

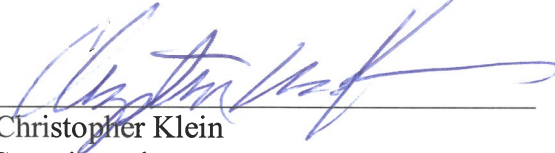
ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO: 01.03 DATE: February 1, 2023 SUBJECT: General Administration TITLE: Organization & Function FOR PUBLIC RELEASE: Yes
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- I. Reference: Anne Arundel County Department of Detention Facilities Mission Statement
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish the Department's organization and guidelines for developing strategic plans.
- IV. Policy:
 - A. The Superintendent is the managing official and appointing authority for the AACDDF, serving in these roles under authority of the Anne Arundel County Executive and the Chief Administrative Officer. The Superintendent is authorized to promulgate the policies, rules and regulations which govern AACDDF operations and directly oversees compliance with the Maryland Commission on Correctional Standards.
 - B. Acting under authority of the Superintendent are two (2) Correctional Facility Administrators (CFAs), the Training Director and the Correctional Support Services Manager (CSSM).
 - 1. The CFAs serve as Wardens and are responsible for overseeing the operations in their respective facilities; Central Holding and Processing Center (CHPC)/Jennifer Road Detention Center (JRDC) and Ordnance Road Correctional Center (ORCC). They develop and enforce directives, set goals along with planning and implementing initiatives in support of the Department's mission. (Refer to Appendix 1—Organization Charts).
 - 2. The Central Holding and Processing Center (CHPC) serves as the main Central Booking Facility for Anne Arundel County. The Jennifer Road Detention Center serves as the main intake facility for pretrial inmates. The Ordnance Road Correctional Center serves as the main jail for sentenced inmates in the county, holding both male and female inmates. The Ordnance Road Correctional Center also runs Alternative Sentencing Programs such as House Arrest and Work Release.
 - 3. The CSSM manages the Department's business and human resource operations.
 - 4. The Training Director oversees the Department's training initiatives and ensures compliance with all National, State and local training requirements.

The Training Director also has the role of the PREA Coordinator for the Department.

- C. An attorney from the County Office of Law shall serve as legal counsel to the Superintendent.
- D. Strategic plans shall be developed by the Superintendent and his executive staff; setting goals and objectives for the Department. All objectives shall meet S.M.A.R.T. (Specific, Measureable, Action-Orientated, Realistic and Time bound). The strategic plans shall be reviewed annually and progress toward meeting goals and objectives will be reviewed and documented quarterly.

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



Christopher Klein
Superintendent

Rescinds: AD 1.3 dated November 1, 2005
AD 1.3 dated October 15, 2012
AD 01.03 dated July 13, 2021

Appendix 1 - Organizational Charts