



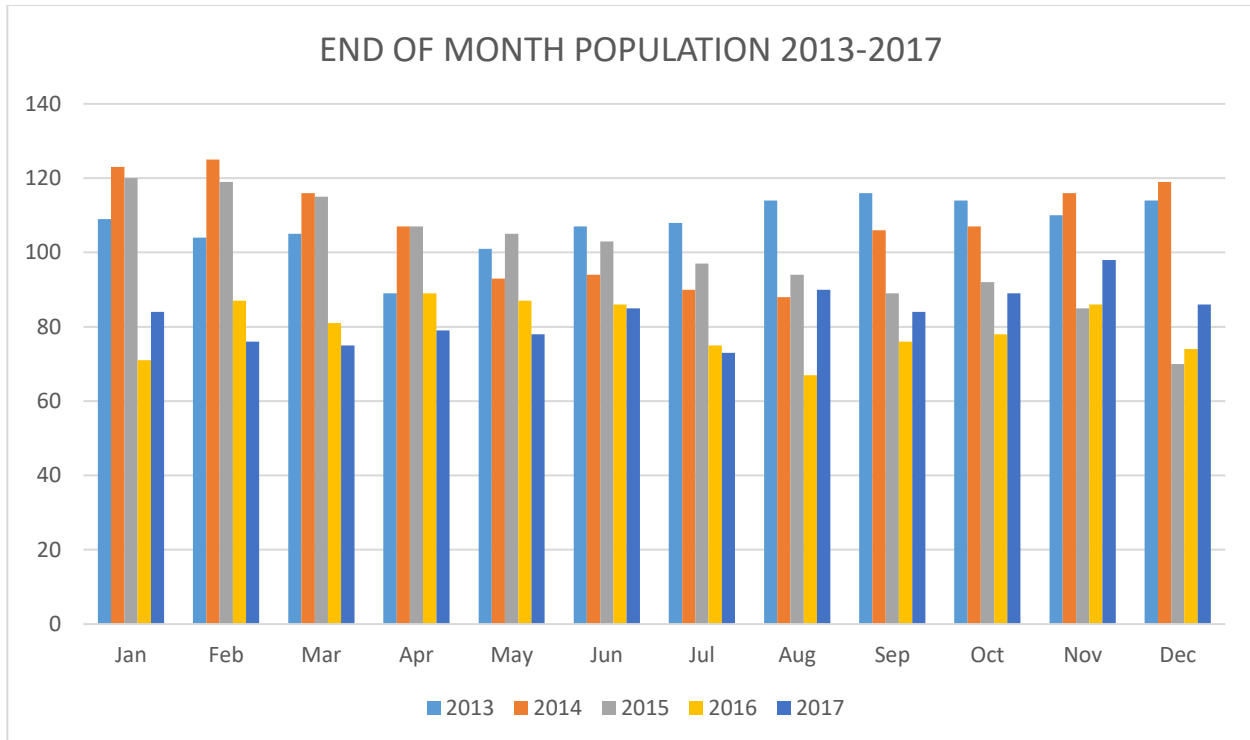
**Steuben County Sheriff's Office
Jail Division
2017 Annual Report**

Tim R. Troyer, Sheriff

Prepared by Jail Commander: Captain Jason Hufnagle

BED SPACE/POPULATION

The Steuben County Jail was built in 1992, and originally designed to house 130 inmates. It has since been renovated to accommodate new total bed space for 178 inmates. On January 1, 2017 there were 82 inmates housed in the jail. On December 31, 2017 there were 86 inmates housed in the jail. **The Average Daily Population (ADP) for 2017 was 79 inmates. The Average Length of Stay (ALOS) for inmates in the Steuben County Jail in 2017 was 17 days and 11 hours.** The “End of the Month” jail counts for 2013 through 2017 comparison are highlighted in the chart below:



