

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

LAW & COURTS COMMITTEE
MARK POLSDOFER, CHAIR
GABRIELLE LAWRENCE
VICTOR CELENTINO
CHRIS TRUBAC
IRENE CAHILL
MYLES JOHNSON
SIMAR PAWAR
MONICA SCHAFER

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, AUGUST 10, 2023 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/81848426836>.

Agenda

Call to Order

Approval of the [July 13, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Resolution to Authorize an Equipment Purchase Agreement with Pro-Tech for [Ballistic Shields](#)
2. Prosecuting Attorney's Office
 - a. Resolution to Authorize an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutor's Office for the 2024 [Crime Victim Rights Grant](#)
 - b. Resolution to Honor [Angela Mina Lloyd](#) of the Ingham County Prosecutor's Office
3. Community Corrections
 - a. Resolution to Authorize a Contract with the [City of Lansing](#) for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the 2023-2024 City Fiscal Year
 - b. Resolution to Authorize Additional Justice Millage Programming Funds for Indigent [Electronic Monitoring](#) Users to Maintain Services through December 31, 2023 and to Provide Notice to Judicial Services Group, Ltd. that Additional Funds are Available
4. Law & Courts Committee – [Report on Treatment Programming](#) Funded by the Justice Millage

Announcements

Public Comment

Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES
OR SET TO MUTE OR VIBRATE TO AVOID DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.

LAW & COURTS COMMITTEE

July 13, 2023

Draft Minutes

Members Present: Polsdofer, Celentino, Trubac, Cahill, Johnson (Arrived at 6:02 p.m., Left at 6:51 p.m.), Lawrence, and Pawar.

Members Absent: Schafer.

Others Present: Sheriff Scott Wriggelsworth, Judge Joyce Draganchuk, Gregg Todd, Keith Watson, Jackie Bucsi, Madison Hughes, Deanna LaBrenz, and others.

The meeting was called to order by Chairperson Polsdofer at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/81848426836>.

Approval of the June 15, 2023 Minutes

CHAIRPERSON POLSDOFER STATED, WITHOUT OBJECTION, THE MINUTES OF THE JUNE 15, 2023 LAW & COURTS COMMITTEE MEETING WERE APPROVED UNANIMOUSLY. Absent: Commissioners Schafer and Johnson.

Additions to the Agenda

None.

Limited Public Comment

None.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. LAWRENCE, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

2. Circuit Court – Family Division

- a. Resolution to Authorize an Agreement with Smart Home Inc./Smart Office for Digital Cameras at the Ingham County Family Center
- b. Resolution to Authorize an Agreement with Dewitt Fence Co. for a Fleet Vehicle Fence at the Ingham County Family Center

3. Friend of the Court

- a. Resolution to Authorize a Reorganization of the 30th Circuit Court/Friend of the Court
- b. Resolution to Authorize an Agreement with the State of Michigan Department of Health and Human Services Office of Child Support for the Title IV-D Cooperative Reimbursement Program

4. Office of the Public Defender
 - a. Resolution to Authorize the Contract Between Westlaw and the Office of the Public Defender
5. Animal Control and Shelter
 - a. Resolution to Adopt an Ordinance Amending the Ingham County Animal Control Ordinance to Add a Provision to Article IV Authorizing the Animal Control Officer to Waive Criminal Liability for Failure to Obtain a License if the License is Obtained Before Arraignment on the Misdemeanor Charge
 - b. Resolution to Authorize the Purchase of Fencing for the Ingham County Animal Shelter
 - c. Resolution to Authorize Purchase of a Commercial Grade Shade Structure from Penchura for the Ingham County Animal Shelter
6. 9-1-1 Dispatch Center – Resolution for Approval to Increase the Wage of the Special Part-Time 9-1-1 Central Dispatch Center Background Investigator Positions
7. Controller's Office – Resolution to Adopt the 2024 Juvenile Justice Community Agency Process Calendar

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Schafer and Johnson.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Schafer and Johnson.

4. Office of the Public Defender
 - b. Resolution to Authorize a Grant Between State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs, And Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved By MIDC

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. PAWAR, TO APPROVE THE RESOLUTION.

Keith Watson, Ingham County Chief Public Defender, stated that he was in contact with Gregg Todd, Ingham County Controller, in regards to the resolution that had been presented. He further stated that Mr. Todd had asked if Mr. Watson might agree to edits to the resolution last week and if they were within the budget of the office; to which he respectfully declined to do so.

Commissioner Johnson arrived at 6:02 p.m.

Mr. Watson stated he had a discussion with Mr. Todd earlier in the day concerning the resolution and they might be able to share their perspectives. He further stated that he realized that Mr. Todd was mandated with the task of being a good steward with the resources of the County in general.

Mr. Watson stated that he was also tasked with being a good steward of the resources available to his office. He further stated that he had to respectfully oppose the edits that had been incorporated by Mr. Todd in the resolution presented.

Mr. Watson stated the resolution called for an elimination of staffing for attorney positions as well as a social worker. He further stated the budget had been approved as it related to the Michigan Indigent Defense Commission (MDIC), that funding was already available, and a budget was already in place and available for spending.

Mr. Watson stated the caseload seemed to beg an increase in staffing and that was why those positions were included in the 2024 proposed budget. He further stated he was obligated to be grant compliant with the standards that were in place within the next fiscal year.

Mr. Watson stated that the local share of one of the attorneys was less than 10% of the expense, and a great bulk of the expense was being paid for by the State of Michigan, with the State being the primary funding source. He further stated he had a few remaining options in the event that the Law & Courts Committee decided to approve the now submitted proposed budget.

Mr. Watson stated the first option was for the Public Defender's Office to screen cases differently, but he had a concern regarding that because they were obligated to screen to the direction provided by the State of Michigan. He further stated this screening showed who was eligible and who was not eligible for the services of his office.

Mr. Watson stated he was concerned that if he was to change the screening process, it might make his office noncompliant or deny services. He further stated that if his office was not grant compliant, that the grant could be revoked.

Mr. Watson stated that another concern was that if he was placed in a position to use the contract Attorneys, or roster Attorneys; which were outside the Public Defender's Office, to meet client needs and remain in compliance, that it may come at a significantly greater cost to Ingham County. He further stated there were various hourly rates that the MIDC directed Ingham County Public Defender's Office to pay the contract attorneys.

Mr. Watson stated that if he were to return to the list of cases that the Public Defender's Office had, it was relatively small and he did not believe his office would be able to handle the kind of caseload that these lawyers that he had requested would be able to manage. He further stated that the cost was three times greater than the hourly rate of the salaried Ingham County employees, which was a fixed cost.

Mr. Watson stated that the problem with relying on the roster of attorneys was that the cost came billable at a tenth of an hour at various hourly rates, which were much greater than the agreed upon rates of pay for staff members, as that was controlled by the collective bargaining agreement. He further stated that he was concerned about the cascading expense.

Mr. Watson stated that he would ask that there might be some discussion concerning this resolution and a reconsideration of the proposed budget that had previously been presented and not the one before the Committee.

Commissioner Lawrence asked if Mr. Watson could clarify the changes that Mr. Todd was proposing or advocating for, and if the changes were towards the status quo. She further asked what the financial ask was for Ingham County.

Mr. Watson stated that the information provided in their resolution as to the local share was auto-populated. He further stated the result of that was that the amount of money that Ingham County would pay in local share would be split with City of Lansing and the City of East Lansing. He further stated that Ingham County would be responsible for \$890,346.63.

Mr. Watson stated that before the meeting, he spoke with Mr. Todd and the Controller's Office had done a different calculation. He further stated that he had the \$890,346.63 auto-populated after they turned in the grant application.

Mr. Watson stated that for one reason or another, Mr. Todd's office indicated that the amount Ingham County would be responsible for was actually \$1,073,152.56. He further stated he was unclear of the accuracy, but the numbers proposed in the resolution tonight were greater than the amount the Public Defender's Office had asked for.

Mr. Watson stated that this was necessary for his office to provide constitutionally adequate representation and that it was important to be kept in mind. He further stated that as far as numbers were concerned, the impact of the proposed resolution that was presented tonight was greater than what was originally requested.

Mr. Todd clarified that working with the Finance Department, the Controller's Office had adjusted based on the historical percentage that had always been there. He further stated that according to Mr. Watson the amount was auto-filled by the State of Michigan, and that the Controller's Office may have overestimated the local share.

Mr. Todd stated that they were not proposing to eliminate those positions, but that due to still being in the process of balancing the 2024 budget, he did not want to put the Board of Commissioners in a position to be committed by the resolution to hire three new positions until they were further along with the budget. He further stated that he understood that this was primarily funded by the State of Michigan, but the three positions added a \$30,000 impact, if it was a 10% impact, on Ingham County.

Mr. Todd stated that his ask of Mr. Watson was that he would wait one month for the positions, to approve the resolution as it was presented tonight to approve MIDC funding and the local share, and the Board of Commissioners could approve these three positions at a later date. He further stated since the positions had a hiring date of October 1, 2023 as that was when the State of Michigan funding would be made available, the Board of Commissioners had time to approve the positions at a later date.

Mr. Todd stated that the Controller's Office was not jeopardizing any legal services between now and then by delaying the approval of the positions.

Chairperson Polsdofer stated that from the original resolution, paragraph seven was what included the two Assistant Public Defender and the Social Worker positions. He asked if there would be any issue passing the resolution tonight as it was, with the idea that at the next Law and Courts Committee meeting, or the following prior to October 1, 2023, there would be a stand-alone resolution to assign those three positions.

Commissioner Celentino clarified that the next Law and Courts Committee meeting would be August 10, 2023.

Chairperson Polsdofer stated that he wanted to review the official budget for 2024, and that he understood where Mr. Todd was coming from with not wanting to dedicate positions before the Board of Commissioners was in the position to approve them. He further stated that it might be a reasonable solution to let the budget settle and then commit to the positions.

Chairperson Polsdofer asked if that would keep the Public Defender's Office in compliance.

Mr. Watson stated that his concern had to do with the interim period between the time that a greater need might come to fruition and the time it would get to the Committee with a stand-alone resolution. He further stated that he did not want to be the bearer of bad news as far as money was concerned, but his opinion was that that within the next year, the Public Defender's Office may be in the position where they may have to ask for more attorney positions in the event that the MIDC required the Public Defender's Office to take on all Juvenile Delinquency.

Mr. Watson stated that at this present time they took on Juvenile Waiver Hearings and Juvenile Designation Hearings, and that taking on all Juvenile Delinquency cases would add more lawyers than what was currently being requested.

Chairperson Polsdofer stated that after he and Mr. Watson spoke earlier that day, he had a chance to speak with Mr. Todd, and that from what he was gathering, this resolution could be moved to the County Services Committee and then the Finance Committee to get the funding approved. He further stated that the Board of Commissioners would still have plenty of time, given that the lion's share of the funding was not available until October 2, 2023, where the three positions could then be assigned.

Mr. Watson stated that he unfortunately did not have a crystal ball as to whether it was the case or not if it would occur. He further stated that his concern was that if these positions were not a part of the resolution, he would then have to come to the Board of Commissioners with another resolution, a request then, for these positions that were already funded.

Chairperson Polsdofer stated since they already had the whole language from the original resolution, he believed that it would be a cut-and-paste job and do that as a brief resolution when the time came and the Ingham County was functioning within the next fiscal year budget. He

further stated that the 2024 budget would be active before the State of Michigan released their bulk of funding that would allow the hiring of these people.

Mr. Watson stated that in past years, the Public Defender's Office had submitted numbers in August instead of earlier, like what had been done this year in an attempt to be careful and timely in the event of difficulties that could be resolved well advance. He further stated that he got the impression that the timing of the proposed resolution matters to the fiscal year and when it shall begin, and that in the future years, the Public Defender's Office will submit in August if that would make a difference as to how the resolution was received.

Commissioner Celentino stated he wanted to clarify with Mr. Todd if the two Public Defender positions and the Social Worker position were new positions.

Mr. Todd stated that these were new positions.

Commissioner Celentino stated that the second question was in regards to the conversation about passing the proposed resolution tonight and coming back to fill in the gap with the personnel positions. He further stated that it was his understanding that the money would not be coming to Ingham County until the new fiscal year, which would be on October 2, 2023 from the State of Michigan.

Commissioner Celentino asked that if the resolution was passed, that did not mean that Ingham County would get the money tomorrow or next week. He further stated that if the Law and Courts Committee passed the resolution, it would lock in the funding and it would probably make more sense, since there was a Board Leadership meeting on August 21, 2023 where the recommended budget for the 2024 year would be presented.

Commissioner Celentino stated if the resolution with the three positions could come before the Law and Courts Committee on September 14, 2023, then go to County Services and Finance Committees after that and could be passed by the Board of Commissioners September 26, 2023.

Discussion.

Commissioner Celentino asked if the positions could be posted prior to or after the funding was received.

Mr. Todd stated that the Public Defender's Office would need to talk to Human Resources (HR) about posting the positions before receiving the funding, but they typically did not unless the funding was in place.

Discussion.

Mr. Todd asked Mr. Watson what the State of Michigan's deadline was to get a resolution approved. He further asked if the resolution passed tonight without the positions, if that was good enough until the positions could be added in.

Mr. Watson stated that he did not have all the answers, but that he had an administrator present and that she might have an answer.

Mr. Todd stated that the Law and Courts Committee could pass the resolution tonight and if amendments were needed before the County Services Committee, that was an option. He further stated that the other option was to hold the resolution until a future date.

Commissioner Lawrence asked how many Assistant Public Defenders the Public Defender's Office had.

Mr. Watson stated that at this time, the Public Defender's Office was down 3 positions, one of which was currently being filled, as was evident by a resolution that had passed on the consent agenda to start an Attorney greater than Step 2.

Mr. Watson stated they were trying to fill positions to get to full staff and he did not have his roster with him.

Jackie Bucsi, Ingham County Public Defender's Office Administrator, stated that there were currently 30 attorneys, including Mr. Watson and their Chief Deputy. She further stated that their proposal was to hire two additional Attorneys in the 2024 budget year.

Ms. Bucsi stated that the Public Defender's Office would have to have contracts signed by a certain date, and that it was best to have the resolution approved today to be signed by the date. She further stated she did not know the date for sure but that she would be willing to bring something back to the County Services Committee next week to have the resolution amended.

Discussion.

Commissioner Pawar asked if there was a possibility to add contingency verbiage of when the funds become available, that these positions would be pursued at that time. She further asked if that could be added to the resolution as a friendly amendment.

Mr. Todd stated that he thought the language could be added, and that he thought that the resolution was committing the Board of Commissioners to the funding and that the funding would exist. He further stated he was just nervous to commit the Board of Commissioners to actual positions because there was a difference between having the funding and hiring staff.

Mr. Todd stated that this resolution covered funding and that the funding was there.

Commissioner Pawar asked that with the resolution, the Public Defender's Office could pursue the positions without the need to come back and approve the positions.

Mr. Todd stated that the Public Defender's Office would need to come back with a separate resolution, but that it was an easy separate resolution. He further stated that the new resolution would be to approve three new positions based on the index funding for 2024 and he offered to write it for them.

Commissioner Lawrence asked how many Social Workers were currently on staff.

Mr. Watson stated there was one.

Commissioner Lawrence stated that this resolution would add two additional attorneys and one additional social worker. She further stated that she understood the financial commitment was funding those three positions, but that there was also increased funding for experts and investigators as well as increased funding for conflict counsel.

Mr. Watson stated that this was true. He further stated that the Public Defender's Office had discovered that the expense relating to the aspects of the representation was increasing and as a result, they were forecasting the result.

Commissioner Lawrence asked if the other considerations or increasing staff was more important.

Mr. Watson stated the staff increase was most important.

Commissioner Lawrence asked if Mr. Watson could ballpark, if the Law and Courts Committee was looking at just the staff increasing, what that dollar figure would be.

Ms. Bucsi stated that part of the increases in the other items was because, in order to be in compliance, the Public Defender's Office had to pay the Conflict Attorneys a certain dollar amount, which was more than what was currently being paid, and this was also the same for experts and investigators.

Commissioner Lawrence clarified that the Conflict Attorneys were for a situation if an Attorney in the Public Defender's Office could not represent the individual, that it would then go to the outside counsel.

Mr. Watson stated that this was correct.

Commissioner Lawrence asked how much was being paid to that outside counsel.

Ms. Bucsi stated that the highest amount was \$145 per hour.

Commissioner Lawrence stated that that was not much.

Ms. Bucsi agreed and that it was an increase from what the Public Defender's Office was paying before. She further stated that the three positions were about \$150,000 in total, not including fringes.

Commissioner Lawrence stated that there were probably Union rules that may answer the question for her, but that the salary range was quite broad, from approximately \$67,000 to \$167,000.

Mr. Watson stated that it was subject to the various steps in the position.

Commissioner Lawrence stated that she understood and that the Public Defender's Office would like attorneys that have experience and can provide good representation for these individuals, but wondered if there was a way to narrow the salary range.

Mr. Watson asked for clarification on if Commissioner Lawrence was asking if they could narrow the forecasted range for the salary that might be paid to attorneys that applied. He further stated that it depended on the level of experience that would be required.

Mr. Watson stated that at this point, he detected that there was a gap in the high-middle range for addressing major crimes and conspiracy cases. He further stated that as a result, there was an applicant that was recently successfully interviewed and HR gave their approval to hire the lawyer at a Step Six due to the years and nature of their relevant experience.

Mr. Watson stated that in the past, he had regularly only hired new applicants at a Step One or Two. He further stated that there was an immediate need to hire a new attorney and that the immediate need was concerning various felony offenses.

Ms. Bucsi stated that she had misspoke earlier and that it would be about \$200,000 to add those three positions for salary only.

Commissioner Lawrence stated that of the \$1.1 million, \$200,000 would cover salary for those three positions. She further stated that the additional services that the rest of the \$1.1 million would fund was the majority of the financial ask.

Mr. Watson confirmed.

Commissioner Lawrence stated that Mr. Watson mentioned that he might start screening cases differently, and if he was to screen differently and some individuals were deemed ineligible for the public representation, if he was concerned that those individuals could go pro per. She further asked why the Board of Commissioners should pay attention to the issue.

Mr. Watson stated that if the person was representing themselves, the court could appoint a Stand-By counsel, and when the court appoints a Stand-By counsel, then the funding would not come from the Public Defender's Office, but from the Circuit Court due to the Court appointing someone. He further stated that it took a lawyer that was responsible as Stand-By counsel, away from other work, such as trials, as if the lawyer was being paid from the Public Defender's budget.

Mr. Watson clarified that Commissioner Lawrence was looking for information on how this affected the Public Defender's budget, but it affected other budgets as well.

Commissioner Lawrence stated that it sounded like it would come out Ingham County's pocket in any event.

Mr. Watson agreed.

Commissioner Lawrence asked if there was a list of attorneys that would offer Pro Bono representation.

Mr. Watson stated he had no list of lawyers who were offering Pro Bono representation.

Commissioner Lawrence asked if there was ever a list that existed.

Mr. Watson stated that for as long as he had been an attorney, it has always been left to the lawyers' discretion. He further stated that he offered that service when he first started practicing law with a group called the Warren Foundation Legal Clinic.

Mr. Watson stated that it was up to the individual lawyers if they wanted to provide that service. He further stated that the Private Bar upheld standards that had to be met as far as payment for their services, and he had his doubts that lawyers would jump to the Pro Bono Publico representation.

Commissioner Lawrence asked if it was a possible solution to move forward with funding for additional staff but not the additional services.

Mr. Watson stated that his concern was that the Public Defender's Office was obligated to provide those services as well.

Commissioner Lawrence asked if the Public Defender's Office was obligated at that financial level to provide those services.

Mr. Watson stated it was forecasted based on what had happened in past years and the most recent past year in particular. He further thanked the Law and Courts Committee for their time.

Chairperson Polsdofer stated that he would like to hear from other Commissioners. He further stated that it seemed to him that they could move forward with the resolution as it was, knowing it would be going to the County Services Committee and the Finance Committee to provide additional clarity before going before the full Board of Commissioners.

Chairperson Polsdofer stated that this would move the funding along. He further stated that the Committee had the exact language from the original resolution, where, after the Board Leadership meeting, it could be potentially expedited and not have to go through three other Committee meetings.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

1. Sheriff's Office – Long-Term Ingham County Justice System (*Discussion*)

Sheriff Scott Wriggelsworth, Ingham County Sheriff, stated he wished to discuss the future of the Ingham County Justice System and there was representation from most of the other Prosecutors

that were involved present at the meeting. He further stated in early 2018, discussion ensued regarding the Justice Complex Millage being put on the ballot.

Sheriff Wriggelsworth stated the language was approved for the millage in May of 2018 and passed in August of 2018. He further stated at that time, the Board of Commissioners did not wish to ask the public to fund the expansion of the jail.

Sheriff Wriggelsworth stated in January of 2018, the Ingham County Jail was a 444 total bed facility and they did not start building a bigger jail after the millage was passed. He further stated the former jail was actually a 404 total bed facility due to how the different inmates had to be housed.

Sheriff Wriggelsworth stated at that time, there was a contract with Michigan Department of Corrections (MDOC) for 50 beds, which would bring the total between 360 to 370 Ingham County beds in the previous jail. He further stated there were 50 to 70 additional beds in the new Ingham County Jail due to efficiencies that had been built in, but also because they had canceled the MDOC contract, which made those beds available.

Sheriff Wriggelsworth stated the COVID-19 Pandemic began in March of 2020, as they were in the design stage for the new facility, and provided additional challenges that slowed the process down, such as hiring problems, employees working from home, and increased gun violence. He further stated the design stage continued, they ended up with a 429 total bed facility, they broke ground in January of 2021 and moved into the new facility in February of 2023.

Sheriff Wriggelsworth stated the jail count on January 1, 2023 was 348 and in the middle of February of 2023, when they moved to the new facility, the jail count was 373, but 22 beds were utilized by MDOC so the County total was approximately 350. He further stated the jail count as of July 13, 2023 was 388 with no MDOC occupancy.

Sheriff Wriggelsworth stated there had already been a total of 409 occupied beds at one point this year, and reminded those present that full capacity will be 429. He further stated Ingham County entered into an agreement to operate a satellite Circuit Court with a visiting Judge at the Annex, directly West of the 30th Circuit Court, and for the Ingham County Sheriff's Office to staff two Deputy Sheriffs at the location for three years.

Sheriff Wriggelsworth explained the current Ingham County Deputy Sheriffs signed up for the overtime and staffed the Annex on their days off, so they did not have to hire additional staff. He further stated two Sheriff Deputies were not always present, sometimes there was one or other times there would not be one present, as they can monitor the Annex from across the street as long as there was not a judge or docket scheduled.

Sheriff Wriggelsworth stated there was not a secure holding facility at the Annex and only really held Non-In-Custody Felony hearings and trials, which started back in September of 2022. He further stated the reason they could not hold In-Custody Trials and Hearings at that location was because there was not a proper holding facility there.

Sheriff Wriggelsworth stated his understanding of the theory of the Annex was to allow the visiting Judges the ability to do more Non-In Custody Hearings to assist in clearing the docket up for the Judges at the Veterans Memorial Courthouse (VMC) to focus on the In-Custody Hearings. He further stated at the time the Annex started, there were four General Trial Circuit Court Judges at VMC and a visiting Judge at the Annex.

Sheriff Wriggelsworth stated the Court considered a case that has been open for more than 301 days as a backlogged case, whether it was In-Custody or Non-In-Custody. He further stated the Annex was an attempt to eliminate that backlog.

Sheriff Wriggelsworth stated Honorable Clinton Canady III, former Ingham County Circuit Court Judge, retired in December of 2022 and Honorable Morgan Cole, Ingham County Circuit Court Judge, won election and took office in January of 2023. He further stated when Judge Cole took office, her court was transferred from the General Trial Division to the Family Division, meaning an In-Custody Hearing Judge was lost, or 25% of the General Trial docket for a County of about 292,000 citizens.

Sheriff Wriggelsworth stated as of today, 80% of the inmates were in pre-trial, predisposition, or non-disposed and 20% were sentenced in the jail. He further stated the number of inmates in custody in pre-trial or non-disposed for more than a year, two years, and a thousand days continued to grow.

Sheriff Wriggelsworth stated he spoke with Scott LeRoy, Ingham County Interim Court Administrator, and he stated the court estimated there would be more bind over this year in court than there would be cases, meaning non-disposed cases would grow. He further stated, in his opinion, the current system was not sustainable long-term.

