

STATE OF MARYLAND

Department of Public Safety
and Correctional Services



PATUXENT INSTITUTION

Directive

PID # 1-4

DATE: 10/1/1991

SUBJECT: Publications

TITLE: Patuxent Institution Bulletins

- I. REFERENCE: Maryland Commission on Correctional Standards H-4
- II. APPLICABLE TO: All Departments
- III. PURPOSE: To establish guidelines for the development, publication, and use of Patuxent Institution Bulletins (PIBs).
- IV. DEFINITIONS: None
- V. POLICY AND PROCEDURE:
 1. Information provided to keep departments and employees advised of activities, changes, requirements, schedules, assignments and other matters of interest to personnel or necessary to the operation and administration of the agency will be published as Patuxent Institution Bulletins (PIBs).
 2. Associate Directors are responsible for developing PIB's required in their functional areas. Proposed PIB's will be routed to the appropriate Associate Director for approval and then forwarded to the Director for final approval and signature. Department Heads may also recommend new PIB's. They should forward such recommendations to the Director through the appropriate Associate Director.
 3. PIB's will be numbered sequentially as issued during the calendar year, and will bear the date of issuance. Format will be as follows:

Date
PIB #
INFORMATION BULLETIN (In CAPITALS)
SUBJECT: (in CAPITALS)
 4. Distribution of PIB's will be in accordance with the formula described in PID 1-6. Department Heads are responsible for the distribution of PIB's within their respective departments.

5. PIB's are intended for timely distribution of material of general but relatively short-term interest. The Director or designee shall review all PIB's one year from the date of issuance. At that time, all PIB's found to be outdated should be destroyed. PIB's will not be used for dissemination of directives or matters of interest of an on-going nature, which requires continued compliance of personnel. Such matters should be published as a PID.
 6. PIB's will be posted on bulletin boards in appropriate locations, in addition to other distributions as indicated. Employees are encouraged to check bulletin boards frequently and note the bulletins.
- VI. REVISIONS: PIR 1-4 dated July 24, 1991.



Randall S. Nero, Ph.D.
Director

Distribution: A