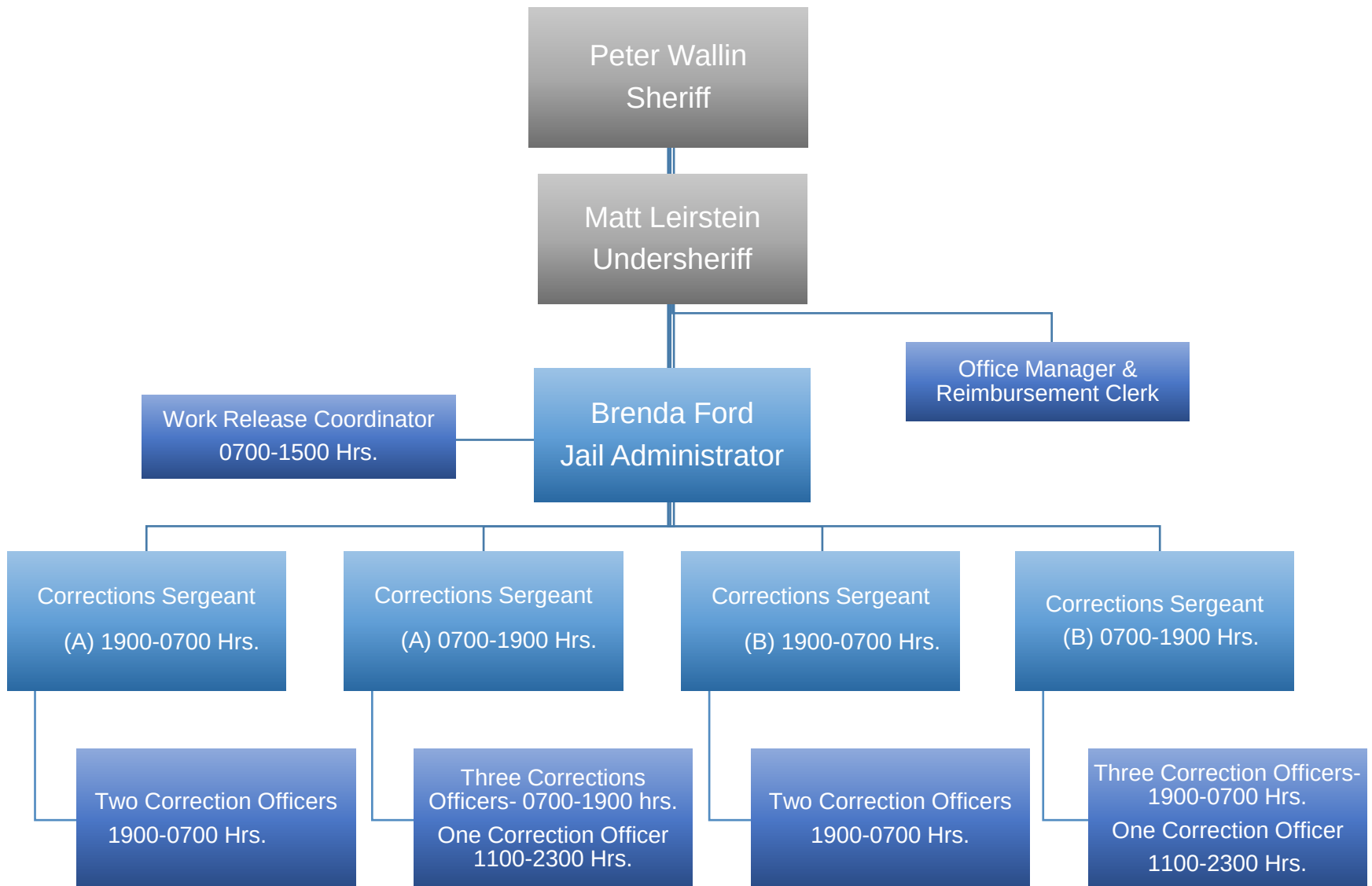


EMMET COUNTY SHERIFF'S OFFICE CORRECTIONS DIVISION ANNUAL REPORT 2023

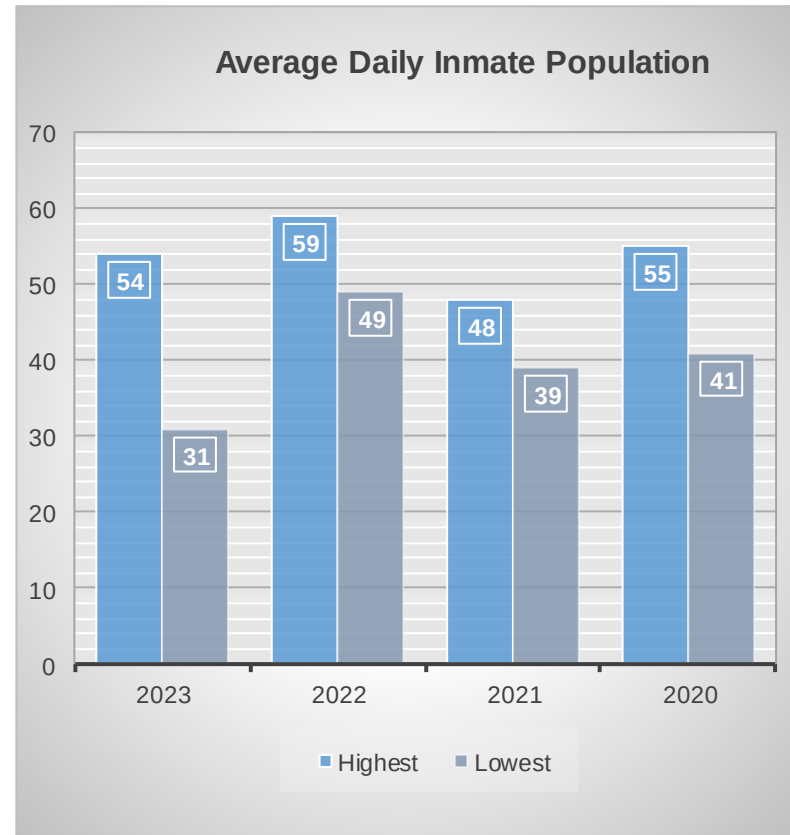


Corrections Division Organizational Chart



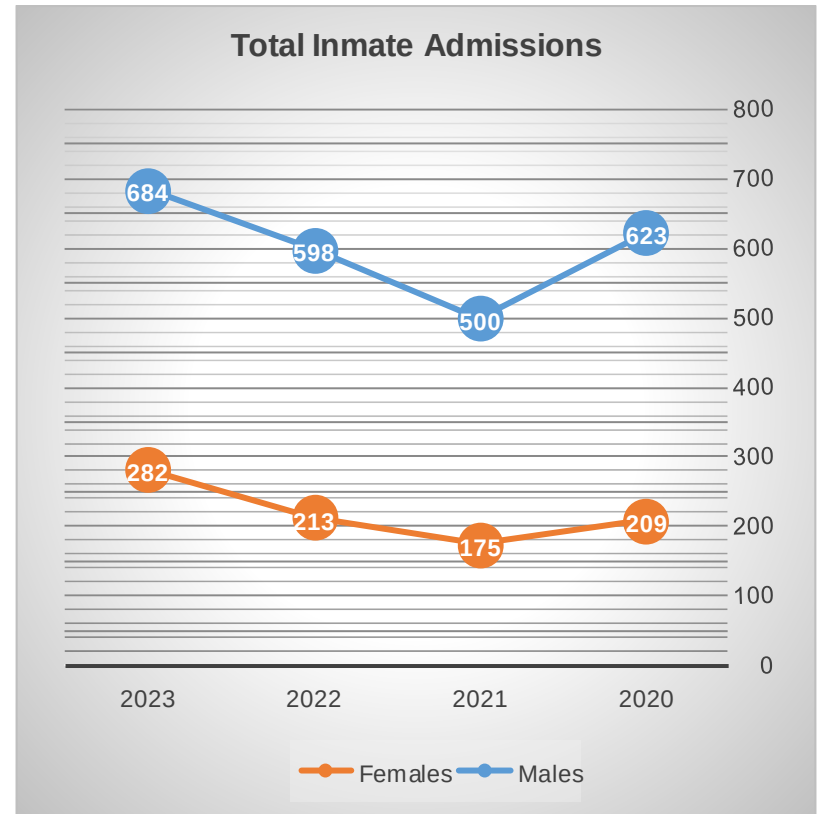
History & Current Assessment

- The Emmet County Correctional Facility was built in 1967. At that time the total housing capacity was 20 inmates, with an average daily population of 6 inmates.
- In 1983, the facility was expanded to house 27 inmates. The average daily population in 1984 was 15 inmates. As a result of an increase in the inmate population, double bunking was added in 1988 and 1990, which increased the housing capacity of the facility to 33 inmates.
- In 1997, in order to provide housing for inmates on work release, an additional 14 beds were added, bringing the total housing capacity to 49 inmates, with an average daily population of 38 inmates.
- Again in 1999, the facility was expanded bringing the total housing capacity to 69, with an average daily population of 52 inmates.
- To keep up with the rising inmate population, the facility was expanded in 2006, bringing the total housing capacity of the facility to 103 inmates. The average daily inmate population for 2023 was 47 inmates.



