

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

LAW & COURTS COMMITTEE
MARK POLSDOFER, CHAIR
CHRIS TRUBAC
VICTOR CELENTINO
BRYAN CRENSHAW
ERIN GRAHAM
ROBERT PEÑA
RANDY SCHAFFER

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, SEPTEMBER 16, 2021 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 [August 26, 2021 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Animal Control Shelter and Advisory Committee – Interviews
2. Sheriff's Office
 - a. Diversity, Equity and Inclusion at the Ingham County Sheriff's Office (*Presentation*)
 - b. Resolution to Authorize a Contract Renewal with [Lexipol](#) for the PoliceOne Academy Training Platform
 - c. Resolution to Authorize an Interlocal Agreement with the City of Lansing for the [2021 Local JAG Grant](#)
 - d. Resolution to Authorize the Renewal of a Contract with the Michigan Department of Corrections to Rent up to 50 Beds to the Michigan [Department of Corrections](#)
3. 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 2021-2022 City Fiscal Year
4. 9-1-1 Dispatch Center
 - a. Resolution to Authorize Renewal of Quality Performance Review with [Priority Dispatch](#)
 - b. Resolution to Authorize Purchase of Keyboard/Video/Mouse Switches and New Monitors for [Workstation Consoles](#) at the 9-1-1 Center
 - c. Resolution to Extend an Agreement with [CS Holdings LLC](#). to Lease Space for the 9-1-1 Center's Public Safety Radio System Replacement Project
5. Health Department – Resolution to Authorize an Agreement with the [Village Lansing](#) to Operate the Lansing/Ingham Peacemaker Fellowship® and to Build and Sustain Local Community Capacity to Interrupt Gun Violence

6. Law & Courts Committee
 - a. [Justice Millage Programming](#) Update
 - b. Jail Medical Staff Discussion

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
August 26, 2021
Draft Minutes

Members Present: Polsdofer, Celentino, Crenshaw, Graham, Peña, and Trubac.

Members Absent: Schafer.

Others Present: Undersheriff Andrew Bouck, Jill Bauer, Michael Townsend, Jared Cypher, Gregg Todd, Teri Morton, Mary Konieczny, 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 August 12, 2021 Minutes

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE MINUTES OF THE AUGUST 12, 2021 LAW & COURTS COMMITTEE.

Commissioner Crenshaw proposed to amend the minutes as follows:

Ms. Morton introduced Bruce Gaukel, 9-1-1 Center Systems Manager, and Bryce Alford, 9-1-1 Center ~~Systems Assistant~~ Administrator, to the Committee.

Chairperson Polsdofer stated without objection, the minutes were amended as proposed.

THE MOTION TO APPROVE THE MINUTES, AS AMENDED, CARRIED UNANIMOUSLY.
Absent: Commissioner Schafer.

Additions to the Agenda

None.

Limited Public Comment

None.

1. Budget Hearings

The representatives from each of the following departments/affiliated entities indicated, by written acknowledgement, that they were satisfied with their respective portions of the Controller's Recommended Budget:

- b. Prosecuting Attorney
- c. Probate Court

- d. Ingham County 911 Dispatch Center
- e. District Court
- f. Community Corrections
- g. Circuit Court
 - 1. Jury Administration
 - 2. Friend of the Court Division
 - 3. Family Division
 - 4. General Trial
- h. Animal Control
- i. Public Defender
- j. Legal Services of South Central Michigan

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CELENTINO, TO ADOPT THE FOLLOWING ITEMS ON THE CONTROLLER’S RECOMMENDED BUDGET:

- b. Prosecuting Attorney
- c. Probate Court
- d. Ingham County 911 Dispatch Center
- e. District Court
- f. Community Corrections
- g. Circuit Court
 - 1. Jury Administration
 - 2. Friend of the Court Division
 - 3. Family Division
 - 4. General Trial
- h. Animal Control
- i. Public Defender
- j. Legal Services of South Central Michigan

THE MOTION TO ADOPT THE CONTROLLER’S RECOMMENDED BUDGET FOR THE STATED ITEMS CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

1. Budget Hearings

- a. Sheriff
 - 1. Office of Homeland Security & Emergency Management
 - 2. Tri-County Metro Narcotics Squad

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE CONTROLLER’S RECOMMENDED BUDGET FOR THE SHERIFF’S OFFICE.

Undersheriff Andy Bouck, Sheriff’s Office, stated the Sheriff’s Office accepted the Controller’s recommended budget for both the Office of Homeland Security & Emergency Management and the budget for the Tri-County Metro Narcotics Squad.

Undersheriff Bouck stated the Sheriff's Office's original budget request included the APEX Officer virtual reality (VR) training system. He further stated the system would be used to provide critical skills training alongside realistic decision making-based scenarios with a focus on high risk, low frequency services and would be used as a regional asset to train with the Mid-Michigan Training Consortium.

Undersheriff Bouck stated the purchase quote was still valid and offered a significant discount. He further stated the system would be the first installed in Michigan.

Commissioner Crenshaw asked if other departments would be charged for using the systems.

Undersheriff Bouck stated the local police departments worked alongside of each other to assist in training in order to best serve their communities.

Chairperson Polsdofer asked if the training system would be in house.

Undersheriff Bouck stated the system was similar to a virtual reality (VR) video game and it was an amazing piece of equipment. He further stated the system provided several controlled training scenarios.

Chairperson Polsdofer asked if the system could be moved to the new Justice Complex easily.

Undersheriff Bouck stated the system was mobile and needed no future service or contracted maintenance requirements.

Commissioner Crenshaw asked if the price included the cost of set up and additional personnel.

Undersheriff Bouck stated yes.

Undersheriff Bouck stated the Sheriff's Office requested an approval to purchase three Ford Explorer vehicles in order to replace three police vehicles that had over 100,000 miles and were routinely used.

Undersheriff Bouck stated the purchase approval provided an opportunity to ensure the fleet of police vehicles would be reliable and functioning.

Undersheriff Bouck stated the total amount of the second request was \$153,537. He further stated the request was to provide essential equipment that was used daily.

Commissioner Trubac asked if the vehicles were available to purchase in hybrid or electric models.

Undersheriff Bouck stated Ford did not manufacture electric or hybrid vehicles for policing due to the additional support and suspension that were used to reinforce the variety of conditions police vehicles faced. He further stated he believed the technology was progressing toward more sustainably run vehicles but was not available currently.

Commissioner Celentino asked how much was budgeted for the Z-List.

Teri Morton, Deputy Controller, stated \$300,000 was budgeted for the 2022 Z-List.

Discussion.

Undersheriff Bouck stated the Sheriff's Office would utilize whatever budget amount was approved by the Committee. He further stated the current vehicles that would be replaced were removed from the daily road use for patrolling but provided secure inmate transport.

Commissioner Celentino stated he supported adding APEX Officer Training to the Z-List but was hesitant to approve the training along with the three requested vehicles due to the amount.

MOVED BY COMM CELENTINO, SUPPORTED BY COMM. CRENSHAW, TO PUT ON THE Z-LIST THE COST OF REPLACING TWO VEHICLES AND THE APEX OFFICER TRAINING AT THE AMOUNT OF \$164,858.

Commissioner Crenshaw asked if the cost of the vehicles would change if only one or two vehicles were purchased instead of three.

Undersheriff Bouck stated no, he further stated the Government Discount was provided.

Commissioner Graham asked if the vehicles that were to be replaced could be sold.

Undersheriff Bouck stated the vehicles were to be sold at the County Auction but were not appraisable.

THE MOTION TO ADD THE ITEMS TO THE Z-LIST IN THE AMOUNT OF \$164,858 CARRIED. Yeas: Polsdofer, Trubac, Crenshaw, Celentino, Peña

Nays: Graham **Absent:** Schafer

THE MOTION TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET FOR THE SHERIFF'S OFFICE WITH THE ADDITION OF THE Z-LIST ITEMS CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

2. Final Ranking

None.

Announcements

Commissioner Peña stated there was a golf outing on September 9, 2021 to fundraise for the Ingham County Fairgrounds Grandstand, at El Dorado Golf Course in Mason. He further stated the tickets were great gifts to give if someone did not play golf.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:18 p.m.

**SEPTEMBER 16, 2021 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

2b. Sheriff's Office – Resolution to Authorize a Contract Renewal with Lexipol for the PoliceOne Academy Training Platform

This resolution will authorize the renewal of a contract with Lexipol in the amount of \$6,840 for staff training. The Sheriff's Office has been using Lexipol (previously known as PoliceOne Academy.com) since 2016 to provide online training to Ingham County Sheriff's staff. Training modules offered reduce risk and enhance professional development and training, and allow the ability to deploy policy review modules. Funds are available from Act 302 Training Funds and training funds from Booking Fees.

See memo for details.

2c. Sheriff's Office – Resolution to Authorize an Interlocal Agreement with the City of Lansing for the 2021 Local JAG Grant

This resolution will authorize entering into the Interlocal agreement between Ingham County and the City of Lansing to accept the \$124,318 allocated portion of the 2021 Local JAG grant for the time period of October 2021 through September 2024. The Lansing Police Department will allocate \$13,674 from this grant to the Ingham County Sheriff's Office to assist in the purchase of Axon cameras, required equipment, and licenses. This will reduce the financial burden to the Sheriff's Office for this purchase.

See memo for details.

2d. Sheriff's Office – Resolution to Authorize the Renewal of a Contract with the Michigan Department of Corrections to Rent Up to 50 Beds to the Michigan Department of Corrections

This resolution will authorize the renewal of an agreement with the Michigan Department of Corrections to rent up to 50 jail beds as needed, at a cost of \$35.00 per day per bed, effective October 1, 2021 through September 30, 2022. Estimated revenue is \$319,325, and is anticipated in the 2022 budget. This revenue projection is based on an average daily rental rate of 25 beds.

3. 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 2021-2022 City Fiscal Year

This resolution will approve entering into a contract with the City of Lansing for \$15,000 for the time period of July 1, 2021 through June 30, 2022. The allocation from the City of Lansing will be used to assist with Community Corrections Advisory Board (CCAB) administration, including supporting collaborative efforts with the City of Lansing, 54-A District Court, and 54-A District Court Probation Department.

See memo for details.

4a. *9-1-1 Dispatch Center – Resolution to Authorize Renewal of Quality Performance Review with Priority Dispatch for the Ingham County 9-1-1 Center*

This resolution will authorize a renewal of a contract with Priority Dispatch for Quality Performance Review services not to exceed \$24,700 for the time period October 23, 2021 through October 21, 2022. The 9-1-1 Center uses the Priority Dispatch Emergency Medical Dispatch (EMD) program for processing all medical calls. The Center uses the ProQA EMD software with EMD cards as a backup. One of the program requirements is that a percentage of calls where ProQA EMD is used be evaluated in a quality assurance program. Evaluators review 25 medical calls per week during the year of service. This cost is a 5% increase over the current contract and funds are available within the 9-1-1 budget.

See memo for details.

4b. *9-1-1 Dispatch Center – Resolution to Authorize Purchase of Keyboard/Video/Mouse Switches and New Monitors for Workstation Consoles at the 9-1-1 Center*

This resolution will authorize the purchase of Keyboard/Video/Mouse (KVM) switches, monitors and cables for an amount not to exceed \$14,845.71. Each workstation in the 9-1-1 center includes four separate computers/systems. These KVM switches will replace KVM switches more than nine years old and will make moving between computers/systems seamless with the mouse. The new monitors allow the office/email PC's to be moved from racks in the data room to the work positions, freeing up rack space for other needs and making it simpler for dispatchers to access their computers for email, Word, Excel, etc. The total quote is for 17 Adder KVM switches, 18 Dell monitors and related cabling and totals \$14,845.71. IT quoted this through CDW and all pricing is based on existing Michigan Master Computing MiDEAL pricing. This was not budgeted but there are funds available in the 911 Reserve Fund balance.

See memo for details.

4c. *9-1-1 Dispatch Center – Resolution to Extend an Agreement with CS Holdings LLC. to Lease Space for the 9-1-1 Center's Public Safety Radio System Replacement Project*

This resolution will authorize entering into a lease extension agreement with ICS Holdings LLC., for the property located at 4213 Legacy Parkway, Lansing, Michigan for the period of November 1, 2021 through May 31, 2022 for the monthly price of \$3,840. This space was initially leased to provide necessary secure space to store the new Motorola radio equipment and perform mobile radio installations. As the end of the Public Safety Radio System replacement project nears, it has been identified that this space will continue to be needed to continue mobile radio installations and store legacy radio equipment. The lease extension reflects a 3.5% increase in the monthly payment to \$3,840 plus utilities. Funds are available for this within the project budget.

See memo for details.

5. Health Department – Resolution to Authorize Agreement with the Village Lansing to Operate the Lansing/Ingham Peacemaker Fellowship® and to Build and Sustain Local Community Capacity to Interrupt Gun Violence

This resolution will authorize entering into a contract with the Village Lansing in an amount not to exceed \$265,000 to operate the Lansing/Ingham Peacemaker Fellowship® effective October 15, 2021 to December 31, 2022 and will be eligible for renewal for Years 2 and 3 of the first three-year cycle based upon performance in Phase I/Year 1. On July 8, 2021, Ingham County’s Purchasing Department issued a Request for Proposals (RFP) for the Local Operator of the Lansing/Ingham Peacemaker Fellowship®. In July 2021, the Lansing/Ingham Advance Peace Planning team assembled an RFP evaluation team. The team was made up of the following individuals:

- DeLisa Fountain, Director of Department of Neighborhoods and Citizen Engagement, City of Lansing
- Nik Tate, Deputy Mayor, City of Lansing
- Robin Anderson-King, Neighborhood Resource Coordinator, City of Lansing
- John Edmond, Father of Amaia Edmond
- Mike McKissic, Mikey23Foundation
- Johann Fragg, Administrative Director, Advance Peace
- Paul Elam, Chief Strategy Officer, Michigan Public Health Institute
- Zekiye Salman, Grants Coordinator, Ingham County Health Department
- Renold JeanLouis, Prevention Programs Coordinator, Ingham County Health Department
- Teri Morton, Deputy Controller, Ingham County

The evaluation team received and scored two proposals using criteria recommended by Advance Peace, as well as vetted and prioritized by a broad coalition of community partners. Pursuant to the RFP, the evaluation team assigned cumulative scores based on the written responses to the RFP, followed by interviews with proposers. The outcome of this process resulted in the evaluation team unanimously recommending the Village Lansing to be operator of the Lansing/Ingham Peacemaker Fellowship®. This resolution is being recommended for adoption based on the decision of the evaluation committee.

The costs of this agreement will be funded by Ingham County, the City of Lansing, the Lansing Housing Commission and a Project Safe Neighborhoods grant as authorized by Resolutions #21-179, #21-431, #21-432, and #21-433.

See memo for details.

OTHER ITEMS:

1. Animal Control Shelter and Advisory Committee – Interviews
- 2a. Sheriff’s Office – Presentation on Diversity, Equity and Inclusion at the Ingham County Sheriff’s Office
- 6a. Law and Courts Committee – Justice Millage Programming Report

Attached are reports from Community Mental Health, the Sheriff’s Office, Community Corrections, the Health Department and the Pretrial Services Division of the Circuit Court providing information about new programming funded by the Justice Millage. Representatives from each organization will be in attendance to address questions or provide additional information.

- 6b. Law and Courts Committee – Jail Medical Staff Discussion

TO: Board of Commissioners Law & Courts Committee, Finance Committee
FROM: Undersheriff Andrew R. Bouck
DATE: September 7, 2021
SUBJECT: Resolution to authorize a contract renewal with Lexipol / the PoliceOne Academy training platform.

For the meeting agendas of August 12, 2021 and August 18, 2021

BACKGROUND

This resolution is to renew a contract with Lexipol for the online training platform known as PoliceOne Academy. Lexipol is an organization oriented towards public safety and local government training and risk management with training platforms such as PoliceOne, Corrections1, FireRescue1, EMS1, and Gov1. PoliceOne training modules reduce risk and enhance professional development with mission-critical content, training, and ability to deploy policy review modules.

The Sheriff's Office has been using PoliceOne Academy Online Application to train all staff since 2016. The online training consists of Interactive Video Courses, Course quizzes for Accreditation, and Management Workflows for Accountability. The use of PoliceOne has enhanced the Sheriff's Office ability to provide timely training throughout the year while maintaining training records for the staff.

ALTERNATIVES

Other similar training platforms are significantly more expensive. In the event the contract cannot be renewed, the use of the online training platform and the extensive training resources it provides will be eliminated. Training content and records currently deployed & maintained online will have to be deployed through an in-person format during alternative in-service training opportunities

FINANCIAL IMPACT

The total cost of this project for renewal of a one-year operation contract for 2021 is \$6,840. The Sheriff's Office is requesting the training cost be paid from 302 Funds and Booking Fees in the amount of \$6,840 for the contractual year of 2021.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it enables the Sheriff's Office to maintain regular staff training at high standards to yielding a highly trained, professional deputy. Highly trained staff produce effective and efficient law enforcement responses for our residents to facilitate safe communities; (B) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it is a cost-effective training platform for on-going training, risk mitigation, and legal/policy updates, and training certification requirements while efficiently tracking and managing staff training records.

OTHER CONSIDERATIONS

Last year each employee completed training modules on topics such as Anti-Bias Training for Law Enforcement, Cultural Awareness and Diversity and the LGBTQ Community.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a contract with Lexipol for PoliceOne Academy for 2021.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH LEXIPOL FOR THE
POLICEONE ACADEMY TRAINING PLATFORM**

WHEREAS, Ingham County has been using PoliceOne Academy.com since 2016 to provide online training to Ingham County Sheriff's staff; and

WHEREAS, PoliceOne Academy now goes by the name Lexipol, while still providing the exact same content and programs; and

WHEREAS, ongoing training is an important part of ensuring the Sheriff's Office staff are best able to serve our citizens; and

WHEREAS, the 2021 subscription for Lexipol is \$6,840 to provide training to all staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Lexipol in the amount of \$6,840 to be paid out of the 2021 Sheriff's Office budgets from 302 Training Funds #28532000-960000 (\$3,420) and Booking Fees/Training Fund #26336201-960000 (\$3,420).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Captain Andy Daenzer
DATE: August 30, 2021
SUBJECT: 2021 Local JAG Grant

BACKGROUND

The Sheriff's Office has been allocated \$13,674 from a \$124,318 JAG Grant award, leaving the Lansing Police Department \$110,644 as their allocated portion. To meet JAG Grant requirements both entities must enter into an interlocal agreement prior to receiving said funds.

ALTERNATIVES

There are no viable alternatives.

FINANCIAL IMPACT

The awarded funds will be used to assist in the purchase of Axon cameras, required equipment, and licenses. This will greatly reduce the financial burden to the Sheriff's Office and, therefore, the County as a whole.

STRATEGIC PLANNING IMPACT

The purchasing of these cameras will greatly enhance the Sheriff's Office ability to capture incidents where administration responds to incidents in the field. The benefit will be greater transparency and lower liability.

OTHER CONSIDERATIONS

The purchase of these cameras will add to the total amount of data that can be stored by ICSO. We currently use the Axon system for all patrol deputies. Using any company other than Axon will not be compatible.

RECOMMENDATION

Based on the information contained herein, I respectfully recommend the approval of the attached resolution to enter into the interlocal agreement for acceptance of the 2021 JAG Grant Award.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN INTERLOCAL AGREEMENT WITH THE CITY OF LANSING
FOR THE 2021 LOCAL JAG GRANT**

WHEREAS, the City of Lansing Police Department and the Ingham County Sheriff's Office were allocated \$124,318 from the 2021 Local JAG grant from the Department of Justice; and

WHEREAS, the City of Lansing is the fiduciary of this grant; and

WHEREAS, the Ingham County Sheriff's Office portion allocated from this grant is \$13,674; and

WHEREAS, as part of the application process to receive this funding from the 2021 Local JAG grant, the Ingham County Sheriff's Office must enter into an interlocal agreement with the City of Lansing allowing for disbursement of allocated funds to both government police agencies; and

WHEREAS, the portion allocated for the Ingham County Sheriff's Office will be spent on the purchase of Axon body worn cameras, equipment, and licenses.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an interlocal agreement between Ingham County and the City of Lansing to accept the \$124,318 allocated portion of the 2021 Local JAG grant for the time period of October 2021 through September 2024.

BE IT FURTHER RESOLVED, that the Lansing Police Department will allocate from this grant \$13,674 to the Ingham County Sheriff's Office for the purchase of Axon body worn cameras, equipment, and licenses.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2021-2024 Sheriff's Office budgets consistent with this resolution.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.

Agenda Item 2d

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

FROM: Undersheriff Andrew R. Bouck

DATE: August 30, 2021

**RE: RESOLUTION TO AUTHORIZE THE RENEWAL OF A CONTRACT WITH
THE MICHIGAN DEPARTMENT OF CORRECTIONS TO RENT UP TO 50
BEDS TO THE MICHIGAN DEPARTMENT OF CORRECTIONS**

This is a resolution to authorize the Ingham County Sheriff's Office to renew a contract with the Michigan Department of Corrections (MDOC) at the sum of \$35.00 per day, per Violator, to house up to fifty (50) MDOC Violators for the period of October 1, 2021 to September 30, 2022. This is the fourth and final amendment (Amendment No.4) to the original agreement.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE RENEWAL OF A CONTRACT WITH THE
MICHIGAN DEPARTMENT OF CORRECTIONS TO RENT UP TO 50 BEDS TO THE
MICHIGAN DEPARTMENT OF CORRECTIONS**

WHEREAS, the Ingham County Sheriff's Office Jail has an established design, which includes 394 County beds and 50 contractual beds; and

WHEREAS, the funds received by the County for leasing the contractual beds would be used to offset the general fund cost of operating the Jail; and

WHEREAS, the Ingham County Sheriff's Office is requesting the agreement with the Michigan Department of Corrections be renewed for an additional one-year period to rent up to 50 beds as needed at a cost of \$35.00 per day, per bed, effective October 1, 2021 through September 30, 2022 for Michigan Department of Corrections Violators; and

WHEREAS, the revenue to be received from the renting of up to 50 beds, which is anticipated to be \$319,375, will be recognized in the 2021-2022 Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal of an additional one-year agreement with the Michigan Department of Corrections to rent up to 50 of the jail beds as needed, at a cost of \$35.00 per day, per bed, effective October 1, 2021 through September 30, 2022 for the Michigan Department of Corrections.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

Agenda Item 3

TO: Board of Commissioners Law & Courts Committee and Finance Committee
FROM: Mary Sabaj, CCAB Manager
DATE: September 7, 2021
SUBJECT: Resolution Authorizing a Contract with the City of Lansing
For the meeting agendas of September 16 and September 22

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 2021-2022. The contract was not received until late August, accounting for the delay in seeking this authorization.

ALTERNATIVES

Failure to approve this resolution will result in the loss of revenue that helps support CCAB Manager personnel costs (\$7,500), CCAB Staff Consultant 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 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 2021-2022 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 2021-2022 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 2021-2022 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, 2021 through June 30, 2022.

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.

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, Director 9-1-1
DATE: September 7, 2021
SUBJECT: Renewal of Quality Performance Review for EMD with Priority Dispatch
For meeting agendas of Law & Courts Sept. 16, 2021 and Finance Sept. 22, 2021

BACKGROUND

We use the Priority Dispatch Emergency Medical Dispatch (EMD) program for processing all medical calls received at the 9-1-1 Center. We use the ProQA EMD software and back that up with EMD cards. One of the program requirements is that a percentage of calls where ProQA EMD is used be evaluated in a quality assurance program. This resolution seeks approval to renew the Quality Performance Review (QPR) program we use with Priority Dispatch. The terms of this renewal are from 10/23/21 to 10/21/22 and involve their evaluators reviewing 25 medical calls per week during the year of service.

ALTERNATIVES

The only real alternative would be to create a full-time position within the 9-1-1 Center to research and review these medical calls. It would be a higher cost to create a new position.

FINANCIAL IMPACT

This year's QPR cost and quote does reflect an increase of 5%. Last year's contract amount was \$23,400 and this year's contract amount is \$24,700.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to renew our Quality Performance Review with Priority Dispatch.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A RENEWAL OF QUALITY PERFORMANCE REVIEW
WITH PRIORITY DISPATCH**

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of Priority Dispatch's Emergency Medical Dispatch ProQA Program, under Resolution #14-081, and ProQA continues to be used for all medical calls received; and

WHEREAS, the program standards for the Priority Dispatch, ProQA EMD program require a percentage of all medical calls be reviewed for quality assurance and Ingham County 9-1-1 meets these standards by using the Priority Dispatch Quality Performance Review services; and

WHEREAS, a quote for renewal of Quality Performance Review services from Priority Dispatch has been provided by Priority Dispatch for a one (1) year term, October 23, 2021 through October 21, 2022, at a cost of \$24,700.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a renewal of contract not to exceed \$24,700 with Priority Dispatch for Quality Performance Review services, as outlined by the Proposal/Sales quotation, #Q-57891.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to \$24,700 from the 9-1-1 Fund balance for the total cost of this Maintenance Contract.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign a Quality Performance Review services agreement with Priority Dispatch consistent with this resolution and approved as to form by the County Attorney.

Agenda Item 4b

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Barb Davidson, 9-1-1 Director

DATE: August 26, 2021

SUBJECT: Purchase replacement keyboard/video/mouse (KVM) controls

For meeting agendas of Law & Courts Sept. 16, 2021 and Finance Sept. 22, 2021

BACKGROUND

Each of our workstations in the 9-1-1 center includes four (4) separate computers/systems. The Adder keyboard/video/mouse (KVM) switches will replace KVM switches more than nine (9) years old and will make moving between computers/systems seamless with the mouse. With the addition of the monitors, we will be moving the office/email PC's from racks in the data room to the work positions, freeing up rack space for other needs and making it simpler for our dispatchers to access their 'office' computers for email, Word, Excel, etc.

ALTERNATIVES

There are other KVM switches on the market. Some less expensive and many more expensive. The Adder KVM switches were recommended by users at the MPSCS (state radio system) and we have installed one and thoroughly tested it. This KVM switch does what we need for a moderate cost.

FINANCIAL IMPACT

The quote for 17 Adder KVM switches, 18 Dell monitors and related cabling is \$14,845.71. IT quoted this through CDW and all pricing is based on existing Michigan Master Computing MiDEAL pricing. This was not budgeted but there are funds available in the 911 Reserve Fund balance.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of Adder KVM switches, monitors, and related cables for the workstations at the 9-1-1 Center.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PURCHASE OF KEYBOARD/VIDEO/MOUSE SWITCHES AND
NEW MONITORS FOR WORKSTATION CONSOLES AT THE 9-1-1 CENTER**

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County 9-1-1 administration has identified a need to replace the keyboard/video/mouse (KVM) switches at dispatcher work consoles and move each console position's email and office computers from rack space in the data center to each console; and

WHEREAS, the 9-1-1 administration has received recommendations for the replacement KVM switches we wish to purchase and have purchased and tested one at a dispatcher work console; and

WHEREAS, the 9-1-1 administration and Ingham County IT need to move the email/office computers from racks in the data room to their respective workstation positions in the 9-1-1 Center requiring the addition of a Dell 22-inch monitor at each position; and

WHEREAS, the Ingham IT has received a quote from CDW, based on MiDEAL pricing, in the amount of \$14,845.71 for the Adder KVM switches, the Dell monitors, and related cables to deploy this solution; and

WHEREAS, funds are available in the 911 Reserve Fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of the KVM switches, monitors, and cables for an amount not to exceed \$14,845.71.