BOOKING STATISTICS/INFORMATION

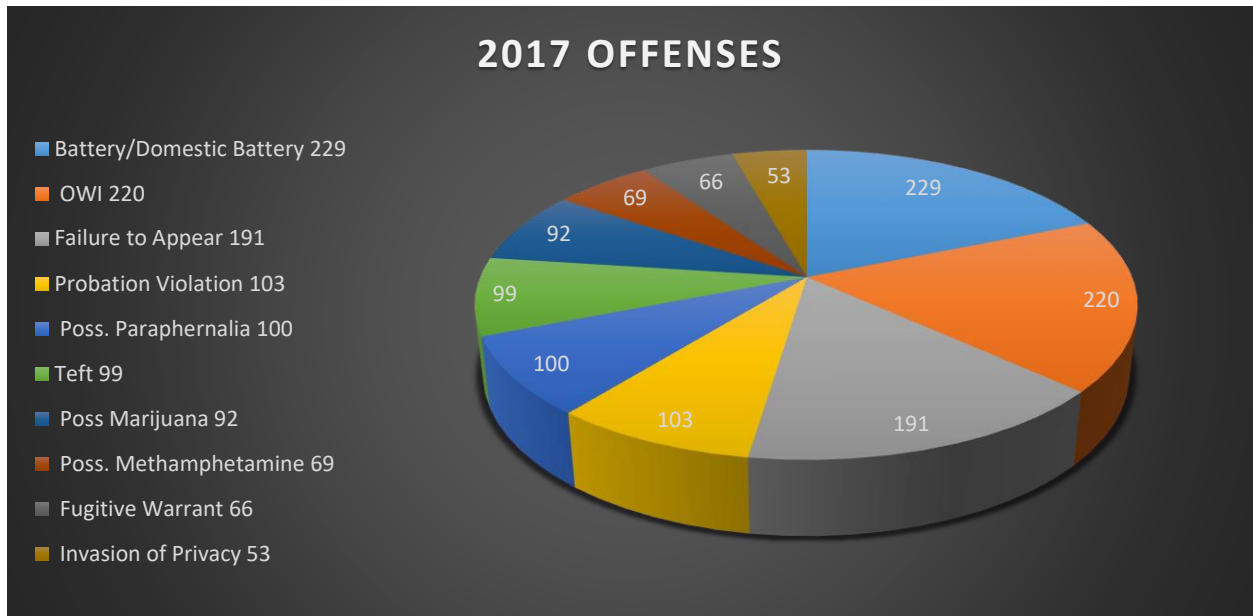
Offense Statistics

The Steuben County Jail staff booked 1230 individuals into the jail in 2017. The top ten identifiable offenses were:

- 1) Battery/Domestic Battery- 229
- 2) Operating While Intoxicated (All levels)- 220
- 3) Failure to Appear - 191
- 4) Probation Violation- 103
- 5) Poss. Of Paraphernalia- 100
- 6) Theft - 99
- 7) Poss. Of Marijuana -92
- 8) Poss. Methamphetamine- 69

- 9) Fugitive Warrant- 66
- 10) Invasion of Privacy- 53

In conducting a Booking Time Analysis for 2017, the top six (6) hours of booking activity during 2017 were between 1:00 p.m. and 2:00 p.m., 4:00 p.m. and 5:00 p.m., and between 9:00 p.m. and 10:00 p.m.



2017 Crime Class Statistics

The average inmate crime class at booking information for 2017 bookings is as follows:

Felony**		Misdemeanor
Class A Felony: 0.7%	Class B Felony: 1.5%	Class A Misdemeanor: 22.6%
Class C Felony: 1.1%	Class D Felony: 3.4%	Class B Misdemeanor: 2.9%
Level 1 Felony 0.8%	Level 2 Felony 0.9%	Class C Misdemeanor: 1.2%
Level 3 Felony 6.4%	Level 4 Felony 5.4%	
Level 5 Felony 9.2%	Level 6 Felony 39.7%	

** On July 1, 2014, the State of Indiana converted to a “Level Felony” system of crime classes

MAJOR DISTURBANCES WITHIN THE JAIL

Medical/Mental Health Disturbances

Throughout the course of 2017, the Steuben County Jail staff was tasked with responding to jail medical issues that resulted in inmates being transported to the local hospital and/or out-of-county hospitals. In summary, these medical incidents included heart/chest problems, respiratory

issues, sutures, inmate pregnancies, surgeries, diabetic issues and general illnesses that needed immediate emergency treatment beyond the parameters of the jail medical department. **There were a total of fifteen (15) medical incidents that required an inmate to be transported to the local hospital**, there were twenty-two (22) inmate transports to local doctor offices for follow-up or specialized appointments.