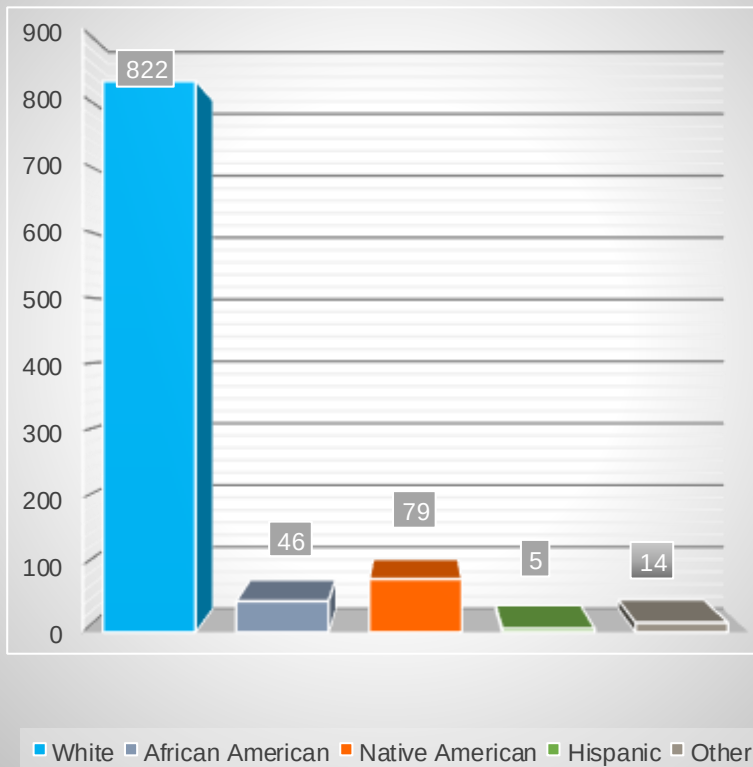
History & Current Assessment

- The Emmet County Corrections Division currently operates twenty-four hours per day, three hundred sixty five days per year, with staffing of a Jail Administrator, four Sergeants, and twelve Correction Officers working two twelve hour shifts. One Correction Officer is assigned to manage the inmate work release/crew programs. Due to coronavirus restrictions and Criminal Justice Reform legislation the need for work release/crew programs was temporarily suspended.
- The facility is comprised of maximum, medium, and minimum security housing areas. The facility also has four temporary holding cells, with two of these cells being used for detoxification purposes.
- The population consists of both adult male and female, sentenced and non-sentenced inmates who are incarcerated for a civil, misdemeanor, or felony charge. The facility frequently houses State prisoners that are in violation of their parole and are awaiting return to the Michigan Department of Corrections. The County is reimbursed from the State, at the current rate of \$35.00 per day per inmate, to help cover the cost of housing expenses for State prisoners.

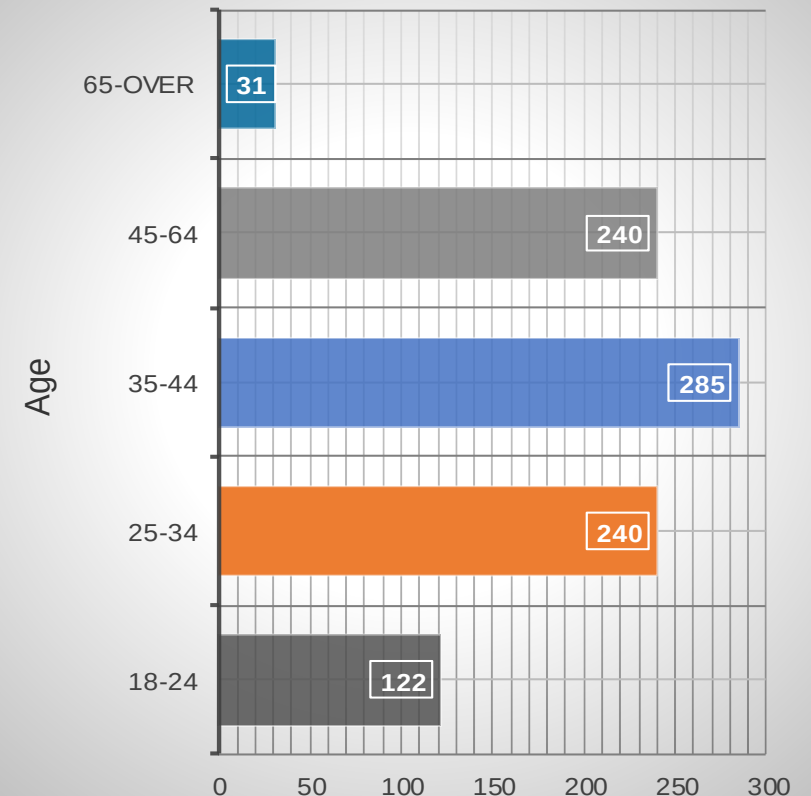


The following inmate population data is represented as the total number of inmates admitted to the facility for the year 2023.

