

ANNE ARUNDEL COUNTY
DEPARTMENT OF DETENTION FACILITIES

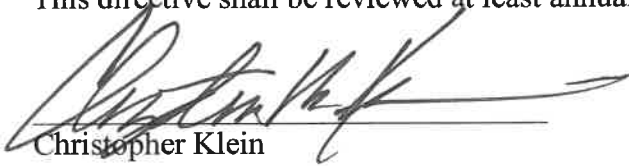
ADMINISTRATIVE DIRECTIVE

AD NO: 03.36
DATE: May 8, 2025
SUBJECT: Personnel
TITLE: Detention Officer Hiring
Bonuses
FOR PUBLIC RELEASE: Yes

- I. Reference: MCCS .08G; COMAR 12.10.01
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for receiving a Detention Officer hiring bonus.
- IV. Policy:
 - A. It shall be the policy of the AACDDF to provide a hiring bonus for the classification of Detention Officer to those individuals who are successfully hired and complete the one (1) year probationary period inclusive of all relevant training and meet all other identified requirements.
 - B. The \$5,000 bonus shall be distributed as follows:
 1. A \$3,000 bonus shall be awarded to the hired Detention Officer I (DOI) upon verification of hire by the Management Assistant II (MAII), Personnel and at the approval of the Superintendent for active employees at the time of their first paycheck.
 2. A \$2,000 bonus shall be awarded to an active DOI upon successful completion of the Correctional Entrance Level Training Program (CELTP), field training and other relevant training as required during this period as well as the required probationary period.
 - C. The \$7,500 bonus shall be distributed as follows:
 1. A \$3,000 bonus shall be awarded to the hired Detention Officer I (DOI) upon verification of hire by the MAII, Personnel and at the approval of the Superintendent for active employees at the time of their first paycheck.
 2. A \$2,000 bonus shall be awarded to an active DOI upon successful completion of the CELTP, field training and other relevant training as required during this period as well as the required probationary period.
 3. A \$2,500 bonus shall be awarded to active employees upon the successful completion of the second year of service.

- D. The hiring bonus amount shall be based on the information contained in the job posting in which the candidate applied for.
- E. Rehired individuals that previously received a hiring bonus will not be eligible to receive another hiring bonus.
- F. Hiring bonus eligible employees transferring to another non-hiring bonus eligible job classification within the Department will become ineligible to receive the remaining payout amount of their hiring bonus.
- G. The MAII, Personnel shall coordinate with the Office of Personnel and Payroll to verify the hire date of the candidate and that payment is awarded, as outlined above.
- H. This directive shall be in effect from October 1, 2021– June 30, 2026, contingent upon available funding.

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



Christopher Klein
Superintendent

Rescinds: AD 03.36 dated January 27, 2022
AD 03.36 dated July 01, 2022
AD 03.36 dated March 01, 2023
AD 03.36 dated January 31, 2024