Sheriff Wriggelsworth stated he hated to come up with problems and provide no solutions. He further stated he had a list of solutions, and he understood that some of the proposed solutions might be unavailable, but they were at least worth discussing.

Sheriff Wriggelsworth provided an overview on his list of proposed solutions. The list of proposed solutions has been included in the minutes as Attachment A.

Sheriff Wriggelsworth stated he believed it would be money well spent to purchase the Annex, even if they did not get an additional Judge at the end of August 2025 when the State Court Administrative Office (SCAO) reviewed the County's metrics. He further stated the Annex was running on a grant, his understanding was that it was ARPA funding, and if they could find a way to hold In-Custody Trials there in the next 12 to 20 months, that would be a win for Ingham County.

Sheriff Wriggelsworth expressed his appreciation for the Law and Courts Committee's time, but reminded those present to think toward the future, as it was approaching quickly and some of the decisions had to be made now. He further stated if they did not, the new facility would be filled too quickly.

Commissioner Celentino asked for clarification if he had read that there was a contract that was not being renewed with the State of Michigan.

Sheriff Wriggelsworth confirmed that the MDOC contract for the 50 beds was not being renewed.

Commissioner Johnson left at 6:51 p.m.

Commissioner Celentino asked if that helped a bit.

Sheriff Wriggelsworth stated they had been operating with the MDOC under a handshake contract after September of 2022 and they had to move all of their inmates from the Ingham County facility. He further stated the current total was all County inmates and six or seven Federal inmates.

Commissioner Lawrence asked Sheriff Wriggelsworth if he knew the amount of backlogged cases.

Sheriff Wriggelsworth stated a representative from the courts would have to answer that.

Commissioner Lawrence asked if the Mason Historical Courthouse (MHC) could hold trials for Probate, Civil, or Domestic matters.

Sheriff Wriggelsworth stated the MHC was currently used only for Civil dockets.

Commissioner Lawrence asked if Sheriff Wriggelsworth wanted a visiting Judge with a docket in the proposed additional courtroom in the Annex.

Sheriff Wriggelsworth stated that the best-case scenario would be to have a visiting Judge or, if SCAO stated an additional Judge was needed, a long-term Judge at VMC. He further stated if that was not an option, the next best choice would be the Annex.

Commissioner Lawrence asked if Ingham County would have the authority to say a visiting Judge would come in to assist in moving the docket.

Honorable Joyce Draganchuk, Ingham County Chief 30th Circuit Court Judge, confirmed, but stated the County had to pay for it.

Commissioner Lawrence asked if the visiting Judge could be virtual.

Judge Draganchuk stated a virtual Judge was not as helpful because they could not do trials. She further stated a grant was received from SCAO for a virtual visiting Judge to assist.

Judge Draganchuk stated Ingham County had a retired Judge who came in, was paid the visiting Judge rate and could only hear matters such as Expungement cases virtually. She further stated it helped with those matters, but was not a significant assistance on the backlog.

Commissioner Lawrence asked Judge Draganchuk how she felt about the proposed solution to add an additional courtroom at the Annex or the potential for another Judge in the future.

Judge Draganchuk stated she believed they were all great solutions. She further stated she believed the most attainable solution would be to build out the Annex for there to be a lockout available at that location.

Judge Draganchuk stated the hope when they were leasing the Annex was the ability to hold In-Custody Trials there. She further stated the decision for Judge Cole to move to the Family Division was made by the Judges with the view, at the time, that they could make up for losing a Criminal docket with the visiting Judge's ability to do all trials at the Annex.

Judge Draganchuk stated the ball was already rolling when Sheriff Wriggelsworth told them that plan was not possible due to the lack of a secure holding facility. She further stated she understood and supported Sheriff Wriggelsworth's reasoning for that, but the ability to hear In-Custody trials would help now.

Judge Draganchuk stated her docket did not have a large backlog of Non-In-Custody cases to send to the Annex, but there was a large backlog for In-Custody cases. She further explained a Judge could only try one case at a time, while others sit in jail for potentially weeks before their trials.

Judge Draganchuk stated they were at an impasse in regards to getting rid of In-Custody cases.

Commissioner Lawrence asked if there were any additional specialty courts being planned currently.

Judge Draganchuk explained Honorable Rosemarie Aquilina, Ingham County Circuit Court Judge, was starting a Gun Court for juveniles.

Commissioner Lawrence asked if there was a concern that it could further backlog Judge Aquilina's current docket.

Judge Draganchuk stated she had that concern and SCAO was supportive in having her start the Gun Court. She further stated she had offered her assistance to Judge Aquilina with anything she might need or want.

Chairperson Polsdofer asked if there could be estimates on costs for this proposed solution.

Judge Draganchuk stated she believed they paid a visiting Judge approximately \$400 per day. She further explained that SCAO set the rate.

Judge Draganchuk stated building out on the Annex could provide the ability to take the Judge in Mason and split the docket into Civil and Criminal cases, like it had been done in the past. She further stated they had to move away from the split docket due to the inappropriateness of the MHC.

Judge Draganchuk stated the Judge could hear the Civil cases in the MHC and the In-Custody cases at the Annex. She further stated it would allow for a lot of flexibility, besides the additional visiting Judge, which was another option.

Sheriff Wriggelsworth stated Ingham County still had two years of the visiting Judge at the Annex under the Grant and ARPA funding to assist with that backlog. He further stated two visiting Judges were solidified, and it would be September of 2025 and beyond that the need would come to fill that Judge position in the Annex.

Judge Draganchuk stated it was a hope and a wish, but she did not think it was unrealistic for SCAO to recommend that Ingham County needed to get an additional Judge. She further stated, if Ingham County purchased the Annex and it was built out and ready to have In-Custody Trials, they would be ready if that was recommended.

Judge Draganchuk stated it was a little more complicated because SCAO would recommend the additional Judge, but the Legislature would have to approve it, it would not be up to the County or SCAO. She further explained the numbers they were operating off of when they made Judge Cole a Family docket were the numbers received from SCAO after their last time study.

Judge Draganchuk explained the last time study stated Ingham County needed 10 to 14 Judges. She further stated they could get 10, since they had nine now, but that was what SCAO had recommended based on the caseload.

Judge Draganchuk stated the reason they did that with Judge Cole was because there were two Probate Judges, who also had a family docket, that SCAO said had been doing the caseload of almost three Judges. She further stated the rest of the Judges were doing caseloads of almost two Judges.

Judge Draganchuk stated they had to find some equity in balancing the caseloads, which was a valid consideration for the Court, beside the fact of the backlog of the In-Custody cases. She further stated, when SCAO performed the next time study, that would be when the next recommendation would be provided about how many Judges Ingham County might need to then trigger the Legislature to act.

Judge Draganchuk stated she thought the next time study was in 2024, but she stated she could be wrong about that. She further stated the last thing wanted was to receive the recommendation but have nowhere to put them.

Sheriff Wriggelsworth stated, if this increase in Judges was to happen somehow, come August of 2025, other than what funding came from the State, the remainder would be County General Fund money to run that courtroom. He further stated that he alone would need at least two more staff members to run the courts full-time at three different Circuit Court locations.

Commissioner Cahill asked if the Specialty Courts helped the dockets.

Judge Draganchuk stated confirmation. She further explained they provided a good service to the community, but also, on a practical level, Specialty Courts move cases because an inmate could want to get into the Mental Health Court or Sobriety Court and that case would be moved off the docket.

Judge Draganchuk stated she could not state that every single inmate in the jail was due to backlog and that it was a multifaceted problem with other players involved in it. She further stated it could take a long time to get into Specialty Court, with some individuals waiting months.

Judge Draganchuk stated the District Court had staffing problems and were not able to do what they needed to do to get the person into Specialty Courts. She further stated the jail problem alone was more complicated than just backlog of cases, but backlog certainly played into it.

Sheriff Wriggelsworth stated there had been other success recently, such as State Probation's pre-sentence investigation that had gotten up to 12 to 14 weeks for investigation and determination, was back down to five or six weeks with the assistance of SCAO and the Prosecutor's Office.

Commissioner Lawrence asked if SCAO did a time study for District Court as well as Circuit Court.

Judge Draganchuk stated she believed time studies were just done for Circuit Court and they went around the State of Michigan. She further stated the Judges would provide a detailed time record of what was done all day long.

Commissioner Lawrence asked if the Legislature had ever declined to accept SCAO's recommendation.

Judge Draganchuk stated confirmation that they have, but stated they could accept it as well.

Mr. Todd stated, pertaining to the Annex, there was a three-year lease with two, one-year extensions. He further stated Ingham County paid \$180,000 through the ARPA funding and the Board of Commissioners allocated \$2.6 million towards the Visiting Judge Program.

Mr. Todd stated they were in discussions with the owners, Ingham County had the Annex appraised, the owner was getting it appraised and there was a willingness on both sides to purchase and sell. He further stated he believed it was likely to happen and they could fund it through some of the ARPA funding so they would not be using General Fund money, but utilize the next four years of the lease to determine whatever was decided to move forward on.

Sheriff Wriggelsworth asked if there was any timeline on the purchasing. He further stated he assumed they could not build holding facilities into the Annex until it was purchased by Ingham County.

Mr. Todd explained they could amend the lease.

Sheriff Wriggelsworth asked if this might happen within a couple of months or a year.

Mr. Todd stated he was unsure of when the purchase would occur because he had heard back today from the owners. He further stated he would think, within the next 30 days, a discussion would be had regarding the price and it would then go through the process of being approved by the Board of Commissioners.

Mr. Todd stated there was nothing in the lease that restricted Ingham County from building holding facilities. He further stated they were allowed to build whatever they wanted in the Annex and the owners had no desire to take the building back at this point.

Discussion.

Sheriff Wriggelsworth asked if they could start to entertain discussions with someone to receive a rough estimate on costs.

Mr. Todd stated confirmation.

Announcements

Commissioner Cahill stated Unity in the Community Picnic would be held on Friday August 25, 2023 from 4:00 p.m. to 7:00 p.m. at Hawk Island Park. She further invited those present to attend and stated it was a lot of fun last year.

Public Comment:

None.

Adjournment

The meeting was adjourned at 7:07 p.m.

ATTACHMENT A - Sheriff Wriggelsworth's Justice System talking points and suggested solutions

L&C 7-13-23 Justice System Talking Pts

Set the stage-millage

BOC clear at the time not asking public to pay for bigger jail, we didn't

Even if we wanted to build bigger would never be able to afford to staff it long term

Old jail 444, really 404 (females)/354 (MDOC), new jail will be 429

M. N. M. A. W. 50
+70 county beds in new place compared to old

As you may or may not be aware, we have cancelled our up to 50 bed MDOC contract, we just simply won't have the spare beds

COVID

Smack dab in middle of design

SHUT DOWNS
Hiring/work from home/system slowed significantly

gun violence

Move jail Feb 2023

Jail count 1-1-2023-348

Jail count move day 373 (Feb), 22 of those MDOC beds, so 350

Jail count today 388-no DOC beds

Been as high as 409 already this year

ANNEX visiting judge

3 year grant/COVID \$\$ to catch up on COVID case backlog (+301)

ICSO staffs this with OT deputies paid for by grant, for 3 years, huge operational lift for us, was worth it

No secure holding facility at the annex, I was adamant we would not just "make do" there as far as in custody def, and where we would hold them

Annex holds non in custody felony hearings/trials-started Sept 2022

Theory, less non in custody defendants on the docket of the VMC general trial judges, more in custody backlogged cases can be moved and cleared

Very few "new" +301 backlogged non in custody cases due to COVID, ~~the annex is working~~

Loss of a Judge

Judge Canady retires, judge Cole wins election

Starts in Jan 2023, just a few months after annex fires up

Immediately transferred to family division

No matter how you slice it, we lost 25% of our general trial in custody docket, went from 4-3, annex can't do in custody trials

290,000+ citizens

Status as of today

80/20 in custody non disposed compared to sentenced

Number of inmates in custody pre-trial more than a year, 2 years and 1000 days continues to grow

More bind overs than cases adjudicated estimated this year

Current system is not sustainable short term, ~~let alone~~ long term if we do nothing

Solutions

Build additional efficiencies into the current justice system, whatever that may mean

split docket for one family judge?? Transfer a judge back to general trial??

Build out another courtroom at VMC, no idea if possible, cost, time frame, if another dept inside VMC would have to move?? Feasibility study?

Frankly, if possible this would be the best, safest, and most fiscally responsible scenario

Purchase annex

Build 1-2-3 proper, to code, holding cells onto or into annex, to then be able to hold in custody trials and hearings there at least short term

Next SCAO metric to add judges in counties who need them due to being backlogged, thru legislation and funding, maybe we get an additional one,

If so, we would then have a place to put the added judge and courtroom

What would this additional GF cost be long term??

Using Mason courthouse not really an option due to location, historic, egress of prisoners, No proper holding facility etc.

I've even heard talk of a new youth home with a family division courtroom

Attached to it some day, albeit probably many years out.

You may be wondering.....What If we don't still get an additional judge.....?? \$\$ well spent in my opinion to use the annex next 12-18 mos to hold in custody trials, on grant or other non GF funds

We have got to start making decisions now to be prepared for the future.

This is not just a jail capacity issue.

Serving timely justice to victims, their families, the accused, and our community as a whole is just as important.

**AUGUST 10, 2023 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1. Sheriff's Office – Resolution to Authorize an Equipment Purchase Agreement with Pro-Tech for Ballistic Shields

This resolution authorizes a purchase agreement with Pro-Tech for 22 ballistic shields for the 20 Sheriff's Office patrol cars and sets at VMC and the Court Annex Building.

Funding for the \$77,980 purchase will come from the 2023 \$174,000 Z-list allocation to the Sheriff's Office.

See memo for details.

2a. Prosecuting Attorney's Office – Resolution to Authorize an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutor's Office for the 2024 Crime Victim Rights Grant

This resolution authorizes an agreement with MDHHS and the ICPO for Crime Victim Rights grant funding in the amount of \$344,059 to fund the four victim advocate positions in their office.

See memo for details.

2b. Prosecuting Attorney's Office – Resolution to Honor Angela Mina Lloyd of the Ingham County Prosecutor's Office

This resolution honors Angela Mina Lloyd for her 28 years of service to the citizens of Ingham County as an Assistant Prosecuting Attorney.

See memo for details.

3a. Community Corrections – Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the 2023-2024 City Fiscal Year

This resolution authorizes a contract with the City of Lansing for \$15,000 (City to County) to support Ingham County/Lansing Community Corrections for 2023-2024.

See memo for details.

3b. Community Corrections – Resolution to Authorize Additional Justice Millage Programming Funds for Indigent Electronic Monitoring Users to Maintain Services through December 31, 2023 and to Provide Notice to Judicial Services Group, Ltd. that Additional Funds are Available

This resolution authorizes an additional \$175,000 in Justice Millage funds to continue the Indigent Electronic Monitoring program through the remainder of 2023. This resolution will also change the total allocation in the Justice Millage Program report (Agenda Item 4).

See memo for details.

Additional Items:

4. Law & Courts Committee – Report on Treatment Programming Funded by the Justice Millage

Agenda Item 1

TO: Board of Commissioners: Law & Courts Committee and Finance Committee

FROM: Undersheriff Andrew R. Bouck

DATE: July 28, 2023

SUBJECT: Resolution to authorize a Purchase Agreement with Pro-Tech for Active Violent Incident Equipment – ballistic shields

For the meeting agenda of August 10, 2023 and August 16, 2023

BACKGROUND

As part of the 2023 budget process, the Ingham County Sheriff's Office presented a Z-List request to the Ingham County Board of Commissioners to purchase equipment which would prepare our Deputies to safely and effectively respond to active violent incidents in Ingham County. This request was based off of a growing trend in the United States of mass casualty incidents in our communities. The equipment will be secured in 20 patrol vehicles, a set will also be assigned to Veteran's Memorial Courthouse and the Veterans Memorial Courthouse Annex. The equipment selected was done so by a cadre of experienced law enforcement professionals who have used this equipment in real life scenarios and in accordance with best practices. The Z-List request was approved on in the amount of \$174,000 for this and other related equipment.

ALTERNATIVES

The most expensive equipment item in this purchase aside from a specially equipped Special Response Team (SRT) vehicle is the ballistic shield. The shield selected (produced by Aden Combat Systems) proved to be on average 50 % lower in cost than similar products. Pro-Tech is a sole source provider for Aden Combat Systems. The additional breaching equipment and ladders were sourced by Pro-Tech at the lowest cost possible and in a market where availability is extremely difficult.

FINANCIAL IMPACT

Funding approved in 2023 Budget (Strategic Planning Initiative Funds) for \$174,000.

STRATEGIC PLANNING IMPACT

Not Applicable

OTHER CONSIDERATIONS

Not Applicable

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Ingham County Sheriff's Office to enter in Purchase Agreement with Pro-Tech for Active Violent Incident Equipment – ballistic shields, breaching equipment and collapsible ladders.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH
PRO-TECH FOR BALLISTIC SHIELDS**

WHEREAS, the Ingham County Sheriff's Office was approved by the Ingham County Board of Commissioners for a Strategic Planning Initiative Funds request to purchase equipment to respond to active violent incidents; and

WHEREAS, the purpose of this purchase is to properly equip our law enforcement professionals with equipment to safely and effectively protect our community; and

WHEREAS, the current ballistic shields possessed by the Sheriff's Office are expired and lacking in numbers to sufficiently outfit our patrol vehicles; and

WHEREAS, the total expenditure for this proposal is \$77,980 for 22 ballistic shields; and

WHEREAS, Pro-Tech. is a sole source provider for the ballistic shields and the Sheriff's Office sourced the additional equipment at the lowest possible cost.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of ballistic shields for the Ingham County Sheriff's Office Field Services Division in the amount of \$77,980 from Pro-Tech, utilizing funding from the 2023 Strategic Planning Initiative Funds.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents or purchase documents on behalf of the County after approval as to form by the County Attorney.

Agenda Item 2a

TO: Board of Commissioners; Law & Courts and Finance Committees

FROM: Nicole Matusko, Chief Assistant Prosecuting Attorney

DATE: July 27, 2023

SUBJECT: Resolution Authorizing an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutor's Office Crime Victim Rights Grant (CVR) for 2024
Agenda Items for the Law & Courts Committee Meeting on: August 10, 2023
Agenda Item for Finance Committee on: August 16, 2023
Agenda Item for the Board of Commissioners: August 22, 2023

BACKGROUND

The Michigan Department of Health and Human Services (MDHHS) provides local prosecutors' offices funding through the Crime Victim Rights Grant (CVR) to ensure that victims receive all rights and notifications required by the William Van Regenmorter Crime Victim Rights Act of 1985. The Ingham County Prosecutor's Office (ICPO) receives this grant and uses it to fund the four (4) full time victim advocates serving in the office's Victim/Witness Unit. The allocation for the 2024 grant year is \$344,059.

ALTERNATIVES

The county would be responsible for funding the four advocate positions which are necessary to fulfill our statutory obligation to provide notification and direct services to victims of crime.

FINANCIAL IMPACT

The grant allocation for 2024 would fund the salary and for the advocates assigned to the ICPO Victim/Witness Unit. This grant also dedicates a portion of the funding for direct victim services. The direct victim services portion of this grant covering costs such as changing locks, transportation to/from court, relocation (when approved by MDHHS), etc.

OTHER CONSIDERATIONS

This grant award is a continuation of previous agreements our office has received for several years.

RECOMMENDATION

Based on the information provided, I respectfully request approval of the attached resolution.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT
OF HEALTH AND HUMAN SERVICES AND THE
INGHAM COUNTY PROSECUTOR'S OFFICE FOR THE 2024 CRIME VICTIM RIGHTS GRANT**

WHEREAS, the Ingham County Prosecutor's Office (ICPO) has been approved to receive grant funds up to an amount of \$344,059 from the Crime Victim Rights Services Act, Crime Victim Rights Grant (CVR) administered by the Michigan Department of Health and Human Services (MDHHS) for the fiscal year of October 1, 2023 through September 30, 2024; and

WHEREAS, the primary goal of the CVR Grant is to support agency staff who provide direct services to victims of crime in Michigan; and

WHEREAS, continuing the CVR Grant will assist the Ingham County Prosecutor's Office in achieving the goals and objectives of providing services to victims of crime.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the \$344,059 awarded by MDHHS through the CVR Grant for the purpose of supporting ICPO staff and provide direct services to victims of crime in Ingham County and the state of Michigan.

BE IT FURTHER RESOLVED, that the period of this agreement shall begin on October 1, 2023 and ends on September 30, 2024.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2024 budget and position allocation lists consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

Agenda Item 2b

TO: Board of Commissioners Law & Courts Committee

FROM: Nicole Matusko, Chief Assistant Prosecuting Attorney

DATE: August 1, 2023

SUBJECT: Resolution to Honor Angela Mina Lloyd of the Ingham County Prosecutor's Office
Agenda Item: Law and Courts – August 10, 2023
Agenda Item: Board of Commissioners – August 22, 2023

Please consider the attached resolution to honor 28 years of service by assistant prosecuting attorney Angela Lloyd. Her retirement date and last date of work was July 28.

ICPO is not requesting this resolution be presented at the Board of Commissioners meeting on August 22.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO HONOR ANGELA MINA LLOYD OF THE
INGHAM COUNTY PROSECUTOR'S OFFICE**

WHEREAS, Angela Mina Lloyd has been a distinguished member of the Ingham County Prosecutor's Office since 1995; and

WHEREAS, Angela Mina Lloyd is a graduate of Waverly High School (1983), Michigan State University (1988), and Thomas M. Cooley Law School (1992); and

WHEREAS, Angela Mina Lloyd began her career with the Ingham County Prosecutor's Office as an Assistant Prosecuting Attorney after first being with the Jackson County Prosecutor's Office; and

WHEREAS, Angela Mina Lloyd dedicated her career to Ingham County by working under five administrations including Don Martin, Stuart J. Dunnings III, Governor Gretchen Whitmer, Carol Siemon, and John J. Dewane; and

WHEREAS, during her career, she was assigned to the District Court, Circuit Court, Warrant Review, Family Court, and Family Support Unit where she also served as the unit chief; and

WHEREAS, in addition to handling nearly every type of case in the office, Angela Mina Lloyd participated in numerous treatment courts where she was able to impact countless numbers of individuals; and

WHEREAS, Angela Mina Lloyd, throughout her career, had the support of law enforcement, her colleagues at the prosecutor's office and the Ingham County defense bar as she was always known to be fair and advocate for justice; and

WHEREAS, Angela Mina Lloyd served as a guide and mentor for women that desired to be career prosecutors while balancing a home life by setting the highest standards for advocacy and civility within the legal profession while always supporting her family; and

WHEREAS, during her distinguished career serving the citizens of Ingham County, Angela Mina Lloyd's performance, dedication, and professionalism enhanced the reputation of the Ingham County Prosecutor's Office and the County of Ingham; and

WHEREAS, after 28 years of dedicated service to the citizens of Ingham County, Angela Mina Lloyd is retiring from the county on July 28, 2023.

THEREFORE IT BE RESOLVED, that the Ingham County Board of Commissioners hereby honors Angela Mina Lloyd for 28 years of dedicated service to the citizens of Ingham County and the State of Michigan while wishing her continued success in all her future endeavors.

TO: Board of Commissioners Law & Courts Committee and Finance Committee
FROM: Ryan S. Watts, CCAB Manager
DATE: July 13th, 2023
SUBJECT: Resolution Authorizing a Contract with the City of Lansing
For the meeting agendas of August 10th and August 16th

BACKGROUND

This resolution approves a contract with the City of Lansing for \$15,000 to be used to support Community Corrections Advisory Board (CCAB) administrative costs and collaborative efforts with the 54-A District Court and Probation Office for City FY 2023-2024.

ALTERNATIVES

Failure to approve this resolution will result in the loss of revenue that helps support CCAB Manager personnel costs (\$7,500) and CCAB/DEI Executive Assistant costs (\$7,500).

FINANCIAL IMPACT

Community Corrections administration and programs are funded with a combination of State of Michigan Public Act 511 funds, Ingham County general funds, and City of Lansing grant funds.

OTHER CONSIDERATIONS

Community Corrections administration and all Public Act 511 treatment and service programs for the local Circuit Court probation population are dependent upon State of Michigan, Ingham County, and the City of Lansing funding.

