

<p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES</p> <p>ADMINISTRATIVE DIRECTIVE</p>	<p>AD NO: 05.01 DATE: April 7, 2023 SUBJECT: Custody and Security TITLE: Facility Post Orders/Logs FOR PUBLIC RELEASE: Yes</p>
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- I. Reference: MCCS .01I
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish written orders for all uniformed staff assignments and to ensure the maintenance of required activity logs and shift reports.
- IV. Policy

A. Post Orders

1. The Correctional Facility Administrator (CFA) at each facility shall establish written orders for uniformed staff to assist in the performance of their security related duties.
2. During the Correctional Entrance Level, Pre-Service and In-Service Training Programs, the Training Director shall ensure all new Detention Officers receive, review and are tested on all Post Orders.
3. The Sergeant/Lieutenant shall ensure all Post Orders are understood by Detention Officers prior to their being removed from Probation. Such understanding shall be part of the Probationary Evaluation Process.
4. A Post Order Manual shall be maintained on each security post and available through the computer system. The Assistant Correctional Facility Administrator (ACFA)–Security or designee shall conduct a bi-annual review to ensure each manual is accurate and complete. This review shall be documented and submitted to the ACFA.
5. The Post Orders shall require and ensure at least one male and one female Officer are on duty at all times.

B. Post Activity Sheets

1. Each Officer assigned to a Post shall maintain a Post Activity Sheet (Appendix 1), acknowledge through signature that s/he has reviewed the Post Order upon assuming the Post, conducted an equipment check and recorded, at a minimum, the following information:
  - a. Inmate count
  - b. Shift activities

- c. Use of force
- d. Disciplinary actions
- e. Transfers to and from Post or facility
- f. Events not recorded through the Offender Management System
- g. Security Equipment Inventory/Inspection
- h. Security Rounds
- i. Routine activities (e.g., mail distribution, ice distribution, etc.)

2. Post Activity Sheets shall be submitted to the Shift Supervisor at the completion of each shift for review to ensure it is completed accurately.
3. After review is complete, the Shift Supervisor shall submit all Post Activity Sheets to the Compliance Office.
4. Post Logs shall be maintained at each Post to record information which needs to be reviewed by subsequent shifts and shall include:
  - a. Unusual events/activities
  - b. New inmates
  - c. Disciplinary actions
  - d. Inmates to observe
  - e. Information relevant to subsequent shifts
5. All entries shall include a date and shall be signed by the individual making the entry.
6. The Shift Supervisor shall review and sign a Post Activity Sheet when making rounds and acknowledge this through a dated and signed entry.

C. Offender Management System (OMS)

1. The OMS shall be used to record all aspects of the inmate's incarceration from booking to release. This includes, but is not limited to, initial intake, alerts, charges, sentencing, property, housing, incidents & disciplinary actions, classifications, scheduling, etc.

D. Shift Commander's Report

1. Each Shift Supervisor shall complete a Shift Commander's Report which shall include the following information:
  - a. Personnel on duty and respective assignments
  - b. Inmate Count
  - c. Admission and release numbers
  - d. Unusual events/activities

- e. Use of Force events
  - f. Hospital details
  - g. Any other information that may be noteworthy
  - h. Overtime justification
2. The Shift Commander's Report shall be submitted to the Assistant Correctional Facility Administrator (ACFA) for review and maintained for standards filing in accordance with the Records Retention Schedule.

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



Christopher Klein  
Superintendent

Rescinds: AD 5.1 dated August 28, 2000  
AD 5.1 dated September 19, 2011  
AD 05.01 dated November 26, 2018

Appendix 1 - Post Activity Sheet

