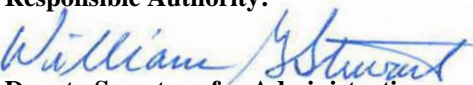


# Secretary's Directive



<b>Title:</b> Accessibility of Specified Personnel	<b>Executive Directive Number:</b> ADM.050.0049
<b>Related MD Statute/Regulations:</b> Correctional Services Article, §2-103, Annotated Code of Maryland	<b>Supersedes:</b> N/A
<b>Related ACA Standards:</b> N/A	<b>Responsible Authority:</b>  Deputy Secretary for Administration
<b>Related MCCS Standards:</b> N/A	<b>Effective Date:</b> March 24, 2015 <b>Number of Pages:</b> 3



**Stephen T. Moyer**  
Secretary

## .01 Purpose.

This directive establishes a requirement for Department of Public Safety and Correctional Services (Department) employees in positions designated by the Secretary to be accessible at all times.

## .02 Scope.

This directive applies to all units of the Department.

## .03 Policy.

The Department shall ensure that executive and management personnel are available at all times to provide for a timely and effective response to an incident or conditions affecting the Department's administrative and operational responsibilities.

## .04 Definitions.

A. In this directive, the following term has the meaning indicated.

B. Term Defined.

(1) On-Call.

- (a) "On-call" means that the individual in a designated position or, when permitted, a designee, can be personally contacted at any time during work hours or non-work hours 24 hours each day, seven days in a week.
- (b) "On-call" does not extend to approved absences from work, such as approved leave during which time an individual is officially designated to perform the responsibilities of the position with the on-call requirement.

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**.05 Responsibility/Procedures.**

- A. Department personnel in the following positions are required to be on-call:
- (1) Each member of the Secretary's Executive Staff;
  - (2) Executive Director — Finance;
  - (3) Executive Director — Human Resources Services Division;
  - (4) Chief Information Officer — Information Technology and Communications Division; and
  - (5) Director — Government, Legislative, and Community Affairs.
- B. If an employee in a position identified under §.05A of this directive is unable to be on-call, that employee shall:
- (1) Designate an employee in acting capacity;
  - (2) Notify the Secretary's Executive or Special Assistant, in writing, of the:
    - (a) Employee in acting capacity;
    - (b) Contact information for the employee in acting capacity so as to comply with on-call requirements; and
    - (c) Period that the acting capacity will be in place; and
  - (3) Ensure that changes to the acting designation are reported immediately as required under §.05B(2) of this directive.
- C. To ensure that under circumstances that prevent advance designation and notification as required under §.05B, such as sudden illness or injury or other reason that makes the on-call employee temporarily unavailable there is an employee on-call, each employee required to be on-call under this directive shall:
- (1) Establish a default acting capacity chain of command within the respective unit; and
  - (2) Ensure that the employee designated to assume acting capacity:
    - (a) Is informed of notification requirements established under this directive; and
    - (b) Knows that the notification requirements are the responsibility of the employee assuming acting capacity.
- D. Upon being notified of an employee in acting capacity under this directive, the Secretary's Executive or Special Assistant will provide the employee in acting capacity with contact information for other personnel required to be on-call.

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**.06 Attachment(s)/Links.**

There is no attachment to this directive.

**.07 History.**

This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

**.08 Operations Distribution.**

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