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

Agenda Item 4c

TO: Board of Commissioners Law & Courts, County Services, and Finance Committees
FROM: Barb Davidson, 911 Director
DATE: September 7, 2021
SUBJECT: Extension of an agreement with ICS Holdings to lease space for the 911 Center's Public Safety Radio System replacement project

For meeting agendas of Law & Courts Sept. 16, 2021, County Services Sept. 21, 2021, and Finance Sept. 22, 2021

BACKGROUND

Space was leased at 4213 Legacy Parkway, Lansing Michigan to provide necessary secure space to store new Motorola radio equipment and do mobile radio installations. As we are nearing the end of the Public Safety Radio System replacement project, it has been identified that there will be further need for this space to be able to continue mobile radio installations and store legacy radio equipment.

ALTERNATIVES

After consulting with the Facilities Department and our public safety partners, no other timely alternatives were located that could provide the level of security needed in the timeframe. Additional costs to enhance security at another location could be high and cause delays.

FINANCIAL IMPACT

ICS Holdings LLC is willing to extend the lease to reflect a 3.5% increase to bring the monthly payment to \$3,840 for the term of November 1, 2021 to May 31, 2022. This does not include utilities, which will be paid for separately but from the same fund account.

OTHER CONSIDERATIONS

Security enhancements have already been installed at the property on Legacy Parkway and its location is ideal for our public safety partners in that area to respond.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the extension of the lease of the property located at 4213 Legacy Parkway, Lansing, Michigan from ICS Holdings LLC.

Introduced by the Law & Courts, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXTEND AN AGREEMENT WITH ICS HOLDINGS LLC. TO LEASE SPACE FOR THE 9-1-1 CENTER'S PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT

WHEREAS, space is needed for the Public Safety Radio System Replacement Project to complete mobile radio installations and store legacy radio equipment until sold; and

WHEREAS, property located at 4213 Legacy Parkway, Lansing, Michigan will provide the necessary space to accomplish this type of project; and

WHEREAS, it is the recommendation of both the Facilities Department and 9-1-1 Center to extend our lease agreement with ICS Holdings LLC. for the period of November 1, 2021 through May 31, 2022 for the monthly amount of \$3,840.00 which reflects a 3.5% increase, not including utilities, which will be paid for separately from the same fund account; and

WHEREAS, funds are available in the 9-1-1 Emergency Telephone Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a lease extension agreement with ICS Holdings LLC., for the property located at 4213 Legacy Parkway, Lansing, Michigan for the period of November 1, 2021 through May 31, 2022 for the monthly price of \$3,840.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

Agenda Item 5

TO: Law and Courts, Human Services and Finance Committees
FROM: Linda Vail, Health Officer
DATE: September 1, 2021
SUBJECT: Authorization to Enter an Agreement with The Village Lansing to operate the Lansing/Ingham Peacemaker Fellowship® to Build and Sustain Community Capacity to Interrupt Gun Violence

For the meeting agendas of September 16, September 20 and September 22, 2021

BACKGROUND

Ingham County Health Department (ICHHD) wishes to authorize Ingham County to enter into a contract with the Village Lansing in the amount of \$265,000 for Phase I/Year 1 operation of the Lansing/Ingham Peacemaker Fellowship® effective October 1, 2021 through December 31, 2022, and will be eligible for renewal for Years 2 and 3 of the first three-year cycle based upon performance in Phase I/Year 1. Since 2011, partners in Ingham County have explored a variety of gun violence interruption and prevention approaches. Between August of 2020 and present, Safe Passages, dba Advance Peace, has served as a national technical assistance partner providing pre-implementation and planning guidance to Lansing and Ingham County partners working to build and sustain local community capacity to interrupt gun violence.

On March 23, 2021, the Board of Commissioners approved Resolution #21-179 stating that Ingham County will include in its 2022-2024 public safety planning, a commitment, support and partnership with Advance Peace and local partners in the amount of \$590,000 to establish a program to help build and sustain local community capacity to interrupt gun violence. This program will help save lives and reduce the life-altering trauma experienced by people living in the impacted communities and by the service providers who support them. In addition to this funding commitment by Ingham County, the Lansing/Ingham Advance Peace Planning Team has secured additional funding commitments totaling \$1,007,405, for a total of \$1,597,405, to be allocated for the first three years' commitment to the Advance Peace approach. While the Lansing/Ingham Advance Peace Planning team works to secure additional funds needed for Years 2 and 3 of the first three-year commitment to this approach, the Planning Team has set October 15, 2021 as the launch date for the Fellowship®.

On July 8, 2021, Ingham County's Purchasing Department issued a Request for Proposals (RFP) for the Local Operator of the Lansing/Ingham Peacemaker Fellowship®. In July 2021, the Lansing/Ingham Advance Peace Planning team assembled an RFP evaluation team comprised of staff from Ingham County, City of Lansing, Advance Peace, Michigan Public Health Institute and county residents impacted by gun violence who have demonstrated an ongoing commitment to gun violence prevention and interruption. The evaluation team received and scored two proposals using criteria recommended by Advance Peace, as well as vetted and prioritized by a broad coalition of community partners. Pursuant to the RFP, the evaluation team assigned cumulative scores based on the written responses to the RFP, followed by interviews with proposers. The outcome of this process resulted in the evaluation team unanimously recommending The Village Lansing to be operator of the Lansing/Ingham Peacemaker Fellowship®.

ALTERNATIVES

This agreement could be funded using County general funds, ARP funds, or other local sources.

FINANCIAL IMPACT

All costs of this agreement will be covered by funds authorized through Resolutions # 21-179, 21-431, 21-432 and 21-433.

STRATEGIC PLANNING IMPACT

This resolution supports the commitment of the Ingham County Board of Commissioners to continue work that targets violent offenders, high level drug dealers, gang activity, and gun violence (Goal A, Strategy 1, Task x of the 2018-2022 Update to the Strategic Plan and Action Plan.)

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with the Village Lansing in an amount not to exceed \$265,000 for Phase I/Year 1 operation of the Lansing/Ingham Peacemaker Fellowship®, effective October 1, 2021 through December 31, 2022, and will be eligible to renew for Years 2 and 3 of the first three-year cycle based upon performance in Phase I/Year 1.

Agenda Item 5

TO: Teri Morton, Deputy Controller
FROM: James Hudgins, Director of Purchasing
DATE: July 29, 2021
RE: Memorandum of Performance for RFP No. 93-21: Local Operator – Lansing/Ingham Peacemaker Fellowship®

Per your request, the Purchasing Department sought proposals from qualified organizations interested in operating the Lansing/Ingham Peacemaker Fellowship®, and to offer a transparent process that focuses on evaluating proposers on the following critical criteria as identified by the Advance Peace national partner and local community input.

The award ceiling for this funding opportunity is \$265,000 and is available over the course of 15 months, from October 1, 2021 through December 31, 2022. The RFP outlined how funds could be allocated and eligibility to provide the service.

The scope of work includes, but is not limited to, working with the Lansing/Ingham Advance Peace Advisory Group and evaluators from Michigan Public Health Institute to determine evaluating data objectives, collection and reporting methods for strategically promoting violence prevention and public safety.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	27	14
Vendors responding	2	2

A summary of the vendors’ costs is located on the next page.

Vendor Name	Local Pref	Cost
NorthWest Initiative	Yes, Lansing MI	\$265,000.00
The Village Lansing	Yes, Lansing MI	\$265,000.00

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department’s participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

Introduced by the Law & Courts, Human Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE VILLAGE LANSING TO OPERATE THE LANSING/INGHAM PEACEMAKER FELLOWSHIP® AND TO BUILD AND SUSTAIN LOCAL COMMUNITY CAPACITY TO INTERRUPT GUN VIOLENCE

WHEREAS, Ingham County Health Department (ICHHD) wishes enter into a contract with the Village Lansing in the amount of \$265,000 for Phase I/Year 1 operation of the Lansing/Ingham Peacemaker Fellowship® effective October 1, 2021 through December 31, 2022, and will be eligible for renewal for Years 2 and 3 of the first three-year cycle based upon performance in Phase I/Year 1; and

WHEREAS, since 2011, partners in Ingham County have explored a variety of gun violence interruption and prevention approaches; and

WHEREAS, between August of 2020 and present, Safe Passages, dba Advance Peace, has served as a national technical assistance partner providing pre-implementation and planning guidance to Lansing and Ingham County partners working to build and sustain local community capacity to interrupt gun violence; and

WHEREAS, on March 23, 2021, the Board of Commissioners approved Resolution #21-179 stating that Ingham County will include in its 2022-2024 public safety planning, a commitment, support, and partnership with Advance Peace and local partners in the amount of \$590,000 to establish a program to build and sustain local community capacity to interrupt gun violence; and

WHEREAS, this program will help save lives and reduce the life-altering trauma experienced by people living in the impacted communities and by the service providers who support them; and

WHEREAS, in addition to this funding commitment by Ingham County, the Lansing/Ingham Advance Peace Planning Team has secured additional funding commitments in an amount not to exceed \$1,007,405, for a total of \$1,597,405 to be allocated for the first three years' commitment to the Advance Peace approach; and

WHEREAS, while the Lansing/Ingham Advance Peace Planning team works to secure additional funds needed for Years 2 and 3 of the first three-year commitment to this approach, the Planning Team has set October 15, 2021 as the launch date for the Fellowship®; and

WHEREAS, in July 2021, the Lansing/Ingham Advance Peace Planning team assembled an RFP evaluation team comprised of staff from Ingham County, the City of Lansing, Advance Peace, Michigan Public Health Institute, and county residents impacted by gun violence who have demonstrated an ongoing commitment to gun violence prevention and interruption; and

WHEREAS, the evaluation team received and scored two proposals using criteria recommended by Advance Peace as well as vetted and prioritized by a broad coalition of community partners; and

WHEREAS, pursuant to the RFP, the evaluation team assigned cumulative scores based on the written responses to the RFP, followed by interviews with proposers; and

WHEREAS, the outcome of this process resulted in the evaluation team unanimously recommending The Village Lansing to be operator of the Lansing/Ingham Peacemaker Fellowship®; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes a contract with the Village Lansing in an amount not to exceed \$265,000 for Phase I/Year 1 operation of the Lansing/Ingham Peacemaker Fellowship® effective October 1, 2021 through December 31, 2022 and will be eligible for renewal for Years 2 and 3 of the first three-year cycle based upon performance in Phase I/Year 1.

THEREFORE IT BE RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with The Village Lansing in an amount not to exceed \$265,000 to operate the Lansing/Ingham Peacemaker Fellowship® effective October 15, 2021 to December 31, 2022 and will be eligible for renewal for Years 2 and 3 of the first three-year cycle based upon performance in Phase I/Year 1.

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

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

TO: Law & Courts Committee
FROM: Teri Morton, Deputy Controller
DATE: September 7, 2021
SUBJECT: Report on New Treatment Programming Funded by the Justice Millage
For the meeting agenda of September 16

REPORT ON NEW TREATMENT PROGRAMMING FUNDED BY THE JUSTICE MILLAGE

In 2021, a total of \$1,528,824 has been allocated for additional treatment programming funded by the Justice Millage. Funds have been allocated as follows:

- Community Based Programs: \$145,600 to fund electronic monitoring, substance abuse assessment and psychological evaluation, day reporting, and MRT – Cognitive Behavioral Change (Resolution #20-473)
- Community Mental Health Correctional Assessment and Treatment Services (CATS): \$582,505 to fund three full-time mental health therapists to provide mental health therapy and case management services and to coordinate care and 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. Also funded is a full-time Program Manager to assist in the direct management of Jail Re-entry; inclusion in the Ingham County Health Department Medication Assisted Treatment initiative; and to manage Jail Diversion activities, both of which include community liaison and development of the services necessary for re-entry purposes. (Resolution #20-473)
- Community Mental Health Correctional Assessment and Treatment Services (CATS): \$39,998 to continue a Peer Recovery Coach position previously funded by the Bureau of Justice Building Bridges Grant (Resolution #20-496). As the year has progressed, CMH staff has determined that grant funds will be available to cover this position through the end of 2021, but a request to fund the position in full for 2022 will be included in CMH's 2022 request for Justice Millage programming funds.
- Ingham County Sheriff's Office/Jail: \$113,400 to fund inmate initiatives, seeking safety, break out, trauma centered yoga, restorative justice, and parenting education. (Resolution #20-473)
- Ingham County Sheriff's Office/Jail: \$178,415 to reorganize the Sheriff's Office, adding two Corrections Deputies to facilitate programming and reclassifying the Intake/Referral Coordinator to an Inmate Programming Coordinator. (Resolution #21-131)
- Circuit Court/Pretrial Services: \$161,457 to fund a Pretrial Services Clerk and a Pretrial Services Investigator. (Resolution #20-473)
- Ingham County Health Department Pathways to Care Program: \$77,449 to continue previously grant funded services in a client-centered approach to inmates who have a current or past history of opioid use. (Resolution #20-473)

Also, Resolution #21-217 allocated an additional \$230,000 from the 2019 and 2020 unspent allocations for an increase in electronic monitoring due to overall high utilization this fiscal year and additional services needed due to COVID-19.

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

- Community Corrections
 - Electronic Monitoring
 - Day Reporting
 - MRT
 - Psychological Evaluations
- Community Mental Health Correctional Assessment and Treatment Services
- Ingham County Sheriff's Office
 - Moral Reconciliation Therapy (MRT) & Seeking Safety Programs
 - Restorative Justice Program
 - Body Connection Yoga
 - Parenting Program
 - Attendance Statistics
 - Inmate Initiatives
- Pretrial Services Division of the Circuit Court
 - Position Expectations Summary
 - Pretrial Services Informational Guide
- Ingham County Health Department – Pathways to Care

These departments and agencies will present requests to the Board of Commissioners for continuation funding in the near future. The 2022 cost to continue funding of current programming is estimated at \$1.5 million. Funding in this amount will be available in the Justice Millage fund. It is also expected that the demand for electronic monitoring will remain high, and additional funding will be requested for this purpose in 2022.

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 2021**

**ELECTRONIC MONITORING
Provider: Judicial Monitoring Services, Ltd (JSG)**

FY 2021 Original Millage Allocation: \$70,000 January - Additional allocation \$230,000
January - June Expenditures (Fee for Service): \$180,806
Target Population: Court Ordered and Determined Indigent

***COVID-19 IMPACT:** The impact of COVID-19 on electronic monitoring utilization has been significant. Utilization of electronic monitoring, as a direct result of COVID-19, began to increase Mid-March of 2020 and has continued through June of 2021. The number of indigent users has increased due to lost jobs, reduced hours, and diversion from jail. There has been a clear shift from incarceration to the use of electronic monitoring in order to reduce the COVID-19 risk to the jail population.*

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 2021 DATA (January 1 – June 30):

Average daily number of EM users overall: 284
Average daily number of Indigent EM users: 118

Offender Pay: 55.02%
Indigent: 41.50%
Other grants: 3.48%

EM Devices: GPS (65%)/Soberlink Breath Alcohol (19.2%)/Scram Transdermal Alcohol (15%)
Referral Source: Pretrial (28.4%)/Probation (70.4%)/Early Jail Release (1.2%)

Terminations:

Successful Completion Rate: 110 (85.5%)
Unsuccessful: 18.6 (14.5%)

**COMMUNITY CORRECTIONS
MILLAGE FUNDED PROGRAMMING
January – June 2021**

DAY REPORTING

Provider: Northwest Initiative – ARRO

FY 2021 Millage Allocation: \$52,000

January - June Expenditures (Fee for Service): \$12,094

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

***COVID-19 IMPACT:** Day Reporting began providing services for the Millage funding in Ingham County in the third quarter of calendar year 2019. Two and a half months into 2020, COVID-19 hit all programming operations. While Day Reporting was able to quickly switch to virtual services, along with Court operations, new enrollments came to a halt. There were no new enrollments March through May. While enrollments are lower than projected, Court operations are continuing to ramp up and enrollments are increasing. As always, Day Reporting is having great success with the clients they are serving.*

PROGRAM DESCRIPTION: Day Reporting provides supervision and rehabilitation services. Working to stabilize the participant and achieve successful integration into the community. Fundamental needs services are provided to address barriers unique to each participant. By working very closely with each participant and their assigned probation agent to create a successful outcome, Day Reporting continues to be the “go-to” program for agents 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.

**COMMUNITY CORRECTIONS
MILLAGE FUNDED PROGRAMMING
January – June 2021**

KEY 2021 DATA FOR MILLAGE FUNDED DAY REPORTING CLIENTS:

- 21 - Received services (includes carry-overs from FY2020)
- 10 - New enrollments
- 10 - Terminations all successful completions
- 13 - resumes were completed & *all 13 are employed*
 - 4 - are working with the program's teacher to get their WORKKEY (a math skills test that will assist with obtaining an apprenticeship)
 - 1 - Program assisted with child support issue
- 13 - completed Cognitive Change based classes
 - 3 - completed Financial Literacy class
- 10 - attended AA or NA
 - 5 - ID's were obtained
 - 2 - Driver's Licenses obtained
- 13 - were provided food as needed

SUCCESS STORY:

In February 2021, a client was referred who was very depressed. In addition to the criminal conviction, she was struggling with the trauma of losing her husband of 20 years and major financial issues.

She started a cognitive change class, MRT, which we provided virtually during the COVID lockdown. She graduated from this class successfully. This class helped her with negative thinking patterns and building self-esteem.

To address the major financial issues that she was left with due to her husband's passing, we did a resume to find her a better paying job. The client stated she had an interest in completing Coding Certification that she started before her husband's passing. We assisted her in registering at LCC to complete obtaining this certificate. Our next strategy was to help her become a notary so that she could make extra money. As a person with HYTA, we were able to get her a notary seal. The client then completed our Financial Literacy Class with Comerica Bank; and we worked to help her resolve her financial issues. We also reached out to the Court to work on reducing some of her fines and fees because she had no money to buy food. She was set up with all of the resources we could find for her.

The client has secured better employment and we are still in contact with her working to assist her in finding a coding position. Overall, this client is now in a much better place because of her time with the Millage Day Reporting Program and she is very grateful.

**COMMUNITY CORRECTIONS
MILLAGE FUNDED PROGRAMMING
January – June 2021**

MRT

Provider: Prevention and Training Services, Inc.

FY 2021 Millage Allocation: \$18,600

January - June Expenditures (Fee for Service): \$2,325

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

***COVID-19 IMPACT:** The impact of COVID-19 on MRT attendance has been significant. Two and a half months into 2020, program operation came to a halt. The program worked through the logistical challenges of providing virtual services. While there are still some issues with individual participants, the groups are generally working well. The impact of COVID-19 on the criminal justice system does continue to impact the number of enrollments in the first half of FY2021.*

PROGRAM DESCRIPTION: MRT is an evidence-based program conducted by MRT certified facilitators. Program participants meet once per week for 1.5 hours for an average of 24 sessions. Participants move forward and backward as necessary depending on their grasp and application of the work in each step's topic. The program provides a critical service, by addressing criminal thinking, cognitive behavior, and criminal personality; together, top criminogenic needs for Ingham County for both men and women. Recidivism is reduced by addressing criminal thinking and negative thinking patterns that lead to criminal activity and non-compliance, resulting in participants being more likely to successfully complete probation without further violations. The curriculum progresses through the following skills:

Step 1: Honesty

Step 2: Trust

Step 3: Acceptance

Step 4: Raising Awareness

Step 5: Healing Damaged Relationships

Step 6: Helping Others

Step 7: Long-term Goals & Identity

Step 8: Short Term Goals & Consistency

Step 9: Commitment to Change

Step 10: Maintain Positive Change

Step 11: Keeping Moral Commitments

Step 12: Choosing Moral Goals

Steps 13 -16: Evaluate Relationship between Inner Self and Personality.

KEY 2021 DATA FOR MILLAGE FUNDED MRT CLIENTS:

17 - received services in 2021

3 - successful completions (100%)

PSYCHOLOGICAL EVALUATIONS

FY 2021 Millage Allocation: \$5,000 Jan-June Expenditures (Fee for Service): \$0

Community Mental Health Report July 1, 2020 – July 1, 2021
Correctional Assessment & Treatment Services (CATS)
Justice Behavioral Health (JBH)

Currently approximately **60%** of the jail's population is being served by CATS programming or crisis interventions, of that **15% are receiving direct behavioral health services with JBH staff**. From July 2020 to July 2021, **JBH has independently served 149 unique clients**.

- JBH has been fully staffed with three mental health therapists (MHT), one nurse care manager (NCM) and one secretary. However, due to the COVID-19 pandemic jail restrictions one MHT was unable to work onsite due to lack of training opportunities from March 2020 through Jan 2021.
 - JBH MHT provides weekly therapy both in individual and group modalities. Overall, **JBH has provided 1,408 individual therapy sessions**. JBH considers individuals under 18 years of age as a high priority population so they are served as soon as possible.
 - JBH MHT recently restarted a weekly Coping Skills group and developed a new Co-occurring group (COVID -19 pandemic has prevented all group work for the majority of the year). **JBH has provided 110 group encounters thus far**.
 - JBH NCM continues to play a vital role in integrated healthcare between the ICHD/Jail Medical and behavioral health needs. The NCM also serves as a liaison for the MSU Psychiatric Residency Program at the jail. The NCM creates transitional healthcare plans by linking clients with community providers upon release. **JBH has had over 88 direct care contacts**. There was a two-month staffing transition during this time.
 - JBH secretary continues to provide clerical support, indirect client assistance and processes all of the needed paperwork for the program.

****Please note services have been heavily impacted by COVID-19 jail restrictions. During this timeframe CATS JBH staff were unable to provide any services during Nov 2020 - Jan 2021 (for 10 weeks) due to the safety/health of the facility.*

2020-2021
Update on the Ingham County Jail
Moral Reconciliation Therapy (MRT) & Seeking Safety Programs

Treatment Provider

Cognitive Consultants, LLC, a SUD licensed and BISC-MI certified agency, has provided treatment services—specifically criminogenic risk assessment-driven treatment in the Ingham, Ionia, Eaton, Clinton, and Barry counties since 2003. Its leadership and staff are highly educated and trained as well as seasoned professionals skilled and comfortable working with court-referred persons. This agency has facilitated Moral Reconciliation Therapy and Seeking Safety programming for several years and believes in its efficacy because both are evidence-based but also due to anecdotal evidence—we have observed its efficacy.

Program Descriptions

MRT Program

Moral Reconciliation Therapy (MRT) is a systematic, cognitive-behavioral, step-by-step treatment strategy designed to enhance self-image, promote growth of a positive, productive identity, and facilitate the development of higher stages of moral reasoning. It is also designed to assist participants to identify and address counterproductive beliefs and behaviors. MRT is recognized as an "Evidence-Based Program."

MRT Process

- Each participant receives a 152-page MRT manual, which includes reading material as well as assignments.
- MRT consists of a 12-assignment process. One assignment can be completed per week, but assignment completion cannot begin until one has read the 38-page introduction.
- Groups are 90 minutes and primarily focus on presentation of homework assignments and testimonials. Time may also be afforded to work on assignments and updates. Each assignment has several components, and all components must be presented in full at the same time. If the presentation is accepted by the instructor and the participants who have already completed the step, the participant is allowed to begin work on the next step. If the step presentation is not accepted, the participant revises the work and presents it the following week or when it's ready. Participants work at their pace but must complete the first step within two sessions.
- If a participant makes choices inconsistent with the step they are on, the instructor will move this person down "The Freedom Ladder" (see Workbook) to whichever step is most appropriate. The participant must then redo that step and again proceed up the ladder. For example, if a participant is on Step Five (Healing Damaged Relationships) but smokes marijuana and lies about it, he or she must return to and redo Steps One and Two (Honesty and Trust). If this person smokes marijuana but promptly admits it, he or she must return to Step Three (Acceptance).

Seeking Safety Program

Seeking Safety is an evidence-based trauma coping curriculum. It includes 25 lessons and is based on the principles of: (1) *Safety as the overarching goal*-- helping clients attain safety in their relationships, thinking, behavior, and emotions); (2) *Integrated treatment* that addresses trauma and addiction at the same time if clients have both; (3) *A focus on ideals* to inspire hope; (4) *Four content areas*: cognitive, behavioral, interpersonal, and case management; and (5) *Attention to clinician processes* (helping clinicians work on self-care, emotional responses, and other issues).

The curriculum is as follows:

<p>(1) Introduction to treatment / Case management</p> <p>This topic covers: (a) Introduction to the treatment; (b) Getting to know the patient; and (c) Assessment of case management needs.</p>
<p>(2) Safety (<i>combination</i>)</p> <p>Safety is described as the first stage of healing from both PTSD and substance abuse, and the key focus of this treatment. A list of over 80 <i>Safe Coping Skills</i> is provided, and patients explore what safety means to them.</p>
<p>(3) PTSD: Taking Back Your Power (<i>cognitive</i>)</p> <p>Four handouts are offered: (a) “What is PTSD?”; (b) “The Link Between PTSD and Substance Abuse”; (c) “Using Compassion to Take Back Your Power”; and (d) “Long-Term PTSD Problems”. The goal is to provide information as well as a compassionate understanding of the disorder.</p>
<p>(4) Detaching from Emotional Pain: Grounding (<i>behavioral</i>)</p> <p>A powerful strategy, “grounding”, is offered to help patients detach from emotional pain. Three types of grounding are presented (mental, physical, and soothing), with an experiential exercise to demonstrate the techniques. The goal is to shift attention toward the external world, away from negative feelings.</p>
<p>(5) When Substances Control You (<i>cognitive</i>)</p> <p>Eight handouts are provided, which can be combined or used separately: (a) “Do You Have a Substance Abuse Problem?” (b) “How Substance Abuse Prevents Healing From PTSD”; (c) “Choose a Way to Give Up Substances”; (d) “Climbing Mount Recovery”, an imaginative exercise to prepare for giving up substances; (e) “Mixed Feelings”; (f) “Self-Understanding of Substance Use”; (g) “Self-Help Groups”; and (h) “Substance Abuse And PTSD: Common Questions”.</p>
<p>(6) Asking for Help (<i>interpersonal</i>)</p> <p>Both PTSD and substance abuse lead to problems in asking for help. This topic encourages patients to become aware of their need for help and provides guidance on how to obtain it.</p>
<p>(7) Taking Good Care of Yourself (<i>behavioral</i>)</p> <p>Patients are guided to explore how well they take care of themselves, using a questionnaire listing specific behaviors (e.g., “Do you get regular medical check-ups?”). They are asked to take immediate action to improve at least one self-care problem.</p>
<p>(8) Compassion (<i>cognitive</i>)</p> <p>This topic encourages the use of compassion when trying to overcome problems. Compassion is the opposite of “beating oneself up”, a common tendency for people with PTSD and substance abuse. Patients are taught that only a loving stance toward the self produces lasting change.</p>
<p>(9) Red and Green Flags (<i>behavioral</i>)</p>

Patients are guided to explore the up-and-down nature of recovery in both PTSD and substance abuse through discussion of “red and green flags” (signs of danger and safety). A *Safety Plan* is developed to identify what to do in situations of mild, moderate, and severe relapse danger.

