

<p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE</p>	<p>AD NO: 01.11 DATE: February 6, 2024 SUBJECT: General Administration TITLE: Tours by Community Groups FOR PUBLIC RELEASE: Yes</p>
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- I. Reference: None
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for tours of the AACDDF.
- IV. Policy: It shall be the policy of the AACDDF to conduct tours of the Jennifer Road Detention Center (JRDC), Central Holding and Processing Center (CHPC) and Ordinance Road Correctional Center (ORCC), as approved by the Correctional Facility Administrator (CFA) or Assistant Correctional Facility Administrator (ACFA).
- V. Procedure:
 - A. Request and Approval/Disapproval
 1. Requests for tours of the AACDDF shall be submitted by the community group in writing to the CFA or ACFA. The correspondence shall include the number of persons (at least 30 days prior to the planned tour) along with the date and time requested for the tour.
 2. The CFA or ACFA shall approve or disapprove the request and notify the community group of the decision in writing.
 3. Tours shall be conducted by the CFA, ACFA or designee.
 4. Tour groups shall be limited in number to twenty (20) per touring group.
 - B. Appearance and Conduct
 1. Proper attire shall be worn at all times. Such attire shall not include tube tops, tank tops, halter tops, shorts, mini-skirts, leggings/spandex or revealing clothing. Pants shall be worn at the waist.
 2. Proper conduct and decorum shall be maintained at all times. Loud talking, yelling or laughing shall not be permitted.
 3. Tours shall be conducted in a manner that acknowledges and complies with the inmates' right to privacy.

4. The community group shall advise the CFA or ACFA if one or more of the tour guests has a relative or friend within the Facilities.
5. No one under the age of fifteen (15) shall be allowed to tour the Facilities without prior approval from the CFA or ACFA.

C. Protocol

1. A Release of Claims Form (Appendix 1) shall be furnished to the touring group by the CFA or ACFA. This form shall be filled out by each touring member and submitted to the CFA or ACFA prior to the day of the tour. All guests under the age of eighteen (18) must submit the Release of Claims Form, signed by a parent/legal guardian in order to participate in the tour.
2. The Facility shall provide a listing of items not allowed in the facility along with the Facility Tour Requirements and Do's and Don'ts (Appendix 2).
3. The touring group shall advise the CFA or ACFA twenty-four (24) hours in advance if they do not plan to attend the scheduled tour.

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



Christopher Klein
Superintendent

Rescinds: AD 1.11, dated October 25, 1999
AD 1.11, dated July 1, 2009
AD 01.11 dated October 6, 2021
AD 01.11 dated November 22, 2022

Appendix 1 – Release of Claims Form

Appendix 2 – Facility Tour Requirements and Do's & Don'ts