

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO: 04.01 DATE: April 7, 2023 SUBJECT: Safety & Sanitation TITLE: General FOR PUBLIC RELEASE: Yes
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- I. Reference: MOSHA Standards; MCCA .02A, .02B, .02Q, .03C, .03I, .04B; AD 03.17, 04.02, 04.03; Memoranda of Agreements between Anne Arundel County and the Fraternal Order of Anne Arundel County Detention Center Officers and Personnel, Inc. (FODCOP), AFSCME Local 582, AFSCME Local 2563, Teamsters Union Local 355 and International Association of Police Associations, Local 141, AFL-CIO (IUPA)

- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)

- III. Purpose: To establish guidelines for the development of a comprehensive safety program for all staff.

- IV. Policy:
 - A. It shall be the policy of the AACDDF to maintain a safe, accident free and clean environment. In order to accomplish this, safety consciousness shall be a primary goal for the Department that is attended to by all employees. To develop safety consciousness and ensure the continuing safety of each employee, management and supervisory staff shall:
 1. Report safety issues, in writing, to the appropriate Lieutenant (Lt), Criminal Justice Program Supervisor (CJPS) or Assistant Correctional Facility Administrator (ACFA) immediately.
 2. Take temporary corrective measures to eliminate or diminish the problem until permanent corrective measures can be instituted.
 3. Institute permanent corrective measures as soon as practical and advise staff of these actions through written communications, the Supervisor's Log Book, Security Post Log Book, E-mail.
 4. Advise staff at Line-Up and Staff Meetings or through the Supervisors' Logbook of safety issues effecting the work environment.
 5. Intervene and prohibit unsafe staff, inmate and visitor behaviors.
 6. Routinely inspect facilities for safety issues.

7. Forward concerns and issues to the Facility's Safety Committee for its review and action.
- B. The Superintendent shall ensure Administrative, Operational and Shared Operational Directives are developed to address the following:
1. Fire Safety
 2. Preventive Maintenance
 3. Sanitation
 4. Security
 5. Vehicle
- C. The Correctional Facility Administrators (CFAs) shall be responsible for ensuring the Fire Safety, Preventive Maintenance, Sanitation, Security and Vehicle inspections are conducted as required and the appropriate corrective action is taken.
- D. The Compliance Officer shall be responsible for ensuring Food Service Health Inspections are conducted three (3) times per year by the Anne Arundel County Health Department and all corrective actions are completed within 30 days, or the timeframe established by the Health Department Inspector.
- E. All Inspection Reports shall be forwarded to the ACFA for review and shall be filed in the appropriate Standards File until the completion of the next scheduled audit by the Maryland Commission on Correctional Standards (MCCS) staff.

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



Christopher Klein
Superintendent

Rescinds: DCR 50-1 dated September 10, 1990
AD 4.1 dated December 11, 1998
AD 04.01 dated October 14, 2014