RECOMMENDATION

Based on the information presented, the CCAB recommends approval of the attached resolution to support Community Corrections administration.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH THE CITY OF LANSING FOR AN
ALLOCATION OF FUNDS TO INGHAM COUNTY/CITY OF LANSING COMMUNITY
CORRECTIONS
FOR THE 2023-2024 CITY FISCAL YEAR**

WHEREAS, the Community Corrections Advisory Board requests authorization for a contract between the County and the City of Lansing for an allocation of funds to support Community Corrections administration for the City's 2023-2024 fiscal year; and

WHEREAS, the Michigan Community Corrections Act of 1988 (PA511) authorizes the establishment of a Community Corrections Advisory Board (CCAB) and Community Corrections programming; and

WHEREAS, Ingham County and the City of Lansing formed a joint CCAB in 1990; and

WHEREAS, a Comprehensive Community Corrections Plan was approved by the Ingham County Board of Commissioners and the Lansing City Council; and

WHEREAS, the City of Lansing approved an allocation of \$15,000 for FY 2023-2024 to be used to assist with CCAB administration, including supporting collaborative efforts with the City of Lansing, 54-A District Court, and 54-A District Court Probation Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a contract with the City of Lansing for \$15,000 for the time period of July 1, 2023 through June 30, 2024.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contracts and/or subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

Agenda Item 3b

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Ryan S. Watts, CCAB Manager

DATE: July 13, 2023

SUBJECT: Resolution to Authorize Additional Justice Millage Programming Funds for Indigent Electronic Monitoring (EM) Users to Maintain Services Through December 31, 2023 and to Provide Notice to Judicial Services Group, Ltd. (JSG) That Additional Funds Are Available

BACKGROUND

Resolution #21-534, approved October 14, 2021, authorized a substantial increase to the Judicial Services Group, Ltd (JSG) Monitoring budget for indigent user electronic monitoring services. To fund FY 2023 indigent EM services, said resolution approved \$400,000 in Justice Millage Programming Funds. Due to the continued impact of COVID-19, electronic monitoring (EM) utilization remains high, with current available funding projected to be exhausted in September 2023. EM utilization is projected to continue at the current level through the remainder of 2023, requiring an additional \$175,000 to maintain services through December 31, 2023, for an overall 2023 total of \$575,000. Pursuant to the terms of the current JSG contract, written notice can be provided, as additional funds are made available.

ALTERNATIVES

When current funding runs out, the only available option for EM services is client-pay, which will reduce or preclude access to services.

FINANCIAL IMPACT

The proposed additional \$175,000 for indigent EM funds, to maintain services through December 31, 2023, are available within the Justice Millage fund balance.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of providing easy access to quality, innovative, cost effective services that promote well-being and quality of life for the residents of Ingham County.

OTHER CONSIDERATIONS

EM continues to be an essential evidence-based resource during the ongoing COVID-19 crisis and has proven to be an effective and cost-efficient option for monitoring appropriate offenders in the community. The cost of EM services is \$5.50 to \$10 per day compared to \$97.19 per day for a jail bed. The overall Ingham County JSG EM compliance rate for January through June is 98.9% and the compliance rate for just indigent users is 98.4%, both exceeding the National Compliance Rate of 93-94%.

Adequate indigent EM resources will continue to be needed as an alternative to jail for those unable to pay for services. It is expected that the increased need for EM resources, to provide services for users with reduced hours, lay-offs, and lost employment due to the pandemic will continue through 2023.

RECOMMENDATION

Based on the information presented, the CCAB respectfully recommends approval of the attached resolution.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ADDITIONAL JUSTICE MILLAGE PROGRAMMING FUNDS
FOR INDIGENT ELECTRONIC MONITORING USERS TO MAINTAIN SERVICES THROUGH
DECEMBER 31, 2023 AND TO PROVIDE NOTICE TO JUDICIAL SERVICES GROUP, LTD.
THAT ADDITIONAL FUNDS ARE AVAILABLE**

WHEREAS, Resolution #19-393 adopted September 24, 2019 by the Board of Commissioners authorized entering a contract with Judicial Services Group, Ltd. (JSG) to provide electronic monitoring (EM) services for indigent users for an initial three-year performance period effective December 1, 2019 through December 1, 2022 followed by two one-year automatic renewal periods not to exceed December 31, 2024; and

WHEREAS, this contract provides that upon exhaustion of the annual budgeted and subsequently approved additional funds during any given year, JSG is required to cease performing services for the remainder of the year, unless or until JSG is notified in writing that additional funding is available to continue services for indigent users; and

WHEREAS, Board of Commissioners Resolution #21-649 adopted December 14, 2021 approved \$400,000 in Justice Millage Programming funds for 2023 indigent EM services; and

WHEREAS, the ongoing impact of COVID-19 continues to result in high utilization of EM services, exhausting the available Justice Millage funds in October of 2023; and

WHEREAS, EM has proven to be both effective and cost-efficient; and

WHEREAS, additional EM funding up to \$175,000 from the Justice Millage funds balance is now needed to ensure that services continue through December 31, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes additional funds in an amount not to exceed \$175,000, for an overall 2023 total of \$575,000 and authorizes providing JSG written notice that additional funds amounting to \$175,000 are available for EM services through December 31, 2023.

BE IT FURTHER RESOLVED, that these supplemental funds will come from the Justice Millage funds balance.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2023 budget.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution and upon approval as to form by the County Attorney.

TO: Law & Courts Committee
FROM: Gregg Todd, Controller
DATE: August 1, 2023
SUBJECT: Report on Treatment Programming Funded by the Justice Millage

For the meeting agenda of August 10, 2023

REPORT ON TREATMENT PROGRAMMING FUNDED BY THE JUSTICE MILLAGE

In 2023, a total of \$1,971,791 was allocated for treatment programming funded by the Justice Millage. Funds have been allocated as follows:

- Community Based Programs: \$475,600 to fund electronic monitoring, substance abuse assessment and psychological evaluation, day reporting, and MRT – Cognitive Behavioral Change
- Community Mental Health Correctional Assessment and Treatment Services (CATS): \$775,400 to continue to fund:
 - Three full time mental health therapists to provide mental health therapy, case management services and to coordinate care as well as to increase collaboration at the Ingham County Jail
 - One full time nurse case manager to work directly in partnership with the Ingham County Health Department/Jail Medical to integrate behavioral health and physical health care, and
 - One full time mental health secretary to provide clerical support for these services
 - One program manager to assist in the direct management of Jail Re-entry; inclusion in the Ingham County Health Department Medication Assisted Treatment (MAT) program; and to manage Jail Diversion activities, both of which include community liaison and development of the services necessary for re-entry purposes
 - One peer recovery coach to work with inmates involved in the MAT program (managed by the Ingham County Health Department) and inmates identified as high risk by the CATS therapists to provide intensive community support for MAT and other clients.
- Ingham County Sheriff's Office/Jail Programming: \$128,400 to fund inmate initiatives, seeking safety, break out, trauma centered yoga, restorative justice, and parenting education.
- Ingham County Sheriff's Office: \$249,757 to fund two Corrections Deputies to assist in facilitating inmate programming and a portion of the Inmate Programming Coordinator.
- Ingham County Health Department Pathways to Care Program: \$105,320 to continue previously grant funded services in a client-centered approach to inmates who have a current or past history of opioid and other substance use disorders.
- Circuit Court/Pretrial Services: \$190,388 to fund a Pretrial Services Clerk and a Pretrial Services Investigator.

Reports from each of the funded agencies are attached in the following order:

- Community Corrections
 - Electronic Monitoring
 - Psychological Evaluations
 - Day Reporting
 - Moral Reconciliation Therapy (MRT) – Cognitive Behavioral Change
- Community Mental Health Correctional Assessment and Treatment Services

- Ingham County Sheriff's Office
 - Hustle 2.0
 - Body Connection Yoga
 - Moral Reconciliation Therapy (MRT) & Seeking Safety Programs
 - Parenting Program
 - Restorative Justice Program
- Ingham County Health Department – Pathways to Care
- Pretrial Services Division of the Circuit Court
 - Position Expectations Summary
 - Pretrial Services Informational Guide

Funding for these programs for 2023 will be considered as part of the 2024 budget process.

Please feel free to contact me if you have any questions or if you would like any additional information.

**COMMUNITY CORRECTIONS MILLAGE
FUNDED PROGRAMMING
January – June 2023**

ELECTRONIC MONITORING

Provider: Judicial Monitoring Services, Ltd (JSG)

FY 2023 Millage Allocation: \$400,000 Jan-June Expenditures: \$255,908 Target

Population: Court Ordered and Determined Indigent

***COVID-19 IMPACT:** The impact of COVID-19 on electronic monitoring continues to significantly impact utilization since the onset of the pandemic. Utilization of electronic monitoring, as a direct result of COVID-19, began to increase mid-March of 2020 and has continued through the entirety of 2021/2022 and through June, 2023. The number of indigent users has increased significantly due to lost jobs, reduced hours, and diversion from jail. Currently for 2023, 65% of individuals enrolled on an electronic monitor have been deemed indigent, which is double the 32% from May of 2020. Further, Utilization of the electronic monitoring budget is on track to surpass the allocated \$400,000 before the year end considering approximately 71% of said budget allocations have been expended through the first six months of 2023.*

PROGRAM DESCRIPTION: JSG accepts referrals from Circuit and District Courts, Pretrial Services, FOC, and the Ingham County Sheriff's Office. A full range of equipment, including home monitoring, active GPS, and Breath and Transdermal Alcohol monitoring is available, as well as monitoring services to ensure continuous electronic monitoring 24 hours a day/7 days a week/365 days a year with secure web-based internet access to client referral sources. JSG services include enrollment, installation, removal and maintenance of monitoring equipment, input of monitoring specifications, equipment activation within 24 hours after referral/same day when possible, fee assessment and collection, and non-compliance alerts and notifications to referral source personnel as required as specified by the referring agency.

KEY 2023 DATA (from January 1 - May 31):

Average daily number of EM users overall has increased from 306 in May of 2022 to 349 in June of 2023

Pay Type: Offender Pay (31%)/Indigent (67%) / Other Grants, incl. Specialty Courts (2%)

EM Devices: GPS (62%)/Soberlink Breath Alcohol (21%) / Scram Transdermal Alcohol (17%)

Referral Source: Pretrial (62%)/Probation (37%) / Early Jail Release (1%)

Terminations:

Successful Completion Rate: 53%

Unsuccessful: Jailed: (32%) / Non-Payment (7%) /Client Removal (8%)

PSYCHOLOGICAL EVALUATIONS

FY 2023 Millage Allocation: \$5,000 Jan-May Expenditures: \$2,280

PROGRAM DESCRIPTION: Conducting a clinical assessment is essential to understanding the nature and severity of the patient's health and social problems that may have led to or resulted from the substance use. This assessment is critical in determining the intensity of care that will be recommended and the composition of the treatment plan. Tailoring the treatment to specific needs increases the likelihood of successful treatment engagement and retention. Research shows that those who are matched with the

appropriate level of treatment using ASAM (American Society of Addiction Medicine) criteria participate more fully in treatment and typically have better outcomes. (3X improvement in addiction severity outcomes at 3 months/30% reduction in dropout from treatment/25% - 300% reduction in no shows to next stage of treatment) (ASAM, D. Gastfriend, MD).

Psychological Evaluations determine the severity of a specific mental health concern or to determine an individual's capacity for adequate functioning. Assessments and evaluations may be required to develop a sentence that includes appropriate treatment placements and programming.

DAY REPORTING

Provider: Northwest Initiative – ARRO

FY 2023 Millage Allocation: \$52,000 Jan-May Expenditures: \$11,490

Target Populations: Sentenced Misdemeanants, Felons not eligible for PA511 funding, Felons eligible for PA511 funding when funds are exhausted.

PROGRAM DESCRIPTION: Day Reporting provides supervision and rehabilitation services. Working to stabilize the client in the community and achieve successful integration into the community, the program provides fundamental needs services and addresses barriers unique to each participant. By working very closely with each participant and their assigned probation agent to create a successful outcome, Day Reporting has become the “go-to” program for agent's whose clients are dealing with multiple issues and barriers.

The program design requires participants to physically report at the appropriate frequency (1 to 3 days per week) for a minimum of three hours per report session.

A comprehensive intake including a Blueprint for Success needs assessment is conducted and an Individualized Plan for Success is developed with the full involvement of the participant. Based on individual need, Fundamental Needs Services are provided by the program including emergency food, clothing and personal hygiene distributions, assistance with acquisition of vital records including State ID, assistance with Ingham Health Plan enrollment, Medicaid, DHS, Bridge Card, transportation assistance and other appropriate FNS.

Also based on individual need, appropriate referrals are made and communicated to the assigned probation agent for non-program or off-site services (e.g., GED testing, substance abuse treatment, and employment assistance, housing resources, etc.)

During reports, progress relative to compliance with probation requirements is discussed and progress on the participant's Individual Plan for Success is reviewed, updated and modified as appropriate. Documentation verifying off-site activities is reviewed with the participant. Participants remain on-site to participate in planned activities for a minimum of three hours. Activities include working on obtaining an ID, homework required by other PA511 programs and GED preparation, filling out job applications, participating in supervised on-site activities, groups, and workshops, and mapping out personal action steps to achieve identified goals.

The program continues to improve and expand its ability to provide assistance in key criminogenic needs areas including Residential Instability, Vocational/Education, Cognitive Thinking and Behavior, and Self-Efficacy for women. This is accomplished by training program staff and developing relationships with community partners.

VOCATIONAL EDUCATION AND TRAINING: A strong focus on vocational education and training opportunities and employment assistance is provided by developing and offering onsite workshops and classes and one-on-one assistance, by cultivating relationships with employers; and, by finding and creating vocational training opportunities.

Based on experience with apprenticeship failures, the program added a curriculum called MC3 to improve outcomes. MC3 provides a pathway to union careers in the construction trades by better preparing participants to successfully complete the apprenticeship. Components of this program include: Developing a Good Work Ethic, Industry Awareness, Construction Trade Awareness, Tools and Materials, Word Key Basic Construction Math, Diversity, Green Construction, OSHA, CPR, Blueprint Reading. The curriculum also includes Employment Development, Physical Fitness, Hands on Training, Sexual Harassment, and Rights and Responsibilities.

EDUCATION: Onsite programming also includes a focus on Education with onsite access to Cyber Education which allows participants to earn a high school diploma, onsite GED preparation, facilitating and scheduling GED testing, assistance with LCC registration and financial aid applications.

HOUSING: The program helps participants find appropriate housing and assists them with the documentation and processes required for financial assistance, as well as Fair Housing Coalition advocacy as needed.

OTHER ONSITE SERVICES: Other onsite services include financial literacy, life skills, NA/AA. Other support groups available to Day Reporting participants are Restorative Justice groups, Seeking Safety support groups, CBT and MRT, Anger Management, and DBT. Day Reporting also provides onsite and offsite community service opportunities. The program monitors compliance and provides agents with reports on the number of hours completed, helping clients with Court ordered community service requirements.

MORAL RECONATION THERAPY-COGNITIVE BEHAVIOR CHANGE

Provider: Prevention and Training Services, Inc (PATS)

FY 2023 Millage Allocation: \$18,600 Jan-May Expenditures: \$5,620

Target Populations: Sentenced Misdemeanants, Felons not eligible for PA511 funding, Felons eligible for PA511 funding when funds are exhausted.

PROGRAM DESCRIPTION: Moral Reconciliation Therapy (MRT) is a systematic treatment strategy to decrease recidivism among adult criminal offenders by using 16 objectively defined steps focusing on seven basic treatment issues to promote positive change. MRT is a cognitive-behavioral treatment approach that is probably the most widely researched offender treatment modality (*Meta-Analysis, G. Little, 2005*). 200 outcome studies have been conducted up to 20 years after treatment and release of over 100,000 individuals. Overall, finding lower recidivism rates, improved personality variables, and enhanced treatment compliance. (S. Swan, 2013)

Expanding this State funded Community Corrections program will increase the number of offenders served, including those who are not eligible under State MDOC approved criteria.

Community Mental Health Report June 15 2022 – June 15, 2023
Correctional Assessment & Treatment Services (CATS) Justice Behavioral
Health (JBH)

Currently approximately 60% of the jail's population has been served by CATS programming or crisis interventions from June 15, 2022 to June 15, 2023. **The Justice Behavioral Health (JBH) mental health program has independently served 260 unique clients.**

- JBH is staffed with three mental health therapists (MHT), one nurse care manager (NCM), one peer recovery coach (PRC) and one secretary.
 - JBH MHT provides weekly therapy both in individual and group modalities. Overall, **JBH has provided 1489 individual therapy sessions.** JBH considers individuals under the 18 years of age as a high priority population so youths are served as soon as possible.
 - JBH MHT facilitate weekly Coping Skills, Anger Management and Dialectical Behavioral Therapy groups. **JBH has provided 1711 group encounters.**
 - **JBH PRC provided 171 peer recovery coaching services for jail re-entry.** Focusing on clients with opioid use disorder and/or Medicated Assisted Treatment (MAT) needs.
 - JBH NCM continues to play a vital role in integrated healthcare between the CMH and jail medical for behavioral health needs. The NCM has had **424 coordination of care services** which includes assistance to liaison for psychiatric services (**218** assists with client psychiatric service).
 - JBH secretary continues to provide clerical support, indirect client assistance and processes all the needed paperwork for the mental health program.

Disclaimer: JBH groups have been able to run at full capacity (20 clients) the majority of the timeframe from 6/15/2022-6/15/2023, with some continued disruption to group service with periods of increased COVID-19 precautions.

There have been some impacts to services due to staffing shortage and staff leave time in one of the JBH mental health therapist positions in the last year- a total of about 5 months from 6/15/2022-6/15/2023. There has been some disruption in NCM service during this timeframe due to unexpected leave. Lastly, the acclimation to the new justice complex facility resulted in temporary reduction in services.

Hustle 2.0

Overview

The ICJ began using the Hustle 2.0 program in February 2021. This program continues to be very popular among the inmates at the ICJ.

In order to pay for the Hustle Books the Inmate Initiative Millage funds were used exclusively during 2022 – 2023. We did receive one donation of \$500.00 for books during December 2022. At this point, I have exhausted the Inmate Initiative Account for this fiscal year.

The below is data that Hustle 2.0 was able to provide us:

- **The Preseason**
 - 269 participants have applied
 - 90 participants have passed and earned a certificate
 - The average score on The Preseason was 87%
 - Participants rated The Preseason as a 9.5 out of 10.
- **Hustle Guide: Book One**
 - 96 participants have completed enrollment packets and been approved by H2.0.
 - 35 participants have completed the Book One homework packet
 - 32 participants have passed and earned a certificate
 - 88% post-test average vs. 64% pre-test average
 - The average total score on Book One was 880 out of 1000%
 - Participants rated Book One as a 9.58 out of 10
- **Hustle Guide: Book Two**
 - 9 participants have completed enrollment packets and been approved by H2.0.
 - 4 participants have completed the Book One homework packet
 - 3 participants have passed and earned a certificate
 - 55% post-test average vs. 64% pre-test average
 - The average total score on Book One was 856 out of 1000%

Body Connection Yoga

Efficacy Report of Trauma Sensitive Yoga provided at Ingham County Jail

Prepared by Debra Hartnagle
Founder/Provider, Deb Hart Meditation and Movement

Study Period May 1, 2022 - April 30, 2023

Report prepared May 2023

Debra Hartnagle, aka 'Deb Hart', is contracted by Ingham County to provide Trauma Sensitive Yoga for inmates at the Ingham County Jail in Mason, MI. The weekly, one-hour classes, were held, separately, for those identifying as male or female. It was determined that Hart would offer yoga participants an anonymous survey, which she created, to fill out before and after class. Copies of surveys are provided to ICJ after classes.

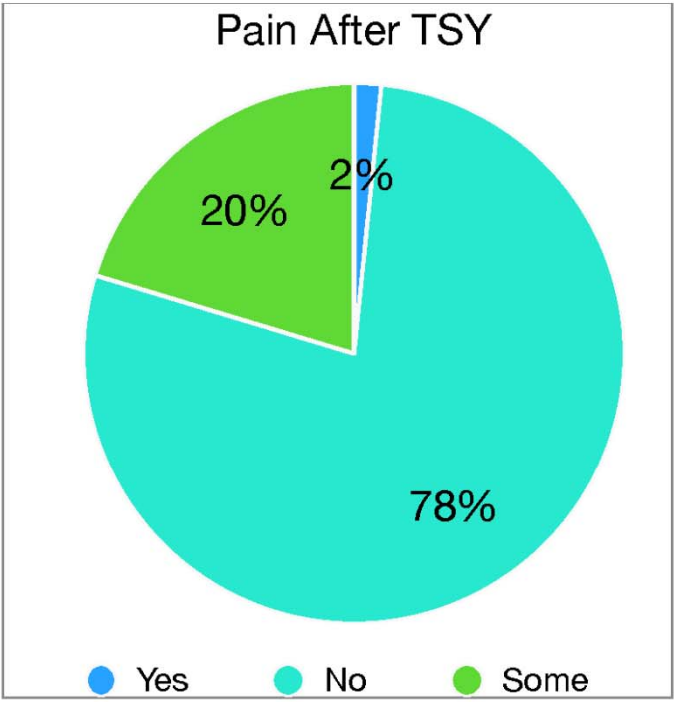
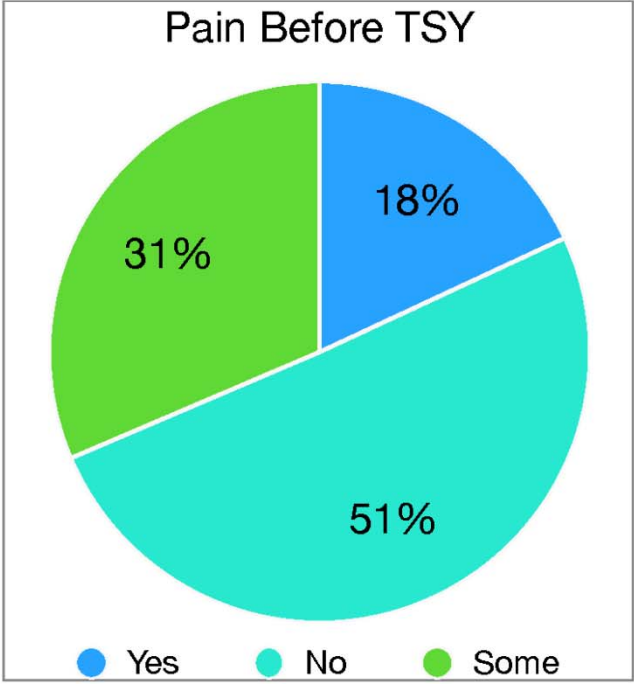
The survey, copy included in this report, asks participants about their pain before and after class, as well as discomfort, anxiety/stress/agitation, ability to notice their body in contact with the floor, their breath and their mood.

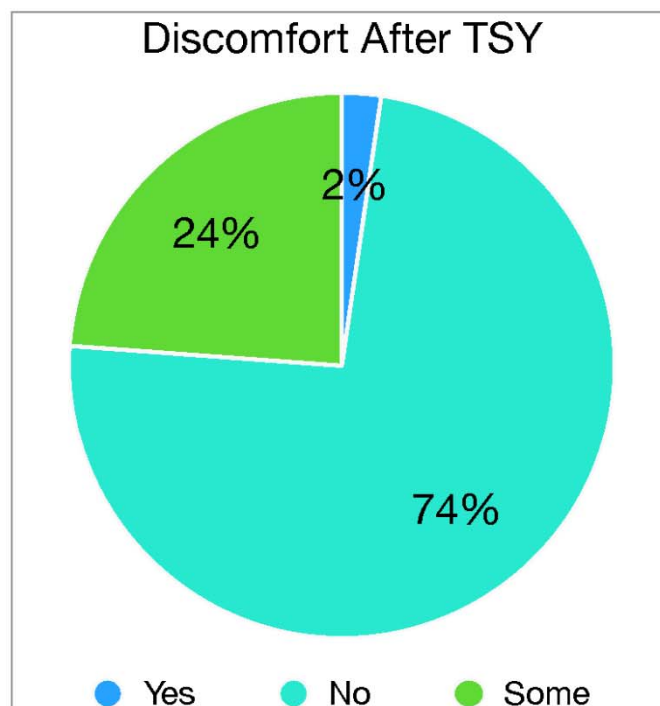
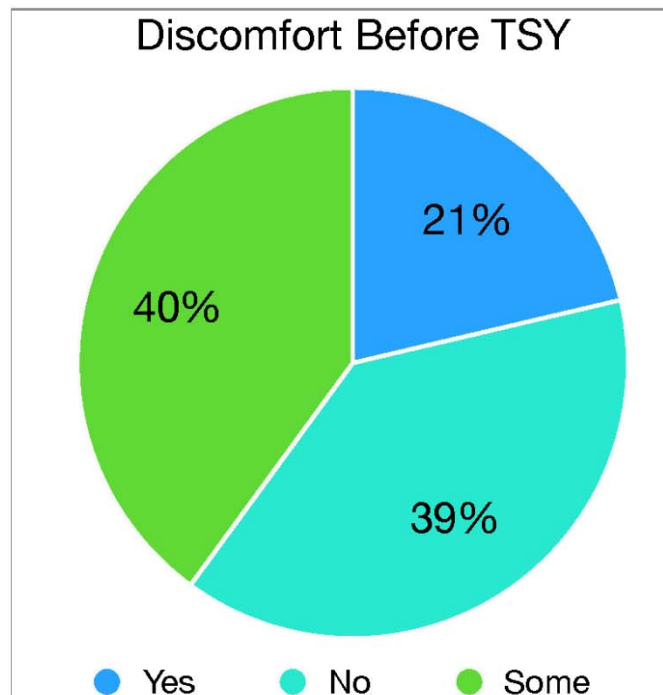
Between May of 2022 and April 30, 2023, 522 inmates attended class (174 Females/ 348 Males) and 475 (91%) filled out anonymous, optional surveys.

