

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO: 03.33 DATE: July 1, 2023 SUBJECT: Personnel TITLE: In/Out Processing FOR PUBLIC RELEASE: Yes
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- I. Reference: MCCS .08F, .08G; Anne Arundel County Administrative Procedure-Security for Information Technology Resources; AD 03.20, 03.24, 07.01
- II. Applicable To: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for notifying internal Departmental staff of new hires and departures from County service to provide and rescind rights and privileges.
- IV. Policy:
 - A. It shall be the policy of the AACDDF to ensure all merit and contractor employees receive their rights and privileges as expeditiously as possible and these same rights and privileges are rescinded upon their departure from service.
 - B. Contractor and other agency employees shall not be authorized to receive an identification badge or work in the facilities without escort until successful completion of the mandatory New Employee Orientation Program.
- V. Procedure:
 - A. Hiring
 - 1. Merit Employee
 - a. The Management Assistant II (MAII) – Personnel shall initiate the Employee In-Processing Checklist (Appendix 1) for each new merit employee prior to his/her first day of employment and distribute it to the designated individuals.
 - b. The designated individuals shall ensure timely processing of the information required to ensure the rights and privileges are provided.
 - 2. Contractor/Other Agency Employee
 - a. The Assistant Correctional Facility Administrator (ACFA) or Correctional Support Services Manager (CSSM) responsible for a program involving contractor/other agency employees shall ensure a

Criminal History Inquiry is conducted and approved prior to the contractor/other agency employee commencing work in the AACDDF. The ACFA/CSSM or designee shall forward the approved Criminal History Inquiry Authorization (CHIA) to the requesting Program Manager.

- b. The Program Manager shall complete a Contractor Employee In-Processing Checklist (Appendix 2) and submit both the approved CHIA and completed Contractor Employee In-Processing Checklist to the Training Director.
- c. Programs shall include, but are not limited to, the following:
 - i. Food Service
 - ii. Medical Service
 - iii. Education
 - iv. Mental Health
 - v. Addictions Services
 - vi. Public Defender
 - vii. Commissary
- d. The Training Director shall complete the Contractor Employee In-Processing Checklist following the employee's successful completion of New Employee Orientation and distribute it to the respective ACFA or CSSM or their designee, for automation system access.
- e. The designated individuals shall ensure timely processing of the information required to ensure the rights and privileges are provided.

B. Departures

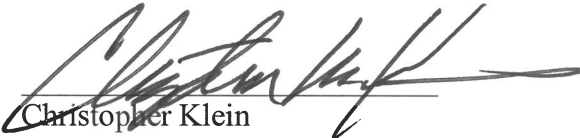
1. Merit Employee

- a. The MA II – Personnel shall initiate an Employee Exit Checklist (Appendix 4) for each employee by his or her last day of employment and distribute it to the designated individuals.
- b. The designated individuals shall ensure the timely processing of the information required to ensure the rights and privileges are rescinded.

2. Contractor/Other Agency Employee

- a. The respective Program Manager who receives notice of a Program employee's pending departure shall complete the first section of the Contractor Employee Exit Checklist (Appendix 3) and forward to the Training Director.
 - b. The Training Director shall complete the Contractor Employee Exit Checklist and distribute it to the respective ACFA or CSSM or their designee to ensure rights and privileges are rescinded.
3. When a new employee, merit or otherwise, is hired to fill a vacancy, the MAII-Personnel/Program Manager shall provide the name of the individual who previously held the position to the Training Director to ensure all rights and privileges have been rescinded and can be reassigned.

This directive shall be reviewed annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: AD 3.33 December 8, 2003
AD 03.33 dated September 20, 2004

Appendix 1 – Employee In-Processing Checklist
Appendix 2 – Contractor In-Processing Checklist
Appendix 3 – Contractor Employee Exit Checklist
Appendix 4 – Employee Exit Checklist