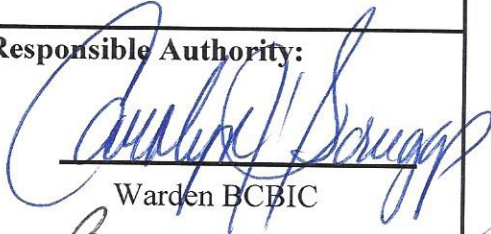
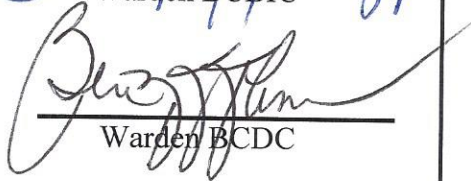
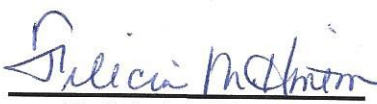


# Facility Directive



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|--|--|
| <b>Title:</b><br>Weekly Institutional Rounds   | <b>Facility Directive Number:</b><br>DPDS-110-0043-1   |
| <b>Related MD Statute and Regulations:</b><br>Md. Correctional Services code Ann. §8-113;<br>Md. Public Safety Code Ann. §6-307<br><b>COMAR:</b> 12.14.03.02,12.14.03.03;<br>12.14.03.04 | <b>Supersedes:</b><br>Directive is new to Detention  |
| <b>Related ACA Standards:</b><br>1-Core-2A-03  | <b>Responsible Authority:</b><br><br><br>Warden BCBIC<br><br><br>Warden BCDC |
| <b>Related MCCS Standards:</b><br>.01h; .02A-.02D, 03D, I, .04B, c, .05J   |  |
| <b>Established Related Directives:</b> N/A   | <b>Effective Date:</b> April 30, 2015<br><b>Number of Pages:</b> 4   |

  
Kevin D. Patten  
Acting Commissioner

  
Felicia M. Hinton  
Assistant Commissioner

## .01 Purpose.

To establish a uniform policy and procedure which ensures that adequate communication is maintained between staff and inmates, supervisors and line employees, department heads and their key staff, as well as Facility Wardens to informally observe the living and working conditions of staff and inmates within the facility.

## .02 Scope.

This directive is applicable to the Division of Pretrial Detention and Services:

- A. Baltimore Central Booking and Intake Center (BCBIC);
- B. Baltimore City Detention center (BCDC); and
- C. Baltimore Pre Release Unit (BPRU).

**.03 Policy.**

It is the policy of the Division of Pretrial Detention and Services:

- A. For administration staff to be visible and accessible to inmates and staff by conducting regular visits to housing areas, work areas within the Facility and other areas of the Facility where inmate activities are conducted.
- B. “Personal contact and interaction between staff and inmates is required. The facility administrator or designee visits the facility’s living and activity areas at least weekly” (1-CORE-2A-03).

**.04 Definitions.**

None.

**.05 Responsibility.**

A. Staff Visibility.

- (1) A high priority at the DPDS is the visibility of administration staff and senior staff in the facility ensuring that they are available to line staff and inmates for communication in accordance with facility directives. The practice will help to:
  - (a) Preserve systems of communication that maximize the ability of managers to communicate with their employees at all levels and that staff and inmates are able to interact effectively regarding personal and facility concerns ensuring that rules, regulations and procedures of the facility are maintained.
  - (b) Establish and maintain lines of communication with staff and inmates in order to reduce reliance on the informal complaint process.
  - (c) Ensure that administrative decisions are made without regard to:
    - (i) Inmates race;
    - (ii) Religion;
    - (iii) National origin;
    - (iv) Sex;
    - (v) Handicap; or
    - (vi) Political views.
  - (d) To:
    - (i) Prevent;

(ii) Detect; and

(iii) Report:

- Fraud;
- Waste;
- Abuse;
- Mismanagement; and
- Illegal acts.

(e) To promote efficient management practices, improve program quality, evaluate how well programs are achieving the desired results, and identify and recognize noteworthy accomplishments of programs and promote replication.

(f) To ensure that available information provides the Warden with summary of reports on major problem areas, resource needs, and plans for resolving those issues.

(2) The Warden or designee and Supervisory staff or designee(s) including disciplines, are to be readily available to the inmate population on an informal, regular basis. An internal inspection team shall comprise of senior staff from:

- (a) Administration;
- (b) Case Management;
- (c) Environmental compliance and safety;
- (d) Emergency operations;
- (e) Medical Unit;
- (f) Maintenance Unit;
- (g) Intelligence Officer;
- (h) Investigation Supervisor;
- (i) Fire and Safety unit; and
- (j) Unit Managers.

(3) The Warden, Supervisory staff and the internal inspection team or designees shall make formal rounds of the Facility weekly. The Warden is required to attend, at least, one (1) inspection a month.



The Assistant Warden and the Chief of Security shall participate in the inspection. In the absence of the Warden, the departmental heads or designees shall attend at least two (2) inspections a month. These rounds are documented in the Daily-Sign-in-Sheets located within the housing units and the DPDS Weekly Rounds Assessment Form (Appendix A).

- (a) The inspection shall include all housing units and areas where inmate activities take place such as:
  - (i) The Medical Unit;
  - (ii) Dietary Unit;
  - (iii) Cadre;
  - (iv) Intake; and
  - (v) Discharge areas, and so on.
- (b) Supervisory custody staff shall make daily rounds of areas occupied by inmates. Unoccupied areas of the Facility shall be visited once each week and the visit shall be recorded in accordance with facility directive.

B. Weekly Inspections.

- (1) The Warden shall decide the day and time of the weekly rounds.
- (2) The Chief of Security shall:
  - (a) Designate supervisory staff to conduct weekly inspections of security devices, noting the items needing repairs or maintenance.
  - (b) The inspections are reported in writing to the Chief of Security.
  - (c) During the weekly rounds, the internal inspection team shall inspect areas of the Facility noting other recognizable concerns seen in the area and utilizing the DPDS weekly round Assessment Form, document complaints from:
    - (i) Staff;
    - (ii) Inmates; and
    - (iii) Visitors.
  - (d) The form shall be completed in its entirety to include:
    - (i) The names of the assessment team members;
    - (ii) The name of the person making the complaint or area of concern;

(iii) Identify the issue or concern that was presented;

(iv) The action taken or resolution is indicated:

- Was the action or resolution an immediate fix?
- Will time be needed to address the issue or concern; if so,
- What is the time frame and who will be involved?

(v) Identify the assessor who documented the issue and who will be addressing the issue.

(3) The assessments are to be submitted to the Assistant Commissioner by the Warden by the close of business the day after the rounds are conducted.

(4) The Assistant Commissioner is informed of critical issues immediately or by completion of the inspection per the instructions of the Warden.

C. The inspection findings shall remain on file for a period of three years or until the completion of the audit cycle.

**.06 Attachment(s).**

Appendix A –Weekly Rounds Assessment Form.

**.07 History.**

Directive is new to Detention, with no previous history.

**.08 Distribution.**

A



Date: \_\_\_\_\_ Facility: \_\_\_\_\_

|                      |  |                            |  |
|----------------------|--|----------------------------|--|
| Administrator:       |  | Fire Safety                |  |
| Security-Major       |  | Emergency Preparedness:    |  |
| Case Management:     |  | Education: (if applicable) |  |
| Environmental Safety |  | Re-Entry: (if applicable)  |  |
| Medical              |  | Other:                     |  |
| Maintenance          |  | Other:                     |  |

DPDS 110-0043-1