

|   |   |
|---|---|
| ANNE ARUNDEL COUNTY<br>DEPARTMENT OF DETENTION FACILITIES<br><br>ADMINISTRATIVE DIRECTIVE | AD NO: 03.08<br>DATE: February 7, 2025<br>SUBJECT: Personnel<br>TITLE: Inclement Weather<br>FOR PUBLIC RELEASE: Yes |
|---|---|

- I. Reference: County Employee Relations Manual (ERM), Section H-08
- II. Applicable To: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for the maintenance of AACDDF operations during inclement weather.
- IV. Policy:
  - A. It shall be the policy of the AACDDF to remain open at all times and to ensure a sufficient number of employees report for duty to provide essential functions.
  - B. In accordance with the ERM section H-08, the Superintendent has designated the following employees as essential personnel during inclement weather.
    1. Detention Captain
    2. Detention Lieutenant
    3. Detention Sergeant
    4. Detention Corporal
    5. Detention Officer
    6. Nursing Staff
    7. Kitchen Staff
    8. Management Assistant I – Central Holding & Processing Center
    9. Senior Booking Officer – Central Holding & Processing Center
    10. Booking Officer – Central Holding & Processing Center
    11. Correctional Records Clerk – Booking & Receiving
    12. Management Assistant I – Records (if the Courts are open)
    13. Management Assistant II – Records (if the Courts are open)
    14. Correctional Records Clerk – Records (if the Courts are open)
    15. Correctional Program Specialist (CPS) – Pretrial Intake (if the Courts are open)
  - C. Depending upon the severity of the inclement weather and its potential impact on facility operations, the following employees are expected to maintain facility contact and report as appropriate:
    1. Superintendent
    2. Correctional Facility Administrator (CFA)
    3. Assistant Correctional Facility Administrator (ACFA)
    4. Criminal Justice Program Supervisor (CJPS)—as designated by ACFA/CFA
    5. Facilities Maintenance Manager

6. Facilities Maintenance Supervisor
  7. Facilities Maintenance Mechanic II
  8. Facilities Maintenance Mechanic III
- D. Employees using disability leave during inclement weather shall be required to provide a disability leave slip upon their return to duty.
- E. When an essential employee is unable to report for duty and it is necessary for the employee to report for duty, the Supervisor may contact the Office of Emergency Management and request transportation assistance to transport the employee to work or use available County vehicles for transport. If this assistance is not available, then the guidelines as set forth in section H-08 of the ERM apply.
- F. If the Superintendent, CFA or ACFA determine employees other than those listed in sections IV.B and IV.C of this directive are required to perform emergency duties essential to the operation of the Department during inclement weather, he/she may order they report to duty. If necessary, transportation may be arranged in accordance with Section IV.E of this directive.

Since a policy cannot provide specific directions for all situations, staff are expected to exercise good judgment in the performance of their duties. Should staff be unsure of how a particular situation should be handled, the staff member shall consult their Supervisor.

Should any portion of this directive become unenforceable or require change due to operational problems, staff shall be expected to document the affected section in an Incident Report and forward same to the Captain/Assistant Correctional Facility Administrator (ACFA)-Security.

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

Rescinds: AD 3.8 dated September 20, 2004  
AD 3.8 dated November 1, 2005  
AD 03.08 dated March 18, 2013  
AD 03.08 dated January 29, 2021  
AD 03.08 dated August 3, 2021