ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES

ADMINISTRATIVE DIRECTIVE

AD NO. 02.01

DATE: December 1, 2022 SUBJECT: Fiscal Management

TITLE: Budget Process FOR PUBLIC RELEASE: Yes

I. Reference: County Budget Office Operating Budget Guidance; Operating

Budget Instruction Manual dated December 2021; Executive Order Number 3 dated April 17, 2016; "To Create the Anne Arundel

County Criminal Justice Coordinating Council".

II. Applicable To: Anne Arundel County Department of Detention Facilities

(AACDDF).

III. Purpose: To establish guidelines for fiscal management and control of the

Department's resources and budget process.

IV. Policy: It shall be the policy of the AACDDF that the Superintendent shall

develop, submit and control the Department's annual budget.

V. Procedure:

A. Operating Budget Development

- 1. The Correctional Support Services Manager (CSSM) shall coordinate the development of the Department's annual operating budget with the Correctional Facility Administrators (CFAs) between September and November of each year. The budget shall include funds necessary to:
 - a. Maintain daily operations.
 - b. Support long range objectives as detailed in the Strategic Plan.
 - c. Support new program development.
 - d. Address staffing requirements.
 - e. Purchase new and replacement equipment.
 - f. Maximize space efficiency within existing facilities to include renovations.
 - g. Purchase community services to supplement existing programs and services.

- h. Address projected population trends for the following year along with its impact on staffing and physical plant requirements. This will utilize the County's Master Plan for the Department.
- 2. The CSSM and CFAs shall present their proposed budgets to the Superintendent in December.
- 3. The Superintendent shall finalize the operating budget and submit it to the County Budget and Finance Office in January of each year. This shall include the income collected from fees and projected expenditures for the fiscal year as well as the status of grant funding.
- 4. The Superintendent, CFAs, Assistant Correctional Facility Administrators (ACFAs) and CSSM shall present the Department's budget to the County Executive and Chief Administrative Officer as scheduled by the County Budget and Finance Officer and address the areas listed in V.A.1.
- 5. The Superintendent shall present the Department's budget to the County Council as scheduled. The CFAs and CSSM shall attend this budget presentation along with the Superintendent.

B. Capital Budget

- 1. The Superintendent, in conjunction with the County Department of Public Works staff, shall develop a capital budget request for facility expansion as necessary during the months of September to November of each year.
- 2. This shall be submitted by the Department of Public Works staff to the County Budget and Finance Office in January.
- 3. The Superintendent, in conjunction with Department of Public Works staff, shall present the Capital Budget to the County Executive and Chief Administrative Officer, as well as, the County Council as detailed in Sections V.A.4. And 5.

C. Budget Management

- 1. The CSSM shall be responsible for controlling all expenditures and shall provide a monthly report to the Superintendent and CFAs as to budget status.
- 2. The Superintendent, CFAs and CSSM shall review the budget on a monthly basis to ensure the following:
 - a. Supplies and equipment are purchased in a timely fashion.

- b. Emergency purchases are reviewed and approved.
- c. The Department is within its approved allocation.
- d. Funding problems are identified and discussed.
- 3. As necessary and when a budget shortfall is expected, the Superintendent shall advise the Department's Budget Analyst in writing.
- 4. When an unplanned, long term change in the inmate population occurs, the Superintendent and CFAs shall review the impact and institute the following:
 - a. Determine factors creating the increase, i.e., sentencing and bail setting practices, changes in laws, etc.
 - b. Present the issues to the County Criminal Justice Coordinating Council and/or criminal justice agencies and develop relief options to include new population management programs.
 - c. Request approval for additional funding through the Department's Budget Analyst, County Budget and Finance Officer and County Executive as appropriate and necessary.

This policy shall be reviewed annually and revised as necessary.

Christopher Klein Superintendent

Rescinds:

AD 02.01, dated March 13, 2000

AD 02.01 dated September 2, 2021