

AVAILABILITY OF SERVICES WITHIN THE JAIL

See attached report.

JAIL STAFFING LEVELS

There were five (5) new full-time Confinement Officers hired in 2016. All but two (2) officers hired in 2016 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.

Over time/Part-time Coverage

In 2016, there were **2254 hours of overtime** worked by full-time officers. 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. The Steuben County Jail had 9 officers, supervisors and command staff attended 2 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 2016, the Steuben County Sheriff's Office/Confinement Staff performed **438 adult and juvenile transports**, traveling **70,007 miles** between the Steuben County Jail and other correctional/detention/mental health facilities. As a result, **1,372 total man-hours** were exhausted in providing these transports. The following is a breakdown of the type of transports performed:

- ❖ Adult Transports = 338 for 55,958miles and 1062 man-hours
- ❖ Juvenile Transports = 100 for 14,058 miles and 310 man-hours

- ❖ 72-hour commitments = 61 transports
- ❖ Transport Orders = 238 transports
- ❖ Warrants = 108 transports
- ❖ Adult transports for juvenile matters =12 transports
- ❖ Transports for Probation = 93 transport
- ❖ Transports for DCS = 7 transports

Previous Transport Statistics

The 2016 statistics can be compared to the 2013 thru 2015 statistics listed below. The displayed decrease of total transport mileage and man hours for transports during the 2016 year can be credited to an array of factors: multiple inmates picked up on same transport for court proceedings; transports conducted to and from facilities at a closer distance to Steuben County; inmates not being returned for eligibility interviews for Community Corrections; and other factors.

The County did have an increase in transport miles and man hours for juvenile transports due to the closing of a juvenile center that performed a majority of these transports for the county.

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

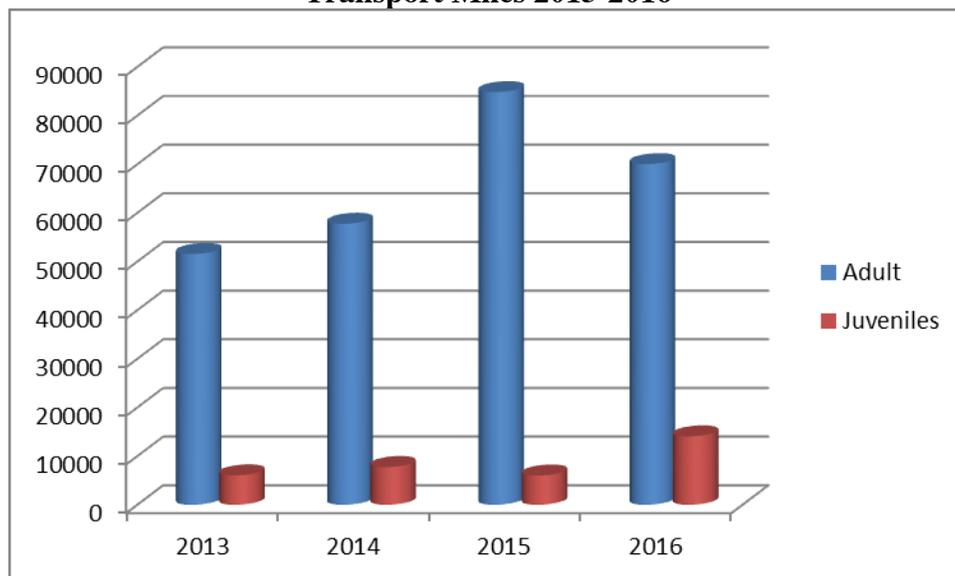
2015 Transport Statistics

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

2016 Transport Statistics

- ❖ Adult Transports = 338 for 70,007 miles and 1,372 man-hours
- ❖ Juvenile Transports = 100 for 14,058 miles and 310 man-hours

Transport Miles 2013-2016



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 follow written guidelines 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.

3 INMATES PASSED THE HSE EXAM DURING 2016

MAINTENANCE AND UPKEEP OF THE JAIL

The annual jail inspection was conducted by State Jail Inspector, Lee Hoard, on June 01, 2016. 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.
- ❖ Padded cell repaired and updated.
- ❖ Video visitation is being considered along with updated digital recorders.
- ❖ Larger monitors in Central Control installed
- ❖ Male/Female offenders interviewed stated they felt safe, staff was fair and meals were good.

The state jail inspector recommended that the drinking fountains in the blocks be repaired.

The padded cell in the jail intake area received a new padded surface to repair the extensive damage caused by unruly inmates and the capability for jails recording system has been updated to hold up to 180 days of digital recording. The jail has also repaired the dayroom drinking fountains in all the cell block dayrooms.

UNFUNDED NEEDS AND PROJECTS

Other maintenance/improvement projects in progress from 2016 to 2017 include:

- ❖ The addition of a new phone provider that would include video visitation and kiosks centers for inmate money transactions
- ❖ Updating the cameras in the dayrooms of cell blocks to improve visibility of inmate activities

All of which will improve the overall safety, security and efficiency of the facility.

Respectfully Submitted,

Tim R. Troyer

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Steuben County Sheriff**