

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES  ADMINISTRATIVE DIRECTIVE	AD NO: 03.24 DATE: July 1, 2023 SUBJECT: Personnel TITLE: Criminal History Checks- Temporary or Contractual FOR PUBLIC RELEASE: Yes
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- I. Reference:       MCCS .08F, .08G; AD 03.30, 06.06, 08.01, 08.04
  
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
  
- III. Purpose:       To establish guidelines for access, use and dissemination of criminal history information on persons delivering temporary or contractual services within the AACDDF.
  
- IV. Policy:
  - A. It shall be the policy of the AACDDF to conduct a criminal history record inquiry on persons delivering temporary or contractual services within the AACDDF, including, but not limited to:
    - 1. Volunteer;
    - 2. Guest Speakers;
    - 3. Outside Contractors;
    - 4. Contractual Employees;
    - 5. Interns; and
    - 6. Employees of other Departments or agencies assigned to AACDDF.
  
  - B. Criminal History Record Information (CHRI) shall be obtained only with the express authorization of the individual seeking entry and only by employees of the AACDDF maintaining clearance in the State of Maryland Criminal Justice Information System (CJIS).
  
  - C. Use and dissemination of CHRI shall be in accordance with AD 08.01.
  
- V. Procedure:
  - A. When arranging for service delivery by outside persons or agencies, the AACDDF employee seeking clearance shall provide the individual with a Criminal History Inquiry Authorization (CHIA).

- B. The CHIA shall be completed fully and accurately by the person seeking entry. Incomplete or unsigned CHIA shall be refused.
- C. The CHIA shall be forwarded to the Criminal Justice Program Supervisor (CJPS)–Pretrial Supervised Release at Jennifer Road Detention Center (JRDC) or the Assistant Correctional Facility Administrator (ACFA) at the Ordnance Road Correctional Center (ORCC), who shall arrange for an authorized staff member to conduct the criminal history records inquiry.
- D. Criminal records shall be printed and summarized on a Criminal History Summary Record Information Dissemination Log. The computer operator shall date and sign the appropriate section of the CHIA and forward all documents to the requesting staff member in a sealed envelope bearing the applicant’s name and “Confidential – Criminal History Information.”
- E. The requesting staff member shall forward the envelope to the responsible ACFA:
  - 1. ACFA–Inmate Services (JRDC): volunteers; guest speakers; medical contractual employees; interns; employees assigned to AACDDF by other agencies (Public Defender, Mental Health Project, Community College, etc.).
  - 2. ACFA–Security (JRDC): outside contractors, food service contractual employees.
  - 3. ACFA (ORCC): volunteers; guest speakers; medical contractual employees; interns; employees assigned to AACDDF by other agencies (Public Defender, Mental Health Project, Community College, etc.); outside contractors, food service contractual employees.
- F. The ACFA or designee shall enter the telephone number provided by the individual seeking entry in the ICSolutions program to search for any unreported inmate contact. The search shall be conducted to include a minimum of two (2) years prior to the date on the form.
- G. The ACFA or designee shall enter the name of the individual seeking entry into the Offender Management System (OMS) Contacts section to search for any unreported inmate contact.
- H. The ACFA shall review the record and ensure there are no outstanding warrants and/or pending cases. Arrests and convictions shall be considered on a case-by-case basis based on severity and date of offense. The ACFA shall approve or disapprove entry, sign and date the authorization.

- I. The reviewing ACFA or designee shall email the approved or disapproved CHIA to the staff member originating the request. If disapproved, the staff member shall direct the applicant or his/her supervisor to contact the ACFA to learn the reason for the disapproval.
- J. CHIA and criminal history summaries shall be maintained by the ACFA or designee on the designated network drive in alphabetical order by last name and organized by calendar year.
- K. The approving ACFA shall ensure all criminal history printouts are shredded after review is completed.
- L. At a minimum, a criminal history records inquiry shall be conducted every five (5) years on those staff listed in section IV.A of this directive.

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

  
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Christopher Klein  
Superintendent

Rescinds: AD 3.24 dated December 11, 1998  
AD 3.24 dated September 20, 2004  
AD 03.24 dated December 6, 2022

Appendix 1 – Criminal History Inquiry Authorization

Appendix Reference – AD 08.01–Appendix 1-Dissemination Log  
AD 08.04–Appendix 2-Records Retention and Disposal Schedule