Security Disturbances

In addition to medical disturbances, the Steuben County Jail staff experienced various security disturbances caused by inmates. These security threats called for both routine and “emergency” extensive cell searches. The staff conducted thirty-two (32) extensive cell searches of the jail cell blocks in 2017, compared to eighty-six (86) conducted in 2016 and seventy-four (74) being conducted in 2015.

ESCAPES/ATTEMPTED ESCAPES

There were no escapes or attempted escapes from the jail in 2017.

IN-CUSTODY DEATHS

There were zero (0) in-custody deaths occurring in 2017.

JUVENILE WAIVER/DIRECT FILE STATISTICS

There were two (2) juveniles booked into the Steuben County Jail on waivers or direct files in 2017.

AVAILABILITY OF SERVICES WITHIN THE JAIL

See attached report.

JAIL STAFFING LEVELS

There were five (5) replacement full-time Confinement Officers hired in 2017. All but four (4) officers hired in 2017 have attended and successfully completed the forty (40) hour Indiana Law Enforcement Academy (ILEA) Certified Jail Officer School, in accordance with IC 11-12-4-4. According to the revised Indiana Jail Standards, all county jails are required to send full-time AND part-time jail officers through the ILEA Certified Jail Officer School.

Over time/Part-time Coverage

In 2017, there were **3272 hours of overtime** worked by full-time officers. Overtime coverage become necessary to coverage shift vacancies caused by vacations, sick days, FMLA, training days, court loads, visitation schedules and other events that challenge the minimum staffing

levels. The jail staffing level continues to remain one (1) position less than that of 2011 and earlier years due to a Confinement Officer position being eliminated from the 2012 budget.

Jail Officer Training

The Indiana Jail Standards require certified Jail Officers to receive sixteen (16) hours of annual training and Jail Commanders to receive twenty-four (24) hours of training each year. The Indiana Sheriff's Association implemented an Advanced Jail Officer Training (AJOT) series of training events across the State of Indiana to assist Sheriff Offices in meeting this requirement. The Steuben County Jail had 4 officers, supervisors attended 2 different AJOT sessions. The advanced training sessions provide supervision/leadership skills, information regarding medical/mental health issues, risk management, the skills involved with managing inmate behaviors and updates on case law relevant to jail operations.

TRANSPORT STATISTICS

During 2017, the Steuben County Sheriff's Office/Confinement Staff performed **437 adult and juvenile transports**, traveling **68,544 miles** between the Steuben County Jail and other correctional/detention/mental health facilities. As a result, 1,341 **total man-hours** were exhausted in providing these transports. The following is a breakdown of the type of transports performed:

- ❖ Adult Transports = 366 for 55,929miles and 1069 man-hours
- ❖ Juvenile Transports = 71 for 12,615 miles and 272 man-hours
- ❖ 72-hour commitments = 71 transports
- ❖ Transport Orders = 238 transports
- ❖ Warrants = 121 transports
- ❖ Adult transports for juvenile matters =14 transports
- ❖ Transports for Probation = 63 transport
- ❖ Transports for DCS = 8 transports

Previous Transport Statistics

The 2017 statistics can be compared to the 2013 thru 2017 statistics listed below. The displayed decrease of total transport mileage and man hours for transports during the 2017 year can be credited to an array of factors: multiple inmates picked up on same transport for court proceedings; transports conducted to and from facilities at a closer distance to Steuben County; inmates not being returned for eligibility interviews for Community Corrections; and other factors.

The County did have an increase in transports for juveniles due to the closing of a juvenile center that performed a majority of these transports for the county.

