

FREDERICK COUNTY SHERIFF'S OFFICE

**HEADQUARTERS
FREDERICK COUNTY LAW
ENFORCEMENT CENTER**
110 Airport Drive East
Frederick, MD 21701
301-600-1046
301-600-1527 (Fax)
301-600-7655 (TTY)

JUDICIAL OPERATIONS
100 W. Patrick Street
Frederick, MD 21701
301-600-2162
301-600-3690 (Fax)



**CHARLES A. JENKINS
SHERIFF**

**DETENTION CENTER/
CENTRAL BOOKING**
7300 Marcie's Choice Lane
Frederick, MD 21704
301-600-2550 (D.C.)
301-600-2566 (D.C. Fax)
301-600-1790 (C.B.)
301-600-1791 (C.B. Fax)

WORK RELEASE CENTER
7281 Marcie's Choice Lane
Frederick, MD 21704
301-600-1727
301-600-3404 (Fax)

Mr. Duane Hine

Mr. Hine began his employment with the Frederick County Adult Detention Center in February 1999 as a Correctional Officer. Later, he transferred to the Inmate Services Division as a Correctional Classification Specialist. In 2013, Mr. Hine accepted his current position as the Records Unit Manager.

Mr. Hine is extremely knowledgeable. He is responsible for overseeing all aspects of the Records Unit. His areas of expertise include but are not limited to, interpretation and review of legal documents for accuracy, maintaining inmate records, calculation of sentences, and being the liaison between court officials and allied agencies.

During the past year, in response to COVID-19, Mr. Hine worked on a modified work schedule and still single-handedly managed the Records Unit for approximately five months. Mr. Hine accepted all extra duties with an outstanding attitude and unwavering commitment to the facility. Besides his outstanding work ethic, his dedication is evident by an outstanding attendance record. Mr. Hine has not utilized sick leave since March 2013.

Mr. Hine is an extremely dedicated professional, who is highly regarded within this agency. Mr. Hine's qualities, expertise and dedication to excellence truly made him deserving of this year's Maryland Correctional Administrator's "Correctional Employee of the Year" Award.

Lt. Col. William V. DeLauter
Chief, Corrections Bureau