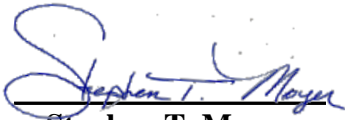
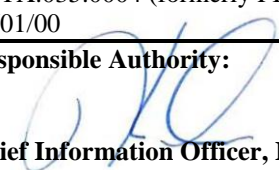



Executive Directive




Stephen T. Moyer
Secretary

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|---|---|
| Title: Offender Case Management System (OCMS) | Executive Directive Number: ADM.035.0001 |
| Related MD Statute/Regulations: COMAR 12.02.06.07 B (1) | Supersedes: DOC.035.0001 (formerly DCD 35-1) dated 03/15/04; DOC.035.0002 (formerly DCD 35-2) dated 02/15/02; DOC.035.0003 (formerly DCD 35-3) dated 05/01/06; DOC.035.0004 (formerly DCD 35-4) dated 08/01/07; DOC.035.0005 (formerly DCD.35-5) dated 07/15/89; DOC.035.0006 (formerly DCD 35-6) dated 02/15/02 PATX.035.0002; and PATX.035.0004 (formerly PID 35-4 dated 10/01/00) |
| Related ACA Standards: 4-4100, 4-41001; 4-103; -4104; 4-4105 and 4-4106 | Responsible Authority:  Chief Information Officer, Information Technology and Communications Division |
| Related MCCS Standards: .08A | Effective Date: May 23, 2017 Number of Pages: 2 |


William G. Stewart
Deputy Secretary
for Administration

.01 Purpose.

This directive establishes that the Offender Case Management System (OCMS) shall supersede the Offender Based State Correctional Information System (OBSCIS I and OBSCIS II) as the Department's official offender case management system.

.02 Scope.

This directive applies to all Department employees accessing or using OCMS.

.03 Policy.

- A. The Department shall provide a data management system for the purpose of conducting Department business and supporting the mission of applicable operational units.
- B. Employees accessing OCMS shall use the privilege in accordance with protocol established by the unit to which the employee is assigned.

.04 Definitions.

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

- B. Terms Defined.

- (1) "Access" means an employee is authorized to use OCMS to perform assigned duties and responsibilities.

(2) Employee.

- (a) "Employee" means an individual assigned to or employed by the Department in a full-time, part-time, temporary, or contractual position.
- (b) "Employee" includes:
 - (i) A volunteer;
 - (ii) An intern; or
 - (iii) A contract employee.

.05 Responsibility.

- A. Each employee shall access OCMS as required in accordance with assigned duties and responsibilities.
- B. The Restitution Module in OBSCIS II remains as the system of record for restitution.
- C. An employee authorized to access OCMS may access OCMS via the *SafetyNet* under Applications>OCMS>Application and Documents.

.06 Attachment(s)/Links

There are no attachments or links to this directive.

.07 History.

- A. This directive replaces DOC.035.0001 (formerly DCD 35-1) dated 03/15/04; DOC.035.0002 (formerly DCD 35-2) dated 02/15/02; DOC.035.0003 (formerly DCD 35-3) dated 05/01/06; DOC.035.0004 (formerly DCD 35-4) dated 08/01/07; DOC.035.0005 (formerly DCD.35-5) dated 07/15/89; DOC.035.0006 (formerly DCD 35-6) dated 02/15/02 PATX.035.0002; and PATX.035.0004 (formerly PID 35-4 dated 10/01/00.
- B. This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Codes.

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