Inmates Lodged by Race

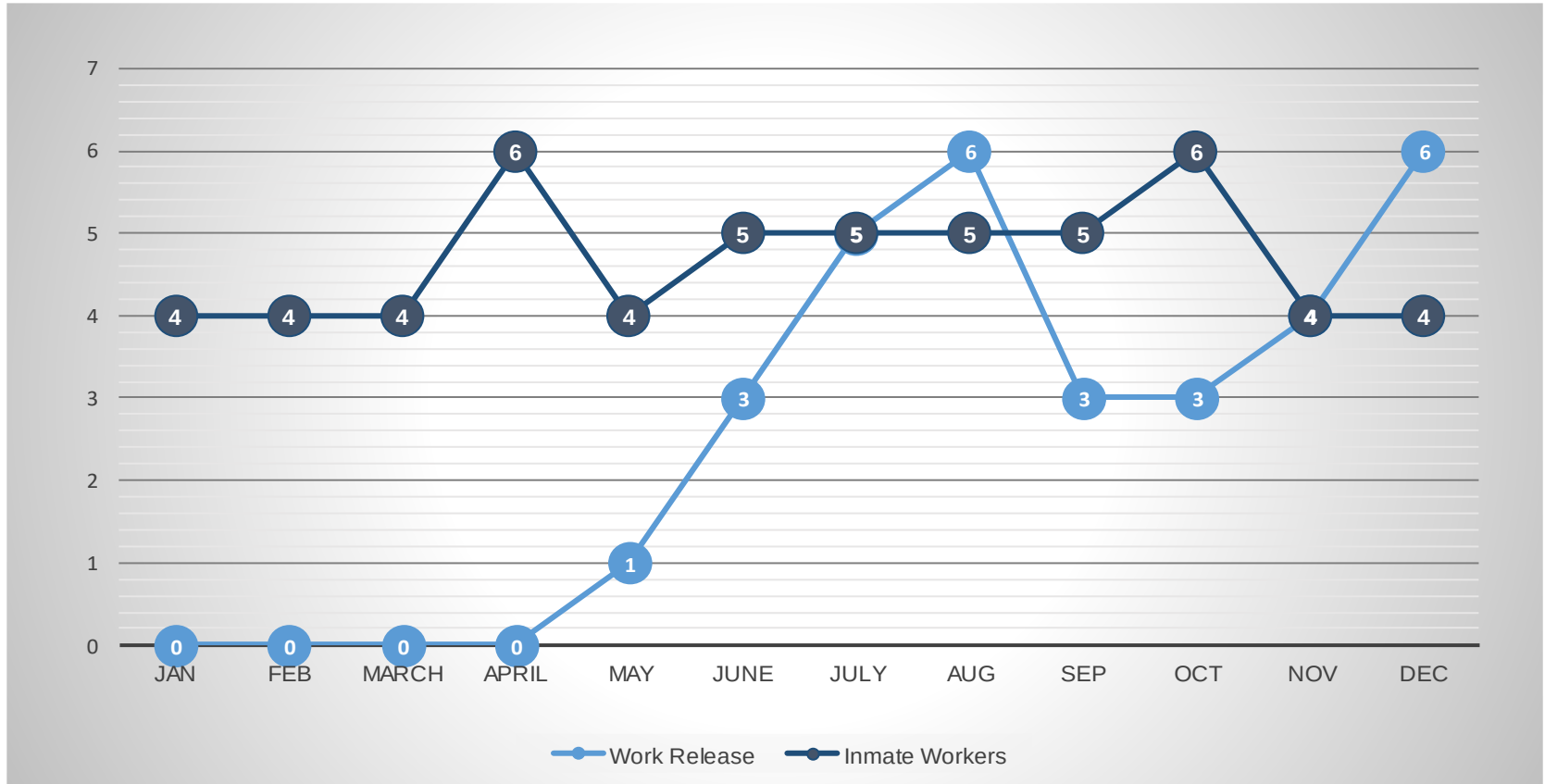


Inmates Lodged by Age



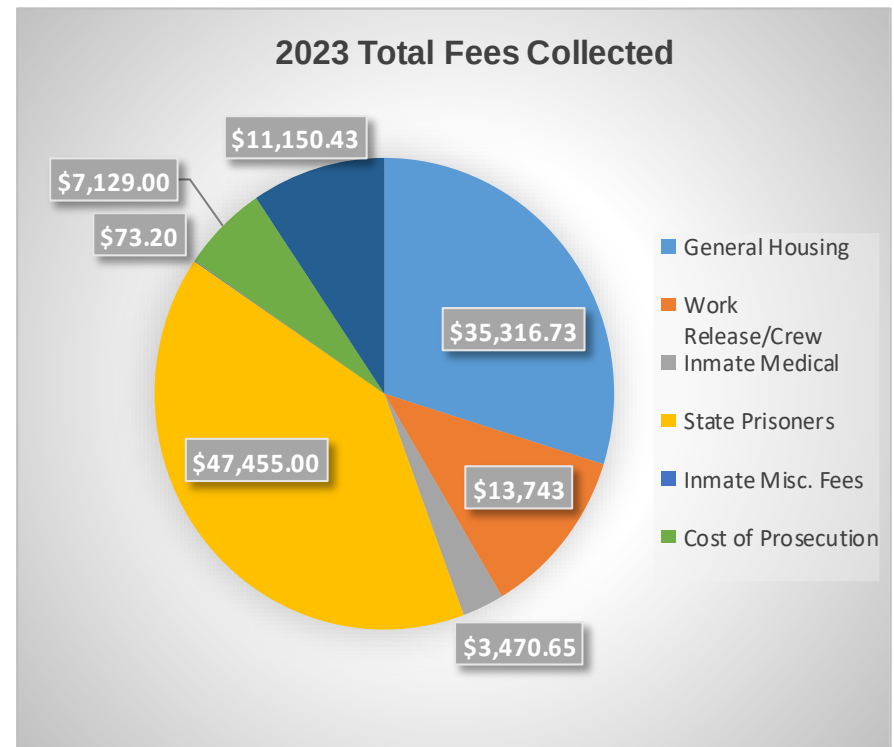
Inmates on Work Programs

See pages 12 & 13 for explanation of these programs.



