
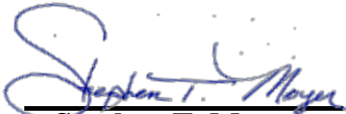



Executive Directive



Title: Volunteer, Intern and Contractor Contact and Personal Information	Executive Directive Number: ADM.170.0002
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland; State Government Article, §§10-611 and 10-624, Annotated Code of Maryland; COMAR 12.11.05	Supersedes: N/A
Related ACA Standards: 4-4117; 2-CO-1G-06; 4-ALDF-7F-06	Responsible Authority:  Executive Director – Human Resources Services Division
Related MCCS Standards: N/A	Effective Date: June 12, 2015 Number of Pages: 4


Stephen T. Moyer
Secretary


William G. Stewart
Deputy Secretary
for Administration

.01 Purpose.

This directive establishes policy and responsibilities for a Department of Public Safety and Correctional Services (Department) volunteer, intern, and contractor to ensure that contact and personal information on file with the Department is accurate.

.02 Scope.

This Directive applies to each Department volunteer, intern, and contractor.

.03 Policy.

- A. The Department shall maintain personal contact information as part of a volunteer's, intern's, or contractor's file.
- B. The Department shall use contact and personal information contained in a volunteer's, intern's, or contractor's file consistent with the statutory and regulatory requirements related to official Department business needs.
- C. The Department shall establish a process for a volunteer, intern, or contractor to inspect, correct and update information contained in a volunteer's, intern's, and contractor's file ensuring that the information is accurate.

.04 Definitions

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.

- (1) "Contact information" includes the:

Executive Directive Number: ADM.170.0002

- (a) Full name of the volunteer, intern, or contractor;
 - (b) Street name, house or apartment number, city, state and zip code where the volunteer, intern, or contractor resides;
 - (c) All telephone numbers (landline and cellular) that are regularly used by or in the volunteer's, intern's, or contractor's name; and
 - (d) Information identified under §§.04B(1)(a) and (c) of this directive for an individual, or individuals, designated by the volunteer, intern, or contractor to be contacted in the event of an emergency involving the volunteer, intern, or contractor.
- (2) "Contractor" means an individual under contract, memorandum of understanding, or other such agreement with the Department to provide goods or perform services at a Department facility.
- (3) "Intern" means a student in a post-high school education program offered by an educational institution, such as a college, university, or vocational school who provides, without compensation by the Department, a volunteer service to the Department in return for academic credit from the educational institution related to the educational program in which the student is enrolled.
- (4) Personal Information.
- (a) "Personal information" has the meaning stated in State Government Article, §10-611, Annotated Code of Maryland.
 - (b) "Personal information" includes, but may not be limited to items identified in State Government Article, §10-611(f), Annotated Code of Maryland.
- (5) Volunteer.
- (a) "Volunteer" means an individual who is approved by the Department to perform a service without compensation by the Department for the service provided.
 - (b) "Volunteer" is classified based on the individual's:
 - (i) Affiliation with the Department;
 - (ii) Private or public organizational affiliation;
 - (iii) Professional qualification or certification;
 - (iv) Type of service provided; or
 - (v) Purpose for providing the service.
 - (c) "Volunteer" includes the following classifications (defined in the [Volunteer Program Manual](#)):
 - (i) Employee volunteer;
 - (ii) Intern;

Executive Directive Number: ADM.170.0002

- (iii) Participant volunteer;
- (iv) Faith-based volunteer; and
- (v) Resource volunteer.

.05 Responsibility/Procedure.

A. Volunteer, Intern, or Contractor Responsibility.

- (1) A volunteer, intern, or contractor shall provide the volunteer's, intern's, or contractor's supervisor with contact and personal information necessary to conduct official Department business as part of initial involvement with the Department.
- (2) A volunteer, intern or contractor shall provide any subsequent changes to the volunteer's, intern's or contractor's contact and personal information to the volunteer's, intern's or contractor's supervisor.

B. Supervisor Responsibility.

- (1) A supervisor shall take appropriate steps to ensure that a subordinate volunteer's, intern's or contractor's contact and personal information is accurate.
- (2) In order to establish the accuracy of volunteer, intern or contractor contact and personal information maintained by the Department each supervisor shall, within 10 work days from the date of this directive:
 - (a) Ensure that each subordinate volunteer, intern or contractor is personally provided and signs for a copy of this directive;
 - (b) Forwards the signed receipt to the appropriate supervisor for filing in:
 - (i) For a volunteer or intern, volunteer's or intern's Volunteer Program file; and
 - (ii) For a contractor, contractor's file;
 - (c) Ensure that each subordinate volunteer, intern or contractor reviews with the supervisor that volunteer's, intern's or contractor's contact and personal information on file and verifies that the information is current; or if not current or additional information (telephone numbers) is required that the records are updated; and
 - (d) Ensure that the Volunteer Program database is updated.
- (3) A supervisor determining that a subordinate volunteer's, intern's, or contractor's contact and personal information is not accurate shall:
 - (a) Ensure that the volunteer, intern, or contractor officially submits the information as required under this directive; and

Executive Directive Number: ADM.170.0002

- (b) If appropriate, initiate disciplinary action under the Department's disciplinary process.
- (4) If a supervisor receives updates to a volunteer's, intern's, or contractor's contact or personal information shall communicate the information to:
 - (a) The Intelligence and Investigation Division's Chief — Intelligence Unit;
 - (b) For a volunteer or intern, the respective volunteer coordinator for updating the Volunteer Program database; or
 - (c) For a contractor, the Department's representative with oversight for the contractor to update records concerning the contractor and the Volunteer Program database.
- C. A volunteer, intern or contractor who does not comply with requirements under this directive is subject to appropriate disciplinary action under the Department's disciplinary process.

.06 Attachments.

- A. Receipt and Acknowledgement of Content of Executive Directive ADM.170.0002 — Volunteer, Intern and Contractor Contact and Personal Information

.07 History.

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

.08 Operations Distribution.

- A
S — Volunteers, Interns, and Contractors

**Receipt and Acknowledgement of Content
of Executive Directive
ADM.170.00002 — Volunteer, Intern, and Contractor Contact and Personal Information**

My signature below acknowledges receipt of Executive Directive ADM.170.0002 — Volunteer, Intern, and Contractor Contact and Personal Information and that I understand and complied with requirements established under the directive for reviewing and, if necessary, updating my contact and personal information on file with Department of Public Safety and Correctional Services. Further, I understand that failure to comply with the requirements established under this directive related to my contact and personal information may result in disciplinary action, up to and including termination.

Date Directive Received by Volunteer, Intern, or Contractor

Date Volunteer, Intern, or Contractor Information Reviewed with Supervisor

Volunteer's, Intern's, or Contractor's
Printed Name

Supervisor's Printed Name

Volunteer's, Intern's, or Contractor's
Signature

Supervisor's Signature

Date

Date

Original Filed: Volunteer's, Intern's, or Contractor's File
Copy Provided: Volunteer, Intern, or Contractor