

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES  ADMINISTRATIVE DIRECTIVE	AD NO: 08.03 DATE: April 7, 2023 SUBJECT: Case Records TITLE: Commitment Files FOR PUBLIC RELEASE: Yes
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- I. Reference: MD. Correctional Services Code Ann. § 3-601 (2021), COMAR 12.02.24.07; MCCS .08A; AD 08.01, 08.04; Records Retention and Disposal Schedule
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for staff to initiate and maintain a commitment file on each inmate.
- IV. Policy:
  - A. It shall be the policy of the AACDDF to establish and maintain a separate commitment record for each inmate incarceration, referred to as the Commitment File.
  - B. Each Commitment File shall include all committing documents, Writs of Habeas Corpus, Subpoenas, Detainers, releasing documents, property forms, photographs and any other information pertaining to the inmate's commitment status.
  - C. Each Commitment File shall include an Activity Log for recording of actions taken in regard to the custody of an inmate, including admittance, victim information, receipt of verbal detainers, verification of identification for release to court, pertinent phone conversations and final discharge. The employee making each entry shall sign his/her name to the Activity Log following each entry.
  - D. Each Commitment File shall include a Commitment Summary, which shall list commitment information and all subsequent court activity in separation sections by case number. The last entry in each section shall reflect the current commitment status of a particular case and "Disposed" shall be stamped across those cases in which the inmate is no longer committed.
  - E. Each Commitment File shall include a Detainer Summary, which shall list each verbal or written detainer in separate sections and all subsequent actions. "Disposed" shall be stamped across Detainers that have been lifted, served or otherwise disposed.

F. Documents shall be filed in the appropriate section of the file folder.

Section 1 – Activity Log/Booking Documents; Dissemination Log, if applicable, Victim Notification Incidents, CAP pending action forms and Release ID Verification Forms.

Section 2 – Commitment Summary and associated active commitments.

Section 3 – Detainer Summary – Unserved Anne Arundel County Warrants and all out of County or out of state Detainers.

Section 4 – Inactive Documents – Writs or released non-detaining commitment information with appropriate release.

G. Commitment Files shall be maintained in the Records Office and stored in secure file cabinets that prevent forced entry and are reasonably safe from fire, vermin and moisture.

H. Each Commitment File and all cabinet drawers containing files shall be marked “Confidential” to prevent entry by unauthorized individuals.

I. Access to, or disclosure of, information contained in Commitment Files shall be in accordance with AD 08.01.

J. Commitment Files shall only be removed from the Records Office through the authorization of a Correctional Facility Administrator (CFA), Assistant Correctional Facility Administrator (ACFA) or Superintendent. Staff having the need to review a particular file shall do so in the Records Office only.

V. Procedure:

A. In the Booking and Receiving process, the Correctional Records Clerk (CRC) shall initiate the Commitment File as follows:

1. Initiate a Release ID Verification Form.
2. Initiate the Activity Log by recording the date of admittance and signing as CRC.
3. Initiate the Commitment Summary by recording date, charge, bond and committing official as indicated on each committing document in separate sections of the summary. Each commitment shall be assigned sequential numbers on the summary.

4. Initiate the Detainer Summary by recording each written, out-of-county or unserved in-county Detainer in separate sections of the Summary.

**NOTE: IF NO DETAINERS ARE RECEIVED AT THE TIME OF BOOKING, A SUMMARY MUST NONETHELESS BE INCLUDED IN THE FILE.**

5. Secure all forms and documents in the appropriate section of the file, pursuant to Section IV.F of this policy.
  6. Ensure the Qualified Health Care Professional (QHCP) conducting the Intake Medical Screening signs the Activity Log, located in the first section of the Commitment file.
- B. Upon receipt by Records personnel, the file and all entries shall be reviewed for accuracy and completeness and filed appropriately alphabetically ensuring:
1. Charge review occurs.
  2. LiveScan referrals are completed for sentenced inmates.
  3. Sentence diminution is calculated.
  4. The court of jurisdiction and Pretrial Release is notified of all incoming transfers from another Facility.
  5. Return of Service is sent to Circuit Court after Bench Warrants are served.
  6. Circuit Court Juvenile section is notified when court opens and provides the name of any inmate arriving to custody with solely a juvenile served Bench Warrant. Juvenile should then schedule an immediate Warrant Hearing.
  7. Same day Bail Reviews kept in court crate alphabetically pending this action.
- C. Activity Log
1. The Activity Log shall be maintained in the top position of the first file section at all times, followed by the Release ID Verification Form, photograph and initial property forms.

**NOTE: A DISSEMINATION LOG SHALL BE ADDED TO THE FILE WHEN A CRC DISSEMINATES CRIMINAL HISTORY INFORMATION.**

2. The first entry shall be admitting information and shall be the responsibility of the CRC (see Section IV.C. of this policy).
3. Subsequent entries to the Activity Log shall include the following:
  - a. Receipt of verbal detainers, including agency, contact person, case number and bond.

