

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES	AD NO. 01.05 DATE: July 1, 2021 SUBJECT: General Administration TITLE: Cellular Telephone Communications
ADMINISTRATIVE DIRECTIVE	FOR PUBLIC RELEASE: Yes

- I. Reference: AD 01.03, 01.04 and 03.01; ORCC OD 09.01, 09.03 and 18.01
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for cell phone communications with staff.
- IV. Policy: It shall be the policy of the AACDDF to ensure that designated Administrators and supervisors can be contacted when away from the office or after duty hours to address serious incidents and respond to problems, issues and questions.
- V. Procedure:
  - A. The Superintendent, Correctional Facility Administrators (CFAs), Assistant Correctional Facility Administrators (ACFAs), Captains, Ordnance Road Correctional Center (ORCC) Criminal Justice Programs Supervisors (CJPSs), Support Services Managers (CSSM), Records Manager and Maintenance Supervisors shall be issued county cell phones to ensure they may be contacted when away from the office or off duty. Alternatively, they may opt to use their personal cell phones for AACDDF communications but must ensure a valid cell phone number is on record at all times.
  - B. The staff referenced in Section A. shall be contacted after business hours, as needed, through their County issued work cell phone or their personal cell phone (if elected).
  - C. Residence and cell phone numbers shall be listed in the AACDDF Emergency Contact Directory maintained on the Local Area Network and in each facility's Control Center and Sergeants', Lieutenants' and Captain's offices.
  - D. In accordance with AD 01.04, Supervisors shall initiate notification of the Captain and Administrators in the event a serious incident occurs.
  - E. For non-serious incidents, the Supervisor shall contact the staff member who most appropriately can address the issue. If unavailable, the employee's Supervisor may be contacted.

- F. County cell phones shall be available to personnel assigned to designated work units for the following purposes:
1. Correctional Programs Specialist (CPSs) assigned to Work Release and other Community Programs for emergency communication when performing job site checks. The Criminal Justice Program supervisor (CJPS) shall be responsible for ensuring that issuance and return of the cell phone as needed.
  2. Maintenance Mechanics for internal communication while performing duties in sections of the facility where there is no radio signal.
- G. County-issued cell phones are to be used for business purposes only and not for making or receiving personal calls. Individuals found to be abusing this privilege shall be required to reimburse the County.
- H. With the exception of the phones issued to the Superintendent and the maintenance staff for communication purposes, neither personal nor County-issued cell phones may be carried within the secure sections of the facilities.
1. This section does not apply to local law enforcement processing individuals in CHPC and booking areas.
- I. An exception to this directive can be made by the Superintendent, CFA or ACFA to accommodate special circumstances including the medical doctor under contract to the DDF.

This policy shall be reviewed annually and revised as necessary.

  
Christopher Klein  
Superintendent

Rescinds: AD 1.5 dated November 1, 2005  
AD 01.05 dated July 1, 2009