



Division of Correction

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<b>Title:</b> Table of Contents for Publications	<b>Directive Number:</b> DOC.001.0001
<b>Related MD Statute/Regulations:</b> (1) Correctional Services § 2-103, § 2-109, § 3-205, § 3-211, Annotated Code of Maryland, § 7-205 (2) Education Article § 23-303, Annotated Code of Maryland (3) Maryland Public Information Act Manual (11 <sup>th</sup> Edition) (October 2008)	<b>Supersedes:</b> DOC.001.0001 dated August 1, 2007
<b>Related ACA Standards:</b> 4-0004; 4-0005; 4-4011; 4-4014	<b>Authorized By:</b> Assistant Commissioner- Administrative Services and Professional Development
<b>Related MCCS Standards:</b> MCCS .08D	<b>Issue Date:</b> February 9, 2010
<b>Related DOC or Departmental Directives:</b> (1) DPSCS.020.0012: Policy and Procedure Directive Development and Implementation, issued January 20, 2009. (2) DPSCS Guidelines for Developing Policy and Procedure Directives, issued January 20, 2009. (3) DOC.020.0014: Records Retention and Disposal.	<b>Effective Date:</b> February 9, 2010
<b>Related DOC Code of Maryland Regulations:</b> Not Applicable	<b>Number of Pages:</b> 5

**Division of Correction Directive**

**.01 Purpose.**

To ensure a table of contents of Division of Correction (DOC), facility, and DOC-related Department and agency policy and procedure is published, updated, maintained and disseminated.

**.02 Scope.**

This directive applies to the DOC headquarters, each DOC correctional facility and operation.

**.03 Policy.**

A. The DOC Office of Policy Development, Analysis and Management (OPDAM) and each facility audit unit shall ensure a quarterly table of contents is:

- (1) Published;
- (2) Updated, and
- (3) Disseminated (MCCS .08D) (ACA 4-0004; 4-0005; 4-4011).

B. The DOC OPDAM shall forward a CD ROM containing DOC “L” distribution directives, manuals and information bulletins to depositories for public accessibility (ACA 4-0012).

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- C. The DOC OPDAM shall ensure agency Code of Maryland Regulations (COMAR) are updated annually for public and inmate accessibility (ACA 4-0012).

**.04 Definitions.**

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

B. Terms defined.

- (1) “DOC.” means a policy document issued by the Commissioner of the DOC.
- (2) “DCIB.” means a DOC Information Bulletin.
- (3) “DPSCS.” means a policy document issued by the Secretary of the Department of Public Safety and Correctional Services.
- (4) “Facility Policy or Audit Coordinator” means an employee designated, by the managing official or designee of a correctional facility or operation, as the liaison between OPDAM to:
  - (a) Manage the development, field review, revision, retention and distribution of facility procedure publications;
  - (b) Coordinate the field review and dissemination of DPSCS and DOC policy and procedure publications; and
  - (c) Resolve issues related to DPSCS, DOC, or facility publications.
- (5) “IIU.” means a policy document issued by the agency head of the DPSCS Internal Investigative Unit.
- (6) “ITCD.” means a policy document issued by the agency head of the DPSCS Information Technology & Communication Division.
- (7) “OTS.” means a policy document issued by the agency head of the DPSCS Office of Treatment Services.

**.05 Responsibility.**

A. The Director, OPDAM, shall:

- (1) Revise the table of contents that contains a listing of policy and procedure governing DOC operations;
- (2) Ensure the table of contents reflects the:
  - (a) Acronym of the issuing agency as:

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- (i) “DOC.”;
- (ii) “DPSCS.”;
- (iii) “IIU.”;
- (iv) “ITCD.”; or
- (v) “OTS.”;
- (b) DOC directive or manual number.
- (c) Agency directive number or series number for manuals issued by each agency listed in §.05.(A)(2)(a)(ii)-(v);
- (d) Title;
- (e) Effective Date;
- (f) Distribution;
- (g) Number of Change Notices issued;
- (h) Review Status;
- (i) Requirement for a DOC facility to issue an Institutional Directive;
- (j) Availability of the directive or manual on the DOC library/depository CD ROM;
- (k) Availability of the directive or manual on the SafetyNet;
- (l) General information regarding DCIBs;
- (m) General information regarding DPSCS General Post Orders;
- (n) Directive, manual rescissions issued in the past 3 years; and
- (o) General information regarding DOC COMAR.
- (3) Forward the table of contents quarterly to the Department of Public Safety and Correctional Services’ (DPSCS) Director of Policy and Regulations, for inclusion on the SafetyNet;
- (4) Advise DOC “A” distribution staff, by email, of the update to the table of contents;
- (5) Send a request to the DPSCS webmaster to note on the “News and Alert” section of the SafetyNet that the “DOC has issued an updated table of contents”;

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- (6) Forward a CD ROM containing the table of contents, DOC directives, manuals and information bulletins to depositories and external stakeholders as detailed in the [DOC Guidelines for Developing Policy and Procedure Directives and Publications Manual, DOC.001.0003 \(ACA 4-0005\)](#);
  - (7) Notify the Executive Director, Inmate Grievance Office and the DOC, Assistant Attorney General of DOC correctional facility publications available on the “x” drive (ACA 4-4005); and
  - (8) Retain the table of contents in accordance with the DOC retention schedule;
- B. An employee who receives a copy of the Division’s table of contents shall note any rescissions, re-issues or changes to the table of contents when it occurs by:
- (1) Documenting the change when the facility policy or audit coordinator distributes policy and procedure publications;
  - (2) Checking the DPSCS SafetyNet;
  - (3) Requesting change information from the facility policy or audit coordinator; or
  - (4) Checking the reference set maintained in the unit or office of the facility policy or audit coordinator (ACA 4-0004).
- C. A facility policy or audit coordinator shall:
- (1) Develop, compile, or revise a table of contents quarterly listing correctional facility procedure publications by using Appendix 3, Facility Table of Contents Template;
  - (2) Forward the table of contents quarterly to the Director of OPDAM or designee;
  - (3) Post the table of contents quarterly to the appropriate correctional facility folder on the DOC headquarters “R” drive;
  - (4) Advise facility staff of the quarterly update to the table of contents;
  - (5) Retain the table of contents in accordance with the DOC retention schedule;
  - (6) Complete the Policy Management Audit Form, Appendix 4, quarterly;
  - (7) Forward a copy of Appendix 4 to the Director, OPDAM; and
  - (8) Maintain each completed copy of Appendix 4 in the Policy Management Audit form binder.

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**.06 Attachment(s).**

- A. Appendix 1, Division of Correction Table of Contents (Directives Governing DOC)
- B. Appendix 2, Subtitle 2, Division of Correction Code of Maryland Regulations Index.
- C. Appendix 3, Facility Table of Contents Template
- D. Appendix 4, Policy Management Audit Form
- E. Appendix 5, Policy Management Compliance Plan

**.07 History.**

- A. This directive supersedes Division of Correction directive DOC.001.0001 dated August 1, 2007.
- B. This directive added responsibility of a facility policy and audit coordinator.
- C. This directive and the DOC Table of Contents, Appendix 1 to this directive is modified to:
  - (1) Specify the requirements for publishing, updating and disseminating the table of contents;
  - (2) List issued, rescinded or updated policy and procedure;
  - (3) List current DCIBs;
  - (4) List the DPSCS General Post Orders; and
  - (5) Convert the directive numbering system to the departmental directive numbering system as detailed in the “DPSCS Guidelines for Developing Policy and Procedures.”

**.08 Distribution.**

A, C, L