(10) Honesty (*interpersonal*)

Patients are encouraged to explore the role of honesty in recovery and to role-play specific situations. Related issues include: What is the cost of dishonesty? When is it safe to be honest? What if the other person doesn't accept honesty?

(11) Recovery Thinking (*cognitive*)

Thoughts associated with PTSD and substance abuse are contrasted with healthier “recovery thinking”. Patients are guided to change their thinking using rethinking tools such as *List Your Options*, *Create a New Story*, *Make a Decision*, and *Imagine*. The power of rethinking is demonstrated through think-aloud and rethinking exercises.

(12) Integrating the Split Self (*cognitive*)

Splitting is identified as a major psychic defense in both PTSD and substance abuse. Patients are guided to notice splits (e.g., different sides of the self, ambivalence, denial) and to strive for integration as a means to overcome these.

(13) Commitment (*behavioral*)

Making and keeping promises, both to self and others, are explored. Creative strategies for keeping commitments, and feelings that can get in the way, are described.

(14) Creating Meaning (*cognitive*)

Meaning systems are discussed with a focus on assumptions specific to PTSD and substance abuse, such as *Deprivation Reasoning*, *Actions Speak Louder Than Words*, and *Time Warp*. Meanings that are harmful versus healing in recovery are contrasted.

(15) Community Resources (*interpersonal*)

A lengthy list of national non-profit resources is offered to aid patients' recovery (including advocacy organizations, self-help, and newsletters). Also, guidelines are offered to help patients take a consumer approach in evaluating treatments.

(16) Setting Boundaries in Relationships (*interpersonal*)

Boundary problems are described as either too much closeness (difficulty saying “no” in relationships) or too much distance (difficulty saying “yes” in relationships). Ways to set healthy boundaries are explored, and domestic violence information is provided.

(17) Discovery (*cognitive*)

Discovery is offered as a tool to reduce the cognitive rigidity common to PTSD and substance abuse (called “staying stuck”). Discovery is a way to stay open to experiences and new knowledge, using strategies such as *Ask Others*, *Try It and See*, *Predict*, and *Act “As If”*. Suggestions for coping with negative feedback are provided.

(18) Getting Others to Support Your Recovery (*interpersonal*)

Patients are encouraged to identify which people in their lives are supportive, neutral, or destructive toward their recovery. Suggestions for eliciting support are provided, as well as a letter they can give to others to promote understanding of their PTSD and substance abuse. A safe family member or friend can be invited to attend the session.

(19) Coping with Triggers (*behavioral*)

Patients are encouraged to actively fight triggers of PTSD and substance abuse. A simple three-step model is offered: change *who* you are with, *what* you are doing, and *where* you are (similar to “change people, places, and things” in AA).

(20) Respecting Your Time (*behavioral*)

Time is explored as a major resource in recovery. Patients may have lost years to their disorders, but they can still make the future better than the past. They are asked to fill in schedule blanks to explore issues such as: Do they use their time well? Is recovery their highest priority? Balancing

structure versus spontaneity; work versus play; and time alone versus in relationships are also addressed.

(21) Healthy Relationships (*interpersonal*)

Healthy and unhealthy relationship beliefs are contrasted. For example, the unhealthy belief “Bad relationships are all I can get” is contrasted with the healthy belief “Creating good relationships is a skill to learn.” Patients are guided to notice how PTSD and substance abuse can lead to unhealthy relationships.

(22) Self-Nurturing (*behavioral*)

Safe self-nurturing is distinguished from unsafe self-nurturing (e.g., substances and other “cheap thrills”). Patients are asked to create a gift to the self by increasing safe self-nurturing and decreasing unsafe self-nurturing. Pleasure is explored as a complex issue in PTSD/substance abuse.

(23) Healing from Anger (*interpersonal*)

Anger is explored as a valid feeling that is inevitable in recovery from PTSD and substance abuse. Anger can be used constructively (as a source of knowledge and healing) or destructively (a danger when acted out against self or others). Guidelines for working with both types of anger are offered.

(24) The Life Choices Game (*combination*)

As part of termination, patients are invited to play a game as a way to review the material covered in the treatment. Patients pull from a box slips of paper that list challenging life events (e.g., “You find out your partner is having an affair”). They respond with how they would cope, using game rules that focus on constructive coping.

(25) Termination

Patients express their feelings about the ending of treatment, discuss what they liked and disliked about it, and finalize aftercare plans. An optional Termination Letter can be read aloud to patients as a way to validate the work they have done.

Program Statistics (06-2020 to 07-15-21)

Delayed by COVID-19, Cognitive Consultants, LLC first facilitated these programs in the Ingham County Jail via telehealth starting in June 2020. The programming was subsequently suspended on more than one occasion due to the ongoing pandemic, which reportedly resulted in lower than expected program utilization. Early in programming, this agency and the ICJ coordinated a change of facilitators to improve client engagement. Vaughn Vowels, MA, has since facilitated the MRT and Seeking Safety Groups for the Ingham County Jail since February 2021. It's this writer's understanding clients have responded favorably to this change and that jail administration is satisfied. Face-to-face facilitation resumed in Spring 2021, although there was a COVID-related suspension of programming in spring as well.

Below are the number of participants for each program including those who were "dropped" due to poor attendance or attitudinal/behavioral concerns, those released from jail, and those who successfully completed.

Program	Attended	Dropped	Released	Completed
Women's MRT	28	6	16	1
Men's MRT	41	9	14	8
Women's Seeking Safety	29	7	14	0
Men's Seeking Safety	25	12	15	0

Notes:

Within the next month, 2 additional MRT women, 2 additional MRT men, and 3 additional Seeking Safety men are scheduled to complete, assuming they are not dropped or released. No Seeking Safety women are scheduled to complete within in the next month.

Some participants have been released from jail / programming early by the court due to their progress in programming.

Summary

The group facilitator, Mr. Vowels, reports he's been impressed overall with the participants' efforts and engagement as well as the professional collaboration between him, this agency, and the ICJ staff. Recidivism rate data, the true test of any criminogenic needs-addressing programming, is unavailable to this writer, and there are multiple variables that can affect outcomes. Even so, once initial transition challenges were collaboratively addressed, programming has been successful, albeit intermittent considering COVID-related interruptions. This writer has been advised the number of participants (utilization) for 2020-2021, when compared to previous years, are lower than anticipated, which is not surprising considering the pandemic. As previously noted, MRT and Seeking Safety programs are evidence-based, meaning they have undergone independent and repeated scrutiny and found to be efficacious. Anecdotally, Cognitive Consultants has also experienced the effectiveness of these programs with our clientele over many years.

Respectfully Submitted,
Sean Corbin, LLPC, MPA, CADC, CCJP
Services Director and Co-Occurring Clinician

**Restorative Justice Report
Ingham County Jail Program
JUNE 2021**

Submitted by

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The Ingham County Restorative Justice Program exposes men and women in the jail to a philosophy that focuses on listening, empathy, respect and reflective dialogue towards positive conflict resolution and community engagement. The conflicts may be directly related to the cause of their incarceration, matriculating the criminal justice system, or re-entering society upon their release to home or another facility. They may also include issues that arise while interacting with other inmates, staff, or issues on the outside. Students learn how to engage as a valued member of the “community”, an idea that is often a foreign concept to those ostracized by their actions and societal conditions out of their real or perceived control. Emphasis is placed on understanding that everyone’s actions [*What happened?*] impact 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?*]. The class examines the responsibility and accountability inherent in belonging to and functioning within a community of family members, residency in a neighborhood, nation, world, or simply within the community of *being* human. Restorative justice highlights that “community” values are developed within cultures, ethnicities, group experiences, and are not at all shared uniformly, even though they are espoused to do so. Also discussed is how the marginalization of poverty, race, education, disenfranchisement, family structure, and abuse are statistically common among those incarcerated pose significant factors in cyclical and generational patterns of incarceration. The premise being that awareness of the underlining influences in their lives is a major step towards overcoming them. Using restorative justice, they are better able to proactively bridge the disconnectedness, in authentic and self-empowering ways. An increased potential for both the individual and society towards ending these painful and debilitating dynamics can then emerge.

An article in Washington Center for Equitable Growth, *Overcoming social exclusion: Addressing race and criminal justice policy in the United States* February 2020, spoke to the causes and economic damages this has on our nation: The purpose of this essay is two-fold. The first is to argue for a shift in focus away from dealing with economic inequality through the lens of the criminal justice system—which is ill-equipped to address the root causes of poverty and racial inequality, and may actually increase social costs in the long run. The second is to argue for a widespread audit of current federal crime-control policies and funding, not only to understand whether their social benefits outweigh their social costs, but also to determine and eradicate the policies that are leading to greater racial disparities within the criminal justice system.

The evidence:

- The United States incarcerates more people than any other country in the world, with the majority of the growth in the prison population attributable to more punitive criminal justice policies enacted in the 1970s.
- The exponential growth in incarceration during this era was the result of policies that ultimately focused on fighting racial and economic inequality through the criminal justice system instead of social programming.

This supports only one goal of the class that has larger implications but begins at the local level.

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

Restorative justice resists the growing trends of social isolation created by technology, migrations, shifting values, social media, smaller and single parent families, polarizing politics, biases and of course, growing incarceration. The restorative process promotes connectivity in a world that most inmates rarely fully experience, for a variety of reasons. Ironically, restorative justice is a critical means to address the fear, isolation, grief, and uncertainties exacerbated with the COVID-19 pandemic and shut downs.

Needless to say the closing of the jail programs and re-opening with virtual classes, then reclosing again, though necessary, had some ill effects on class attendance and the ability to build trust and routines, as experienced in the past. However, despite the challenges of masks, zoom meetings, and social distancing, the classes continued to be beneficial with some very meaningful moments. Mainly because restorative practices rely more on the process of the individual to be engaged with philosophy and not so much on strong personalities, prior knowledge or academic ability. In one virtual session, a male inmate broke into tears as he shared the impact his “case” had on the family of the victim, whom he has known for years: “I wish I could just talk to his mom, and let her know that I loved him so much! But I can’t because of my case.” He expressed that the weight he’d been carrying suddenly felt lifted. It was a moment that proved to him and the class, that being *vulnerable* is not the same as being weak, but rather a choice one makes that serves to heal. Ideally, a restorative circle would be held for this man and the persons involved in his alleged crime. The process would do what the court system is unable to provide space and time for each voice to be heard. There would be an opportunity for the victim to express what they need from the individual in real ways take responsibility and actually be accountable for the harm that he/she has caused. This would be facilitated rather than merely judged and sentenced.

DATA AND OUTCOMES:

The class had over 20 women (non-duplicated) and approximately 14 men (non-duplicated) during this reporting period of inconsistency. The jail imposed a practice of cancelling the class if only one participant attended. Perhaps a practicality for the jail, however, one person is still able to process with the teacher(s) the practices and is often able to benefit in ways very differently than in the group, particularly during this pandemic. Therefore, it is difficult this year to aggregate the both qualitative and quantitative data that aptly indicates the growth restorative justice practices brings. This is unfortunate for those unable to witness first-hand the transformation of minds and behaviors that occurs. Immediately upon being able to resume in-person classes, attendance jumped significantly. We are quickly regaining lost ground in enthusiasm and students being able to practice the skills learned with others.

JUNE 2020 - JUNE 2021 DURING THE PANDEMIC	MEN	WOMEN
Classes Held	17	16
Average attendees' class	2.35	2.0
Average signed up to	4	3
Highest attended class	5	4

A diversity of ages, races, ethnicities, backgrounds and offenses are represented in the classes. Students practice having dialogue, using empathy, active listening and respecting within these differences. We boldly confront the tough issues they face in relationship with others on individual levels (micro) as well as the broader systemic context (macro).

TESTIMONIAL STATEMENTS:

The following statements were collected to provide a perspective from participants who have come to class. Gathering such documents depends on who shows up to class on a particular day as we have no idea of their status regarding court dates, release, punishments, or choice not to attend. Names have been redacted because some of them are in high profile cases.

~~_____~~
2/21

This Restorative Justice class is ~~redemptive~~, genius! In just two day(s) classes I've become conscious of how my mind can change actions, thinking, and perceptions. It is very organized and informative using values and methods that apply to my everyday life. I'm thankful and ~~seem~~ appreciative and hope that I can keep coming to class! I want to learn more about how my mindset can keep me out of incarceration institutions!

I'm new to the class but it has given me an expanded perspective on how others are dealing w/ incarceration as well as unpleasant people + situations in our outside life + how to deal w/ them.

This class focuses on empathy, respect, confidentiality, having a safe person + space + making sure everyone has a voice + it empowers me to open myself to change and growth + upon leaving when I encounter people + scenarios I remember the above stated values + find it easier to apply them.

Restorative Justice

I've been taking this class for almost 2 years now and I have to say this is my favorite class. I continue to attend RJ because I am learning everyday to change my mindset,

Because of RJ I now know how to communicate better and effectively during a conflict. Words can be powerful. RJ teaches us when there is a conflict everyone is affected. We are a community. We have to put ourselves in the other persons shoes.

RJ works with practice. I feel I am more disciplined, mature, wise, and structured.

Being in class for that long I'm learning to mediate group, lead the circle. Everyone needs this class does not matter status, title, power, or authority. RJ changed my ways of thinking and improved my life. I'm excited to use RJ skills when I go home. Thank you Ms. Greta and Ms. Sharon this class changed me in positive ways, I never knew existed. I remember a time when I started RJ, just attending couple session I was frustrated that RJ DOES NOT work, but both Ms. Greta, and Ms. Sharon encouraged me to keep coming and keep practicing. I did and it worked. I love RJ.

~~THE~~ CLASS IS NUMEROUS TO ME BECAUSE IT
HAS TAUGHT ME THAT I CAN NOT HYPERS ON
CORONA AS THE SYSTEM HAS VARIOUS WIRE
THAT I CAN BE DELETED.

WROTE ON POST: I WAS ABLE TO SEE ARGUMENTS
FROM THE OTHER PERSONS PERSPECTIVE.

Body Connection Yoga

Efficacy Report of Trauma Sensitive Yoga provided at Ingham County Jail

Prepared by Debra Hartnagle
Founder/Provider, Deb Hart Body Connection Yoga

Study Period September 17, 2020 through July 7, 2021

Report prepared July 19, 2021

Debra Hartnagle, aka 'Deb Hart', was contracted by Ingham County to provide Trauma Sensitive Yoga for inmates at the Ingham County Jail in Mason, MI. The weekly, one-hour classes, have been held during this session for those identifying as female. Pre-pandemic, class participation by male inmates was higher than females, but in the period currently reporting, September 17, 2020 through July 7, 2021, male incarcerated persons have not signed up for class.

Trauma Sensitive Yoga class participants are offered the option to take an anonymous survey before and after class. Copies of completed 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/tension, ability to notice their body in contact with the floor, their breath and their mood.

Fourteen classes were held between September 17, 2020 and July 7, 2021 (no classes were held November 2020 through mid-May 2021 due to the high number of COVID-19 cases in the County at that time) and participants indicated:

A 63% decrease in pain, a 60% decrease in discomfort, a 75% decrease in anxiety/agitation/tension, no change in noticing their physical body in connection with the floor, a ten percent increase in noticing their breath and a 38% increase in those indicating their mood as 'good'.

Note that not all Trauma Sensitive Yoga class participants chose to take the voluntary survey and occasionally not all questions were answered in the forty-two surveys collected.

The precise protocol employed in Hart's facilitation of Trauma Sensitive Yoga classes 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 to remain in 'good standing'.

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 trauma (especially in childhood) to 'dissociate', to 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.

Hyper-vigilance 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.

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 with the intention 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.

It may be useful to share here perspective on Trauma that I learned during my training to be a TC TSY Facilitator. Frankly, the training and insights changed the way I see the world and those in it, flipping the question I might ask when someone behaves in a way that causes harm to self, others, society from "What's wrong with them?" to "What happened to them?"

The following is a paper I wrote for my certification:

Debra Hartnagle
Trauma Theory
Due Sept 24, 2017

My understanding of **Trauma Theory** is that Trauma can be defined as a distressful, disturbing, violent or disruptive occurrence that is witnessed or perpetrated upon an individual. **Complex trauma** (more previously referred to as DESNOS) is the repeated exposure to multiple traumatic events in relational settings, i.e. caregiver, sibling, spouse/domestic partner, co-worker/boss, etc., which is different than ‘single-event related’ **PTSD**. As per the 2001 paper published by van der Kolk, et al, PTSD would be classified as something that threatened the life or well-being of the individual - or something they witnessed. That event would have created “intense fear, helplessness or horror in response” and the person subsequently becomes ‘stuck’ in the trauma, reliving it repeatedly and experiencing ‘triggers’ frequently that revisits the horror.

Complex trauma frequently has a long-term effect on individuals, whether experienced in childhood or as an adult. This type of trauma (relational, longitudinal chronic abuse/neglect) often creates a variety, if not a combination, of life challenges ranging from chronic mental illness, psychiatric and addictive disorders, legal problems, family/friend/co-worker relational problems, difficulties maintaining a job, an inability to self-regulate and dissociation. It does appear that childhood complex trauma is more damaging as it thwarts development of the child’s brain, from intellectual to self-regulation/recognition and emotional bonding.

Science is finally now able to show that childhood neglect does the same damage to a developing child’s brain as does physical, mental, emotional and sexual abuse, which is classified as **developmental trauma**. In terms of child development, an infant typically devotes its physical resources to growing and developing the brain; however, when existing in the unsafe environment of abuse and neglect, the child devotes its resources to survival, which limits the child’s ability to cultivate a ‘normal/healthy’ context for their emotions, relationships with others and self-discovery.

As trauma research deepens and broadens, there seems to be a more solid connection to the “debilitating effect” of trauma on the lives of individuals, manifesting in the form of dysfunction of controlling impulses, experiencing the body, focus, self-perception and more.

There is theory that behavioral ‘disorders’ in children may actually be the presentation of complex trauma affectations. Kids diagnosed with ADD, ADHD, etc., *may* be acting out in ways similar to those who’ve experienced complex trauma. Per an article in *The Atlantic* (Rebecca Ruiz, July 2, 2014 “How Childhood Trauma Could be Mistaken for ADHD”), some researchers/experts are beginning to believe that violent/chaotic households may be contributing to the growing numbers of brain/behavior disorder diagnoses by doctors who don’t have the time or information to dig deeper and see that perhaps hyper-vigilance, dissociation and aggression, coupled with “impulsivity, hyperactivity and lack of focus”, may well be trauma based. Ruiz cites one doctor in an urban setting who noticed that an abundance of the low-income child patients coming to the hospital setting lived in neighborhoods/homes that were constantly under stress.

July 18, 2021

RE: Parenting Program Report: Requested dates; June 2020 – June 2021

Per: Cynthia Johnson, Education Program Director, Ingham County Jail

From: Lori Haney, Parenting Program Instructor, Owner, Life Launch Institute, LLC

To Ingham County Jail;

Thank you for the opportunity to serve the Ingham County Jail (ICJ), providing instruction for Parenting Programming since contract award January 2021. During this time, Life Launch Institute, LLC has held once weekly classes for each Men and Women for 16 weeks. Due to ICJ Covid19 safety issues, classes were cancelled by ICJ for the months of January, half of March, and all of April 2021.

The following report will provide details regarding the Parenting Program:

*Life Launch Institute, LLC was awarded contract for Parenting Program start of January 2021 and was not instructing at ICJ June 2020 through December 2020.

Classes held once weekly for Men and once weekly for Women = 16 Weeks

January	No classes per ICJ / Covid19 issues
February	3 weeks classes held via Zoom / 1 week ICJ cancelled weather issue
March	4 weeks classes held via Zoom, resumed in person classes 3/23/21 1 week ICJ cancelled / Covid19 issues
April	No classes per ICJ Covid19 issues
May	4 weeks classes held
June	4 weeks classes held

Parenting Programming will include the following data for June 2020 through June 2021

Enrollment: Attendance, Dropped, Released from facility, Completed/Certificate Earned

Dropped = Bad attendance or bad attitude

Released = Released from custody prior to completing

MEN

Attended = 25

Dropped = 14

Released = 6

Completed = 2

WOMEN

Attended = 22

Dropped = 10

Released = 9

Completed = 0 (*2 for July 2021)

During class sessions, students report they feel grateful and relieved having the opportunity to attend Parenting classes. Increased student morale was clearly expressed when students returned to class in February 2021 after a lengthy cancellation of all Education classes, due to Covid19 issues.

Parenting Program examines; family dynamics, parenting skills, ways to support children during incarceration, exit plans for better parenting. Parenting Program uses a workbook which examines real life parenting issues and provides skills for improved parenting. We discuss how/why children of incarcerated parents are 4 times as likely to become incarcerated. Students focus on developing parenting skills for a successful return to their children and aim to break patterns of reincarceration.

Parenting students may be involved in ICJ treatment plans for mental health, and/or substance use disorders. Some students are court ordered to enroll in Parenting class. Some students have lost custody of their children and enroll with a great sense of loss and shame. Great care and respect are given to these students with goals of gaining self-esteem and examining new ways to be a parent.

Students understand Education classes are a privilege. As such, students become invested in their own success. Students feel the support of the Education Wing in the ICJ. Students have benefited from class visits by, ICJ Lieutenants and the Education Program Director. Parenting students develop respectful relationships with Education Deputies. Students learn cooperation and support one another. The Parenting Instructor checks in with the Education Program Director and other class instructors regarding Parenting students, as needed.

During weekly class sessions, Lori Haney, Parenting Instructor, includes a brief review of current class offerings at ICJ, encouraging students to enroll in classes to plan for a successful return to family and work.

Should you have any questions, please contact me directly.

Sincerely,

Lori Haney, PsyD (ABD)
Parenting Program Instructor and Owner
Life Launch Institute, LLC
Cell (619) 726-5257
lorihaney.lli@gmail.com

ATTENDANCE FOR JUNE 2020 THROUGH JUNE 2021				
Program	Attended	*Dropped	**Released	Completed
Men-B.O.	41	9	14	5
Women-B.O.	28	6	16	0
Juvenile-GED	0	0	0	0
Men-GED	56	33	9	5
Women-GED	6	2	3	0
Youthful-GED	1	0	0	0
Men-Parenting	25	14	6	2
Women-Parenting	22	10	9	0
Men-Restorative Justice	14	6	3	0
Women-Restorative Justice	20	5	6	0
Men-Seeking Safety	25	12	15	0
Women-Seeking Safety	29	7	14	0
Men-Yoga	0	0	0	N/A
Women-Yoga	15	7	3	N/A

* DROPPED = Bad attendance or attitude

** RELEASED = Released from custody prior to completing.

Millage Funded Programs Progress Report 2021

Inmate Initiatives – Inmate initiatives afford ICJ discretionary opportunity to facilitate needs of our population. To date our focus has been on the Inmate Garden Project, automating the Library and providing equipment to hold classes for inmates during the Pandemic.

Facilitated by, Cynthia Johnson, Inmate Program Coordinator

Since the last update in July 2020, the inmate garden had a moderately successful year. The total weight of produce grown for 2020 was 632 lbs. A family of woodchucks ate or damaged a lot of the produce in the garden. We were able to humanely trap and remove them, but there was a lot of damage done to the garden over a number of months. We also caught a raccoon.

We planted the following vegetables: mixed lettuces, peas, tomatoes, potatoes, mustard greens, collards, swiss chard, radishes, beets, turnips, cabbage, peppers, various squash, watermelons, pumpkins, onion, eggplant, and several different herbs. We were able to provide produce to the Mason Food Pantry, several homeless shelters and we partnered with several churches in the Stockbridge area to provide produce for low income members of the Stockbridge Community.

At the end of 2020, we wrapped up the inmate garden until the new jail is completed.

The jail library was in need of updating and Inmate Initiative funding was used. Funding helped with automating the library to make it easier to check in or check out books and limit the amount of books that are checked out to each inmate. We have also collaborated with the Capital Area District Library who will help us keep a good variety of popular books in circulation that meet the jail criteria.

Inmate Initiative funding was used to help Education set up for virtual classes during the Pandemic. We can now use the same equipment for guest speakers who would provide additional insight on topics that are being discussed in classes when needed.

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

POSITION EXPECTATIONS SUMMARY

2021

EXPECTATIONS FOR NEW POSITIONS

Pretrial Services Investigator:

- Pretrial Supervision/Case Management
 - 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.
 - 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.
 - 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
 - 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
 - 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
 - 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.
 - 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.
 - 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
 - The Pretrial Services Clerk collects, enters, and maintains pretrial data for the Pretrial Services Division.
 - The Pretrial Services Clerk assists in compiling required data and information for reports, as needed.
 - 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
 - The Pretrial Services Clerk is responsible for the management and processing of pretrial release orders that are set to expire in LEIN.
 - 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.
 - This newly developed procedure that is coordinated by the Pretrial Services Clerk, provides an essential service to the Circuit Court.
- Back-up Coverage
 - The Pretrial Services Clerk provides back-up coverage for the Bind-Over Clerk and Court Appointed Counsel Clerk, upon absences of either staff member.
 - 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.

- The Pretrial Services Clerk will provide back-up coverage for the appointment of attorneys to represent defendants charged with felony offenses, in certain limited situations where the Ingham County Public Defender's Office is unable to provide representation.
- Surrender/Rebook of a Defendant
 - The Pretrial Services Clerk provides back-up coverage for collecting and processing surrender / rebooks. The clerk will conduct verification of a defendant having been returned to custody and then forward the documentation to the judicial assistant for the judge of record.

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 attempt 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.

Prior to the COVID-19 Pandemic, the additional positions, created through the Justice Complex Millage, 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 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 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.

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**

2021

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

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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 shown annual increases over the last five years from \$68.07 (2016), to \$78.68 (2017 and 2018), to \$84.98 (2019), to \$92.85 (2020). 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 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, (3) 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 attended the National Association of Pretrial Services Agencies (NAPSA) national conference in Pittsburgh in 2017 and is currently in the process of preparing for the NAPSA level one certification.

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 currently completes pre-arraignment bond recommendation reports for the 55th 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 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.

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".

PRETRIAL SERVICES INFORMATIONAL GUIDE

Deborah Morrissey – Pretrial Services Investigator:

Mrs. Morrissey has been employed as a Pretrial Services Investigator since May 2019. Mrs. Morrissey was hired into the position of Pretrial Services Investigator, created as part of the Justice Complex Millage.

Mrs. Morrissey is currently responsible for conducting the supervision and monitoring of defendants who have been released from custody, on conditional bond release.

Mrs. Morrissey had served in the Ingham County Prosecutor’s Office as a clerk from 2016-2019. Previously, Mrs. Morrissey was employed with the City of Lansing Police Department where she served as a police officer for sixteen years.

Mrs. Morrissey’s educational endeavors include earning a Bachelor’s Degree in Applied Science with a minor in Professional Communication through Siena Heights University.

Mrs. Morrissey is also a graduate of the Lansing Community College Police Academy (’00) and an alumnus of Lansing Sexton High School.

Professional Statement: “I believe everyone deserves a chance to change. If we can provide resources for that to happen, then we should feel like we can help facilitate that change for our community”.

Jessica Smith – Pretrial Services Investigator:

Mrs. Smith has been employed as a Pretrial Services Investigator since August 2019

Mrs. Smith is currently responsible for conducting the supervision and monitoring of defendants who have been released from custody, on conditional bond release.

