

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO. 01.01 DATE: November 7, 2022 SUBJECT: General Administration TITLE: Publications FOR PUBLIC RELEASE: Yes
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- I. Reference: ACA 4-0005, 4-004, 4-4012, 4-4015; MCCS .08D; AD 01.02, Health Services Policy Manual; Food Services Manual; Memoranda of Understanding with Public Defender, Health Department, Mental Health Agency, Community College.
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF).
- III. Purpose: To establish a process for publications of information.
- IV. Policy:
 - A. It shall be the policy of AACDDF to develop and make available materials used for departmental operations that comply with the Maryland Commission on Correctional Standards (MCCS) Standards.
 - B. Materials shall include:
 1. Administrative Directives (ADs) – materials relating to overall department operations and services, signed by the Superintendent.
 2. Operational Directives (ODs) – materials relating to a specific facility’s operation, signed by the facility’s Correctional Facility Administrator (CFA).
 3. Shared Operational Directives (SODs) – materials relating to operations applicable to both facilities, signed by both Correctional Facility Administrators (CFAs).
 4. Detention Bulletins (DBs) – materials announcing non-routine changes to existing directives, signed by the Superintendent or appropriate CFA. DBs shall be numbered sequentially and include the year of issuance. DBs remain in effect for no more than sixty (60) days and require the affected Directive to be revised within that timeframe.
 5. Post Orders (POs) - specific instructions for security staff at each Facility, detailing duties to be performed on designated posts. Post Orders are signed by the CFA.

6. Operational Manuals – procedural manuals for specific units and functions; e.g., Records Desk Instructions, Inmate Accounting Procedures Manual, Case Management Resource Manual, etc.
 7. Memoranda of Understanding or Agreement (MOU/MOA) – memoranda defining the roles and responsibilities of governmental and private agencies providing services to the department, and the department’s responsibilities relative therein.
 8. Vendor Manuals – policies and procedures promulgated by companies under contract to provide services to the AACDDF.
 9. Other Written Materials – Inmate Orientation Books, program guides and facility guides, resource manuals, etc.
- C. Materials shall be maintained electronically on the Department’s computer system and/or in hard copy form.

V. Procedure:

A. Publication and Maintenance

1. Materials shall be organized in general subject groups and numbered by function.
2. The County Law Office and Personnel Office staff may review materials for form and legal sufficiency, as deemed necessary by the Superintendent.
3. Each CFA and the Correctional Support Services Manager (CSSM) shall be responsible for ensuring materials dissemination to employees in accordance with AD 01.02.
4. Contractual or vendor employees not having access to electronic materials shall be responsible for maintaining Directives applicable to them in manuals.
5. Each employee shall be responsible for reading and familiarizing themselves with all issued materials.

B. Review

1. Annual Review

- a. Directives and all other written materials shall be reviewed annually between the months of January and April by the Administrator signing the Directive or other Administrator designee. The review shall be documented on the Department of Detention Facilities (DDF) Annual Policy and Publication Review (Appendix 1) form.
- b. In reviewing written materials governing vendor and other non-departmental employees, including operations manuals and memoranda of understanding, the CFAs and CSSM shall ensure roles and functions are clearly delineated and in keeping with requirements. Changes to the roles and functions shall be incorporated in revised policies or memoranda of understanding as necessary.
- c. The Superintendent shall issue a DB to all staff by January of each year, advising of the annual review and requiring changes or additions be submitted to their CFA or CSSM by April 1.
- d. All recommended changes shall be documented on the Policy Review and Approval (Appendix 3) form, reviewed and approved or disapproved by the Superintendent, appropriate CFA or CSSM.
- e. The CFA's secretary shall document dissemination and track the status of all policies and publications on the Policy Review Master Log (Appendix 2).
- f. After the Annual Policy and Publication Review form and/or Policy Review and Approval form has been received and any changes made to the policy and/or publication, the CFA's secretary shall forward the form(s) to Compliance.
- g. Materials shall be revised by December 31 of each year.

2. Distribution

- a. Where revisions affect employee organizations, the Superintendent or CFA shall provide final drafts to the Union President(s) and, if requested, discuss them prior to implementation.
- b. Directives that affect the inmate population shall be placed in the Ordnance Road Correctional Center (ORCC) and the Jennifer Road Detention Center (JRDC) inmate Libraries. Revisions to directives that affect inmates' privileges, activities, restrictions, etc.

shall be presented to dormitory representatives by the CFA prior to issuance. Where revisions affect volunteers, the CFA shall ensure the Volunteer Coordinator disseminates copies to volunteer organizations and allow for modifications, as appropriate. Final revisions shall be made available to the organizations by the Volunteer Coordinator.

C. Public Access

1. Specific AD's, OD's and SOD's that do not contain security sensitive information that would jeopardize the safety of staff and the overall security of the department and our facility operations will be identified for "Public Release" and will be available on the DDF webpage as approved by the Superintendent.
2. Any individual wishing to review a particular Directive may make a request to the Superintendent, CFA or CSSM. Or by submitting a Public Information Act Request.
3. Approval may be granted, providing dissemination would not jeopardize the security of the facility.
4. Disapproval of requests for access shall be discussed and confirmed by the Superintendent, who may choose to seek advice from the County Office of Law.

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



Christopher Klein
Superintendent

Rescinds: AD 01.01 dated March 13, 2000
AD 01.01 dated July 1, 2009
AD 01.01 dated August 31, 2020
AD 01.01 dated August 3, 2021

Appendix 1 – Annual Policy and Publication Review Form
Appendix 2 – Policy Review Master Log
Appendix 3 – Policy Review and Approval Form