

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO: 03.19 DATE: December 20, 2022 SUBJECT: Personnel TITLE: Side Arms FOR PUBLIC RELEASE: Yes
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- I. Reference: Weapon Crimes Article, 4-203, Public Safety Article 5-303 to 5-304 and 5-306 Annotated Code of Maryland.
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF).
- III. Purpose: To advise employees of the institution's policy with respect to carrying handguns while off duty.
- IV. Policy and Procedure:
 - A. An employee of the AACDDF is not authorized to carry a handgun during off duty hours without a handgun permit, as required under the provisions of Weapon Crimes Article, 4-203 & Public Safety Article, 5-304(ACM), which governs issuance by the Maryland State Police.
 - B. All requests for handgun permits shall be submitted on an Incident Report through the Superintendent's Office for consideration by the Superintendent.
 - C. Employees must be off probation and be employed with the AACDDF for at least one (1) year.
 - D. Employees must be in good standing with the AACDDF. Should the employee not be in good standing or have been disciplined for just cause within the past six (6) months, the request will be denied.
 - E. Employees may re-submit for consideration after no less than six (6) months from when the discipline was imposed.
 - F. Employees retiring from the AACDDF may submit a one-time request for a handgun permit correspondence upon their scheduled retirement date. The retiring employee must be in good standing to be approved for the request.
 - G. Employees seeking application for a handgun permit may submit a request to the Department's Special Investigator to have their fingerprints taken and submitted to the Maryland State Police as part of the application process at no cost to the employee.
 - H. Employees authorized to carry privately owned firearms under the above-mentioned statute may, at the discretion of the Superintendent, be permitted to store the firearm in a designated gun box or storage area outside of the secured institution. An employee must submit a request for a gun box to be assigned to store the firearm.

Upon receipt of the request and provided there are gun boxes available, one shall be assigned to the employee. At no time is a privately owned firearm to be brought into the AACDDF.

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



Christopher Klein
Superintendent

Rescinds: AD 3.19 dated September 20, 2004
AD 3.19 dated August 26, 2011
AD 03.19 dated November 26, 2018
AD 03.19 dated June 16, 2021
AD 03.19 dated July 18, 2022