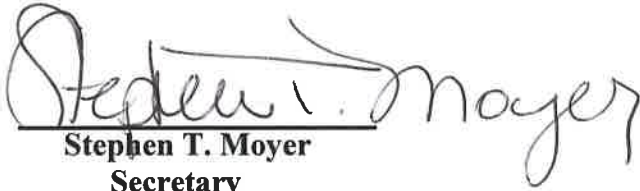


# Executive Directive



<b>Title:</b> Case Management	<b>Executive Directive Number:</b> OPS.100.0004 Revised
<b>Related MD Statute/Regulations:</b> COMAR 12.02.2	<b>Supersedes:</b> OPS.100.0004 dated June 30, 2017
<b>Related ACA Standards:</b> N/A	<b>Responsible Authority:</b> <i>Pat Haines Johnson</i> Executive Director, Field Support Services
<b>Related MCCS Standards:</b> N/A	<b>Effective Date:</b> February 1, 2018 <b>Number of Pages:</b> 3

  
Stephen T. Moyer  
Secretary

  
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Deputy Secretary  
for Operations

## .01 Purpose.

This directive updates existing case management policy and procedures for final appointing authority for the Division of Correction (Division) case management actions and adds language related to an inmate serving a life sentence.

## .02 Scope.

This directive applies to Division of Correction employees and to inmates sentenced and committed to the custody of the Commissioner of Correction.

## .03 Policy.

The Division of Correction shall establish the final appointing authority for Division case management actions.

## .04 Definitions.

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

B. Term Defined.

(1) "Assistant Commissioner" means the Assistant Commissioner for the Division of Correction.

(2) "Commissioner" means, the Commissioner of the Division of Correction.

## .05 Responsibility.

A. The Commissioner may designate the Assistant Commissioner, Executive Director of Field Support Services, and the Deputy Director of Field Support Services as the final appointing authority for the following Division case management actions:

(a) Those listed in the Case Management Manual, §5.F;

- (b) A Security Reduction Profiles that requires headquarters review; and
- (c) Placing an inmate in a local detention center for re-entry programming.

B. The following action shall be added to list of actions in the Case Management Manual, §5 — Inmate Assignments, paragraph F — Commissioner’s Review that require review by the Commissioner, or a designee:

A decrease from medium security status to a lesser security status for an inmate serving a life sentence for an offense committed by the inmate while the inmate was a juvenile.

Work release consideration for an inmate serving a life sentence within twelve months of a delayed parole release.

C. The Case Management Manual, §7 — Security Classification, paragraph D(2) under Sentences of Life or Death for reducing security classification is amended to read:

An inmate serving a life sentence or has a detainer for a life sentence in another jurisdiction shall be classified to no less than maximum security unless approved by the Commissioner, or a designee.

D. The following action shall be added to list of considerations in the Case Management Manual, §7 — Security Classification, paragraph D — Sentences of Life or Death for reducing security classification:

An inmate serving a life sentence for an offense that the inmate committed while the inmate was a juvenile shall be eligible for a reduction below medium security status if approved by the Commissioner, or a designee.

E. The following shall be added to the list of eligibility criteria in the Case Management Manual, §13— Work Release, paragraph — Eligibility Criteria:

An inmate serving a life sentence shall have achieved a pre-release security level and be within 12 months of a delayed parole release.

**.06 Attachments/Links.**

There are no attachments or links to this directive.

**.07 History.**

A. This directive revises OPS.100.0004 dated July 20, 2017 by giving the Commissioner the authority to reduce an inmate’s security status without a Parole Commission recommendation in cases where the inmate was convicted of an offense that was committed when the inmate was a juvenile.

B. This directive revises OPS.100.0004 dated June 30, 2017.

C. This directive revises OPS.100.0004 by allowing an inmate who is serving a life sentence and is within 12 months of delayed parole release to be assigned to a work release program.

- D. The June 2, 2016 directive replaced EmD.OPS.100.0004 dated June 24, 2015:
  - (a) Clarifying the final appointing authority for reentry placements of inmates who are sentenced and committed to the custody of the Commissioner of Correction; and
  - (b) Adding language providing additional considerations for security status changes related to inmates under a life or death sentence.
  
- D. This directive supersedes provisions of any prior existing, Secretary, Department or unit communication with which it may be in conflict.
  
- E. This language adds to and does not invalidate the current Case Management Manual and shall be included in the next revision of the Case Management Manual.

**.08 Correctional Facility Distribution Code.**

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