

<p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES</p> <p>ADMINISTRATIVE DIRECTIVE</p>	<p>AD NO: 01.02 DATE: February 6, 2024 SUBJECT: General Administration TITLE: Directive Distribution FOR PUBLIC RELEASE: Yes</p>
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- I. Reference: MCCS .01D, .01F, .01I, .01J, .03D, .03E, .03F, .03G, .03I, .05F, .05J, .06B; AD 01.01, 05.01
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish procedures for ensuring publications are issued and available to employees, and that receipt is acknowledged.
- IV. Policy:
  - A. It shall be the policy of the AACDDF to issue publications described in AD 01.01 to employees by way of e-mail. Opening of the e-mail shall constitute acknowledgement of receipt of the publication and responsibility to read and adhere to it.
  - B. Publications shall be maintained on the Department's Local Area Network and shall be protected against unauthorized modification by way of passwords confidential to Administrators and their Secretaries. Manuals containing hard-copies of all publications shall be maintained in the facilities' Central Control Centers and in the following locations to ensure availability in the event of a computer system failure:
    - 1. Jennifer Road Detention Center (JRDC): Captain's Offices and Lower-Level Sergeant's Offices and Central Control.
    - 2. Ordnance Road Correctional Center (ORCC): Captain's Office, Criminal Justice Program Supervisor's (CJPS), Management Assistant II (MAII) Support Services', Sergeant's and Lieutenant's Offices.
  - C. Original copies of materials, signed by the issuing authority, shall be maintained in Master Manuals in the Superintendent's office (ADs, SODs, ODs, DCPOs) and by the ORCC Correctional Facility Administrator (CFA) (ORCC ODs and ORCC DCPOs).
  - D. In accordance with AD 01.01, copies of Directives affecting represented employees shall be forwarded to the Union President(s); copies of Directives affecting inmates and designated by the Superintendent shall be placed in Directive Manuals in the inmate libraries.
  - E. Post Orders shall be promulgated and maintained in accordance with AD 05.01.

V. Procedure:

A. Publication Issuance

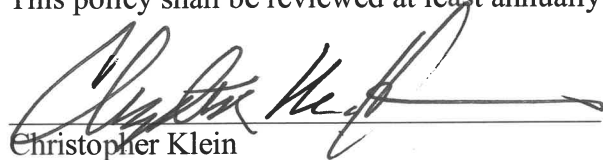
1. When finalized, the Superintendent's Administrative Secretary or CFA's Secretary shall:
  - a. Move the Directive to the Policies folder and any appendices to the Templates or Informational Appendices folders on the Local Area Network;
  - b. Move the rescinded Directives and appendices to the Rescinded folders;
  - c. Revise the Directive Index to reflect the Directive revision date or the issuance of a new Directive;
  - d. Determine if the Directive has been designated for inclusion in the inmate library;
  - e. Print a copy of the Directive for signature of the issuing authority along with any appendices and place it in the Master Manual;
  - f. Amend the current year's Annual Publication Review and Revision Worksheet;
  - g. Notify employees of issuance of the publication by e-mail;
  - h. Add or update the Directive on the Department of Detention Facilities webpage if it has been identified for "Public Release".
2. At the JRDC, the Administrative Lieutenant shall be responsible for printing and adding copies of materials to the manuals in the Captain's and Lower-Level Sergeant's offices and Central Control. At the ORCC, Supervisors on the midnight shift shall print and add copies to manuals in the Lieutenant's and Sergeant's offices; the Captain, CJPSs and the MAII-Support Services shall be responsible for maintaining their own manuals.
3. Supervisors shall notify employees at Roll Call and staff meetings of issuance of Directives, directing they open the e-mail announcement and read the publication. Additionally, Supervisors shall review key changes in the Directive and discuss the impact on job duties.

B. Publication Review and Enforcement

1. Employees shall be expected to read and understand each publication issued and maintained electronically.

2. Should a Directive, Post Order or other publication become unenforceable or require modification to address operational changes or needs, employees shall document their recommendation and forward it for consideration through their Chain of Command.

This policy shall be reviewed at least annually and revised as necessary.



Christopher Klein  
Superintendent

Rescinds: AD 01.02 dated February 6, 2006  
AD 01.02 dated July 1, 2009  
AD 01.02 dated July 3, 2018  
AD 01.02 dated August 19, 2021