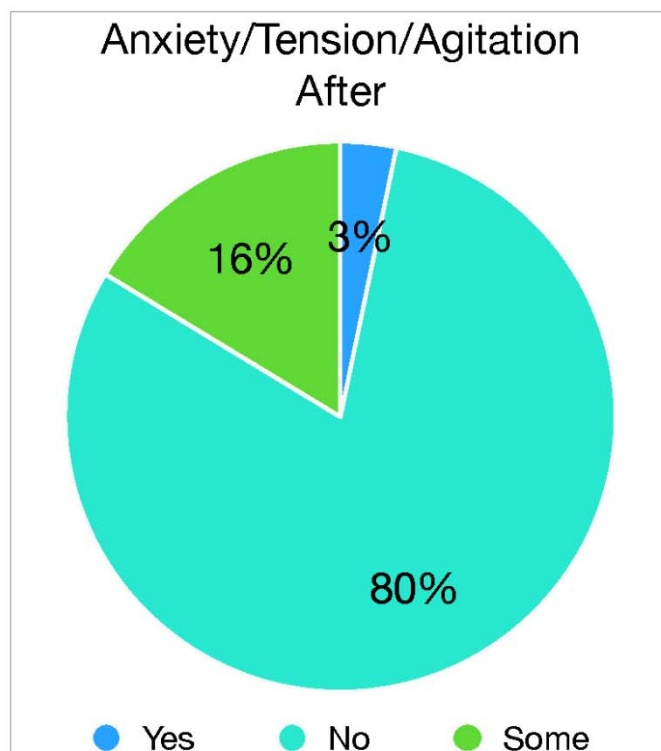
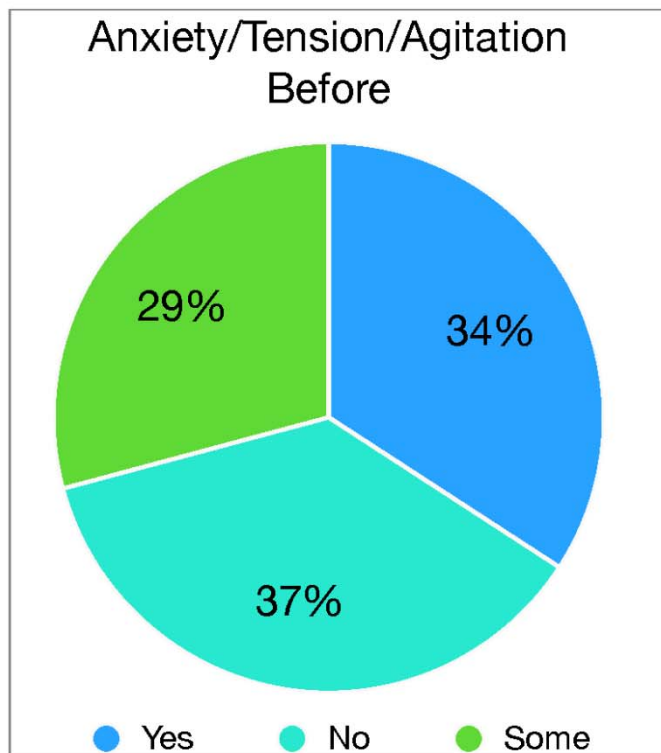
A quick breakdown of the numbers, as depicted in the charts on the next six pages:

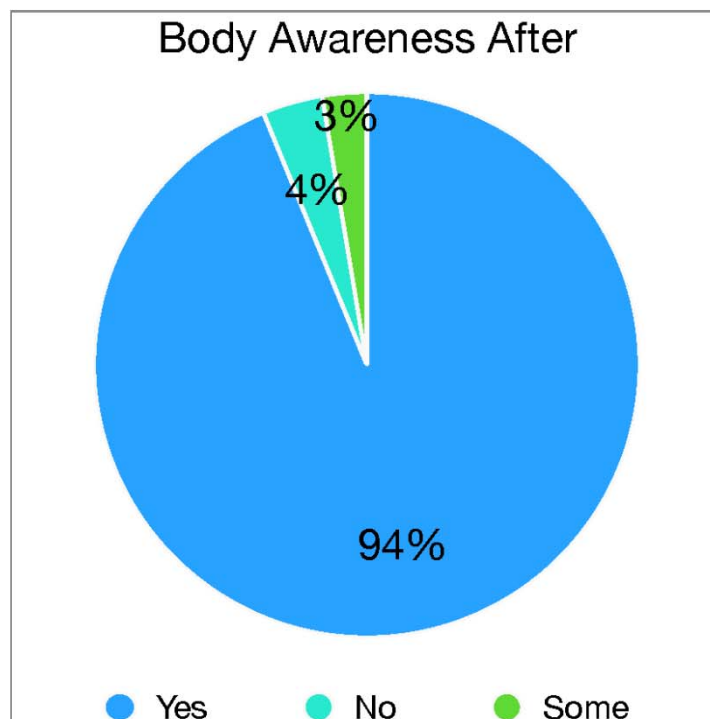
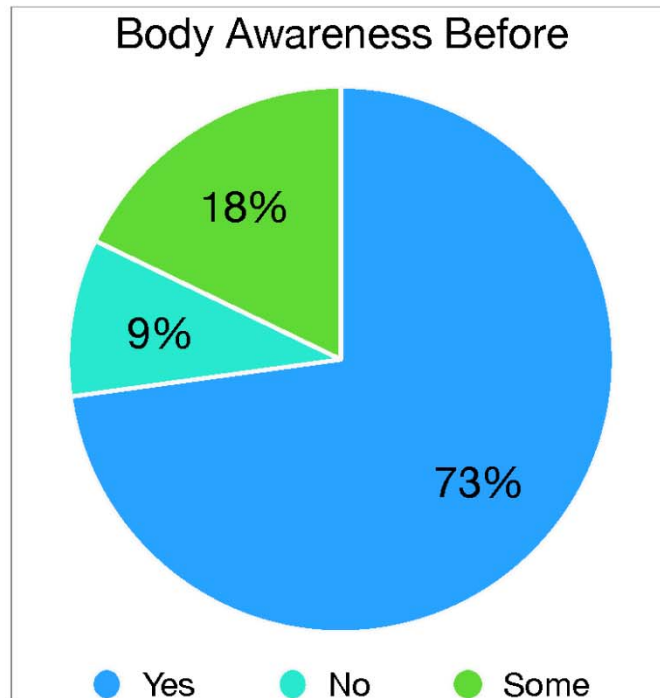
- 1) Those reporting 'no pain' before class grew from 51 to 78 percent.
- 2) People reporting 'no discomfort' rose from 39 percent before to 74 percent after.
- 3) Those indicating 'yes' to anxiety/stress/agitation levels fell from 34 percent before class to 3% post.
- 4) Nine percent of participants reported not noticing their body in contact with the floor before; that number fell to four percent afterwards.
- 5) Awareness of breath increased from 67 percent before, to 92 percent after class.
- 6) 70 percent of participants reported their mood as 'good' before class and after, 95 percent of participants indicated their mood as 'good'.

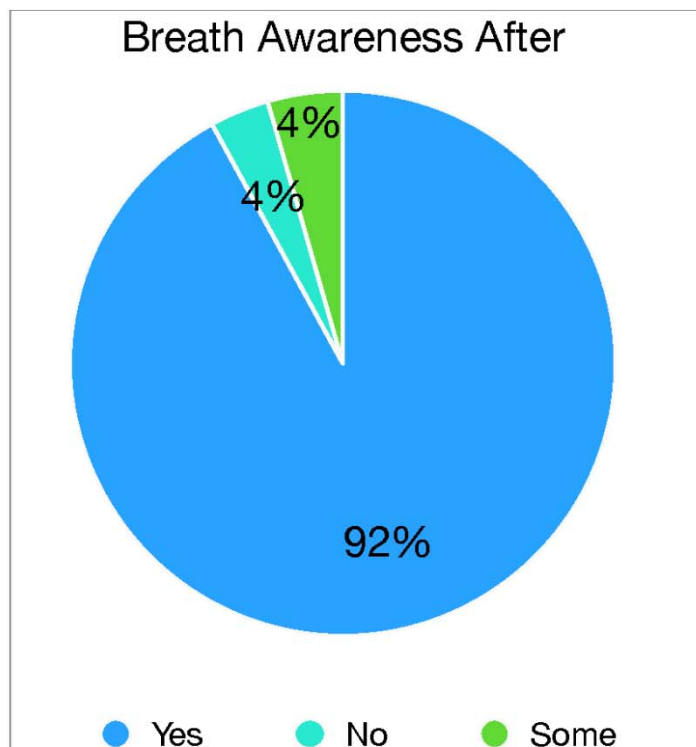
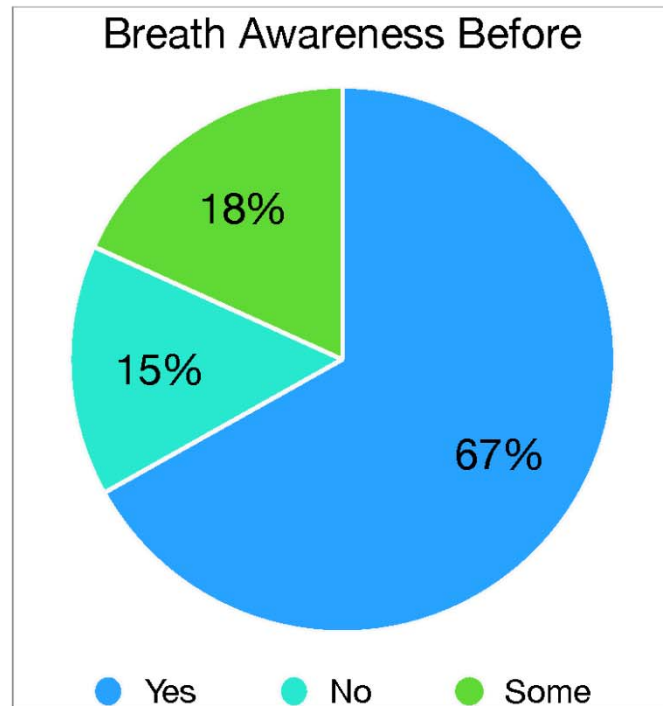
Note: Some participants occasionally fill out half the survey, skip a question or answer more than one option per question.

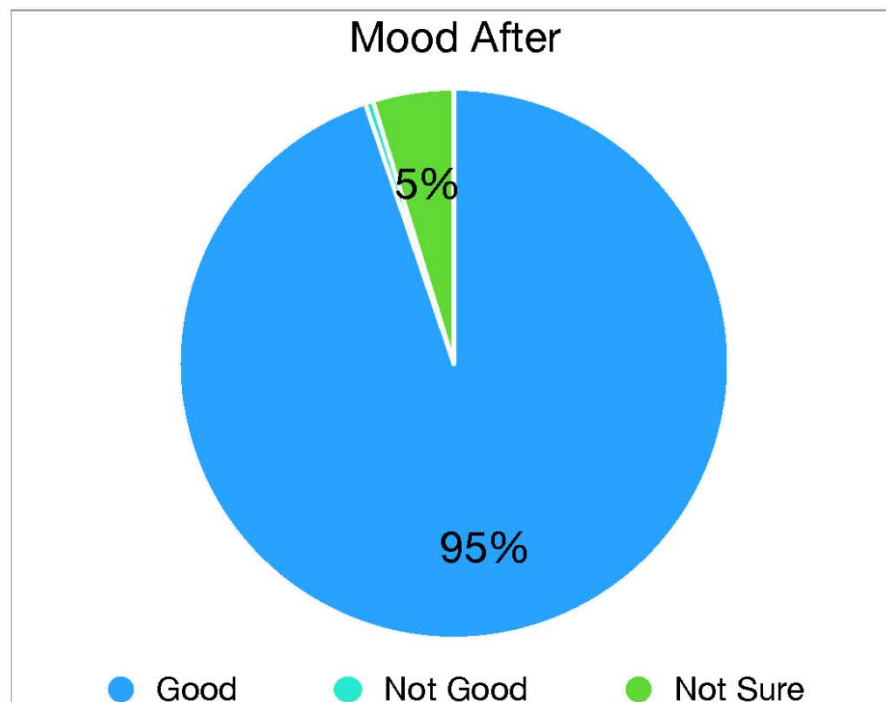
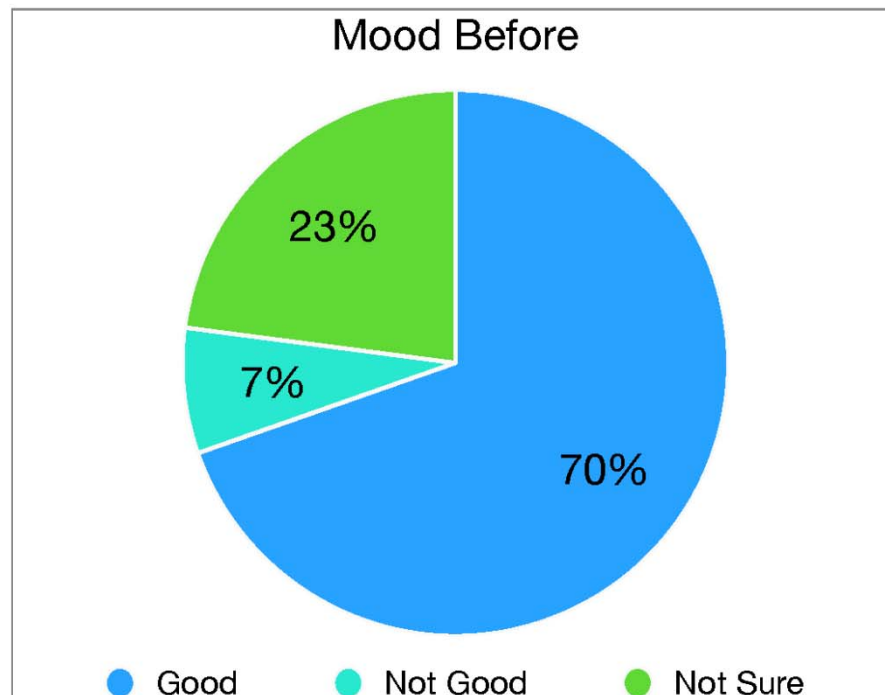












In addition to the questions asked, space was included for comments/suggestions. Those comments included:

"Thank you for coming and giving me the opportunity to come to this class even tho I just sleep. I appreciate you Ms. Deb."

"Class was awesome!! Thank you for taking time for us."

"This has really improved my pain, anxiety and depression levels tremendously. Thank you!" (female participant 9/12/2022)

"Please come back next week and thank you."

"This was my first time doing yoga. Thank you."

"This class is great, thank you."

"I love this class. 2x/week"

"Still my favorite class."

"Thank you for coming. It's appreciated."

"Feeling emotionally better, thank you."

"It's been a pleasure meeting you thank you so much!"

"Thank you for the class."

"So glad I took this class & that you come for us every week! My favorite class :) "

"Thank you. I wish you peace."

"Always feel peaceful after, thank you."

"I'll miss you :)"

"Love this class."

"A lot of the moves/positions look easier than (they're) done."

"Thanks for coming today. Great class. It does help a lot. See you next session and we love you."

"Thank you so much. This is very peaceful for me!" (Male participant 8/24/2022)

"Love it. My lower back gets more and more relaxed every class. Also good mental break from jail."

"Thank you, blood flow to my toes!!"

"Good meditation as always."

"Great teacher, awesome class."

"Thank you for asking how I was doing and thank you for today. This is very peaceful."
(male participant 10/5/22)

"Wednesdays are busy for me and I love this in the middle." (male participant 10/12/22)

"Thank you for coming. You're awesome!!"

"I look forward to this class every week."

"My left shoulder hurts but I will sleep well tonight. Thank you."

"Bringing 'abdomen to spine' the last couple of weeks has been great. Totally shifts my poses/stretchers and I'm more aware of it through the week."

"Nice meeting you. Might be last class."

"Relaxing."

"Thank you. Peace be with you!"

"Feel great."

"Good day."

"Really felt good on my hip & lower back tightness. Plus the clearing of the mind."

"Love the way it stretched my body and relax(ed) my mind. Love the instructor so nice and slow. Thkx."

"Glad you come to see us. Excellent job."

"I so needed this thank you."

"Healthy, felt my breath a lot today. Never underplay the 'bring in your abdomen'."

"So peaceful! Thank you."

“Thank you so much. I really enjoyed this!”

“It’s awesome when you find a different stretch in a familiar pose.”

“Thank you very much. It was much needed. See you next time. Thank you.”

“Love it thank you.”

“I was stiff and could barely move, now I can. Thank you.”

The precise protocol employed in Hart’s facilitation of two Trauma Sensitive Yoga classes each week at County was formulated upon evidence based research culled over twenty-plus years at the [Center for Trauma and Embodiment at the Justice Resource Institute in Brookline, MA](#), from where she received 340 hours of training and continues to receive on-going support and education.

This protocol has been shown to be useful as an adjunct to cognitive behavioral therapy; recent studies also indicate that this particular style of yoga may reduce PTSD symptoms.

Trauma Sensitive Yoga offers participants an opportunity to be present in their body, in the moment, in a safe space. It is not uncommon for persons who’ve experienced complex/chronic (especially in childhood) to ‘dissociate’ - not be connected to their physical self, as the physical body is/was where trauma occurred. The language used in Hart’s TSY classes is invitational, offering a more even power dynamic, rather than instructional, where they are being told what to do.

Giving options of whether or not to explore what’s offered is an opportunity for choice-making for participants; the very root of trauma is when an individual’s power has been stripped from them and they are left without choice. The role of a TC TSY facilitator is to create a safe space where an individual can explore being present in their body, in the moment, if that’s available and if it’s useful to them.

Hypervigilance is not uncommon in people who’ve experienced trauma, therefore if a person feels safe enough to rest or sleep during class, that is also their choice. Sleep deprivation can be a contributing factor to anxiety and depression, and can negatively affect the ability of the brain to function. Participants are offered the option to ‘rest’ during class if they choose, either seated or lying down. Often times individuals who have experienced trauma (and those who are incarcerated) maintain a state of hyper vigilance, which can be physically, mentally and emotionally exhausting. Sometimes the choice is to rest during yoga, which is designed to be a safe space.

There's also an emphasis on the *option* to physically explore the shapes and forms offered, which is an opportunity for choice-making, having some control over the self.

The objective of offering TSY to the population at County is with the intention that it may transfer to the individual's life after (and during) incarceration, offering a tool that may be useful in creating more positive life outcomes.

TS Yoga Feedback Survey

Today's Date: _____

Before Class:

- | | | | |
|--|--------------------------|----|-----------------|
| 1. Am I in pain? | Yes | No | Some Pain |
| 2. Do I have any discomfort? | Yes | No | Some Discomfort |
| 3. Am I anxious, agitated or tense? | Yes | No | Some |
| 4. Do I notice my body in contact with the floor ? | Yes | No | Some |
| 5. Do I notice my breath movement? | Yes | No | Some |
| 6. I would describe my mood right now as: | Good, Not Good, Not Sure | | |

After Class:

- | | | | |
|--|--------------------------|----|-----------------|
| 1. Am I in pain? | Yes | No | Some Pain |
| 2. Do I have any discomfort? | Yes | No | Some Discomfort |
| 3. Am I anxious, agitated or tense? | Yes | No | Some |
| 4. Do I notice my body in contact with the floor ? | Yes | No | Some |
| 5. Do I notice my breath movement? | Yes | No | Some |
| 6. I would describe my mood right now as: | Good, Not Good, Not Sure | | |

Comments/Suggestions:



Annual Programming Report
8/1/2022 to 7/11/2023

MRT Breakout Program
Seeking Safety Program
Parenting Program

Lori Haney, PsyD (ABD)
Instructor and Owner
Life Launch Institute, LLC

July 18th, 2023

RE: Annual Programming Report
MRT Breakout, Seeking Safety and Parenting Programming
Requested dates; 8/1/2022 to 7/11/2023.

Per: Cynthia Johnson, Education Program Coordinator, Ingham County Jail
From: Lori Haney, Instructor and Owner, Life Launch Institute, LLC

To Ingham County Jail;

Thank you for the opportunity to serve the Ingham County Jail (ICJ), providing instruction for ***MRT Breakout and Seeking Safety and Parenting Programming***.

ICJ Facility Relocation and Acclimation

After the ICJ relocation to the new facility, Program classes began May 2nd, 2023, with a full class rosters and high attendance for both Men and Women's groups for ***MRT Breakout and Seeking Safety and Parenting Programming***.

Transition events;

*ICJ canceled classes two-weeks in February 2023, due to relocation to the new facility.

*ICJ canceled a handful of classes due to relocation adjustments and acclimation to the new facility (example: finishing electrical in classroom).

*ICJ canceled classes one-week in March 2023, due to COVID safety protocols.

MRT/BREAKOUT PROGRAM

Moral Reconnection Therapy (MRT) seeks to decrease recidivism among criminal offenders by increasing moral reasoning. MRT is systematic and implements a cognitive-behavioral approach, which positively addresses ego, social, moral, and positive behavioral growth. Men's and Women's Groups meet bi-weekly for 12 weeks.

In the **MRT Breakout Program** we provide a consistent, reliable, and respectful culture to create a safe learning space. Student/inmates have opportunity to build self-confidence, learn leadership skills and show respect. Students learn to develop life goals to help realize their dreams. For example;

The following ICJ postcard (Appendix A) was sent from former student/inmate (K.H. with permission to share) to facilitator, Lori Haney. Ms. Haney shares Peer Recovery Resources (PRC) in all classes, as needed. After three months 'drifting' after release, K.H. contacted a PRC agency referred from class, who assisted his entry to a local residential treatment house.

Dear Lori,

I got out 2 weeks early, as I wrote my judge, and he was impressed with my workload and commitments. I didn't get an opportunity to say bye, or to thank you. Lori, you were a true inspiration to me. Jail was such a hell. I'm so thankful to you and my therapist. You two cared so much about your work – and me/us. I just wanted to genuinely say thank you from the bottom of my heart for your advice – AND all the laughs. You made me realize I deserve better. And more. Be safe, please and thank you,
Lori

♥ -Sincerely, K.H.

Recovery from Substance Use Disorder (SUD) is part of MRT Breakout student/inmate goals. As such, there is discussion about recovery goals and treatment options. In 2023, the facilitator mentioned in both the men's and women's classes there was a television commercial running with Judge Allen and Dr. Phil Pavona of Families Against Narcotics (FAN). A male and a female inmate, who were each interested in residential treatment had

family reach out to Dr. Pavona, who contacted student/inmates through in-person jail visits. Dr. Pavona made all arrangements for treatment and transportation to Bear River. These sorts of facilitator referrals to resources are a regular occurrence and part of the MRT Breakout class format for those wanting options.

The following report will provide details regarding the **MRT/Breakout** Program as requested from August 1st, 2022 through July 11th, 2023.

