# Division Directive

| Title: Pretrial Release Services Program – Administrative Case Load | Division Directive Number: DPDS.155.0001 |
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| **Related MD Statute/Regulations:** Correctional Services Article, § 5-301, Annotated Code of Maryland | **Supersedes:** N/A |
| **Related ACA and MCCS Standards:** N/A | **Authorized By:** *[signature]* **Robert Weisengoff** Executive Directive Pretrial Release Services Program |
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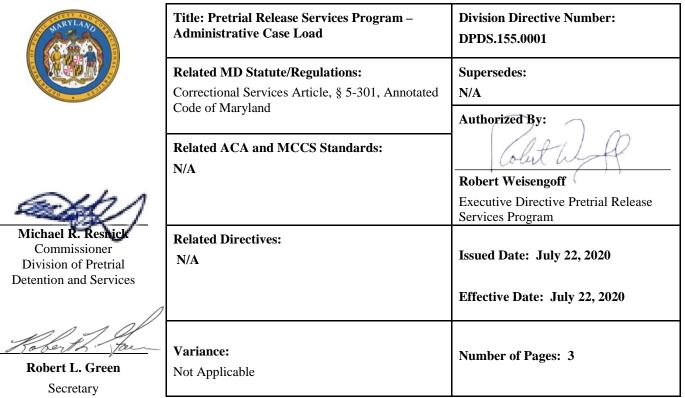Secretary

## .01   Purpose.

The purpose of this Directive is to establish procedure for implementing an Administrative Caseload that adheres to judicial decree and allows for monitoring a defendant prior to the defendant's trial.

## .02   Scope.

This Directive applies to the Pretrial Release Services Program (PRSP) within the Division of Pretrial Detention and Services (Division).

## .03   Policy.

It is the policy of the PRSP to:

**A.** Ensure that a defendant released to pretrial supervision is supervised effectively and monitored according to the terms and conditions of release established by the Court;

**B.** Report the timely and accurate results of the defendant's supervision and compliances to the Court; and

    **C.** Prioritize cases based on severity of the offense charged, the risk to public safety, and in accordance with the requirements of the Court Order.

**.04 Procedure.**

**A. Intake:** Upon notification that a defendant has been placed under pretrial supervision, the Intake Supervisor shall screen the case for the following:

(1) Crime type – Felony or misdemeanor;

(2) Domestic Violence related; and

(3) Special conditions ordered by the Court.

**B. Classification.**

(1) A defendant's case may be classified as administrative if the case meets the following conditions:

    (a) The case charged is a misdemeanor or a non-violent felony (e.g. felony theft, unauthorized use);

    (b) The case is not domestic violence related; and

    (c) There are no special conditions ordered by the Court.

(2) Each case deemed appropriate for the Administrative Caseload shall be reviewed by the Manager for final approval.

(3) If for any reason the manager finds the case inappropriate for the Administrative Caseload, the case will be assigned to a Pretrial Case Agent for supervision.

**C. Assignment and Monitoring of Administrative Caseload:**

(1) Cases that meet the above conditions shall be assigned to the Intake Supervisor for monitoring.

(2) The Intake Supervisor shall:

    (a) Add the case to the administrative case spreadsheet;

    (b) Perform a standard intake on each case; and

    (c) Monitor the administrative case by accessing the defendant's criminal history to ascertain if the defendant has been re-arrested or charged with additional crimes.

      (d)   The Intake Investigative staff in conjunction with the Intake Supervisor shall:

          (i)   Review each case every two weeks by reviewing the defendant's criminal history record; and

          (ii)   Enter the date of the criminal history check on the Administrative Caseload spreadsheet.

(3) Upon completion of the review, if a defendant has been re-arrested or charged with additional crimes, the Intake Supervisor shall notify the Court as soon as possible, but in no instance more than 24 hours from the time the criminal history was accessed.

(4) After notification to and upon judicial response, PRSP staff shall follow the order of the Court (e.g., request for a warrant, increased supervision, or maintain current supervision standards).

**D. Case Closure.** The case may be closed when it is:

(1) Adjudicated;

(2) Dismissed; or

(3) Closed by the Court.

**.05 Appendix.**

None

**.06 History.**

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

**.07 Distribution.**

A – Reference Copy