Corrections Division Budget

- The total amount in expenditures to operate the facility for 2023 was \$2,317,049.00 with an initial budget of \$2,339,986.00.
- For the year 2023, the average daily cost to house an inmate was \$61.29. This amount is significantly higher than the average daily cost for 2022. This is primarily due to increases in employee wages, benefits, utilities, and inmate medical expenses.
- **2023 Fees Collected**
- In order to alleviate the entire financial burden to house inmates upon taxpayers, Michigan legislature authorizes the County to seek reimbursement from inmates for housing and medical expenses. In accordance with this legislature, the Board of Commissioners adopted a fee structure to collect housing and medical expenses from inmates. In addition to the collection of housing and medical fees charged to inmates, the facility receives commissions from inmate telephones and commissary services.



Corrections Division Operations

Administrative

- The Jail Administrator is responsible for planning, organizing, and implementing the operations, budget, personnel schedule, policy and procedures for the Corrections Division. The Jail Administrator is directly accountable to the Sheriff and Undersheriff for implementation of all Sheriff's orders and direction concerning the operation of the Emmet County Correctional Facility.
- **Command Personnel**
 - The Corrections Division is comprised of four Sergeants who serve as first line supervisors and to oversee the operation of each shift; the Sergeant position requires a minimum of three years of related Corrections experience.
- **Corrections Personnel**
 - Staffing of the facility is comprised of twelve certified Correction Officers that are assigned to various duties in the facility; one Correction Officer is assigned to supervise the inmate work release and work crew programs. The Correction Officer position requires, at a minimum, that each officer to have successfully completed the 160 Hour Corrections Academy and maintain at least twenty hours of in- service training on an annual basis.
 - Each Correction Officer has a vital role in the efficient operations of the facility. It is essential for all Corrections personnel to work together as a team to provide for the safety, security, and control of all inmates in the custody of the Sheriff. Some of the daily routine duties performed are:
 - Monitor inmates for compliance of facility rules and regulations
 - Booking and Releasing Inmates
 - Fingerprints and Photographs
 - Cell Searches
 - Inmate Classification
 - Report Writing
 - Inmate Discipline
- **Work Release/Crew Program Coordinator**
 - One Correction Officer is assigned to supervise the operation of the work release/crew and inmate worker programs. Their primary responsibility is to verify the inmates have court approval to participate in the program, approve employment locations, administer random drug and/or alcohol testing on the inmates participating, and perform periodic on site checks at the inmate's work location.

Corrections Division Operations

- **Support Personnel**

- The support personnel is comprised of one Office Manager and Housing Reimbursement clerk. Some of the varied responsibilities of the Office Manager include:

- Supervision of all the Administrative office functions and personnel
- Issue purchase permits and register weapons for the public
- Management of all the Registered Sex Offender records of the Sheriff's Office
- Disburse bond money to the courts
- Verifies and approves payroll for personnel
- Coordinate court schedules and paper service
- Sort and distribute mail for the inmates and Administration

- Some of the Housing Reimbursement Clerk's responsibilities include:

- Management of inmate accounts
- Reconciliation of Inmate Trust account
- Organize and file inmate files

- Balance all cash drawers and prepare deposits daily
- Disburse all funds collected for accounts associated with inmate housing and medical expenses
- Prepare monthly reports for all fees collected for the facility

- **DIVISION TRAINING**

- **In-Service Training**

- The Michigan Sheriff's Coordinating and Training Council, under the authority of the Local Corrections Training Act- 125 of 2003, requires for each Correction Officer to receive, at a minimum, twenty hours of training in an approved Corrections related topic on an annual basis. During 2023 the Corrections Division personnel received a total of 899 hours of training.
- The following are some of the training courses the Jail Administrator and Corrections Division

Corrections Division Operations

- staff attended in 2023:
 - Correctional Law
 - Critical Thinking
 - Custody and Security
 - Defensive Tactics
 - Suicide Awareness
 - Policy and Procedures
 - Report Writing
 - Inmate Supervision
 - **Corrections Training Officer Program (CTO)**
 - The Corrections Training Officer program, which is supervised by the Command personnel, is responsible for ensuring that each new Correction Officer receives the necessary training to face the challenges of the Corrections environment and for producing a well qualified Correction Officer to represent the Sheriff's Office.
 - The Corrections Training Officer program provides a new Correction Officer with nine weeks of extensive one on one training with an assigned Corrections Training Officer.
- **FACILITY INSPECTION**
 - **Michigan Department of Corrections**
 - The facility is audited annually by the Michigan Department of Corrections County Jail Services Unit. The purpose of this audit is to conduct an in depth evaluation in all aspects of the operation of the facility. Some of the key requirements that must meet the Michigan Department of Corrections standards are:
 - The facility must maintain written policy and procedures that must meet the requirements of each Administrative rule
 - Training for all Corrections personnel in emergency response and the use of chemical agents and force
 - Adequate staffing of the facility
 - Fire inspections and testing of equipment
 - Evacuation plans are documented and drills are conducted quarterly with Corrections personnel
 - Monthly sanitation inspections of the facility and kitchen areas
 - Maintains adequate inmate health care