Mrs. Smith previously served seven years as a Corrections Officer with Ionia County (2012-2013), Clinton County (2013-2015), and Eaton County (2015-2019), prior to entering the field of Pretrial Services as a Pretrial Services Investigator with the 30th Circuit Court of Ingham County.

Mrs. Smith holds a Master of Science Degree with a concentration in Criminal Justice from Wayne State University – Detroit (’19) and a Bachelor of Science Degree in Criminal Justice, with a concentration in Law Enforcement and Corrections, from Olivet College - Olivet (’08). Mrs. Smith holds a certification from the Michigan Sheriff’s Association in Instructor Development – Train the Trainer through Macomb Community College – Warren (’18). Mrs. Smith is a graduate of the Olivet College Corrections Academy – Olivet College (’12).

Professional Statement: “I am passionate about applying my educational and professional experience to help form and improve the future of the Pretrial Services Department at Ingham County”.

Shantel Rodriguez – Special Part-Time Grant-Funded Pretrial Services Investigator:

Ms. Rodriguez has been employed as a Special Part-Time Pretrial Services Investigator since October 2018. Ms. Rodriguez’ Pretrial Services Investigator position is funded by a grant administered through the

PRETRIAL SERVICES INFORMATIONAL GUIDE

Ingham County Office of Community Corrections, in coordination with the Pretrial Services Division. This position has been allocated for 19 hours per week.

Ms. Rodriguez 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.

Outside of her role with Pretrial Services, Ms. Rodriguez also has worked as a Capital Mitigation Specialist since 2007, where she has utilized critical clinical and information-gathering skills in providing an integral component to a defense team in capital cases. Ms. Rodriguez initially began this work in Houston, Texas and is currently involved in this endeavor as a Life History Investigator, where she assists defense teams in cases involving the resentencing proceedings of juvenile defendants who had been sentenced to *“life without parole”* throughout Michigan.

Ms. Rodriguez holds a Juris Doctor degree from City University of New York School of Law ('01) and a Bachelor of Arts in Anthropology through the University of Michigan ('95).

Professional Statement: *“I truly enjoy working with the Pretrial Services team and exploring new ways for the division to become an expanding resource for the clients and the Courts”.*

Nicole Guinther – Pretrial Services Clerk:

Ms. Guinther has been employed as a Pretrial Services Clerk since January 2021. Ms. Guinther was hired into the position of Pretrial Services Clerk, which was created as part of the Justice Complex Millage.

Ms. Guinther is currently responsible for administrative support to the Pretrial Services Division.

Ms. Guinther acts as the initial point of contact to Pretrial Services for defendants, attorneys, and other members of the public.

PRETRIAL SERVICES INFORMATIONAL GUIDE

Ms. Guinther collects, enters, and maintains pretrial data for the Pretrial Services Division.

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

Ms. Guinther has become an integral and valued component of the Pretrial Services Division, in the short amount of time she has been employed in this role. Ms. Guinther has demonstrated initiative, dedication, a desire to learn, and organizational skills that have assisted the Pretrial Services Division in developing and implementing revisions to existing, as well as creating new, procedures and processes for the unit. The Pretrial Services Clerk position also provides critical back-up duties for the General Trial Division, including bond surrender / rebooks and district court felony please.

Ms. Guinther earned a Bachelor of Science Degree in Criminal Justice from Ferris State University ('19).

Ms. Guinther has previously served in an internship role with Ingham County Circuit Court – Adult Probation.

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".*

Staff Directory:

Gregory Feamster:	gfeamster@ingham.org	(517)483-6351
Jessica Escobedo-Emmons:	jemmons@ingham.org	(517)483-6439
Deborah Morrissey:	dmorrissey@ingham.org	(517)483-6528
Jessica Smith:	jsmith2@ingham.org	(517)483-6440
Nicole Guinther:	nguinther@ingham.org	(517)483-6529
Shantel Rodriguez:	srodriguez@ingham.org	(517)483-6518

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.

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 has been 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.

Currently, Pretrial Services is completing pre-arraignment bond reports for the 55th District Court and post-arraignment bond recommendation reports for the 54-A and 54-B District Courts, as well as the 30th Circuit Court.

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

The Pretrial Services Division had 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.

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].

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 and / or an order of the court.

PRETRIAL SERVICES INFORMATIONAL GUIDE

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, has allowed for the Pretrial Services Investigator 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.

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 position has 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, has increased the overall full-time staffing level of the Pretrial Services Division by 40%.

PRETRIAL SERVICES INFORMATIONAL GUIDE

PRETRIAL SERVICES CLERK

Summary of Pretrial Services Clerk Responsibilities:

- CREATING/CLOSING PRETRIAL CASE (PTC) FILES
- TICKLER
- SUPERVISION REPORT
- DEFENDANTS REPORTING
- ENTERING ALCOHOL / DRUG TEST RESULTS
- DATA COLLECTION
- PRETRIAL RELEASE ORDER RENEWALS
- SURRENDER/REBOOK OF DEFENDANT
- BACK UP FOR BIND-OVER CLERK / COURT APPOINTED COUNSEL CLERK
- MISCELLANEOUS TASKS

Introduction

This position was created as a direct result of the passage of the Justice Complex Millage. Pretrial Services did not previously have a clerk position, therefore the assigned duties and responsibilities have been 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.

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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.

A typical week involves 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 someone has already created a PTC. 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 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, was to allow the assigned Pretrial Services Investigator to be able to immediately pull up the correct PTC in COURTVIEW, upon meeting 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 to be extremely substantial.

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

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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 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 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.

Surrender/Rebook of a Defendant

The Pretrial Services Clerk provides back-up coverage for collecting surrender/rebooks. A surety company will email, fax, or bring in person, proof that the defendant is in custody along with a verification form. The clerk will conduct a verification of this information and then forward the documentation to the Judicial Assistant of the Judge of Record.

Back up for Bind Over- Clerk/ Court Appointed Counsel Clerk

The Pretrial Services Clerk also provides back-up coverage for both the Bind-Over Clerk and Court Appointed Counsel Clerk. Upon the absence of either of these staff members, the Pretrial Services Clerk will handle binding over cases (felony pleas) from district court to circuit court and / or appointing attorneys, interpreters, and other associated duties.

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

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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, pre-pandemic, was often the first point of contact individuals encountered on floor 3R of the VMC-GPB. The clerk would regularly assist individuals that "*were lost*" when they exited the elevator. Often times, individuals were 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.

Clerk Data from 05/01/2019 – 12/31/2019

Check-ins	PTC Files Created	Drug Tests Entered	Defendant Contacted	Bind-overs	Attorneys Appointed	Surrender/Rebook
1246	1446	562	262	40	48	12

Clerk Data from 01/01/2020 – 05/31/2020*

Check-ins	PTC Files Created	Drug Tests Entered	Defendant Contacted	Bind-overs	Attorneys Appointed**	Surrender/Rebook
401	747	205	176	38	N/A	6

* COVID-19 Pandemic Emergency – Modified Operations Initiated 03/16/2020 – No In-Person Contact with Defendants During Modified Operations*

** Public Defender's Office Has Primary Responsibility for Appointment of Defense Counsel/ General Trial Division Appoints Counsel in Limited Circumstances ***

The clerk maintains a daily log and records the following:

- **Check-Ins:** the number of people who check-in, whether it is a first visit or return visit. The clerk makes note of other individuals who come into Pretrial Services that need help.
- **PTC Files Created/Closed:** this is the number of PTC files the clerk has created or closed out in COURTVIEW. This number includes 2019 PTC files created from clients that had reported to Pretrial Services / cases that had been opened prior to 2019, but due to a lack of staffing, had not created.
- **Drug Tests Entered:** The number of drug tests the office receives from ADAM and other testing facilities that are entered as a docket entry in COURTVIEW.

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- **Defendant Contact:** This is the number of times the clerk has either called a defendant, a defendant called me, or sent a *Failed to Report letter* to a defendant.
- **Bind Over:** The number of times the clerk has bound over a case file from the district court to the circuit court.
- **Attorneys Appointed:** The number of times the clerk appointed an attorney to a case.
- **Surrender/Rebook:** The number of surrender/rebooks the clerk has received and forwarded.

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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.

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- *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.

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- 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

2020

SUPERVISED

Cases Closed

743 cases closed between 01/01/2020-12/31/2020

	# of defendants
Failure to Appear	45
New Arrest	42
Revoked	52
Successful	653

94% of defendants made court appearances

94% of defendants did not get re-arrest/new charges

93% of defendant did not have their bond revoked

88% of defendants were considered successful

Cases Open

976 cases remained open past 12/31/2020

	# of defendants
Failure to Appear	99
New Arrest	87
Revoked	63

90% of defendants made court appearances

91% of defendants did not get re-arrested/new charges

94% of defendants did not have bond revoked

PRETRIAL SERVICES INFORMATIONAL GUIDE

MONITORING ONLY

Cases Closed

41 cases closed between 01/01/2020-12/31/2020

	# of defendants
Failure to Appear	3
New Arrest	1
Revoked	2
Successful	37

93% of defendants made court appearances

98% of defendants did not get re-arrest/new charges

95% of defendant did not have their bond revoked

90% of defendants were considered successful

Cases Open

42 cases remained open past 12/31/2020

	# of defendants
Failure to Appear	4
New Arrest	1
Revoked	4

90% of defendants made court appearances

98% of defendants did not get re-arrested/new charges

90% of defendants did not have bond revoked

PRETRIAL SERVICES INFORMATIONAL GUIDE

UNSUPERVISED

Cases Closed

179 cases closed between 01/01/2020-12/31/2020

	# of defendants
Failure to Appear	12
New Arrest	6

93% of defendants made court appearances

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

Cases Open

124 cases remained open past 12/31/2020

	# of defendants
Failure to Appear	22
New Arrest	9

82% of defendants made court appearances

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

PRETRIAL SERVICES INFORMATIONAL GUIDE

NEVER REPORTED IN

Cases Closed

530 cases closed between 01/01/2020-12/31/2020

	# of defendants
Failure to Appear	32
New Arrest	28
Revoked	13
Successful	481

94% of defendants made court appearances

95% of defendants did not get re-arrest/new charges

98% of defendant did not have their bond revoked

91% of defendants were considered successful

291 defendants out of 530 (55%) closed cases in 2020 remained in custody through the entirety of their case – no opportunity to fail to appear and / or commit a new criminal offense and the likelihood to have bond revoked for non-compliance, was significantly reduced.

Cases Open

07 cases remained open past 12/31/2020

	# of defendants
Failure to Appear	2
New Arrest	0
Revoked	1

71% of defendants made court appearances

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

86% of defendants did not have bond revoked

5 out of 7 (71%) cases in 2019, which were in an "open" status past 12/31/2020, remained in custody while their case was pending.

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2021

SUPERVISED

Cases Closed

503 cases closed between 01/01/2021-07/21/2021

	# of defendants
Failure to Appear	56
New Arrest	50
Revoked	78
Successful	397

89% of defendants made court appearances

90% of defendants did not get re-arrest/new charges

84% of defendant did not have their bond revoked

79% of defendants were considered successful

Cases Open

1,330 cases remained open as of 07/21/2021

	# of defendants
Failure to Appear	93
New Arrest	65
Revoked	46

93% of defendants made court appearances

95% of defendants did not get re-arrest/new charges

97% of defendant did not have their bond revoked

PRETRIAL SERVICES INFORMATIONAL GUIDE

MONITORING ONLY

Cases Closed

36 cases closed between 01/01/2021-07/21/2021

	# of defendants
Failure to Appear	2
New Arrest	3
Revoked	1
Successful	31

94% of defendants made court appearances

92% of defendants did not get re-arrest/new charges

97% of defendant did not have their bond revoked

86% of defendants were considered successful

Cases Open

32 cases remained open as of 07/21/2021

	# of defendants
Failed to Appear	3
New Arrest	1
Revoked	3

91% of defendants made court appearances

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

91% of defendant did not have their bond revoked

PRETRIAL SERVICES INFORMATIONAL GUIDE

UNSUPERVISED

Cases Closed

72 cases closed between 01/01/2021-07/21/2021

	# of defendants
Failure to Appear	9
New Arrest	6

88% of defendants made court appearances

92% of defendants did not get re-arrest/new charges

Cases Open

120 cases remained open as of 07/21/2021

	# of defendants
Failure to Appear	21
New Arrest	7

83% of defendants made court appearances

94% of defendants did not get re-arrest/new charges

PRETRIAL SERVICES INFORMATIONAL GUIDE

NEVER REPORTED IN

Cases Closed

214 cases closed between 01/01/2021-07/21/2021

	# of defendants
Failure to Appear	25
New Arrest	13
Revoked	26
Successful	179

88% of defendants made court appearances

94% of defendants did not get re-arrest/new charges

88% of defendant did not have their bond revoked

84% of defendants were considered successful

142 defendants out of 214 (66%) closed cases in 2021 remained in custody through the entirety of their case – no opportunity to fail to appear and / or commit a new criminal offense and the likelihood to have bond revoked for non-compliance, was significantly reduced.

Cases Open

15 cases remain open as of 07/21/2021

	# of defendants
Failure to Appear	3
New Arrest	0
Revoked	1

80% of defendants made court appearances

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

93% of defendant did not have their bond revoked

PRETRIAL SERVICES INFORMATIONAL GUIDE

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 and 2021.

The COVID-19 Emergency significantly altered County operations, including the operations of Pretrial Services. Beginning in mid-March 2020, the Pretrial Services Division had carried out 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.

This pandemic has created challenges and obstacles that have subsequently decreased the overall outputs for a number of categories over the last several months, 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, directly correlated to the significant reduction in the number of bond recommendation reports completed during the pandemic.

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

Bond Reports

- 2019: Bond Recommendation Reports Completed - [Appendix A]
 - Total Reports Completed 535
 - Pre-Arrestment Bond Reports 396
 - 54-A District Court 230
 - 54-B District Court 0
 - 55th District Court 166
 - Post-Arrestment 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 - [Appendix A]
 - Total Reports Completed 246
 - Pre-Arrestment Bond Reports 167
 - 54-A District Court 108
 - 54-B District Court 01

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<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> • 55th District Court 58 ▪ Post-Arrestionment Bond Reports 79 <ul style="list-style-type: none"> • 54-A District Court 17 • 54-B District Court 01 • 55th District Court 14 • 30th Circuit Court 47 	
• 2021: Bond Recommendation Reports Completed - [Appendix A]	
<ul style="list-style-type: none"> ○ Total Reports Completed <u>50</u> <ul style="list-style-type: none"> ▪ Pre-Arrestionment Bond Reports 17 <ul style="list-style-type: none"> • 54-A District Court 00 • 54-B District Court 00 • 55th District Court 17 ▪ Post-Arrestionment Bond Reports 33 <ul style="list-style-type: none"> • 54-A District Court 00 • 54-B District Court 00 • 55th District Court 00 • 30th Circuit Court 33 	
• 2019: Risk Assessment Recommendation Reports - Followed/Not Followed [Appendix B]	
<ul style="list-style-type: none"> ○ 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 [Appendix B]	
<ul style="list-style-type: none"> ○ 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 [Appendix B]	
<ul style="list-style-type: none"> ○ Reports Followed 39 (72%) ○ Reports Not Followed 07 (13%) ○ Risk Assessment Not Utilized 08 (15%) ○ Other Dispositions N/A 	(Warrant Denied, Misdemeanor Charges, Referred for Further Investigation)
(2021 - (50) Bond Recommendation Reports in Shared Drive/ (54) Dispositions for Risk Recommendation Reports - Followed or Not Followed)	

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Active Pretrial Supervision Cases – “Monthly Snapshots”

2020

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

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2021

- Active Pretrial Supervision Cases – 01/15/2021 [*Appendix C*]
 - Total Supervised Cases [640 Defendants] 725
 - General Supervision Cases [510 Defendants] 568
 - OCC PT Program Cases [130 Defendants] 157
- Active Pretrial Supervision Cases – 03/18/2021 [*Appendix C*]
 - Total Supervised Cases [666 Defendants] 751
 - General Supervision Cases [553 Defendants] 620
 - OCC PT Program Cases [113 Defendants] 131
- Active Pretrial Supervision Cases – 05/06/2021 [*Appendix C*]
 - Total Supervised Cases [676 Defendants] 765
 - General Supervision Cases [569 Defendants] 644
 - OCC PT Program Cases [107 Defendants] 121
- Active Pretrial Supervision Cases – 06/03/2021 [*Appendix C*]
 - Total Supervised Cases [733 Defendants] 831
 - General Supervision Cases [630 Defendants] 714
 - OCC PT Program Cases [103 Defendants] 117
- Active Pretrial Supervision Cases – 07/01/2021 [*Appendix C*]
 - Total Supervised Cases [708 Defendants] 807
 - General Supervision Cases [627 Defendants] 714
 - OCC PT Program Cases [81 Defendants] 93

Change of Contact Information Reports

- 2020: Change of Contact Information Reports [*Appendix D*]
 - 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 [*Appendix D*]
 - 181 PTC Files with at least one “*Change of Contact Information*” Docket Entry
 - 210 Total “*Change of Contact Information*” Docket Entries

Out of State Travel Requests

- 2020: Out-of-State Travel Requests – Submitted [*Appendix E1*]
 - 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

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- 16 Total “Out of State Travel Request – Denied” Docket Entries
- **2021:** Out-of-State Travel Requests [*Appendix E2*]
 - 78 PTC Files with at least one “Out of State Travel Request” Docket Entry
 - 178 Total “Out of State Travel Request” Docket Entries
- **2021:** Approved Out-of-State Travel Requests
 - 63 PTC Files with at least one “Out of State Travel Request – Granted” Docket Entry
 - 131 Total “Out of State Travel Request – Granted” Docket Entries
- **2021:** Denied Out-of-State Travel Requests
 - 12 PTC Files with at least one “Out of State Travel Request – Denied” Docket Entry
 - 13 Total “Out of State Travel Request – Denied” Docket Entries

Violation of Bond Condition – Informational Reports

- **2019:** Violation of Bond Condition – Informational Reports [*Appendix F*]

Total Submitted Reports	<u>163</u>
○ Prepare Bench Warrant & Bond Forfeiture	48
○ Take No Action	24
○ Prepare Summons Regarding Bond Violation	19
○ Prepare Order to Show Cause	31
○ Take Following Action (Other)	08
○ No Response	33
- **2020:** Violation of Bond Condition – Informational Reports [*Appendix F*]
 - 167 PTC Files with at least one “Violation of Bond Condition – Informational Report” Docket Entry
 - 238 Total “Violation of Bond Condition – Informational Report” Docket Entries
[PTC Files with at least one Docket Entry / Total Docket Entries]

▪ Prepare Bench Warrant & Bond Forfeiture	92 / 95
▪ Prepare Summons Regarding Bond Violation	13 / 17
▪ Prepare Order to Show Cause	29 / 39
▪ Take Following Action (Other)	24 / 25
▪ Take No Action	48 / 53
- **2021:** Violation of Bond Condition – Informational Reports [*Appendix F*]
 - 119 PTC Files with at least one “Violation of Bond Condition – Informational Report” Docket Entry
 - 139 Total “Violation of Bond Condition – Informational Report” Docket Entries
[PTC Files with at least one Docket Entry / Total Docket Entries]

▪ Prepare Bench Warrant & Bond Forfeiture	79 / 87
▪ Prepare Summons Regarding Bond Violation	04 / 04
▪ Prepare Order to Show Cause	25 / 28

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- Take Following Action (Other) 12 / 13
- Take No Action 32 / 37

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MOVING FORWARD

Looking forward, as the Pretrial Services Division continues through 2020 and into 2021, the staff members will be focusing on data collection and reporting efforts to clarify “*who we are and what we do*”.

The Pretrial Services Division will attempt to resume scheduling monthly unit meetings so that team members can evaluate progress on the goals and objectives of the unit, as well as discuss whether current data collection categories are capturing the needed information, or determine whether revisions or the implementation of new data collection categories are needed, to provide clearer and more accurate performance measurements and outcomes.

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 will also be finalize an initial “*Standard Operating Procedures*” manual. The Senior Pretrial Services Investigator had been developing a draft copy of this document with input and assistance of team members, to be submitted to the Circuit Court Administration for review. This manual will identify the purpose of the Pretrial Services Division, including the listing of this unit’s mission, vision, and principles. This manual will provide an overview of the organizational structure of the Pretrial Services Division and focus upon standardizing the multiple duties and responsibilities carried out by the professionals that comprise this team.

Finally, the Pretrial Services Division will also be prioritizing the development and implementation of an evaluation tool to be able to better evaluate the services provided by the unit and the professionalism of its staff members, including the interactions between employees and clients, as well as other key stakeholders. One component of this instrument will be the establishment of a mechanism to capture demographical information on the clients served by the Pretrial Services Division, which would include data on ethnicity, race, gender, and other related characteristics.

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 the ability to increase the number of risk assessments / bond recommendation reports completed and the ability to more effectively 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.

The increase in the Pretrial Services Division staff has had a positive effect upon the effectiveness and efficiency of the unit.

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.

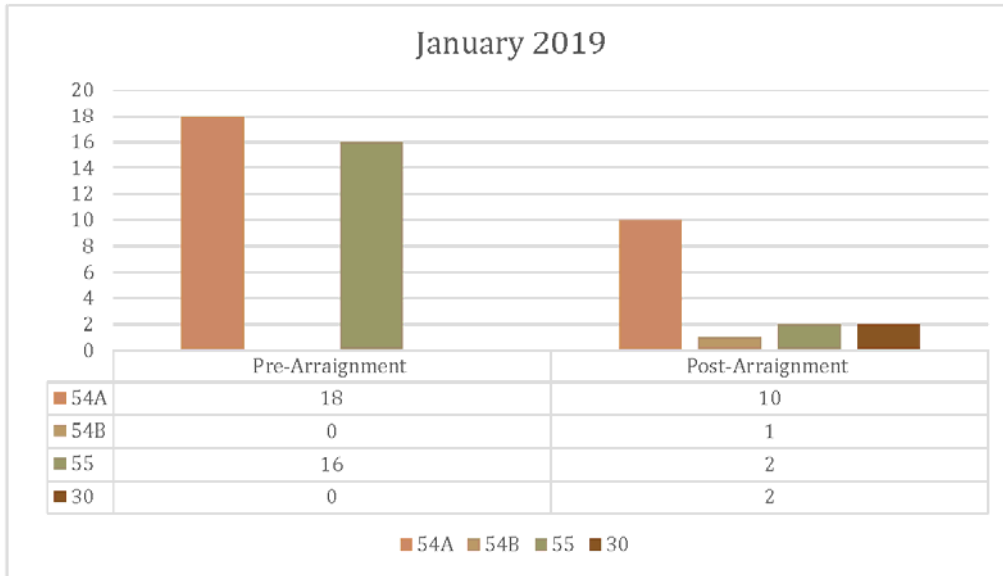
The creation of the Pretrial Services Clerk position has directly impacted the Pretrial Services Division as well. This new position has allowed for the transference of numerous clerical tasks from the Pretrial Services Investigators to the Pretrial Services Clerk, which has subsequently allowed the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

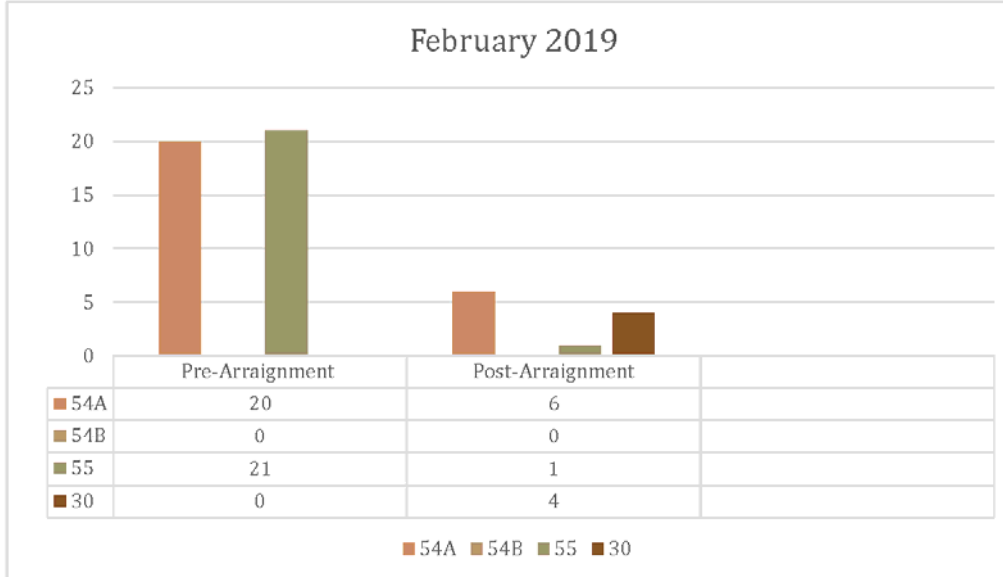
The Pretrial Services Division is greatly appreciative of the allocated resources that have resulted from the passage of the Justice Complex Millage. The Pretrial Services Division will continue to work hard toward achieving its mission of promoting pretrial justice and community safety within Ingham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

PRETRIAL SERVICES INFORMATIONAL GUIDE

Appendix A: Bond Recommendation Reports by Court for 2019, 2020, & 2021

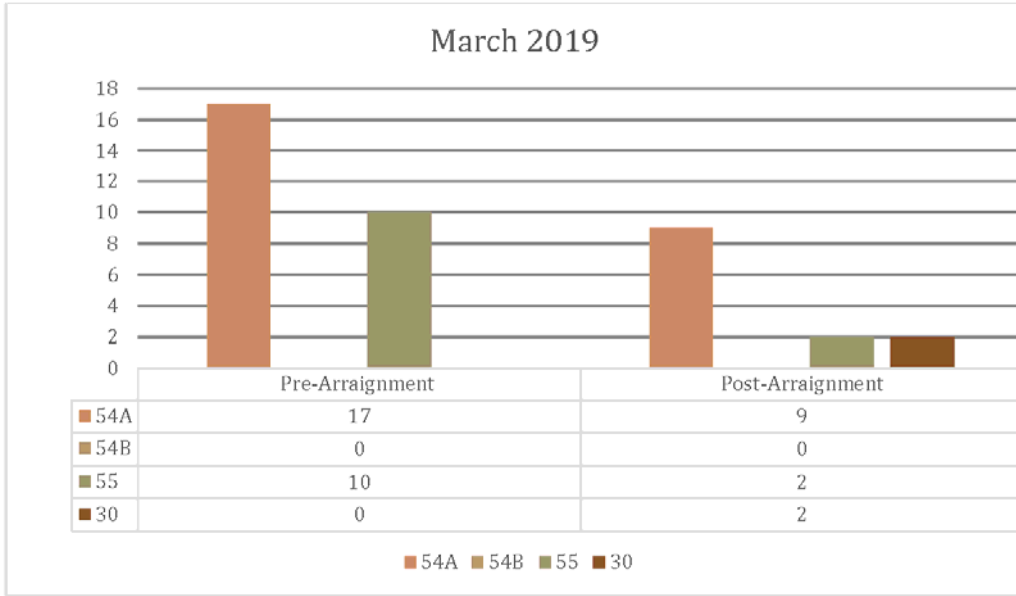


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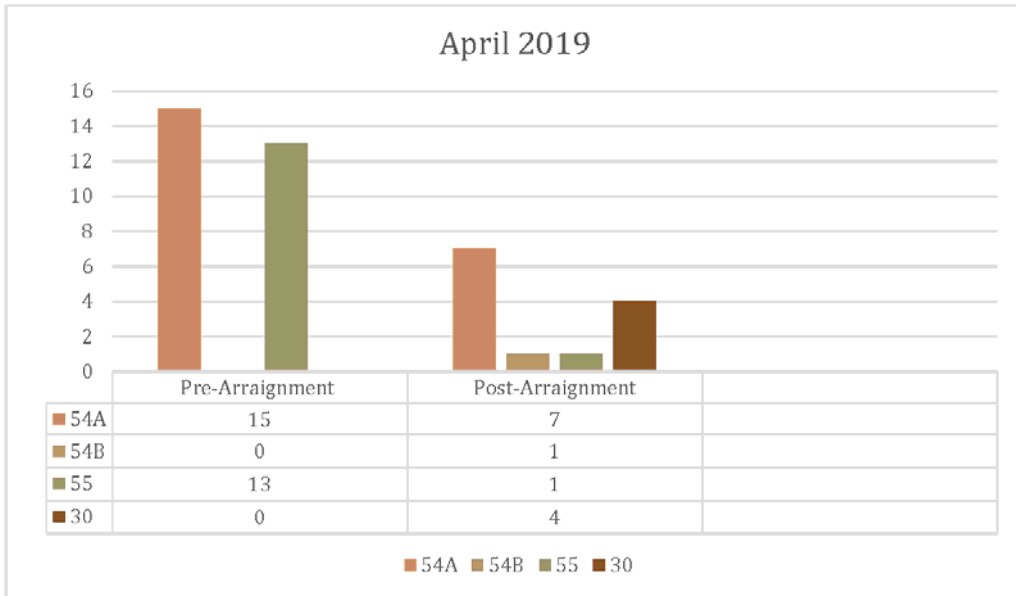