MEN

Enrolled = 200

Average class attendance = 14

Completed = 31

Court Ordered = 16

On track for August Completion = 4

WOMEN

Enrolled = 87

Average class attendance = 6

Completed = 5

Court Ordered = 0

On track for August Completion = 1

CLASS CAPACITY

Currently:

-Men's group is at full capacity with 20 student/inmates with a Waitlist of 14.

-Women's group is at full capacity with 20 student/inmates with a Waitlist of 2.

SEEKING SAFETY PROGRAM

Seeking Safety is a program for those in need of relapse prevention who also have a history of abuse and trauma. This present-focused therapy is based on materials developed by Lisa M Najavits, PhD. Insight is gained into how loss, abuse, and trauma have impacted their personality or how they view the world, leading to poor coping skills, which led to the abuse of drugs and alcohol, and Post Traumatic Stress Disorder.

Currently, the Men's **Seeking Safety** group is comprised of 9 regularly attending student/inmates who have formed a particularly supportive group. Group members convene on Friday at Noon. Seeking Safety groups participate in lively conversation, enjoy group interaction, discuss coping skills and plans that will move their life forward.

One component of Seeking Safety is to start each class with Individual Check-ins, where one of the five questions is to share 'Community Resource Update.' The update could include current situations related to court dates, attorney status, release status, etc. One student/inmate (R.F.) shared he had not had contact with his attorney for months. Week after week this was part of his class Check-in. Sometimes, students share their fears and hesitancy to write their attorney. *'Maybe he has his own plan. I don't want to make him mad. I don't want to write the attorney, or judge because maybe their plan is for me to wait. I'm afraid to write the judge.'*

Student (R.F.) decided after many months waiting on unreturned calls and letters from his attorney, he would commit to writing his judge regarding no attorney contact. R.F.'s sister hand-delivered the letter to his judge, who in a matter of days called all parties to her court. R.F. was present when the judge admonished the attorney, ordering him to reconvene in two weeks. The judge stated he was 'obstructing justice' and she would take action if he did not return prepared. R.F. returned to class the next week elated, impressed by his judge for speaking up on his behalf and feeling pride in himself for acting by writing to the judge. Group members took note of this situation. This type of scenario has occurred several times in the past year.

In another situation, Appendix B is shared with student (D.R.) permission. It contains a letter written to his judge. D.R. was concerned about going to court without having yet attained his class certificates. We discussed in group the option of writing a letter, but he was concerned about it appearing manipulative. After discussing that sharing his successes would be beneficial knowledge for the court, D.R. wrote the letter. His judge stated

she was impressed with the sincerity of his letter and ordered 90 days at KPEP. Seeking Safety teaches initiative and puts into practice life changing skills. These individual successes are shared in group, allowing others to become part of that success, and impart that learning into their own lives.

Seeking Safety Topics

Each topic in the *Seeking Safety* Program approach offers a safe coping skill relevant to trauma and substance problems.

- **Interpersonal:** Honesty, Asking for Help, Setting Boundaries in Relationships, Getting Others to Support Your Recovery, Healthy Relationships, Community Resources
- **Cognitive:** PTSD: Taking Back Your Power, Compassion, When Substances Control You, Creating Meaning, Discovery, Integrating the Split Self, Recovery Thinking
- **Behavioral:** Taking Good Care of Yourself, Commitment, Respecting Your Time, Coping with Triggers, Self-Nurturing, Red and Green Flags, Detaching from Emotional Pain (Grounding)

The following report will provide details regarding the *Seeking Safety Program* as requested from August 1st, 2022 through July 11th, 2023.

MEN

Enrolled = 125
Average class attendance = 9
Completed = 27
Court ordered = 10
On track for August Completion = 3

WOMEN

Enrolled = 72
Average class attendance = 6
Completed = 7
Court ordered = 0
On track for August Completion = 1

CLASS CAPACITY

Currently:

- Men's group is at full capacity with 20 student/inmates with a Waitlist of 12.
- Women's group is at full capacity with 20 student/inmates with a Waitlist of 4.

PARENTING PROGRAM

Thank you for the opportunity to serve the Ingham County Jail (ICJ), providing instruction for the **Parenting Program** since contract award January 2021. During this time, *Life Launch Institute, LLC* has held once weekly classes for Men and Women.

Parenting Program utilizes a workbook *Parenting and Family Values* a 12-module program designed to help participants develop parenting skills and assess values related to family issues and relationships. Student inmates who attend the first class are welcomed and praised for signing up for the program.

At Program Finish students are asked to report the following to the group:

1. What you thought when you came into this group.
2. What you think now.
3. When you would go for outside parenting help.
4. The most important thing you learned about yourself.
5. The most important thing you learned about your child/children.
6. The best think about your group members.

The most frequent responses to the above:

1. *'I thought this class was going to expose me as a bad parent.'*

2. *'After completing this workbook, I know I'm a good parent who got off track.'*
3. *'Most report they would absolutely seek outside parenting help.'*
4. *'I'm a good parent.'*
5. *'My kids are awesome and resilient.'*
6. *'My group members supported me.'*

During a Step 12 final chapter presentation to earn certificate, a male student/father (N.A.) with 2 young children was to read aloud and respond to one of several questions.

N.A. read and answered all questions, but when reading, *'What is the most important thing you learned about your children?'* there was a long pause, eventually making it aware to the class he was too emotionally choked up to speak. This was an awkward and emotional time for the group. The facilitator stated, you're a dad in recovery and we can see you love your children. There was a round of applause and supportive words from the group and his certificate was issued. N.A. developed a seriousness throughout the class and realized there are good reasons to commit to recovery.

The following report will provide details regarding the **Parenting Program** from August 1st, 2022 through July 11th, 2023.

MEN

Enrolled = 143
Average class attendance = 12
Completed = 21
Court Ordered = 3
On track for August Completion = 2

WOMEN

Enrolled = 53
Average class attendance = 6
Completed = 10
Court Ordered = 0
On track for August Completion = 1

CLASS CAPACITY

Currently:

Men's group is at full capacity with 0 on the Waitlist.

Women's group is at capacity with 9 and 0 on the Waitlist.

PROMOTION OF OTHER PROGRAMMING

Lori Haney instructs 3 class programs: MRT Breakout, Seeking Safety and Parenting Programs.

During these classes there is a consistent promotion of other programming to student/inmates. Students who are in one class, are encouraged to enroll in other programming for maximum benefit to their recovery and self-betterment. Students are advised when they are enrolled in classes they have chosen to stand out as individuals who wish to redirect their lives. As such, personal conduct becomes a priority, act accordingly and learn to carry this through life.

Should you have any questions, please contact me directly.

Sincerely,

Lori Haney, PsyD (ABD)

Instructor and Owner

Life Launch Institute, LLC

MRT/Breakout Program

Seeking Safety Program

Parenting Program

Cell (619) 726-5257

lorihaney.lli@gmail.com

Appendix B, Shared with permission from student (D.R.)

Honorable Judge Draganchuk,

First and foremost, I would like to apologize to the court and my family for my actions and decision that has led me back in front of you today. With that being said, I would like to ask for leniency and another chance at probation. I have a great support system, as you've seen my family has been here every step of the way. I'm engaged and have two teenage daughters and a child on the way.

During my time away, I did obtain a job and was caring for my oldest daughter full time, really trying to rebuild and restore relationships that has been shaky because of my absence. I understand my family reflects my values as well as what I do reflects my values. Trust is big and I value that because I want my children to trust that I'll always be there.

I've taken up on my own to participate in classes such as **Parenting**, CATS, Restorative Justice, **Breakout** and **Seeking Safety** during my time in the County Jail, which has helped me get more insight and become a better man, father, and son. Groups like Restorative Justice and Seeking Safety have taught me; how to be mindful of my actions, how behaviors affect not just me, but my family and community, to set goals and to identify the types of people who can influence my recovery. I understand that I must continue to increase the supportive people and decrease the destructive ones out of my life. Explore healthy living, avoid recidivism, take accountability, and remaining present for my family and children are goals I've set to better myself in my recovery, as well as being a better parent.

I can assure you I can and will be a productive person in society. I want to be present for my children and not place a burden on my fiancé by leaving her to raise our child to provide on her own. This has been a defining moment in my transformation. I choose to be selfish when it comes to who I surround myself with. I understand no matter what the circumstance or how positive I may feel, obstacles will always present themselves, so it is important for me to focus on solutions, rather than the problem itself. I believe in myself, and I believe that is the reason my family has stuck by me and are willing to help me succeed.

I take full responsibility for my actions, and I am correcting my mistakes by putting in the work to make better choices and by not letting negative impulses cloud my judgement.

Respectfully Yours Truly,
D.R.

Dear Lori,
I got out 2 weeks early, as I
won my judge - and he was
impressed w/ my workload &
commitments. I didn't get an
opportunity to say bye, or thank
you. Lori, you were a true
inspiration to me. Jail was such
a hell & I'm so thankful I
utilized my resources. Between
you and my therapist, you two
cared so much about your work-
and me/us. I just wanted to
genuinely say thank you from
the bottom of my heart for
your advice - AND all the laughs.
You made me realize I deserve
better. And more. Be safe, please.
And thank you, Lori.
Sincerely, Keith Jensen

Restorative Justice Report
Ingham County Jail Program

JULY 2023

Submitted by

Greta McHaney-Trice, It Takes a Village Educational Consulting

2100 Roberts Ln, Lansing MI 48910

mchaneyt@yahoo.com

517-974-7772

CLASS OBJECTIVES

Participants will:

- **Understand** the restorative philosophy as compared to other habits of mind
- **Work** toward developing and operating with a restorative mindset
- **Improve** communication and engagement skills within professional, social and personal situations
- **Apply** restorative practices to resolve and prevent conflicts and address harm they have both caused and suffered from
- **Model** restorative behavior in jail for others in jail and with those outside the facility
- **See** possibilities of transformed circumstances and behaviors

METHODOLOGY AND CLASS COMPONENTS

- Group dialogue and lessons on the history, philosophy and values of Restorative Justice
- Role plays, activities, some homework for skill development-listening, empathy, respect and speaking
- Engage in circle or conference facilitations designed for problem solving, conflict resolution, building communication skills, fostering relationships
- Award certification of participation on basic restorative training after 15 classes
- Award certification of participation training with ability to facilitate basic circle process for conflict resolution after 30 classes

Since 2016 (prior to the 2018 Ingham County Millage), the Restorative Justice program continues to have positive influences on attendees. Restorative Justice emphasizes that everyone's actions [*What happened?*] impacts the thoughts and lives of others [*Who's been harmed and how?*]; and most critically, exploring ways to address the harm and effect of their circumstances with tangible actions [*What needs to happen to repair the harm caused?*]. Restorative justice teaches that "community" values are developed within the context of social norms, environment, culture, race and ethnicity, gender, age, personal experiences. During class, very frank discussions about issues of power, poverty, race, education, disenfranchisement, family structure, and trauma

arise, within the context of conflict resolution. These conversations support individuals and their ability to connect with one another and understanding the ways such issues impact a person's worldview and their choices; including engagement with the criminal legal system. Things can move from laughter to tears very quickly. Even when disagreements ensue, they never result in belittling or personal attacks due to the restorative structure and values taught and modeled in the classes. Students learn that a diversity of perspectives is helpful in shaping your own beliefs.

RJ APPLICATION EXAMPLE#1:

A male resident spoke to how using the restorative concepts from class defrayed a daily problem with lining up for breakfast. With limited time to get the entire dorm to their trays quickly, there had been crowding, shoving, and disregard for those who moved slowly due to medications and physical limitations. The guards, under time constraints, became disgruntled and threatened that no-one would eat. The resident stated that the idea of "*ubuntu*- there is no me without you" came to his mind from RJ class. "I shared that if one does not eat, none of us should eat". He was amazed that applying this simple thought shifted the others and eased the situation, even though he'd attended only a couple of classes. "It worked, for that day at least!"

Interacting with other inmates, staff, or relationships and situations on the outside by actively listening without judgement is a skill that is developed through RJ. Being deliberate and conscious of the concepts taught assist students to engage responsibly as members of a "community", often a foreign concept to those ostracized by their actions and societal conditions. They hold each other and themselves accountable for behavior that created harm.

From time to time, staff will request a formal conflict resolution meeting to be scheduled to thwart potential problems or to respond to incidences of conflicts that happen in jail, as one student noted- "*this is jail you know, and things can jump off no matter what you do or not- just doing nothing!*" RJ "circles" have included deputies and/or the Director of Education as

participants. Not authority figures, but someone who is also impacted actions and part of the solution. One benefit being the incarcerated persons understand that employees of the facility are more than their jobs- they too are humans, willing to work *with* them.

After a very eccentric and animated student had reached the 30 weeks maximum number of classes, he could no longer attend the class. Many of the students were upset by this action. They could not understand why such a rule existed because the individual was more manageable and easier to get along with as a result RJ. Moreover, they reported that he didn't create problems that impacted his entire dorm such as lockdowns, etc. "What needs to happen to address your complaints and anger?", they were asked in class. Collectively processing this question allowed their emotions to be tempered as they thought of actions that could resolve things. Instead of escalating the problem or even passively accepting something they didn't think made sense they thought about "making a positive change". The men decided they should bring their concerns to staff who agreed to come to class and speak directly with the men about the decision. The impromptu circle discussion covered the "wants and needs" of all involved, instead of a unilateral response just "no". The dialogue didn't take long. It helped build a positive rapport and circumvented negativity and misconceptions on both sides of the problem. The class was so impressed at the willingness of the staff to listen to them respectfully, "Wow, one person exclaimed, I never thought that would happen!" Below are the points in the agreement that all participants signed that included the actions to move forward.

EXAMPLE#2 CONSENSUS AGREEMENT DEVELOPMENT

1. Those in class w/access to maxed out member (named in document) will take what they learn back

2. Members of RJ Group will agree to practice RJ on post to model what they learn and demonstrate
3. Perhaps zooming a person in maybe used in the future
4. Greta will review the next proposal for the 15 week and 30 week certificate language
5. Perhaps persons w/maximum classes can be on a tentative list to come back
6. Program Coordinator wants the class to know the many pressures the administration is under
7. Program Coordinator want RJ group to use skills to impact posts and their families
8. We have addressed the situation with "member" who has maxed out
9. Perhaps something like "intern" could be examined and maxed out people can participate
10. Examine the class capacity and wait list
11. We understand that exceptions to [County] contracts affect other contracts

Restorative Justice exposes men and women to a philosophy that focuses on listening, empathy, respect and reflective dialogue towards positive conflict resolution and community engagement. These conflicts may be directly related to the cause of their incarceration, matriculating the criminal justice system, or even their release to home or another facility. A former student, released from ICY over 5 years ago writes this in an email (unedited):

EXAMPLE#3

EMAIL – FROM Aaron Taylor <aarontaylor1251@gmail.com>

To: Greta Mchaney-Trice
Mon, Jul 17 at 8:32 AM

Hey Greta, just reaching out haven't heard from you in a while but just wanted to give you a bit of a update. Been out almost 5 years now and I can attest that restorative justice has helped me in so many ways, especially in the relationship with my children's mother which had become very toxic as you know. I now have custody of my children but still have to maintain a amicable relationship with their mother and using the precepts that I learned in the program has helped to rebuild that relation. I use RJ in my personal relation with my fiancé', as well in my business relationships with my customers and employees. As you may know its a simple process but you have to believe that it works. I'm very gracious and thankful to you and the program for helping me and if there is ever anything I can do to help please dont hesitate to reach out.
Talk to you soon

The class has been intentional in bringing community members to visit and actively engage in the class. This lessens the disconnect of incarcerated persons and helps our community. So many in jail have been isolated from society due to systemic issues in our country of poverty,

discrimination or undereducation. Neither is it easy for most community members to fully understand incarceration unless they have had personal experiences with it. The RJ class offers these small but meaningful connections. With the new facility that opened, we are better able to encourage reciprocal relationships between community members and those incarcerated. Community members experience first-hand the positive things happening at ICJ.

Community Partners:

1. **Dr. Issac Kalumbu**, Assistant Director, Outreach African Studies Center serves as the program manager for The MasterCard Foundation Scholars Program at Michigan State University (MSU). Dr. Issac plans to visit the RJ class again. He adds a global and indigenous perspective regarding RJ and crime. The responsibility to the community and the community to those who commit wrong resonates with students. Utilizing music, he emphasizes that every citizen plays a vital role in how the community functions at its best.
2. **Norlynn Allen**, spoken word artist and poet, attended a few classes and shared his work and encouraged the participants to use this medium to begin to heal hurts from broken relationships, self-deprivation, and the impact of incarceration. Both men and women were intrigued and encouraged. Many wrote poems and stated for the first time they felt they could express what they experienced.
3. **Diane McCants**, retired educator, participated in a series of classes as a community representative. She explained that despite not personally knowing them, except for one young woman who serendipitously was a former student, was invested in their lives. "I

want to live in a good neighborhood, be safe as a senior citizen, and make my grandchildren's world a better place- you all can play a part in all of that."

4. **Lawrence Schneider**, attorney, plans to visit and talk about expungement processes.

DATA AND OUTCOMES:

JULY 14, 2022– JUNE 29, 2023	MEN	WOMEN
Classes Held	46	45
Average# of Participants	6	9
Highest class attendance	10	16
Certificates awarded- 15week	11	5
Certificates awarded- 30 week	0	2

Class attendance varies throughout the year but is consistent overall, especially with the women's class where attendance has grown. This year, the total class attendance for the men's class was 424 and 234 for the women. These represent duplicated individuals of course, because the values gained increase the more classes attended, but even one class has been noted by individuals to be most impactful. *"I leave next week but I wish I had come to this earlier, I didn't understand that this is what y'all do!"*

The qualitative data embedded in this report provides a fuller picture of the impact restorative justice has on individuals and their engagement within the facility as students and staff apply its principles. Numbers give an outline, but the tangential impact is immeasurable in transforming the environment of the jail and the lives of people who must co-exist there. They are more likely

to become better citizens, partners, parents, friends, and neighbors and accept themselves. The final portion of this report offers this type of data.

TESTIMONIAL STATEMENTS: LETTER 1 Page 1 AND 2 of (Male Student) ATTACHED

LETTER # 2 (FEMALE STUDENT) ATTACHED

This report provides a glimpse of the important work done in the RJ class over the past 12 months. There are many opportunities for continued successes as restorative justice fosters transformation for Ingham County citizens.

1
I WAS INTRODUCED TO RESTORATIVE JUSTICE WHILE INCARCERATED IN THE INGHAM COUNTY JAIL. I WAS FACING LIFE IN PRISON. I WAS ACCUSED OF RAPE, KIDNAPPING, STRANGULATION, ENTER FEELING WITH ELECTRONIC COMMUNICATIONS AND DOMESTIC VIOLENCE. I WAS GOING INTO THE BIGGEST, AND THE HARDEST FIGHT OF MY LIFE.

I COULD NOT SEE OR BELIEVE THAT WHAT I WAS GOING THROUGH AFFECTED ANYONE OUTSIDE OF MYSELF. I COULD NOT BELIEVE THAT THE SYSTEM I WAS FACING WAS RUN BY PEOPLE OR HUMAN BEINGS THAT HAD FEELINGS AND MORALS, I SAW THE SYSTEM AS AN ENEMY.

I USED TO THINK WHEN I WAS HURT, I WAS THE ONLY ONE AFFECTED. I COULD NOT SEE THE HURT IN ANYONE ELSE, OR BELIEVE ANYONE ELSE WAS AFFECTED. WHEN I WAS INTRODUCED TO RESTORATIVE JUSTICE I WAS ASKED 3 QUESTIONS I HAD NOT ^{BEEN} ASKED, DURING OR BEFORE THIS TIME.

IN ORDER FOR ME TO ANSWER THESE QUESTIONS I HAD TO BE TRANSFORMED. WHEN I EXPERIENCED THIS TRANSFORMATION IT WAS DURING MY CURRENT INCARCERATION. I HAD TO, ~~HAVE~~ OVERCOME SOME FEARS BEFORE THIS COULD TAKE PLACE.

I WAS GIVEN A LOT OF CIRCLE VALUES, AT THE TIME THE VALUE AND PRACTICE OF TRUST WAS THE HARDEST TO BELIEVE IN, BECAUSE I HAD BEEN HURT BY EVERYONE I TRUSTED. WHICH BRINGS ME TO THE FIRST QUESTION, "WHAT HAPPENED"?

IN THE HELP OF RESTORATIVE JUSTICE I BROKE FREE OF A
POISON MADE OF SHAME, FEAR, HATE, HOPELESSNESS AND BLINDNESS.
PRISON WAS NOT ONLY HURTING ME BUT ALL OF YOU AS WELL AS
THE PEOPLE BEYOND THESE WALLS

RESTORATIVE JUSTICE TAUGHT ME, THERE IS NO ME WITHOUT WE
THROUGH THESE VALUES AND PRACTICES I WOULD LEAD TO A NEW WAY
OF THINKING, WHICH I BELIEVE I'LL BE LEAD TO A NEW WAY OF DOING
I NOW VALUE AND PRACTICE ALL THE VALUES OF THE CIRCLE WE SIT IN.

I AM NO LONGER FACING OR FIGHTING LIFE IN PRISON, I HAVE BEEN
BLESSED AND THE COURTS DISMISSED THE CHARGES. YES I FOUGHT, BUT
THE RESTORATIVE CHOICES WENT TO SEPARATE THEIR HUMANITY FROM
MY OWN WAS A CHOICE THAT ALLOWED THEM TO SEE THE MAN WHO
STOOD BEFORE THEM!

Joseph Bush

Kam Heerick

How has Restorative Justice Benefited Me & ICS

Restorative Justice helped me recognize that the acts of those I love had consequences I didn't see or acknowledge even to myself and that I want to actively work on my right and ability to trust others and begin to form lasting honest relationships with others without fear or doubt. As well as to think about how my reactive actions may have affected those around me and especially those I love the most. I know that this class will help me restore my ability to trust and rely on others for love and support. I have faith it will do for others lucky enough to be accepted into this class the same restorative miracles both for themselves and their close connections what it is doing for me and mine.



Ingham County Health Department Pathways to Care New Beginnings Program
a Client-Centered Approach to Working with Substance-Involved Individuals Incarcerated at the Ingham County Jail

7/21/2023 Ingham County Health Department Report:
Treatment Programming as Authorized by Ingham County Justice Millage

Program Description

The Pathways to Care New Beginnings Program within the Health Promotion and Prevention Division of Ingham County Health Department (ICHHD) seeks to reduce recidivism and fatal and non-fatal overdoses among Ingham County residents. The program utilizes evidence-based practices to assist jail residents with substance use disorders (SUD) to allow jail residents to successfully navigate and overcome barriers to treatment, recovery and other social needs during and following incarceration. The purpose of the program is to create access and adherence to healthcare interventions and social services supports, including but not limited to Medication Assisted Treatment and other evidence-based recovery services, Harm Reduction Services (i.e. Naloxone training and kits, Syringe Exchange Services, etc.)

Staffing for this program includes one full-time Community Health Worker (CHW), Sterling Wendt who is cross-trained as a State Certified Peer Recovery Coach, and one part-time SUD Program Specialist, Darrick Miller who has extensive training in overdose prevention, peer support services, and harm reduction practices. Staff are overseen by a Clinical Social Worker (Sarah Kenney, MSW) and a Prevention Programs Coordinator (Tammy Maidlow-Bresnahan, MPH).

With the knowledge that access to care and social services impact rates of recidivism and overdose, program staff work collaboratively with partners in the Ingham County Jail; Community Mental Health Authority of Clinton, Eaton and Ingham; Ingham Community Health Centers; Centers for Medicaid & Medicare; private health plans; and other harm reduction, recovery and treatment providers and community partners.

Services provided by Pathways to Care New Beginnings include:

- Re-entry planning and coordination of services before release
- Post-release home visits for up to one year
- Navigational support to assist clients in securing long-term healthcare
- Linkage to treatment and recovery resources
- Connection to social determinates of health such as housing, food, clothing, and other person-centered needs
- Employment supports
- Social connections
- Resources to increase natural healthy supports, build recovery capital, and improve the likelihood of long-term recovery
- Overdose prevention education
- Partnering with Correctional Assessment and Treatment Services (CATS) and jail medical to coordinate MAT/MAR services starting within the jail as well as post-release

Impact and Barriers to Service

Restrictions on jail visiting due to COVID-19 in 2022-2023 were greatly reduced. At a few points in time during this year specific posts were closed to visitors and service providers due to COVID-19 outbreaks.

