
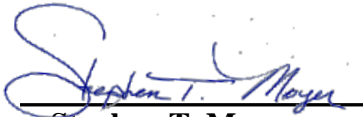


Secretary's Directive



Title: Newsworthy Event Reporting	Secretary's Directive Number: DPSCS.010.0022 REVISED
Related MD Statute/Regulations: Correctional Services Article, §§2-103, Annotated Code of Maryland	Supersedes: Executive Directive Number: COMM.010.0022 Dated March 4, 2014
Related ACA Standards: 4-4021; 4-ALDF-7F01; 2-CO-1A-27 and 2-CO- 1A-27-1	Responsible Authority:  Director, Office of Communications
Related MCC Standards: NA	Effective Date: November 20, 2015 Number of Pages: 4


Stephen T. Moyer
Secretary

.01 Purpose.

This directive continues policy for reporting a newsworthy event affecting the Department of Public Safety and Correctional Services (Department), a Department employee, or an inmate.

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

An employee shall report, through the chain of command, occurrences that have the potential to negatively impact the Department, a Department employee, or an inmate.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) "Inmate" means an individual in the custody of, or under the supervision of, the Department.
- (2) Newsworthy Event.
 - (a) "Newsworthy event" means an occurrence or an issue involving the Department, a Department employee or inmate that may be of interest to the Office of the Governor, the public in general, or the media.
 - (b) "Newsworthy event" includes, but may not be limited to, the following:
 - (i) Riot;
 - (ii) Hostage situation;

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- (iii) Escape or walk-off;
- (iv) Injury to a Department employee (involving medical treatment);
- (v) Death of a Department employee or a significant member of the employee's family;
- (vi) An event that affects public safety;
- (vii) Disturbance;
- (viii) Facility lockdown;
- (ix) Policy or procedure issue with potential for notoriety;
- (x) Injury to an inmate.
- (xi) Events involving use of force, especially when injury is involved;
- (xii) Inmate death, especially other than by natural causes;
- (xiii) Occurrences that generate an inquiry from the Office of the Governor;
- (xiv) Incidents initiating an internal investigation, including an allegation of a crime committed by an inmate or Department employee;
- (xv) Occurrences disrupting daily operations, e.g. water main breaks, flooding, fires, evacuations, electrical outages, or security breaches;
- (xvi) Incidents occurring at a Department owned or leased facility that involves a 9-1-1 call;
- (xvii) Incidents that have media interest;
- (xviii) Incidents that carry aspects of political interest; or
- (xix) Inmate involvement in a crime of violence.

.05 Responsibility.

- A. An employee involved in, observing, or with knowledge of a newsworthy event shall immediately report the newsworthy event, through the employee's chain of command, to the employee's unit head, or a designee.
- B. A unit head, or a designee, notified under §.05A of this directive shall communicate, as soon as reasonably possible, the newsworthy event and information available concerning the event to:
 - (1) For a correctional or Parole or Probation facility, the appropriate Commissioner of Correction, Commissioner of Pretrial Detention and Services, Director of Patuxent Institution, or the Director

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of Parole and Probation, and the respective Commissioner or Director shall make notifications required under §§.05(2)(a) — (e) of this directive.

- (2) If the unit is not under the authority of a Commissioner or Director as indicated under §.05B(1) of this directive, the following :
- (a) If applicable, Deputy or Assistant Secretary or other member of the Secretary's Executive staff with authority over the involved unit;
 - (b) The Secretary directly or, if applicable, the Acting Secretary;
 - (c) The Office of Communications by the Communications HQ e-mail address listed in the Department's Global E-mail Address List;
 - (d) The Director of Communications; and
 - (e) If required and not already completed under §.05C(8) of this directive, the Internal Investigative Division.

C. After notification under §.05B of this directive, the unit head or, if applicable the appropriate Commissioner or Director, shall continue to obtain basic information concerning the newsworthy event, such as:

- (1) Nature or type and description of the event;
- (2) Date, time, and location of the event;
- (3) Name of the individual, or individuals, involved including status, such as employee, inmate, visitor, or contractor;
- (4) If an employee is involved, include, at a minimum: position, work assignment, and duty status;
- (5) For an inmate, include, at a minimum:
 - (a) Security classification and housing assignment;
 - (b) Date of birth;
 - (c) Crime;
 - (d) Length of sentence, or supervision and date of expiration, or mandatory release;
 - (e) Photograph;
 - (f) If applicable, level of supervision and summary of compliance history; and
 - (g) Other information relevant to the incident or individuals involved.
- (6) If appropriate, suspect information;

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- (7) The nature and extent of injury; and
 - (8) Other required notifications made.
- D. The unit head or, if applicable the appropriate Commissioner or Director, shall provide updated information concerning the event to the:
- (1) Deputy or Assistant Secretary or other member of the Secretary's Executive staff with authority over the involved unit; or
 - (2) If a the unit head is a member of the Secretary's Executive Staff, the Secretary.
- E. The Secretary, when notified under §.05B(2)(b) of this directive, shall notify the Governor's Deputy Chief of Staff of the newsworthy event.
- F. The Director of Communications, or a designee:
- (1) When notified under §.05B(2)(d) of this directive, shall notify the Governor's Director of Communications about the newsworthy event.
 - (2) Is responsible for timely and accurate responses to follow up from the Governor's Deputy Chief of Staff, Governor's Director of Communications, and the media.

.06 Attachment(s)/Links.

There are no attachments or links to this directive.

.07 History.

- A. This Secretary's Directive replaces Executive Directive Number: COMM.010.0022 dated May 15, 2015 to align responsibilities based on Department re-alignment.
- B. This directive supersedes provisions of any other prior existing Executive, Secretary's Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

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S – Public Information Officers