

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES  ADMINISTRATIVE DIRECTIVE	AD NO: 08.02 DATE: April 7, 2023 SUBJECT: Inmate Records TITLE: Program Files FOR PUBLIC RELEASE: Yes
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- I. Reference: MCCS .08E; SOD 13.0B; JRDC OD 15.02; ORCC OD 19.01
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for staff to initiate and maintain an institutional file on each inmate assigned to general population, pretrial supervision or house arrest.

IV. Policy:

- A. It shall be the policy of the AACDDF to establish and maintain a separate institutional record for each inmate, referred to as a Program File. This File shall contain six (6) separate sections.
- B. Each Program File shall include a Progress Sheet (Appendix 1) on which shall be entered events and actions pertaining to the inmate's classification status, adjustment and program involvement. Additionally, the Progress Sheet shall be used to record case management services, contacts with the inmate and incorporation of documents in the file.

**NOTE: EVENTS, ACTIONS, CASE MANAGEMENT SERVICES AND CONTACT WITH THE INMATE SHALL BE ENTERED IN THE OFFENDER MANAGEMENT SYSTEM (OMS).**

- C. Program Files shall be maintained in the following areas and stored in secure file cabinets that prevent forced entry and are reasonably safe from fire, vermin and moisture:
  - 1. Jennifer Road Detention Center (JRDC) Files – Classification Department; Ordance Road Correctional Center ORCC Files – Correctional Programs Specialist (CPS) II offices.
  - 2. Pretrial Supervised Release Unit (PSRU) Files – JRDC/ORCC Pretrial Supervised Release Unit office.
  - 3. House Arrest Files – ORCC CPS II Offices
- D. Each file and file cabinet drawer containing files shall be marked "Confidential" to prevent accidental entry by unauthorized individuals.

- E. Criminal history information accessed and printed via MILES/NCIC shall be destroyed following Bail Review Hearings or supervisory review and approval of the initial custody level, whichever occurs last. Criminal History Summaries (Appendix 4) prepared by AACDDF staff shall be retained in the Program File as supporting documentation but must be updated prior to use of the information for any purpose.
- F. Access to and disclosure of information contained in Program File shall be in accordance with AD 08.01.

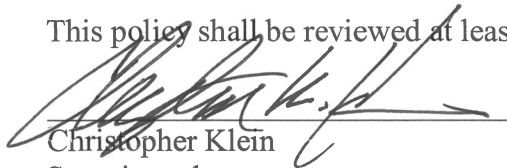
V. Procedure:

- A. Files shall be established by designated personnel in accordance applicable facility and program directives (SOD 13.0B, JRDC OD 15.02, ORCC OD 19.01). File establishment shall include:
  - 1. Affixing a tab bearing the inmate's full name to the file tab.
  - 2. Initiating the Progress Sheet.
  - 3. Securing all forms with the designated fasteners.
  - 4. Stamping the file "CONFIDENTIAL" and placing it in the designated secure cabinet or forwarding it to designated personnel in accordance with applicable directives.
- B. In accordance with Section IV.B. of this directive, entries shall be made to the Progress Sheet by staff taking the action or filing a document. Entries shall be made in all three columns as follows:
  - 1. The date entered shall be the date the entry is made. If the date the action is taken is different from the date of entry, the Action Summary column shall include the date of action.
  - 2. Entries to the "Action" column shall be coded as delineated in Progress Sheet Action Codes (Appendix 2) to ensure consistency.
  - 3. Entries to the "Action Summary" section shall include a brief description of the outcome of the action. At the conclusion of the Action Summary, the employee shall sign his/her name.
- C. Throughout the course of an inmate's period of incarceration, Pretrial Supervised Release, or House Arrest participation, documents shall be incorporated in the Program File in a timely manner. To ensure file orderliness, staff shall place documents in the reverse chronological order in the correct section in accordance

with Appendix 3a, b or c, Program File Organization – JRDC/ORCC, Pretrial Supervised Release, or House Arrest, respectively. Incorporation of documents in the Program File shall be documented on the Progress Sheet in accordance with section IV.C. of this directive.

- D. To maintain accountability, any employee removing a Program File from the designated office shall be required to replace the file with an "OUT" card, logging the date and his/her name. When replacing the file, the card shall be removed and the entry crossed through.
- E. Program Files on discharged inmates shall be handled as follows:
  - 1. When an inmate on whom a file has been established is discharged, the Office Support Specialist (OSS) shall:
    - a. Strip the file of its contents and the inmate name label.
    - b. Combine the file materials with the inmate's Commitment File in accordance with AD 08.04.
    - c. Return the Program File folder to storage for reuse.
  - 2. In instances where an inmate is discharged prior to file establishment, and providing s/he has not been released to the Pretrial Supervised Release Unit (PSRU), all intake documents shall be forwarded to the Records Unit for inclusion in the Commitment File.
  - 3. Intake documents on inmates released directly to the PSRU shall be forwarded to the PSRU OSS in accordance with JRDC OD 15.01.

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

  
Christopher Klein  
Superintendent

Appendix 1 – Progress Sheet

Appendix 2 – Progress Sheet Action Codes

Appendix 3a – Program File Organization Guidelines – JRDC and ORCC

Appendix 3b – Program File Organization Guidelines – Pretrial Supervised Release

Appendix 3c – Program File Organization Guidelines – House Arrest

Appendix 4 – Criminal History Summary

Rescinds: AD 8.2 dated March 15, 2004  
AD 08.02 dated February 6, 2006