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PRETRIAL SERVICES INFORMATIONAL GUIDE

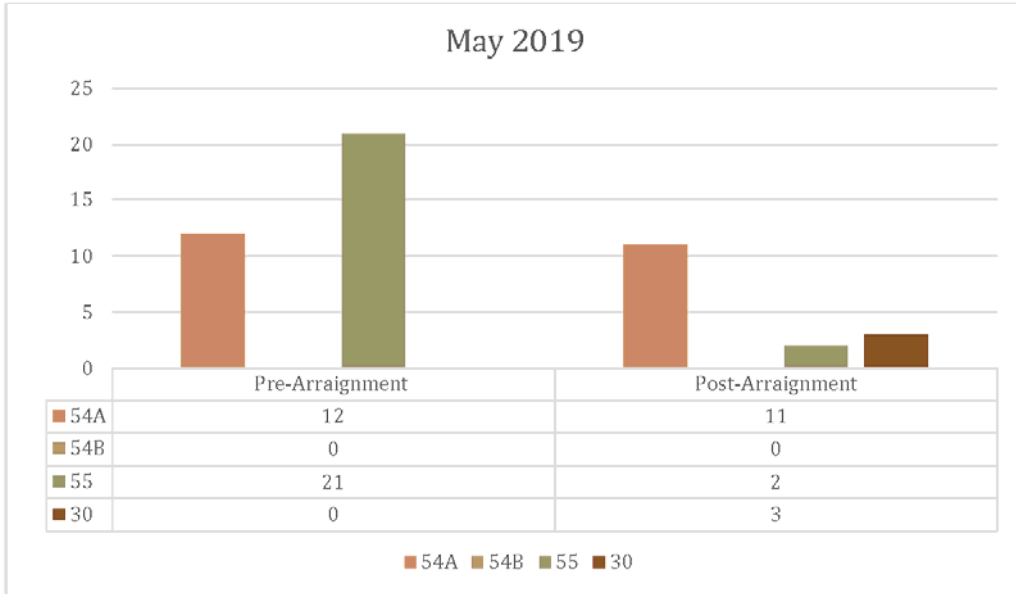


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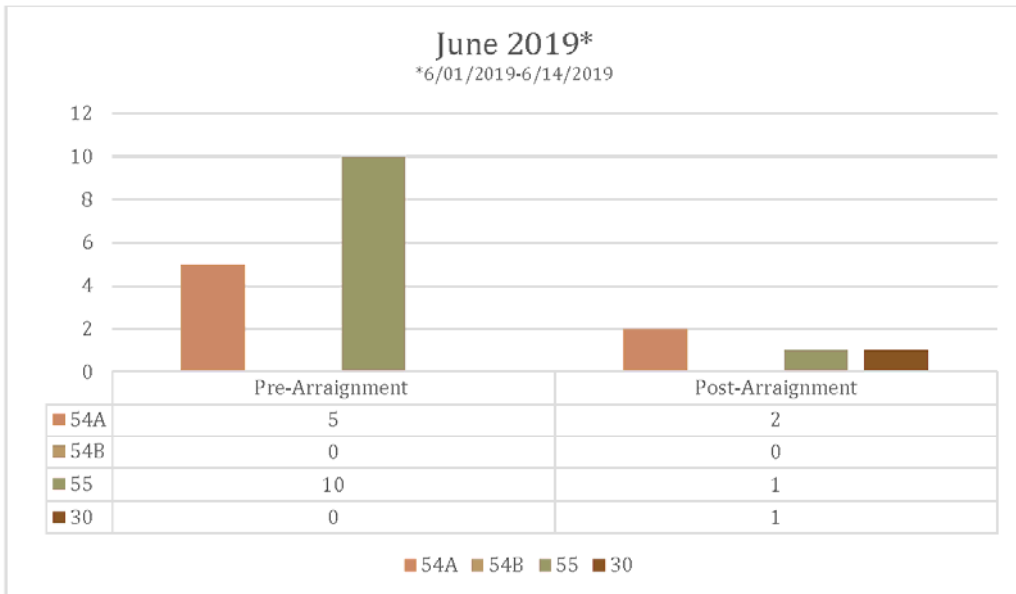


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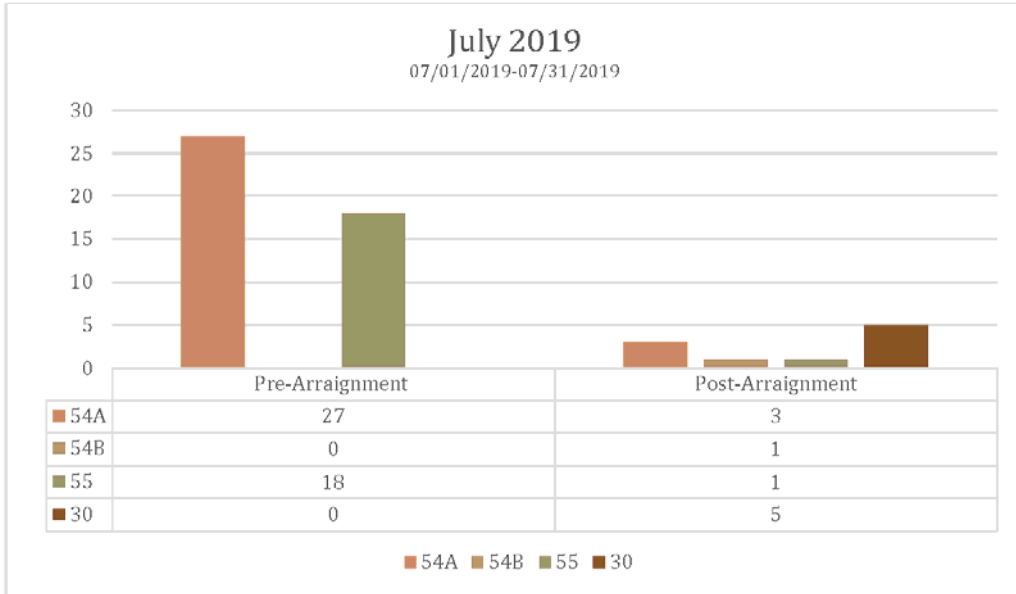


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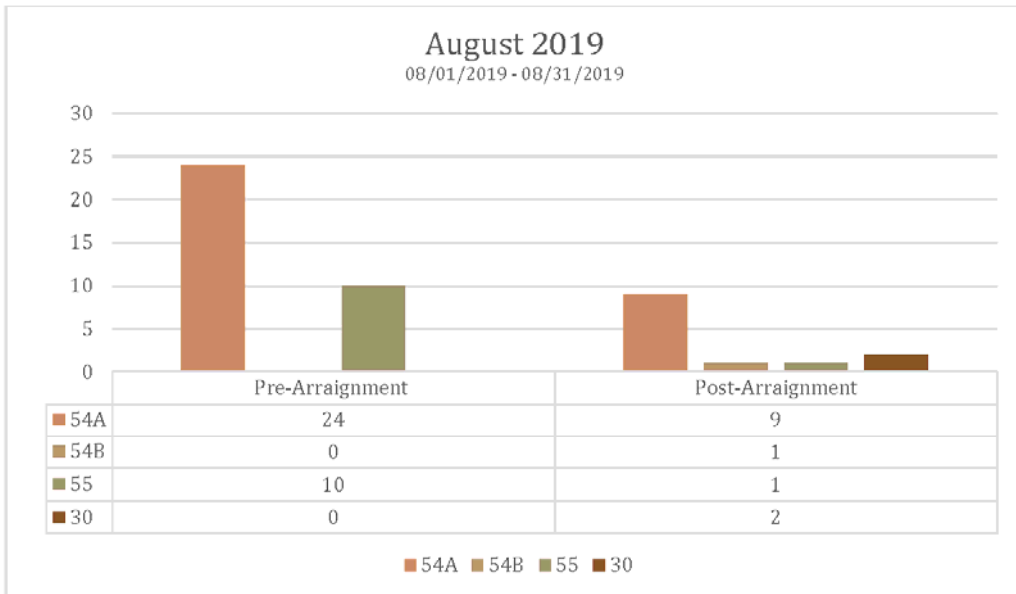


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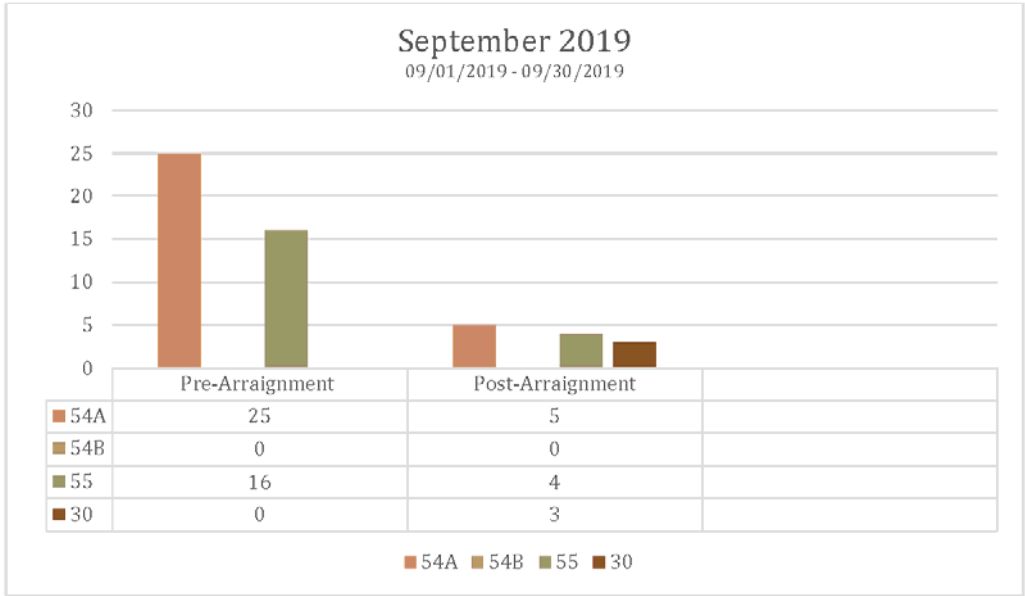


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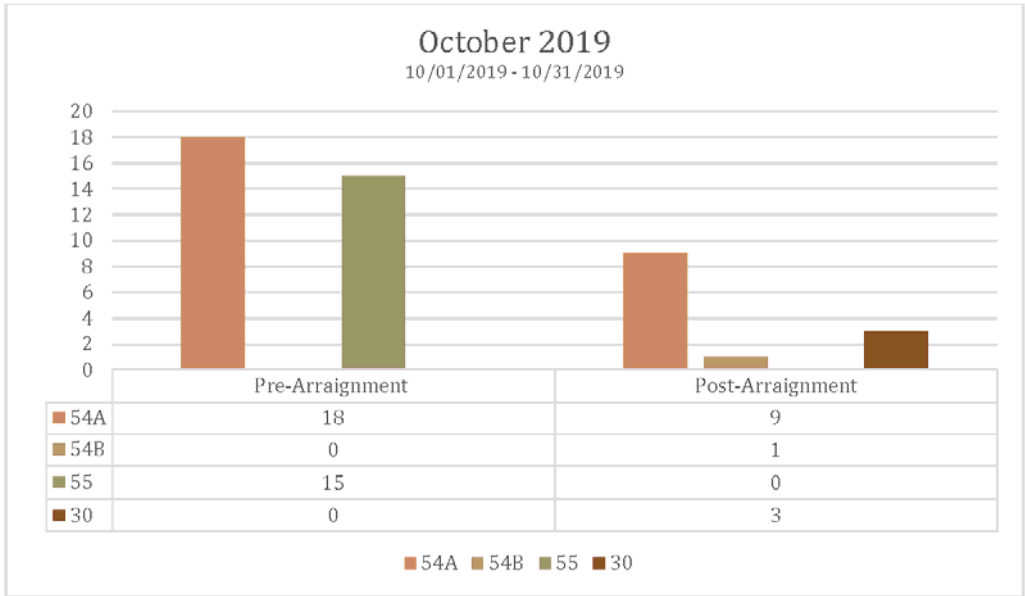


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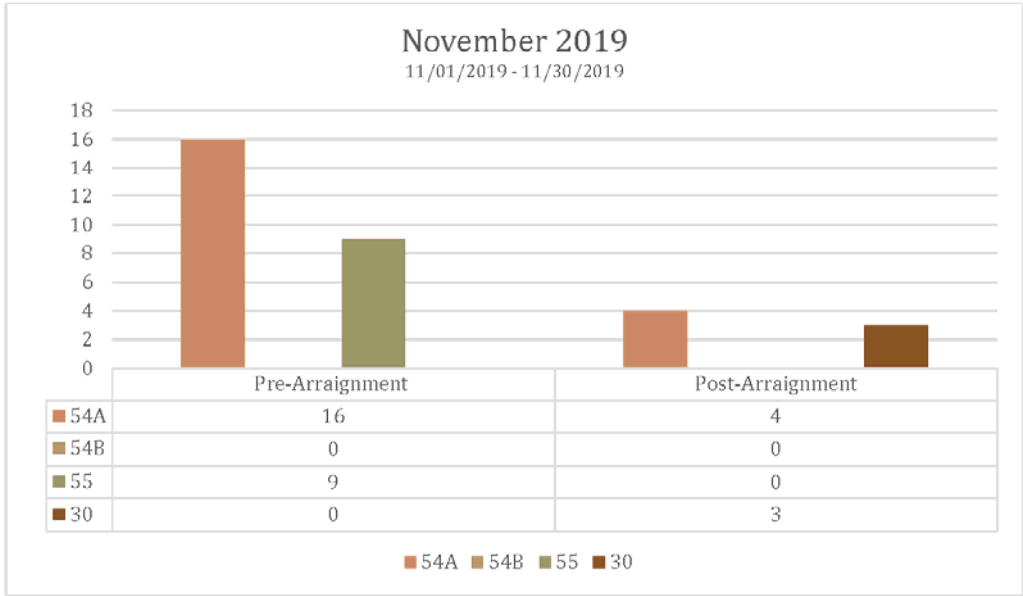


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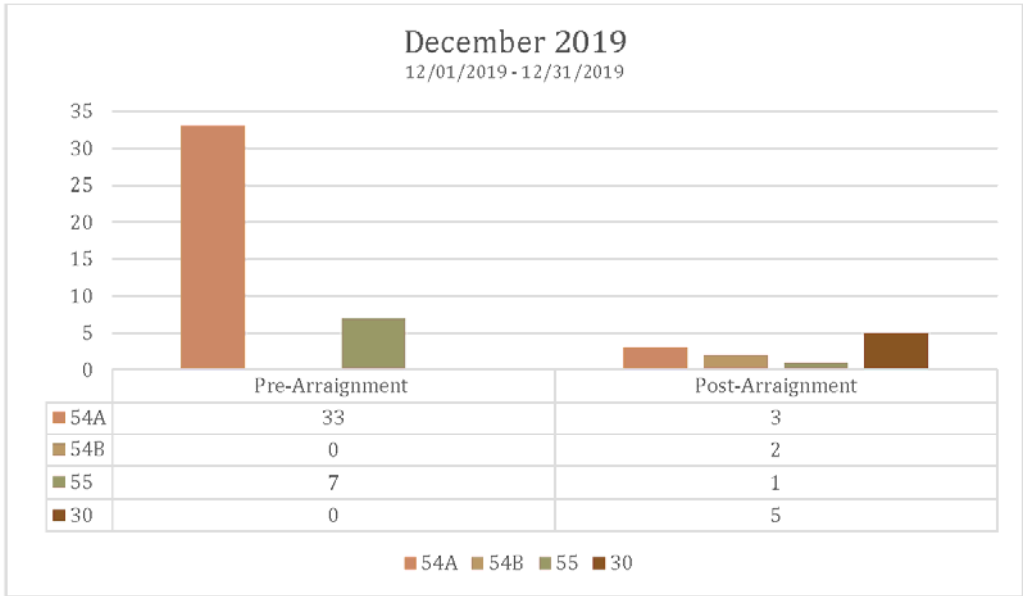


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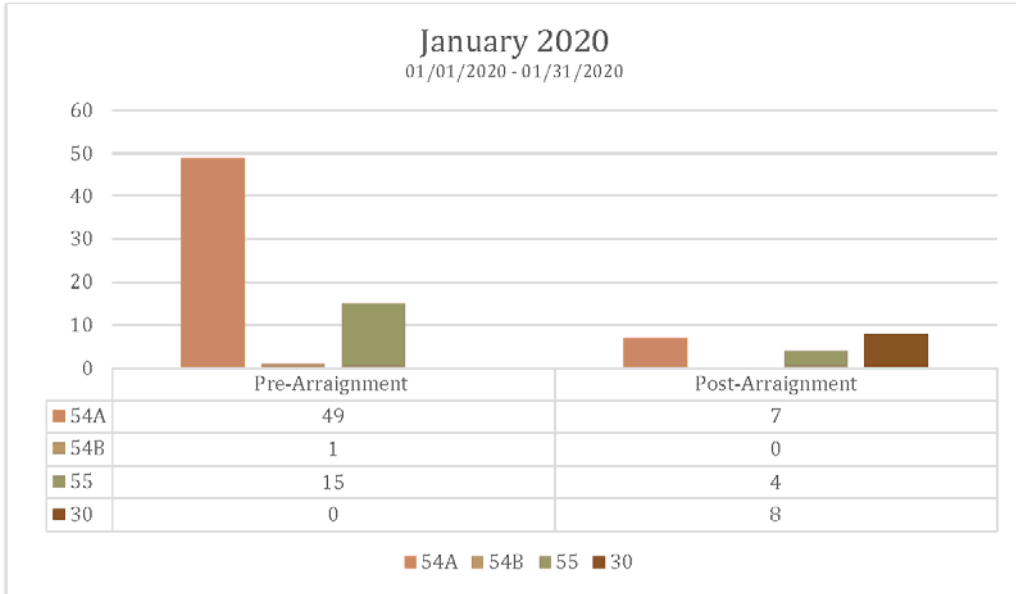


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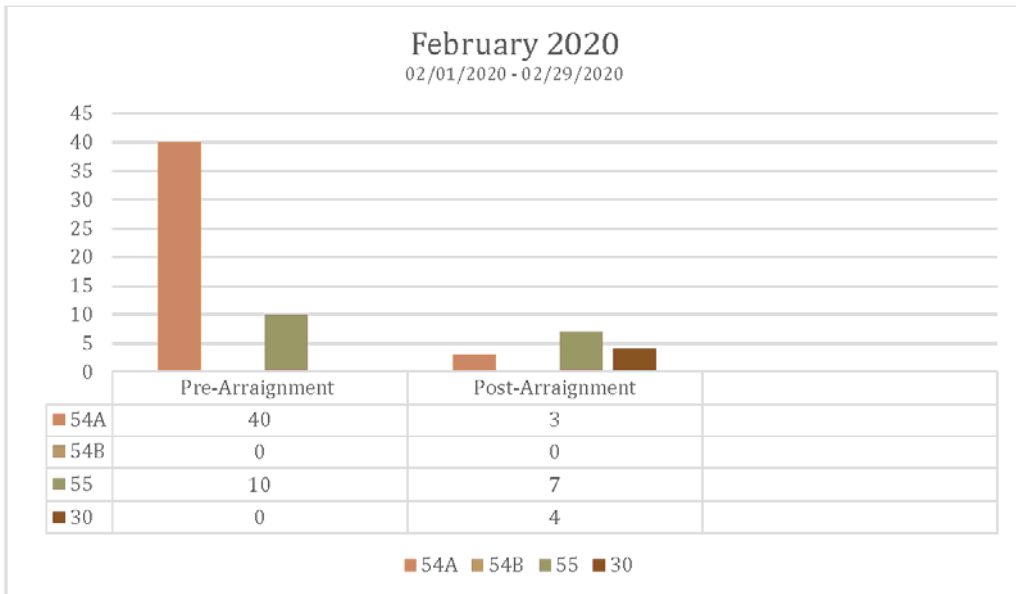


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PRETRIAL SERVICES INFORMATIONAL GUIDE

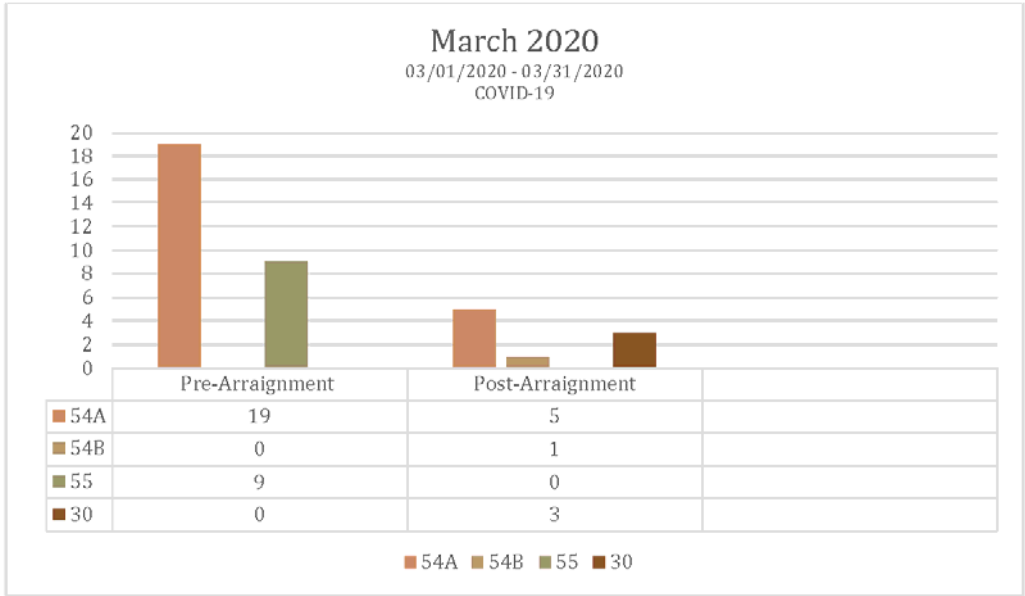


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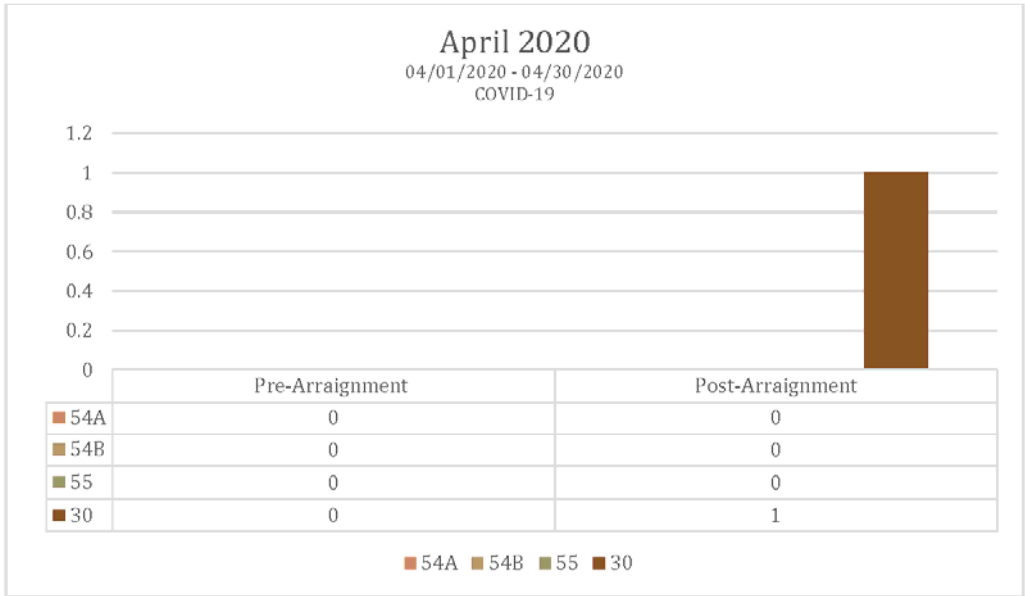


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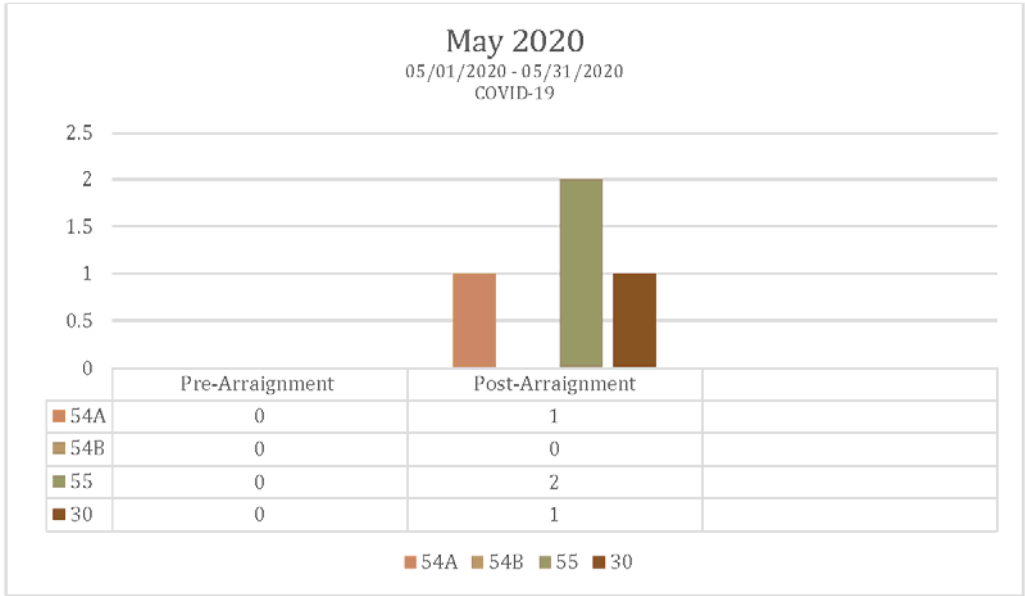