During 2023 the new Justice Complex opened, during this time jail residents moved, new visiting procedures were implemented, and Pathways staff had delays accessing clients during this time. The closure for the move and the adjustment to the new facility resulted in a lower-than-normal number of visits by program staff to jail residents for a period of time. Despite the closure, program staff worked with staff at the Ingham County Jail to

adjust to new visiting protocols in order to reach clients and engage them in services. The new justice complex offers a variety of features that will in time create streamlined access to program participants and increased safety. Staff continue to embrace and adjust to new protocols.

In early January 2023 the New Beginnings CHW who has worked in the Ingham County Jail since 2019 was promoted the position of Program Specialist - Substance Use Disorders within the Division of Health Promotion & Prevention. There was a short gap before the new CHW, Sterling Wendt, was hired. During that time, the Program Specialist continued providing CHW services in the jail and to those released. Thankfully, the ability to promote from within allowed the former CHW turned Program Specialist to train the new CHW and transition active clients to the new CHW. This training period and transition time did briefly impact client enrollments, due to scope and breath of the required training and the other job requirements Program Specialist connected to funding outside of Justice Millage that seeks 24-hour response to all non-fatal overdoses reported to ICHD in Ingham County.

Projects and Accomplishments

In 2022 and 2023, program staff worked on key projects to improve care coordination and access to care for jail residents both during and following incarceration. Highlights include:

- Updates to Ingham County SUD Resource Guide
https://hd.ingham.org/Portals/HD/Home/Documents/HPP/21_SUDResourceGuide.pdf
- Distribution of more than two hundred Harm Reduction resource cards and posters to ICJ residents and partnering programs
- Development of the Backpack program. Using funding from the Building Bridges Grant Pathways to Care New Beginnings Program planned and ordered large backpacks with the equipment needed to help unhoused Correctional Assessment Treatment Services (CATS) and Pathways participants' transition safely back into the community post-release.
- Created a Back-Pack Checklist to ensure participants in the program receive needed items (Attachment A)
- Pathways to Care New Beginnings was recently added to the kite system which is increasing referrals
- Pathways to Care New Beginnings increased access to Medicaid funded tether programming for individuals who would otherwise remain incarcerated
- Pathways to Care New Beginnings CHW was cross-trained to provide Rapid Response Services
- Staff from the Health Promotion and Prevention department applied and were awarded a NACCHO Reducing Overdoses through Community Approaches (ROCA) grant which is providing Pathways to Care staff access to multiple trainings related to Overdose Prevention and Harm Reduction.

Outcomes and Data	
Total Clients Enrolled in Program Services	111
Visits in the Jail	453
Post Release Visits	300
Clothing & Food Bank Referrals	66
Treatment Referrals	91
Re-Entry Plans Completed	110
Health insurance Enrollment	17
EBT/Food Assistance Enrollment	20
Connected to health Care and Dental Providers	31
MAT Referrals (Most Post-Release)	16
Recovery Housing Referrals	35
Shelter Placement	21
Successful Connection to Employment	15

Upcoming Projects

Intravenous drug users face significantly higher rates of co-morbidities and chronic conditions. This fall Pathways to Care new Beginnings CHW and Program Specialist will attend a week-long training focused on HIV and viral Hepatitis education. They will learn about prevention, testing, and treatment of these chronic conditions so that they can better support Pathways to Care New Beginnings program participants who are experiencing these chronic conditions.

Later this year the Pathways to Care New Beginnings CHW will be trained to provide Smart Recovery groups. After the CHW has completed the requirements he plans to provide these groups to program participants post-release. These groups will provide an additional touch point of support for newly released program participants. The purpose is to provide a healthy resource and recovery capital for participants post-release.

Success Stories

The services offered by this program allow individuals to transform the trajectory of their own lives. Changes brought about by the program relate to physical health, mental health, emotional well-being, connection to treatment, and connection to people who care.

Pathways to Care Justice Millage program staff were able to work with incarcerated and/or released clients to facilitate some truly monumental changes. Here are just two of the many stories of the people served by this program this year:

Participant A was referred to Pathways to Care for amphetamine use disorder and mental health. The Pathways CHW provided comprehensive services focusing on client centered care. The CHW and participant A discussed the individual's needs including challenges and barriers they faced while being incarcerated. This participant lived with mental health challenges and sought treatment during their stay at the Ingham County Jail. Participant A experienced an unexpected release from incarceration. The program participant was unable to access crucial mental health medications prescribed to them during their stay at the jail. The client began to feel unwell and immediately reached out post-release to their CHW for help. The CHW took action and partnered with the C.A.T.S. Program to ensure the participant's provider had the necessary health records to receive emergent care, medication and resources. The CHW spent several hours making multiple calls to get participant A seen by the provider. The CHW then met participant A at their appointment and sat with them to ensure they were comfortable and their medical needs were met. Participant A continues to stay in touch with the Pathways to Care CHW. Participant A is engaged with outpatient treatment. They are now connected to a primary care physician. Through active participation with the Pathways to Care program, staff was also able to advocate and assist participant BA with clothing, food assistance, and employment along with supporting them through legal barriers the participant was facing. Currently the participant is managing their mental health and substance use disorder, which allows them to be a productive member of the workforce. Participant A continues to thrive and is currently working towards independent living.

Participant B reached out to the Pathways to care Program needing assistance staying sober upon release from jail. The CHW validated participant B's fear of relapse and motivation toward change. The CHW was able to meet with the participant and assess the individual's needs. The CHW utilized his expertise as a certified peer recovery coach to ensure that the participant felt heard. He utilized motivational interviewing skills while working alongside participant B to develop a plan of action. Through continuous work with the participant, the CHW was able to coordinate with community resources ensuring the client had the necessary care they needed. The CHW connected participant B to health insurance, food assistance, phone service, clothes, and employment support services. Participant B entered into a residential treatment setting where they received the care and the skills needed to begin their recovery journey. The participant is still involved with the pathways program, and has been able to maintain their sobriety to this day. Participant B will be moving into sober living in the near future and looks forward to a life in recovery.

POSITION EXPECTATIONS SUMMARY
2023
EXPECTATIONS FOR NEW POSITIONS

Pretrial Services Investigator:

- Pretrial Supervision/Case Management
 - o the primary duties for the Pretrial Services Investigator position created by the passage of the Justice Complex Millage, have been designated as pretrial supervision and case management.
 - o the additional Pretrial Services Investigator position has allowed each Pretrial Services Investigator to be more effective and efficient in their supervision responsibilities and to be more responsive to violation of bond condition / non-compliance events.
 - o the additional Pretrial Services Investigator position has allowed Pretrial Services to be able to better manage the significant increase in the overall Pretrial Supervision caseload that was a result of the COVID-19 Pandemic and its subsequent impact on court operations.
 - o this additional Pretrial Services Investigator position has allowed the Senior Pretrial Services Investigator, to address a number of special projects, professional development and training planning, and a number of other team lead duties and responsibilities.
- Bond Recommendation Reports
 - o the new Pretrial Services Investigator has assisted with completing bond recommendation reports, pre-arraignment and post-arraignment, as needed.

Pretrial Services Clerk:

- Initial Point of Contact
 - o The Pretrial Services Clerk position created by passage of the Justice Complex Millage, acts as the initial point of contact to Pretrial Services for defendants, attorneys, and other members of the public.
- Case Management
 - o The Pretrial Services Clerk creates a “Pretrial Case File” (“PTC”), for each felony defendant arraigned in Ingham County. The PTC is a file used to document pretrial activity and the supervision of defendants in the COURTVIEW records management system.
 - o This position manages a “Tickler Report” to track defendants required to report to Pretrial Services and assist in the monitoring of defendants who have not reported.
 - o The Pretrial Services Clerk conducts case status checks to determine whether a defendant’s case is in an open or closed status, which assists the Pretrial Services Investigators with their assigned case management duties.
- Data Collection & Clerical Duties
 - o The Pretrial Services Clerk collects, enters, and maintains pretrial data for the Pretrial Services Division.
 - o The Pretrial Services Clerk assists in compiling required data and information for reports, as needed.
 - o The Pretrial Services Clerk has assumed general clerical duties for the Pretrial Services Division that were previously carried out by the Pretrial Services Investigators.
- Pretrial Release Orders
 - o The Pretrial Services Clerk is responsible for the management and processing of all Circuit Court pretrial release orders that are set to expire in LEIN.
 - o The Pretrial Services Clerk utilizes the OnBase data imaging records management system to track, prepare, and process new pretrial release orders with an amended LEIN expiration date.

- o This procedure is coordinated by the Pretrial Services Clerk, and it provides an essential service to the Circuit Court.
- Back-up Coverage
 - o The Pretrial Services Clerk provides back-up coverage for the Bind-Over Clerk.
 - o The Pretrial Services Clerk provides back-up coverage for the bind over process for cases transitioning from the district court to the circuit court, and for felony pleas taken at the district court.

SUMMARY

The addition of a full-time Pretrial Services Investigator and Pretrial Services Clerk, made possible through the Justice Complex Millage, have greatly assisted the Pretrial Services Division in its efforts to carry out its mission.

The resources that the Justice Complex Millage has provided the Pretrial Services Division have allowed for the development of new processes and the assignment of tasks that have directly impacted the effectiveness and efficiency of the unit.

The significant increase in the overall caseload for the Pretrial Services Division, which resulted from the COVID-19 Pandemic, has been adequately managed due to the current staffing level made possible through the funding of the Justice Complex Millage.

The additional positions, created through the Justice Complex Millage, have allowed the Pretrial Services Division to increase the number of risk assessments/bond recommendation reports completed. These positions have also increased the ability of Pretrial Services to more effectively monitor those defendants who are released into the community, while their cases are pending.

Additionally, the hiring of the new Pretrial Services Investigator has allowed for the Senior Pretrial Services Investigator to focus on assisting Circuit Court Administration in revising current procedures, developing new policies, and implementing new processes to assist the Pretrial Services Division in striving to accomplish its mission.

The creation of the Pretrial Services Clerk position has directly impacted the Pretrial Services Division as well. This new position has allowed for the transference of numerous clerical tasks from the Pretrial Services Investigators to the Pretrial Services Clerk, which has subsequently allowed for the Pretrial Services Investigators to focus on their core responsibilities of:

- (1) Providing the Ingham County Courts with accurate and complete information pertaining to individuals arrested on felony offenses to assist judicial officers in the determination of appropriate pretrial release and detention decisions.
- 2) Providing supervision and monitoring activities for felony defendants who are in a pretrial status and have been released into the community on a conditional bond release.

Pretrial Services is a critically important service component of the Ingham County judicial system. Pretrial Services provides bond recommendation reports to the Courts, to assist judges and magistrates in making informed release and detention decisions. Pretrial Services also provides supervision and monitoring of defendants involved in the pretrial stages of a criminal case, which allows for a substantial reduction in the inmate population within the Ingham County Jail.

The Pretrial Services Division of Ingham County is able to assist in the mitigation of unnecessary detention of individuals and the decrease of jail costs.

**Pretrial Services
General Trial Division
30th Circuit Court of Ingham County**

INFORMATIONAL GUIDE

2023

*Ingham County Pretrial Services is Committed to the Promotion of Pretrial
Justice and Community Safety*

TABLE OF CONTENTS

Contents

Introduction	1
Mission Statement, Vision, Principles	2-3
Organizational Structure & Contact Information	4-10
Bond Recommendation Reports & Pretrial Risk Assessment Instrument	11-12
Pretrial Supervision	13
Pretrial Services Clerk	14-16
Performance Measurements & Outcomes	17-32
Conclusion	33
References	34

PRETRIAL SERVICES INFORMATIONAL GUIDE

INTRODUCTION

PRETRIAL SERVICES

The Ingham County Pretrial Services Division is a core component of the 30th Circuit Court of Ingham County – General Trial Division.

Pretrial Services strives to provide the Ingham County Courts with accurate and complete information pertaining to individuals arrested on felony offenses to assist judicial officers in the determination of appropriate pretrial release and detention decisions.

Pretrial Services also provides supervision and monitoring activities for felony defendants who are in a pretrial status and have been released into the community on a conditional bond release.

PRETRIAL SERVICES – PART OF THE SOLUTION

The Ingham County Courts and Ingham County Sheriff's Office are charged with the responsibility of determining an appropriate utilization of jail space and resources. Pretrial Services endeavors to assist the Courts and the Sheriff's Office with this obligation as it relates to individuals that are in a pretrial status.

As national averages show, a significant percentage of a local county jail's inmate population are "*pretrial*" detainees – those individuals who are not yet convicted of a crime and have the presumption of innocence.

The cost of pretrial detainment does add a significant burden to the budget of Ingham County. The average cost to lodge an inmate per day within the Ingham County Jail has increased from \$68.07 in 2016 to \$91.28 in 2022. Pretrial detainment can detrimentally impact the accused, his/her family, and the community. If an individual is identified as low-risk for court non-appearance and / or public safety, extended detainment can have adverse effects upon that individual's employment, housing, relationships, and other related quality of life issues.

It is critical that individuals identified as high-risk for court non-appearance and / or public safety are detained, or placed under an appropriate level of pretrial release supervision and monitoring.

Pretrial Services offers a mechanism to provide those services needed to better discern the proper balance between the rights of an individual, the integrity of the judicial process, and the safety of the public.

INFORMATIONAL GUIDE

The members of the Pretrial Services Division have worked together in developing an informational guide to assist the honorable members of the Ingham County Board of Commissioners, the Ingham County Bench, the 30th Circuit Court of Ingham County Administration, our community partners and stakeholders, and the citizens of Ingham County to better understand who we are and what we do.

PRETRIAL SERVICES INFORMATIONAL GUIDE

MISSION, VISION, & PRINCIPLES

MISSION STATEMENT

Ingham County Pretrial Services is Committed to the Promotion of Pretrial Justice and Community Safety.

VISION

Ingham County Pretrial Services is dedicated to gathering and providing accurate and complete information to the Court, to be used in the determination of release / detainment decisions and conditions of pretrial release.

Ingham County Pretrial Services is dedicated to utilizing an objective evidence-based risk assessment instrument and other methodologies based on the recommended practices and standards of the National Association of Pretrial Services Agencies (NAPSA) and other pretrial professionals, in the delivery of pretrial services to Ingham County.

Ingham County Pretrial Services is dedicated to assisting the Court in recommending the least restrictive conditions of release for individuals charged with a felony offense(s), consistent with appearance for court and public safety.

Ingham County Pretrial Services is dedicated to carrying out pretrial supervision and monitoring activities and interactions in a fair, respectful, dignified, and professional manner.

PRINCIPLES

Ingham County Pretrial Services will seek to adhere to its vision and mission statement by observing the following core principles and values:

Integrity: Employees will demonstrate honesty and carry out their duties in compliance to the highest standards.

Respect: Employees will show courtesy and professionalism in their interaction with clients, visitors, co-workers, management, judicial officials, and other county employees.

Service: Employees will deliver excellent service to clients, visitors, co-workers, management, judicial officials, and other stakeholders, while utilizing effective communication skills.

Teamwork: Employees will strive to have positive interaction with co-workers, practice cooperation with one another, and recognize the contributions of all members.

Work Ethic: Employees will exhibit dependable performance of work assignments and the efficient and effective use of time and resources.

PRETRIAL SERVICES INFORMATIONAL GUIDE

Diversity and Inclusion: Employees will embrace the cultural and individual differences of others and strive to develop a welcoming and positive environment.

Professional Development: Employees will be encouraged to seek continual learning, improvement, and professional development.

PRETRIAL SERVICES INFORMATIONAL GUIDE

ORGANIZATIONAL STRUCTURE & CONTACT INFORMATION

ORGANIZATIONAL STRUCTURE

The Pretrial Services Division is a sub-unit within the General Trial Division of the 30th Circuit Court of Ingham County and is under the direct supervision of the Deputy Circuit Court Administrator for the General Trial Division.

Pretrial Services is currently comprised of a Senior Pretrial Services Investigator, (5) Pretrial Services Investigators, a Pretrial Services Clerk, and a part-time Pretrial Services Investigator. The part-time position is funded by a State of Michigan grant administered through the Office of Community Corrections.

The Justice Complex Millage, passed by the residents of Ingham County in August 2018, has established designated program funding in addition to the construction of a new jail and court facilities.

Pretrial Services was identified as an entity that can assist Ingham County in reducing the number of felony pretrial detainees lodged at the Ingham County Jail. The addition of a full-time Pretrial Services Investigator and Pretrial Services Clerk, made possible through the Justice Complex Millage, has provided Pretrial Services the ability to increase the number of risk assessments / bond recommendation reports completed and to more effectively and efficiently supervise those defendants who are released into the community while their cases are pending.

PRETRIAL SERVICES STAFF MEMBERS

Gregory Feamster – Senior Pretrial Services Investigator:

Mr. Feamster has been employed as a Pretrial Services Investigator since July 2015 and has been performing the duties of the Senior Pretrial Services Investigator since March 2019.

Mr. Feamster is responsible for overseeing the training and development for Pretrial Services and acts as a team leader for the Pretrial Services Division. The Senior Pretrial Services Investigator position is also responsible for assisting in the development of policies and procedures related to the duties of the Pretrial Services Investigators and Pretrial Services Clerk. The Senior Pretrial Services Investigator also serves as the LEIN Terminal Agency Coordinator (TAC) for the Pretrial Services Division. Mr. Feamster is also responsible for conducting the supervision and monitoring of defendants who have been released from custody, on conditional bond release.

Mr. Feamster previously served twenty-one years as a police officer / sergeant with the City of Fenton Police Department (1993-2014) in Genesee County, prior to entering the field of pretrial services as a Pretrial Services Investigator with the 30th Circuit Court of Ingham County.

PRETRIAL SERVICES INFORMATIONAL GUIDE

Mr. Feamster holds a Master of Public Administration Degree with a concentration in Criminal Justice Administration, from the University of Michigan – Flint ('07) and a Bachelor of Science Degree in Criminal Justice, from Northern Michigan University ('93). Mr. Feamster is also a graduate of the Oakland Police Academy – Oakland Community College.

Mr. Feamster has attended the National Association of Pretrial Services Agencies (NAPSA) national conferences in Pittsburgh in 2017 and Atlanta in 2023. Mr. Feamster is planning on obtaining Certified Pretrial Service Professional status through the NAPSA certification examination process.

Professional Statement: "I am committed to the development of a Pretrial Services structure that encompasses processes that facilitate pretrial justice and promote public safety within Ingham County, utilizing allocated Ingham County resources in an effective and efficient manner".

Jessica Escobedo-Emmons – Pretrial Services Investigator:

Mrs. Escobedo-Emmons has been employed as a Pretrial Services Investigator since July 2015.

Mrs. Escobedo-Emmons is responsible for interviewing individuals arrested for felonies and completing a bond recommendation report, utilizing the Michigan Risk Assessment Instrument (PRAXIS) to objectively identify a person's risk to fail to appear in court and / or commit another criminal offense if released.

Mrs. Escobedo-Emmons' primary assignment is to complete pre-arraignment bond recommendation reports for 54-A District Court and post-arraignment bond reports for all three district courts (54-A, 54-B, and 55th), as well as for the 30th Circuit Court.

Mrs. Escobedo-Emmons is also responsible for conducting the supervision and monitoring of a limited caseload of defendants who have been released from custody, on conditional bond release.

Mrs. Escobedo-Emmons previously served fourteen years with Oakland County Community Corrections – Pretrial Services (2001-2015), prior to entering employment as a Pretrial Services Investigator with the 30th Circuit Court of Ingham County.

Mrs. Escobedo-Emmons served in a number of roles during her service with Oakland County Community Corrections – Pretrial Services, including the following: Pretrial Services Investigator, Pretrial Services Supervision – Case Manager, and Pretrial Services Tether Unit - GPS Tether / Step Down Program.

Mrs. Escobedo-Emmons holds a Master of Public Administration Degree with a concentration in Criminal Justice Administration, from the University of Michigan – Flint ('03) and a Bachelor of Science Degree in Political Science with a concentration in Public Administration, from Central Michigan University ('97).

Mrs. Escobedo-Emmons has attended the National Association of Pretrial Services Agencies (NAPSA) national conferences in Cleveland (2007) and Fort Worth (2018). Mrs. Escobedo-Emmons has achieved NAPSA level one certification.

PRETRIAL SERVICES INFORMATIONAL GUIDE

Professional Statement: "As a pretrial professional for over twenty years, I hope to continue to be an advocate for the continuation of pretrial reform by promoting pretrial justice within Ingham County, by using current evidence-based best practices while maintaining community safety".

Nicole Guinther – Pretrial Services Investigator:

Ms. Guinther has been employed as a Pretrial Services Investigator with the 30th Circuit Court of Ingham County since March 2022. Ms. Guinther has been part of the Pretrial Services team since January 2021, where she served as the Pretrial Services Clerk for the unit prior to her promotion to a Pretrial Services Investigator.

Ms. Guinther is responsible for interviewing individuals arrested for felonies and completing a bond recommendation report, utilizing the Michigan Risk Assessment Instrument (PRAXIS) to objectively identify a person's risk to fail to appear in court and / or commit another criminal offense if released.

Ms. Guinther's primary assignment is to complete pre-arraignment bond recommendation reports for the 55th District Court. Ms. Guinther will assist in the completion of pre-arraignment bond recommendation reports for 54-A District Court as needed. Ms. Guinther also assists in completing post-arraignment bond reports.

Ms. Guinther is also responsible for conducting the supervision and monitoring of a limited caseload of defendants who have been released from custody, on conditional bond release.

Ms. Guinther's educational endeavors include earning a Bachelor's Degree in Criminal Justice from Ferris State University ('19). Ms. Guinther also previously participated in an internship with the Michigan Department of Corrections - Ingham County Adult Probation Section.

Professional Statement: "I strive to treat everyone with respect and to assure our defendants the support of our Pretrial Services team throughout the pretrial process".

Lindsay Wight – Pretrial Services Investigator:

Ms. Wight has been employed as a Pretrial Services Investigator with the 30th Circuit Court of Ingham County since March 2022.

Ms. Wight's primary assignment is conducting the supervision and monitoring of defendants who have been released from custody, on conditional bond release.

Ms. Wight serves as the back-up to Ms. Guinther for the completion of bond recommendation reports.

Prior to joining the Pretrial Services team, Ms. Wight worked as a Dispatcher with the Ingham County 911 Dispatch Center

Ms. Wight relocated to Michigan in 2020 after having resided in Florida for seven years where she worked as a Detention Officer for the Orange County Department of Juvenile Justice and as a Child Protective

PRETRIAL SERVICES INFORMATIONAL GUIDE

Investigator for the State of Florida. Previously, Ms. Wight spent several years employed as a Juvenile Probation Officer in Berrien County, Michigan.

Ms. Wight's educational endeavors include two years of graduate studies in Criminal Justice at Grand Valley State University. Ms. Wight received a Bachelor's Degree in Criminal Justice with a minor in Sociology from Saginaw Valley State University, and has also attained her Corrections Certificate.

In her educational and professional endeavors, Ms. Wight has done significant research involving the issue of trafficking in persons and has had her research published in textbooks and the Australian Journal of Women in Policing.

Professional Statement: "I believe that the work we do in Pretrial Services is vital to the overall effectiveness of the court. I am committed to this department as a catalyst for positive, cooperative progress in meeting the goals of the judicial system in a way that will both increase community safety and maximize judicial efficiency".

Emily Baird – Pretrial Services Investigator:

Mrs. Baird has been employed as a Pretrial Services Investigator with the 30th Circuit Court of Ingham County since September 2022.

Mrs. Baird's primary assignment is conducting the supervision and monitoring of defendants released from custody, on conditional bond release.

Mrs. Baird serves as the back-up to Mrs. Escobedo-Emmons for the completion of bond recommendation reports.

Prior to joining the Pretrial Services team, Mrs. Baird was employed with the Washtenaw County Sheriff's Office where she had worked assignments in the dispatch center and correctional division from 2019 until September 2022, when she was hired as a Pretrial Services Investigator with the 30th Circuit Court.

Mrs. Baird also had been employed from 2017-2019 with Chase Bank in the Chicago area where she worked in the fraud department and specialized in 1st Party Fraud.

Mrs. Baird's educational endeavors include graduating from the University of North Dakota in 2017 with a Bachelor's Degree in Criminal Justice and a Minor in Psychology. While attending the University of North Dakota, Mrs. Baird was a member of the school's Division 1 Softball team.

Professional Statement: "With just starting my career in Pretrial, I hope to continue learning, growing, and developing the pretrial process. The services we provide not only helps the effectiveness of the court, but also provides support and supervision for defendant's throughout their pretrial process".

