

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO: 01.08 DATE: March 3, 2023 SUBJECT: General Administration TITLE: Referral of Criminal Acts for Prosecution FOR PUBLIC RELEASE: Yes
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- I. Reference: AD 01.04, 06.06; SOD 01.0C
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for the referral of alleged criminal acts occurring in the AACDDF for criminal prosecution.
- IV. Policy: It shall be the policy of the AACDDF to refer alleged criminal acts occurring within the department for prosecution.
- V. Procedure:

A. Filing Criminal Charges

1. Inmates who escape or attempt escape shall be criminally charged in accordance with SOD 01.0C.
2. The Correctional Facility Administrator (CFA) shall work with staff members who are victims of criminal acts committed by inmates while on duty to file criminal charges. Should the decision be made to file charges, a copy of the Statement of Charges shall be maintained by the CFA.
3. Inmates who are victims of assault by other inmate(s) and are willing to file criminal charges against the alleged assailant(s) shall be taken to the Commissioner's Office located at the Central Holding and Processing Center (CHPC). This shall be scheduled through the unit Case Manager and a Security Supervisor. Assistance in filing the Statement of Charges form shall be provided by the inmate's unit Case Manager. A copy of the Statement of Charges shall be forwarded to the CFA, who shall ensure all necessary action has been taken to assure the inmate/victim's protection. (Appendix 1- Release of Information).

NOTE: ALLEGED SEXUAL ASSAULTS SHALL BE HANDLED IN ACCORDANCE WITH AD 06.06.

4. Other acts committed by inmates and/or visitors which may constitute crimes shall be evaluated by the Captain, Assistant Correctional Facility Administrator (ACFA) and/or CFA to determine whether charges may be filed. Those acts include, but are not limited to, destruction of County

property, introduction or possession of contraband (weapon, cell phone, CDS, etc.) and witness intimidation. The CFA shall request investigative assistance from the Anne Arundel County Police Department as necessary and may consult the Office of the State's Attorney for guidance.

B. Prosecution Support

1. The CFA and/or Superintendent shall ensure the Office of the State's Attorney receives all possible assistance to support aggressive and successful prosecution. The case status shall be tracked and the AACDDF shall provide any and all records or evidence relevant and/or required. Additionally, the CFA or Superintendent shall consult with the assigned Assistant State's Attorney and offer input as to case disposition as appropriate.
2. Staff required to testify at criminal proceedings shall be provided with copies of relevant records. To support effectiveness as witnesses, training in testifying in court is included in Correctional Entrance Level Training Program (CELTP). Staff testifying in assault and/or indecent exposure cases shall review Appendix 2 – Testifying in Assault Cases – Tips and Reminders.

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



Christopher Klein
Superintendent

Rescinds: AD 1.8, dated July 1, 2009
AD 1.8 dated September 19, 2011
AD 01.08 dated September 1, 2021
AD 01.08 dated November 29, 2022

Appendix 1 - Release of Information

Appendix 2 - Testifying in Assault Cases - Tips and Reminders