

<p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES</p> <p>ADMINISTRATIVE DIRECTIVE</p>	<p>AD NO: 10.03 DATE: February 1, 2023 SUBJECT: Health Care Services TITLE: Licensing and Certification FOR PUBLIC REASE: Yes</p>
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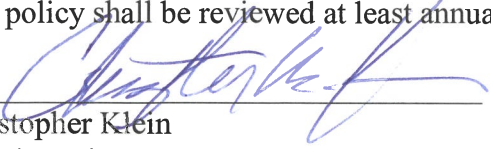
- I. Reference: MCCS .02M, .08F; AD 03.24, 03.30, 03.33
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for the hiring of health care personnel by medical contractors.
- IV. Policy:

It shall be the policy of the AACDDF that all qualified health care personnel be licensed, certified or registered in accordance with State requirements.

- A. All Qualified Health Care Professionals (QHCPs) shall submit a copy of their license or certificate to the Health Services Administrator (HSA) prior to starting employment and prior to being issued an AACDDF Identification Badge.
- B. Copies of licenses and certificates shall be forwarded to the Compliance Office to be maintained in the Standards file.
- C. The contractor shall be responsible for ensuring all health care personnel are qualified to practice their profession in the State of Maryland and performing other background investigations as deemed appropriate.
- V. Procedure:
 - A. Whenever the HSA plans to hire a new QHCP, s/he shall submit a completed Criminal History Inquiry Authorization Form (Appendix 1), in accordance with AD 03.24, to the designated Jennifer Road Detention Center (JRDC) or Ordnance Road Correctional Center (ORCC) Criminal Justice Information Services (CJIS) user who shall:
 1. Review the Criminal History Authorization Inquiry Form for completion and legibility then continue to run/summarize the Criminal History Record.
 2. After completion of the Criminal History Check, the CJIS user shall sign the Criminal History Inquiry From and submit to the Assistant Correctional Facility Administrator (ACFA)-Security or Inmate Services for additional screening, approval and or denial.

- a. If approved/disapproved the ACFA shall forward the Criminal History Authorization Form to the JRDC/ORCC Administrative Secretary for further processing and email notification of the results to the HSA.
- b. The Administrative Secretary shall forward, via email, the completed Criminal History Inquiry Authorization form to the Training Director for inclusion in the applications new employee training file.

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



Christopher Klein
Superintendent

Rescinds: DCR 90-9 dated May 14, 1990
AD 10.03 dated December 11, 1998
AD 10.03 dated October 15, 2012

Appendix 1: Criminal History Inquiry Authorization Form