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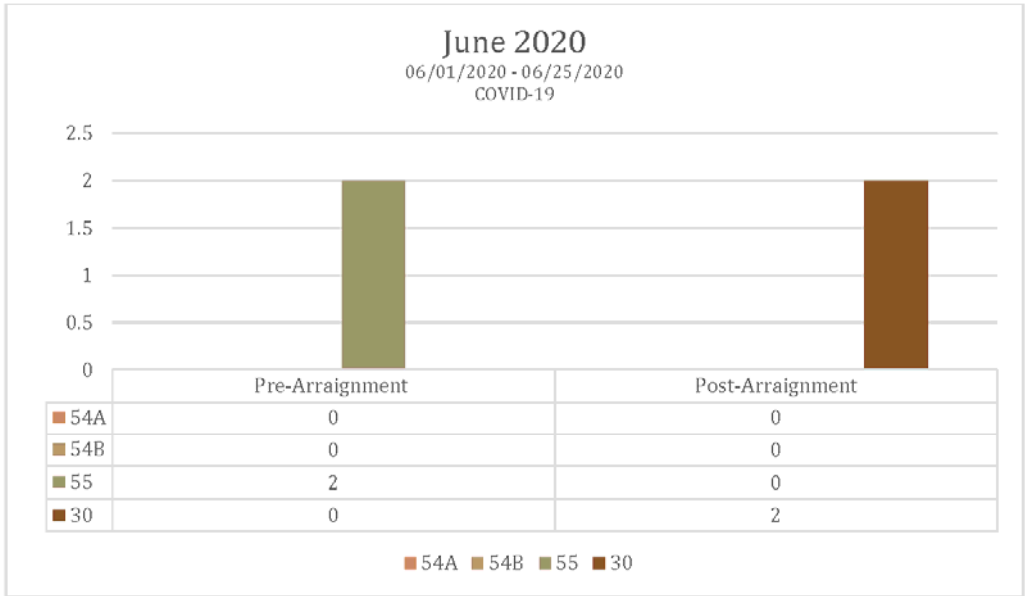


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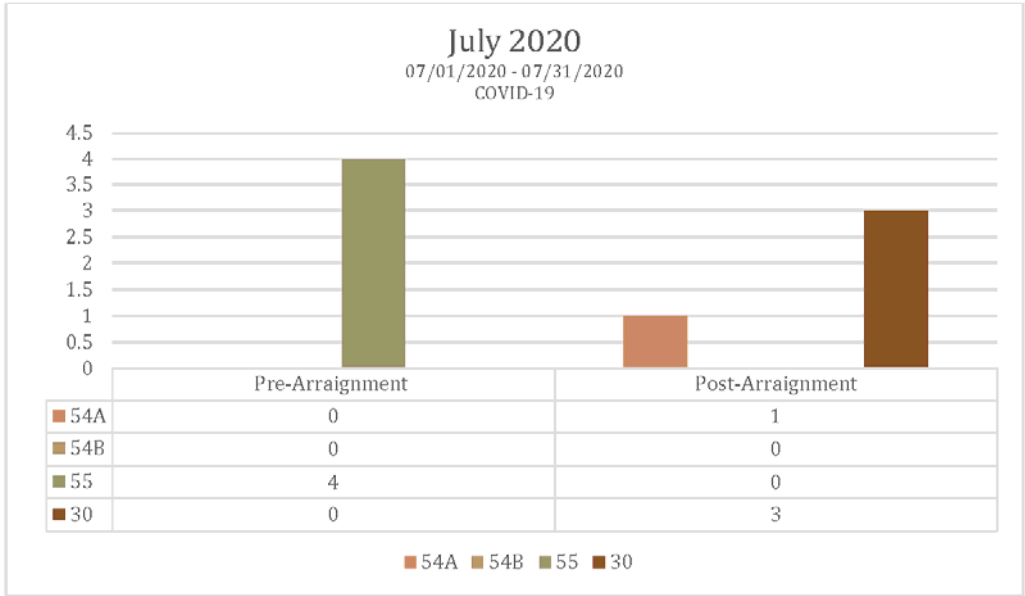


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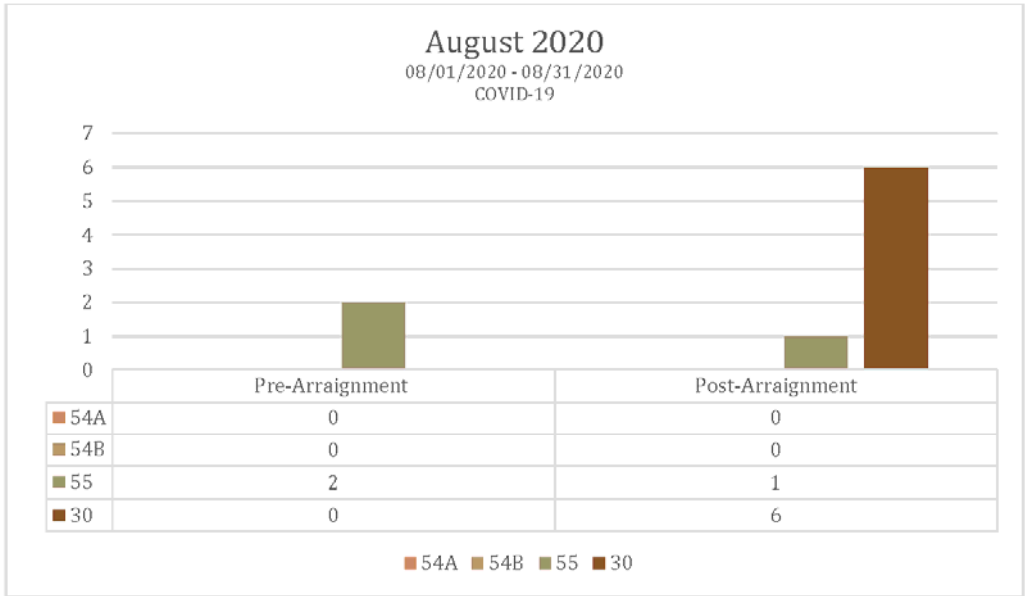


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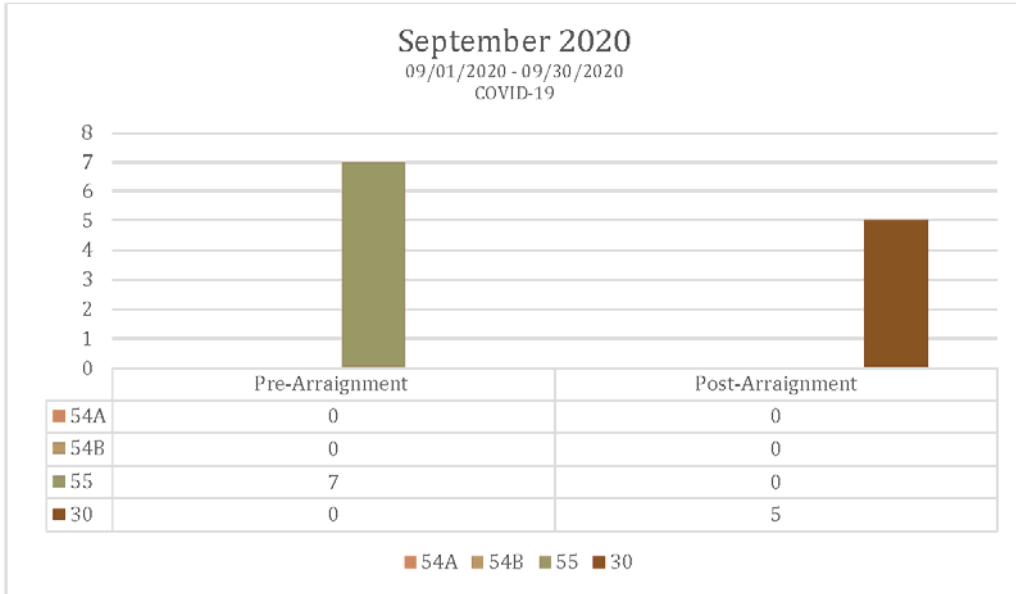


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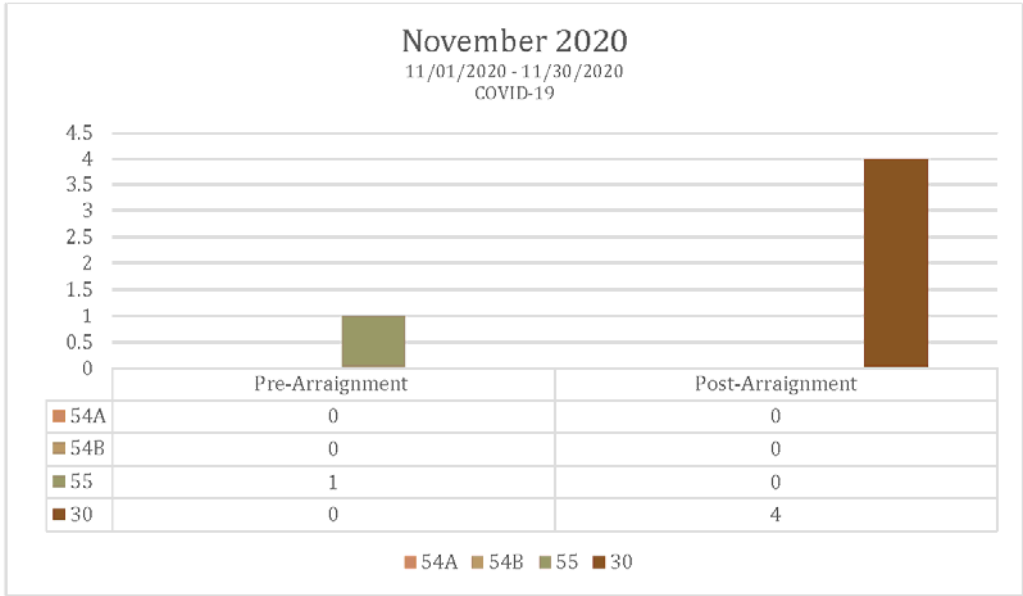


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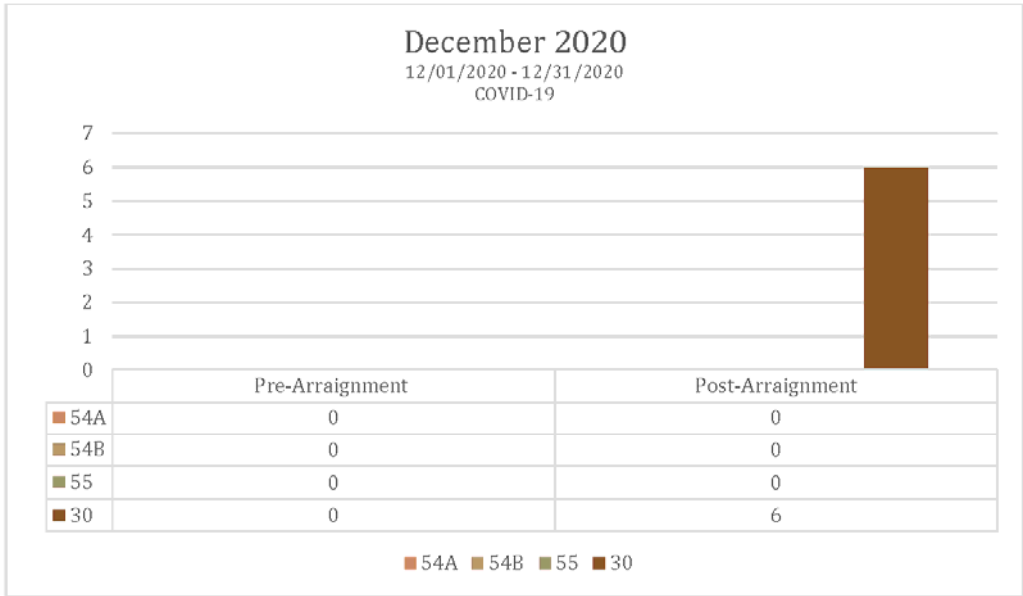


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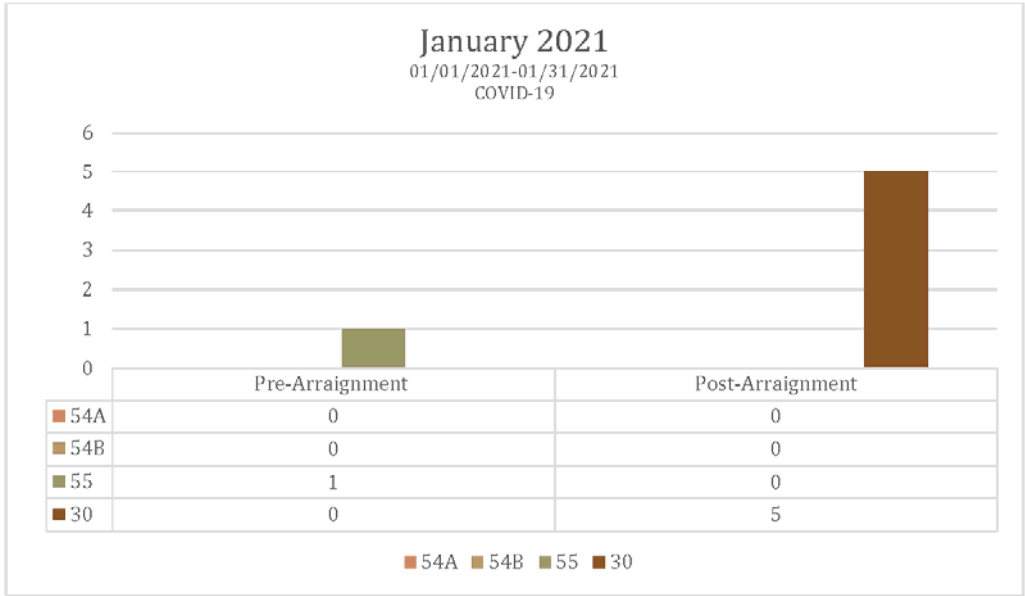


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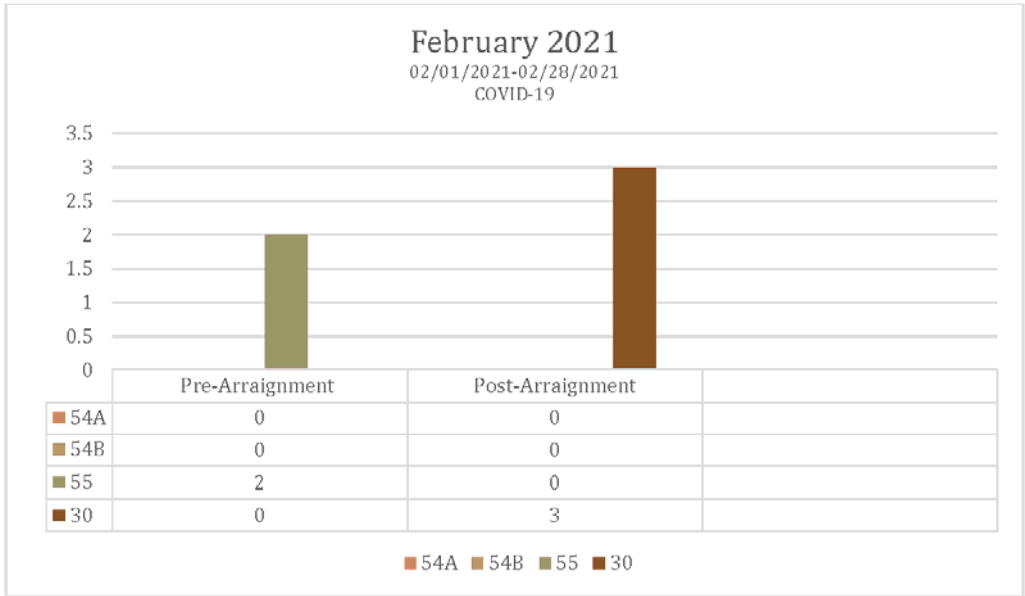


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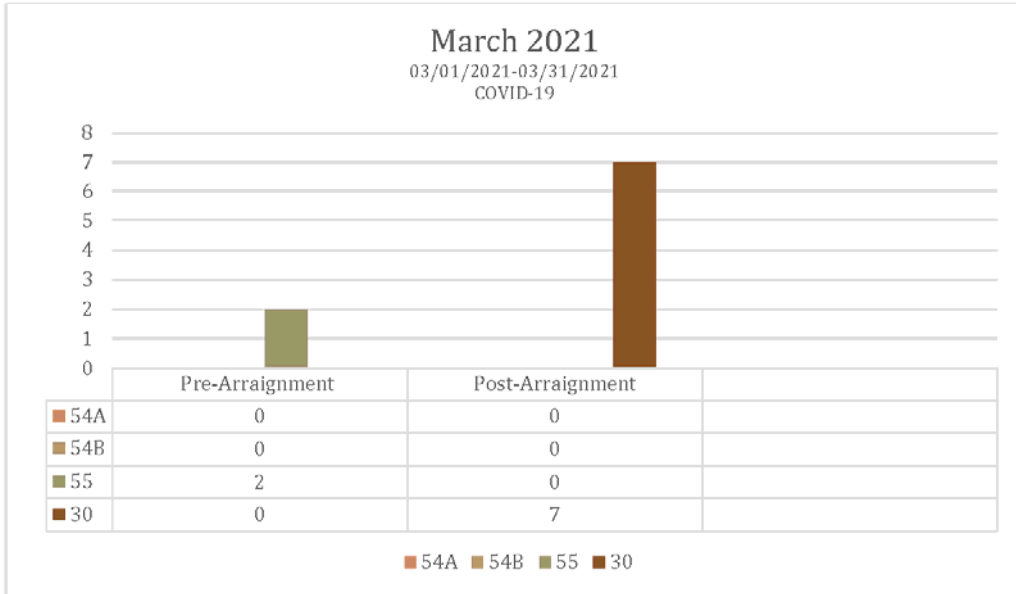


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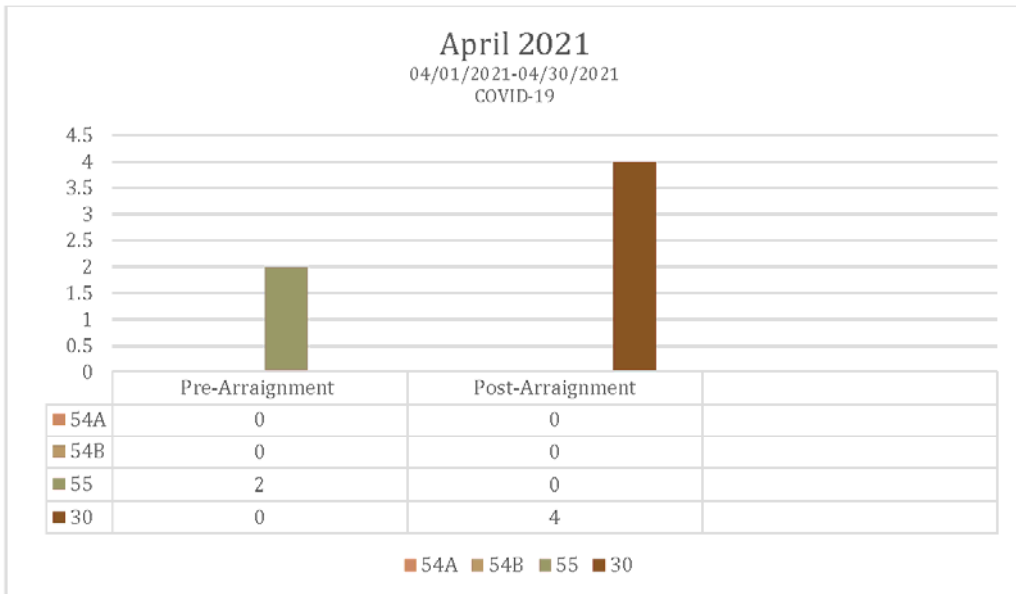


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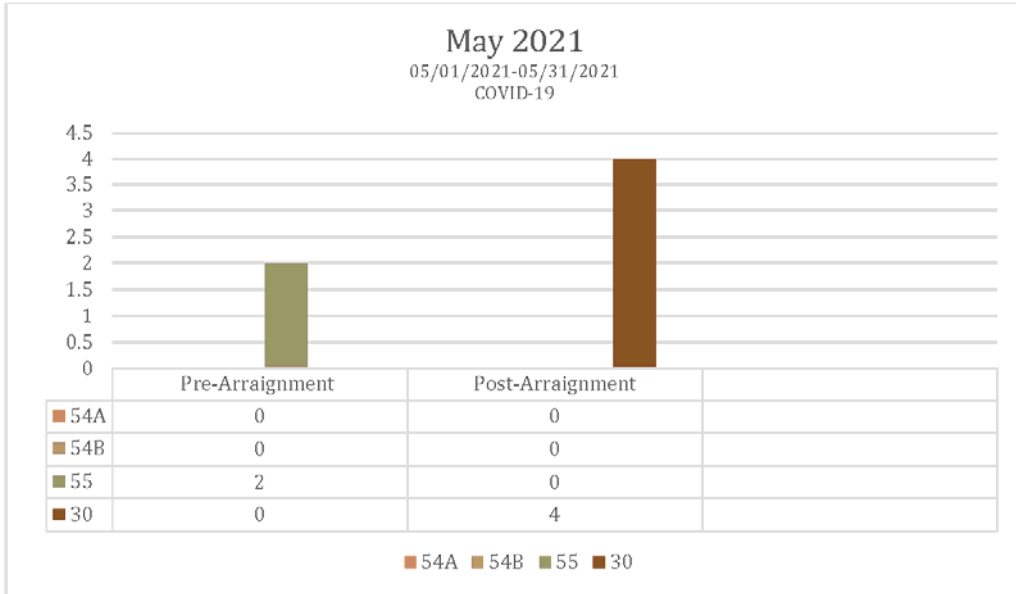


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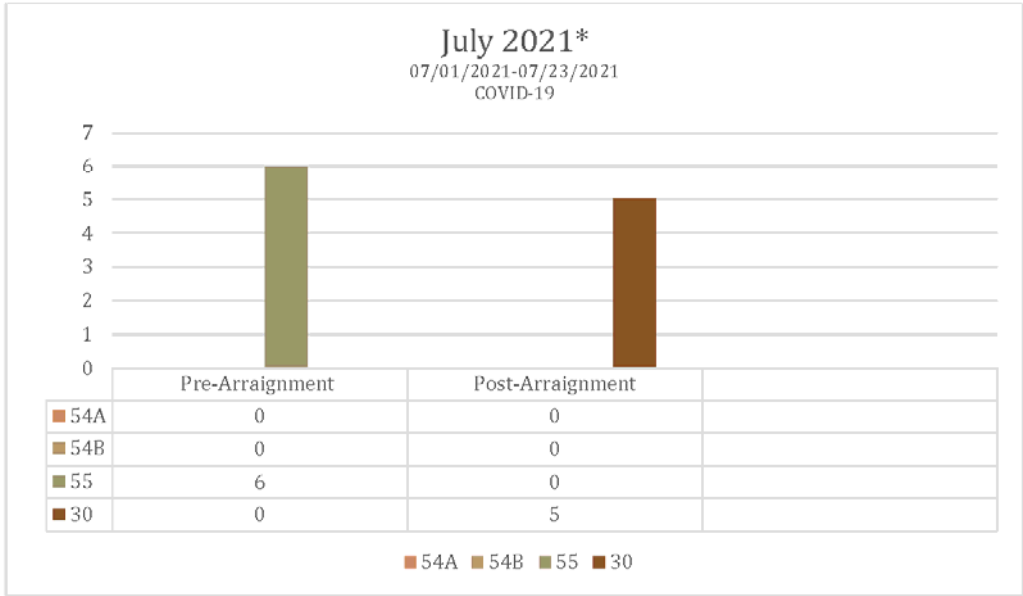


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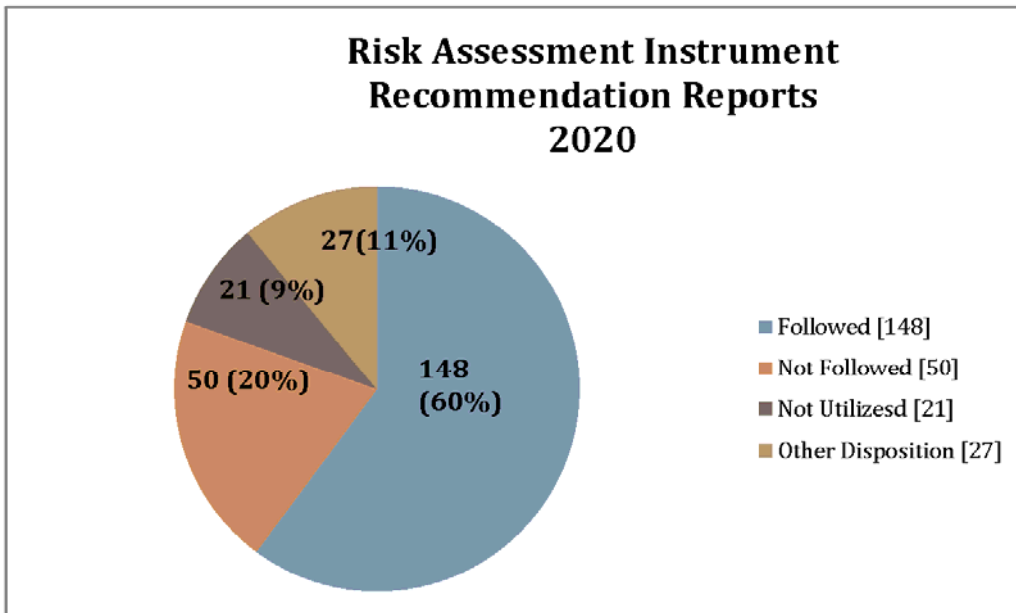
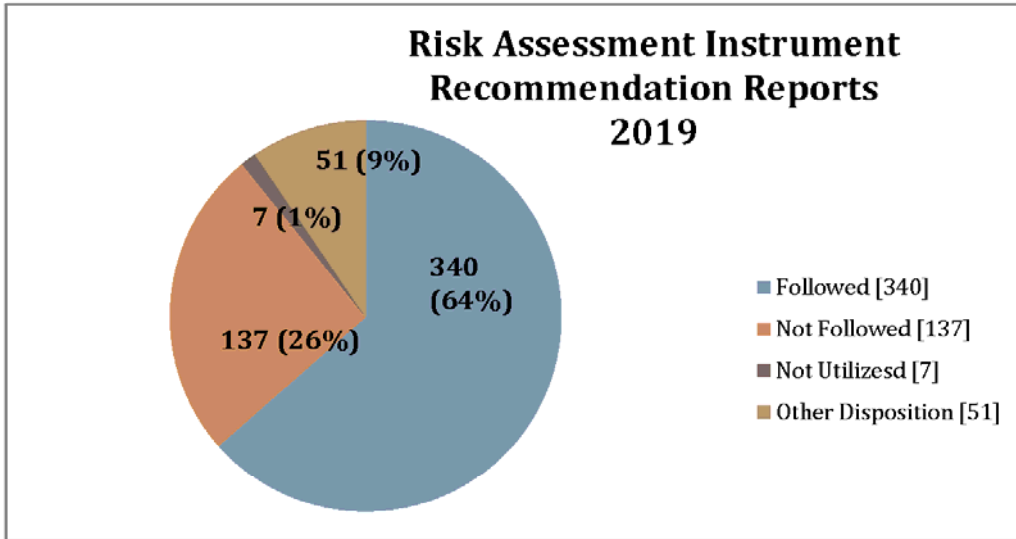
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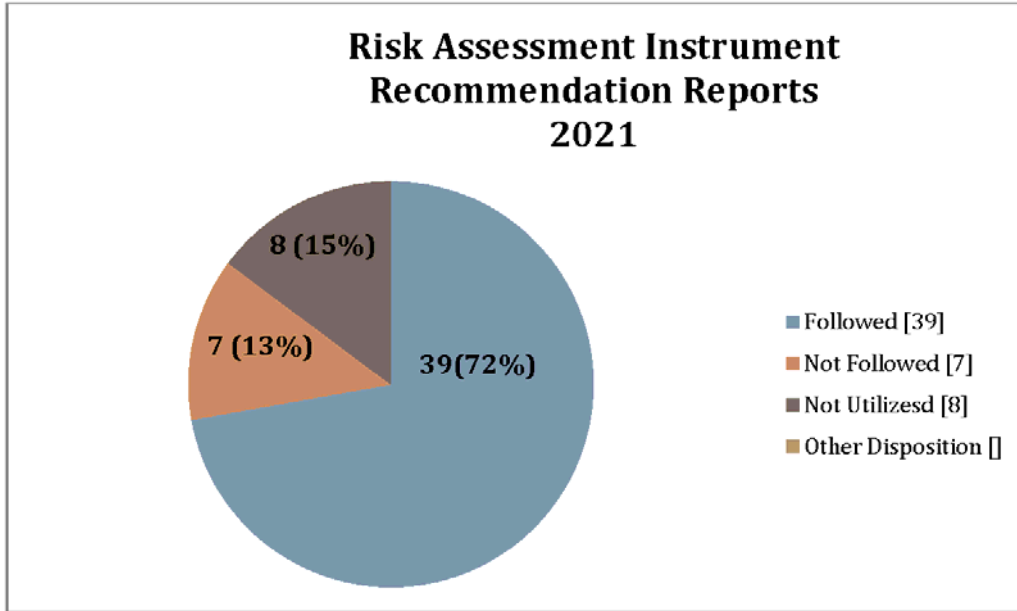
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Appendix B: Risk Assessment Instrument Recommendations for 2019, 2020, & 2021

