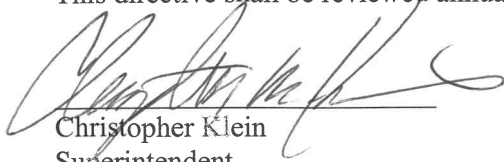


ANNE ARUNDEL COUNTY  
DEPARTMENT OF DETENTION FACILITIES  
  
ADMINISTRATIVE DIRECTIVE

NO: 01.12  
Date: July 30, 2021  
Subject: General Administration  
Title: Management Tours  
FOR PUBLIC RELEASE: Yes

- I. Reference: ACA-4-ALDF-2A-06
- II. Applicable To: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for informal communication between facility managers and inmates and for informal visits to observe living and working conditions.
- IV. Policy:
- A. Informal contact between managers and inmates is important to ensure each is aware of activities, concerns and issues that can be addressed without having to use other more formal systems of communication. Such contact shall be achieved by weekly tours of housing units, program areas and work areas.
  - B. The Correctional Facility Administrator (CFA) shall visit the entire facility weekly. At a minimum, time must be spent on all three (3) shifts throughout the month.
  - C. The Assistant Correctional Facility Administrator (ACFA) (Security Bureau) at the Jennifer Road Detention Center (JRDC) and the ACFA of the Ordnance Road Correctional Center (ORCC) shall visit the entire facility weekly.
  - D. The ACFA (Inmate Services) at JRDC shall visit their direct areas of responsibility on a weekly basis.
  - E. Each Criminal Justice Program Supervisor (CJPS) shall be required to tour the facility on a continual basis during the routine performance of his/her duties, but at least weekly.
  - F. Captains, Shift Lieutenants and Sergeants shall make and record daily rounds of the facility as required by the applicable Post Orders.
  - G. Any issues identified during tours shall be addressed immediately if possible or documented on an Incident Report and referred to appropriate staff for corrective action. The reports shall be maintained in a specified automated folder for each facility.

This directive shall be reviewed annually and revised as necessary.



Christopher Klein  
Superintendent

Rescinds: AD 1.12 dated August 28, 2000