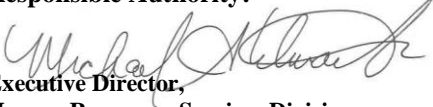
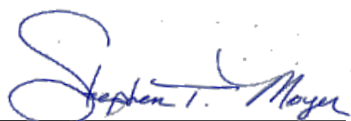


Executive Directive



Title: Weapons Cadre — Administrative Leave	Executive Directive Number: ADM.050.0045 REVISED
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	Supersedes: Executive Directive Number ADM.050.0045, dated: June 6, 2013
Related ACA Standards: ACI-4-4048 4-ALDF 7D-06 2-CO-1C-01	Responsible Authority:  Executive Director, Human Resources Services Division
Related MCCS Standards: N/A	Effective Date: August 14, 2015 Number of Pages: 2



Stephen T. Moyer
Secretary



William G. Stewart
Deputy Secretary
for Administration



Wendell M. France
Deputy Secretary
for Operations

.01 Purpose.

This directive continues policy and procedure agreed to (June 2013) by the Secretary of Public Safety and Correctional Services (Secretary) and the Association of Federal, State, County and Municipal Employees (AFSCME) Maryland concerning administrative leave for weapons cadre officers.

.02 Scope.

This directive applies to Department of Public Safety and Correctional Services (Department) Correctional Officers (I and II, Lieutenants, Captains, and Majors) who are weapons certified and assigned to work a shift at a correctional facility, the Home Detention Unit, Central Transportation Unit or a K-9 Unit.

.03 Policy.

Refer to policy contained in the attached June 2013 agreement between the Secretary and AFSCME Maryland.

.04 Definitions.

Refer to definitions contained in the attached June 2013 agreement between the Secretary and AFSCME Maryland.

.05 Responsibility.

A Department employee responsible for employee work schedules shall comply with policy agreed to by the Secretary and AFSCME Maryland as stated in the attached June 2013 agreement.

.06 Attachments/Links.

Weapons Cadre Administrative Leave Guidelines.

Executive Directive Number ADM.050.0045

.07 History.

- A. This directive replaces ADM.050.0045 dated June 6, 2013 and continues the provisions of the attached June 2013 agreement.
- B. This directive supersedes provisions of any prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code

A

S Weapons-certified Correctional Officers in HDU, CTU and K-9

Weapons Cadre Administrative Leave Guidelines-4-1-13

1. To ensure the Department of Public Safety and Correctional Services has enough weapons cadre members to ensure that weapons cadre members are not being forced work excessive overtime hours, the Department of Budget and Management has authorized eight (8) hours of administrative leave for Correctional Officers (I, II, Sergeant, Lieutenant, Captain and Major) who are weapons certified and work on a shift in a correctional institution/facility or in the Home Detention Unit, Maryland Central Transportation Unit or the K-9 Unit.
2. Correctional Officers who are currently weapons cadre members shall be credited with eight (8) hours of administrative leave immediately provided each employee maintains weapons certification thru December 31, 2013.
3. Correctional Officers that are successfully trained and weapons certified between now and December 31, 2013 will also receive eight (8) hours of administrative leave provided each employee maintains weapons certification thru December 31, 2013.
4. On January 1, 2014 and each subsequent January 1, each Correctional Officer who is weapons certified and is part of the institutions/facilities weapons authorized cadre will receive eight (8) hours of administrative leave provided the employee maintains their weapons certification thru December 31 of the that year.
5. Each Institution/facility will maintain the aggregate number of weapons certified Correctional Officers I, Correctional Officers II and Correctional Officers Sergeant as listed on Table A (page 3). The Warden/Jail Administrator is responsible for identifying the weapons certified staff in their institution/facility that will receive the eight (8) hours of administrative leave upon receipt of these guidelines.
6. If an institution/facility has a weapons cadre deficiency, the Warden/Jail Administrator will take immediate action to recruit volunteers who are Correctional Officers I, Correctional Officer II or Correctional Officer Sergeant for firearms training and certification. The criteria to use for selecting staff will be the DPSCS Seniority Policy, DPSCS.050.0033. The total number of weapons certified Correctional Officers I, II and Sergeant can't exceed the aggregate total authorized for each institution/facility in Table A.
7. Once an institution/facility has reached the aggregate total authorized number of weapons certified staff as identified in Table A, each Warden/jail Administrator will create a waiting list of volunteer employees who are trained but don't receive their weapons qualification card. An employee on the waiting list will receive the weapons qualification card once the institutions'/facilities' cadre goes below the authorized aggregate number in Table A.

Weapons Cadre Administrative Leave Guidelines-4-1-13

8. Any request to increase the total number of weapons certified staff identified in Table A must be submitted to the Deputy Secretary for Operations for approval via the Regional Executive Director with justification.
9. The Regional Executive Director or designee will audit each institutions weapons cadre to insure that each institution/facility has the correct total number of weapons certified staff; insure that staff are recruited for training and certification when additional weapons cadre employees are needed; each institution/facility creates a waiting of employees who are trained but don't receive the weapons qualification card; and receive the eight (8) hours of administrative leave.
10. The eight hours of weapons cadre administrative leave must be pre-scheduled no more than 60 days in advance.
11. The weapons cadre administrative leave may be carried forward from year to year, but no payment shall be paid for any remaining balance when the employee leaves DPSCS employment or State service.
12. The weapons cadre administrative leave must be taken in eight (8) hour increments.
13. The weapons cadre administrative leave can't be used in lieu of leave without pay.
14. The weapons cadre administrative leave must be used by the employee before a request for Leave Bank or Employee-to-Employee leave can be processed.
15. The weapons cadre administrative leave can be substituted for annual leave that has already been scheduled provided:
 - a. The use of the administrative leave will not result in the employee's annual leave exceeding the 600 hours carryover limit at the end of the calendar year;
 - b. The substituted annual leave day can't be moved to another day and pre-scheduled in the vacation book for that year. The eight (8) hours of annual that was substituted may be scheduled using the institutions'/facilities' process for unscheduled annual leave.
16. As delineated in Article 1, Section 2 of the Unit H MOU supervisors will not be required to staff posts or provide relief to other weapons cadre members except when fiscal or operational exigencies necessitate.

Weapons Cadre Administrative Leave Guidelines-4-1-13

Table A-Union/Admin Agreed Numbers Needed				
Facility	Day Shift	Evening Shift	Night Shift	Total
	CO I,II/SGT	CO I,II/SGT	CO I,II/SGT	CO I, II/SGT
BCBIC	69	40	42	151
BCDC	30	21	20	71
CDF	31	20	17	68
ECI	33	36	36	105
ECIA	0	0	0	0
JCI	60	37	27	124
MCIH	59	44	40	143
MCIJ	21	25	17	63
MCIW	39	25	18	82
MCTC	51	40	37	128
MRDCC	42	26	24	92
MTC	43	21	32	96
NBCI	50	52	32	134
PATX	37	29	24	90
RCI	65	50	35	150
WCI	55	34	24	113
Total	685	500	425	1,610

Weapons Cadre Administrative Leave Guidelines-4-1-13

Jack Hughes

Jack Hughes for AFSCME Maryland
Date: 6/6/13

Secretary Maynard

Secretary Maynard for DPSCS
Date: _____

J. Michael Stouffer

Dep. Sec. J. Michael Stouffer for DPSCS

Corey Trusty

Corey Trusty-AFSCME

Linda Tilghman

Linda Tilghman-AFSCME

Lisa James Henson

Lisa James Henson-AFSCME

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HENRY GLADDEN

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