

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES  ADMINISTRATIVE DIRECTIVE	AD NO        01.06 DATE:        November 23, 2022 SUBJECT:    General Administration TITLE:        Staff Meetings FOR PUBLIC RELEASE: Yes
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- I.     Reference:        AD 01.03, 03.04, 03.23; JRDC OD 12.02; ORCC OD 12.02; Memoranda of Agreements between the Anne Arundel Fraternal Order of Detention Center Officers and Personnel, Inc., AFSCME Local 582, AFSCME Local 2563, Teamsters Local 355-Maryland Public Employees and Anne Arundel County Detention Sergeants Association Local 141, AFL-CIO.
  
- II.    Applicable to:    Anne Arundel County Department of Detention Facilities (AACDDF).
  
- III.   Purpose:        To establish regular meetings between management, staff and inmates.
  
- IV.   Policy:
  - A.     It shall be the policy of the AACDDF to schedule regular meetings with personnel and inmates for the purpose of disseminating information and discussing concerns and issues.
  
  - B.     To ensure critical information is available to staff on a daily basis, the Administrative Lieutenant at the Jennifer Road Detention Center (JRDC) and the Administrative Secretary at the Ordnance Road Correctional Center (ORCC) shall upload to the designated folder on the Local Area Network (LAN) a Daily Brief that includes population data and major incidents for the reporting period.
  
  - C.     To improve and encourage communication, the following meetings shall be held:
    - 1.     Executive Meeting – Held monthly and attended by the Correctional Facility Administrators (CFAs), Assistant Correctional Facility Administrator (ACFAs), Correctional Support Services Manager (CSSM) and Training Director. A list of pending and proposed projects, major incidents and issues along with significant data for discussion shall be submitted to the Superintendent prior to the meeting to be added to the agenda. Meeting minutes shall be taken and distributed for all meetings.

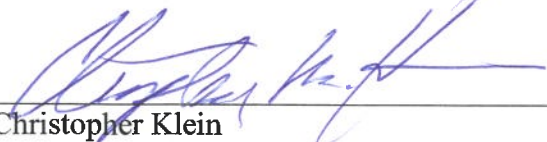
2. CFA – ACFA/CSSM Meeting – Held quarterly with the ACFAs and other managers as appropriate to review the status of projects, the budget and strategic plan goals.
3. Briefing Meeting – Held at least weekly by the CFA with the ACFA and other designated staff to address operational issues.
4. Dorm Representative Meeting – Held monthly by the CFAs with key personnel and inmate representatives to review concerns and morale issues. Documentation shall be maintained for each meeting in the CFA’s LAN and should be disseminated to the CFAs, ACFAs and all mid-level managers.

**NOTE: DORM REPRESENTATIVES SHALL BE PROVIDED MEETING MINUTES FROM THE PREVIOUS DORM REPRESENTATIVE MEETING DURING THE MONTHLY MEETING.**

5. Awards Selection Committee Meeting – Quarterly meeting held by the Captain with a Detention Officer/Corporal, Security Supervisor, Programs staff member and Support Services staff member to determine award recipients.
6. Unit Staff Meeting – Quarterly meeting held by managers (Criminal Justice Program Supervisor, Management Assistant, Office Support Specialist and Lieutenant) to address issues and develop plans to improve operations. Documentation shall be maintained for each meeting in the designated folder on the LAN..
7. Labor Management Meeting – Held in accordance with the collective bargaining agreements, held no less than monthly for FODCOP and quarterly for all other labor unions. Minutes shall be distributed to all attendees.
8. Safety Committee Meeting – Held not less than quarterly with representatives of labor unions to actively work toward the promotion of safety. Members will meet to discuss matters relating to safety and health. Findings and recommendations shall be forwarded to the County’s Personnel Officer for his/her consideration. Minutes of all meetings shall be furnished to the Superintendent and the FODCOP Union President.

9. Town Hall Meeting – Held annually at each facility by the Superintendent for presentation of initiatives, achieved goals and other pertinent information. Meetings shall be open to any staff member wishing to attend. Minutes shall be distributed to all staff at both facilities.

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



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Christopher Klein  
Superintendent

Rescinds: AD NO 01.06 dated August 1, 2002  
AD NO 01.06 dated July 1, 2009  
AD NO 01.06 dated August 3, 2021