Shelby Ensign – Pretrial Services Investigator:

Mrs. Ensign has been employed with Ingham County since 2019 and was recently hired as the newest Pretrial Services Investigator in July of 2023.

PRETRIAL SERVICES INFORMATIONAL GUIDE

Prior to becoming a member of the Pretrial Services team, Mrs. Ensign served as the Mental Health Court Coordinator for the 30th Circuit Court from November 2020 – July 2023. Mrs. Ensign had initially been hired as the first Pretrial Services Clerk in April 2019, after the position had been created with passage of the Justice Complex Millage.

Mrs. Ensign's educational endeavors include obtaining a Bachelor's Degree in Social Work from Central Michigan University ('17) and an anticipated Master's Degree in Public Administration from the University of Michigan – Flint (expected Fall '24).

Mrs. Ensign is certified in the Ohio Risk Assessment System and has spent time researching bail reform both throughout the United States and Michigan.

Mrs. Ensign's primary assignment is conducting the supervision and monitoring of defendants who have been released from custody, on conditional bond release.

Professional statement: *"To continue to advance Ingham County Pretrial services by implementation of best practices that ensure public safety and defendant fairness."*

Sarah McDiarmid – Special Part-Time Grant-Funded Pretrial Services Investigator:

Ms. McDiarmid began employment as a Special Part-Time Pretrial Services Investigator with the 30th Circuit Court of Ingham County in March 2023. Ms. McDiarmid's Pretrial Services Investigator position is funded by a grant administered through the Ingham County Office of Community Corrections, in coordination with the Pretrial Services Division. This position has been allocated for 19 hours per week.

Ms. McDiarmid is currently responsible for conducting the supervision and monitoring of a specific population of defendants who have been released from custody, on conditional bond release. Defendants placed into this grant-funded program are identified through a screening mechanism at the time of initial reporting to Pretrial Services, post-arraignment:

Defendants who are identified as having a high-risk score through utilization of the Michigan Risk Assessment Instrument (PRAXIS) are charged with a felony offense(s), meet specified program eligibility guidelines, and have posted the required bond and are on pretrial release, are enrolled into this special-grant funded intensive pretrial supervision program.

Defendants who are identified as having a low-risk score through utilization of the Michigan Risk Assessment Instrument (PRAXIS), are charged with a felony offense(s), meet specified program eligibility guidelines, and are currently lodged within the Ingham County Jail, may be considered for placement into this special-grant funded intensive pretrial supervision program. The Pretrial Services Investigator will complete a *"Request for an Order Amending Bond Report"* and submit same to the presiding judge to consider placing the defendant on a personal recognizance bond or lowering the financial bond, and then directing the defendant to report to Pretrial Services to be placed into this program.

PRETRIAL SERVICES INFORMATIONAL GUIDE

Ms. McDiarmid has a Bachelor's Degree in Sociology from Aquinas College. Currently, Ms. McDiarmid is pursuing a Master's Degree in Psychology through Western Michigan University.

Ms. McDiarmid has a significant amount of experience in the Mental Health field; fifteen years with the Ionia County Community Mental Health and three years at the Montcalm Care Network.

Professional Statement: "My mission is to provide unbiased information to cliental and to promote a positive lasting change in the peoples life's of the community we serve."

Seth Gruber – Pretrial Services Clerk:

Mr. Gruber has been employed as a Pretrial Services Clerk with the 30th Circuit Court of Ingham County since May 2022. Mr. Gruber has been hired into the position of Pretrial Services Clerk, a position specifically created through the Justice Complex Millage.

Mr. Gruber is currently responsible for administrative support to the Pretrial Services Division and creates all Pretrial Case Files for the Pretrial Services Division.

Mr. Gruber acts as the initial point of contact to Pretrial Services for defendants, attorneys, court staff, and other members of the public.

Mr. Gruber collects, enters, and maintains pretrial data for the Pretrial Services Division.

Mr. Gruber manages pretrial release orders for all felony case circuit court case files to prevent expiration and elimination from the LEIN database.

Mr. Gruber has become an integral and valued component of the Pretrial Services Division, in the short amount of time he has been employed in this role. Mr. Gruber has demonstrated initiative, dedication, a desire to learn, and organizational skills that will assist in carrying out the core tasks for this position.

The Pretrial Services Clerk position also provides critical back-up duties for the General Trial Division, including bond surrender / rebooks and district court felony pleas.

Mr. Gruber earned a Bachelor's Degree in Criminal Justice with a minor in Human Behavior and Social Services from Michigan State University ('22).

Ms. Gruber served in an internship role with Ingham County Circuit Court – Pretrial Services Division.

Professional Statement: "It is my unwavering goal to provide support to defendants throughout the pretrial process with respect and the efficiency that they deserve".

PRETRIAL SERVICES INFORMATIONAL GUIDE

Staff Directory:

Gregory Feamster:	<u>gfeamster@ingham.org</u>	(517)483-6351
Jessica Escobedo-Emmons:	<u>jemmons@ingham.org</u>	(517)483-6439
Nicole Guinther:	<u>nguinther@ingham.org</u>	(517)483-6528
Lindsay Wight:	<u>lwight@ingham.org</u>	(517)483-6519
Sarah McDiarmid:	<u>smcdiarmid@ingham.org</u>	(517)483-6518
Emily Baird:	<u>ebaird@ingham.org</u>	(517)483-6440
Shelby Ensign:	<u>sensign@ingham.org</u>	(517)483-6430
Seth Gruber:	<u>sgruber@ingham.org</u>	(517)483-6529

PRETRIAL SERVICES INFORMATIONAL GUIDE

BOND RECOMMENDATION REPORTS & PRETRIAL RISK ASSESSMENT INSTRUMENT

The Pretrial Services Division strives to provide the Ingham County Courts with accurate and complete information pertaining to individuals arrested on felony offenses to assist judicial officers in the determination of appropriate pretrial release and detention decisions.

Ideally, as pointed out in the National Institute of Corrections (NIC) “A Framework for Pretrial Justice – Essential Elements of an Effective Pretrial System and Agency”, *“Pretrial Services agencies should screen all defendants eligible by statute for release consideration to make informed, individualized, risk-based recommendations to the court regarding release, supervision, and detention decisions.”* [p. 36].

Pretrial Services previously provided pre-arraignment bond recommendation reports for both the 54-A District Court and 55th District Court and post-arraignment recommendation reports for the aforementioned courts, as well as 54-B District Court and the 30th Circuit Court. However, due to the COVID-19 Pandemic, Pretrial Services was unable to complete pre-arraignment bond recommendation reports for the 54-A District Court due to Pretrial Services Investigators not being able to conduct in-person interviews with defendants at the City of Lansing Police Department Detention Center.

From the onset of the COVID-19 Pandemic in March 2020, Pretrial Services was required to modify its operations and was only able to complete pre-arraignment bond reports for the 55th District Court. Pretrial Services continued to complete post-arraignment bond recommendation reports for the 54-A and 54-B District Courts, as well as the 30th Circuit Court.

As of May 30, 2023, Pretrial Services has returned to conducting in-person interviews of defendants lodged at the City of Lansing Police Department Detention Center and is now completing pre-arraignment bond recommendation reports for both the 54-A and 55th District Courts. Currently, two Pretrial Services Investigators have been assigned to the primary duty of solely carrying out this task.

Pretrial Services Investigators utilize the objective and evidence-based Michigan Pretrial Risk Assessment Instrument (PRAXIS) to complete the bond recommendation reports provided to the Ingham County courts.

The Pretrial Services Division had previously been involved in discussions amongst national, state, and local pretrial professionals and entities regarding the revision of pretrial release recommendations and subsequently implemented the practice of providing bond reports recommending the following pretrial release options to the courts, in March 2019: (1) release recommended, (2) release with conditions recommended, or (3) release on own-recognizance not recommended. The Pretrial Services Division no longer would provide a financial component to bail / bond recommendations.

PRETRIAL SERVICES INFORMATIONAL GUIDE

However, due to finite staffing and resources, Pretrial Services previously had been required to set parameters and guidelines for post-arraignment bond recommendation reports. Post-arraignment bond recommendation reports had been completed only when bond had been set at arraignment as a cash / surety bond in the amount of \$7,500 or greater and the defendant remained in custody at the Ingham County Jail. An exception to this rule would be if Pretrial Services received a motion for a bond report or an order of the court.

The additional staff and dedicated funding that the Justice Complex Millage has provided to Pretrial Services has allowed the transference of a number of clerical and administrative duties from Pretrial Services Investigators to the newly created Pretrial Services Clerk position. In addition, the creation of a new Pretrial Services Investigator position, which is mainly tasked with supervision duties, allowed for the Pretrial Services Investigators responsible for the completion of bond recommendation reports to focus efforts on this core activity.

After the passage of the Justice Complex Millage and the resulting increase in staff members, the Pretrial Services Division was granted authorization to lower the threshold for post-arraignment bond reports from \$7,500+ to \$5,000+ cash / surety bonds. This step was taken to increase the number of bond recommendation reports completed. The Pretrial Services Division implemented this positive step July 1, 2019.

After an initial training period had taken place for the newly hired Pretrial Services Investigators, the Pretrial Services Division re-examined the parameters regarding the completion of post-arraignment bond reports. At that time, it was determined that the Pretrial Services Investigators would be able to lower the threshold for post-arraignment bond reports from defendants having a \$5,000+ cash / surety bonds to defendants having a cash / surety bond, with any the dollar amount. This step was taken to again, increase the number of bond recommendation reports completed. The Pretrial Services Division implemented this policy change November 18, 2019.

PRETRIAL SERVICES INFORMATIONAL GUIDE

PRETRIAL SUPERVISION

The Pretrial Services Division provides for the supervision and monitoring of defendants charged with felony offenses who have been released on personal recognizance or have posted a monetary bail and who have been directed by the Court to “*Report to Pretrial Services*” and / or where bond conditions require that a defendant be placed on substance testing, electronic monitoring, or other circumstances that necessitate the services of this unit.

With the presumption of innocence being afforded to all persons placed under the authority of the Pretrial Services Division, the focus of pretrial supervision activities is to utilize the least restrictive means of supervision and monitoring to ensure court appearance and to minimize risk to public safety. A defendant’s assigned level of supervision is determined utilizing guidelines provided by the Michigan Pretrial Risk Assessment Instrument (PRAXIS).

The Pretrial Services Division segregates those defendants under pretrial supervision and monitoring into the following categories: (1) General Pretrial Supervision and (2) Office of Community Corrections Pretrial Program Supervision.

As previously referenced, those defendants who meet specific eligibility requirements are placed under the supervision of the special-grant funded part-time Pretrial Services Investigator’s supervision (Office of Community Corrections Pretrial Program Supervision). All other defendants that are required to be placed under Pretrial Supervision, are supervised and monitored by the full-time Pretrial Services Investigators (General Pretrial Supervision).

The Pretrial Services Division is dedicated to treating all persons who come under its authority with respect, dignity, equity, fairness, and professionalism. Pretrial Services Investigators strive to build relationships of confidence and trust.

The Pretrial Services Investigator position, which was created with the passage of the Justice Complex Millage, has provided critically needed assistance in the division of responsibility for case management of defendants that have been placed into pretrial supervision. This additional staff member has been especially beneficial as the total caseload of defendants under pretrial supervision increased significantly due to the COVID-19 pandemic.

At the time of the passage of the Justice Complex Millage, this position increased the number of full-time Pretrial Services Investigators within the Pretrial Services Division by 25%. This position, as well as the Pretrial Services Clerk position, which was also created with the passage of the Justice Complex Millage, increased the overall full-time staffing level of the Pretrial Services Division by 40%.

PRETRIAL SERVICES INFORMATIONAL GUIDE

PRETRIAL SERVICES CLERK

Introduction

The Pretrial Services Clerk position was created as a result of the passage of the Justice Complex Millage. Pretrial Services did not previously have a clerk position, therefore the assigned duties and responsibilities were developed after the position was filled.

On a daily basis, the clerk receives the Register of Actions from each district court, for all new felony cases filed within Ingham County. The clerk subsequently creates a Pretrial Case File (PTC File) for each felony case a defendant has been arraigned on. The PTC File is the foundational tool that Pretrial Services utilizes with the COURTVIEW records management system.

The PTC File allows Pretrial Services to document and track all pretrial supervision and monitoring activities involving a defendant; from the point of a pre-arraignment bond recommendation report being completed, to the arraignment of a defendant, through the various pretrial stages of a criminal case, and up until the adjudication of a case.

The Pretrial Services Clerk is the initial contact for most defendants that are required to report to Pretrial Services, as well as attorneys, court employees, and numerous other entities.

A significant portion of what the Pretrial Services Clerk does on a daily basis revolves around identifying defendants whom are required to report to Pretrial Services and assigning these defendants to a Pretrial Services Investigator, utilizing a rotational system of case assignment.

Upon defendants initially reporting to Pretrial Services, the Pretrial Services Clerk will identify the assigned Pretrial Services Investigator and transfer the defendant to that supervising Pretrial Services Investigator. The Pretrial Services Clerk will subsequently update the PTC File.

The Pretrial Services Division is working together as a team, to create more effective and efficient processes to ensure adequate supervision of all defendants that are required to report. The current duties and responsibilities of the clerk are outlined below.

Core tasks for the Pretrial Services Clerk includes creating **PTC Files**, while also running the **Tickler and Supervision Reports**.

Creating Pretrial Case (PTC) Files

Creating PTC files happens each day, at any point throughout the day. The office receives Register of Actions (ROAs) from the 54A, 54B, and 55th District Courts. The Pretrial Services Clerk will print those ROAs and check to see if the defendant is in custody. The clerk will then determine if a PTC has already been created. If not, the clerk creates the PTC entering all information including bond, bond conditions, and upcoming court dates. If the defendant is scheduled to report to Pretrial Services and are out of custody, the clerk will

PRETRIAL SERVICES INFORMATIONAL GUIDE

create a tickler giving those defendants 48 hours to report. If the defendant fails to report and that tickler is not completed, their name will be flagged in the tickler report.

An objective of the Pretrial Services Clerk initiating the PTC files, is to allow the assigned Pretrial Services Investigator to be able to immediately pull up the correct PTC in COURTVIEW, upon having contact with a defendant reporting to Pretrial Services, and begin entering information. This process has been beneficial to the Pretrial Services Investigators, as the time saved from the investigator having to create the PTC file has allowed the investigators to conduct a reporting contact in less time. Over the course of a work day this is very helpful, over the course of a year, the amount of time saved in the aggregate, has been substantial.

Pretrial Case Files Created:

- 2022 1,934 PTC Files (01/01/2022 – 12/31/2022)
- 2023 1,034 PTC Files (01/01/2023 – 06/30/2023)

Tickler Report

Each Monday, the clerk prints the **Tickler Report** for the previous week. The tickler shows all defendants that were required to report. If they have not made contact, the clerk performs a case status check and follows the Tickler Report procedure. The clerk is continually updating the Tickler Report as new defendants are arraigned on felony charges and ordered to report to Pretrial Services.

The Tickler Report is maintained in a shared drive for the Pretrial Services Investigators to be able to monitor and actively work on.

Supervision Report

On Monday the clerk also prints out the **Supervision Report** of defendants that are supposed to report to Pretrial Services for the upcoming week. That list is sent to the investigators and the clerk keeps a copy. This allows for the office to be prepared and aware of who will be reporting that week. If they do report, the investigator will result the event in the PTC File within COURTVIEW, as the defendant has reported in.

On Friday, the clerk will review those defendants whom were supposed to have reported and update the case with a docket entry in the PTC File. Sometimes cases move quickly, so reviewing cases this often ensures that the unit is up to date on the current caseload. At the end of the week, the clerk will email the investigators again with a report about the case status of those who missed contact, had their cases closed, dismissed, or contact that was rescheduled.

Entering Alcohol & Drug Test Results

Entering alcohol / drug test results is a daily task, as investigators will send the clerk testing results from ADAM-Averhealth of Lansing, or other testing facilities. The clerk will open the results, find the corresponding case in COURTVIEW, and create a docket entry listing the results of the test. The testing facilities also send no show notifications, in which the clerk will enter that the defendant failed to report to testing. This prompts the clerk to check on the status of the case, which is sometimes closed out. If the case

PRETRIAL SERVICES INFORMATIONAL GUIDE

is closed, the clerk emails the testing facility, letting them know Pretrial Services has ended supervision on the defendant. The clerk also will notify the investigators of the case being closed or dismissed. If the case is still open, the clerk forwards this information to the assigned Pretrial Services Investigator.

Pretrial Release Orders

Reviewing the pretrial release orders for all felony case circuit court case files on a scheduled basis is critical to the maintaining of valid court orders within LEIN.

The clerk utilizes the OnBase data imaging records management system to track and process all pretrial release orders one month prior to an order's LEIN expiration date. The clerk will create a new pretrial release order with an amendment / extension of the LEIN expiration date, which is then forwarded to the presiding circuit court judge for review and signature. The amended pretrial release orders are subsequently processed by the Circuit Court Clerk's Office and forwarded to the designated law enforcement agency for LEIN entry updating.

Back up for Bind Over- Clerk

The Pretrial Services Clerk also provides back-up coverage for the Bind-Over Clerk. Upon the absence of the Bind-Over Clerk, the Pretrial Services Clerk will handle binding over cases from district court to circuit court.

The Pretrial Services Clerk will also act as the primary back-up for the Bind-Over Clerk in processing felony pleas that generate at the district court.

Miscellaneous Tasks

The Pretrial Services Clerk often times, assists the investigators by completing various tasks. For example, when switching over from utilizing both a PTS and PTC file system, to solely utilizing PTC files at the start of 2019, the investigators had been unable to carry out this undertaking while still completing bond recommendation reports, enrolling new defendants into Pretrial Services, and managing their supervisory case load. So, one of the clerk's initial assignments was to create PTC files for defendants who needed them and enter any existing information that was kept on hand-written enrollment sheets.

Other typical office tasks and administrative duties include answering and transferring phone calls, keeping the lobby clean and maintained, maintaining resource sheets in the front lobby, refilling the printer, etc. The clerk is often the first point of contact individuals encountered on floor 3R of the Veteran's Memorial Courthouse-Grady Porter Building. The clerk regularly assists individuals that "*are lost*" when they exit the elevator. Often times, individuals are looking for the Prosecuting Attorney's Office - Child Support Division, Personal Protection Office, Mental Health Court Coordinator, restrooms, DNA testing, the court rooms, or other areas of the courthouse.

The clerk also assists with guiding interns in daily tasks. The clerk has helped teach the interns various duties during their time here; from conducting case status checks, alcohol and drug testing results data entry, closing out cases, creating cases, calling clients, etc.

PRETRIAL SERVICES INFORMATIONAL GUIDE

PERFORMANCE MEASUREMENTS & OUTCOMES

Purpose of Performance Measurements & Outcomes:

According to the National Institute of Justice, “*Pretrial Justice – How to Maximize Public Safety, Court Appearance, and Release*”, the purposes of Pretrial Release and Detention can be referred to as the “*Three Ms*”: *Maximize Release, Maximize Appearance, and Maximize Public Safety* [p. 13].

The efforts of the Ingham County Pretrial Services Division are committed to these objectives. The team members of the Pretrial Services Division have worked hard at evaluating operational procedures and when necessary, proposing, developing, and implementing revised practices and processes.

In early 2019, the Pretrial Services Investigators participated in an all-day strategic work session, where ideas were shared, discussions took place, and proposals to change certain processes were initiated. This strategic work session resulted from preliminary discussions and non-formal planning that had taken place throughout the previous few years. It was out of this work-session that the Pretrial Services Division identified its mission, its vision, and its guiding principles. These concepts have helped guide the members of this unit in striving to more fully encompass the ideals of the pretrial services field into a practical functioning component of the Ingham County judicial system. With the additional staff members made possible by the passage of the Justice Complex Millage, the Pretrial Services Division has become more effective and efficient in carrying out those important activities and tasks, which have allowed this team to be able to better serve the judicial system of Ingham County.

The addition of the new positions provided through the Justice Complex Millage, have allowed the Pretrial Services Division to better focus on the development of procedures and systems to more effectively carry out the core functions of Pretrial Services and to be able to collect data to provide information on performance measurements and outcomes.

Pretrial Services Division Data Collection Project:

The Pretrial Services Division staff has implemented a data collection process developed in part, through the efforts of Megan Gilliam, who had participated in an internship with the Pretrial Services Division for the Fall 2019 Semester. Ms. Gilliam, was a Graduate Research Assistant at Michigan State University finishing a Master’s Degree.

The Pretrial Services Data Collection Project identified three main outcome measurements that would highlight the efforts and work of this unit. The three outcome measures; *Appearance Rate*, *Safety Rate*, and *Success Rate*, are three primary measurements recognized within the Pretrial field as critical components for any Pretrial Services program.

PRETRIAL SERVICES INFORMATIONAL GUIDE

- *Appearance Rate*: The percentage of cases in which defendants appear for all scheduled court proceedings, up to and including sentencing.
- *Safety Rate*: The percentage of cases in which defendants are not charged with a new misdemeanor and / or felony offense that occurred during the pretrial stage.
- *Success Rate*: The percentage of cases in which defendants meet all three criteria:
 - Appear for all scheduled court proceedings
 - Are not charged with a new misdemeanor and / or felony offense that occurred during pretrial supervision
 - Bond is not revoked for non-compliance reasons

Additionally, mission-critical data were identified as information to be tracked by the Pretrial Services Division:

- *Case Begin Date and End Date*
 - Begin Date = Arraignment Date at District Court
 - End Date = Case Closure Date [Dismissal, Plea at District Court, Transfer to Specialty Court, Sentencing at Circuit Court]
- *Release Type*
 - Release with Conditions / Release without Conditions
- *Disposition Type*
 - Sentenced, Dismissed, Plead at District Court, Transferred to Specialty Court, etc.
- *Custody Status* (Defendants – Never Reported)
 - Tracks whether or not a defendant who never reported when ordered to report to Pretrial Services was not released from custody, therefore the defendant was not able to report prior to the case being closed

The Data Collection Project has identified (4) subgroups of defendants that Pretrial Services tracks separately from each other. This was done due to the fact that cases / defendants in each identified category may be inherently different from one another and should not be placed into one singular group. Active and consistent supervision may impact a case in a way different from a case where there is no supervision at all, etc.

- *Supervised Defendants*: Case in which the defendants were ordered to report to Pretrial Services and are actively supervised
- *Monitoring Only*: Cases in which the defendants were ordered to report to Pretrial Services, but are not actively supervised.
- *Unsupervised Defendants*: Case in which the defendants were not ordered to report to Pretrial Services and are not supervised or monitored
- *Never Reported In*: Cases in which the defendant was ordered to report to Pretrial Services, but for any reason, never reported.

PRETRIAL SERVICES INFORMATIONAL GUIDE

- The only datum specifically tracked regarding the reason for the defendant never reporting into Pretrial Services is whether or not the defendant was in custody during the entire pretrial stage of the case

2022

SUPERVISED

Cases Closed

1,016 cases closed 1/1/2022 – 12/31/2022

	# of defendants
Failure to Appear	143
New Arrest	118
Revoked	190
Successful	744

86% of defendants made court appearances

88% of defendants did not get re-arrest/new charges

81% of defendants did not have their bond revoked

73% of defendants were considered successful

Cases Open

1,427 cases remained open as of 12/31/2022

MONITORING ONLY

Cases Closed

87 cases closed between 1/1/2022-12/31/2022

	# of defendants
Failure to Appear	2
New Arrest	3
Revoked	4
Successful	82

98% of defendants made court appearances

97% of defendants did not get re-arrest/new charges

95% of defendants did not have their bond revoked

94% of defendants were considered successful

Cases Open

13 cases remain open as of 12/31/2022

PRETRIAL SERVICES INFORMATIONAL GUIDE

UNSUPERVISED

Cases Closed

78 cases closed between 1/1/2022 – 12/31/2022

	# of defendants
Failure to Appear	13
New Arrest	10

83% of defendants made court appearances

87% of defendants did not get re-arrest/new charges

Cases Open

107 cases remained open as of 12/31/2022

NEVER REPORTED IN

Cases Closed

665 cases closed between 1/1/2022 – 12/31/2022

	# of defendants
Failure to Appear	101
New Arrest	25
Revoked	88
Successful	551

85% of defendants made court appearances

96% of defendants did not get re-arrest/new charges

87% of defendants did not have their bond revoked

83% of defendants were considered successful

323 defendants out of 665 (49%) closed cases in 2022 were in custody the entirety of their case.