Corrections Division Support Services

- **Medical Services**

- The jail physician and nurse provide medical services to include dental and mental health related referrals for inmates incarcerated in the facility. All inmate medical services must meet standards established by the Michigan Department of Corrections and is audited annually for continued compliance. Medical services include, but not limited to:
 - Inmate Health appraisals
 - Treatment of pre-existing conditions
 - Inmate sick call
 - Preventative care
 - Infectious disease and control
 - Medical clearance for work detail

- **Mental Health Services**

- Mental health services is provided to inmates by staff from North Country Community Mental Health. The services they provide includes twenty-four hour emergency mental health evaluations, referrals for treatment or hospitalization, court ordered mental health assessments, and the continuation of case management for current mental health clients.

- **Inmate Meal Services**

- Staff from Tigg's Canteen Food Services is responsible for providing inmates three nutritional meals per day. The kitchen staff consists of one full time Food Service manager, and one part time cook. Inmate workers also help in the kitchen to wash dishes, clean kitchen area, and serve meals to the inmate population. For the year 2023, a total of 52,235 meals were served at an average cost of \$2.82 per meal.

- **INMATE PROGRAMS**

- **Program Goals**

- The primary goal of the Corrections Division is to obtain the most effective inmate programs at minimal cost, if any, which may provide for an inmate a more positive and productive transition back into the community. The following is a brief summary of each individual program provided at the facility.

- **Inmate Workers Program**

- The inmate workers program allows for an inmate to work within the Correctional facility performing

Corrections Division Support Services

- tasks such as washing dishes, serving food, custodial services, grounds maintenance, sorting and washing laundry, painting and washing county vehicles. Inmate workers must have the ability to get along with other inmates, Correction officers, and have a good jail record.
- **Work Release**
- The work release program allows for an inmate to maintain current employment which helps them pay court/ probation fees, victim restitution, child support, or to maintain his/her personal assets. This program was reinstated in 2023 after being under review due to coronavirus restrictions and Criminal Justice Reform legislation that expands the use of jail alternatives by the courts.
- **Work Crew**
- The work crew program allows an inmate to work for approved organizations within the community performing duties such as washing dishes, serving food, custodial services, grounds maintenance, sort and package cardboard, newspaper, plastics, and other recyclables. This program remains under review due to the Criminal Justice Reform legislation that expands the use of jail alternatives by the courts.
- **PA 511 Community Corrections**
- The primary purpose of this program is to provide an alternative punishment such as electronic monitoring, substance abuse treatment programs, or participation in an approved community-based program to offenders who would otherwise be incarcerated. Offenders must meet the programs assessment and/or screening criteria and be approved by the court to be eligible to participate.
- **Substance Abuse Education**
- The goal of these services is to provide an inmate with information regarding substance abuse dependency, to help assist them in making a self assessment, and to develop a plan of action to make positive life changes, both while incarcerated and upon release. This service is provided at a minimum of once per week by staff from Bear River Health.
- **Alcoholics Anonymous**
- Volunteers from our community help support this program for both male and female inmates. This program is intended to lend an inmate fellowship and support for alcohol dependency. Meetings are held once per week at the facility.
- **Thinking Matters**
- This is a Cognitive Restructuring program that forces inmates to evaluate their attitudes and beliefs that motivate their thinking patterns and behaviors. It helps the inmate identify critical thinking errors that may lead them to repeated illegal, negative, or destructive behaviors. This program challenges an inmate to develop new thinking patterns that if successful, over time, will establish new attitudes and beliefs therefore changing behavior. This program is provided once per week at the facility by staff from Harbor Hall.

Corrections Division Support Services

- **Substance Abuse Assessments**

- Substance abuse assessments are provided to inmates by staff from Bear River Health once per week. The assessment identifies an appropriate substance abuse treatment plan to help an inmate achieve and maintain recovery goals. A peer recovery coach assists with discharge planning, providing education and eligibility requirements for recovery programs, and support in coping with mental health fitness during recovery.

- **Church Services**

- Inmates incarcerated in the facility are free to practice their faith provided the security and operation of the facility is not compromised. The Jail Chaplain or volunteers from within the community provide non-denominational spiritual counseling at the facility at a minimum of once per week. The Jail Chaplain will provide an inmate whose faith is not represented by volunteers assistance in identifying a person from the community that represents their faith.