**NOTE: DETAINER INFORMATION MUST BE RECORDED ON THE DETAINER SUMMARY AS WELL.**

- b. Phone conversations involving pertinent information, including clarification of commitment and/or detainer status with courts or other agencies. All entries must include the case number and name and/or agency of person with whom speaking and the case number, if applicable.
- c. Receipt/issuance of correspondence, including correspondence from courts, attorneys, etc., regarding any or all commitments.
- d. To log non-committed court results.

**NOTE: IF THE END RESULTS OF THE APPEARANCE IS A NEW COMMITMENT TO THIS DEPARTMENT THEN A COMMITMENT SUMMARY ENTRY IS NEEDED.**

- e. Victim notification and sex offender flags shall be logged on the Activity Log.
- f. Discharge Authorization by designated Records Supervisor or Shift Sergeant, in their absence.

D. Commitment Summary

1. The Commitment Summary shall be maintained in the top position of the second file section at all times, followed by active commitments.
2. Any additional commitments received during the course of an inmate's incarceration shall be logged in a new section of the Commitment

Summary. Additional pages may be used as necessary and shall be clearly paginated.

3. Every committed court appearance shall be logged in the appropriate section of the Commitment Summary, including type of hearing and disposition.
4. Should the number of court appearances exceed allotted space for a particular charge, a new section shall be used. The first section shall be clearly marked in capital letters, "CONTINUED"; the new section shall be assigned the original Commitment number and shall be clearly marked "CONTINUATION".
5. Upon case disposition, the manner in which disposition occurred shall be entered on the Summary and "DISPOSED" shall be stamped across the appropriate section. The staff person responsible for logging the action shall initial same.
6. Victim notification and sex offender flags shall be stamped on the commitment summary.

E. Writs of Habeas Corpus

1. Writs for pending court appearances shall be located and maintained in the fourth section of the Commitment file.

F. Detainer Summary

1. The Detainer Summary shall be located and maintained in the top position of the third file section at all times, followed by active Detainers.
2. Additional Detainers received in the course of an inmate's incarceration shall be logged in a new section of the Detainer Summary. Additional pages may be used, as necessary, and shall be clearly paginated.
3. All actions pertaining to the status of a particular Detainer shall be logged, including change from verbal to written status.
4. Upon disposition of a Detainer, the manner in which disposition occurred shall be entered and "DISPOSED" shall be stamped across the appropriate section. The staff person logging the action shall initial same.
5. Victim notification and sex offender flags shall be stamped on the Detainer summary.

G. Inactive Documents

1. All Commitments, Detainers, Writs, releases and other documents which have been disposed shall be maintained in the fourth file section.
2. Upon determination that a document is inactive, the Records Clerk shall initial the document and note what subsequent action has taken place to render it inactive. Appropriate entries shall be made to the Commitment or Detainer Summary, in accordance with V.D.5 and V.F.4 of this policy.
3. When moving an active Commitment to the inactive fourth section of the Commitment File, the CRC shall ensure the corresponding release from Commitment or diminution sheet expiring the term be placed on top of the now inactive commitment.

H. Commitment File Sign-Out Log

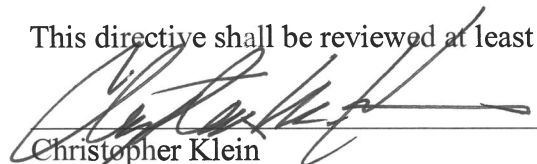
1. Only the Superintendent or a CFA are allowed to sign out a Commitment File and shall do so with a Records Supervisor.

I. Discharge

1. The Records Manager or his/her designee shall ensure all Commitments and Detainers are disposed and all actions are recorded on the Commitment and/or Detainer Summaries and in the Offender Management System (OMS).
2. The CRC shall ensure METERS and local warrants are reviewed and coordinate any discharge to a Detainer, documenting with whom they spoke and estimated arrival time on the acknowledgement of receipt for inmate and detainer form.
3. Records Manager shall make an entry to the Activity Log, recording the date and authorization to discharge the inmate.
4. The inmates name and type of release shall be recorded on the Pending Discharge board by the CRC initiating the release.
5. In the absence of a Records Supervisor, the Discharge Sergeant shall be responsible for reviewing and authorizing the discharge, as outlined in section V.I.1. and 2. above.

6. In completing the discharge process, the Discharge Officer shall enter the date and name to the ID verification form in 1<sup>st</sup> section of the file.
7. Upon Commitment File return to the Records office, the CRC shall ensure discharge in the OMS goes without an alert (e.g., Emergency Petition, medication, VCTM, etc.) flag and they were able to book out. They shall notify the Discharge Officer the inmate is authorized to leave the Facility.
8. Inactive files shall be maintained in alphabetical order in accordance with the Records Retention and Disposal Schedule.

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



Christopher Klein  
Superintendent

Rescinds: AD 8.3 dated December 11, 1998  
AD 08.03 dated August 26, 2011  
AD 08.03 dated April 18, 2020

