

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO. 01.07 DATE: August 4, 2021 SUBJECT: General Administration TITLE: Legal Counsel FOR PUBLIC RELEASE: Yes
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I. Reference: Anne Arundel County Code Article 1, Title 5, Article 3 Title 11-108; ACA 4-ADLF-7A-02

II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)

III. Purpose: To establish guidelines concerning legal counsel for employees involved in a criminal prosecution or civil lawsuit concerning AACDDF matters.

IV. Policy:

A. An Assistant County Attorney shall be assigned to the AACDDF as Counsel to the Superintendent and staff.

B. Criminal Prosecutions - representation for employees and reimbursement of expenses shall be governed by the referenced Title in the Anne Arundel County Code.

C. Internal Investigations - representation for employees and reimbursement of expenses shall be governed by the referenced Title in the Anne Arundel County Code.

V. Procedure:

The County Office of Law shall represent employees involved in this type of litigation.

A. Upon receipt of a civil lawsuit or complaint filed in the District or Circuit Court, the employee shall notify their immediate Supervisor, the Assistant Correctional Facility Administrator (ACFA), Correctional Facility Administrator (CFA) and Superintendent. Such notification shall be in writing and include a request for representation by the County Office of Law.

B. The Superintendent shall forward the suit or complaint and letters requesting representation, along with a cover letter to the County Attorney. The Superintendent's letter shall include the date of service for the complaint.

C. Requests for representation shall be maintained on file until the complaint has been adjudicated and any/or all appeals exhausted.

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

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Christopher Klein
Superintendent

Rescinds: AD 01.07 Dated: December 11, 1998
AD 01.07 Dated: August 26, 2011