- **Inmate Commissary**

- Keefe Commissary provides commissary services to the inmates on a weekly basis. Various items such

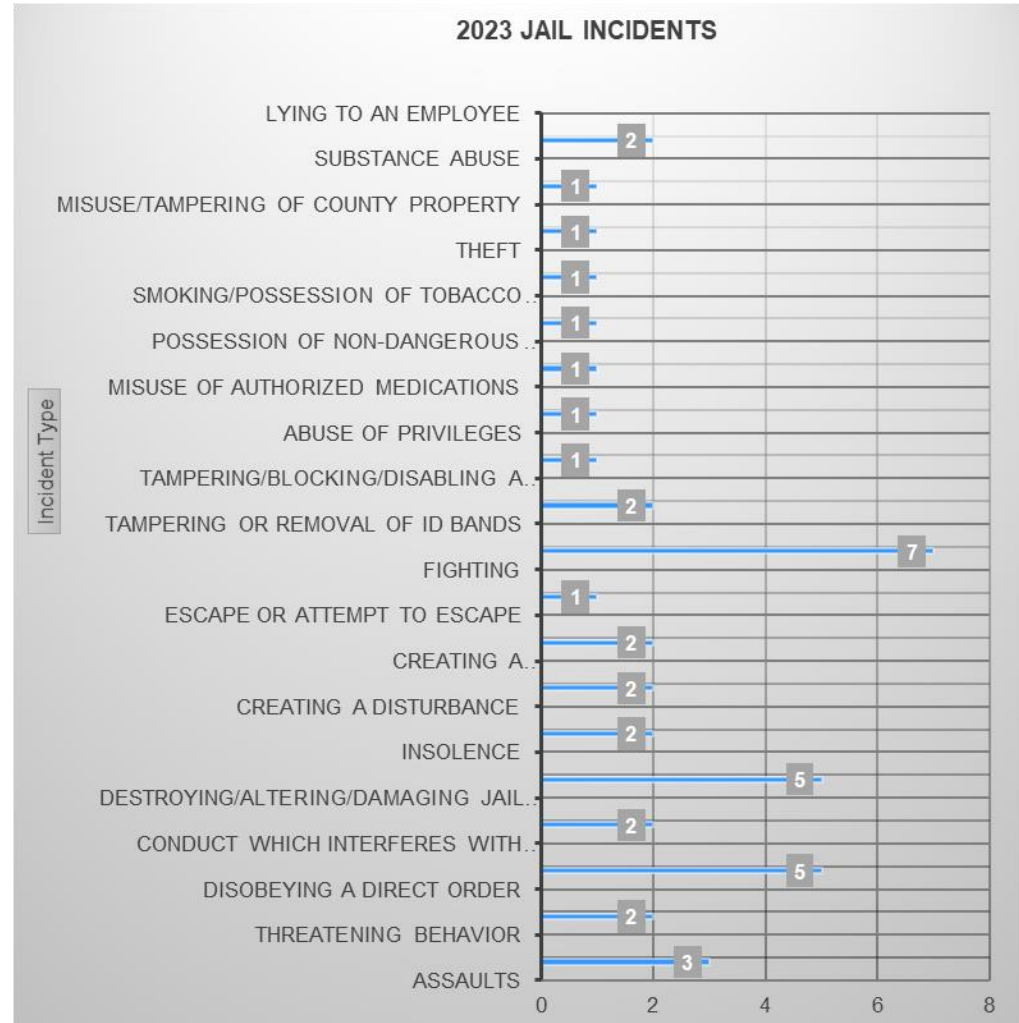
as chips, candy, card games, writing materials, personal hygiene and clothing products that are not provided by the facility are available for an inmate to purchase through their inmate commissary account. All profits generated from the commissary service benefit the inmate population and may be used to pay for the following items:

- Supplies for the Inmate programs
- Puzzles and board games
- Inmate program fees
- Popcorn supplies
- TV's and cable fees
- Local newspaper subscription fees

- The total for inmate commissary sales for the year 2023 was \$52,746.29.
- The facility also has prepaid phone time available for inmates to purchase. Prepaid phone time allows for an inmate to call family and friends at a discounted rate instead of paying a higher collect call charge. The total for phone time sales in 2023 was \$44,699.00.

Emergency Preparedness and Response

- Preparing for and responding to emergencies or incidents that occur in the facility is crucial in maintaining the safety and security for both staff and inmates. The Corrections Division staff is prepared for all types of emergencies, with written plans of action for:
 - Fires
 - Evacuation
 - Escapes
 - Severe weather
 - Riots and disturbances
 - Hostage situations
 - Inmate injury, illness or death
 - Suicide attempts
 - Hunger strikes
- In addition to responding to emergencies, Correction officers are responsible for maintaining a safe, sanitary living conditions, and fair treatment for all inmates. The most effective method to achieve these standards is having a clear, concise set of policies and rules. Each inmate booking into the facility receives a list of rules that they are expected to observe during their stay. Any inmate that violates any established rule may be subject to discipline or prosecution in accordance with the principles of due process. All rule violations require a written incident report, rule infraction report, and a hearing for each rule violation. During 2023, the Corrections staff responded to 52 rule violations.