Cases Open

7 Cases remain open as of 12/31/2022

PRETRIAL SERVICES INFORMATIONAL GUIDE

2023 SUPERVISED

Cases Closed

560 cases closed 1/1/2023 – 6/30/2023

	# of defendants
Failure to Appear	69
New Arrest	40
Revoked	75
Successful	437

88% of defendants made court appearances

93% of defendants did not get re-arrest/new charges

87% of defendants did not have their bond revoked

78% of defendants were considered successful

Cases Open

1,564 cases remain open as of 6/30/2023

MONITORING ONLY

Cases Closed

7 cases closed between 1/1/2023-6/30/2023

	# of defendants
Failure to Appear	0
New Arrest	1
Revoked	0
Successful	6

100% of defendants made court appearances

86% of defendants did not get re-arrest/new charges

100% of defendants did not have their bond revoked

86% of defendants were considered successful

Cases Open

9 cases remain open as of 6/30/2023

PRETRIAL SERVICES INFORMATIONAL GUIDE

UNSUPERVISED

Cases Closed

21 cases closed between 1/1/2023 – 6/30/2023

	# of defendants
Failure to Appear	0
New Arrest	0

100% of defendants made court appearances

100% of defendants did not get re-arrested/new charges

Cases Open

57 cases remained open as of 6/30/2023

NEVER REPORTED IN

Cases Closed

280 cases closed between 1/1/2023 – 6/30/2023

	# of defendants
Failure to Appear	28
New Arrest	9
Revoked	38
Successful	238

90% of defendants made court appearances

97% of defendants did not get re-arrest/new charges

86 of defendants did not have their bond revoked

85% of defendants were considered successful

181 defendants out of 280 (65%) closed cases in 2023 were in custody the entirety of their case.

Cases Open

7 Cases remain open as of 6/30/2023

Pretrial Services Division Output Information:

In addition to the information collected as noted above, the Pretrial Services Division has also identified specific categories of outputs to measure and assist in providing an accurate picture of what this unit has accomplished in 2020, 2021, 2022, and 2023.

PRETRIAL SERVICES INFORMATIONAL GUIDE

The COVID-19 Emergency significantly altered County operations, including the operations of Pretrial Services. Beginning in mid-March 2020, the Pretrial Services Division had implemented modified operations, including the closing of the unit's office to the public, the ceasing of in-custody interviews at the City of Lansing Police Department Detention Center, a combination of social distancing and remote work assignments for staff members, and the suspension of student internships, etc.

The pandemic created challenges and obstacles that subsequently decreased the overall outputs for a number of categories, such as the number of bond recommendation reports completed. The cessation of in-person interviewing of defendants at the City of Lansing Police Department, due to COVID-19 safety measures, had directly correlated to a significant reduction in the number of bond recommendation reports completed.

As Pretrial Services has re-initiated in-person interviewing at the City of Lansing Police Department Detention Center, it is expected that the output of the number of pre-arraignment bond recommendation reports will increase exponentially through the remainder of 2023.

There also was a substantial increase in the number of defendants added to the caseloads of the Pretrial Services Investigators due to numerous defendants that were released from the custody of the Ingham County Jail, because of health and safety concerns. Additionally, due to the orders issued by the Governor and the Michigan State Supreme Court, the courts were significantly impacted. The requirement to transition to limited court operations and services, created a backlog of pending cases, which increased the overall number of defendants under the supervision and monitoring of the Pretrial Services Division.

Bond Reports

- 2019: Bond Recommendation Reports Completed -
 - Total Reports Completed 535
 - Pre-Arraignment Bond Reports 396
 - 54-A District Court 230
 - 54-B District Court 0
 - 55th District Court 166
 - Post-Arraignment Bond Reports 139
 - 54-A District Court 78
 - 54-B District Court 08
 - 55th District Court 16
 - 30th Circuit Court 37
- 2020: Bond Recommendation Reports Completed -
 - Total Reports Completed 246
 - Pre-Arraignment Bond Reports 167
 - 54-A District Court 108
 - 54-B District Court 01
 - 55th District Court 58

PRETRIAL SERVICES INFORMATIONAL GUIDE

▪ Post-Arraignment Bond Reports	79
• 54-A District Court	17
• 54-B District Court	01
• 55 th District Court	14
• 30 th Circuit Court	47
• 2021: Bond Recommendation Reports Completed -	
○ Total Reports Completed	<u>83</u>
▪ Pre-Arraignment Bond Reports	34
• 54-A District Court	00
• 54-B District Court	00
• 55 th District Court	34
▪ Post-Arraignment Bond Reports	49
• 54-A District Court	00
• 54-B District Court	00
• 55 th District Court	00
• 30 th Circuit Court	49
• 2022: Bond Recommendation Reports Completed -	
○ Total Reports Completed	<u>89</u>
▪ Pre-Arraignment Bond Reports	30
• 54-A District Court	00
• 54-B District Court	00
• 55 th District Court	30
▪ Post-Arraignment Bond Reports	59
• 54-A District Court	00
• 54-B District Court	00
• 55 th District Court	00
• 30 th Circuit Court	59
• 2023: Bond Recommendation Reports Completed -	[01/01/2023 – 06/30/2023]
○ Total Reports Completed	<u>119</u>
▪ Pre-Arraignment Bond Reports	86
• 54-A District Court	51
• 54-B District Court	00
• 55 th District Court	35
▪ Post-Arraignment Bond Reports	33
• 54-A District Court	00
• 54-B District Court	00
• 55 th District Court	00
• 30 th Circuit Court	33

PRETRIAL SERVICES INFORMATIONAL GUIDE

- **2019: Risk Assessment Recommendation Reports - Followed/Not Followed**
 - Reports Followed 340 (64%)
 - Reports Not Followed 137 (26%)
 - Risk Assessment Not Utilized 07 (1%)
 - Other Dispositions 51 (9%)
(Warrant Denied, Misdemeanor Charges, Referred for Further Investigation)
- **2020: Risk Assessment Recommendation Reports - Followed/Not Followed**
 - Reports Followed 148 (60%)
 - Reports Not Followed 50 (20%)
 - Risk Assessment Not Utilized 21 (9%)
 - Other Dispositions 27 (11%)
(Warrant Denied, Misdemeanor Charges, Referred for Further Investigation)
- **2021: Risk Assessment Recommendation Reports - Followed/Not Followed**
 - Reports Followed 51 (61%)
 - Reports Not Followed 10 (12%)
 - Risk Assessment Not Utilized 08 (10%)
 - Other Dispositions 03 (04%)
(Warrant Denied, Misdemeanor Charges, Referred for Further Investigation)
 - Unknown Disposition 11 (13%)
- **2022 Risk Assessment Recommendation Reports - Followed/Not Followed**
 - Reports Followed 76 (85%)
 - Reports Not Followed 09 (10%)
 - Risk Assessment Not Utilized 01 (01%)
 - Other Dispositions 04 (04%)
(Warrant Denied, Misdemeanor Charges, Referred for Further Investigation)
- **2023: Risk Assessment Recommendation Reports - Followed/Not Followed**
 - Reports Followed 65 (55%)
 - Reports Not Followed 17 (14%)
 - Risk Assessment Not Utilized 19 (16%)
 - Other Dispositions 14 (12%)
(Warrant Denied, Misdemeanor Charges, Referred for Further Investigation)
 - Unknown Disposition 04 (03%)

PRETRIAL SERVICES INFORMATIONAL GUIDE

Active Pretrial Supervision Cases – “Monthly Snapshots”

2020 MONTHLY TOTAL SUPERVISED CASES = 553

• Active Pretrial Supervision Cases – 02/28/2020	
○ Total Supervised Cases [398 Defendants]	<u>436</u>
○ General Supervision Cases [327 Defendants]	352
○ OCC PT Program Cases [71 Defendants]	84
• Active Pretrial Supervision Cases – 03/06/2020	
○ Total Supervised Cases [392 Defendants]	<u>431</u>
○ General Supervision Cases [319 Defendants]	345
○ OCC PT Program Cases [73 Defendants]	86
• Active Pretrial Supervision Cases – 04/24/2020	
○ Total Supervised Cases [411 Defendants]	<u>445</u>
○ General Supervision Cases [337 Defendants]	363
○ OCC PT Program Cases [74 Defendants]	82
• Active Pretrial Supervision Cases – 06/18/2020	
○ Total Supervised Cases [478 Defendants]	<u>528</u>
○ General Supervision Cases [411 Defendants]	449
○ OCC PT Program Cases [67 Defendants]	79
• Active Pretrial Supervision Cases – 07/30/2020	
○ Total Supervised Cases [531 Defendants]	<u>590</u>
○ General Supervision Cases [467 Defendants]	511
○ OCC PT Program Cases [64 Defendants]	79
• Active Pretrial Supervision Cases – 09/11/2020	
○ Total Supervised Cases [549 Defendants]	<u>619</u>
○ General Supervision Cases [470 Defendants]	523
○ OCC PT Program Cases [79 Defendants]	96
• Active Pretrial Supervision Cases – 10/08/2020	
○ Total Supervised Cases [586 Defendants]	<u>664</u>
○ General Supervision Cases [482 Defendants]	542
○ OCC PT Program Cases [104 Defendants]	122
• Active Pretrial Supervision Cases – 12/10/2020	
○ Total Supervised Cases [630 Defendants]	<u>711</u>
○ General Supervision Cases [503 Defendants]	563
○ OCC PT Program Cases [127 Defendants]	148

PRETRIAL SERVICES INFORMATIONAL GUIDE

2021 MONTHLY TOTAL SUPERVISED CASES = 658

• Active Pretrial Supervision Cases – 01/15/2021	
○ Total Supervised Cases [640 Defendants]	<u>725</u>
○ General Supervision Cases [510 Defendants]	568
○ OCC PT Program Cases [130 Defendants]	157
• Active Pretrial Supervision Cases – 03/18/2021	
○ Total Supervised Cases [666 Defendants]	<u>751</u>
○ General Supervision Cases [553 Defendants]	620
○ OCC PT Program Cases [113 Defendants]	131
• Active Pretrial Supervision Cases – 05/06/2021	
○ Total Supervised Cases [676 Defendants]	<u>765</u>
○ General Supervision Cases [569 Defendants]	644
○ OCC PT Program Cases [107 Defendants]	121
• Active Pretrial Supervision Cases – 06/03/2021	
○ Total Supervised Cases [733 Defendants]	<u>831</u>
○ General Supervision Cases [630 Defendants]	714
○ OCC PT Program Cases [103 Defendants]	117
• Active Pretrial Supervision Cases – 07/01/2021	
○ Total Supervised Cases [708 Defendants]	<u>807</u>
○ General Supervision Cases [627 Defendants]	714
○ OCC PT Program Cases [81 Defendants]	93
• Active Pretrial Supervision Cases – 08/05/2021	
○ Total Supervised Cases [705 Defendants]	<u>812</u>
○ General Supervision Cases [627 Defendants]	720
○ OCC PT Program Cases [78 Defendants]	92
• Active Pretrial Supervision Cases – 09/09/2021	
○ Total Supervised Cases [733 Defendants]	<u>827</u>
○ General Supervision Cases [663 Defendants]	748
○ OCC PT Program Cases [70 Defendants]	79
• Active Pretrial Supervision Cases – 10/21/2021	
○ Total Supervised Cases [702 Defendants]	<u>793</u>
○ General Supervision Cases [631 Defendants]	714
○ OCC PT Program Cases [71 Defendants]	79
• Active Pretrial Supervision Cases – 11/12/2021	
○ Total Supervised Cases [716 Defendants]	<u>805</u>
○ General Supervision Cases [648 Defendants]	728
○ OCC PT Program Cases [68 Defendants]	77
• Active Pretrial Supervision Cases – 12/07/2021	
○ Total Supervised Cases [682 Defendants]	<u>776</u>
○ General Supervision Cases [619 Defendants]	702

PRETRIAL SERVICES INFORMATIONAL GUIDE

○ OCC PT Program Cases [63 Defendants]	74
2022 MONTHLY TOTAL SUPERVISED CASES = 762	
• Active Pretrial Supervision Cases – 01/13/2022	
○ Total Supervised Cases [703 Defendants]	<u>797</u>
○ General Supervision Cases [633 Defendants]	718
○ OCC PT Program Cases [70 Defendants]	79
• Active Pretrial Supervision Cases – 02/11/2022	
○ Total Supervised Cases [676 Defendants]	<u>763</u>
○ General Supervision Cases [609 Defendants]	687
○ OCC PT Program Cases [67 Defendants]	76
• Active Pretrial Supervision Cases – 03/18/2022	
○ Total Supervised Cases [699 Defendants]	<u>787</u>
○ General Supervision Cases [637 Defendants]	717
○ OCC PT Program Cases [62 Defendants]	70
• Active Pretrial Supervision Cases – 04/14/2022	
○ Total Supervised Cases [719 Defendants]	<u>806</u>
○ General Supervision Cases [660 Defendants]	739
○ OCC PT Program Cases [59 Defendants]	67
• Active Pretrial Supervision Cases – 05/27/2022	
○ Total Supervised Cases [712 Defendants]	<u>813</u>
○ General Supervision Cases [646 Defendants]	738
○ OCC PT Program Cases [66 Defendants]	75
• Active Pretrial Supervision Cases – 06/13/2022	
○ Total Supervised Cases [680 Defendants]	<u>780</u>
○ General Supervision Cases [618 Defendants]	710
○ OCC PT Program Cases [62 Defendants]	70
• Active Pretrial Supervision Cases – 07/18/2022	
○ Total Supervised Cases [690 Defendants]	<u>796</u>
○ General Supervision Cases [625 Defendants]	720
○ OCC PT Program Cases [65 Defendants]	76
• Active Pretrial Supervision Cases – 08/16/2022	
○ Total Supervised Cases [665 Defendants]	<u>753</u>
○ General Supervision Cases [600 Defendants]	677
○ OCC PT Program Cases [65 Defendants]	76
• Active Pretrial Supervision Cases – 09/08/2022	
○ Total Supervised Cases [647 Defendants]	<u>731</u>
○ General Supervision Cases [580 Defendants]	653
○ OCC PT Program Cases [67 Defendants]	78
• Active Pretrial Supervision Cases – 10/13/2022	

PRETRIAL SERVICES INFORMATIONAL GUIDE

○ Total Supervised Cases [639 Defendants]	<u>739</u>
○ General Supervision Cases [563 Defendants]	648
○ OCC PT Program Cases [76 Defendants]	91
• Active Pretrial Supervision Cases – 11/10/2022	
○ Total Supervised Cases [601 Defendants]	<u>705</u>
○ General Supervision Cases [522 Defendants]	606
○ OCC PT Program Cases [79 Defendants]	99
• Active Pretrial Supervision Cases – 12/08/2022	
○ Total Supervised Cases [573 Defendants]	<u>673</u>
○ General Supervision Cases [504 Defendants]	585
○ OCC PT Program Cases [69 Defendants]	88

2023 MONTHLY TOTAL SUPERVISED CASES = 716

• Active Pretrial Supervision Cases – 01/11/2023	
○ Total Supervised Cases [581 Defendants]	<u>678</u>
○ General Supervision Cases [508 Defendants]	588
○ OCC PT Program Cases [73 Defendants]	90
• Active Pretrial Supervision Cases – 02/09/2023	
○ Total Supervised Cases [592 Defendants]	<u>688</u>
○ General Supervision Cases [518 Defendants]	602
○ OCC PT Program Cases [74 Defendants]	86
• Active Pretrial Supervision Cases – 03/09/2023	
○ Total Supervised Cases [601 Defendants]	<u>699</u>
○ General Supervision Cases [524 Defendants]	610
○ OCC PT Program Cases [77 Defendants]	89
• Active Pretrial Supervision Cases – 04/14/2023	
○ Total Supervised Cases [646 Defendants]	<u>761</u>
○ General Supervision Cases [582 Defendants]	687
○ OCC PT Program Cases [64 Defendants]	74
• Active Pretrial Supervision Cases – 05/11/2023	
○ Total Supervised Cases [636 Defendants]	<u>743</u>
○ General Supervision Cases [578 Defendants]	677
○ OCC PT Program Cases [58 Defendants]	66
• Active Pretrial Supervision Cases – 06/16/2023	
○ Total Supervised Cases [602 Defendants]	<u>705</u>
○ General Supervision Cases [553 Defendants]	649
○ OCC PT Program Cases [49 Defendants]	56

PRETRIAL SERVICES INFORMATIONAL GUIDE

Change of Contact Information Reports

- **2020: Change of Contact Information Reports**
 - 393 PTC Files with at least one *"Change of Contact Information"* Docket Entry
 - 494 Total *"Change of Contact Information"* Docket Entries
- **2021: Change of Contact Information Reports**
 - 328 PTC Files with at least one *"Change of Contact Information"* Docket Entry
 - 402 Total *"Change of Contact Information"* Docket Entries
- **2022: Change of Contact Information Reports**
 - 588 PTC Files with at least one *"Change of Contact Information"* Docket Entry
 - 827 Total *"Change of Contact Information"* Docket Entries
- **2023: Change of Contact Information Reports**
 - 353 PTC Files with at least one *"Change of Contact Information"* Docket Entry
 - 451 Total *"Change of Contact Information"* Docket Entries

Out of State Travel Requests

- **2020: Out-of-State Travel Requests – Submitted**
 - 71 PTC Files with at least one *"Out of State Travel Request"* Docket Entry
 - 146 Total *"Out of State Travel Request"* Docket Entries
- **2020: Approved Out-of-State Travel Requests**
 - 59 PTC Files with at least one *"Out of State Travel Request – Granted"* Docket Entry
 - 108 Total *"Out of State Travel Request – Granted"* Docket Entries
- **2020: Denied Out-of-State Travel Requests**
 - 16 PTC Files with at least one *"Out of State Travel Request – Denied"* Docket Entry
 - 16 Total *"Out of State Travel Request – Denied"* Docket Entries
- **2021: Out-of-State Travel Requests**
 - 122 PTC Files with at least one *"Out of State Travel Request"* Docket Entry
 - 307 Total *"Out of State Travel Request"* Docket Entries
- **2021: Approved Out-of-State Travel Requests**
 - 102 PTC Files with at least one *"Out of State Travel Request – Granted"* Docket Entry
 - 233 Total *"Out of State Travel Request – Granted"* Docket Entries
- **2021: Denied Out-of-State Travel Requests**
 - 23 PTC Files with at least one *"Out of State Travel Request – Denied"* Docket Entry
 - 25 Total *"Out of State Travel Request – Denied"* Docket Entries
- **2022: Out-of-State Travel Requests**
 - 95 PTC Files with at least one *"Out of State Travel Request"* Docket Entry
 - 150 Total *"Out of State Travel Request"* Docket Entries
- **2022: Approved Out-of-State Travel Requests**

PRETRIAL SERVICES INFORMATIONAL GUIDE

- 89 PTC Files with at least one *“Out of State Travel Request – Granted”* Docket Entry
 - 133 Total *“Out of State Travel Request – Granted”* Docket Entries
- **2022: Denied Out-of-State Travel Requests**
 - 05 PTC Files with at least one *“Out of State Travel Request – Denied”* Docket Entry
 - 05 Total *“Out of State Travel Request – Denied”* Docket Entries
- **2023: Out-of-State Travel Requests**
 - 42 PTC Files with at least one *“Out of State Travel Request”* Docket Entry
 - 54 Total *“Out of State Travel Request”* Docket Entries
- **2023: Approved Out-of-State Travel Requests**
 - 33 PTC Files with at least one *“Out of State Travel Request – Granted”* Docket Entry
 - 41 Total *“Out of State Travel Request – Granted”* Docket Entries
- **2023: Denied Out-of-State Travel Requests**
 - 01 PTC Files with at least one *“Out of State Travel Request – Denied”* Docket Entry
 - 01 Total *“Out of State Travel Request – Denied”* Docket Entries

Violation of Bond Condition – Informational Reports

- **2019: Violation of Bond Condition – Informational Reports**
 - Total Submitted Reports 163
- **2020: Violation of Bond Condition – Informational Reports**
 - Total Submitted Reports 238
- **2021: Violation of Bond Condition – Informational Reports**
 - Total Submitted Reports 257
- **2022: Violation of Bond Condition – Informational Reports**
 - Total Submitted Reports 301
- **2023: Violation of Bond Condition – Informational Reports**
 - Total Submitted Reports 153

MOVING FORWARD

Looking forward, as the Pretrial Services Division continues through 2023 and into 2024, the staff members will be working on improving processes and standardizing policies and procedures. Additionally, the Pretrial Services Division will continue to focus on data collection and reporting efforts to clarify *“who we are and what we do”*.

PRETRIAL SERVICES INFORMATIONAL GUIDE

The Pretrial Services Division has been conducting bi-weekly unit meetings so that team members can evaluate progress on the goals and objectives of the unit.

In the initial *"2019 Pretrial Services Informational Guide"*, the Pretrial Services Division identified the following categories of information to be priority areas for data collection efforts moving forward: (1) successful / unsuccessful terminations, (2) court appearance, (3) public safety – new arrests, and (4) cost savings - jail bed days saved. At that time, it was determined that a process was needed to assist the Pretrial Services Division in identifying and collecting this information. The *"Data Collection Project"* was subsequently developed and implemented which has allowed the Pretrial Services Division to capture data pertaining to three of the four previously noted informational categories.

The Pretrial Services Division has initiated the development of an initial *"Standard Operating Procedures"* manual. The Pretrial Services team will be developing draft copies of these documents, to be submitted to the Circuit Court Administration for review. This manual will focus upon standardizing the multiple duties and responsibilities carried out by the professionals that comprise this team.

PRETRIAL SERVICES INFORMATIONAL GUIDE

CONCLUSION

The addition of a full-time Pretrial Services Investigator and Pretrial Services Clerk, made possible through the Justice Complex Millage, has provided Pretrial Services with needed staffing to successfully manage a large caseload and to be able to respond to a multitude of situations and events that need to be identified and addressed in real time. The funding from the Justice Complex Millage has allowed the Pretrial Services Division to more effectively and efficiently supervise those defendants who are released into the community, while their cases are pending.

These positions have directly resulted in the ability of the Pretrial Services Division to be proactive in accomplishing a number of essential functions and to be able to often respond in “*real time*” to issues and / or problems that need immediate attention.

Specifically, the addition of a Pretrial Services Investigator has resulted in the Pretrial Services Investigators responsible for the case management of pretrial supervision enrollees to more effectively handle their individual caseloads, as the supervision duties are being distributed equally, amongst these team members.

Additionally, the hiring of the new Pretrial Services Investigator has allowed for the Senior Pretrial Services Investigator to focus on constructing training modules, revising current procedures, developing new policies, and implementing new processes to assist the Pretrial Services Division in striving to accomplish its mission.

The creation of the Pretrial Services Clerk position has directly impacted the Pretrial Services Division as well. This new position has allowed for the transference of numerous clerical tasks from the Pretrial Services Investigators to the Pretrial Services Clerk, which has subsequently allowed the Pretrial Services Investigator to focus on their core responsibilities of:

- (1) Providing the Ingham County Courts with accurate and complete information pertaining to individuals arrested on felony offenses to assist judicial officers in the determination of appropriate pretrial release and detention decisions.
- (2) Providing supervision and monitoring activities for felony defendants who are in a pretrial status and have been released into the community on a conditional bond release.

The Pretrial Services Division is greatly appreciative of the allocated resources that have resulted from the passage of the Justice Complex Millage. The Pretrial Services Division will continue to work hard toward achieving its mission of promoting pretrial justice and community safety within Ingham County.

PRETRIAL SERVICES INFORMATIONAL GUIDE

REFERENCES

Pretrial Services Agency for the District of Columbia – <https://www.psa.gov>

National Association of Pretrial Services Agencies – <https://napsa.org>

National Institute of Corrections – <https://nicic.gov/pretrial>

- *“A Framework for Pretrial Justice – Essential Elements of an Effective Pretrial System and Agency”*
- *“Measuring What Matters – Outcome and Performance Measures for the Pretrial Services Field”*
- *“Measuring for Results – Outcome and Performance Measures for Pretrial Diversion Field”*
- *“Fundamentals of Bail – A Resource Guide for Pretrial Practitioners and a Framework for American Pretrial Reform”*
- *“Money as a Criminal Justice Stakeholder: The Judge’s Decision to Release or Detain a Defendant Pretrial”*