2013 Transport Statistics

- ❖ Adult Transports = 296 for 51,545 miles and 942 man-hours
- ❖ Juvenile Transports = 26 for 6,040 miles and 106 man-hours

2014 Transport Statistics

- ❖ Adult Transports = 342 for 54,753 miles and 955 man-hours
- ❖ Juvenile Transports = 17 for 7,752 miles and 141 man-hours

2015 Transport Statistics

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

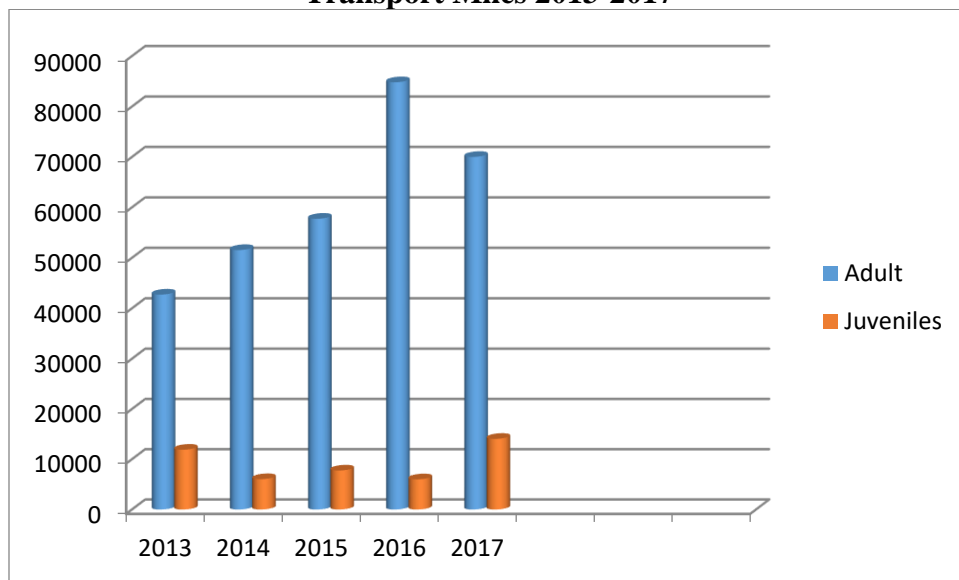
2016 Transport Statistics

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

2017 Transport Statistics

- ❖ Adult Transports = 366 for 55,929 miles and 1,069 man-hours
- ❖ Juvenile Transports = 272 for 12,615 miles and 272 man-hours

Transport Miles 2013-2017



PROGRAMS AND SERVICES

Jail Ministry Volunteers

The Steuben County Jail Ministry Volunteers are coordinated by the Jail Commander. The volunteers are scheduled to provide Bible Study, church services and individual religious support throughout the week and weekend. Visiting clergy are also provided opportunities to visit with members of their congregation during allotted times during the week. Volunteers are required to apply for clearance to volunteer in the jail through an application and background check process. These volunteers are required to follow written guidelines focusing on the safety/security of jail operations, the court system and providing services in a correction setting.

High School Equivalency (HSE) Program

Formerly known as the GED Program, the HSE has been adopted by the State of Indiana to take place of the former GED Exam. The Steuben County United Way and the Steuben County Literacy Coalition continue to partner with the Steuben County Jail to provide preparatory instruction to inmates wanting to take and pass the HSE Exam. With the transition from GED to HSE, the program continued to prepare inmates in the academic fields needed in order to be prepared to successfully pass the exam when it became available. The Impact Institute provides the test administrator for the exam to be given at the Steuben County Jail.

0 INMATES PASSED THE HSE EXAM DURING 2017

MAINTENANCE AND UPKEEP OF THE JAIL

The annual jail inspection was conducted by State Jail Inspector, Chance Sweat, on August 8, 2017. There were zero (0) significant deficiencies noted in the report and the inspector commented on the following areas:

- ❖ The jail was clean and the staff was professional and receptive to suggestions/recommendations.
- ❖ Padded cell repaired and updated.
- ❖ Video visitation is being considered along with updated digital recorders.
- ❖ Male/Female offenders interviewed stated they felt safe, staff was fair and meals were good.

The state jail inspector highly recommends that the jail has a staffing analyses conducted.

UNFUNDED NEEDS AND PROJECTS

Other maintenance/improvement projects in progress from 2017 to 2018 include:

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

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

Respectfully Submitted,

Tim R. Troyer

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Steuben County Sheriff**