Corrections Division Awards & Recognition

- **Awards**

- Correction Officer Ben Preston Peck received the 2023 Correction Officer of the Year Award
- Sgt. Sam Hunt, Sgt. Ben Britton, Correction Officer Cindy Snider, Correction Officer Jim Wilber, Correction Officer Ben Warner, Correction Officer Erin Chase, Correction Officer Todd Blumke, Correction Officer Casey Hayes, and Correction Officer Stephanie Readmond received a Lifesaving Award to recognize their response to critical events that occurred in the facility.
- The Corrections Division achieved a 100 percent compliance rating from the Michigan Department Corrections for exceeding the inspection standards of the Administrative Rules for Jail and Lockups

- **Recognition**

- Correction Officer Ben Warner - 15 years of service
- Correction Officer Casey Hayes - 5 years of service
- Correction Officer Damian Phillips - 1 year of service
- Housing Reimbursement Clerk Michelle Ferris- 1 year of service

Corrections Division Accomplishments

- The Corrections Division continually searches for ideas or programs to improve the day to day operations of the facility. The usual statistics documenting some of their accomplishments are included in this Annual report, but the statistics do not tell the whole story of their dedication. Below is a review of some of their efforts that are not readily revealed in a spreadsheet.

- **Highlights for 2023**

- A proposal from Custer Incorporated was accepted by the County to replace the chairs in the Administrative offices and lobby. Many of the Sheriff's Office chairs have not been replaced in over twenty-five years.
- The County signed a three year agreement with Tigg's Canteen Services, Inc. to provide inmate food services. With signing this agreement, Canteen Services has provided meal services for six years.
- The inmate work release program was reinstated after being suspended for three years due to the corona virus restrictions and Criminal Justice Reform legislation that expands the use of jail alternatives by the courts.
- Securus Technologies text connect feature went live on the inmate tablets. This feature is frequently used among the inmate population and their friends and family to stay connected.
- Continue to work with vendors to replace our failing jail camera system. Three vendors have visited the facility to determine what necessary equipment is required in order to prepare a preliminary quote for next year's budget.
- The Corrections staff play a pivotal role in the daily operations of the facility. The benefits of having well trained officers enhances the overall safety, security, and well-being for both staff and inmates. Even the best policy manual isn't effective if it's not being backed up by ongoing review and training with staff. Our current vendor that provides our policy manual also offers daily training bulletins. The daily training bulletins are a brief, scenario-based lesson that will enhance our officer's comprehension and understanding of each policy.
- The pre-paid debit release card program provided by a preferred vendor through our inmate commissary vendor was explored. The County decided the advantages of having this program was minimal due to the number of inmates released with any funds is limited at this time.

Goals and Objectives

- It is the mission of the Emmet County Correctional Facility to provide a safe, secure, functional and humane environment for every person we have contact with. We are committed to providing correctional services that are fair, impartial, effective, and in compliance with the laws and standards of the State of Michigan, while managing the public's resources in the most efficient manner possible.
- We will be responsible for our conduct, both professionally and personally. We will be honest, fair, and treat others with respect. We hold ourselves accountable to each other as well as to the public which the Correctional Facility serves.
- Our goals for the year 2024 are to continue meeting the mission and value statements listed above, provide inmates the best medical and mental health care available, provide programs to assist inmates in the reintegration into the community, ensure we plan for future correctional needs by developing well trained professional Correction Officers and a facility that adheres to standards of the Michigan Department of Corrections.
- The mechanisms we believe that will enable us to fulfill these are to utilize funds generated from the state booking fee to give Corrections personnel optimal training opportunities, to provide an in-depth analysis of all inmate programs offered to inmates, including health care services, with results being compared to other Correctional Facilities, for the Administration and Corrections Division personnel working together to maintain a facility that is in compliance with standards of the Michigan Department of Corrections.
- The expected results of meeting our primary goals will impact the Corrections Division personnel by inducing pride and respect for the professional management of the Emmet County Correctional Facility. In addition to meeting the primary goals, the Corrections Division will work on accomplishing the following specific goals in 2024:
 - Collect quotes to upgrade the computer that controls the monitors for the jail security cameras.
 - Prepare a Risk Avoidance Program grant application through the Michigan Municipal Risk Management Authority to request funds to replace one taser in the jail that is starting to fail and the warranty is expired.
 - Collaborate with the Community Corrections Director to provide programming for inmates to participate in during their stay as long as they meet the specific program requirements.
 - Explore an online learning management system specifically developed for Corrections to ensure all Corrections staff meet the minimum training mandates and improves the overall training process.
 - Assist the County Administration with preparing a request for proposals to manage our Inmate Technology services that includes the inmate phones, tablets and mail. Our current agreement is expiring in June of this year.

Summary

- The primary purpose of this Annual Report is to serve as a goal orientated planning tool for the future and to inform the citizens of Emmet County or other interested persons of the current status of the Emmet County Correctional Facility.
- This report is not intended to be an in depth explanation of the day to day operation but rather was intended to provide a general insight about the facility. The data was presented in both a qualitative and quantitative manner in efforts to better disseminate the information presented.
- The primary function of the facility is to provide detention services for all Law Enforcement agencies within Emmet County while administering the facility according to the statutes and standards of the State of Michigan.
- This report reflects the ongoing efforts of the twenty Corrections Division personnel at the Emmet County Correctional Facility.