

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO: 05.03 DATE: December 15, 2022 SUBJECT: Custody and Security TITLE: Population Accounting FOR PUBLIC RELEASE: Yes
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- I. Reference: MCCS .01H, .01I; ADs 01.04, 04.01; Inmate Management System, Offender 360 (IMS).
- II. Applicable To: Anne Arundel County Department of Detention Facilities (AACDDF).
- III. Purpose: To establish guidelines for an inmate and detainee population accounting system.
- IV. Policy:
- A. The AACDDF IMS shall record all events regarding inmate/detainee admissions, processing and discharges in the appropriate screens in accordance with the System's user manual.
 - B. Each facility shall maintain a *Daily Brief* (Appendix 4) and *Shift Commanders Report* (Appendix 1 and 2) which is to be forwarded to the Assistant Correctional Facilities Administrators (ACFA) to record the number of inmates/detainees admitted and discharged along with any other pertinent information deemed necessary.

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



Christopher Klein
Superintendent

Rescinds: AD 05.03 dated August 28, 2000
AD 05.03 dated April 26, 2013
AD 05.03 dated November 26, 2018

Appendix 1: Shift Commander Report (JRDC)
Appendix 2: Shift Commander Report (ORCC)
Appendix 3: Security Brief (JRDC) – Local Area Network (LAN; K: Drive)
Appendix 4: Daily Brief (ORCC) – K: Drive