

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO: 03.41 DATE: January 25, 2025 SUBJECT: Personnel TITLE: Staff Wellness FOR PUBLIC RELEASE: Yes
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- I. Reference: MCCS .02Q, .08E, .08G; AD 03.01, 03.20, 03.23, 03.28, 03.29, 03.30, 03.35, 03.39, 03.40, 04.02, 04.03, 04.04, 04.05, 06.06, 07.01, 07.02, 07.03, 10.05; Anne Arundel County Government Health and Welfare Benefits; Anne Arundel County Employee Relations Manual (ERM) Sections A-01 through L-01, Public Safety Article §3-207(n).
- II. Applicable To: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish a comprehensive health and wellness program designed to promote the overall well-being of AACDDF staff. The program supports physical fitness, mental health, a positive workplace culture and preventive healthcare. Its goals are to enhance resilience, job performance, reduce stress and improve overall quality of life.
- IV. Policy: It shall be the policy of the AACDDF to develop and maintain a voluntary health and wellness program available to all employees. The program's effectiveness will be tracked using appropriate measuring tools.
- V. Procedure:
 - A. AACDDF Wellness Program - The AACDDF is committed to improving the health and well-being of all staff members and their families. The program provides the following opportunities to enhance physical, mental, financial, social, occupational, intellectual, and environmental wellness.
 - a. Physical Health - Staff have access to fitness centers at both the JRDC and ORCC and are available for use 24 hours a day, 7 days a week. In addition, there are staff locker rooms with shower facilities to enable staff to refresh post workout. The AACDDF provides annual TB testing to all staff. Anne Arundel County Government also offers flu shots annually to all staff.
 - b. Mental Health, Financial Wellness and Family Wellness - The Anne Arundel County's Employee Assistance Program (EAP), through Business Health Services (BHS), offers free, confidential resources to help staff and their eligible household members with personal or professional challenges. These services can help staff feel and perform at their best and are available 24 hours a day, 7 days a week. Additional information can be found at <https://portal.bhsonline.com/content/assistance-program.html>

- c. Social Wellness - The AACDDF promotes a positive work culture and social interaction by encouraging healthy, supportive relationships among staff and fostering a sense of belonging. To this end, the AACDDF hosts various events throughout the year, such as school supply drives, holiday toy drives, raffles as well as special activities during staff appreciation week celebrations, etc.
- d. Occupational Wellness - The AACDDF promotes open communication and collaboration through several channels. These include monthly Labor Management Meetings, annual Town Hall meetings with the Superintendent and quarterly Unit Staff meetings led by Unit managers to address operational issues and develop plans to improve operations. Staff can also share ideas and suggestions through the Virtual Idea Board for Excellence (VIBE).
- e. Intellectual Wellness - Anne Arundel County Government offers an Educational Assistance Program; program policies and guidance can be found in the ERM section E-02.
- f. Environmental Wellness - The AACDDF prioritizes staff health and safety through its Safety and Sanitation Administrative Directives (AD 4 series) and facility specific Operational Directives (OD 4 series). These directives cover industrial, vehicular, respiratory, and environmental safety, as well as fire safety, pest control, facility sanitation, and the safe handling and storage of hazardous materials. Quarterly Safety Committee Meetings, with representatives from each labor union to further promote safety awareness and improvement.
- g. Emotional Wellness - Recognizing the importance of emotional well-being, Anne Arundel County Government regularly hosts Virtual Wellness events. These programs offer valuable information on topics such as financial planning, stress relief strategies, mindfulness, mindful meal planning, self-care and many more. The county also welcomes staff suggestions for future events and hosts challenges focused on healthy habits and practices.
- h. Support Resources - The AACDDF Critical Incident Stress Management (CISM) Team provides support to staff who experience critical or traumatic incidents that may cause emotional distress or negatively impact their physical or emotional health, work performance or relationships. More information about the CISM Team can be found in AD 03.35.

Since an Operational Directive 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.