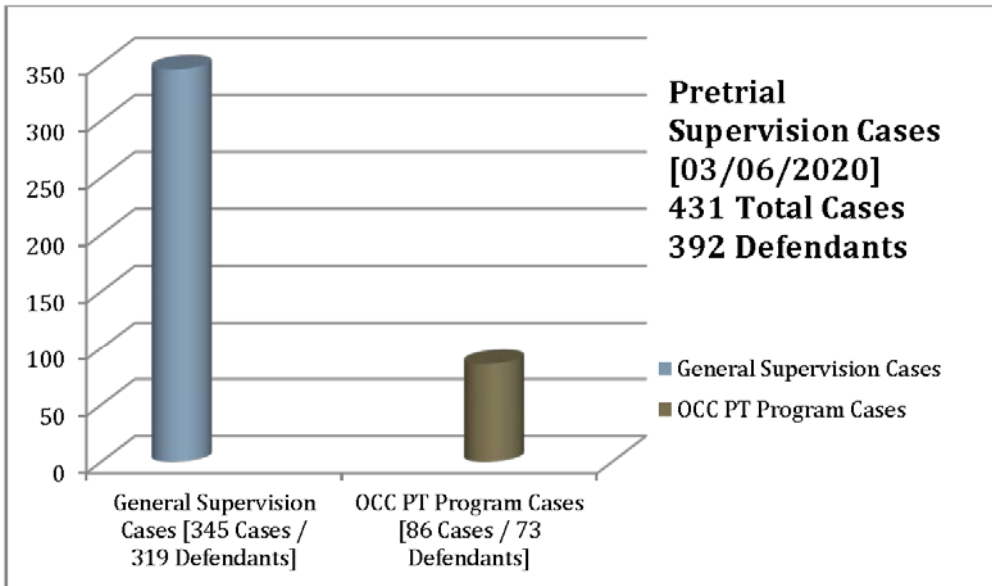
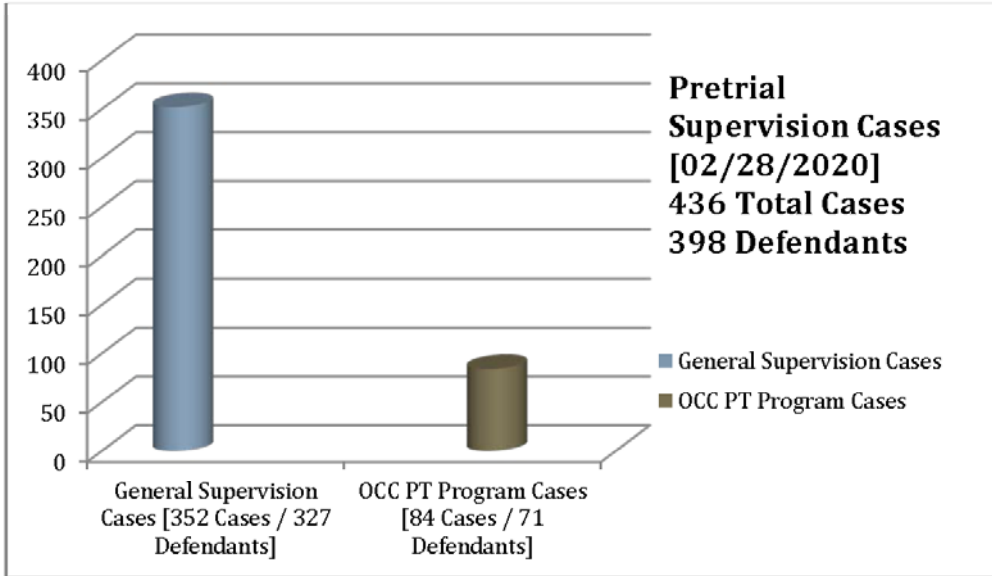


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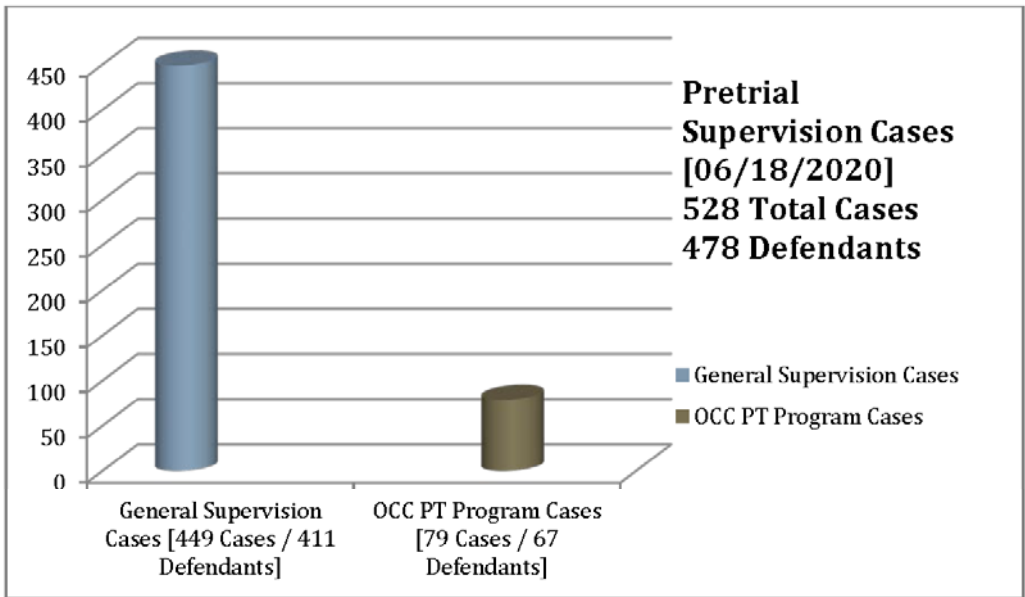
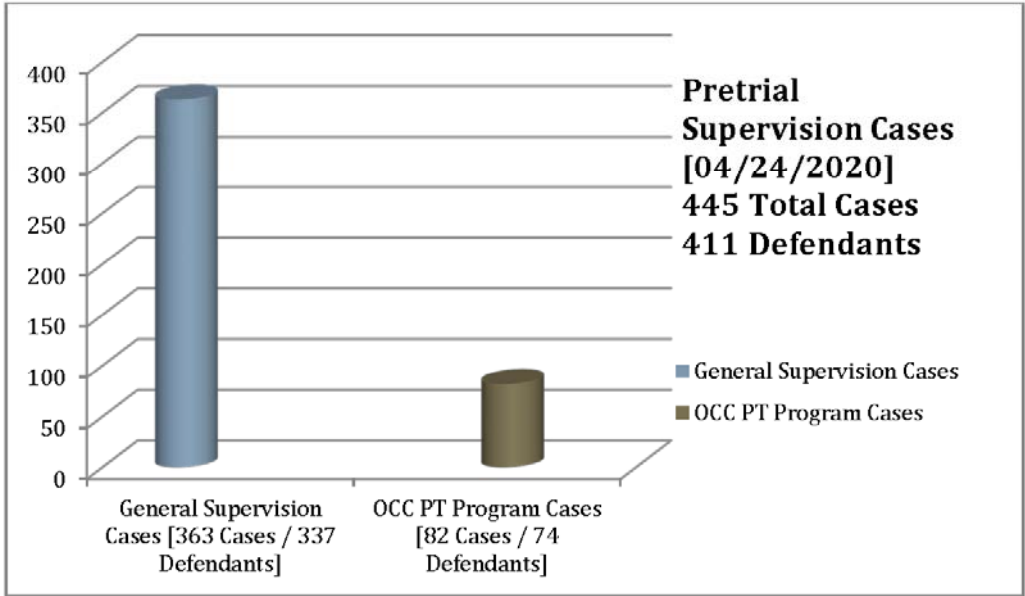


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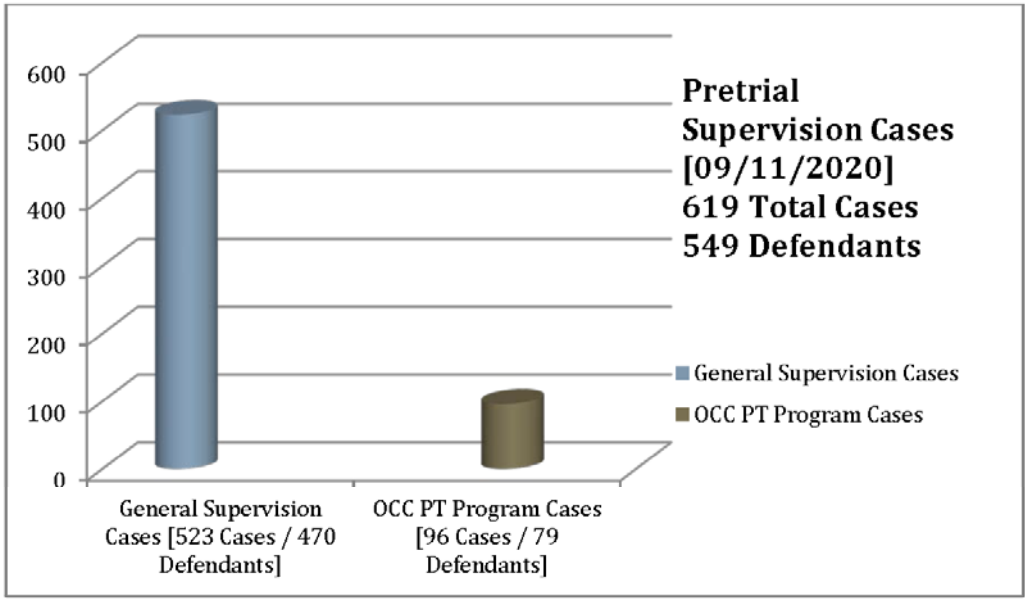
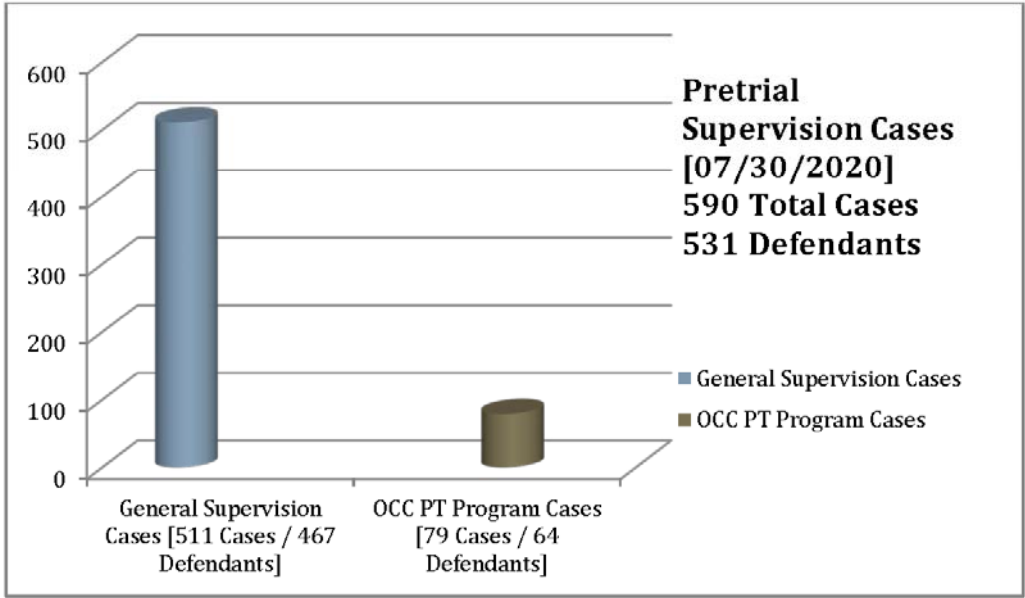
Appendix C: Pretrial Supervision Cases ["Monthly Snapshots"]



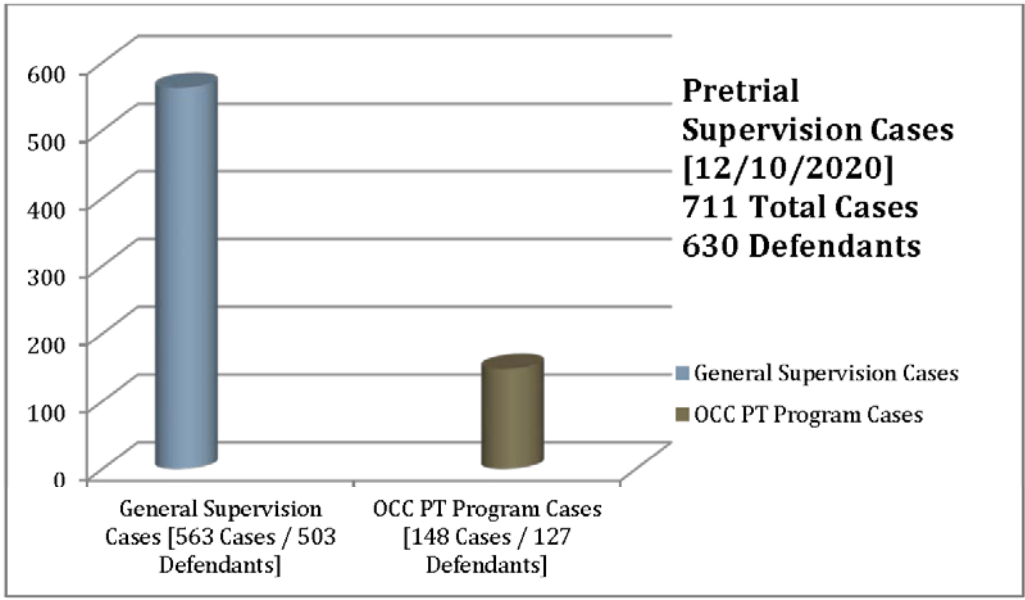
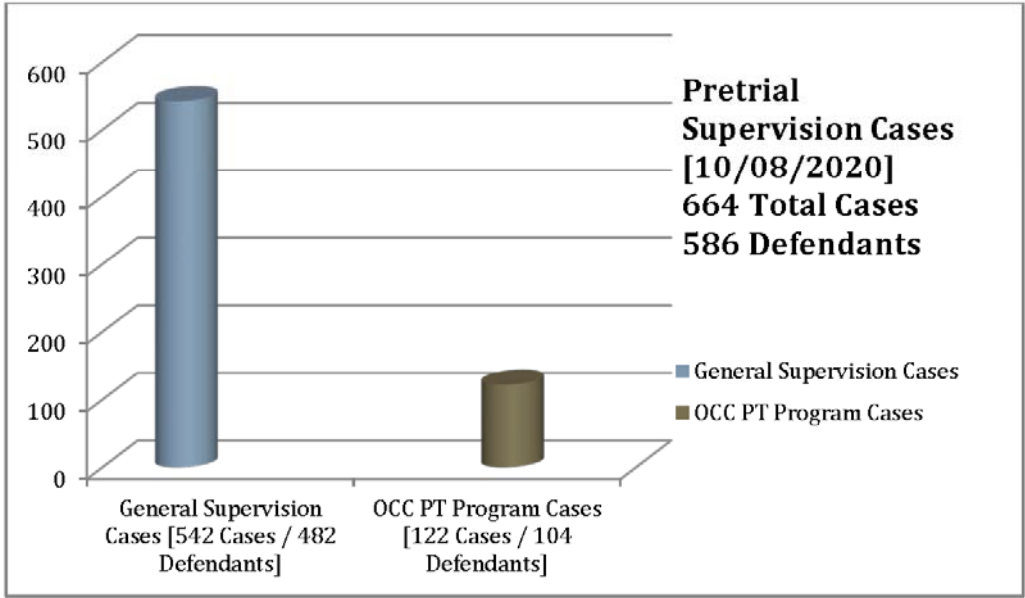
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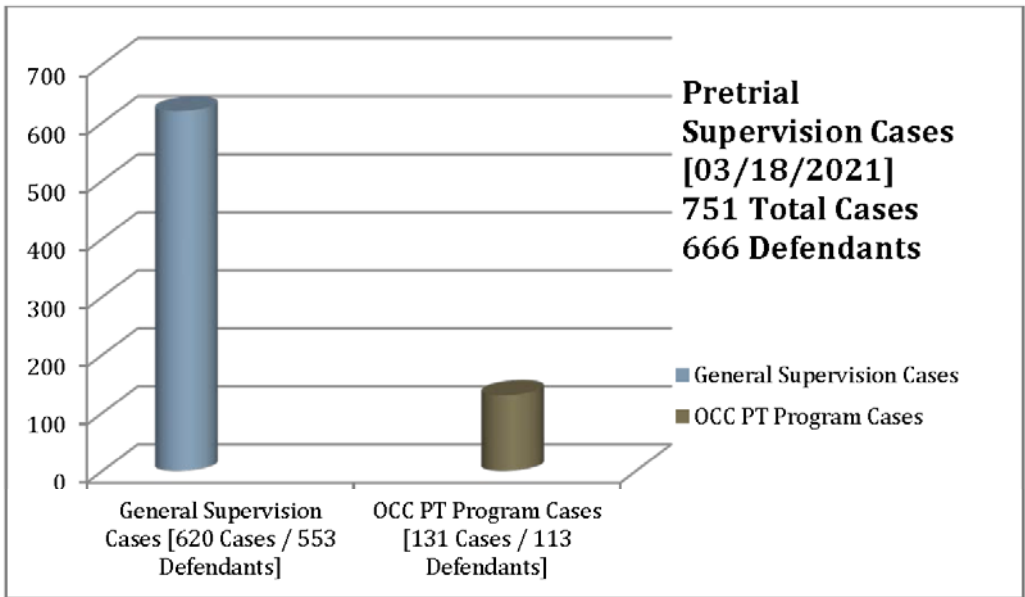
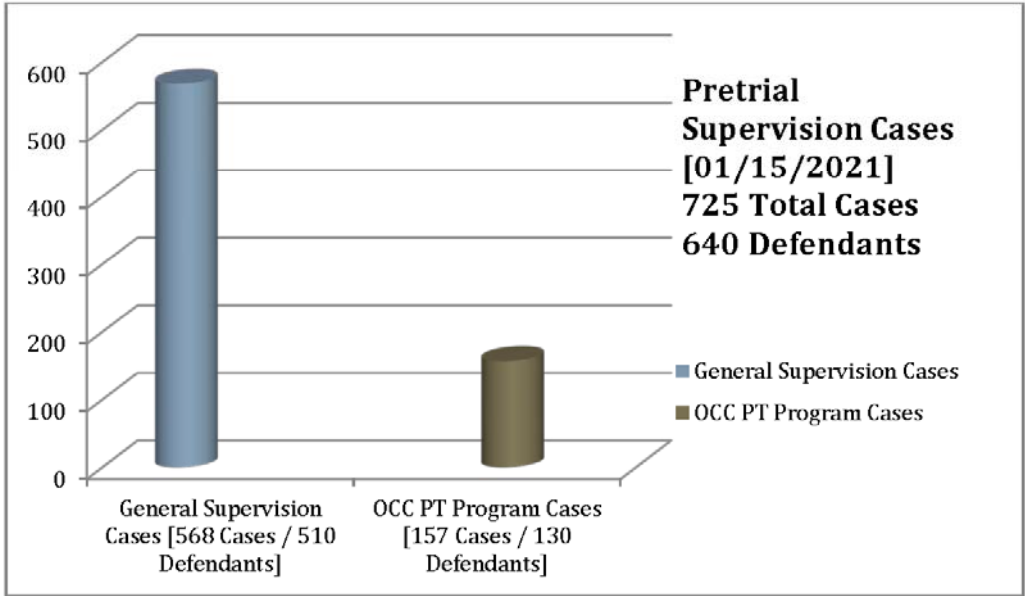
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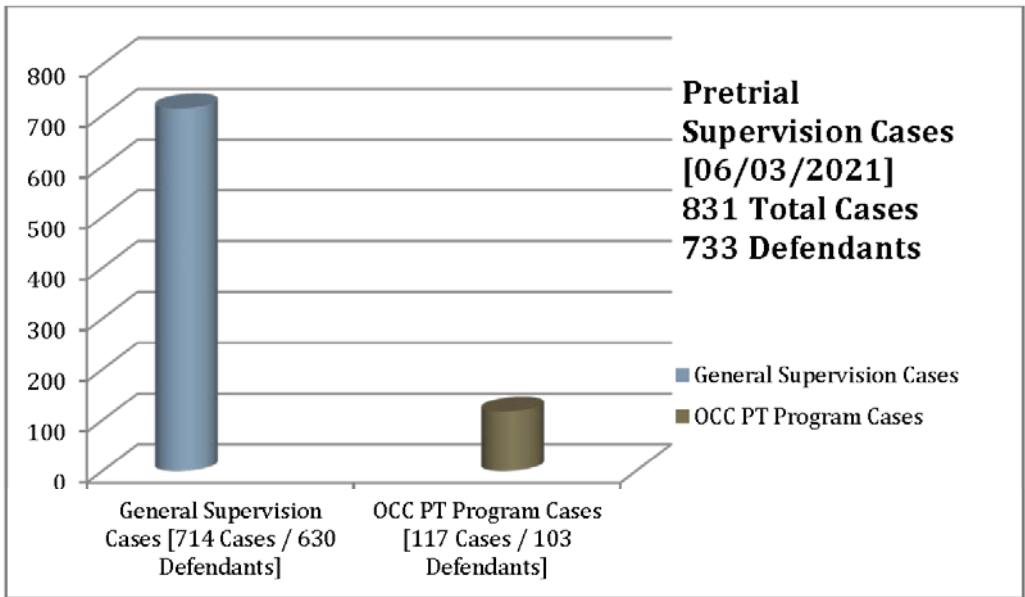
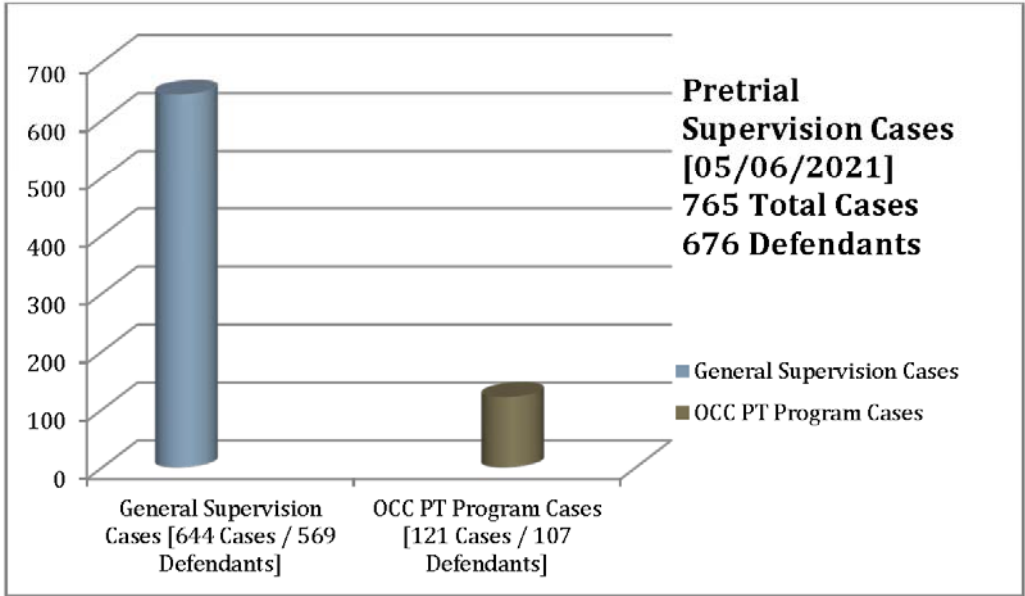
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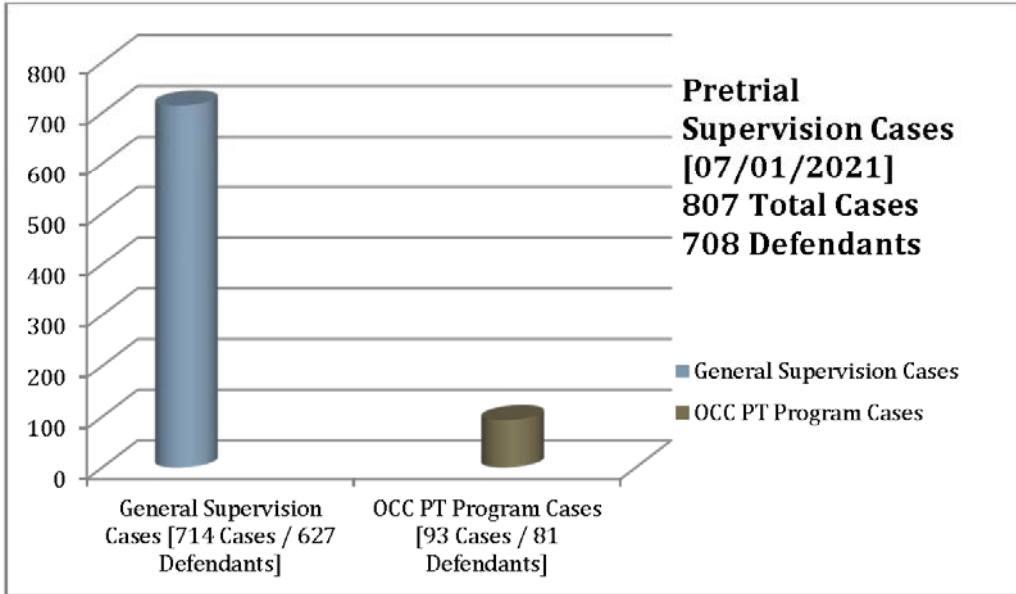
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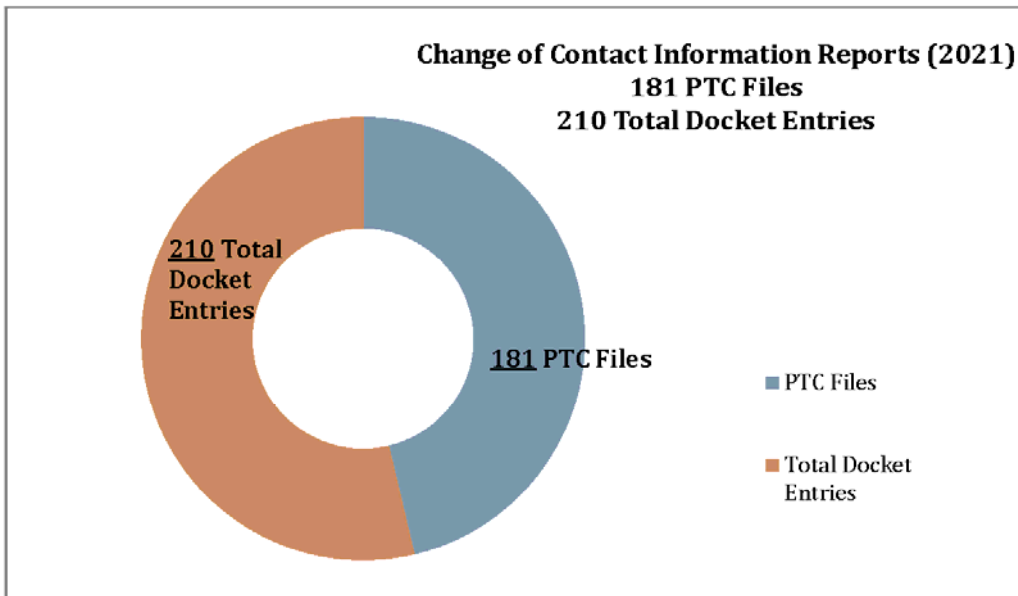
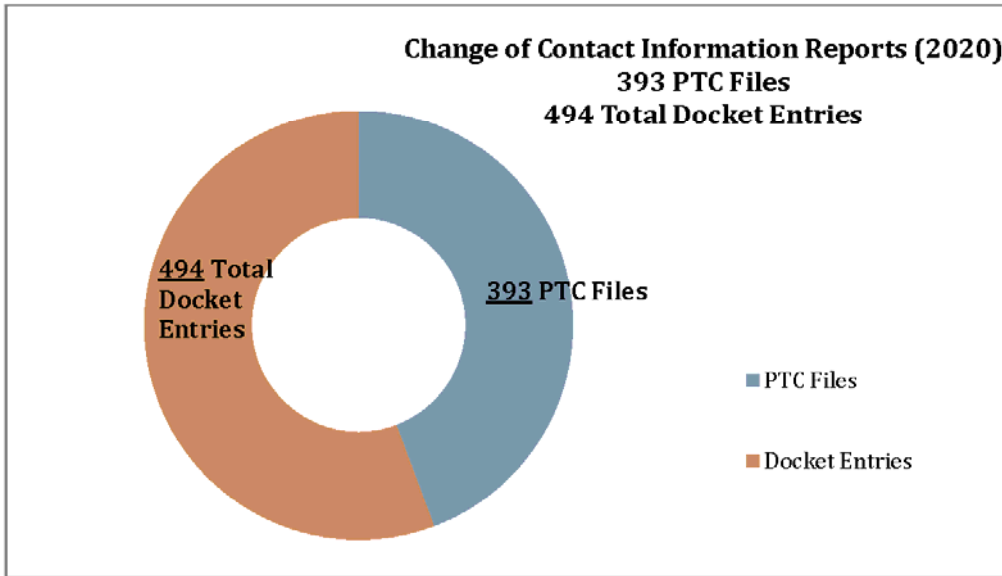


