
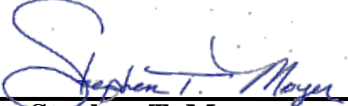


Secretary's Directive



Title: Recreational and Charitable Activities	Secretary's Directive Number: OSPS.020.0018 REVISED
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	Supersedes: Secretary's Directive Number COS.020.0018 Dated October 10, 2014
Related ACA Standards: 4-4048 and 4-4020 4-ALDF-7E-01 and 4-ALDF-7F-03	Responsible Authority:  Assistant Secretary, Programs and Services
Related MCCS Standards: N/A	Effective Date: November 13, 2015 Number of Pages: 5


Stephen T. Moyer
Secretary

.01 Purpose.

- A. This directive continues policy and procedure for units of the Department of Public Safety and Correctional Services (Department) to sponsor recreational or charitable activities.
- B. This directive continues policy concerning employee participation in recreational or charitable activities.

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

- A. The Department recognizes the value of community involvement and encourages each employee, as a private citizen, to be an active member of the employee's community by participating in recreational or charitable activities on a personal and voluntary basis.
- B. The Department recognizes the importance of government and community partnerships and encourages community relationships sponsoring certain recreational and charitable activities.

.04 Definitions.

- A. In this directive, the following terms have the meaning indicated.
- B. Terms Defined.
 - (1) "Employee" means an individual assigned to or employed by the Department in a full-time, part-time, temporary, or contractual position.
 - (2) Sponsor.

- (a) "Sponsor" means the Department or a unit is officially involved with organizing, endorsing, or promoting a recreational or charitable activity.
- (b) "Sponsor" may include employee participation.
- (3) "Unit" means an organization, institution, or division within the Department established by statute or created by the Secretary of Public Safety and Correctional Services (Secretary) within the Department.
- (4) "Unit head" means the highest authority of a unit.

.05 Responsibility.

A. Authorization to Sponsor a Recreational or Charitable Activity.

- (1) The Secretary, or a designee, is responsible for determining if the Department sponsors a recreational or charitable activity.
- (2) A unit head, with approval of the Department Deputy Secretary or Assistant Secretary overseeing the unit, is responsible for determining if the unit sponsors a recreational or charitable activity.

B. Request for Department or Unit to Sponsor a Recreational or Charitable Activity.

- (1) An employee may request that the Department or unit sponsor a recreational or charitable event.
- (2) An employee requesting Department or unit sponsorship of a recreational or charitable event shall:
 - (a) Submit a written request to the Secretary or respective unit head;
 - (b) Submit the request at least 30 days before the start of the recreational or charitable event;
 - (c) Include the following information concerning the recreational or charitable activity in the request:
 - (i) Type or description;
 - (ii) The date and duration;
 - (iii) The intent or purpose;
 - (iv) Justification for sponsorship; and
 - (v) Anticipated Department or unit obligations for personnel, expenditures, equipment, facilities, or other resources; and
 - (d) Forward the request through the employee's chain of command to either:
 - (i) The Assistant Secretary, Programs and Services, or a designee, if the request is for Department sponsorship; or

- (ii) The respective unit head, if the request is for unit sponsorship.
- (3) Within 15 days of the receipt of a request under this directive:
 - (a) If the request is for Department sponsorship, the Assistant Secretary, Programs and Services, or a designee, shall:
 - (i) Present the request to the Secretary for a decision; and
 - (ii) Prepare a written response to the employee submitting the request, through the employee's chain of command, advising of the decision.
 - (b) If the request is for unit sponsorship, the respective unit head shall:
 - (i) With the approval of the unit head's Deputy Secretary or Assistant Secretary, make a decision on the request;
 - (ii) Prepare a written response to the employee submitting the request, through the employee's chain of command, advising of the decision.
- (4) If Department or unit sponsorship is approved, a copy of the notification shall be forwarded to the Executive Director, Communications and Media, or a designee.

C. Employee Participation – Recreational or Charitable Activity.

- (1) Sponsored activity. If the Secretary or a unit head approves sponsorship of a recreational or charitable activity, an employee who participates in that activity shall:
 - (a) Do so voluntarily;
 - (b) Comply with federal, State, and local law;
 - (c) Comply with Department policy, procedures, Standards of Conduct, and other related administrative requirements;
 - (d) Participate on the employee's own time or on properly approved leave time except as otherwise provided under this directive; and
 - (e) Use work time for these activities if the employee's participation consists of organizing or planning a Department or unit sponsored activity.
- (2) Recreational and Charitable Activity Not Sponsored by the Department or a Unit.
 - (a) If a request for Department or unit sponsorship is not approved under this directive, or if an employee participates in a recreational or charitable activity as a private citizen, the employee:
 - (i) Shall do so voluntarily;

- (ii) Shall do so on the employee's own time or on properly approved leave time;
- (iii) May not in any way consider the employee's participation to be related to employment; and
- (iv) May not consider the employee's voluntary participation to impose or incur any form or liability or obligation on the Department or the unit.

D. An advertisement or related material displayed in or at a Department or unit facility concerning a recreational or charitable activity that is not sponsored by the Department or a unit shall:

- (1) Comply with the established policy and procedures concerning the display of this type or material; and:
- (2) Contain the following notice:

"This activity is not sponsored by the Department of Public Safety and Correctional Services (Department) or a unit of the Department. Participation in this activity is strictly voluntary, will be on the individual's personal time or on properly approved leave, and is in no way related or connected to an individual's employment with the Department or a unit under the Department."

E. Prohibitions — Recreational or Charitable Activities Not Sponsored by the Department or a Unit. An employee may not perform any of the following in connection with a recreational or charitable activity that is not sponsored by the Department or a unit.

- (1) Approve or permit the use of any Department or unit funds, equipment, employees, facilities, or other resources;
- (2) Solicit, encourage, influence, or require an employee to participate or attend;
- (3) Give an employee preferential treatment for shift re-assignment or leave to participate or attend;
- (4) Except for an employee's personal award displayed in the employee's personal work space, display awards received as a result of non-sponsored recreational or charitable activities in a Department or unit facility;
- (5) Except for posting of an advertisement or other material according to §.05D of this directive, otherwise encourage, subsidize, manage, or direct the activity; or
- (6) Use or display the Department's or a unit's name, logo, or the name or logo of any facility.

.06 Attachments/Links.

There are no attachments or links to this directive.

.07 History.

Secretary's Directive Number: OSPS.020.0018

- A. This directive replaces Secretary's Directive Number: COS.020.0018 dated October 10, 2014 and supersedes provisions of any prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

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