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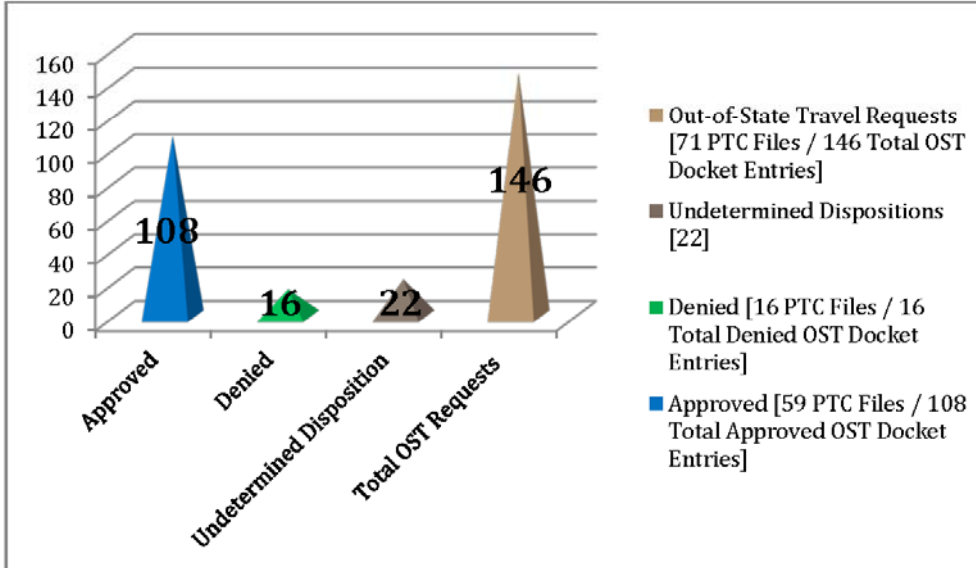
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Appendix D: Change of Contact Information Reports for 2020 & 2021

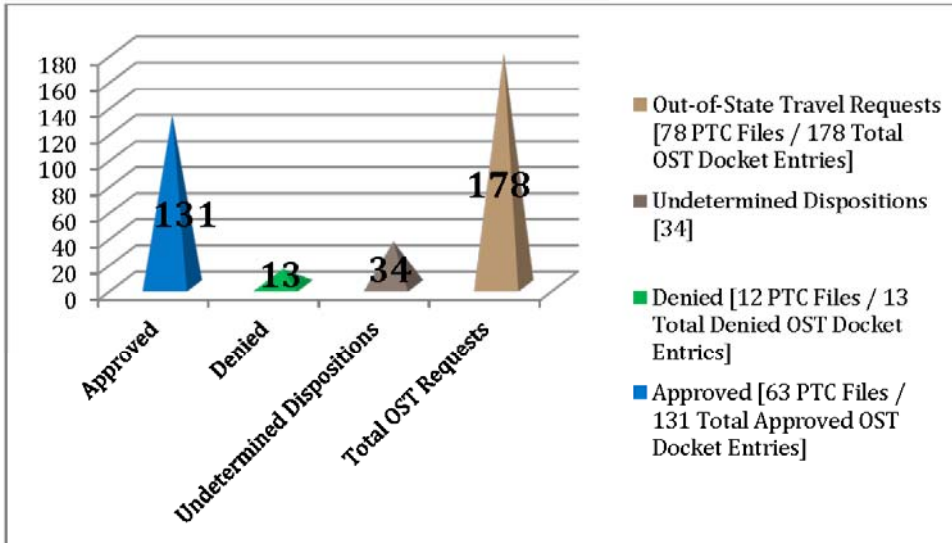


PRETRIAL SERVICES INFORMATIONAL GUIDE

Appendix E1: Out-of-State Travel Requests for 2020



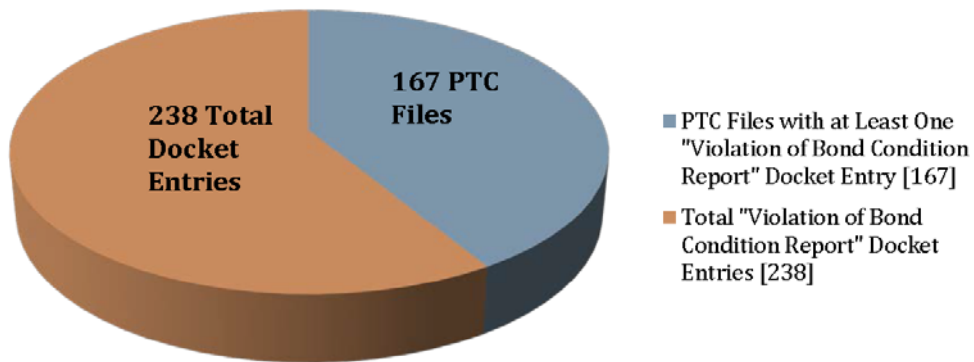
Appendix E2: Out-of-State Travel Requests for 2021



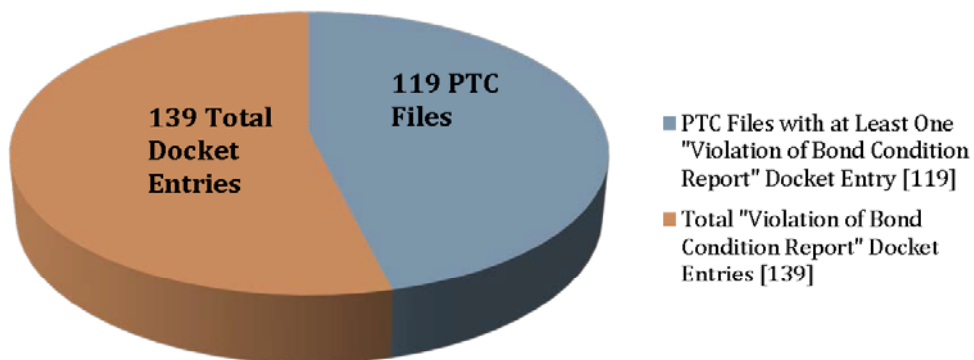
PRETRIAL SERVICES INFORMATIONAL GUIDE

Appendix F: Violation of Bond Condition- Informational Reports for 2020 & 2021

Violation of Bond Condition - Informational Reports (2020)



Violation of Bond Condition - Informational Reports (2021)



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”*

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

7/27/2021 Ingham County Health Department Report:
Treatment Programming as Authorized by Ingham County Justice Millage

Program Description

The Pathways to Care Justice Millage 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) so that jail residents are able 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 who is cross-trained and certified as Peer Recovery Coach, and one part-time SUD Program Specialist with extensive training in overdose prevention and harm reduction services.

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 Justice Millage Program staff 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 services starting within the jail as well as post-release

Impact of Covid-19

Restrictions on jail visiting created obstacles to service delivery in 2020 and 2021. At several points in time during 2020 and 2021, the Ingham County Jail closed to visitors and service providers due to COVID-19 outbreaks. These closures resulted in a lower-than-normal number of visits by program staff to jail residents. The closures also created significant barriers to developing re-entry plans with incarcerated individuals looked for SUD recovery supports. Despite the closures, program staff worked with staff at the Ingham County Jail and with CMH-CEI to reach clients and engage them in services. Much of this work took the form of remote navigational support with residents and immediate contact with residents upon their release from jail.

Projects and Accomplishments

In 2020 and 2021, 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/SUDResourceGuide.pdf>
- Development of a compact/handout version of the Ingham County SUD Resource Guide
- Technical assistance from Wayne State University Center for Behavioral Health and Justice on implementation of Medication Assisted Treatment (MAT) in the Ingham County Jail
- Development of new partnerships with Ingham County Jail Medical team and CMH-CEI Correctional Assessment & Treatment Services (CATS) team for successful implementation of Medication Assisted Treatment (MAT) in the Ingham County Jail
- Creation of a Process Map to detail procedures, timelines, scope of responsibility, and other expectations of partner roles related to providing MAT to Ingham County residents in the Ingham County Jail and following release from the jail. (Attachment A)
- Partnership with staff from Jail Medical and ICHD Health Communications Specialist to create educational materials for clients interested in utilizing MAT in the Ingham County Jail and/or upon release. (Attachment B)
- Development and distribution of Narcan training promotional posters, which included distribution to Ingham County Jail and CMH-CEI partners. (Attachment C).
- Creation of a multi-agency Rapid Response team and program to provide timely outreach and assistance to those experiencing near-fatal and/or repeat overdoses in Ingham County, which serves both incarcerated and non-incarcerated residents of Ingham County

Upcoming Projects

Intravenous drug users face significantly higher rates of co-morbidities and chronic conditions related to SUD, such as HIV, Hepatitis A and C, tobacco use, mental health conditions, and chronic pain. In August 2021, the Pathways to Care Justice Millage Program will begin creating supportive resources for patients receiving care at the Jail Medical facility. Staff from the Jail Medical facility have requested these items in order to support their efforts to educate and improve patient knowledge and understanding of chronic conditions related to or resulting from substance use disorders.

2020 Program Outcomes

Outcomes and Data	
Total Clients Enrolled in Program Services	80
Visits in the Jail	207
Post Release Visits	224
Clothing & Food Bank Referrals	53
Treatment Referrals	34
Re-entry Plans Completed	20
Health Insurance Enrollment	14
EBT/ Food Assistance Enrollment	16
Connected to Health Care and Dental Providers	21
MAT Referrals (Most Post- Release)	15
Recovery Housing Referrals	17
Shelter Placements	23
Rapid Response Referrals	51

Success Stories

The services offered by this program allow individuals to transform the trajectory of their own lives. Some of the changes brought about by the program relate to harm reduction - i.e. prevention of HIV or viral hepatitis transmission among intravenous drug users. Some changes are life-saving—such as access to Naloxone kits and navigation to treatment and recovery services.

In 2020, 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 in 2020:

- Client A was referred to program by Rapid Response team staff. The CHW connected with the client while he was incarcerated for illicit use of a controlled substance. The client had overdosed prior to incarceration and was found by his mother unconscious and not breathing. Paramedics were able to revive him after several doses of Narcan (Naloxone). The CHW met with Client A during his incarceration and found an inpatient treatment facility that fit the needs of the client. The CHW navigated Client A to the treatment facility and maintained contact during his stay. Client A successfully completed residential programming. Client A and CHW were able to communicate about the

prospect of remaining there in this new community and moving into one of their transitional houses. At the time of this writing Client A is gainfully employed and slowly integrating himself back into the community while continuing to consistently attend to and build his recovery capital. Client A is now 8 months into his recovery.

- Client B was referred to Pathways by CATS while incarcerated. Client B began MAT while housed at the Ingham County Jail. The CHW was able to navigate him into residential treatment where Client B successfully completed programming. The CHW maintained regular contact with client B to provide support and encouragement during his lengthy stay. Prior to leaving residential treatment, Client B was on the verge of divorce. Due to his hard work and compliance with recovery services he was able to go back home to be with his wife and kids. Client B continues to abstain from use of opiates and is enjoying a newfound freedom. He feels that as a result of recovery he is growing into a better son, father, and husband. Client B continues to be an asset to our recovery community.

Narcan/Naloxone

Available On Site for Emergency Assistance



Please notify a staff member if you believe someone needs assistance for a possible overdose.

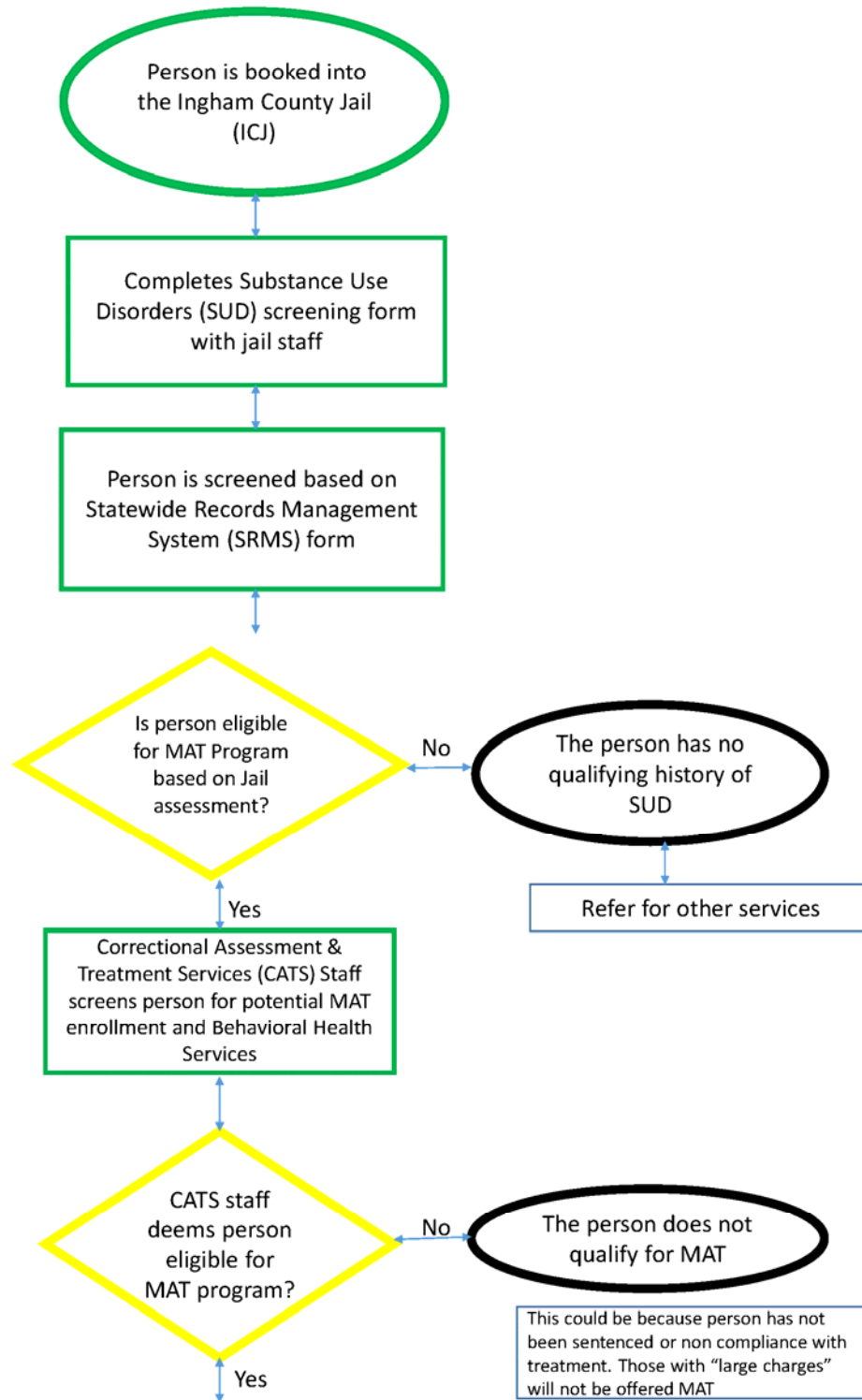
Narcan/ Naloxone helps with reversing the effects of an opioid overdose.

Opioid overdose deaths are reduced by half in communities providing access to Narcan/Naloxone.



**Ingham County
Health Department**

Ingham County Jail - MAT Process Map 2021



Person meets all eligibility requirements

NOTE- CATS sends a Pathways referral to Pathway supervisor. Pathway supervisor will assign referral to Community Health Worker (CHW)

Person agrees to MAT program expectations?

No

Person declines MAT program expectations, however can agree to program at a later date. They are still offered Behavioral Health Services

Yes

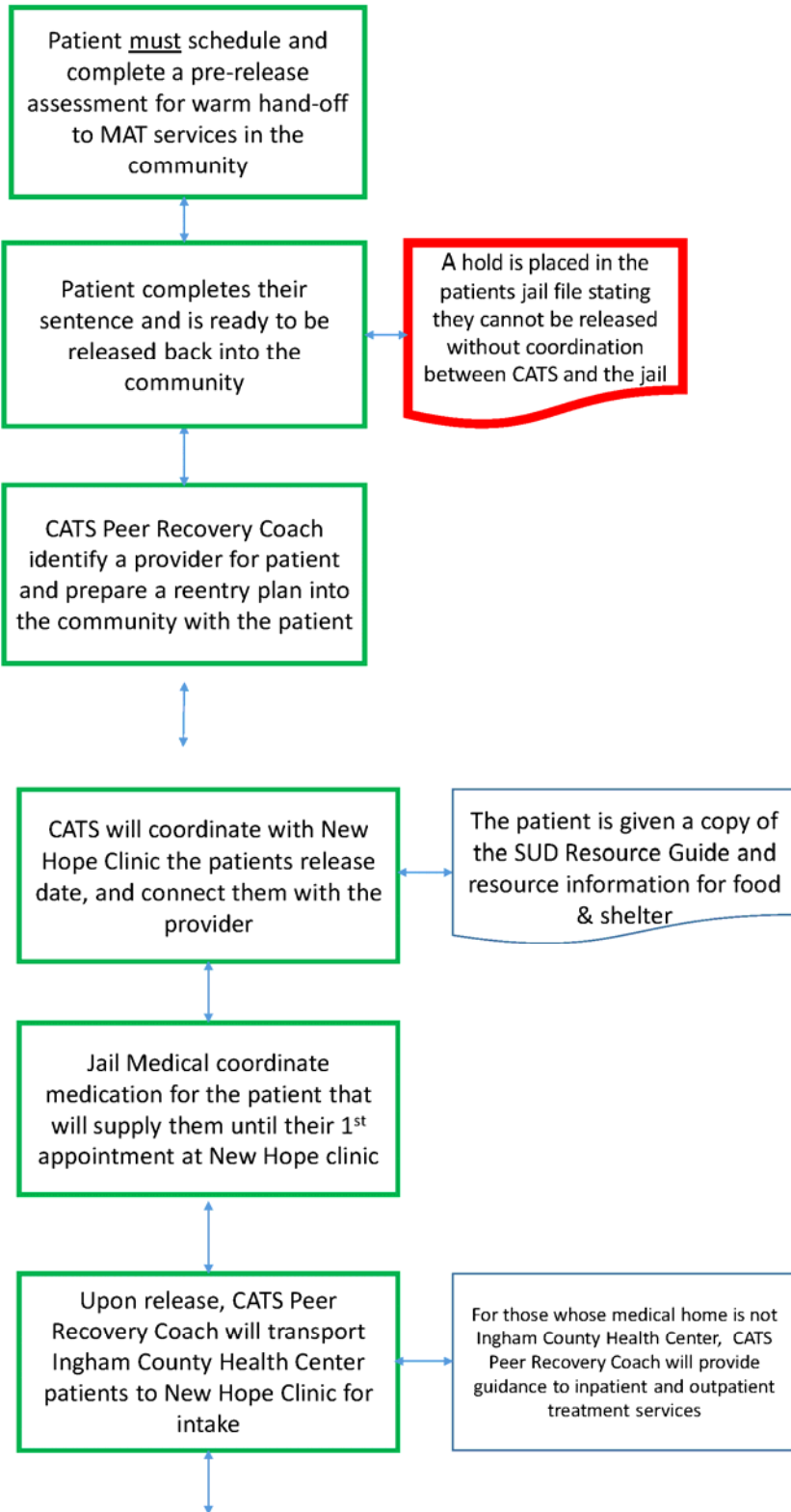
CATS refers patient to jail medical staff for review and provider assessment

Patient must meet medical criteria and therefore, may not qualify due to underlying health conditions

Jail medical provider approves patient for MAT program

Patient begins MAT treatment
Suboxone sublingual,
prescribed and administered
by jail medical provider

CATS Peer Recovery Coach is assigned to provide SUD guidance and Pathways CHW is assigned to provide health navigation and other supports





Pathways staff will stay in touch with the patient for up to 6 months post release

What happens after release?

For current Ingham Community Health Center patients released from Ingham County Jail wanting to continue on Medicated Assisted Treatment, CATS peer recovery coaches provide transportation on specific days to New Hope Clinic so patients can continue medication along with behavioral health services. CATS peer recovery coaches also provide guidance to inpatient and outpatient treatment options to others leaving the jail.



Other resources available upon release

Ingham County Health Department- Pathways to Care Community Health Workers can provide assistance for non SUD related issues upon release. Services include job support assistance, friend of the court issues, medical insurance help, clothing, housing and food resources. Ingham County Health Department offers virtual Naloxone training and Naloxone kits. For more information, please call (517) 930-5514



Integrated Treatment and Recovery Services

New Hope location

430 N. Larch St., Ste. 1 Lansing, MI 48912
517-887-4400

Birch location

812 E. Jolly Rd. Suite 112 Lansing MI 48910



Medication Assisted Treatment (MAT) Program

Ingham County Jail

CATS Program

Correctional Assessment and Treatment Services (CATS) Program is part of Community Mental Health Authority of Clinton, Eaton and Ingham Counties. CATS screens people entering the jail for potential substance use disorders (SUD) and behavioral health disorders. CATS can enroll people they identify with an opioid related SUD into Medication Assisted Treatment (MAT) if they meet program Requirements. CATS Peer Recovery Coaches offer guidance to inpatient and outpatient treatment.



What are Opioids?

Opioids are a class of drugs that include prescription pain medicine and illicit drugs (aka, street drugs). Some examples of prescription opioids are morphine, codeine, oxycodone, hydrocodone, methadone, fentanyl and tramadol. An example of a non-prescription opioid is heroin and street fentanyl.

What is an Opioid Related Substance Use Disorder (SUD)?

A person with an opioid related SUD is dependent on opioids, because opioids are highly addictive. SUD is a chronic illness that can be treated by using special medications in a Medication Assisted Treatment (MAT) Program.

What is Medication Assisted Treatment (MAT)?

People can refer themselves or they can be court ordered, but you have to want to participate. Those who want to enroll in MAT must meet medical criteria. Some people may not qualify due to underlying health conditions.

What is Suboxone?

Suboxone is an effective MAT medication, used to treat adults struggling with an opioid related Substance Use Disorder (SUD).

Suboxone sublingual film is easy to take, because it is dissolved under the tongue. This medication is safe, and is part of a MAT program that includes counseling and behavioral health therapy.

Who qualifies for the MAT program?

MAT uses FDA approved medication to help treat adults with a opioid related Substance Use Disorder (SUD). MAT combines medication, counseling and behavioral therapy. The Ingham County Jail uses a medication called Suboxone in their MAT program.

What is expected for those who enroll?

People who enroll in the MAT program are agreeing to participate in both behavioral counseling sessions and medication.